

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
TUESDAY, 25 FEBRUARY 2020
COMMENCING AT 9.00AM
ISAAC REGIONAL COUNCIL CHAMBERS,
MORANBAH

GARY STEVENSON PSM
Chief Executive Officer

LOCAL GOVERNMENT ACT 2009

Chapter 8, Part 2 of the Local Government Regulation 2012

Division 3, Common provisions for local government and committee meetings

Section 275 Closed meetings

- 1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
 - a) the appointment, dismissal or discipline of employees;
 - b) or industrial matters affecting employees; or
 - c) the local government's budget; or
 - d) rating concessions; or
 - e) contracts proposed to be made by it; or
 - f) starting or defending legal proceedings involving the local government; or
 - g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- 2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

ORDINARY MEETING
OF ISAAC REGIONAL COUNCIL
TO BE HELD ON
TUESDAY 25 FEBRUARY 2020
COMMENCING AT 9.00AM
MORANBAH COUNCIL CHAMBERS, MORANBAH

AGENDA

1. OPENING OF THE MEETING
2. APOLOGIES
3. CONDOLENCES
4. DECLARATION OF CONFLICTS OF INTEREST
5. DEPUTATIONS
6. CONSIDERATION OF NOTICE OF MOTIONS
7. CONFIRMATION OF MINUTES
8. BUSINESS ARISING FROM PREVIOUS MEETING
9. STANDING COMMITTEE REPORTS
10. OFFICER REPORTS
11. CONFIDENTIAL REPORTS
11. COUNCILLOR QUESTION TIME
12. CONCLUSION

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1. OPENING OF MEETING

2. APOLOGIES

3. CONDOLENCES

- WHITING, Shirley Anne Formerly of Moranbah
- NEY, Ken Formerly of Moranbah
- ELITE, Kathleen “Kath” Clare (*nee Clancy*) Late of Clermont

4. DECLARATION OF CONFLICTS OF INTEREST

5. DEPUTATIONS

6. CONSIDERATION OF NOTICE OF MOTION

7. CONFIRMATION OF MINUTES

- Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council Chambers, Moranbah on Tuesday 28 January 2020
- Special Meeting of Isaac Regional Council held at Isaac Regional Council Chambers, Moranbah on Friday 21 February 2020

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. STANDING COMMITTEE REPORTS

9.1

St Lawrence Wetlands Weekend 2020 – Event Management Framework

EXECUTIVE SUMMARY

This report presents the St Lawrence Wetlands Weekend Event Management Framework for Council's informing on the planning and development progressing for the 2020 event to be held on 13 and 14 June 2020.

9.2

Isaac Coastal Communities Power Supply Advocacy

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform in relation to the electrical network power supply to its Isaac Coastal Communities in accordance with Operational Development Plan (ODP) Action O26.01.

9.3

“Love Your Local” Buy Local Campaign

EXECUTIVE SUMMARY

This report is intended to inform Council on the proposed “Love Your Local” – Buy Local campaign for review and endorsement.

9.4

Isaac Arts and Cultural Advisory Committee Minutes – 22 January 2020 and 29 January 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the Minutes of the Isaac Arts and Cultural Advisory Committee Meetings held on Wednesday, 22 January 2020 and Wednesday, 29 January 2020.

9.5

Middlemount Touch Football Association Incorporated Tenure Agreement

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Middlemount Touch Football Association Incorporated on Lot 3 on CP858167, Middlemount Sporting Complex, Centenary Drive South, Middlemount.

9.6

Moranbah Darts Association Incorporated Tenure Arrangements

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Darts Association Incorporated on Lot A on SP214728 being part of Lot 3 on M973107, 38 Bacon Street, Moranbah.

9.7

Moranbah Speedway Association Incorporated Tenure Agreement

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Speedway Association Incorporated on Lot AD on SP232350 being part of Lot 19 on SP158749, Sarchedon Drive, Moranbah.

9.8

Public Art Policy and Public Art Action Plan 2020-2024

EXECUTIVE SUMMARY

This report seeks Council’s endorsement of a Public Art Policy and Public Art Action Plan.

9.9**Community Tenure and Facilities Advisory Committee – 29 January 2020****EXECUTIVE SUMMARY**

The purpose of this report is to present to Council an update on the Community Tenure and Facilities Advisory Committee activities, recent meeting minutes from the 29 January 2020 and related matters.

9.10**Domestic Dog Advisory Committee – Minutes 29 January 2020****EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Wednesday, 29 January 2020.

9.11**Major Grants Round 15 – Emergency and Long Term Accommodation Moranbah (Auspiced for CFMEU)****EXECUTIVE SUMMARY**

Emergency and Long Term Accommodation Moranbah (ELAM), being the auspice body for Construction, Forestry, Mining and Energy Union (CFMEU), are seeking support from Council to hold their annual Moranbah Labour Day Festival on Monday 4 May 2020. They are seeking Council's support to pay for the fireworks and to facilitate the road closures throughout Town Square and surrounds.

9.12**Isaac Regional Council Monthly Financial Report****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.

9.13**Work Health and Safety Update****EXECUTIVE SUMMARY**

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

9.14**Isaac Regional Council – 2019/2020 2nd Quarter Budget Review****EXECUTIVE SUMMARY**

A review of the budget for the 2019/2020 financial year has been undertaken with each of the respective Department Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2019, with consideration also to the current January trends.

The review proposes a \$179K decrease to the budgeted operating surplus, along with a \$10M increase to capital revenue and a decrease of \$4.2M in capital expenditure. From discussions with managers there are

potential savings in some projects of \$600K which may reduce the 2019/20 capital expenditure in the future. With the projects still ongoing, there has been no adjustments proposed at this stage.

9.15

2019-2020 Annual Operational Plan – 2nd Quarter Performance Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2019, on the progress towards implementing the 2019-2020 Annual Operational Plan.

9.16

Policy - Fraud and Corruption Control - Updated

EXECUTIVE SUMMARY

The purpose of this report is to consider the adoption of the updated Policy – Fraud and Corruption Control.

9.17

Councillor Remuneration 2020-2021: Local Government Remuneration Commission Annual Report 2019

EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Regulation 2012* (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2019, released 29 November 2019, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2020.

9.18

Corporate Stakeholder Engagement Policy

EXECUTIVE SUMMARY

Council is requested to consider a draft Corporate Stakeholder Engagement Policy in accordance with Action G20.01 of Council's Organisational Development Plan.

9.19

Medical and Hospital Services Planning Advocacy

EXECUTIVE SUMMARY

Council is requested to consider information provided by Mackay Hospital and Health Services and Northern Queensland Primary Health Network.

9.20

Engineering and Infrastructure 2019/2020 Overall Capital Projects Progress Report

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2019/2020 Capital Works Program.

EXECUTIVE SUMMARY

This report seeks endorsement of the Overarching Gravel Pit Management Plan in relation to Council owned gravel pits to manage environmental liabilities and operation aspects.

10. OFFICER REPORTS

EXECUTIVE SUMMARY

A petition was received from Community Members on Tuesday 21 January 2020 and requests Council give consideration to installation of a Dog/Puppy Park in Moranbah.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with Peabody Energy who are seeking to construct a pipeline from Coppabella Mine to Millennium Mine.

EXECUTIVE SUMMARY

The report seeks support for an application received to permanently close Lake Vermont Road.

EXECUTIVE SUMMARY

This report seeks Council's approval to allocate civic and community grants intended to support events and activities associated with 50th Anniversary Celebrations for Moranbah on the Labour Day long weekend 2020.

11. CONFIDENTIAL REPORTS

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of a local government or someone else, or enable a person to gain a financial advantage.

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Land Development Advisory Committee Meetings held on Wednesday 29 January 2020.

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act

11.2

MCU17/0012 (PA16011) – Town Planning Report for a Material Change of Use for Industrial Activities – Storage Facility (8 Depot Areas Including Associated Workshop, Office and Sheds) Plus Caretaker's Residence; and Development Permit for Reconfiguring a Lot – Creating an Easement Giving Access to A Lot from a Constructed Road), 383 Long Pocket Road and 375 Railway Station Road, Moranbah, Legally Described as Lot 8 on RP853653, and Lot 3 and 4 on RP853653

EXECUTIVE SUMMARY

Council has received a Development Application from Cardno (Qld) Pty Ltd on behalf of Ian Bruce Mitchell for Development Permit for Material Change of Use for Industrial Activities - Storage Facility (8 Depot Areas including associated workshop, office and sheds) plus Caretaker's Residence and Reconfiguring a Lot – Creating an easement giving access to a lot from a constructed road, 383 Long Pocket Road and 375 Railway Station Road, Moranbah, legally described as Lot 8 on RP853653 and Lots 3 and 4 on RP853653.

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

11.3

MCU19/0012 – Town Planning Report for Material Change of Use (Development Permit) Accommodation Building – Non-Resident Workers Accommodation (62 Accommodation Rooms, Associated Kitchen/Dining Hall and an Office/Laundry)

EXECUTIVE SUMMARY

Council has received a development application from Sirrom Integrated Facility Services C/- ADAMS + SPARKES Town Planning and Development for a Material Change of Use (Development Permit) Accommodation Building – Non-resident workers accommodation (62 accommodation rooms, associated kitchen/dining hall and an office/laundry) at 43 St Francis Drive, Moranbah, legally described as Lot 38 on GV270.

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (b) industrial matters affecting employees

11.4

Galilee and Bowen Basin Operations - Department Structure

EXECUTIVE SUMMARY

The report seeks to gain endorsement of the proposed departmental structure for the Galilee and Bowen Basin Operations (GBBO) Department.

12. COUNCILLOR QUESTION TIME

13. CONCLUSION

UNCONFIRMED MINUTES

ORDINARY MEETING OF ISAAC REGIONAL COUNCIL

HELD ON
TUESDAY, 28 JANUARY 2020
COMMENCING AT 9AM
COUNCIL CHAMBERS, MORANBAH

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT COUNCIL CHAMBERS, MORANBAH

ON TUESDAY 28 JANUARY 2020

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UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT COUNCIL CHAMBERS, MORANBAH

ON TUESDAY 28 JANUARY 2020

COMMENCING AT 9.00AM

ATTENDANCE

Cr Anne Baker, Mayor
Cr Greg Austen, Division One
Cr Nick Wheeler, Division Two
Cr Gina Lacey, Division Three
Cr Simon West, Division Four
Cr Kelly Vea Vea, Division Five
Cr Lyn Jones, Division Six
Cr Jane Pickels, Division Seven
Cr Geoff Bethel, Division Eight

OFFICERS PRESENT

Mr Gary Stevenson PSM, Chief Executive Officer
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Mr Darren Fettell, Director Corporate, Governance and Financial Services
Mr Karl Murdoch, Acting Director Water and Waste
Mr Sean Robinson, Acting Director Engineering and Infrastructure
Mr Alex Staines, Manager Brand, Media and Communications
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Mayor declared the meeting open at 9.00am and welcomed all in attendance to the first meeting of 2020.

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

UNCONFIRMED MINUTES

Resolution No.: 6429

Moved: Cr Bethel

Seconded: Cr Wheeler

That Council approves the request from Daily Mercury Reporter Ms Melanie Whiting to record the meeting.

Carried

2. APOLOGIES

No apologies this meeting.

3. CONDOLENCES

- WARRELL, Peter James "Peewee", Formerly of Dysart
- WITHERS, Mary Jacqueline "Molly", Formerly of Moranbah
- SMITH, Jean Therese (nee MacMillan), Formerly of Clermont
- SYMONDS, Thomas Arthur Tyson "Tom", Late of Clermont, Formerly of "Simla Station" Nebo
- MACE, Peter Joseph "Macey", Formerly of Dysart and Moranbah
- SAUER, David Martin, Formerly of Moranbah
- RABBITT, Donald, Miner tragically killed in Blackwater
- RICHARDS, Ronald John, Formerly of Moranbah
- RAMSAY, Stanley Alexander Edward, Late of Hervey Bay, Formerly of Moranbah
- JONES, Edward "Ted", Late of Townsville, Formerly of Clermont

Council paid their respects for the recent tragedies of the Australian Bushfires and missing former Principal of Dysart State High School, Gary Flower.

4. DECLARATION OF CONFLICTS OF INTEREST

PERCEIVED CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a perceived conflict of interest for Report 10.3 Greg Cruickshank Aquatic Centre Fees and Charges Query – Moranbah Highlanders Swimming Club Incorporated as her spouse is an executive member of the Moranbah Highlands Swimming Club.

CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for Report 10.7 Register of Delegations: Council to Chief Executive Officer (New Legislation) as this report provides delegations to him as Chief Executive Officer.

PERCEIVED CONFLICT OF INTEREST

Cr Jane Pickels declared a perceived conflict of interest for Report 10.11 Operational Human Resource Distribution Policy as her spouse is an employee of Isaac Regional Council.

REAL CONFLICT OF INTEREST

Mayor Anne Baker declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director and the Chair of the Moranbah Early Learning Centre Board.

REAL CONFLICT OF INTEREST

Cr Gina Lacey declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director of the Moranbah Early Learning Centre Board.

REAL CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director of the Moranbah Early Learning Centre Board.

CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as the report is regarding a request from Mr Stevenson to transition to retirement and succession planning arrangements relating to this request.

CONFLICT OF INTEREST

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

UNCONFIRMED MINUTES

CONFLICT OF INTEREST

Mr Darren Fettell, Director Corporate, Governance and Financial Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

CONFLICT OF INTEREST

Mr Sean Robinson, Acting Director Engineering and Infrastructure declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

CONFLICT OF INTEREST

Mr Karl Murdock, Acting Director Water and Waste declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

CONFLICT OF INTEREST

Mr Alex Staines, Manager Brand Media and Communications declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role.

CONFLICT OF INTEREST

Mrs Tricia Hughes, Coordinator Executive Support declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer who is her direct report and the matters to be discussed could have an impact on her role.

5. DEPUTATIONS

No deputations this meeting.

UNCONFIRMED MINUTES

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 Moranbah Council Chambers, Moranbah on Tuesday 17 December 2019

Resolution No.: 6430

Moved: Cr Ve a Ve a

Seconded: Cr Jones

That the Minutes of the Ordinary Meeting held at Moranbah Council Chambers, Moranbah on Tuesday 17 December 2019 be confirmed.

Carried

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

9. STANDING COMMITTEE REPORTS

No Standing Committee Reports for this Meeting.

10. OFFICER REPORTS

10.1 Adoption of Isaac Region Biosecurity Plan 2020-2023

EXECUTIVE SUMMARY

Isaac Regional Council has developed a Draft Biosecurity Plan in accordance with State guidelines and legislative requirements. Biosecurity Plans are compulsory for local governments in Queensland.

The Draft Biosecurity Plan has been through three rounds of consultation with the Department of Agriculture and Fisheries (Biosecurity Queensland), with key internal stakeholders and Councillors and with key external stakeholders and the general public. All feedback has been collated into a register for consideration in the drafting process. The document is now ready for ratification and adoption by Council.

Resolution No.: 6431

Moved: Cr Lacey

Seconded: Cr Jones

That Council:

- 1. Adopt the Isaac Region Biosecurity Plan 2020-2023.**

Carried

10.2 Dysart Football Club Inc - Tenure Arrangements on Part of Lot 12 on CP852618

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for Dysart Football Club Inc on Part of Lot 12 on CP852318, Dysart Sporting Fields, Fisher Street, Dysart.

Resolution No.: 6432

Moved: Cr Wheeler

Seconded: Cr Pickels

That Council:

- 1. Approve to enter into a ten-year trustee lease with Dysart Football Club Inc for use of the facility being located on part of Lot 12 on CP852618 and is approximately 590m²;**
 - a. Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m² to 5,000 m² annual rent/usage fee \$600.00 ex GST per group.**

UNCONFIRMED MINUTES

b. Approves all outgoings will be at the expense of the Trustee Lessee;

- i. Rates**
- ii. Electricity**
- iii. Telephone/Internet**
- iv. Water**
- v. Cleaning**
- vi. Garbage/Waste**
- vii. Repairs and Maintenance; and**
- viii. Other outgoings as detailed in the in-principle agreement**

2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.

Carried

PERCEIVED CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a perceived conflict of interest for Report 10.3 Greg Cruickshank Aquatic Centre Fees and Charges Query – Moranbah Highlanders Swimming Club Incorporated as Cr Vea Vea's spouse is an executive member of the Moranbah Highlands Swimming Club. Cr Vea Vea left the meeting room at 9.06am in did not participate in the discussion or vote for Report 10.3.

10.3

Greg Cruickshank Aquatic Centre Fees and Charges Query – Moranbah Highlanders Swimming Club Incorporated

EXECUTIVE SUMMARY

This report seeks to provide Council with an overview and action plan in response to correspondence received from the Moranbah Highlanders Swimming Club Incorporated dated 21 October 2019.

Resolution No.: 6433

Moved: Cr Lacey

Seconded: Cr Bethel

That Council:

UNCONFIRMED MINUTES

1. At this time, defers any modifications to the fees and charges for Greg Cruickshank Aquatic Centre (GCAC);
2. Endorses a comprehensive review of the threat and risk to the sport of swimming in Moranbah as a consequence of financial obstacles currently being experienced by the Moranbah Highlanders Swimming Club;
3. Request that the review and recommended fees and charges are the subject of consultation between all stakeholders;
4. Request that the results of the review, consultation and recommended changes (if any) to Isaac Region pool fees and charges are reported to Council as soon as reasonably practicable following the completion of the review.

Carried

ATTENDANCE

Cr Kelly Vea Vea returned to the meeting room at 9.07am.

10.4

Isaac Regional Council Monthly Financial Report

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.

Resolution No.: 6434

Moved: Cr Pickels

Seconded: Cr Lacey

That Council:

1. Receive the financial statements for the period ending 31 December 2019 pursuant to and in accordance with the *Local Government Regulation 2012* (s204).

Carried

UNCONFIRMED MINUTES

10.5 Work, Health and Safety Update

EXECUTIVE SUMMARY

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

Resolution No.: 6435

Moved: Cr Bethel

Seconded: Cr Ve a Ve a

That Council:

1. **Note the work health and safety report.**

Carried

10.6 Policy – Instruments of Appointment - Updated

EXECUTIVE SUMMARY

The purpose of this report is to consider the adoption of the updated Policy – Instruments of Appointment.

Resolution No.: 6436

Moved: Cr Pickels

Seconded: Cr Wheeler

That Council:

1. **Adopt the updated 'Instruments of Appointment' Policy (CORP-POL-017).**

Carried

CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for Report 10.7 Register of Delegations: Council to Chief Executive Officer (New Legislation) as this report provides delegations to him as Chief Executive Officer. Mr Stevenson was permitted to remain in the meeting room for the discussion of Report 10.7.

UNCONFIRMED MINUTES

10.7

Register of Delegations: Council to Chief Executive Officer (New Legislation)

EXECUTIVE SUMMARY

The purpose of this report is to review and consider the updated 'Register of Delegations – Council to Chief Executive Officer'.

Resolution No.: 6437

Moved: Cr Wheeler

Seconded: Cr Bethel

That Council:

1. Resolves to adopt the amended Delegations of Authority from Council to the Chief Executive Officer as per Attachment 1 to the report dated 3 January 2020 from the Manager Governance and Corporate Services.
2. Note that all other Delegations of Authority from Council to the Chief Executive Officer as adopted on 22 October 2019, resolution number 6305, and not identified in Attachment 1 as per clause 1 above, remain in force.

Carried

10.8

Fitzroy Regional Resilience Strategy

EXECUTIVE SUMMARY

The Queensland Reconstruction Authority (QRA) has delivered on the terms of reference (TOR) which were endorsed by Council in September 2019. This project is one of three regional resilience pilot projects to assist with determining approaches for a resilience delivery model through the Queensland Strategy for Disaster Resilience (QSDR). The pilot focuses on pathways to flood warning infrastructure optimisation and process improvements, linked to funding opportunities over time via a programmed pathway.

The Collaborative Catchment is a non-statutory document which is Phase 1 of the project around the Total Flood Warning System Framework. A presentation will be delivered to Council by QRA on 21 January 2020 detailing the recommendations below, which are from the attached briefing note provided by QRA.

Resolution No.: 6438

Moved: Cr Bethel

Seconded: Cr Jones

UNCONFIRMED MINUTES

That Council:

1. Endorse the final draft: A Collaborative Catchment: Fitzroy Regional Resilience Strategy – Phase 1 (A Collaborative Catchment), and its subordinate deliverables, subject to any Council-specific briefings and minor amendments required
2. Note endorsement for the work is also being sought from the Central Queensland Regional Organisation of Councils, and Rockhampton Regional Council, as additional project partners
3. Note the intent to release A Collaborative Catchment publicly in early 2020
4. Note the ongoing work to finalise the supporting deliverables, which are intended for regional ownership and will not be released publicly
5. Consider participation in, and the membership composition of, a Fitzroy Basin Working Group to be created pursuant to the proposed state-wide Queensland Flood Warning Infrastructure Alliance to continue catchment scale implementation of a Collaborative Catchment.

Carried

10.9

Corporate Stakeholder Engagement Policy

EXECUTIVE SUMMARY

Council is requested to consider a draft Corporate Stakeholder Engagement Policy in accordance with Action G20.01 of Council's Organisational Development Plan.

Moved: Cr Vea Vea

Seconded: Cr Pickels

That Council adopts the Corporate Stakeholder Engagement Policy (CORP-POL-071) subject to the following additional wording being added to the policy:

- Actively participating in project planning phases and particularly aspects which affect communities.
- Encouraging Corporate Stakeholders to reciprocate Council's standards of engagement.

NOTE:

The Chief Executive Officer indicated that the policy will be cross checked with Community Engagement Policy and Framework.

UNCONFIRMED MINUTES

PROCEDURAL MOTION:

Resolution No.: 6439

Moved: Cr West

Seconded: Cr Vea Vea

That Council lay the report 10.9 Corporate Stakeholder Engagement Policy on the table for further consideration.

Carried

10.10

Women in Local Government Advisory Committee Meeting Minutes – Monday 20 January 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee Meeting held on Monday 20 January 2020.

Resolution No.: 6440

Moved: Cr Vea Vea

Seconded: Cr Bethel

That Council:

- 1. Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Monday 20 January 2020.**
- 2. Receive and note the Women in Local Government Advisory Committee Progress Report 6.**
- 3. Endorse the nomination of the Women in Local Government Group Advisory Committee and Women in Local Government Working Group at the Local Government Managers of Australia Excellence Awards.**
- 4. Endorse continuation of the Women in Local Government Advisory Committee post 2020 Local Government Election.**

Carried

UNCONFIRMED MINUTES

PERCEIVED CONFLICT OF INTEREST

Cr Jane Pickels declared a perceived conflict of interest for Report 10.11 Operational Human Resource Distribution Policy as her spouse is an employee of Isaac Regional Council. Cr Pickels left the meeting room at 9.28am and did not participate in the discussion or vote for Report 10.11.

10.11

Operational Human Resource Distribution Policy

EXECUTIVE SUMMARY

Council is requested to consider a draft Operational Human Resource Distribution Policy in accordance with Action O13.01 of Council's Organisational Development Plan.

Resolution No.: 6441

Moved: Cr Lacey

Seconded: Cr Wheeler

That Council adopts the Operational Human Resource Distribution Policy (CORP-POL-072).

Carried

ATTENDANCE

Cr Pickels returned to the meeting room at 9.29am.

10.12

Grants to Local Government Model – Head Funding Agreement

EXECUTIVE SUMMARY

The purpose of this report is to present the Department of Local Government, Racing, and Multicultural Affairs Head Funding Agreement for the Grants to Local Government Model.

Resolution No.: 6442

Moved: Cr Bethel

Seconded: Cr Wheeler

That Council:

UNCONFIRMED MINUTES

1. Note the commencement of the Queensland State Governments new Grants to Local Government Model.
2. Delegate to the Chief Executive Officer to execute the Head of Funding Agreement to administer the State Governments new Grants to Local Government Model.

Carried

10.13

Submission Regarding Electoral and Other Acts (Accountability, Integrity and Other Matters) Bill

EXECUTIVE SUMMARY

Council is requested to endorse the submission made by the Chief Executive Officer to the Queensland State Government Parliamentary Committee of Economics and Governance into the Electoral and Other Acts (Accountability, Integrity and Other Matters) Amendment Bill 2019 and Inquiry into the feasibility of introducing expenditure caps for Queensland Local Government elections.

Resolution No.: 6443

Moved: Cr Jones

Seconded: Cr Pickels

That Council:

1. Endorses the submission made by the Chief Executive Officer to the Queensland State Government Parliamentary Committee of Economics and Governance into the Electoral and Other Acts (Accountability, Integrity and Other Matters) Amendment Bill 2019 and Inquiry into the feasibility of introducing expenditure caps for Queensland Local Government elections.

Carried

UNCONFIRMED MINUTES

10.14 Engineering and Infrastructure 2019/20 Overall Capital Projects Progress Report

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2019/2020 Capital Works Program.

Resolution No.: 6444

Moved: Cr Lacey

Seconded: Cr Bethel

That Council:

1. Receive and notes the monthly Engineering and Infrastructure 2019/20 Capital Works Program Progress report and 2019/20 Overall Capital Project Progress Report.

Carried

10.15 Moranbah 50th Anniversary – Special Grants

EXECUTIVE SUMMARY

This report seeks to Council's approval to amend the grant guidelines for the special round of civic grants intended to support events and activities associated with 50th anniversary celebrations for Moranbah on the Labour Day long weekend 2020.

Resolution No.: 6445

Moved: Cr Lacey

Seconded: Cr West

That Council:

1. Approve the revised guidelines for the special round of civic grants to provide community groups and organisations with financial assistance to stage events and activities celebrating Moranbah's 50th anniversary on the Labour Day long weekend 2020.
2. Provide exclusive hire of the Moranbah Community Centre for the period Friday 1 May to Sunday 3 May 2020 to event proponents for the purposes of staging anniversary celebrations as an in-kind donation from Council, funded from the Civic Events budget, inclusive of staff costs for food and beverage service and kitchen hire on the evening of Saturday 2 May 2020, but excluding food preparation.

UNCONFIRMED MINUTES

Carried

REAL CONFLICT OF INTEREST

Mayor Anne Baker declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director and the Chair of the Moranbah Early Learning Centre Board. Mayor Baker left the meeting room at 9.38am and did not participate in the discussion or vote for Report 11.1.

REAL CONFLICT OF INTEREST

Cr Gina Lacey declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director of the Moranbah Early Learning Centre Board. Cr Lacey left the meeting room at 9.38am and did not participate in the discussion or vote for Report 11.1.

REAL CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a real conflict of interest for Report 11.1 Moranbah Early Learning Centre as she is a Director of the Moranbah Early Learning Centre Board. Cr Vea Vea left the meeting room at 9.38am and did not participate in the discussion or vote for Report 11.1.

PROCEDURAL MOTION:

Resolution No.: 6446

Moved: Cr Wheeler

Seconded: Cr West

That Council appoint Cr Geoff Bethel as Chair while the Mayor is absent from the meeting room.

Carried

CLOSURE OF MEETING

PROCEDURAL MOTION:

Resolution No.: 6447

Moved: Cr Pickels

Seconded: Cr West

UNCONFIRMED MINUTES

That Council closes the meeting to the public at 9.39am under *Local Government Regulations 2012 Section 275 (1) (h)* to deliberate on Confidential Report 11.1.

Carried

ATTENDANCE

Daily Mercury Reporter, Ms Melanie Whiting left the meeting room at 9.39am.

PROCEDURAL MOTION:

Resolution No.: 6448

Moved: Cr Pickels

Seconded: Cr Wheeler

That Council open the meeting to the public at 9.46am.

Carried

11. CONFIDENTIAL REPORTS

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

11.1 Moranbah Early Learning Centre

EXECUTIVE SUMMARY

Council is requested to consider latest advice from the Moranbah Early Learning Centre regarding its outlook and development strategies.

Resolution No.: 6449

Moved: Cr Pickels

Seconded: Cr West

UNCONFIRMED MINUTES

That Council:

1. Receives the advice from Moranbah Early Learning Centre Pty Ltd.
2. Accedes to the request for Moranbah Early Learning Centre to attend Council's February Ordinary meeting to provide a confidential briefing on its outlook and development strategies.
3. Invites the Chair of the Isaac Regional Council Audit and Risk Committee to participate in the February Meeting for the deputation with Moranbah Early Learning Centre Board.

Carried

ATTENDANCE

Mayor Anne Baker, Cr Gina Lacey and Cr Kelly Veal returned to the meeting room at 9.47am.

The Mayor assumed the position of Chair on her return to the meeting room.

PROCEDURAL MOTION:

Resolution No.: 6450

Moved: Cr Pickels

Seconded: Cr West

That Council closes the meeting to the public at 9.47am under *Local Government Regulations 2012 Section 275 (1) (h)* to deliberate on Confidential Report 11.2 and under *Local Government Regulations 2012 Section 275 (1) (e)* to deliberate on Confidential Reports 11.3, 11.4, 11.5, 11.6, 11.7 and 11.8

Carried

CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as the report is regarding a request from Mr Stevenson to transition to retirement and succession planning arrangements relating to this request. Mr Stevenson left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

UNCONFIRMED MINUTES

CONFLICT OF INTEREST

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed could have an impact on his role. Mr Stewart-Harris left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Darren Fettell, Director Corporate, Governance and Financial Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed could have an impact on his role. Mr Fettell left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Sean Robinson, Acting Director Engineering and Infrastructure declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed could have an impact on his role. Mr Robinson left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Karl Murdock, Acting Director Water and Waste declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed could have an impact on his role. Mr Murdoch left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Alex Staines, Manager Brand Media and Communications declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed could have an impact on his role. Mr Staines left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mrs Tricia Hughes, Coordinator Executive Support declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer who is her direct report and the matters to be discussed could have an impact

UNCONFIRMED MINUTES

on her role. Mrs Hughes left the meeting room at 10.02am and did not participate in any discussions regarding report 11.8.

ATTENDANCE

Mr Gary Stevenson, Mr Jeff Stewart-Harris, Mr Darren Fettell, Mr Sean Robinson, Mr Karl Murdoch, Mr Alex Staines and Mrs Tricia Hughes returned to the meeting room at 10.15am

PROCEDURAL MOTION:

Resolution No.: 6451

Moved: Cr Jones Seconded: Cr Vea Vea

That Council open the meeting to the public at 10.15am.

Carried

ATTENDANCE

Daily Mercury Reporter, Ms Melanie Whiting returned to the meeting room at 10.15am.

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

11.2 Notifiable Road Use – Vitrinite Vulcan Project

EXECUTIVE SUMMARY

The report seeks to endorse the principles for a Road Impact Agreement for notifiable road use under the Mineral and Energy Resources (Common Provisions) Act 2014 MERC and seek delegation to the Chief Executive Officer to negotiate, execute and vary the Road Impact Agreement.

Resolution No.: 6452

Moved: Cr Wheeler Seconded: Cr Pickels

That Council:

UNCONFIRMED MINUTES

1. Endorse the Principles for dealing with Vitrinite for the Notifiable Road Use on Saraji Road and Peak Downs Mine Road.
2. Following the provision for Council to review and provide comment on the final draft agreement, delegate Authority to the Chief Executive Officer to negotiate, execute and vary a Road Impact Agreement under section 64 of the *Mineral and Energy Resources (Common Provisions) Act 2014* for the Notifiable Road Use on Saraji Road and Peak Downs Mine Road.
3. Include additional principle with requirement for provision of variable electronic messaging devices to be used to alert drivers.

Carried

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (e) contracts proposed to be made by it.

11.3

IRCT2054-1219-182 Sarchedon Drive Drainage Improvement Tender

EXECUTIVE SUMMARY

This report seeks endorsement from Council to award the Sarchedon Drive Drainage Improvement Tender.

Resolution No.: 6453

Moved: Cr Lacey

Seconded: Cr West

That Council:

1. Endorse the award of the Sarchedon Drive Drainage Improvement tender IRCT2054-1219-182 to Durack Civil for a total value of \$354,153.61 excluding GST.
2. Note funding for this project from CW-182485 MBH – Sarchedon Drive Road Works.
3. Authorise the Chief Executive Officer to negotiate, execute and vary the contract.
4. Request that the Director Engineering and Infrastructure facilitate discussions at February Engineering and Infrastructure Standing Committee Meeting regarding remaining works.

Carried

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (e) contracts proposed to be made by it.

11.4

IRCT2084-1119-147 Preferred Supplier Arrangement for the Supply of Quarry Materials

EXECUTIVE SUMMARY

This report is seeking the endorsement of the tender assessment recommendations for the panel of preferred suppliers for the supply of quarry materials.

Resolution No.: 6454

Moved: Cr Bethel

Seconded: Cr Wheeler

That Council:

1. **Endorse the inclusion of the following Companies on the Isaac Regional Council Preferred Supplier Arrangement “Supply of Quarry Materials”, contract period 24 months with an option to extend by 12 months:**
 - **Blackwater Quarries Pty Ltd**
 - **Boral Resources (Qld) Pty Ltd**
 - **Clermont Quarries Pty Ltd**
 - **Crush-It Pty Ltd**
 - **Gromac Quarries (NQ) Pty Ltd**
 - **Quarrico Products Pty Ltd**
 - **Quarries of Queensland Pty Ltd**
 - **Vella’s Plant Hire Pty Ltd**
 - **W Wall and Sons**
2. **Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.**

Carried

CONFIDENTIAL – CLOSED SESSION

Closed under s275(1) (e) contracts proposed to be made by it.

11.5 Dysart Wastewater Treatment Plant Balance Tank Installation

EXECUTIVE SUMMARY

Tenders have been called for the installation of a Balance Tank for the Dysart Wastewater Treatment Plant (WWTP). This report seeks to award the successful tender for the installation of the balance tank. The tender is for the installation and commissioning of the balance tank only.

Resolution No.: 6455

Moved: Cr Wheeler

Seconded: Cr Austen

That Council:

1. Award the contract for IRCQ2023-1119-640 Dysart Wastewater Treatment Plant (WWTP) Balance Tank to the preferred tenderer Roebuck Civil PTY LTD for the Lump Sum Price of \$ 828,006.14 excluding GST
2. Endorse the use of funds from project CW202817 Dysart SN – Enforceable Undertaking.
3. Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.

Carried

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (e) contracts proposed to be made by it.

11.6 Clermont Wastewater Treatment Plant Inlet Screen

EXECUTIVE SUMMARY

Tenders have been called for the installation of the Sewer Inlet Screen at Clermont Wastewater Treatment Plant (WWTP). This report seeks to award the successful tender the installation of the inlet screen. The tender is for the installation and commissioning of the inlet screen that Isaac Regional Council has previously procured.

UNCONFIRMED MINUTES

Resolution No.: 6456

Moved: Cr Jones

Seconded: Cr Austen

That Council:

1. Award the contract for IRCQ2013-1019-636 Clermont Sewage Treatment Plant (CLM STP) Inlet Screen Installation to the preferred tenderer Roebuck Civil PTY LTD – Alternative Tender for the Lump Sum Price of \$ 547,854.85 excluding GST.
2. Endorse the use of funds from project CW182581 Clermont Sewage Treatment Plant (CLM STP) inlet screen installation.
3. Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.

Carried

CONFIDENTIAL – CLOSED SESSION

Closed under s275(1) (e) contracts proposed to be made by it.

11.7

Design and Construction of the Clermont Treated Water Reservoir

EXECUTIVE SUMMARY

This report serves to award the successful tenderer the design and construction contract for the Clermont 5 megalitre (ML) Treated Water Reservoir tender. The report will highlight the findings and recommend a successful tenderer for Council approval.

Resolution No.: 6457

Moved: Cr Jones

Seconded: Cr Austen

That Council:

1. Award the contract for IRCT2013-1019-171 for the Design and Construction of the Clermont five megalitre (5ML) Treated Water Reservoir to the preferred tenderer Dowden's Pumping and Water Treatment PTY LTD - Alternative Tender for the Lump Sum Price of \$1,875,072.41 excluding GST.

UNCONFIRMED MINUTES

2. **Endorse the use of funds from project CW202808 Clermont five megalitre (CLM 5ML) Treated Water Reservoir.**
3. **Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.**

Carried

CONFLICT OF INTEREST

Mr Gary Stevenson declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as the report is regarding a request from Mr Stevenson to transition to retirement and succession planning arrangements relating to this request. Mr Stevenson left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Stewart-Harris left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Darren Fettell, Director Corporate, Governance and Financial Services declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as he is a direct report of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Fettell left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Sean Robinson, Acting Director Engineering and Infrastructure declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Robinson left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Karl Murdock, Acting Director Water and Waste declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his

role. Mr Murdoch left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFLICT OF INTEREST

Mr Alex Staines, Manager Brand Media and Communications declared a conflict of interest for report 11.8 Chief Executive Officer Succession Plan as this is a confidential report relating to the employment conditions of the Chief Executive Officer and the matters to be discussed and voted on could have an impact on his role. Mr Staines left the meeting room at 10.17am and did not participate in any discussions regarding report 11.8.

CONFIDENTIAL – CLOSED SESSION

Closed under s275(1) (a) the appointment, dismissal or discipline of employees;

11.8 CHIEF EXECUTIVE OFFICER SUCCESSION PLAN

EXECUTIVE SUMMARY

Council is requested to consider succession planning arrangements for the Chief Executive Officer in light of his recent notice of intention to transition to retirement.

Resolution No.: 6458

Moved: Cr Lacey

Seconded: Cr West

That Council:

- 1. Acknowledges Mr Stevenson's notice of intention to transition to retirement with an intended final date of employment being 22 January 2021.**
- 2. Approves the five weeks' unpaid leave application for 2020 submitted by Mr Stevenson with dates to be confirmed and approved by the Mayor in due course.**
- 3. Amends the Organisational Structure to include the temporary position of Deputy Chief Executive Officer as a temporary role to facilitate succession to the Chief Executive Officer.**
- 4. Delegates authority to the Mayor to engage suitably qualified and experienced recruitment consultants to facilitate the recruitment and selection for the position of Deputy Chief Executive Officer.**

UNCONFIRMED MINUTES

5. Approves in principle the transition of the incumbent Deputy Chief Executive Officer to the position of Chief Executive Officer to succeed Mr Stevenson on his departure, providing the incumbent satisfies agreed performance criteria.

Carried

ATTENDANCE

Mr Gary Stevenson, Mr Darren Fettell, Mr Jeff Stewart-Harris, Mr Karl Murdoch, Mr Sean Robinson and Mr Alex Staines returned to the meeting room at 10.18am.

12. COUNCILLOR QUESTION TIME

12.1

Works in School Zones

Cr Pickels advised that it is the first day of school for 2020 and two lanes are closed on Mills Avenue which creates safety risks for pedestrians and motorists.

Why aren't these works completed within the school holiday period? Why was this project delayed and how do we capture learnings from this? Further discussions to be held at February E&I Standing Committee Meeting.

Cr Wheeler advised that this also occurs with TMR and a recent matter that occurred with Dysart Pedestrian Crossing.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.2

Moranbah Lions Time Capsule

Cr Nick Wheeler has been advised that there is a Moranbah Lions Time Capsule that is sitting in Moranbah. Suggestion that the opening of the capsule to be incorporated in the Moranbah 50th Birthday Celebrations. Request to be referred to the Moranbah 50th Anniversary Working Group for consideration.

ACTION: MANAGER ENGAGED COMMUNITIES

UNCONFIRMED MINUTES

12.3 Golden Mile Road Culvert Works

Cr Nick Wheeler asked for Council to contact TMR and request update on when the culvert will be installed on the Golden Mile Road. The Acting Director Engineering and Infrastructure advised that the design stage for the culvert/s was being completed this current financial year and then the works is to be considered throughout the PAG process.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.4 Dead Fish Hoods Lagoon, Clermont

Cr Jones asked if there was anything Council could do to clean up the dead fish at Hoods Lagoon as it is not a pleasant smell.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.5 Staffing Moranbah Community Centre

Cr Lacey requested update on the replacement of key staff for the Moranbah Community Centre.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

12.6 Toilet Block – Glenden Park

Cr Austen advised that the toilet block at the Glenden Park has been condemned. This park is well utilised and has a liquor licence. There have been promises that a demountable toilet would be installed but nothing has occurred. Acting Director Engineering and Infrastructure advised that this project is being considered in the PAG Process? How can this be addressed in the short term for community events?

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

UNCONFIRMED MINUTES

12.7 Recreation Open Space Strategy – Glenden Population

Cr Austen advised that the Recreation Open Space Strategy only includes 800 as the Glenden population. This does not take into consideration the camp residents (non-resident population) that utilise this park.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.8 Australia Day Events – Isaac Region

The Mayor welcomed the rain that has been seen across our region and advised that the wet weather alternatives for the Australia Day Activities and Events was well organised.

The Mayor thanked all involved from across the Isaac Region for their participation in these fantastic events. The Mayor said it was evident to see the fantastic team work from right across Isaac that went into the planning of these events. The Mayor made a special mention and thanks to the Manager Engaged Communities and his team for a wonderful job. The Mayor also thanked the Australia Day Ambassador, Mr Scott Stidston for his contribution to the Isaac Australia Day Events.

12.9 1300 After hours for Isaac Regional Council

Cr Wheeler asked if there were problems with the 1300 Afterhours number over the long weekend. Cr Wheeler experienced problems with connections issues over the weekend. Can this be investigated.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

13. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 10.41am.

These minutes were confirmed by Council at the Ordinary Meeting held on 25 February 2020 in Moranbah.

.....
MAYOR

..... / /
DATE

UNCONFIRMED MINUTES

SPECIAL MEETING OF ISAAC REGIONAL COUNCIL

HELD ON
FRIDAY, 21 FEBRUARY 2020
COMMENCING AT 10.00AM
COUNCIL CHAMBERS, MORANBAH

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE SPECIAL MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON FRIDAY 21 FEBRUARY 2020

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UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE SPECIAL MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON FRIDAY 21 FEBRUARY 2020

COMMENCING AT 10.00AM

ATTENDANCE

Deputy Mayor, Cr Kelly Ve a Ve a, Division Five
Cr Nick Wheeler, Division Two (*via teleconference*)
Cr Gina Lacey, Division Three
Mr Simon West, Division Four
Cr Lyn Jones, Division Six
Cr Jane Pickels, Division Seven (*via teleconference*)
Cr Geoff Bethel, Division Eight

OFFICERS PRESENT

Mr Gary Stevenson PSM, Chief Executive Officer
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services (*via Teleconference*)
Mr Gordon Robertson, Acting Director Engineering and Infrastructure
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Alex Staines, Manager Brand Media and Communications (*via Teleconference*)
Mr Sean Robinson, Manager Galilee and Bowen Basin Operations
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Deputy Mayor welcomed all in attendance and declared the meeting open at 10.00am.

Resolution No.: **6459**

Moved: **Cr Gina Lacey**

Seconded: **Cr Lyn Jones**

That Council approve Cr Nick Wheeler, Cr Jane Pickels, Mr Jeff Stewart-Harris and Mr Alex Staines participation in the meeting by teleconference.

Carried

UNCONFIRMED MINUTES

2. APOLOGIES

Apologies have been received from Mayor Anne Baker and Cr Greg Austen.

Resolution No.: 6460

Moved: Cr Bethel

Seconded: Cr West

That Council accept the apology received from Mayor Anne Baker and Cr Greg Austen.

Carried

3. CONDOLENCES

No condolences this meeting.

4. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interest declared this meeting.

5. DEPUTATIONS

No deputations this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

No items this meeting.

UNCONFIRMED MINUTES

7. CONFIRMATION OF MINUTES

No confirmation of minutes this meeting.

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business this meeting.

9. STANDING COMMITTEE REPORTS

No Standing Committee Reports.

10. OFFICER REPORTS

No Officer Reports.

11. CONFIDENTIAL REPORTS

PROCEDURAL MOTION:

Resolution No.: 6461

Moved: Cr Lacey

Seconded: Cr Bethel

That Council closes the meeting to the public at 10.01am under *Local Government Regulations 2012 Section 275 (1) (e)* to deliberate on Confidential Reports 11.1 Contract IRCT2024-1119-179 – Rehabilitation of Golden Mile Road (CH 16.83 to CH 20.33) and 11.2 Contract IRCQ2084-1219-674 – Stabilisation Works, Isaac Region.

Carried

UNCONFIRMED MINUTES

PROCEDURAL MOTION:

Resolution No.: 6462

Moved: Cr Bethel

Seconded: Cr Jones

That Council open the meeting to the public at 10.19am.

Carried

PROCEDURAL MOTION:

Resolution No.: 6463

Moved: Cr Wheeler

Seconded: Cr Bethel

That Council closes the meeting to the public at 10.19am under *Local Government Regulations 2012 Section 275 (1) (e)* to deliberate on Confidential Report 11.1 Contract IRCT2024-1119-179 – Rehabilitation of Golden Mile Road (CH 16.83 to CH 20.33).

Carried

PROCEDURAL MOTION:

Resolution No.: 6464

Moved: Cr Jones

Seconded: Cr Lacey

That Council open the meeting to the public at 10.20am.

Carried

CONFIDENTIAL REPORT

Closed under s275(1) (e) contracts proposed to be made by it.

11.1

Contract IRCT2024-1119-179 Rehabilitation of Golden Mile Road (CH 16.83 TO CH 20.33)

EXECUTIVE SUMMARY

This report serves to award contract IRCT2024-1119-179 – Rehabilitation of Golden Mile Road (CH 16.83 to CH 20.33).

UNCONFIRMED MINUTES

Resolution No.: 6465

Moved: Cr West

Seconded: Cr Bethel

That Council:

1. Award contract IRCT2024-1119-179 – Rehabilitation of Golden Mile Road (CH 16.83 to CH 20.33) for an amount of \$1,510,635.05 excluding GST to Durack Civil Pty Ltd.
2. Endorse the additional budget of \$25,000 required for this project to be funded from the following:
 - CW202765 - Moranbah Access Rd and Quarrico intersection \$17,500
 - CW202763 - Design Services Golden Mile Floodway \$7,500
3. Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.

Carried

CONFIDENTIAL REPORT

Closed under s275(1) (e) contracts proposed to be made by it.

11.2 Contract IRCQ2084-1219-674 Stabilisation Works Isaac Region

EXECUTIVE SUMMARY

This report serves to award contract IRCQ2084-1219-674 – Stabilisation Works, Isaac Region.

Resolution No.: 6466

Moved: Cr Lacey

Seconded: Cr Jones

That Council:

1. Award contract IRCQ2084-1219-674 – Stabilisation Works, Isaac Region for an amount of \$1,520,972.60 including GST to Stabilised Pavements Australia.
2. Authorise the Chief Executive Officer to negotiate, execute and vary the contract as required.

Carried

UNCONFIRMED MINUTES

12. COUNCILLOR QUESTION TIME

No Councillor questions this meeting.

13. CONCLUSION

There being no further business, the Deputy Mayor declared the meeting closed at 10.23am.

These minutes were confirmed by Council at the Ordinary Meeting held on 25 February 2020 in Moranbah.

.....
DEPUTY MAYOR

..... / /
DATE

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

9.1 ST LAWRENCE WETLANDS WEEKEND 2020 – EVENT MANAGEMENT FRAMEWORK

EXECUTIVE SUMMARY

This report presents the St Lawrence Wetlands Weekend Event Management Framework for Council's informing on the planning and development progressing for the 2020 event to be held on 13 and 14 June 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the St Lawrence Wetlands 2020 Event Management Framework.***
2. ***Amends the 2019/2020 Schedule of Fees and Charges to include the following ticketing sales charges for the 2020 Saint Lawrence Weekend Event;***
 - i. ***General Admission Adult - \$10.00***
 - ii. ***Stallholder Fee - \$20.00 includes general admission***
 - iii. ***General Admission Child – Free***
 - iv. ***Return bus from Rockhampton - \$25.00 includes general admission***
 - v. ***Return bus from Mackay – \$30.00 includes general admission***
 - vi. ***Return bus from Rockhampton - \$25.00 includes general admission***
 - vii. ***Return bus from Sarina - \$25.00 includes general admission***
 - viii. ***Return bus from Isaac Coastal Communities - \$15.00 includes general admission***
 - ix. ***Glamping tent one night - \$250.00 sleeps six***
 - x. ***Glamping tent two nights - \$350.00***
 - xi. ***Bushman's Dinner Adult - \$42.00***
 - xii. ***Bushman's Dinner Child - \$20.00 (under 12)***
 - xiii. ***Bushman's Dinner Family (2 adults, 2 children) - \$100.00***
 - xiv. ***Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120.00***
 - xv. ***Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00***
 - xvi. ***Wetlands Weekend Package for two - \$620.00***
 - xvii. ***Food Fans Pass - \$150.00***
 - xviii. ***Camping (tent or caravan) \$12.50 per site per night***
3. ***Notes that updates will be provided in the monthly Planning Environment and Community Services Information Bulletin and that Councillors will be engaged on the updated Event Brief detailing the events program well prior to the June event.***

Resolution No.: PECS0460

Moved: Cr Lyn Jones

Seconded: Cr Jane Pickels

That the Committee recommends that Council:

- 1. Receives and notes the St Lawrence Wetlands 2020 Event Management Framework.**
- 2. Amends the 2019/2020 Schedule of Fees and Charges to include the following ticketing sales charges for the 2020 Saint Lawrence Weekend Event;**
 - i. General Admission Adult - \$10.00**
 - ii. Stallholder Fee - \$20.00 includes general admission**
 - iii. General Admission Child – Free**
 - iv. Return bus from Rockhampton - \$25.00 includes general admission**
 - v. Return bus from Mackay – \$30.00 includes general admission**
 - vi. Return bus from Sarina - \$25.00 includes general admission**
 - vii. Return bus from Isaac Coastal Communities - \$15.00 includes general admission**
 - viii. Glamping tent one night - \$250.00 sleeps six**
 - ix. Glamping tent two nights - \$350.00**
 - x. Bushman's Dinner Adult - \$42.00**
 - xi. Bushman's Dinner Child - \$20.00 (under 12)**
 - xii. Bushman's Dinner Family (2 adults, 2 children) - \$100.00**
 - xiii. Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120.00**
 - xiv. Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00**
 - xv. Wetlands Weekend Package for two - \$620.00**
 - xvi. Food Fans Pass - \$150.00**
 - xvii. Camping (tent or caravan) \$12.50 per site per night.**
- 3. Notes that updates will be provided in the monthly Planning Environment and Community Services Information Bulletin and that Councillors will be engaged on the updated Event Brief detailing the events program well prior to the June event.**

Carried

BACKGROUND

Events are critical to the success and prosperity of any tourism destination and are a key means of generating economic benefit, attracting visitors, driving social and community outcomes and enhancing the profile of destinations. The Isaac Region continues to position itself as strong event destination, actively hosting large scale events that provide significant economic benefit.

The St Lawrence Wetlands Weekend Event Management Framework has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional and tourism event. The Framework is a working document, and whilst quite mature, sets the frame for the remaining planning and organising for the event.

Held annually it is Isaac Regional Council's sole dedicated tourism event. IRC delivers this event as a social economic/environmental stimulus to Isaac Coastal Communities. This event plays a significant part in delivering vibrant liveable communities, attracting visitation from out of region.

Description of the signature experience that will be offered at the 2020 event.

It is to be noted the full event program is continuing to be developed and will be fully presented prior to the event. Initially the event focused solely on environmental factors and attracted a small audience but in the preceding couple of years the one day event has attained significant growth and developed to a full weekend event primarily focusing on organic activities in line with the promoting and celebrating the local environment, arts, culture and culinary demonstrations aligned to local produce.

The 2020 program of activities will delight visitors over three days as they taste, explore, create and discover the historic township of St Lawrence and become immersed in a weekend enjoying the authentic Australian Coastal Wetlands. The event was the 2019 Gold Award winner at the Mackay Tourism Awards it will continue to provide memorable experiences on our dawn bird watching and wetlands tours with presentations by leading environmental experts.

The event will see the return of Television Logie nominee "Costa Georgiadis" the contagiously enthusiastic host of gardening Australia will return and personalise our visitors experience with composting tips, advice on native plants, bio-security and more.

A signature experience at the St Lawrence Wetlands Weekend will be the Seafood Luncheon prepared by celebrity Chef Matt Golinski and delivered in partnership with Greater Whitsunday Food Network. 2020 will be Matt's 3rd visit to St Lawrence and he openly tells visitors he has fallen in love with the people, place and produce. The luncheon feast will focus on the abundance of local fresh mud crab, king salmon, farmed prawns, free-range pork, red samphire and fresh strawberries from nearby fields.

Matt will get creative with local produce cooking demonstrations which will include a Costa vs Matt cook off, adding fun and laughter to the event. Discussions have been conducted to get engaged after the event in a fishing and cooking expedition with Matt to capture images of the regional produce served fresh in Isaac's idyllic localities to inspire visitors to the region.

The St Lawrence Wetlands will again be a focal point of the event, with the wetlands, being noted as wetlands of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species.

This year addition of bush workshops or "lost trades" for visitors to experience including Blacksmithing and how to create their own set of tools, leather crafting techniques to create their very own leather belt and how to produce their own environmentally friendly soap.

On Saturday night the bushman's dinner will be buffet with pig on spit, smoked ribs and beer 'N' prawn pop-up beer garden will get our visitors experiencing St Lawrence like a local with great country food, music and live band "Bareback". The town's premier free-range pork will be crackling again.

Visitors will have the option of spending the night right by the wetlands in their luxury glamping tents and rise to the early morning birdsong or bring their own tent or caravan and camp on-site, bookings will be essential.

St Lawrence Communities rally to present the essence of TEQ's 'I know just the place' campaign with welcoming locals revealing the amazing experiences they know best creating an authentic and engaging experience rarely found in larger centres. The locals come together along with the Isaac coastal communities to showcase their region and the real Queensland.

Local produce crabs and prawns will continue to be a culinary delight with this year, demonstrations being included on the art of cooking and eating crab by local suppliers whilst sharing their stores with visitors. Visitors

will be warmly welcomed again at the historic St Lawrence Hotel with a welcome dinner on the Friday night, a chance to swap tales with the locals as 'St Lawrence time' prevailed.

A greater focus on celebrating the history of the township, with increased guided tours operating through the event of the historic town. During the event the local Police Officer will open the historic 1879 courthouse and share some of St Lawrence cultural heritage stories with a captivated audience. Clydesdale horse-drawn carriage rides will also operate during the event.

World renowned and highly experienced Ghost net project facilitator, Sue Ryan will be artist in residence at the 2020 Wetlands Weekend. Sue will deliver workshops on how to create sculptural art from marine debris. Participating in a large-scale collaborative sculpture alongside an internationally acclaimed artist will be a fantastic professional development opportunity for all artists involved and showcase the skills and knowledge of our local artists to a wider audience. The core aim of the project is to alter attitudes towards plastic waste and by doing so, create a situation where we are finding less plastics in our environment because more people are thinking creatively about how it can be reused to create treasure from trash.

Koinjmal first Peoples will continue their involvement at the St Lawrence Wetlands Weekend. 2020 will see Samaria Deshong work with Isaac regional Council's Environmental team and GRMPA/Fisheries to conduct cultural and bush-tucker talks/walks to enhance our visitors experience providing them with a real connection to our people and place. The Koinjmal first People including acclaimed local artist/printmaker and potter, Jenuarrie who will conduct arts activities.

What is the overarching aim of the event:

- generate local economic activity and development in the destination
- drive social and community outcomes for the Isaac Coastal Communities and destination, noting the important link between community outcomes and economic benefits
- engage pure people power to energise patrons and promote Isaac as a region that energises the world
- attract external visitation to the destination
- to build and encourage repeat attendance from the nature and food tourism market segments
- showcase local produce of the region
- enhance the profile and appeal of the St Lawrence Wetlands and their significance by promoting and educating about its ecological value as a tourism attraction.

St Lawrence Wetlands Weekend 2019 – sales and ticket management

This year's event has been targeted to maintain the previous couple of years growth and momentum, as well as event activities focusing on traditional and organic activities highlighting the areas environment and produce and critically deliver on the customers experience. Similarly, a key goal is to reduce some of the financial and resourcing impacts to Council.

Only minor amendments to the cost structure has been proposed to move towards a level of financial sustainability with some small increases in ticketed items and also focus on increased recovery of costs as in improved volunteer services, demonstration, food and presenter costs.

Similarly, increased sponsorship and marketing is being targeted, noting a successful Tourism and Events Qld funding application was approved for \$10,000 for marketing external regions to attract greater patronage. Other sponsorship submissions to for the event are being assessed for the events suitability and timing of funding.

Sales platform and channels

Ticket sales will be managed via the Local Tickets platform a Mackay based organisation and are proposed to go on sale mid – March. Only General Admission tickets will be sold at the gate and ATM Machines will be available on site.

Tickets available for purchase/reservation include

- General Admission Adult - \$10.00
- Stallholder Fee - \$20.00 includes general admission
- General Admission Child – Free
- Return bus from Rockhampton - \$25.00 includes general admission
- Return bus from Mackay – \$30.00 includes general admission
- Return bus from Rockhampton - \$25.00 includes general admission
- Return bus from Sarina - \$25.00 includes general admission
- Return bus from Isaac Coastal Communities - \$15.00 includes general admission
- Glamping tent one night - \$250 sleeps six
- Glamping tent two nights - \$350
- Bushman's Dinner Adult - \$42.00
- Bushman's Dinner Child - \$20.00 (under 12)
- Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120
- Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00
- Wetlands Weekend Package for two - \$620
- Food Fans Pass - \$150
- Camping (tent or caravan) \$12.50 per site per night
- Friday Night Welcome to Wetlands Weekend at St Lawrence Hotel \$TBC

IMPLICATIONS

The St Lawrence Wetlands weekend requires a significant internal financial and resourcing requirement and this year's event is looking to reduce the impact to Council on both elements.

There is a reputational and financial risk to Council in failure to deliver a rewarding and cost-effective event. Most importantly the event brings significant economic and social benefit to the Isaac coastal communities.

CONSULTATION

Internal

Director Planning Environment and Community Services

Manager Economy and Prosperity

Brand, Media and Communications

Coastal Communities Officer

Arts and Cultural Development Officer

External

St Lawrence Recreation Group
St Lawrence SES
St Lawrence P&C
Marketing Manager – Mackay Tourism Limited
Great Barrier Reef Marine Park Authority
Mackay and District Turtle Watch Association
Fitzroy Basin Association

BASIS FOR RECOMMENDATION

The basis for recommendation is to ensure Council visibility regarding governance and evaluation outcomes and to enable ticket sales to progress.

ACTION ACCOUNTABILITY

Economic Development and Tourism Officer along with the Economy and Prosperity team to continue to develop and deliver the event with internal stakeholder engagement and assistance.

KEY MESSAGES

Rigorous event management and evaluation processes and supporting documents were developed for the event to facilitate and measure future development efforts.

Report prepared by: SHANE BRANDENBURG Manager Economy and Prosperity Date: 27 January 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 30 January 2020
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ATTACHMENTS

- Attachment 1 - St Lawrence Wetlands Weekend Event Management Framework

REFERENCE DOCUMENT

- Nil



ST LAWRENCE WETLANDS WEEKEND 2020

EVENT MANAGEMENT FRAMEWORK

Current as at 15.01.2020

Presented by **Glenys Mansfield** – Economic and Tourism
Development officer | Economy and Prosperity



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ABOUT THIS MANAGEMENT FRAMEWORK

The St Lawrence Wetlands Weekend Event Management System has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional and tourism event.

The system is dynamic and will continue to evolve as the event grows and further management controls and tools are identified.



PROJECT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 – PROJECT PLAN

1. PROJECT INTRODUCTION AND DEFINITION

1.1. Background

The St Lawrence Wetlands Weekend is held annually and is Isaac Regional Council's sole dedicated tourism event. The St Lawrence Wetlands, as part of the larger Broadsound wetlands is noted as a wetland of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species. Isaac Regional Council held the inaugural St Lawrence Wetlands Weekend in 2008 to raise awareness of the importance of the wetlands to the broader ecosystem.

Initially the event focussed solely on environmental factors and attracted an audience of approximately 50 people. The event grew steadily for a couple of years, expanding to a weekend event and incorporating arts, nature, local produce and general entertainment elements. However, following the initial growth phase the event stagnated with audience numbers even declining for some features.

In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

1.2. Scope

The St Lawrence Wetlands Weekend is intended to eventually be integrated into the broader Coastal Wildlife Tourism Development Initiative currently under development however this project plan relates solely to the planning and execution of the 2020 St Lawrence Wetlands Weekend.

1.3. Goals & Objectives

The goal of the St Lawrence Wetlands Weekend is to become an iconic 'must-do' event on the regional calendar.

Identified objectives for the 2020 event include:

Objective	Measure
To become an iconic 'must-do' event for the Isaac Coast which influences and improves the local economy, promoting Isaac's produce and encouraging increased export.	<ul style="list-style-type: none">• Number of people attending• Satisfaction rating (net promoter score)
Engage pure people power to energise patrons and promote Isaac as a region that energises the world	<ul style="list-style-type: none">• Number of attendees• Hits on website and social media platforms
To build and encourage repeat attendance from the nature and food tourism market segments.	<ul style="list-style-type: none">• Number of people attending event• Motivation to attend event
Raise awareness of the St Lawrence wetlands and the coastal region as a destination for the wildlife tourism market segment	<ul style="list-style-type: none">• Number of hits on relevant IRC and MTL tourism pages• Number of enquiries through IRC offices and VICs

Facilitate development of local cultural enterprise	<ul style="list-style-type: none"> • Number of cultural enterprise participants
Increase business capacity of local producers by showcasing their produce.	<ul style="list-style-type: none"> • Number of participants in lead up paddock to plate development initiative. • Regional produce showcased at dinner event
Promote and educate about the ecological value of wetlands and their critical role in the health of marine ecosystems.	<ul style="list-style-type: none"> • Number of people attending event

1.4. Outcomes

Anticipated outcomes include:

- Well attended event delivering returns to the local economy
- Increased social capacity and cohesion
- Enhanced reputation for Council as a key supporter of sustainable socio-economic development.
- Increased returns to local food producers
- Increased cultural enterprise capacity

1.5. Dependencies and Associated initiatives

Associated initiatives include IRC's tourism strategy, coastal wildlife tourism development initiatives, local business support strategy and economic development strategy.

1.6. Constraints

The following constraints are identified:

- Financial
- IRC's allocated budget for the event is insufficient to grow event. Delivery of identified objectives and outcomes will be dependent on securing external funding.
- Resources

1.7. Stakeholders

Stakeholder	Role/Interest
Internal	
Mayor	Political representative
Division 8 councillor	Political representative - Division
Division 7 councillor	Political representative - Tourism
Environmental Services	Advisory/presenter
Brand, Media and Communications	Promotion
Open Space and Landcare	Grounds preparation
Infrastructure East	Grounds preparation
Stakeholder engagement and community programs	Community Liaison
Corporate properties	Cleaning services
External	
Environmental	
Great Barrier Reef Marine Park Authority	Advisory/presenter
Fitzroy Basin Association	Advisory/presenter/Funding Provider
Fitzroy River Coastal Catchments	Advisory/presenter
Birds Australia Capricornia	Advisory/presenter
Capricornia Conservation Council	Advisory/presenter
Tourism	
Mackay Tourism Limited	Advisory/promoter
Tourism and Event Queensland	Funding Provider
Greater Whitsunday Food Network	Advisory/presenter
Emergency Services	
QPS St Lawrence	Public Safety
QAS St Lawrence	Public Safety
Community	
St Lawrence Bowls Club	Community involvement
St Lawrence P&C	Community Involvement
St Lawrence Recreation Group	Community involvement
St Lawrence State School	Community Involvement
Funding/sponsorship	
Regional Arts Development fund	Funding provider
Local Buying Foundation	Potential funding provider
Sydney Fish Market	Potential sponsor

2. PROJECT OVERVIEW

2.1. Project overview

Phases:	Tasks	Responsibility	Timeframe
Planning	Event planning	All	December 2019
	Stakeholder engagement plan	Glenys	December 2018
	Detailed event budget	Glenys	December 2018
	Marketing plan	Glenys MTL/BMC	January 2020
Funding	Identify and apply for external funding sponsorship	Glenys Anne-Marie	March 2020

Stakeholder engagement	Implement internal engagement plan	Glenys	August 2019 ongoing
	Implement external engagement plan	Glenys	August 2019 ongoing
Risk Management	Identify and mitigate strategic and operational risks	Glenys	August 2019 ongoing
Marketing campaign	Implement marketing and communications plan	Glenys BMC/MTL	January 2020 ongoing
Procurement	Source and confirm suppliers	Karen Glenys Anne- Marie	September 2019 ongoing
Execution	Execute event	All	June 2020
Evaluation	Analyse feedback and measure success of objectives	Glenys	June 2020 ongoing

3. PROJECT GOVERNANCE

3.1 Project team

Project Custodian:	Director Planning, Environment and Community Services
Project Manager/Leader:	Economic and Tourism Development Officer
Team Members:	Manager Economy and Prosperity Economic Development Officer Coastal Communities Officer Arts and Cultural Development Officer Senior Communications Officer

3.2 Meetings & reporting

The project team will meet monthly in the first instance increasing to fortnightly as the event approaches.

Project progress will be reported to the Director Planning, Environment and Community Services as project custodian on a monthly basis or as exceptions and deviations arise. Reporting to funding providers will be subject to reporting schedules agreed to in funding agreements.

3.3 Project budget

The following represents a high-level budget based on preliminary (aspirational) event planning. A detailed budget will be provided following confirmed event plan.

Item	\$ Amount
Expenditure	
Administration Fees (online booking)	500.00
Activities/Entertainment	46,000
Catering	15,000
Glamping Tents	6,000
Merchandise	8,750
Marketing	10,000.00
Total Expenditure	86,253
Revenue	
Council budget allocation	39,890
Tourism & Events Funding (Marketing)	10,000
Sponsorship (Fitzroy Basin Assoc, Reef Catchments, Sydney Fish Markets)	7,500
RADF funding	5,000
Ticketing (Gate Takings, Bushman's Dinner, Tours, Workshops, Glamping)	25,000
Merchandise	11,250
LBF Funding (TBC)	15,000
Total revenue	111,640

4 PROJECT RISK MANAGEMENT

The following risks have been identified prior to the projects start. These risks will be reviewed as the project progresses.

Risk	Potential Issue(s)	Potential mitigation
Unable to secure external funding	Activities unable to be delivered	Scalable event plan with funding required for discrete activities which can be removed if necessary
Resourcing of promotional activities insufficient	Marketing plan unable to be executed or not executed in timely manner	Early and effective engagement with BMC/MTL to ensure program able to be resourced.

Environmental groups unable to attend	Fundamental activities not able to be delivered	Early date claimer and confirmation with identified alternative agencies.
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5 PROJECT ACTIONS & ACTIVITIES

To be completed following confirmed event plan, marketing plan and stakeholder engagement plan

No.	Task	Who	Start Date	End Date or Milestone
1	High level project plan and budget	Glenys	Aug 2019	Dec 2019
2	Event proposal	Glenys	Dec 2019	Jan 2020
3	Stakeholder engagement plan internal/external	Glenys	Aug 2019	Jan 2020
4	Marketing plan	Glenys/MTL/BMC	Jan 2020	Jan 2020
5	Risk management plan	Glenys	April 2020	April 2020
6	Event evaluation methodology	Glenys		



STAKEHOLDER ENGAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 – STAKEHOLDER ENGAGEMENT PLAN

1. BACKGROUND INFORMATION

The St Lawrence Wetlands Weekend is an annual event typically held in June. The event has a broad spectrum of stakeholders from political representatives to internal council departments to funding providers and community groups. This plan excludes the identified target markets as customers since general event promotion activities will be subject to a separate communications plan

2. PURPOSE OF ENGAGEMENT

The purpose of engagement is to effectively coordinate stakeholder attendance and involvement in the event and determine support for the project.

3. ENGAGEMENT OBJECTIVES

- Inform stakeholders of the intended date of the 2020 St Lawrence Wetlands Weekend event
- Consult stakeholders regarding the final approved event brief
- Inform stakeholders of project progress including any exceptions or deviations
- Coordinate VIP attendance
- Coordinate stakeholder activities and attendance

4. STAKEHOLDER AND COMMUNITY ANALYSIS

Stakeholder	Interest/Impact/Influence	Expectations	IAP2 Level
Mayor and Councillors	High interest, impact and influence.	Timely dissemination of information, event is professionally managed and enhances IRC's reputation.	Involve
Director Planning Environment and Community Services	High interest, medium impact, high influence.	Timely dissemination of information, event is professionally managed and enhances IRC's reputation, progress reports, notification of exceptions/deviations.	Involve
Community Groups	High interest, medium impact, medium influence.	Timely dissemination of information, opportunities to raise funds, good attendance at event, timely promotion of event.	Consult
Environmental Groups	High interest, high impact, high influence	Timely dissemination of information, official invite to participate in event, good attendance at event.	Involve
Local businesses	Medium interest, medium impact, low influence.	Timely dissemination of information, opportunities supply, good attendance at event, timely promotion of event	Consult
Brand, Media and Communications team	High interest, medium impact and influence.	To have input into planning and execution of promotional activities including communications plans.	Involve
Environmental services team	High interest, high impact, medium influence	Timely dissemination of information and expectations of services to be delivered.	Consult
Library and Cultural Services team	High interest, medium impact, high influence	To have input into planning and execution of arts activities, to decide level of RADF funding provided	Involve
Infrastructure East team	Low interest, medium impact, low influence	Timely dissemination of information and expectations of services to be delivered.	Consult
Customer services team	Low interest, medium impact, low influence	Timely dissemination of information and expectations of services to be delivered.	Consult

Funding providers	High interest, medium impact, high influence	To be engaged as per provisions of any funding agreements	Inform
Mackay Tourism Limited	High interest, medium impact, low influence	Opportunities to promote the event and broader region	Consult
Emergency services	Low interest, potentially high impact, potentially high influence	Timely dissemination of event details, expected nature and size of audience	Inform
Schools	Medium interest, low impact, low influence	Timely dissemination of information, opportunities for student participation.	Inform
General Public (community)	Medium interest, medium impact, low influence	To be informed of event timing and activities (promotional plan)	Inform

5. ENGAGEMENT SUMMARY

What	Level	Stakeholders	Techniques	Who	Timing
Date Claimer	Inform	Internal departments, environmental and community stakeholders, schools, emergency services	Direct email, calendar invites	Glenys	January 2020
Communications Plan	Involve	BMC, Director/Manager, MTL	Face to face meetings/teleconference	Shane/Glenys	January 2020
Official invitation	Inform	Mayor and Councillors, environmental groups, MTL	Designed invitation, email or snail mail	Shane/Glenys	January 2020
Fees and charges report	Involve	Mayor and Councillors, Director/Manager	Council report		February 2020

Event run sheet	Consult	Community groups, local businesses/producers, internal departments, environmental groups, workshop providers, schools	Direct email, face to face meetings		February/March/April 2020
Speeches	Involve	Mayor, Councillors, BMC	Email		May 2020



STRATEGIC RISK MANAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 - STRATEGIC RISK MANAGEMENT PLAN

INTRODUCTION

Isaac Regional Council is committed to the management of risk to enhance the St Lawrence Wetlands Weekend event image, reputation and success. To achieve this a risk management approach will be undertaken to meet service delivery, environmental, assets, intellectual property, contractual and statutory obligations and to protect stakeholders, organisers, participants, facilities and others.

The purpose of this document is provide a process for ensuring strategic risk management is considered and included in the operations of the event and to provide guidelines for its implementation.

SCOPE

This plan relates solely to strategic risks which have been broadly divided into Governance and Event Management risks:

Governance risks include:

- **Financial** – budget, accounting, funding sources, fraud, cost recovery, grant acquittal process, additional services, potential contract penalties (exit costs, late fees) withdrawal of sponsorship or second/third party investors, unexpected or unknown cost, delays in funding from external sources
- **Compliance** - waste control, food handling, traffic management, fire permits, development approval, building approval, event approval
- **Administration** – ticketing, cash handling, banking, data management
- **Legal** – applicable legislation, Council requirements, insurances, agreements, permits, licenses, contracts, liquor license approval, duty of care, due diligence
- **Environmental** – native vegetation, waterways, pollution or waste of any type, impact on any protected species or ecological communities
- **Staffing** – paid/volunteers/contractors.

Event Management risks include:

- **Marketing** – event, promotion, media, sponsors
- **Publicity** – both positive and negative
- **Communications** – stakeholders, public, others
- **Assets/infrastructure** – availability, condition, failure
- **Service delivery** – delivery of pre-defined volume of or number of products to meet stakeholder and attendee expectations
- **Contingency plans**
- **Security**
- **Power interruption**
- **Inclement weather**

Operational risks and hazards, in this context defined to be those risks which may cause personal injury, illness or death, are to be managed in accordance with the provisions of the IRC WHS Management system.

APPROVAL

Approval of this plan is via the Manager Economy and Prosperity and Director Planning Environment and Community Services.

RISK MANAGEMENT PROCESS

Risk management structure and responsibilities:

The project team are responsible for managing risk within their span of control, for promoting the application of risk management by contractors, staff and volunteers and assisting with the identification of strategic risks which could impact the event. Where a high or extreme risk is identified this will be reported to the Director Planning, Environment and Community Services.

Risk identification, assessment and treatment:

The project team will identify, assess and treat strategic and operational risks associated with the event via the following steps:

1. Identify reasonably foreseeable strategic risks
2. Develop a register of all identified risks and hazards
3. Assess the likelihood and consequence of each risk and apply a risk rating.
4. Treat the risk through identifying actions to be taken, allocate responsibility and timeframe for completion
5. Record the status of the treatments in the risk register up to completion.

EVENT OVERVIEW

EVENT DETAILS:

Event Name:	St Lawrence Wetlands Weekend 2020
Date and Time	5pm 12 th June 2020 to 1pm 14 th June 2020
Location	St Lawrence Recreation Grounds, St Lawrence Access Road, St Lawrence Q 4707
Event Organiser	Isaac Regional Council
Type of event	Emerging nature festival
Expected attendance	800 - 1200 people
Number of volunteers participating	Maximum 30
Public Liability Insurance	Insured under Council's standing public liability insurance arrangements

EVENT PROJECT TEAM:

Name	Title
Shane Brandenburg	Manager, Economy & Prosperity
Glenys Mansfield	Economic & Tourism Development Officer
Karen Armstrong	Coastal Communities Officer
Anne-Marie Loeskow	Arts and Cultural Development Officer

EVENT DESCRIPTION:

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

Initially the event focused solely on environmental factors and attracted an audience of approximately 50 people. Over time, the one day event has grown to become a weekend event typically attracting an audience of approximately 750 - 1000 people over the wetlands.

The St Lawrence Wetlands Weekend is Council's sole dedicated tourism event. The event is designed to attract money into the local economy from external markets rather than circulate money within the local economy as with a community event.

PROGRAM OVERVIEW:

Catering at the Event:

Friday 12 th June	
Friday Night Catering	Welcome to Wetlands Weekend Smorgasbord at the St Lawrence Hotel
Saturday 12 th June	
Breakfast Canteen Grounds	Featuring local Bacon and Sausages (Bedford Park Pork)
Bar	Open from midday
Canteen	Featuring local seafood (mud crabs, fish N chips etc)
Greater Whitsunday Food Network	Seafood Luncheon cooked by Celebrity Chef Matt Golinski
Bushman's Dinner	Featuring Smokalishious cooking and serving local produce
Sunday 14 th June	
Breakfast Canteen Grounds	Featuring local Bacon and Sausages (Bedford Park Pork)
Canteen	Will be operating until 1pm with lunch options

Educational Presentations and Tours:

Conducted Saturday and Sunday morning

Bird-watching tours	Presentations by Birds Capricornia
Historical Township Tours	Presentations by Economy and Prosperity Team
Reef Catchments	
Mackay & District Turtle Watch Assoc	
GBRMPA	
Catchment Solutions	
IRC Environmental Service Team	
Mackay Whitsunday Isaac Healthy Rivers Partnership	

Arts and Cultural:

Headline Arts Project	Sue Ryan, Ghost Net Project Facilitator (workshops on marine debris)
Bush Tucker Walk	Samarla Deshong
Indigenous artefacts display	
Program still be developed	

Arts and cultural: (Jenuarrie), local indigenous artist, (Samarla Deshong), Dusty Art, Cultural awareness and Bush Tucker walk (Samarla Deshong), Indigenous artefacts display.

Entertainment:

Workshops and presentations	Costa Georgiadis, Gardening Australia
Cooking demonstrations	Chef Matt Golinski, Jos Giles Smokalicious (traditional smoked BBQ's)
Display	Cooberrie Park Reptiles
Bush Skills Workshop	Rocky Instincts
Noel Giles Blacksmithing	Blacksmith display
Town Tours	Kenny the Clydesdale
Historical Town Bus Tours	Fully guided tour of the town's historical sites
Saturday	Busker – Greer Webley. Singer, songwriter and performer from Blackwater
Saturday Night	Live Band Bareback

Onsite Accommodation:

20 glamping tents	
General non-powered camping	
General non-powered Caravan site	

STRATEGIC RISK ASSESSMENT TOOLS

The following tools have been used to assess identified risk:

Table 1 - Consequence Rating - Qualitative measures of consequence or impact:

Rating	Descriptor	Explanation
1	Insignificant	Negligible financial loss (<5% of event budget) No real disruption to event. No impact on morale. No media or political attention. Some local complaints. No breach of legislation. Minor instance of environmental damage. Can be reversed immediately. Insignificant interruption to event – minimal impact to participants / stakeholders / others.
2	Minor	Minor financial loss (5 - 10% of event budget) Minor financial disruption. Minor variation to budget. Negligible impact on morale. Some local media or political attention. Minor Community concern. Below 5% of community affected. Minor breach of legislation. Minor impact to environment. Can be reversed in a short timeframe. Minor interruption to event with minor impact to participants / stakeholders / others.
3	Moderate	Moderate financial loss (10 - 25% of event budget). Moderate impact to event operations. Moderate variation to budget. Short term effect on morale. Significant media attention and public interest. Potential for adverse local media attention. 5 – 40% of Community affected. Breach of legislation with penalties. Moderate impact to environment. Localised damage that has potential to spread and reversed with intensive efforts. Moderate interruption to event. Partial Event Emergency Plan action may be needed.
4	Significant	Major financial loss (25 - 50% of event budget) Major impact on event operations. Major variation to budget requiring additional funding for event and post event investigations/actions. Serious long term injury. Significant impact on morale and business. Significant adverse media coverage and public interest. Long term effect on reputation. 40 - 70% of Community affected. Multiple breaches of legislation with penalties. Severe loss of environmental amenity, Danger of continuing environmental damage. Major interruption to service delivery, Full or partial Event Emergency Plan action may be needed.
5	Catastrophic	Significant financial loss (>50% of event budget). Ceasing event operation. Significant financial impact during & post event, Long term effect on morale and future staging of the event. Adverse national media attention. Major embarrassment attention. Major breaches of legislation with max penalties. Major loss of environmental amenity – irrecoverable environmental damage. Full Event Emergency Plan action required.

Table 2 - Likelihood Rating - Qualitative measures of likelihood

Rating	Descriptor	Explanation
A	Almost certain	Expected to occur at times of normal operations (more than once per year), 95% chance
B	Likely	Will occur at some stage based on previous incidents or in most circumstances (1-2 years), 75% to 95% chance
C	Possible	Not expected to occur but could under specific circumstances. Might Occur (2-5 years), 25% to 75% chance
D	Unlikely	Conceivable but not likely to occur under normal operations – has occurred at some time (5-10 years), 5% to 25% chance
E	Rare	Only occurs in exceptional circumstances (>10 years), < 5% chance

Table 3 Risk Rating - Qualitative risk analysis matrix

Likelihood		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Significant 4	Catastrophic 5
A Almost certain	5	Moderate	Moderate	High	Extreme	Extreme
B Likely	4	Moderate	Moderate	High	High	Extreme
C Possible	3	Low	Moderate	Moderate	High	High
D Unlikely	2	Low	Low	Moderate	Moderate	High
E Rare	1	Low	Low	Moderate	Moderate	High

STRATEGIC RISK REGISTER

1. Ref	The Risk	Consequence	Risk Rating	Risk treatment	Residual Risk Rating	Status
S1	Budget insufficient to execute event to required standard	Negative reputational impact Community Outrage Negative marketing implications for subsequent events.	Extreme	Secure additional funding from Council and third party sources	Low	Ongoing
S2	Unexpected costs lead to budget blow out	Stakeholder outrage	Moderate	Include contingency in budget. Apply controls to limit to 5% budget variance	Moderate	Ongoing
S3	Local community reluctant to purchase tickets online or unaware for need to purchase tickets prior to event	Community outrage	High	Provide assistance at libraries/neighbourhood centre; communicate need to purchase via both digital and print (mail drop) channels	Moderate	Ongoing
S4	Local community reluctant to pay for previously free event	Community outrage	High	Clear marketing messages regarding complimentary water bottles and % of proceeds being used to support St Lawrence SES. Bona Fide volunteers to have free entry as per Council resolution.	Moderate	Ongoing
S5	Disturbance of endangered Capricorn yellow chat population	Negative reputational impact Negative impact on endangered population	Moderate	Birdwatching/wetlands tours only to be conducted by suitably qualified persons	Low	Complete
S6	Human Resources not sufficient to execute event to required standard	Negative reputational impact Negative impact on staff morale	High	Secure replacement for staff on leave, call for volunteers	Moderate	Ongoing

S7	Marketing plan not executed according to schedule due to competing priorities (emergencies/other events)	Low attendance Community outrage Negative impact on staff morale	Work with MTL to ensure continuity of communications Liaise closely with BMC team to respond to time delays as they occur	Moderate	Ongoing
S8	Negative publicity	Low attendance Community outrage Negative impact on staff morale	Include damage controls in Comms plan	Moderate	Underway
S9	Ticketed events significantly over subscribed	Participant disappointment Community Outrage	Develop costed contingency plan to release more tickets if warranted, inclusive of additional infrastructure and crowd management costs. Clear marketing messages emphasising limited tickets available. Monitor online ticket sales via Eventbrite gives prior indication.	Low	Underway
S10	Ticketed events significantly under-subscribed	Revenue shortfall Stakeholder outrage	Robust marketing and promotion efforts to identified target markets. Clear messaging around general admission charge including environmental offset (water bottle) and community support (STL SES donation) Monitor online ticket sales via Eventbrite	Moderate	Complete
S11	Event does not meet participant expectations	Disappointment Negative publicity Negative impact on future attendance	Ensure marketing efforts position event as 'emerging' Include damage controls in comms plan	Low	Ongoing
S12	Power Outage	Significant disruption to event operations	Develop emergency power supply plan. Implement as required	Low	Underway
S13	Inclement weather	Disruption to event program Participant disappointment Possible reduced income for community groups due to reduced attendance	Develop back up plan to relocate to Wet weather venue Implement as necessary	Moderate	Underway

S14	Severe weather event	Cancellation of event Complete loss of revenue (ticket refund)	Monitor and track weather	Moderate	Ongoing

S15	Disorderly conduct amongst patrons	Negative publicity Stakeholder outrage	Moderate	Liaise with QPS/QAS to ensure capacity for adequate response	Low	Ongoing
S16	Disruption to normal local traffic patterns/flow	Community outrage and frustration Delays for participants	Moderate	Monitor and estimate attendance. Include traffic management in logistics/gate	Low	Ongoing
S17	Noise	Friday and Saturday night events may cause noise disturbance to campers	Low	Raise awareness of event to travelling public via comms plan	Low	Ongoing
S18	Unlicensed food/beverage sales from third parties	Public health impact	Moderate	Due diligence process to ensure all suppliers have secured necessary permit prior to operations	Low	Ongoing
S19	Breakdown in partnership with GWFN for Farm to plate initiative	Community/stakeholder outrage. Reputational damage	Moderate	Develop MOU between parties clearly outlining spirit and nature of partnership and clear roles and responsibilities	Low	Underway

ST LAWRENCE WETLANDS 2020 STRATEGIC RISK MANAGEMENT PLAN

APPENDIX A – POWER OUTAGE MANAGEMENT PLAN

St Lawrence and the coastal communities of the Isaac Region experience frequent and often prolonged power outages.

The St Lawrence Wetlands Weekend 2020 strategic risk management plan rates the risk of power outage as high, given the frequency of occurrences and safety of those attending the event.

This power outage management plan outlines the steps necessary to mitigate this risk to a residual risk rating of moderate.

RESOURCING REQUIREMENTS

Equipment:

- 1x12 kva Generator
- 1x2 Kva Generator
- Utility vehicle to transport generator
- Forklift to lift generator
- Transportable diesel fuel supply
- 4 x 15 amp extension leads
- Barriers to isolate generators from public at the event

Human resourcing requirements:

- Qualified and competent forklift operator
- Qualified and competent person to start generators in event of power outage

PREPARATORY ACTIONS

Action	Responsibility	Status
Modify onsite power boxes to enable direct connection to generators	Manager Landcare and open space	Complete
Check operational status of IRCs 12Kva generator and remedy any identified faults	Workshop supervisor	Complete
Source 2kVa Generator from SES	Economic & Tourism Development Officer	Complete
Source 4 x 15 amp extension leads	Economic & Tourism Development Officer	In progress
Source fuel transfer vehicle	Economic & Tourism Development Officer	Complete – Team leader roads work vehicle booked.

Exclusion zone and safety applications	Building Compliance Officer/Safety Advisor	In progress
Source transport vehicle	Economic & Tourism Development Officer	In Progress
Arrange qualified forklift operator to load generator	Economic & Tourism Development Officer	Complete (James Ward)
Arrange torches for IRC staff running the event	Economic & Tourism Development Officer	Not Started
Include Power outage management plan requirements in logistics checklist	Economic & Tourism Development Officer	In progress

POWER OUTAGE MANAGEMENT PROCEDURE

Step	Action	Responsibility
1	Utilise torchlight and advise attendees power will resume shortly	Manager Economy & Prosperity Economic & Tourism Development Officer Place Officer, Community Development Officer.
2	Request building compliance officer commence generator start-up and connection process.	Manager Economy & Prosperity
3	Maintain communication with attendees until back up power is running	Manager Economy & Prosperity Economic & Tourism Development Officer Place Officer, Community Development Officer.
4	Request building compliance officer commence generator shutdown and disconnection process upon restoration of mains power.	Manager Economy & Prosperity

GENERATOR LOCATION DIAGRAM

ST LAWRENCE WETLANDS 2020 STRATEGIC RISK MANAGEMENT PLAN

APPENDIX B – WET WEATHER CONTINGENCY PLAN

Given the St Lawrence Wetlands Weekend is primarily an outdoor event many activities such as tours will either need to proceed despite inclement weather or be cancelled at the provider's discretion.

Some aspects however may be able to be relocated to the Broadsound Centenary Hall, Railway Parade, St Lawrence if inclement weather occurs to the extent the covered area at the recreation grounds does not provide adequate shelter for example in the case of high winds and rain combined.

Inclement weather frequently contributes to power outages in the St Lawrence and coastal communities, therefore this plan includes provisions for power outage management at the St Lawrence Centenary Hall. Loading and transportation requirements for generators has not been included in this plan as this is addressed in Appendix A - Power Outage Management Plan and generators will have already been transported to the St Lawrence Recreation Grounds.

Workshop, catering and other providers will be required to relocate their own equipment using their own vehicles.

The maximum capacity of the Broadsound Centenary Hall is approximately 200 which services as a constraint to the number of features able to be relocated.

RESOURCING REQUIREMENTS

Equipment:

- 1x12 kva Generator
- Utility vehicle to transport generator
- Utility Vehicle to transport tables and chairs
- SUVs to transport other equipment
- Transportable diesel fuel supply
- 2 x 15 amp extension leads
- Barriers to isolate generators from public at Broadsound Centenary Hall

Human resourcing requirements:

- 4 x FTE to move tables and chairs.
- Qualified and competent person to start generators in event of power outage

PREPARATORY ACTIONS

Action	Responsibility	Status
Source fuel transfer vehicle	Economic & Tourism Development Officer	Complete – Team leader roads work vehicle booked.
Exclusion zone and safety applications	Building compliance Officer/Safety advisor	In progress

Source transport vehicle for tables and chairs	Economic & Tourism Development Officer	Complete – 2 Ford Rangers booked (pool cars)
Arrange torches for IRC staff running the event	Economic & Tourism Development Officer	Not Started
Include wet weather contingency plan requirements in logistics checklist	Economic & Tourism Development Officer	In progress
Ensure sufficient/suitable human resources available to relocate tables and chairs	Economic & Tourism Development Officer	Complete – project team and volunteers from other IRC teams.
Ensure Broadsound Centenary Hall available	Economic & Tourism Development Officer	Complete.

RELOCATION PROCEDURE

The decision to relocate will be made by the project team in attendance at the event in consultation with attending councillors and key stakeholders. If it is determined relocation is necessary the following procedure will apply.

Step	Action	Responsibility
1	Notify stakeholders and attendees of decision to relocate.	Economic & Tourism Development Officer
2	Transport tables and chairs to Broadsound Centenary Hall	Project team and other IRC team volunteers.
3	Direct workshop, catering and other providers including key stakeholders to designated area in venue as per the feature relocation table below.	Economic & Tourism Development Officer

FEATURE RELOCATION

The following key features are identified as possible to relocate:

Feature	Relocation Space designation
Costa Georgiadis' presentations	BBQ area
Seafood Lunch	BBQ area and hall
Arts workshops	Hall
Cooking Demonstrations	Kitchen area and hall
Canteen	Kitchen
Bar	Hall bar area
Bushman's Dinner	Hall, kitchen and BBQ area

POWER OUTAGE AT CONTINGENCY VENUE PROCEDURE.

The following steps will be applied to manage power outages at the contingency venue

Step	Action	Responsibility
1	Notify Building Compliance Officer of decision to relocate and request transport of 12Kva Generator from St Lawrence Recreation Grounds to Broadsound Centenary Hall.	Economic & Tourism Development Officer
2	Transport generator from St Lawrence Recreation Grounds to centenary hall, set up exclusion zone and other safety applications.	Building Compliance Officer
3	In the event a power outage does occur, request Building Compliance Officer to start generator and switch to back up power source.	Economic & Tourism Development Officer
4	Request Building compliance Officer to shut down generator and revert to mains power on restoration of mains power supply.	Economic & Tourism Development Officer



OPERATIONAL RISK (HAZARDS) ASSESSMENT

Isaac Regional Council is collecting personal information you supply on this form only for the purpose to provide Isaac Regional Council with identification of hazards, risks and safe work methods. Your personal information will be used by Council officers authorised to do so. The information will not be given to any other person or agency unless required by law or unless permission is sought from the person declared within this request. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Date	21/03/19	What is being Assessed	Wetlands Event Planning
Location of Assessment	Clermont Office	Number of People Included	3
Prepared by	Kylie Skerman, Melissa Clifford-Death	Position	
Prepared by	Emily Fry	Position	
Prepared by	Jenine, Kent, Andre	Position	

Identified Hazard	What is at Risk?	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			Review – was the outcome achieved	
		L	C	R				L	C	R	Yes	No
Power/extension cords	Injury from tripping, electrocution, wet weather	B	3	12	<ul style="list-style-type: none"> Mitigate by planning stall locations that don't require power to the far side Confirm stall holder needs via site plan power requirements Ensure all electrical equipment and outlets are to standard, tested and tagged and up to date Taping and mats over cords Weather proof covers for lead connections 	Admin	PECS	D	3	6		

					<ul style="list-style-type: none"> • Monitor weather conditions 								
Inadequate site plan	<p>Emergency access to personal on site, key locations (first aid).</p> <p>Vehicle pedestrian interaction, Unknown amount of attendees</p>	D	4	8	<ul style="list-style-type: none"> • Create detailed site plan including smoking area, first aid area, lost child area, traffic management, camping area, identify emergency evacuation/access for vehicles • Keep main access ways free of obstruction for ease of evacuation • Communicate site plan to community/attendees • Signage for TMP 	Admin	PECS	E	2	2			

Vehicle pedestrian interaction	Pedestrian being struck by vehicle	B	4	16	<ul style="list-style-type: none"> • Site plan • Traffic management plan • Signage • Bollards/barriers in place 	Admin	PECS	D	3	6		
Travel to and from event	Driver fatigue, breakdown, animal strike.	C	4	12	<ul style="list-style-type: none"> • Create sufficient rostering to ensure travelling staff have adequate rest and can arrive at destination at an appropriate time • Travel plans for staff • Car pool where possible, with two drivers per vehicle 	Admin	PECS	D	3	6		
Fatigue	Lack of concentration, potential injury, stress	C	3	9	<ul style="list-style-type: none"> • Sufficient rostering, ensuring we adhere to 	Admin	PECS	D	3	6		

					fatigue management documentation <ul style="list-style-type: none">Staggered rostering for coverageEnsure breaks are adequate and taken								
Identified Hazard	What is at Risk?	Raw Risk Rate			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			Review – was the outcome achieved		
		L	C	R				L	C	R	Yes	No	
Incorrect manual handling	Physical injury – short term to long term	C	2	6	<ul style="list-style-type: none">Correct lifting techniquesUtilise regional employees for set up and pack up to ensure adequate distribution of work load	Admin	PECS	D	2	4			
Fitness for work	Fatigue, working in isolation	C	2	6	<ul style="list-style-type: none">Adhere to fitness for work policy	Admin	PECS	D	2	4			

					<ul style="list-style-type: none"> • Staff members self-monitor 										
Food preparation	<ul style="list-style-type: none"> • Hot coals, • explosion • gas • unregistered food vendors 	D	3	6	<ul style="list-style-type: none"> • Food safety certification – identify what is necessary • Food safety supervisors • Cordoned off areas that are unsafe for public access • Signage • Ensure gas bottles are within date 	Admin	PECS	D	3	6					
Wildlife interaction	<ul style="list-style-type: none"> • Bites, scratches 	D	3	6	<ul style="list-style-type: none"> • Training, PPE, awareness, first aid kit and officer on site 	Admin	PECS	D	3	6					

					<ul style="list-style-type: none"> Communicate with local paramedic and identify IRC first aid officers to attend 									
Occupational threat	<ul style="list-style-type: none"> Physical harm, mental harm 	D	3	6	<ul style="list-style-type: none"> Working in teams Clear communication system and check ins Communication to public regarding event entry Walkie-talkies Communication with emergency services regarding event 	Admin	PECS	D	3	6				
Water hazard	<ul style="list-style-type: none"> Drowning 	D	4	8	Minors to be accompanied on tours and communication/safety	Admin	PECS	D	4	8				

					briefing prior to commencement							
Patron safety	Lost attendees/children	C	2	4	Assigned lost child/person area with designated staff member (perhaps combine with first aid officer on site) could perhaps be SES	Admin	PECS	D	2	4		
Lack of staff	Unknown amount of attendees Fatigue Unexpected duties delegated to staff	D	2	4	Appropriate rostering/identification of staff requirements Confirmation of run sheet, responsibilities and accountabilities in advance Back up staff in case of unexpected illness, etc	Admin	PECS	D	1	2		
Hazardous materials	<ul style="list-style-type: none"> Physical injury 	D	3	6	<ul style="list-style-type: none"> Identification of hazardous materials to be on site, mitigation to 	Admin	PECS	D	3	6		

					be determined as per appropriate action <ul style="list-style-type: none"> • Restrict access to the public • Appropriate signage 							
Central services failure	<ul style="list-style-type: none"> • Power outage, toilet failure, lack of communication 	C	2	6	<ul style="list-style-type: none"> • Generators on back up – must be to standard • Audit of toilet facilities capacity, potential back up of porta-loos • Walkies talkies in case of service connectivity break down • Electrician/plumber on stand by – internal? 	Admin	PECS	C	2	6		
Weather Conditions – Heat and Inclement weather	<ul style="list-style-type: none"> • Heat stroke, risk of injury due to 	C	3	9	<ul style="list-style-type: none"> • Four times in cooler times 	Admin	PECS	D	3	6		

					potential emergency							
Uneven ground	<ul style="list-style-type: none"> Slips, trips and falls 	C	2	6	Conduct site inspection, implement control measures i.e. by signage/cordoning off area Include in safety briefing	Admin	PECS	D	2	4		
Smoking	<ul style="list-style-type: none"> Secondary smoke inhalation Fire hazard 	C	1	3	<ul style="list-style-type: none"> Identify smoking area in site plan, implement and ensure attendees including staff adhere to Provide smoking bins/paint tin (to repurpose) to prevent spot fires Signage 	Admin	PECS	C	1	3		

Work in Isolation	<ul style="list-style-type: none"> Personal Injury Psychological Injury Increased workload 	C	2	6	<ul style="list-style-type: none"> Rostering staff to ensure no one works in isolation Walkie talkies to improve communication stream Adhere to working in isolation policy 	Admin	PECS	D	1	2		
Incorrect PPE	Physical injury	D	2	4	<ul style="list-style-type: none"> Staff responsible for wearing PPE and own safety Long sleeve shirts, long pants, enclosed shoes, hats and sunscreen 	Admin	PECS	D	2	4		
Lack of signage	Potential irritation for patrons, causing anger	D	1	2	Signage to be identified in conjunction with site and traffic management plans	Admin	PECS	D	1	2		

INCORRECT TRANSPORTATION OF EQUIPMENT AND TOOLS TO AND FROM SITE	Overloading of vehicles, overload of duties/manual handling, loose items in vehicle which can cause harm (personal injury and property damage),	D	3	6	Ensuring appropriate vehicles for transportation and adhering to load restraints Internal communication regarding equipment and tool transportation	Admin	PECS	D	2	4		
POOR COMMUNICATION	Not passing on details to next rostered employees regarding incidents, etc, creating inefficiencies	D	2	4	Communicate to all staff the site plan and run sheet well in advance for preparation – i.e. cleaners, groundsman Team briefing, pre start at start of each shift – event/shift coordinator	Admin	PECS	D	1	2		

INADEQUATE PREPARATION FOR NEXT EVENT	No improvement	D	1	2	Post event reports, evaluation reports, passing on learnings for the betterment of the event	Admin	PECS	E	1	1		
EXCESSIVE USE OF ALCOHOL	Personal injury	E	2	2	Enforcement of drinking regulations and rules Ensure bar caretakers have liquor licence, RSA, etc Signage for non-smoking to adhere by liquor licence	Admin	PECS	E	2	2		
STALL HOLDER COMPETENCIES	Lack of relevant licencing, etc	C	3	9	Licence checks when registering	Admin	PECS	D	2	4		

Actions put in logistics plan:

- Electrical checklist for stall holders/band, etc
- EOI for staff from other towns to attend
- Set up and pack up can occur on Thursday and Monday (example) from neighbouring town employees
- Event coordinator to monitor weather and investigate evacuation centre/building
- Prepare safety briefing for tour guides
- Volunteer resource pool
- Announce PPE for public on tours in program and via MC

<div> <div>ISAAC REGION</div> <div>WHS RISK MATRIX L X C = R</div> </div>			CONSEQUENCE SEVERITY RATING				
			1 Negligible	2 Minor	3 Moderate	4 Major	5 Severe
			Low Level or Illness/First Aid Treatment/Low financial loss (to \$10,000)	Minor Injury or Illness/Medical Treatment/Minor financial loss (\$10,000 - \$100,000)	Single Serious Injury-Hospitalisation/Moderate financial loss (\$100,000 - \$1m)	Multiple Serious Injuries/Hospitalisation/Major financial loss (\$1 - \$5m)	Fatalities, Incurable disease/Financial Loss (>\$5m)
LIKELIHOOD RATING	A Extreme	Common 'or' very frequent occurrence, expect multiple events per year.	5 Medium	10 Medium	15 High	20 Extreme	25 Extreme
	B Likely	Has been known to frequently occur. Expect one event every year.	4 Low	8 Medium	12 High	16 High	20 Extreme
	C Possible	The event might occur at some time. Expect one event every 5 years.	3 Low	6 Medium	9 Medium	12 High	15 High
	D Unlikely	The event could occur at some time. Expect one event every 5 to 20 years.	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	E Rare	Un-common 'or' very infrequent occurrence. Expect one event every 20 to 50 years.	1 Low	2 Low	3 Low	4 Low	5 Medium

RESIDUAL RISK		RISK TREATMENT LEGEND	
Consider 'what is the required standard of control to suit the situation, to reduce the Risk to as low as reasonably practical'?			
20 - 25	Extreme Risk	STOP and ACTION immediately to identify strict control measures to effectively eliminate or reduce the risk to as low as reasonably practical. Management to review/authorise risk control measures prior to commencement. Continually monitor the effectiveness of controls.	
12 - 16	High Risk	CAUTION and ACTION identify strict risk control measures to eliminate or reduce the risk to as low as reasonably practical. Consult with supervisor to review risk control measure prior to commencement. Continually monitor the effectiveness of controls.	
5 - 10	Medium Risk	ACTION and MONITOR take reasonably practical control measures to reduce the risk as low as reasonably practical. Consult with Supervisor to review risk control measures as required prior to commencement. Continually monitor effectiveness of controls.	
1 - 4	Low Risk	MONITOR As low as reasonably practical; continue to take practical control measures to reduce risk, continually monitor effectiveness of controls.	

HIERARCHY OF RISK CONTROL		
Highest	ELIMINATION Physically remove the hazard	Most
	SUBSTITUTION Replace the hazard	
Level of Risk Control Protection	ISOLATION Isolate people from the hazard	Reliability of Risk Control Measures
	ENGINEERING CONTROLS Introducing a mechanical device/process	
	ADMINISTRATIVE CONTROL Change the way people work (procedures)	
Lowest	PPE Protect the worker	Least



ACTION PLAN SUMMARY

ST LAWRENCE WETLANDS WEEKEND 2019

ACTION PLAN SUMMARY

This action plan summary provides a high level overview of recommended timings for event preparation. These timings assume the event remains on the second weekend in June each year.

Item	Month											
	A	S	O	N	D	J	F	M	A	M	J	J
Project Management												
Project plan												
Develop and maintain action plan												
Marketing strategy												
Stakeholder Engagement Plan												
Sponsorship and additional funding												
Strategic risk management plan												
Operational Risk (hazards) Assessment												
Sales and Ticketing processes and platforms												
Event evaluation												
Communications Plan (including photography requirement)												
Date Claimer Report												
Event Brief												

Item	Month											
	A	S	O	N	D	J	F	M	A	M	J	J
Fees and Charges Report for any new features												
Activities												
Source and confirm all activity providers (Arts, environmental, educational, culinary)												
Catering												
Source and confirm Friday evening wine and cheese provider												
Source and confirm Saturday and Sunday Breakfast provider												
Source and confirm Bushman's Dinner provider												
Source and confirm Pop up Chilli Mud Crab Beer Garden provider												
Source and confirm Saturday and Sunday Canteen Provider												
Source and confirm coffee van												
Source and confirm bar provider												
Entertainment												
Source and confirm band for Bushman's Dinner												
Logistics												
Source and confirm sound and stage hire												
Source and confirm hire/loan of gazebos and marquees												
Outdoor crew work brief (grounds prep, transfer of tables and chairs, etc)												
Item	Month											

	A	S	O	N	D	J	F	M	A	M	J	J
Tentatively book all Council accommodation in St Lawrence												
Confirm accommodation requirements												
Book main and contingency venues												
Site plan												
Sundry equipment and consumables checklist (hay, gas, table decorations etc)												
IRC team roles and responsibilities at event brief												
Book and confirm buses												
Logistics run sheet and checklists												



EVENT BRIEF

EVENT BRIEF

St Lawrence Wetlands Weekend PRESENTED BY ISAAC REGIONAL COUNCIL

EVENT DETAILS

DATE	12 – 14 JUNE 2020
TIME	5.00pm Friday 12 th to 1.00pm Sunday 14 th
LOCATION	St Lawrence Camping Grounds
EVENT ORGANISER	Isaac Regional Council
KEY CONTACT	Contact: Glenys Mansfield, Economic & Tourism Development Officer P: 4846 3142 M: 0437177201 E: glenys.mansfield@isaac.qld.gov.au
TOTAL MEDIA BUDGET (EX. GST)	\$10,000.00
GRANTS/SPONSORSHIP DETAILS	Council funding and resources to provided Operation Budget TEQ Grant funding \$11,000 incl gst (Marketing) LBF Sponsorship – TBA Reef Catchments - \$1500 confirmed, water bottles Fitzroy Basin Association - \$3,000 buses TBC Sydney Fish Market - \$1,500 TBC
FACEBOOK & INSTAGRAM	Save the date – End of January Expressions of Interest Stallholders – End of January Tickets on Sale – March 2020 Bus timetable – Coastal Communities – End of Feb Google Adverts (Targeted) Use of Hashtags #stlawrencewetlandweekend #meetmackayregion #thisisqueensland etc to be identified
COLLATERAL	Corflute Highway signage 4 x 900mm x 1200mm Corflute's for local advertising 3 x measurements to be provided Wrist bands Water bottle design Hats T/Shirts (staff/volunteers to wear and on sale for general public) Postcards for attendees to send to family 1000 Postcards for Bushman's Dinner menus Z fold brochure for times and events Photo frame intagram #
COMMUNITY NEWSLETTERS	Broadsound Bulletin – Save the date, EOI, Tickets on sale Clermont Rag Middlemount Community News Glenden Pipeline IRC Newsletter Nebo – Event printed on back of flyer

	Middlemount Community News Dysart Diary Moranbah Community News Local Schools
MEMBERSHIP BASED NEWSLETTERS	Mackay Tourism Capricornia birdwatching Mackay birdwatching Greater Whitsunday Food Network TEQ Capricornia Wanderers Motorhome Club Road Trippers
MAGAZINE ADVERTISEMENTS	Mackay Visitor Guide – Complete Caravanning & Camping Magazine - Complete
LETTERBOX DROP	Via Australia Post 500 copies
BILLBOARD SKIN	Paradise Outdoor – 3 months southern between Rockhampton and St Lawrence. Artwork to be supplied by us.
PHOTOGRAPHY & DRONE	Photography brief to be prepared – quotation being obtained
4RFM ONLY TARGETS MORANBAH FM AND AM RADIO IN ROCKHAMPTON AND MACKAY	

BACKGROUND

Events are critical to the success and prosperity of any tourism destination and are seen as a key means of generating economic benefit, attracting visitors, driving social and community outcomes and enhancing the profile of destinations. The Isaac Region continues to position itself as strong event destination, actively hosting large scale events that provide significant economic benefit.

The St Lawrence Wetlands Weekend Event Management System has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional and tourism event.

Held annually it is Isaac Regional Council's sole dedicated tourism event. IRC delivers this event as a social economic/environmental stimulus to Isaac Coastal Communities. This event plays a significant part in delivering vibrant liveable communities, attracting visitation from out of region.

The St Lawrence Wetlands, as part of the larger Broadsound wetlands is noted as a wetland of national significance particularly in relation to migratory birds and the presence of endangered species. Isaac Regional Council holds this inaugural event to raise awareness of the importance of the wetlands to the broader ecosystem.

In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

The St Lawrence Wetlands Weekend is intended to eventually be integrated into the broader Coastal Wildlife Tourism Development Initiative which currently forms part of IRC Tourism Strategy.

DESCRIPTION OF THE SIGNATURE EXPERIENCE THAT WILL BE OFFERED AT THE 2020 EVENT

The 2020 program of activities will delight visitors over three days as they Taste, Explore, Create and discover the historic township of St Lawrence and become immersed in a weekend enjoying the authentic Australian coastal wetlands. 2019 gold Award winner at the Mackay Tourism Awards it will continue to provide memorable experiences on our dawn bird watching and wetlands tours with presentations by leading environmental experts.

An interactive reptile display and bush workshops for visitors to experience including Blacksmithing and how to create their own set of tools, leather crafting techniques to create their very own leather belt and how to produce their own environmentally friendly soap.

Television Logie nominee "Costa Georgiadis" the contagiously enthusiastic host of gardening Australia will personalise our visitors experience with composting tips, advice on native plants, bio-security and more. He was a real favourite with the Empty Nesters at last year's event.

A signature experience at the St Lawrence Wetlands Weekend will be the Seafood Luncheon prepared by celebrity Chef Matt Golinski. 2020 will be Matt's 3rd visit to St Lawrence and he openly tells visitors he has fallen in love with the people, the place and the produce. The luncheon feast will focus on the abundance of local fresh mud crab, king salmon, farmed prawns, free-range pork, red samphire and fresh strawberries from nearby fields. Every year Matt surprises our visitors with a scrumptious menu cooked in the open kitchen overlooking the Wetlands.

Matt will get creative with local produce cooking demonstrations which will include a Costa vs Matt cook off, adding fun and laughter to the event.

On Saturday night the bushman's dinner and Beer 'N' Prawn pop-up beer garden will get our visitors experiencing St Lawrence like a local with great country food, music and live band "Bareback". The town's premier free-range pork will be crackling again.

Visitors will have the option of spending the night right by the wetlands in their luxury glamping tents and rise to the early morning birdsong or bring their own tent or caravan and camp on-site, bookings will be essential.

St Lawrence Communities rally to present the essence of TEQ's 'I know just the place' campaign with welcoming locals revealing the amazing experiences they know best creating an authentic and engaging experience rarely found in larger centres. The locals come together along with the Isaac coastal communities to showcase their region and the real Queensland. Community groups will once again rally together and partner with Isaac Regional Council to meet the high demand of visitation, as this event continues to grow.

The St Lawrence P & C will once again demonstrate the art of cooking and eating crab whilst sharing their stores with visitors. Visitors will be warmly welcomed at the historic St Lawrence Hotel with a welcome dinner on the Friday night, a chance to swap tales with the locals as 'St Lawrence time' prevailed.

During the event the local Police Officer will open the historic 1879 courthouse and share some of St Lawrence cultural heritage stories with a captivated audience. There will be guided tours operating through the event of the historic town. Clydesdale horse-drawn carriage rides will also operate during the event.

World renowned and highly experienced Ghost net project facilitator, Sue Ryan will be artist in residence at the 2020 Wetlands Weekend. Sue will deliver workshops on how to create sculptural art from marine debris. Participating in a large-scale collaborative sculpture alongside an internationally acclaimed artist will be a fantastic professional development opportunity for all artists involved and showcase the skills and knowledge of our local artists to a wider audience. The core aim of the project is to alter attitudes towards plastic waste and by doing so, create a situation where we are finding less plastics in our environment because more people are thinking creatively about how it can be reused to create treasure from trash.

Koinjmal first Peoples will continue their involvement at the St Lawrence Wetlands Weekend. 2020 will see Samaria Deshong work with Isaac regional Council's Environmental team and GRMPA/Fisheries to conduct cultural and bush-tucker talks/walks to enhance our visitors experience providing them with a real connection to our people and place. The Koinjmal first People including acclaimed local artist/printmaker and potter, Jenuarrie who will conduct arts activities.

WHAT IS THE OVERARCHING AIM OF THE CAMPAIGN?

- generate local economic activity and development in the destination
- drive social and community outcomes for the Isaac Coastal Communities and destination, noting the important link between community outcomes and economic benefits
- engage pure people power to energise patrons and promote Isaac as a region that energises the world
- attract external visitation to the destination
- to build and encourage repeat attendance from the nature and food tourism market segments
- showcase local produce of the region
- enhance the profile and appeal of the St Lawrence Wetlands and their significance by promoting and educating about its ecological value as a tourism attraction.

WHAT ARE THE KEY MESSAGES TO PORTRAY?

How does SLWW Align to Destination Hero Experiences?

Wetlands Weekend is 'Unspoilt nature' at its best. Koinjmal first People, guided tours observing wildlife in its natural habitat, cultural bush/tucker experiences providing unique connections to people and place. Connecting Wetlands to marine environment, 'Islands and Reef', fishing and Boating' hero experiences discovering local 'Culinary Experiences' off the beaten track.

- Join us as one of nature's finest wetlands bursts into life!
- 2020 is the Year of Indigenous Tourism in Queensland, opportunity to promote indigenous experiences that visitors can explore in the destination and region
- Help us help the environment and the community – no single use plastic water bottles will be sold at the event. General admission ticket includes complimentary reusable water bottle (water refill station available), Percentage of gate proceeds donated to the St Lawrence SES.
- St Lawrence Wetlands Weekend will tantalise your taste buds, invoke creativity and teach you about a nationally significant coastal wetlands right in our backyard.
- Trek through the bush for an immersive experience as you tour the wetlands and learn more about endangered birdlife, turtles and reef.
- Immerse yourself in the beautiful surrounds of the Wetlands, taking a Wetlands or bird watching tour.
- Get hands-on and artistic with creative environmental arts workshops with world renowned Ghost Net artist Sue Ryan on how to create sculptural art from marine debris.
- Enjoy a Smokalicious Bushman's Dinner, fresh local seafood and free-range heritage breed pork and taste our finest regional produce at this emerging festival.
- Make friends with nature and bring the family with camping available onsite for only \$12.50 a site, per night, or stay in style in one of our glamping tents
- Matt Golinski, Celebrity Chef prepares a luncheon feast focussing on fresh local produce mud crabs, fish and free-range pork
- Where gourmet delights and natural wonders abound
- Gardening with Costa, Television Logie winner and host of Gardening Australia hands on interactive workshops and demonstrations he will be there to answer all your gardening questions
- The event will also have expert environmental presentations.
- Meet passionate, craftsmen and local artisans demonstrating the lost trades of blacksmithing, soap making and leather making
- Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary

An evaluation report was completed following the event. This report provided insights and analysis relating to attendance and visitor profile, participant satisfaction with event, qualitative indicators of success, effectiveness of marketing campaign, socio-economic impacts and project management and governance. Quantitative and qualitative datasets and indicators have been drawn from a variety of sources including backend data from Eventbrite ticketing platform, feedback forms, web analytics and operational debriefs with project team and event stakeholders.

CAMPAIGN CHALLENGES/CONSIDERATIONS?

- Lack of accommodation houses in St Lawrence, however good amount of Caravan Parks/camping facilities in nearby Coastal Communities of (Cape
- Palmestone, Greenhills, Carmila, Flaggy Rock (Brandy Bottle) and Clairview.

PAST LEARNINGS FROM PREVIOUS CAMPAIGNS?

- The marketing campaign delivered on the identified objectives and evidenced by the nature and food tourism market segments from Rockhampton and Mackay.
- No complaints from the local community regarding the perceived lack of advertising were received in 2019, indicating local advertising such as letterbox drops, posters and corflute signage continues to address this perceived gap.
- 2019 campaign was fun, light-hearted and the community and stakeholders would like to continue with that theme
- Looking for more connection with other Isaac coastal communities in the campaign
- Tickets on sale earlier to leverage our target markets outside of the region, provide better lead times for supply and catering of event, manpower and logistics
- Estimated attendance of 724, up 58% from previous year's estimates (this is conservative and with better booking systems in place more accurate data will be collected)
- Feedback from attendees resulted in an overall net promoter score (NPS) of 64 – an 'excellent' rating
- 31% of visitors were motivated to attend by the local produce available, followed by 29% who were primarily motivated by Costa Geogiadis' appearance. 18% of visitors' principal reason to attend was the nature tours and presentations available followed by the arts works shops at 8% indicating continued success in reaching and appealing to identified target markets.
- 42% of attendees were from the Mackay region and 24% from the Capricorn (Rockhampton) region with small numbers of visitors from the Whitsundays, Townsville, Gladstone and Southern Queensland Country Tourism regions being recorded for the first time.
- 40% of visitors became aware of the event via social media channels, up from 19% in 2018, and 33% reported they became aware of the event through word of mouth (WoM) indicating the campaign successfully creating the 'buzz' necessary to translate awareness into intent to visit.
- A variety of media channels and platforms were utilised including social media, radio, direct email, local and highway corflute signage, letterbox drops, posters at community focal points and further advertising in targeted publications including Caravanning Australia magazines and Mackay Visitor Guide.
- Key event features including the Welcome to Wetlands Evening, Greater Whitsunday Food Network's Farm to Plate Seafood Lunch, Bushman's Dinner and Glamping all sold out well before the event.
- Revenue from ticket sales increased from \$4,962 in 2018 to \$23,018 for the 2019 event.
- Tourism Impact Modelling indicates the event generated \$121,000 in economic output, an increase of \$49,000 from the 2018 event.

KEY PERFORMANCE INDICATORS	
SMART objectives: S pecific, M easurable, A ccurate, R ealistic and T imely	
PRIORITY	OBJECTIVE
1	Implement effective marketing strategies that generate the desire for locals and visitors to attend the event.
2	Build a brand, communications and advertising plan that connects and stimulates action directly with the target market that results in attendance, participation, ticket sales and word of mouth.
3	Provide on-going economic benefit to the IRC coastal communities by working with local tourism operators, Mackay Tourism, other IRC programs on marketing and promotional initiatives.
4	Achieve increased attendance: 1200 – 1500
5	Increase the average length of stay amongst domestic travellers from 1 night to three nights highlighting coastal accommodation available
6	Work with stakeholders to maximise all promotional and in-kind opportunities to spread the event message to as many targeted people as possible.
7	Ensure our marketing promises made to visitors and participants attending the event are realistic and will meet their expectations

National Visitor Survey just released showed:

- Intrastate visitation to Mackay Region was 962,000.
- 218,000 were from Brisbane
- With the greater majority of visitation coming from a 4 hour drive market.

Following stakeholder consultation, and based on future growth trends and consumer-based target market research carried out by TEQ, on the Mackay/Isaac region will pursue the following markets:

TARGET AUDIENCE & MARKET COVERAGE

Identified TEQ segment/s we will be targeting and which are our priority

TEQ Segments	NICHE TOURISM MARKET	VFR	Older Families	Empty Nesters
Priority Number	3	4	2	1
Describe your target audience further	<p>Research conducted by TEQ shows:</p> <ul style="list-style-type: none"> • Empty Nesters market segment has a strong association with the experience offerings of our region. Although Empty Nesters holiday slightly less often than the other segments, they typically spend the most per night – especially on holidays longer than 15 nights. On these longer holidays, they are considerably more likely than other segments to choose to holiday in Queensland. Empty Nesters are defined as being Aged 50+, with no children in the household. They predominately drive long distances and may already be in the destination at the time of the event. Predominately in our region they come from SE Queensland, NSW and Victoria. Overseas visitors mainly from Germany and UK will also fall into this category. • The Older Families market segment has a strong association with Mackay, second only to Empty Nesters. Older Families are defined as Families with no children under 5 in the household. Families with older children are more likely to travel in Australia, and they are more likely to consider visiting Queensland for trips between 4 and 14 nights. Predominately belong to the drive market these older families may also be situated in nearby destinations 3-4 hours away. In this case, they will travel for day trips or for overnight stays. <p>Both the intrastate Empty Nesters and Older Families market segments represent key potential source markets for our region. There may also be opportunities for these segments in NSW and interstate throughout Australia.</p> <p>Events are a big motivator for people to drive to other destinations to experience something they don't have close to home. In Regional areas, visitors will use an event such as the St Lawrence Wetlands Weekend as an excuse to get away for a few days and make the most of what's on offer.</p> <ul style="list-style-type: none"> • 2018 statistics show that 215,000 visitors from the Mackay Tourism Region were VFR. • Niche tourism market is a specific market segment, which has a specialty interest that becomes the primary motivator for a visit. Some examples of a niche market for our Event include fishing, birdwatching, fishing/crabbing, food tourism experiences with Celebrity Chef and produce, historical experiences and TV Logie winner Costa sharing his gardening experience. 			

Product and Experience Development

In recent times, there has been a significant shift in consumer behaviour to seeking out tourism products and experiences that are perceived to be 'authentic', 'off the beaten track' and 'value for money'. The St Lawrence Wetlands Weekend is in a prime position to be able to capitalise on this trend. By developing and promoting new, high quality experiences, such as

- St Lawrence's long and interesting unique history unveiled in Historical Town Tours
- Koinjmal First People, guided tours observing wildlife in its natural habitat, cultural bush/tucker experiences providing unique connections to people and place.
- hands-on and artistic creative environmental arts workshops
- Immersing yourself in the beautiful surrounds of the Wetlands, taking a Wetlands or bird watching tour.
- passionate, craftsmen and local artisans demonstrating the lost trades of blacksmithing, soap making and leather making

It will allow visitors to enjoy memorable experiences, allowing our region to attract increased visitor numbers, average length of stay, encourage word of mouth promotion and drive increased visitation into our Isaac Coastal Communities and further beyond.

Identified source market/s and market weighting – be specific as possible

Source Market	Primary Isaac Coastal Communities, Clermont, Moranbah, Nebo, Mackay, Emerald, Marlborough	Secondary Drive market: Brisbane, Sunshine Coast, Gladstone, Rockhampton, Airlie Beach, Townsville
Weighting	e.g. 80%	e.g. 20%

AUDIENCE INSIGHTS

What does your current audience Think, Feel and Do?

Think	<ul style="list-style-type: none"> • Exposure to unique and compelling experiences, nature-oriented experiences
Feel	<ul style="list-style-type: none"> • Authentic personal experiences • 'experiences' that connect them with the essence of a place and its people. For them, simply seeing the sights is no longer enough.
Do	<ul style="list-style-type: none"> • Social interactions, including meeting and engaging with the locals

What do we want them to Think, feel and Do?

Think	<ul style="list-style-type: none"> • They have come to a region that has diversity, natural attractions and world class events • Want to understand and learn about different lifestyles and cultures • visiting an authentic destination that is not necessarily part of the usual tourist route • Helping us help the environment and the community
Feel	<ul style="list-style-type: none"> • Experience something different from their normal day-to-day life

	<ul style="list-style-type: none"> Venture beyond the beaten tourist path and dive deeper into authentic local experiences, connecting with people from other cultures in ways that enrich their lives and create lasting memories
Do	<ul style="list-style-type: none"> Participate in the local lifestyle and experience it, rather than observing it

CREATIVE CONSIDERATIONS

TEQ - (attached Appendix A is Clause 4. Of the Queensland Destination Events Program Contract)

- Event Activation and Promotion**
 - Use of Logos
 - Recognition of TEQ
 - Press and Promotional materials
 - Footage
 - Online Promotion – ATDW
 - Online Promotion – Queensland.com
 - Online Promotion – Social Media

Media Preferences

- Print
- Digital
- Radio

Call to Action

Website booking system or specific call to action to provoke consumers to book or contact us?

Digital Implementation Considerations

Are there currently tags down on the campaign landing page? Is there a conversion point? (e.g. booking engine)

Creative Assets

What existing materials or size guides? (e.g. ads, full page press etc) do we have?

Listed below are specified creative assets we have available or that are in development

See Attached (Appendix B)

- Advertisement Mackay Visitor Guide
- Advertisement Caravanning and Camping Magazine

Creative/Design Agency (if relevant)

Are we currently working with any creative or design agencies?

- HipFish Design Studio

OTHER CONSIDERATIONS

- Identify opportunities to leverage off supporting partners with large and established customer databases, membership bases, social media accounts and website.
- Cross promotion between different associations, clubs, organisations to allow greater reach to promoting event
- Engage with other events organisers who are currently running successful events
- Brief RTO's, Local Tourism Organisations (LTO's) and Visitor Information Centres (VIC's) in our region and close by.
- 2525 vehicles travel Rockhampton north each day past St Lawrence

“APPENDIX A”



Appendix A Event
Brief for Brand and I

EXPERIENCES

THAT CREATE MEMORIES

WHAT'S ON 2020

AUGUST 2020

JOIN US FOR A GREAT DAY OF RACING, FASHIONS & FUN FOR ALL AGES!
 'President's Cup' & Daschunds Charity Race
 ROSEWOOD PARK, MIDDLEMOUNT

MIDDLEMOUNT RACES

MAY 2020

THE LARGEST ONE-DAY RODEO IN AUSTRALIA!
 Top-level professional performance & national riders. Fun-filled day of live entertainment, jumping castles, food & merchandise market
 NEBO SHOWGROUNDS

MACKAY TOYOTA NEBO RODEO

ST LAWRENCE WETLANDS WEEKEND

EXPERIENCE ONE OF QUEENSLAND'S MOST SIGNIFICANT WETLANDS AS IT BURSTS INTO LIFE!
 A 3 day wetland & wildlife family festival amidst breathtaking scenery. Tantalise your taste buds with LOCAL food produce & meet celebrity Chef Matt Golinski
 12-14 JUNE 2020

4U2 CONCERT MORANBAH

A FAMILY CONCERT & COMMUNITY DAY
 The annual 4U2 Family Concert raises money for vital organisations. Enjoy a family fun filled day out on the grass with kids rides, food stalls and much more.
 SEPTEMBER 2020

KEEP UP TO DATE WITH EVENTS IN OUR REGION

www.isaac.qld.gov.au facebook.com/isaacregionalcouncil

ISAAC REGION
 HELPING TO ENERGISE THE WORLD

EVENT SCHEDULE

FRIDAY 12TH JUNE – EVENING PROGRAM 6PM – LATE

TIME	ACTIVITY	WHO	ADDITIONAL INFO
5PM	Glamping check in	The Best Intentions Tent Co	Glamping will be ready for guests to check in. Bookings essential.
5PM	Horse-drawn carriage transfers between Rec grounds and St Lawrence Hotel	Kenny The Clydesdale (Capricorn Carriages)	Transfers from Campgrounds to St Lawrence Hotel available as required. Returns to camp grounds as required.
6PM - LATE	Welcome to Wetlands Evening @St Lawrence Hotel	St Lawrence Hotel	Smorgasbord dinner \$30pp. Vegan options available. Entertainment by Saltwater Sounds. Sarina Sugar Shed Rum tasting, Horse-drawn carriage rides with Kenny The Clydesdale.

SATURDAY 13TH JUNE - DAYTIME PROGRAM 7AM TO 4.00 PM

TIME	ACTIVITY	WHO	ADDITIONAL INFO
7-8.30AM 7.30-9.00AM	Birdwatching tour	Allan Briggs and John McCabe – Birdlife Capricornia	There's no better way to start the day than with an early morning birdwatching tour with hosts John McCabe and Allan Briggs from Birdlife Capricornia. Bring along your camera and practice your bird photography. Tours are free, and you might even spot the very pretty Cotton Pygmy_Goose. You will get to see hundreds of water birds, magpie geese, whistling ducks, swans, spoon birds, egrets, reed warblers and Radjah to name a few. Spot the beautiful Cotton Pygmy_Goose who is endemic to this area between Townsville and Rockhampton. They mate for life and you will only find them on wetlands where there are particular types of water lily vegetation. They eat the foliage off these water lilies. They do not eat fish. The St Lawrence Wetlands has this water lily
8AM-4PM	Canteen	St Lawrence P&C	Serving a scrumptious selection of food inspired by local produce. Why not sample some St Lawrence Mud Crab and prawns from the Australian Prawn Farm in Ilbilbie. Non-seafood options available. Breakfast from 8am until 9.30am featuring Bedford Park Pork bacon and sausages. All proceeds go to the St Lawrence P&C.
8AM-4PM	Coffee stall	Made to Melt	Mad to Melt Coffee Van will be operating a coffee stall onsite at the rec grounds
8.40AM	Buses arrive		Free buses depart Rockhampton and Mackay at 7am
8.45 – 8.50AM	MC Welcome	Jeff Stewart-Harris	Welcome and introduce Samarla Deshong. General MC duties throughout the day.
8:50 – 8:55AM	Welcome to Country	Samarla Deshong – Koinjmal people	Samarla Deshong will conduct Welcome to Country on behalf of the Koinjmal people, traditional owners of the Isaac Coastal area
8:50 – 9AM	Official Opening	????	Welcome and officially open event
9AM-10AM	Wetlands Tours	Lead: Jeff Krause, others as available	Join leading environmentalists on this nature adventure. Learn about the wetlands' ecological importance to the Great Barrier Reef and fishing industry, and the unique wildlife it harbours.

9AM-4PM	Markets and information stalls	Includes environmental services, library and Waste management teams, Mackay Tourism, Birdlife Capricornia, GRMPA, Reef catchments, Healthy rivers to reef partnership, GWFN, FBA, Ilbilbie craft group, Flaggy rock quilters, local arts and crafts, local produce and various retails stalls.	IRC	Browse locally produced arts and crafts with a wander around the market stalls. Learn more about the environment and some of the services available in our community.
9-10AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)		Visit the State heritage listed courthouse and learn about its history and artefacts
9AM-4PM	Meet the piglets from Bedford Park Pork	Bedford Park Pork		Bedford Park Pork are bringing their heritage breed piglets out for the day again. Find out about free-range pork farming and the old English Berkshire breed.
9AM-4PM	Bush skills demonstrations and activities	Rocky Instincts		Fancy yourself as Bear Grylls? Join Rocky instincts and learn traditional fire-making, stone tools, spear throwing, trapping and natural rope construction.
9AM-4PM	Kids activity area	IRC		There will be a small activity area to help keep the kids entertained with some drawing and other activities. Please note this area is unsupervised. Parents and caregivers will need to stay with their children and entry is entirely at your own risk.
9-10AM	Kite Making Workshop with Jenuarrie	Jenuarrie		Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
9AM-12PM	Artist-in-residence	Sue Ryan		Program to be advised

9AM-4PM	Smoked BBQ Cooking Demonstrations	Smokalishious	Drop by the fire where Josh Giles will be preparing the Bushman's Dinner and learn how his smoked oven work to make a delicious meal.
10-11AM	Costa Georgiadis on Staying Positive in Turbulent Times of Change	Costa Georgiadis	This talk looks into the day to day realities that a digital world washes up into our news feed. Environmental challenges surround us at every turn. How can we make a difference to the big picture when the future can often look bleak? From our food choices to the waste we create, Costa walks us through the positive and uplifting stories of change and the individuals making it happen locally to change the world from their backyard and communities.
10-11AM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands.
10-11AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
10-11AM	Art Workshops		To be confirmed
10.30AM-1.30PM	Interactive reptile display	Cooberrie Park	Ever wanted to get up close and personal with a crocodile? Cooberrie Park is a wildlife sanctuary and takes care of sick, injured and orphaned wildlife that are then rehabilitated and released back to the wild. There will be holding an interactive display where you can touch the reptiles including a crocodile, turtles, pythons, lizards and more. There's some great photo opportunities or have a chat with the Cooberrie park team and find out more about the amazing work they do!
10:30-11AM	Presentation by Reef Catchments	Tegan Katrina McBride, Dent, Margaret Meng	Learn about Reef catchments' role in natural resource management, wetlands projects and the value of fishways to the native Barramundi stocks and subsequent recreational and commercial fishing
11AM-12PM	Wetlands Tour	Lead: Jeff Krause, others as available	Join leading environmentalists on this nature adventure. Learn about the wetlands' ecological importance to the Great Barrier Reef and fishing industry, and the unique wildlife it harbours.
11-11:30AM	Costa Georgiadis on Living in a connected landscape: land, sea and everything in between.	Costa Georgiadis	This talk brings out the links and connections between our landscapes and water, the liquid arteries that flow within, above and beneath us. How can we make a difference to the quality of water and its cycling within our lives. From our homes, our backyards, our kitchens and the food within them, the farms and the towns we orbit our decisions all begin with the land and drain to the

sea. Making these connection helps link our life on the land to the health and life of the sea.

11AM-12PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
11AM-12PM	Kite Making Workshop with Jenuarrie	Jenuarrie	Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
11:30AM – 12PM	Healthy Rivers to Reef Partnership presentation	Dr Emma Maxwell	Learn about the health of our local rivers as Dr Emma Maxwell presents the 2018 Mackay Whitsunday Regional Report card on waterway health
11:50AM-1:30PM	Greater Whitsunday Food Network Farm to Plate Seafood Lunch with Matt Golinski	Tegan McBride	Cr speech 11:50AM (TBC) Menu following (Tegan) Bookings essential
12PM – MIDNIGHT	Bar	St Lawrence Recreation Group	The St Lawrence Recreation group will be operating a bar from 12pm until late. ATM machine available on-site. All proceeds go to the St Lawrence Recreation Group.
12-12:30PM	Isaac Waste Management Team Presentation	Karl	Reenergising waste in Isaac
12-1PM	Painting workshops	TBC	TBC
12-1PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the State heritage listed courthouse and learn about its history and artefacts
12.30-1PM	Birdlife Capricornia Presentation	Allan Briggs, Birdlife Capricornia	Learn about the importance of wetlands for bird species - why we need to look after them.
1-2PM	Workshop	Samarla Deshong	Program TBC
1-2PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town

1-1:30PM	Mackay and District Turtle Watch Association Presentation	Fay Griffin – Mackay and District Turtle watch Association	Keen to find out more about the nesting habits and lifecycle of our turtles? Here's your chance to learn about these much loved creatures from a local expert.
1:30-2PM	Fitzroy Basin Association Presentation	Holly Lambert - FBA	River Science; how rivers flow and move, and the importance of conservation in and around wetlands
2-3PM	Kite Making Workshop with Jenuarrie	Jenuarrie	Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
2-3PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
2-4PM	Artist-in-residence	Sue Ryan	Program TBC
2-2:30PM	Costa Georgiadis on biosecurity and our role as citizen scientists – be a part of it	Costa Georgiadis	In an ever increasingly connected world how do we contribute to biosecurity threats. Why does our credit card bring unwanted hitchhikers and environmental threats into our landscapes? This talk lifts the lid on biosecurity and how it is everyone's business. While the potential threats and breaches continue to increase, the amount of incredible science and technological innovation being applied to the environmental security of Australia in the long term is beyond exciting. Biosecurity is a mind blowing field of change and cutting edge science relying on everyone's wide eyed observation
2:30-3PM	Great Barrier Reef Marine Park Authority	Carolyn Roche - GBRMA	The importance of wetlands in connection to the reef
3-4PM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands
3-4PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the State heritage listed courthouse and learn about its history and artefacts
3-4PM	Painting workshop	TBC	TBC

3-3:30PM	Costa on composting	Costa Georgiadis	Leave your baggage at the door. Have you had moderate, mixed or no success with composting or worm farming? The de-hitch that historic baggage of failure or guilt and come ride the toboggan to your new compost success. It's time to step up and change your relationship with this life changing opportunity to grow soil. It's free, it cycles nutrients back into our food, it takes the war on waste head on and above all else it feeds a fertile future. Whether you are a good composter looking for new ideas or a novice with training wheels come join the fun of this open workshop and take away a new perspective and tool for change. With or without space at home you can take a new outlook on waste in our communities and take action.
3:30 – 4PM	Greater Whitsunday Food Network presentation	Tegan Mc Bride	Growing food production in the Greater Whitsunday region
4PM	Buses depart	IRC	Free buses depart St Lawrence for Rockhampton and Mackay

SATURDAY 8TH JUNE – EVENING PROGRAM – 6PM TO MIDNIGHT

TIME	ACTIVITY	WHO	ADDITIONAL INFO
6PM	Dinner Speech	Mayor Anne Baker	Approx 5 mins
6.30PM	Bushman's Dinner	The Bait Layers	2 course feast cooked by Smokalishious: Pumpkin or crab and corn soup featuring mud crab from the pristine waters of Broad Sound, Main course features roast pork from St Lawrence producers Bedford Park Pork and roast beef, dessert is Apple Crumble served with home made custard or Pavlova with Gillinbin Creek Strawberries grown right here on the Isaac coast. Entertainment by Live Band Bareback Stay and gather round the campfire
	Bar	St Lawrence Recreation Group	The St Lawrence Recreation group will be operating a bar from 12pm until late. Please note the bar is cash only, no Eftpos facility is available. However, there will be an ATM facilities on site. All proceeds go to the St Lawrence Recreation Group.

SUNDAY 9TH JUNE – DAY PROGRAM – 7AM TO 1PM

TIME	ACTIVITY	WHO	ADDITIONAL INFO
7-8.30AM 7.30 -9.00AM	Birdwatching tour	Allan Briggs and John McCabe – Birdlife Capricornia	There's no better way to start the day than with an early morning birdwatching tour with hosts John McCabe and Allan Briggs from Birdlife Capricornia. Bring along your camera and practice your bird photography. Tours are free, and you might even spot the elusive and endangered Capricorn Yellow Chat.
8AM-1PM	Canteen	St Lawrence P&C	Serving a scrumptious selection of food inspired by local produce. Why not sample some St Lawrence Mud Crab and prawns from the Australian Prawn Farm in Ilbilbie. Non-seafood options available. Breakfast from 8am until 9.30am featuring Bedford Park Pork bacon. All proceeds go to the St Lawrence P&C.
8AM – 1PM	Coffee stall	Mad to Melt	Mad to Melt Coffee Van
8AM-12PM	Camp oven cooking demonstrations	The Bait Layers	Drop by the fire where award winning camp oven cooks The Bait Layers and friends will be cooking up a storm.

8:30-9AM	Belly-dancing	Carolyn Roche	Shake off the night before with some belly dancing to loosen you up for another day.
9-9.30AM	Cooking Demonstration	Matt Golinski	Watch our special guest highly regarded Chef Matt Golinski give our local produce the celebrity treatment. Have a taste then try it at home! Entry to demonstrations is free.
9-10AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
9-10:30AM	Acrylic Flow Workshop	Lynnie Busk	Unlock your passion for colour and creativity with Moranbah artist Lynnie Busk. Learn the basics of acrylic flow painting while you decorate your very own placemat and other items.
9-10AM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands
9AM-12PM	Artist-in-residence	Sue Ryan	Program TBC
10-11AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
10-10.30AM	Cooking Demonstration	Matt Golinski	Watch our special guest, highly regarded Chef Matt Golinski, give our local produce the celebrity treatment. Have a taste then try it at home! Entry to demonstrations is free.
10:30-11AM	Book talk – 'The Gift of Knowledge'	Jenuarrie	Acclaimed aboriginal artist, Jenuarrie will speak about her life and her book 'The Gift of Knowledge'
11AM-12PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
10.50-11AM	Photo with Matt and Costa	Mayor Anne Baker, Cr Jane Pickels and Cr Geoff Bethel	Photo with celebrity chef Matt Golinski and 2019 Gold Logie nominee Costa Georgiadis before the Chef vs Gardener Cook off.

11-11.30AM	Chef's vs Gardeners Cook Off	Matt Golinski and Costa Georgiadis	Can Costa cook it like he grows it? Find out as he challenges Matt Golinski at the burners.
11:30AM-12.30PM	Clapstick Decorating Workshop	Samarla Deshong	Join Samarla to learn about the significance of clapsticks to indigenous culture then have a go at decorating your own.
12-1PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
1PM	CLOSE		

PREPARATORY ACTIVITIES

	ACTIVITY	WHO	STATUS
1	Budget / Sponsorship	Glenys Mansfield	Ongoing
2	Stakeholder Engagement Plan	Glenys Mansfield	Complete
3	Marketing brief	Glenys Mansfield	Complete
4	Strategic Risk Management plan	Glenys Mansfield	Complete
5	Event evaluation methodology and process	Glenys Mansfield	Complete
6	Communications plan	Glenys Mansfield/Carenda Jenkin	With Brand and Media
7	Action Plan	Glenys Mansfield	Ongoing
8	Logistics and implementation plan	Glenys Mansfield	In progress
9	Operational Risk (Hazards) Management plan	Emily Fry	In progress
10	Event discussion with Councillor	Office of Mayor and CEO	TBA

COMMUNICATION ACTIVITIES/MATERIALS – communications plan currently being developed with Brand and Media

MATERIAL	PURPOSE	DISTRIBUTION	TIMING AND COST
SAVE THE DATE – COSTA ANNOUNCEMENT – MARCH 20			
Save the Date Poster		Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page. Facebook events and posts and shared to relevant community groups.	February 20
Expression of Interest Stallholders	Animation/video to accompany	Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page.	January 20
Media Release 1	Oh kale, yeah! Costa is coming Animation/video to accompany	Media Release distribution list Website Facebook and Twitter Direct email to past participants	March 20
Corflutes	Create excitement in coastal towns	Local Roadside signage	To be printed in March for April posting
Council Library and Facilities Digital signage	Save the date	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	
TICKETS ON SALE AND MATT GOLINSKI ANNOUNCEMENT – MID-MARCH - 15			
Media Release 2 – Celebrity Chef headlines Wetlands Weekend	Announcement about Matt Golinski headlining Wetlands Weekend again.	Media Release distribution list Website Facebook and Twitter Direct email to past participants	Early Feb
Media Release 3 about the tickets going on sale April 15	April 15 Include the no plastic water bottles message at some point.	Media Release distribution list Website Facebook and Twitter Direct email to past participants	

Web banner	Council's website Visit Mackay's website (1920px W x 980px H)	Website Visit Mackay	March
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries	March
Website	Update with announcement about Matt Golinski headlining Wetlands Weekend.	Webpage	March
Social Media	Media Release Video for FB advertisement Video of Matt call to action (TBC) Video of Costa call to action (TBC)	Facebook Instagram Twitter	April 15
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	April 15
Newspaper advertising	General promotion of the event. Front page part of Council's ad strip	Daily Mercury	April 15
Full page Community Newsletter	General promotion of the event.	Broadsound Bulletin	April 15
Free bus messaging	Poster	Send to Council colleagues in	
INTERNAL COMMUNICATION SUPPORT			
CSO Notes	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	TBA – Mid-April
BUSHMAN'S DINNER – MAY 15			
Media Release 4 Tantalise the tastebuds	Announce Smokalishious and what's cooking for the Bushman's Dinner Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	April
Web banner and IRIS banners		Website IRIS	May

Council Library and Facilities Digital signage	Digital signage	Isaac Libraries Moranbah, Glenden and Dysart facilities	May 1
		Council customer service areas Moranbah Roadside	
Website	Update	Webpage	May 1
Facebook and Instagram	Video created of images from last year's bushman's dinner.	Facebook Instagram Twitter	May 1
Facebook banner	Image created to promote the fact that tickets are now on sale.	Facebook Instagram Twitter	May 1
Digital Signs	Announcement about tickets now on sale to Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	May 1
Newspaper advertising	General promotion of the event.	Daily Mercury	May 1
Letterbox drop to Coastal residents	Ticketing information	Letterboxes	May 1 This needs to be done by 18 due to Australia Post
Corflute Signage	General promotion of the event on Bruce Highway		May 1
INTERNAL COMMUNICATION SUPPORT			
CSO Notes – Update 2	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	
INVOKE CREATIVITY & MAKE FRIENDS WITH NATURE - HURRY - LIMITED TICKETS LAST PHASE			
Website	Image created to promote the fact that limited tickets available.		May 29
Facebook event (boosted)	FB Event boosted to encourage final tickets	Facebook	May 29
Council Library and Facilities Digital signage	Image created to promote the fact that limited tickets available.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	May 29

Media Release 5 Invoke Creativity	Final Program Release – Early may – arts workshops etc Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	May 29
Media Release 6 Make friends with nature		Media Release distribution list Website Facebook and Twitter	June 5
Media Release 7 After the event with Minco photos to support	Encourage festival-goers to take part in an online survey	Media Release distribution list Website Facebook and Twitter	June 10
INTERNAL COMMUNICATION SUPPORT			
CSO Notes – Update (as required)	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	As required
SUPPORTING COMMUNICATIONS			
Supporting POS and ticketing information	Improve customer experience		TBC
Event Program	All the event program detailing times and location		TBC
Menu for Bushman's Dinner	Including some provenance stories about local suppliers		TBC
Public Notice	Inviting people to take bus from Mackay and Rockhampton	Distribute through Mine contacts Public notice distribution list Facebook and website	TBC
Feedback Survey	Online survey on Survey Monkey		TBC
Registration form	Part of evaluation process		TBC
General Signage			TBC
Speeches for VIPs	SLWW project leader to confirm who is attending		TBC

APPROVALS

☐ Noted/Approved
SHANE BRANDENBURG

☐ Noted/Approved
ALEX STAINES

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

Manager Brand, Media and Communications



ST LAWRENCE WETLANDS WEEKEND

COMMUNICATION PLAN

Presented by Brand, Media and Communications and Economic Development and Tourism teams

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1 QUALITY INFORMATION – currently being developed with Brand and Media

Document title: St Lawrence Wetlands Weekend Communications Plan

Drafted: March 19, 2019

Prepared by: Carenda Jenkin, Senior Communications Officer
Maggi Stanley, Senior Economic Development and Tourism Officer

Reviewed by: Jeff Stewart Harris, Director Planning, Environment and Community Service (PECS) Jim Hutchinson, Manager BMC

INTERNAL APPROVAL RECORD

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Jeff Stewart Harris, Director PECS	
	Alex Staines, Manager BMC	
Final copy	Mayor Anne Baker	
	Councillors	
	Gary Stevenson, Chief Executive Officer	

EXTERNAL RECORD

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Tegan McBride Great Whitsunday Food Network (Mackay Whitsunday Isaac) Limited	
	Dan Brown Mackay Tourism	

2 PURPOSE

The purpose of the communication plan is to guide communication efforts which support the St Lawrence Wetlands Weekend to grow into an iconic 'must-do' event on the regional calendar. The communication plan continues the use of the branding suite developed in 2014.

3 COMMUNICATION AND ENGAGEMENT OBJECTIVES

To engage and communicate with Isaac Regional Council employees and communities to:

- ☐ Increase attendance to 500 people over the weekend.
- ☐ Build demand for the 2020 event.
- ☐ To attract attendance from the identified nature, food and arts tourism target market segments with a particular focus on self-drive from Mackay and Rockhampton.
- ☐ To engage the local community and encourage them to invite friends and family to the event (VFR).
- ☐ To encourage Council employees from other locations to attend the event.
- ☐ To communicate the value of the wetlands for ecology, local fishing industry and tourism to target markets.
- ☐ To respond to community concerns regarding perceived lack of adequate advertising in previous years.

4 BACKGROUND

The St Lawrence Wetlands Weekend is held annually and is Isaac Regional Council's sole dedicated tourism event. The St Lawrence Wetlands, as part of the larger Broadsound wetlands is noted as a wetland of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species. Isaac Regional Council held the inaugural St Lawrence Wetlands Weekend in 2008 to raise awareness of the importance of the wetlands to the broader eco-system.

Initially the event focussed solely on environmental factors and attracted an audience of approximately 50 people. The event grew steadily for a couple of years, expanding to a weekend event and incorporating arts, nature, local produce and general entertainment elements. However, following the initial growth phase the event stagnated with audience numbers even declining for some features.

In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

ST LAWRENCE WETLANDS WEEKEND'S KEY GOALS

1. To become an iconic 'must-do' event for the Isaac coast that **influences and improves the local economy**, promoting Isaac's produce and **encouraging increased export**.
2. **To build and encourage repeat attendance** from the nature and food tourism market segments.

3. **Facilitate** the development of **the local cultural enterprise**.
4. **Increase business capacity of local food producers** by showcasing their produce.
5. Engage pure people power to energise patrons and **promote Isaac as a region that energises the world**.
6. **Promote and educate about the ecological value of the St Lawrence wetlands** and their critical role in the health of the broader eco-system.

5 ISSUES AND RISKS

Table 1 below identifies potential issues and risks that may impact on the successful rollout of this communication plan. This table also provides mitigation strategies to manage any issues and risks in a proactive manner.

MITIGATION STRATEGY		IMPACTED STAKEHOLDERS	
Low attendance rate at the event	Distribute communication material to target markets, especially those who advertised/attended previous events.	<ul style="list-style-type: none">Residents on the coastIRC internal stakeholdersTarget marketsStall holders, exhibitors and artistsIncorporated / Government stakeholders	
	Use media and social media to expand awareness of the event.		
	Use new branding to entice target markets and communicate the offering of the festival.		
Expectations of the event exceed its actual delivery	Manage expectations through key messaging such as 'emerging nature festival on the coast' traditionally a 'cottage event'.	<ul style="list-style-type: none">IRC residentsIRC internal stakeholdersTarget marketsStall holders, exhibitors and artistsTourism stakeholders	
	Provide opportunity for attendees to provide feedback		
	Provide opportunity for future exhibitors to register their interest for next year.		
	Reinforce in key messaging the one day event limits schedule of events - which will help manage expectation.		
	Manage, improve and enhance displays, layout and supporting communications where possible.		
Too many people attend and managing disappointment Event is overcrowded or people miss out on key events in program eg. Tours, arts workshops and tickets to the Bushman's Dinner	As above.	<ul style="list-style-type: none">IRC internal stakeholdersIRC residentsTarget marketsTourism stakeholders	
	State 'limited tickets available' in key messaging.		
	Post media event wrap up about growth for next year.		
	Provides a learning curve for future events.		
	Create Facebook event to assist in gaging level of interest and indication of attendance.		

6 KEY STAKEHOLDER ENGAGEMENT

Gert Nel
Environmental
Services

INTERNAL STAKEHOLDERS

DEPARTMENT	NAME AND POSITION	LEVEL OF INTEREST	LEVEL OF INFLUENCE	METHOD OF ENGAGEMENT
Office of the Mayor and CEO	Mayor Anne Baker Councillors Gary Stevenson PSM Chief Executive Officer	High	Medium-High	Invitation to open the event (Mayor) / speak at the Bushman's Dinner (Cr Pickels) Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Economic Development and Tourism	Jeff Stewart Harris Director PECS Maggi Stanley Senior Economic Development and Tourism Officer Emily Fry Economic Development Officer	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Brand, Media and Communications	Jim Hutchinson Manager BMC Carenda Jenkin Senior Communications Officer	High	Medium	Direct engagement, educating and informing stakeholders and media and responding to social media inquiries.
Arts, Library and Cultural Services	Jennifer Clark Manager ALCS Anne-Marie Loeskow Arts and Cultural Development Officer			Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Environmental Services	Jeff Stewart Harris Director PECS	High	Low-Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.

	Luke Clark Program Leader Environment			
	Jenine Dempster Natural Resource Officer			
Community Programs	TBA Program Manager Stakeholder Engagement and Communities	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
	Karen Armstrong Coastal Communities Officer,			
Customer Service	Sonja Swanton Program Leader Customer Service	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Parks and Gardens	Jason Akers Manager Infrastructure, Parks & Recreation	Medium	Medium	Educating with key messages, and directing enquiries to relevant staff.
Coastal IRC Staff		Medium	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.

EXTERNAL STAKEHOLDERS

DEPARTMENT	LEVEL OF INTEREST	LEVEL OF INFLUENCE	METHOD OF ENGAGEMENT
Attendees Food tourism market segment Nature/wildlife tourism market segments Conservation groups Arts enthusiasts Empty nesters travelling in the region Drive market from Rockhampton and Mackay	High	Low	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Stall holders, exhibitors and artists	Medium	Medium	
Environmental Agencies GBRMPA Capricornia Catchments Mackay turtle watch Birdlife Capricornia	Medium-High	Medium	
Mackay Tourism	Medium	High	
Media	Medium	High	Media releases, updates, inquiries and interviews.

7 EVENT INFORMATION

CAMPING AND ACCOMMODATION INFORMATION

- **On site bell tents (glamping)** sleeps six - \$250 per night or \$350 for two nights. Limited availability, bookings essential
- **St Lawrence Recreation Grounds (on site)** - \$12.50 per site per night
- **Sportsman's Arms Hotel, St Lawrence** – paid rooms (Approx. 1km to site)
- **Clairview Caravan Park** - paid sites (approx. 40km)
- **Brandy Bottle** (caravan park and camping sites approx.. 48 km)
- **Carmila Caravan Park, Carmila Sands Motel, Carmila Hotel & Carmila Beach** – paid sites/rooms at Caravan Park, Motel and Hotel, bush camping at beach (approx. 65km)
- **Ilbilbie Hotel** – paid rooms (approx. 100km)
- **Cape Palmerston Caravan Park** – paid sites (approx. 100km)
- **Notch Point camping** – 4WD access only (approx. 100km)
- **Cape Palmerston National Park camping** – 4WD access only (approx. 100km)

TICKETED FEATURES

- **General entry** - \$10 includes complimentary reusable water bottle – percentage of general admission fee goes to St Lawrence SES. Maximum 1500 tickets – bookings via Localtickets. Some tickets may be available at gate however depends on Localticket sales.
- **Glamping** - \$250 per night or \$350 for two nights (sleeps 6). Available Friday and Saturday night bookings essential – fifteen tents available. Actual availability will be subject to sales of glamping and bushman's dinner package. Tickets via Localtickets only.
- **Bushman's Dinner** - \$42.00 per adult/\$20.00 per child under 12. Smokalicious oven smorgasbord dinner featuring local produce. Cooked by Smokalicious cooks Josh Giles. Entertainment by well-known Live Band Bareback. Tickets via Localtickets only.
- **Bushman's Dinner and Glamping package for four** - \$438.00. Includes 4 x general admission, one glamping tent for the evening of Saturday, 13 June (out Sunday by 10am and four adult tickets to the Bushman's dinner
- Limited availability – maximum of eight packages available. Actual availability will be subject to sales of glamping accommodation only. Tickets via Localtickets only. (Actual value \$488.00)
- **Greater Whitsunday Food Network Farm to Plate Lunch with Matt Golinski** - \$120 per person, price includes general admission fee. Features local produce – menu TBC Tickets via Localtickets only.
- **Wetlands Weekend Package for two** - \$620.00. Includes one glamping tent for two nights (Friday and Saturday), general admission, two tickets to the GWFN Farm to Plate Lunch with Matt Golinski, and two adult tickets to the Bushman's dinner. Tickets via Localtickets only. (Actual value \$709.00).
- **Food Fans Pass** - \$150.00 per person. Includes general admission, Greater Whitsunday Food Network Farm to Plate Lunch with Matt Golinski and adult ticket to the Bushman's Dinner. Tickets via Localtickets only. (Actual value \$179.50).

- **Bus from Mackay stopping at coastal towns to destination**
 - Mackay \$30.00 includes general admission
 - Sarina \$25.00 includes general admission
 - Isaac Coastal Communities \$15.00 includes general admission

bookings essential. Maximum 57 tickets available, although option to downgrade bus an option if demand is insufficient. Tickets via Localtickets only.
- **Bus from Rockhampton** - \$25.00 bookings essential. Maximum 24 tickets available, although option to upgrade to larger bus an option if demand is sufficient. Tickets via Localtickets only.
- Camping (tent or caravan) \$12.50 per site per night available via Localtickets.
- Friday Night Welcome to Wetlands Weekend at the St Lawrence Hotel. Meals and entertainment to be confirmed. Tickets via Localtickets only.

8 KEY MESSAGES

- Join us as one of nature's finest wetlands bursts into life!
- Help us help the environment and the community – no single use plastic water bottles will be sold at the event. General admission ticket includes complimentary reusable water bottle (water refill station available), Percentage of gate proceeds donated to the St Lawrence SES.
- ☐ St Lawrence Wetlands Weekend will tantalise your taste buds, invoke creativity and teach you about a nationally significant coastal wetlands right in our backyard.
- ☐ Trek through the bush for an immersive experience as you tour the wetlands and learn more about endangered birdlife, turtles and reef.
- ☐ Get hands-on and artistic with creative arts workshops.
- Enjoy a delicious Bushman's Dinner, fresh local seafood and free-range heritage breed pork and taste our finest regional produce at this emerging festival.
- ☐ Make friends with nature and bring the family with camping available onsite for only \$12.50 a site, per night.,or stay in style in one of our glamping tents
- ☐ For more information visit www.isaac.qld.gov.au/wetlandsweekend

SAVE THE DATE – COSTA REVEAL (Brand and Media developing)

- A popular television gardener has given the green thumbs up to attend Isaac's premier nature adventure at St Lawrence this June.
- Costa Georgiadis, who is a presenter on ABC television's Gardening Australia, will be digging into his field of knowledge to share at the St Lawrence Wetlands Weekend.
- And no doubt this year's June 12-14 event at the wetlands will look radishing.
- Isaac Regional Council Mayor Anne Baker said Costa's passion for gardening is well known across

Australia and will be a great asset in this year's event.

- "It's such a pleasure to announce that Costa is coming to the Isaac coast as we are excited to host this in one of nature's finest wetlands," Mayor Baker said.
- "Costa brings with him decades of experience, a passion for sustainable living and a contagious love for gardening that will leave us digging for more."
- ☐ St Lawrence will burst into life with an immersive experience of creativity, education, family fun, live entertainment and mouth-watering food.
- Mackay band Mango Junction will be back again to rock the wetlands at the Bushman's Dinner with award winning cooks the Bait Layers plus tours of the wetlands, historic towns and bush skills workshops will spark the curiosity in festival-goers.
- ☐ Camping and caravan facilities are available on-site or stay in style in a glamping tent.
- ☐ Mayor Baker said more activities and a headline favourite for the event will be announced when tickets go on sale mid-April.
- ☐ For more information visit www.isaac.qld.gov.au/wetlandswweekend, phone 1300 ISAACS (1300 47 22 27) or visit an Isaac Regional Council office.

MATT'S BACK AND GWFN JOIN IN

- A Queensland celebrity chef is set to serve up his so-fish-ticated passion for fresh seafood at St Lawrence Wetlands Weekend in June.
- Matt Golinski, who whisked his way around the Isaac's premier nature adventure last year, is back with the Greater Whitsunday Food Network (GWFN) Farm to Plate celebrations.
- The region is proud to whisk the former *Ready, Steady, Cook* star back to whip up some of the Isaac coast's best produce.
- Matt is an incredible and resilient human being and his passion for creating food and sharing his passion with us once again is absolutely crab-ulous.
- He's got a recipe for success and we are exceptionally proud to team up with Greater Whitsunday Food Network.
- This is a seafood experience that will no doubt make those who miss out jellyfish.
- Matt will be cooking up a storm for visitors and locals alike at Isaac's premier nature adventure at St Lawrence.
- Then our foodies can indulge in a seafood lunch cooked by our celebrity chef Matt as part of the St Lawrence Wetlands Weekend festival.
- The Greater Whitsunday Food Network Farm to Plate events are in their sixth year, with sponsorship and support from Reef Catchments through funding from the Australian Government National Landcare Program.
- Attendees for the weekend festivities at the Wetlands Weekend can attend the lunch for \$120.00 includes general admission.

- St Lawrence will burst into life with an immersive experience of creativity, education, family fun, live entertainment and mouth-watering food this June 12-14.
- Matt will join the line up with Costa Georgiadis, who is a presenter on ABC television's Gardening Australia, will be digging into his field of knowledge to share at the St Lawrence Wetlands Weekend.
- Mackay band Bareback will rock the wetlands at the Bushman's Dinner with Smokalious smoked oven cooking, plus tours of the wetlands, historic town and bush skills workshops will spark the curiosity in festival-goers.
- Camping and caravan facilities are available on-site or stay in style in a glamping tent.
- Follow Isaac Regional Council's Facebook page for when tickets go on sale on March.
- For more information visit www.isaac.qld.gov.au/wetlandsweekend, phone 1300 ISAACS (1300 47 22 27) or visit an Isaac Regional Council office.

TICKETS ON SALE – FREE BUSES

- ☐ Tickets on sale from March.
- ☐ The event will also have expert environmental presentations.
- ☐ Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary.

BUSHMAN'S DINNER AND FRESH PRODUCE ON SHOW

TANTALISE YOUR TASTE BUDS

- Welcome to Wetlands Weekend kicks off Friday, June 12 at the St Lawrence Hotel.
- Bushman's Dinner on Saturday, June 13th will star local free range pork and other local produce, while enjoying the entertainment provided by Bareback (more info coming)

INVOKE CREATIVITY

- Learn more about the Isaac Coast's local products as you explore the markets held on Saturday, June 13.

MAKE FRIENDS WITH NATURE

- Limited, beautifully appointed bell tents for those who enjoy glamping (camping in style)
- **Gardening with Costa (More info coming)**
- Immerse yourself in the beautiful surrounds of the wetlands, taking a Wetland or Birdwatching Tour.
- The event will also have expert environmental presentations.
- Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary.

BOOK YOUR TICKETS TODAY

- See event information.
- **Tickets are on sale here – TBA.**
- Visit our website www.isaac.qld.gov.au/wetlandsweekend or call 1300 ISAACS (1300 47 22 27).

9 COMMUNICATIONS AND MARKETING BUDGET

Economic Development and Communities team is funding this event.

Mackay Tourism Limited & GWFN will conduct complementary campaigns coordinated by Council's BMC Team.

DEPARTMENT	BUDGET
Facebook and Instagram	
Facebook/Instagram Advertisement Tickets on sale – use collage of images for framed GIF for online	\$300
Facebook Advertisement – Free bus timetable (Mackay and Rockhampton)	\$200
Facebook boost on event	\$200
Facebook boost on EOI	\$100
Google Adverts	
Targeted Google advert – features on apps and news sites – Tickets on sale	\$300
Community Newsletters (\$75)	
Broadsound Bulletin – Save the Date	\$25 (Full page ad)
Broadsound Bulletin – EOI Broadsound	\$25 (Full page ad)
Bulletin – Tickets on Sale	\$25 (Full page ad)
Clermont Rag – Features in Council ad	Part of BMC Council's package
Middlemount Community News Glenden	Free Free
Pipeline	Part of BMC Council's package
Dysart Diary	Part of BMC Council's
Moranbah Community News	package
Daily Mercury front page Wednesdays	Part of BMC Council's package
Radio (\$4000)	
4RFM only targets Moranbah FM and AM radio in Rockhampton and Mackay	Done
Letterbox	
Coast letterbox drop for when tickets go on sale	Via Australia Post 440 copies and \$87.56 Done

Collateral

Corflute Highway signage 4x 900mmx1200mm	\$355
Corflutes for local advertising	\$TBA
3x Measurements to be provided Wrist bands	Designs done
Water bottle design	Designs done
Hats	TB
Postcards for Bushman's Dinner menus	C
Corflute board for lunch menu	TB
Z fold brochure for times and events	C
	TB
	C
Photography and Videography	
Minco Photography Draft photography and videography brief	\$2000
Drone	\$200 (waiting on clarifications on times/what is needed – photography brief to be drafted)
Total Budget (\$3500)	\$XXXX

*Note: Pricing may vary.

10 RECOMMENDED COMMUNICATION MATERIALS AND TIMING

MATERIAL	PURPOSE	DISTRIBUTION	TIMING AND COST
SAVE THE DATE – COSTA ANNOUNCEMENT – MARCH 20			
Save the Date Poster		Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page. Facebook events and posts and shared to relevant community groups.	
Expression of Interest Stallholders	Animation/video to accompany	Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page.	
Media Release 1	Oh kale, yeah! Costa is coming Animation/video to accompany	Media Release distribution list Website Facebook and Twitter Direct email to past participants	Done
Corflutes	Create excitement in coastal towns	Local Roadside signage	Done
Council Library and Facilities Digital signage	Save the date	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	Done

TICKETS ON SALE AND MATT GOLINSKI ANNOUNCEMENT – MARCH 2020

Media Release 2 – Celebrity Chef headlines Wetlands Weekend	Announcement about Matt Golinski headlining Wetlands Weekend again. Greater Whitsunday Food Network to take care of accompanying	Media Release distribution list Website Facebook and Twitter Direct email to past participants
	media release – Mayor provide quotes for story on May 17	
Web banner	Council's website Visit Mackay's website (1920px W x 980px H)	Website Visit Mackay
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries
Website	Update with announcement about Matt Golinski headlining Wetlands Weekend.	Webpage
Social Media	Media Release Video for FB advertisement Video of Matt call to action (Waiting for Matt to reply) Video of Costa call to action (May 16)	Facebook Instagram Twitter Ongoing
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside
Newspaper advertising	General promotion of the event. Front page part of Council's ad strip	Daily Mercury
Full page Community Newsletter	General promotion of the event.	Broadsound Bulletin
Free bus messaging	Poster	Send to Council colleagues in

INTERNAL COMMUNICATION SUPPORT			
CSO Notes	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	Done
BUSHMAN'S DINNER – MARCH 2020			
Media Release 4 Tantalise the tastebuds	Announce Smokeshious for the Bushman's Dinner Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	February 2020
Web banner and IRIS banners		Website e IRIS	April 2020
Council Library and Facilities Digital signage	Digital signage	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	April 2020
Website	Update	Webpage	April 2020
Facebook and Instagram	Video created of images from last year's bushman's dinner.	Facebook Instagram Twitter	April 2020
Facebook banner	Image created to promote the fact that tickets are now on sale.	Facebook Instagram Twitter	April 2020
Digital Signs	Announcement about tickets now on sale to Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	April 2020
Newspaper advertising	General promotion of the event.	Daily Mercury	April 2020
Letterbox drop to Coastal residents	Ticketing information	Letterboxes	April 2020

Corflute Signage	General promotion of the event on Bruce Highway		March 2020
INTERNAL COMMUNICATION SUPPORT			
CSO Notes – Update 2	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	
INVOKE CREATIVITY & MAKE FRIENDS WITH NATURE - HURRY - LIMITED TICKETS LAST PHASE			
Website	Image created to promote the fact that limited tickets available.		April 2020
Facebook event (boosted)	FB Event boosted to encourage final tickets	Facebook	May 2020
Council Library and Facilities Digital signage	Image created to promote the fact that limited tickets available.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	May 2020
Media Release 5 Invoke Creativity	Final Program Release – Early may – arts workshops etc Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	April 2020
Media Release 6 Make friends with nature		Media Release distribution list Website Facebook and Twitter	May late
Media Release 7	Encourage festival-goers to take part in an online survey	Media Release distribution list	June 15
After the event with Minco		Website	
photos to support		Facebook and Twitter	
INTERNAL COMMUNICATION SUPPORT			

CSO Notes – Update (as required)	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	As required
SUPPORTING COMMUNICATIONS			
Supporting POS and ticketing information	Improve customer experience		Done
Event Program	All the event program detailing times and location		Ongoing
Menu for Bushman's Dinner	Including some provenance stories about local suppliers		TBC
Flyer	Inviting people to take bus from Mackay and Rockhampton	Distribute through Mine contacts Public notice distribution list Facebook and website	TBC
Feedback Survey	Online survey on Survey Monkey		TBC
Registration form	Part of evaluation process		TBC
General Signage			Done
Speeches for VIPs	SLWW project leader to confirm who is attending		TBC



SALES AND TICKET MANAGEMENT

ST LAWRENCE WETLANDS WEEKEND 2019 – SALES AND TICKET MANAGEMENT

SALES PLATFORM AND CHANNELS

Ticket sales are managed via the Local Tickets platform please see [\(insert local tickets link\)](#). Only General Admission tickets will be sold at the gate.

ATM Machines will be available on site.

Tickets available for purchase/reservation include

- General Admission Adult - \$10
- Stallholder Fee - \$20 includes general admission
- General Admission Child - Free
- Return bus from Rockhampton - \$25 includes general admission
- Return bus from Mackay – \$30 includes general admission
- Return bus from Rockhampton - \$25 includes general admission
- Return bus from Sarina - \$25 includes general admission
- Return bus from Isaac Coastal Communities - \$15.00 includes general admission
- Glamping tent one night - \$250 sleeps six
- Glamping tent two nights - \$350
- Bushman's Dinner Adult - \$49.50
- Bushman's Dinner Child - \$20 (under 12)
- Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120
- Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00
- Wetlands Weekend Package for two - \$620
- Food Fans Pass - \$150
- Camping (tent or caravan) \$12.50 per site per night
- Friday Night Welcome to Wetlands Weekend at St Lawrence Hotel \$TBC

TICKET HANDLING AT EVENT

Attendees will receive an automatic email from the Localtickets platform at the time of purchase advising them to bring their tickets with them and present them at the gate. A full list of ticket holders will be available for team members at the stall in the event attendees have forgotten their tickets. The following procedure will apply:

- Attendee presents tickets at gate
- Team member welcomes attendee to event and marks off against the list of attendees provided
- Team member issues attendee with a coloured wristband subject to ticket type for admission to the specified feature.

TICKET SALES - TERMS AND CONDITIONS

1. This ticket is proof of purchase and must be presented at the time of admission.
2. This ticket is non-transferable and only admits one patron.
3. Tickets are not to be duplicated for the purpose of falsifying entry.
4. Full refunds are available 30 days prior to the event commencement on 12 June 2020. Refunds less than 30 days from the event are at the sole discretion of the event organiser.
5. The Event Organiser reserves the right to refuse entry.
6. This ticket has been created and managed using the Local tickets site and is also subject to the Terms and Conditions of Local tickets.
7. As the Event Organiser hosting this event, Isaac Regional Council is solely responsible for queries relating to the sale of tickets.
8. Proof of age or concession card may be requested.
9. Any persons who are noisy, drunk, threatening or unruly will be asked to leave the premises.
10. If the event, or any ticketed component of the event, is cancelled due to unforeseen circumstances, a full refund of the cancelled ticketed event will be issued to all patrons.
11. Any data collected for marketing purposes from this event will be strictly in accordance with the *Information Privacy Act 2009*.
12. Patrons enter and participate at their own risk. Council takes no responsibility for personal injury or loss.



EVENT EVALUATION

ST LAWRENCE WETLANDS WEEKEND 2019 – EVENT EVALUATION METHODOLOGY

BACKGROUND

The St Lawrence Wetlands Weekend will be held on the 12-14 June. The event is currently the focus of strategic planning efforts to support transition from a small scale community affair to an iconic must-do event on the regional and national calendar.

Post event evaluation and analysis has historically been somewhat ad hoc and lacked a defined methodology.

This report outlines a proposed methodology for effective evaluation of the event to inform ongoing strategic planning efforts.

Given the absence of meaningful historical data the results of this process will form the baseline dataset for the event.

BRIEF

The final evaluation report must include:

- Overall attendance at the event
- Actual economic benefit (NB combine reported spend with EIA for Council's investment)
- Attendance and participant satisfaction (engagement) for each event component
- Qualitative indicators of success (participants and community stakeholders)
- Project management action learning (lessons learnt)
- Visitor profile (including average spend)
- Evaluation of effectiveness of marketing campaign.

The methodology must be able to be replicated for subsequent events to permit time series analysis (comparing apples to apples)

APPROACH

To ensure the final report provides balance and meaningful insights it is proposed the total study population include the following sub populations:

- Event participants (attendees)
- Community Stakeholders
- Presenters and Stall holders
- Project team and other council staff

Data capture and analysis tools will be tailored to each sub – population.

Both qualitative and quantitative data will be gathered using a variety of tools and methods

RESOURCING

\$100 evaluation survey draw prize

METHODOLOGY

PARTICIPANTS (ATTENDEES)

Required insights: Total number of participants, number of participants per event component, participant satisfaction per component, visitor profile, effectiveness of marketing campaign, suggested improvements.

Population size: Unknown

Sample size: Unknown

Margin of error (%): Unknown

Confidence level: Unknown

NB The event is open access and un-ticketed attracting an audience which is likely to exceed the threshold of a reliable head count but not sufficient to employ open access methodologies such as crowd density analysis. As such efforts will be made to survey all attendees with margin of error and confidence level to be provided upon establishing a reliable estimation of population size to determine sample validity.

Tools and methods:

Welcome booth:

While the event is open access participants will be guided to a welcome booth upon arrival and encouraged to complete a registration form capturing basic demographic and location data for entry into a 'Lucky door prize'. Participants will also be asked to indicate how they heard of the event. Upon completion of the registration participants will be given a coloured wristband to wear. The number of wristbands remaining will provide an indication of total attendance (population size). As the event progresses participants without a wristband will be approached and encouraged to register to help improve the event in the future.

Net promoter score evaluation at every interactive feature (including dining):

To determine levels of satisfaction (engagement) with each event component participants will be asked to complete a brief evaluation form capturing basic demographics for cross comparison with registration data and asking two simple questions:

1. How likely is it that you would recommend this activity to a friend or colleague? (rated on scale of 1-10)
2. Why?

Those who respond with a score of 9 to 10 are called Promoters, and are considered likely to exhibit value-creating behaviours, such as buying more, remaining customers for longer, and making more positive referrals to other potential customers. Those who respond with a score of 0 to 6 are labelled Detractors, and they are believed to be less likely to exhibit the value-creating behaviours. Responses of 7 and 8 are labelled Passives, and their behaviour falls between Promoters and Detractors. The Net Promoter Score is calculated by subtracting the percentage of customers who are Detractors from the percentage of customers who are Promoters. For purposes of calculating a Net Promoter Score, Passives count toward the total number of respondents, thus decreasing the percentage of detractors and promoters and pushing the net score toward

Fully completed forms will be eligible for entry into the lucky door prize as an incentive to keep completing the forms for more chances to win.

Head counts: workshop providers and exhibitors will also be asked to keep a head count of participants in their activity and estimate the number completing the evaluation forms. This will provide further insights to assist with calculating margin of error and confidence levels.

Face to face interviews

Random face to face interviews will be conducted throughout the event to determine general satisfaction levels and capture any suggestions for improvements. Confidence levels and margin of error will be determined after a reliable estimate of population size has been calculated.

COMMUNITY STAKEHOLDERS

Required insights: Economic Benefits, changes to social capacity and cohesion, suggestions for improvements.

Population size: 20

Sample size: 20

Confidence level: 100%

Margin of error: 0%

Given the small population size it will be possible to interview all community volunteers.

Method: Face to face debrief workshops to determine general satisfaction, economic benefits (profit/loss), and suggestions for improvements.

PRESENTERS AND STALL HOLDERS:

Required insights: Suggestions for improvements, economic benefits

Population size: 20

Sample size: 20

Confidence level: 100%

Margin of error: 0%



Given the small population size it will be possible to interview all presenters and stall holders.

Method: Stall holders will be interviewed towards the end of the event to determine average profits to assist with calculation of economic benefits. Presenters will be contacted for a telephone interview shortly after the event (or email if preferred by the presenter).

PROJECT TEAM AND OTHER COUNCIL STAFF:

Required insights Suggestions for improvements

Population size: 7

Sample size: 7

Confidence level: 100%

Margin of error: 0%

Tools and methods:

Post event debrief workshop based on action learning cyc



LOGISTICS CHECKLIST

ST LAWRENCE WETLANDS WEEKEND 2019 – LOGISTICS CHECKLIST

Element	Sub Task	Who	Status
Gate Management	2 3x3 Marquees	MS	
	2 FTE	MS	
	16 x Traffic Cones	KA	
	2 x Tables	KA	
	4 x Chairs	MS	
	Paper registration forms	MS	
	6 x clipboards for registration forms	KA	
	Wristbands to Gate	KA	
	Water bottles unpacked	All	
	Water bottles to gate	KA	
	Remaining water bottles to venue	KA	
	Attendee List to gate	MS	
	Laminate posters for tables	MS	
	Posters to gate	KA	
	Gate management procedure and site plan to SES	MS	
	Sales procedure for IRC staff/volunteers	MS	
	No Entry signs for Exit gate	MS	
	Box pens x 3	KA	
	Camping and parking zone demarcation site plan	KA	
On hand boxes x 3	Duct tape x 3	KA	
	WD40 x 3	KA	

	Packet cable tie x 3	KA	
	Blu tack x 3	KA	
	Broom x 2	KA	
	Pliers x 3	KA	
	Dustpan and brush x 3	KA	
	Scissors x 3	KA	
	Boxes of pens x 3	KA	
	Screwdriver set x 1	KA	
	Boxes to venue	KA	
Bushman's dinner	Order local produce other than Mud Crab	MS	
	Order Mud Crab	EF	
	Confirm Menu for BMC to produce	MS	
	300 x dinner plates	KA	
	300 x dessert bowls	KA	
	300 x knives	KA	
	300 x Forks	KA	
	300 x dessert spoons	KA	
	300 x serviettes	KA	

	6 x FTE (tickets, serve, clear,clean)	GJM	
	Refuse disposal	GJM	
	Arrange loan of gas heaters from Rec Group	KA	
	Table decorations X 30	KA/GJM	
	Tablecloths x 30	GJM	
	Refill gas cylinders	KA	
	gas cylinders to venue	KA	
	Hay x 18 for seating	KA	
	Hay to venue	KA	
	Ice for crab pick	KA	
	Bag Ice 1 week prior	KA	
	Organise crab pick in conjunction with P&C	KA	
	Plan B for crab cook if suppliers unable to assist.	KA	
	Plastic tables to hall for crab pick	KA	
	6 x FTE for crab pick	GJM	
	Tables and Chairs from rec Group	KA	
	Float from gate for cash sales	GJM	
	Registration forms plus pens	GJM	
	4 x trailer loads wood for camp oven cooking	KA	
Bar	Confirm opening from Midday	KA	
	Separate bins for cans/bottles	KA	
Band	Arrange meals for band	GJM	Complete
	Accommodation for band	GJM	Complete

Cooking Demos (Matt)	Order local produce	GJM	
	Check with Matt for leftovers use	GJM	
	Determine if we can use GWFN kitchen	GJM	
	Get correct connection for gas burners if required	KA	
Costa composting workshop	Identify site	KA	
	Liaise with Costa for required materials	GJM	
	Source required materials	KA	
Tours	Sign for gathering point for tours	GJM	
	Turn water on for stables (Kenny Clydesdale)	KA	
	Weed out 4 stables if necessary	GJM	
	Sign for starting point for Kenny Clydesdale tours	GJM	
Bedford Park Piglets	Order hay for pen	KA	
Kids Colouring area	Print out designs	KA	
	Pencils and pens	KA	
	3x3 IRC marquee	KA	
	Arrange delivery of library tables to STL	KA	
	Tables to venue	KA	
Grounds Prep	Arrange cleaning of venue and centenary hall	GJM	
	Put fairy lights up	GJM	
	Tables and Chairs out	KA	
	Hessian around WTP area	KA	
	Generators to grounds (depot and SES)	GJM	
	Set Up fire place	KA	
	Trail and hide are mowed	GJM	
	Mow larger area towards yards/wetlands	GJM	

	Cordon off designated camping/parking areas week before	KA	
	Organise demarcation barriers (stakes and Tape)	KA	
	Solar light trail to glamping area	KA	
	IRC Portaloo to Bird Viewing Platform Area	KA	
	Designated space for portaloos (if required)	KA	
	Order water and water coolers for water refill station	KA	
	Mow arena if required for camping	GJM	
Staff tent	Tables and Chairs	KA	
	Extension cords and power boards	KA	
	Staff only signage	GJM	
Coffee	Double check fittings required and location with Coffee Van	GJM	
Canteen	Order mud crab	EF	
	Order Prawns	EF	
	Arrange crab pick	KA	
	Brief P&C on reusables, no plastic water bottles, vegan/gluten free options etc	KA	
	Determine need for cold room	KA	
GWFN lunch	Designated bus stop	KA	
	Check with Tegan re mobile cold room (do we need to transport from hall to venue?)	MS	

Arts Workshops	2x cheap blue tarps for arts workshops	KA	
Risk Assessment	Hold risk assessment workshop	EF	
	Confirm power requirements for stall holders via site plan	KA	
	Provide site plan to stall holders	EF	
	Create detailed site plan including smoking area, first aid area, lost child area, traffic management, camping area, identify emergency evacuation/access for vehicles	KA	
	Traffic management plan for vehicle/pedestrian interaction	KA	
	Create roster for staff, factor in travelling staff, ensure fatigue is measured and controlled through appropriate breaks	EF	
	Ensure all staff are adhering to fitness for work policy during work hours	All	
	Ensure all stall holders hold food safety certification (where applicable)	EF	
	Cordon off areas that are unsafe for public access - i.e. camp oven	KA	
	Ensure all gas bottles are within date	EF	
	Ensure first aid kits are up to date and supplied at designated area	EF	
	Communicate with emergency services regarding event	GJM	
	Provide safety briefing prior to tours	EF	
	Confirm run sheet and back up staff in advance prior to event	GJM	
	Identify hazardous materials on site and mitigate risk via appropriate management	EF	
	Conduct audit of toilet facilities capacity	GJM	
	Have electrician and plumber on standby	GJM	
	Tours to be conducted in cooler times	GJM	

	First aid and water stations to have sunscreen	EF	
	Promote PPE internally	EF	
	Identify evacuation area and centre	GJM	
	Strap/peg marquees down	KA	
	Ensure there is backup vehicle access to tours in case of emergency	KA	
	Conduct site inspection of tour route prior to identify uneven ground	EF	
	To identify maximum loads for vehicles to ensure no overloading of vehicles	All	
	Identify a shift coordinator; have them conduct a team briefing at the start of every shift	All	
Evaluation			
	Box for paper forms to IRC Tent	GJM	
	Sign for box	GJM	
	Paper forms to IRC tent	GJM	
	Print forms	GJM	

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

9.2

ISAAC COASTAL COMMUNITIES POWER SUPPLY ADVOCACY

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform in relation to the electrical network power supply to its Isaac Coastal Communities in accordance with Operational Development Plan (ODP) Action O26.01.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Acknowledges the impacts to Isaac Regions Coastal Communities due to electrical network supply disruptions.*
- 2. Have formed the view that such disruptions present both inconvenience and risks to communities and the sustainable development of the Isaac Coast and the need to establish an advocacy platform to support its communities.*
- 3. Adopts the position that Council advocate to State Government for improved network reliability supply to its coastal communities.*
- 4. Adopts the position that it should advocate to the Network provider for increased investment and upgrade to the supply networks of Isaacs Coastal Communities to diminish the impacts.*
- 5. Adopts the position that Council officers continue to engage with its coastal communities to further determine the levels of impact.*
- 6. Adopts the position that Council officers continue to engage with the network provider to be continually informed as to capital infrastructure investment projects and maintenance improvements delivery to improve the network reliability and continue to be informed and monitor supply disruptions by the provider.*
- 7. Request the network provider to engage in community information sessions that enable the communities to be informed as well as have opportunity to voice their concerns*
- 8. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the above.*

Resolution No.: PECS0461

Moved: Cr Jane Pickels

Seconded: Cr Greg Austen

That the Committee recommends that Council:

- 1. Acknowledges the impacts to Isaac Regions Coastal Communities due to electrical network supply disruptions.**

2. **Has formed the view that such disruptions present both inconvenience and risks to communities and the sustainable development of the Isaac Coast and that there is a need to establish an advocacy platform to support its communities.**
3. **Adopts the position that Council advocates to State Government for improved network reliability supply to its coastal communities.**
4. **Adopts the position that it should advocate to the network provider for increased investment and upgrade to the supply networks of Isaac Coastal Communities to diminish the impacts.**
5. **Adopts the position that Council officers continue to engage with its coastal communities to further determine the levels of impact.**
6. **Adopts the position that Council officers continue to engage with the network provider to be continually informed as to capital infrastructure investment projects and maintenance improvements delivery to improve the network reliability and continue to be informed and monitor supply disruptions by the provider.**
7. **Requests the network provider to engage in community information sessions that enable the communities to be informed as well as have opportunity to voice their concerns.**
8. **Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the above.**

Carried

BACKGROUND

For a number of years Isaac Regions coastal communities have expressed strong discontent in relation to the reliability of its electrical supply and the impacts it generates. In recent times a regional industry body located in Isaac's coast at Ilbilbie Australian Prawn Farm (APF) was also experiencing network supply constraints that were impeding expansion projects and engaged with Council in support of alternative supply options.

In accordance with Operational Development Plan Action O26.01 Essential Service Platforms, Council engaged internally in review of the electrical supply issues and impacts to its communities and engaged with the network provider to be informed on the same. In review of this process Council acknowledges impacts and constraints and wishes to establish a policy position to support its Coastal communities and in advocacy to State government and the network provider.

Isaac Coastal profile:

The Isaac encompasses 58 862 square kilometres of fertile plains, rich soils, beaches and coal mines in the mineral rich Bowen Basin, and the region is made up of 17 distinct communities, 6 of which St Lawrence, Flaggy Rock, Carmila, Clairview, Greenhill and Ilbilbie are on Isaac's coastline. This region of Isaac is regarded as "Remote Australia" as per the Australian statistical geography standard (ASGS) remoteness structure.

The southern part of the Coastal communities (St Lawrence, Flaggy Rock) power is fed from the Southern Rockhampton network and the northern communities (Greenhill, Ilbilbie, Carmila and Clairview) fed from the northern line from Mackay. To note there is a disconnection between the Northern and Southern lines of approx 5km between Flaggy Rock and Clairview.

=====

This part of the Isaac region has had ongoing and significant power disruption occurring for a number of years with 95 recorded outages at the St Lawrence water treatment plant alone on the Southern supply network, this was recorded in a 22-month period from Jan 2018 to October 2019. Ongoing and similar volumes of outages occur on the Northern line and with occurrences significantly more in the summer months.

Community profile:

The 2016 Localities on the Coast and ABS census data indicated a population of 1,376 in these coastal communities with:

- Greenhill/Ilbilbie, 467
- Carmila, 391
- St Lawrence/Flaggy Rock, 267
- Clairview, 251

These communities are in idyllic locations and therefore lend to having an older demographic of residents and interruptions to power have greater impacts to residents with 58% of the Isaac's coastal regions population in the 50 – 84 age bracket.

Statistics referenced 124 residents were school aged from 5 to 19 of which only 9 students are enrolled at the St Lawrence Primary school and 19 at Carmila School with a proportion of high school attending boarding school and the remaining engaged in distance education and reliance on power and telecommunications to undertake schooling is essential for the schools and distance education.

Economic profile – Isaac Coast:

The Isaac Coast has significant economic output for the Isaac region with \$128million being derived from this area, the major economic driver is Agriculture, Forestry and Fishing with \$88million. Mining, rental and real estate, accommodation and food services and manufacturing the other primary industries.

Agriculture, Forestry and Fishing sector can be attributed to 62.2% of the total employment of the Isaac coast region. Isaac's Coastal community has a higher percentage of unemployment comparative to the rest of the region with 2.6% unemployment comparative to 1.1% for the remainder of the Isaac region.

Aquaculture on the Isaac coast has been proven to be a significant economic output of the region with the Australian Prawn Farm (APF) in Ilbilbie being a major contributor to the \$4.1million in output in Aquaculture in the coastal area.

Isaac Council recently adopted 2019-2024 Economic Development Framework which will be followed by Industry action plans to continue develop economic activity on the Isaac coast. Agriculture including industries as in Aquaculture is identified as some of the major growth opportunities but sufficient and reliable power supply is an essential requirement and possible roadblock to further industry developments.

Understanding the Impacts:

In taking into account the data provided above, the intermittent power supply lends to a number of impacts to the Isaac coastal region with regard to:

- The coastal communities demographic with an increased age demographic in remote areas lends to the fact that power supply interruptions have greater impacts to liveability, health (mental and other) and general well being.

- Health, Emergency and Communication services in the region are impacted by power interruption, leading to increased risk of catastrophic outcomes particularly due to the remoteness to essential services and the aged demographic of the region.
- Education facilities are impacted with the loss of air conditioning, media, computers and communications all impacting with none having back up supply.
- Isaac's coastal areas have had a number of disaster occurrences from Cyclones and bushfires and power security is further impacted and essential through these occurrences.
- Rural properties not on town water supply essentially have a reliance on power to be able to pump water
- The idyllic locations on the Isaac coast mean a number of residences would be secondary or holiday destinations with power supply interruption leading to a number of household issues that cause financial impact and loss.
- Residents, businesses and households have an increased requirement to supply, install and maintain their own backup or alternative power solutions at a financial impact to the business.
- Residents being of an older demographic and higher unemployment have reduced ability to supply their own back up or alternative power supply.
- The region lends to a higher proportion of distance education and power supply impacts greatly the provision of acceptable and suitable education.
- Power supply impacts community and essential services, events, activities, and liveability and therefore affect general mental health and wellbeing.
- The coastal region has significant opportunity in economic growth particularly in the Agriculture, Fishing and Tourism industries and reliable and sufficient power supply is an inhibitor to existing industry businesses and a constraint for future growth and attraction for both the existing and new businesses.
- Accommodation and food services is the 4th largest industry sector on the Isaac coast and output and power supply to these businesses are a major impact financially and reputationally.

Network provider engagement:

Councils Economy and Prosperity team has been in engagement with the network provider, Ergon who it is to be acknowledged has been forthcoming throughout this process. The provider has indicated acknowledgement of some of the issues and advised some constraints as in:

- Aged infrastructure
- Length of the network impacting supply i.e. time for fault finding, vehicular access to some areas of supply disruption etc.
- Some of Isaac's coastal community consumers may be failing to meet the Guaranteed service levels particularly in regard to poor reliability in regard to duration and frequency. Whilst if this is the case this does result in a credit return to a consumer, it would likely be deemed insufficient to meet the level of impacts incurred financially and otherwise.
- Advised of the ability to hold community information sessions to inform as well as receive feedback

The network provider has also advised of investment in recent years in both capital and operational expenditure to improve reliability and identified a number of initiatives that it indicates should improve reliability and reduce outage durations and frequency i.e.

- Installation of a Pegasus Unit in the St Lawrence area over the storm season as part of their Summer Preparedness Plan (Pegasus Unit is a mobile generator capable of injecting high voltage into a select area of the network) to decrease outage lengths where possible.
- Aerial Inspection prior to storm season each year
- Proposed capital project to upgrade 9km of poor condition conductor in the Millman Area – timing not programmed approx. 18-24 months.

- Clearing 8 helicopter landing pads in the vicinity of the Princhester Hills to support outage response (helicopter fault-finding and helicopter stringing support).
- Capital project to install/upgrade High Voltage Regulators to fix voltage unbalance issues

Future/strategic projects currently being investigated

- Continue to investigate poor condition and aged conductor, and replace where required
- Continue to investigate access issues and relocate assets where possible to ensure they can be accessed when a fault occurs
- Installation of Line Fault Indicators (LFIs) at strategic locations along the feeder to reduce outage response times
- Removal of mal-grading fuses on the Northern Line (PD203) to ensure protection operates correctly
- Investigate upgrading older style protection devices to newer devices with remote operation capability

The need for advocacy by Council has been growing from a well-established community concern. Council acknowledges that a policy position should be undertaken to continue to advocate and for improvement in the network reliability to reduce the impacts to the liveability of its Coastal communities.

IMPLICATIONS

Financial

Financial implications to Council infrastructure and maintenance activities is felt in maintaining its activities particularly critical infrastructure as in Water and Sewer operations.

Financial impacts to its communities are as identified in the report.

Resourcing

A number of internal departments are impacted in maintaining operations and in continued review and investigation support provided to the Community.

Advocacy on such issues will require sustained commitment of time and effort of officers and elected members.

Reputational

Liveability of Isaac's coastal communities is impacted as well as the perceived performance of Council in addressing community concern and needs.

CONSULTATION

Chief Executive Officer

Director Planning, Environment and Community Services

Economy and Prosperity Team

Water and Wastewater Project Team

Isaac Coastal Communities

BASIS FOR RECOMMENDATION

The need for advocacy by Council has been growing from a well-established community concern. Council acknowledges that a policy position should be undertaken to continue to advocate and for improvement in the network reliability to reduce the impacts to the liveability of its coastal communities.

ACTION ACCOUNTABILITY

Advocacy on such issues will require sustained commitment of time and effort of officers and elected members. Economy and Prosperity team to continue to engage with the provider and the community.

KEY MESSAGES

Whilst Isaac's Coastal Communities are a small consumer base on the network the importance to address risk, impacts and liveability is not diminished.

Report prepared by:	Report authorised by:
SHANE BRANDENBURG	JEFF STEWART-HARRIS
Manager Economy and Prosperity	Director Planning, Environment and Community Services
Date: 27 January 2020	Date: 30 January 2020

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

9.3

“LOVE YOUR LOCAL” BUY LOCAL CAMPAIGN

EXECUTIVE SUMMARY

This report is intended to inform Council on the proposed “Love Your Local” – Buy Local campaign for review and endorsement.

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the “Love Your Local” Buy Local campaign project brief and endorses the delivery of the project as detailed.*
2. *Receives further update of Terms.*

Resolution No.: PECS0462

Moved: Cr Lyn Jones

Seconded: Cr Greg Austen

That the Committee recommends that Council:

1. **Note the “Love Your Local” Buy Local campaign project brief and endorses the delivery of the project as detailed.**
2. **Receives further updates on the Terms and Conditions and Procurement Process.**

Carried

BACKGROUND

As per Isaac Council’s adopted Business Support Strategy delivery of the Love your Local, Buy Local program is undertaken in relation to;

Section 3: Supporting Stronger Businesses and investment.

3.1.1: Continue to run Council’s annual Isaac Buy-Local campaign

3.1.3: Work with businesses and industry groups to encourage collaborative marketing opportunities in lead up to Christmas and other retail-driven periods.

Furthermore, the Economy and Prosperity (E&P) team it is felt of note that successful delivery of the program will be a positive bridging platform that will strengthen relationships with Isaac Regions SME’s and will complement delivery of several other strategy items progressing in line with the Love Your local program as in;

Section 2: Championing Business

- 2.1.1: Work with stakeholders to develop an Isaac Region Business Leadership Alliance
- 2.1.2: Use the Isaac Region Business Leadership Alliance as a forum to identify and address issues pertaining to small business and Council
- 2.2.1: Conduct annual business satisfaction and business confidence surveys
- 2.2.2: Identify existing skills gaps through analysis and discussions with business.
- 2.2.3: Engage with education providers and other necessary stakeholders to bridge the identified skills gaps.
- 2.3.1: Establish and produce an Isaac Business e-bulletin

Local buy Project objectives:

- to develop and promote regional pride and Local Buy messaging;
- local economic stimulus and local business growth, resilience and sustainability;
- Showcase the goods and services available in the broader region of Isaac across seven communities
- Community awareness of local business spend benefits - i.e. local employment given, local businesses support and invest in the local community schools, sporting groups, local business gives community diversity and uniqueness, local business provides lifestyle choices etc
- strengthen and build relationships with local business to create a regional business alliance group;
- engage in ongoing economic data research and analysis;
- Strengthen relationships with Council's Economy and Prosperity team that will aid delivery of its other strategy items.

As per the attached Buy Local "Love Your Local" campaign project brief detailing the proposed program being;

- Review and renew creative design and marketing content of the previous "Love your local" campaign
- Deliver a gift card program being branded "Love your Local" Buy Local cards that consumers, businesses, business groups and industry can support through purchase of a gift card to be redeemed at local registered businesses.
- To market and promote the gift card scheme delivery of an end of financial year (EOFY) incentivized rewards scheme would be conducted. This program has many similarities to the previous campaign wherein consumers can win gift cards drawn from docket spends at Isaac region local businesses but only redeemed at "registered" local businesses
- Additionally, to undertake market research and enable evaluation of the program's success ongoing a consumer survey and business confidence survey will be conducted. Gift card rewards for participating in the surveys is also proposed to increase marketing, research data is maximized and critically to ensure a number of gift cards are initially activated in the region

The proposed incentivized schemes were developed to increase attraction for consumer participation, awareness and ensure there was distribution of a number of cards to reduce risk of dissatisfaction and ongoing business/consumer commitment in the program. This was particularly identified if the initial uptake of gift cards engagement in the program is significantly supported by industry, business or consumers; how would IRC's incentives appear if they were to be stand alone.

Council's Economy and Prosperity team will be seeking to develop a marketing program to further engage with regional businesses, business groups and industry to attain and promote participation in the program through purchase of the gift cards as rewards or gifts and to maximise the impact and sustainability of the

scheme. It is intended the program will continue to develop and evolve with the collaborative engagement with SME's and industry.

It is to be noted that market research has been conducted, with a number of suppliers delivering these types of programs and delivery estimates attained to inform budget. Once the program has been endorsed, invitations for engagement of a supplier would be conducted through the procurement.

IMPLICATIONS

Financial

Budget impacts are identified in the project overview and will be funded by E&P's operational budget and external funding.

Resourcing

There will be a significant requirement for development and delivery of the program primarily to the E&P team, with the BMC, Finance and Front-line officers providing some marketing and administrative support.

Reputational

Council's reputational brand will be received positively if the program is delivered well and this is a strongly considered focus from the E&P's team with collaborative engagement with the BMC team. Strengthening Councils relationships with regional SME's is an intended outcome.

CONSULTATION

Internal

Director Planning Environment and Community Services
Economy and Prosperity Team
Brand, Media and Communication

External

GW3
Regional business groups – Dysart Business group, Moranbah Traders Association, Clermont Community Business group
Local Buying Foundation

BASIS FOR RECOMMENDATION

Running a local buying campaign is part of Council's adopted Business Support strategy, and this program is one part of several other strategy items that will be delivered in conjunction with this program.

ACTION ACCOUNTABILITY

Economy and Prosperity team to continue to develop and implement the program with internal collaboration as required.

KEY MESSAGES

With the unique economic and geographical conditions that are present in Isaac region there is major benefit that can be achieved in promoting local buy messaging and developing Isaac regions SME's capacity and resilience.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 27 January 2020

Report authorised by:

JEFF STEWART-HARRIS
**Director Planning, Environment and
Community Services**

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 – Love Your Local Project Brief

REFERENCE DOCUMENT

- Nil

BUY LOCAL CAMPAIGN

2019/2020

Current as at 24.01.2020

Presented by **Shane Brandenburg** – Manager Economy & Prosperity





1. “LOVE YOUR LOCAL” BUY LOCAL PROGRAM - PROJECT INTRODUCTION & DEFINITION

Background:

As per Isaac Council's adopted Business Support Strategy delivery of the Love your Local, Buy Local program is undertaken in relation to;

Section 3: Supporting Stronger Businesses and investment,

- 3.1.1: Continue to run Council's annual Isaac Buy-Local campaign
- 3.1.3: Work with businesses and industry groups to encourage collaborative marketing opportunities in lead up to Christmas and other retail-driven periods.

Furthermore, the Economy & Prosperity (E&P) team it is felt of note that successful delivery of the program will be a positive bridging platform that will strengthen relationships with Isaac Regions SME's and will complement delivery of several other strategy items progressing in line with the Love Your local program as in;

Section 2: Championing Business

- 2.1.1: Work with stakeholders to develop an Isaac Region Business Leadership Alliance
- 2.1.2: Use the Isaac Region Business Leadership Alliance as a forum to identify and address issues pertaining to small business and Council
- 2.2.1: Conduct annual business satisfaction and business confidence surveys
- 2.2.2: Identify existing skills gaps through analysis and discussions with business.
- 2.2.3: Engage with education providers and other necessary stakeholders to bridge the identified skills gaps.
- 2.3.1: Establish and produce an Isaac Business e-bulletin

Local buy Project objectives:

- to develop and promote regional pride and Local Buy messaging;
- local economic stimulus & local business growth, resilience and sustainability;
- Showcase the goods & services available in the broader region of Isaac across seven communities
- Community awareness of local business spend benefits - i.e. local employment given, local businesses support and invest in the local community schools, sporting groups, local business gives community diversity & uniqueness, local business provides lifestyle choices etc
- strengthen and build relationships with local business to create a regional business alliance group;
- engage in ongoing economic data research and analysis;
- Strengthen relationships with Council's Economy & Prosperity team that will aid delivery of its other strategy items.

The “Love Your Local” campaign was Isaac Council's Buy Local program initiative developed in 2016, it was proposed as a three-year program but only ran during 2017 to early 2018. This project is intended to reignite & continue the “Love your Local” Local Buying program initiative.

The Economy & Prosperity (E&P) team conducted investigation of the previous campaign, review of other local buying programs and has been engaging with the regional businesses to develop support for the program.

A submission to the Local Buying Foundation (LBF) was completed for \$75,000 in 2019 to aid funding the delivery of the program for 2yrs. That funding is still awaiting final outcomes with the initial outcome being the provision of a separate \$15,000 from LBF for an engagement plan. The intent of that engagement is to attain a greater level of support of the program than was achieved previously from the local regional businesses and business groups, demonstration of that success to be submitted in review of the original application.

Basic overview and major points to note of the proposed 2020 Love your Local program are:

- The program needs longevity to be able to achieve maximum benefit in developing a successful recognisable brand, strengthen relationships with local SME's and to influence consumer spending habits
- The program needs to be sustainable, adaptable with monitoring and evaluation tools to enable measurement of success
- The proposal is to initially deliver a gift card program branded "Love your Local" with an initial opening promotion through an end of financial year (EOFY) incentivised rewards scheme. This program has many similarities to the previous campaign wherein consumers can win gift cards drawn from docket spends of over \$20 at **"any"** Isaac region local businesses but only redeemed at registered local businesses (noting they must have an Eftpos machine)
Also noting the dockets this time will be also able to be electronically submitted to a phone number as well as a single point of paper submission.
- E&P has proposed the below incentivised schemes to ensure that there are a number of gift cards activated to achieve some brand awareness in consumers and registered businesses – refer to the below table 1. for the full details of the proposed IRC incentives
- Store options can be variable to have loading and redeeming stores, with IRC intended to be a load up store as well, but not a redeeming store
- IRC would provide ongoing administrative support to regional business with support from the provider
- The gift cards will have added benefit over the previous scheme as they will also allow opportunity for industry, business & consumers (in and out of region) to purchase or receive gift cards for redeeming at registered stores.
- There will be the ability for major industry & other organisations to purchase branded "Love your Local" cards but also have their own logo marked on the card and load them and provide to their employees or community
- IRC will particularly seek to engage and promote with SME's, major industry bodies, and funding partners to continue to support the programs incentivised schemes and to similarly purchase and provide gift cards as employee benefit rewards/good will, regional sponsorships etc.
- The program will be promoted to a wider range of businesses instead of the traditional retail i.e. mechanic/industrial, service stations, tourism/accommodation operators i.e. Barra crab/TCD/motels/restaurants etc as well as negotiations for access at events that have Eftpos i.e. Nebo Rodeo/MMT races to enable value added increased opportunity to spend.
- Similarly, an identified benefit and need is encouraging registered businesses to engage in delivery of online and postal services of products etc to give an opportunity for non-Isaac residents who receive cards from employers to be able to redeem.
- The Love your local incentivised marketing schemes are intended to continue to evolve and would be adapted and developed through engagement with stakeholders with a further promotion around Sept/Oct (details to be developed) and a further Xmas retail program in line with the EOFY program.
- The program will be delivered in line with a consumer market analysis and assessment of local spend trends and habits, regional spend leakage, gap & opportunity analysis and business confidence survey to similarly identify business confidence, issues, skills needs to inform continued delivery of this program as well as E&P's other programs.

It is to be noted that market research has been conducted, with a number of suppliers delivering these types of programs and delivery estimates attained to inform budget. Once the program has been endorsed, invitations for engagement of a supplier would be conducted through the procurement.

Table 1. IRC budgeted EOFY incentive program:

Item	Budget Total	Timing
Consumer survey – select 1 x gift card winner for each of 7 regional communities @ \$50 gift card each	\$350	April/May
Business confidence & registration survey – selected winner 1 per 7 regional communities @ \$50 gift card each	\$350	April/May
Month of May EOFY incentivised scheme – select winners <ul style="list-style-type: none"> 1 per 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 	\$1,700	May
Month of June EOFY incentivised scheme – select winners <ul style="list-style-type: none"> 2 per each of 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 1 x whole of region winner @ \$1,000 gift card 	\$3,400	June
Total - 40 cards	\$5,800	

The proposed schemes were developed to increase attraction for consumer participation, awareness & ensure the distribution of a number of cards to reduce risk of dissatisfaction and ongoing business/consumer commitment in the program. This was particularly identified if the initial uptake of gift cards engagement in the program is not well supported by industry, business or consumers how would IRC's incentives appear if they were to be stand alone.

Table 2. Proposed Program & Timeline

Stage	Task Description or Milestone	Timeline
1	E&P to continue final development of the program details as in: <ul style="list-style-type: none"> Procurement of a gift card supplier Continued engagement with IRC's Brand, Media & Communications in ongoing development of marketing and communication material Renew brand logo & previous developed promotional material Develop informative marketing tools highlighting the regional benefits of Local buying for industry, SME's, business groups & consumers Develop consumer and business confidence surveys Conduct preliminary engagement with GW3, regional businesses groups, SME's & industry in development of proposed program and timelines 	Feb – Mar 20
2	First stage marketing launch of program: <ul style="list-style-type: none"> Initial communication/marketing of the details of the EOFY "Love your local" program Release Consumer survey with the proposal being to win a Love your local gift card win for survey 1 per township (7 x \$50 - \$350) Conduct Business registrations campaign & begin initial sign up off businesses Including release business survey with the proposal being to win a Love your local gift card win for registration 1 per township (7 @ \$50 - \$350)	April 20
3	Conduct Business forums delivered in conjunction with May's - Small Business Month <ul style="list-style-type: none"> Forums to include outcomes of consumer & business confidence surveys Attain 1-2 successful long-term local business champions to spotlight on them, their business and to provide support to the program Draws for the consumer survey and business registration winners Delivery of incentivised EOFY program Month of May incentivised scheme – select winners (first week of June) 	May 20

	<ul style="list-style-type: none"> 1 per 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 	
4	Delivery of incentivised EOFY program <ul style="list-style-type: none"> Month of June EOFY incentivised scheme – select winners 2 per each of 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 1 x whole of region winner @ \$1,000 gift card 	June 20
5	Development of further incentivised schemes for Sept & Xmas festive period – development details to be confirmed and informed by the LBF, industry and IRC operational budget commitments.	Sept & Dec 20
6	Further EOFY 2021 program to be developed	EOFY 21

Table 3. Proposed Budget

Item	Budget
Refresh logo – creative design elements	\$3 - 5,000
Promotional material development and printing etc (includes renewed video ad)	\$5 - 7,000
Advertising/marketing	\$1,500
Regional Business Forums	\$2,500 – 3,500
Gift card scheme – annual registration fee, gift cards and business registration	\$5,000
EOFY - Incentivised program (as listed above)	\$5,800
Sub Total	\$22,800 – 27,800
Less LBF funding	- \$15,000
Total	\$12,800 – 17,800

Note: E&P's 19/20 Opex project budget is proposed to deliver the required funds. Further noting that operational staff costs and impacts not included but need to be considered in the above being E&P team, BMC, Frontline officer & finance time to develop & deliver the program.

Table 4. Risk Management

Risk	Level	Mitigation Strategy
Expected outcomes, benefits and goals not achieved	High	<ul style="list-style-type: none"> Thorough and effective engaged marketing strategy development collaborative approach to development and implementation, targeted marketing campaign to ensure effective awareness and benefits delivered
Program is not sustained after 2020/21	Medium	<ul style="list-style-type: none"> Program is listed in Business support strategy IRC operational budget line item is sustained External funding sourced as in LBF and industry etc Program is adaptable and enables external organisations to engage in not just IRC to deliver.

		<ul style="list-style-type: none"> develop & strengthen the Isaac business groups regionally to engage in continued development of the program
Apathy among key stakeholders including business/consumers for participation in project.	High	<ul style="list-style-type: none"> Initial engagement with stakeholders is thorough and meaningful with benefits portrayed, ongoing engagement with businesses in continued development and review of success Initial incentive campaign is sufficient as a stand-alone project to provide involvement & benefit without any other industry of consumer purchase of cards Gain support of industry, business groups, community groups/sporting clubs and consumers to engage in purchase of the cards Marketing campaign is succinct and target messaging in benefits to region delivered
Project Governance	Medium	<ul style="list-style-type: none"> Continued engagement with IRC's governance, BMC, procurement & finance teams with regular communication and review of identified initiatives.
Internal resourcing constraints to deliver program	High	<ul style="list-style-type: none"> Early and continued engagement with IRC's internal departments i.e. E&P, BMC, FLO (CSO's), Finance to identify requirements and timing Initial development/set up of program will be the biggest impact and once developed resourcing requirements will decrease Programs are proposed to be intermittent i.e. EOFY, Xmas to reduce impacts Support from the supplier of the scheme is part of the engagement Support from external businesses/industry
Time frame and Budget overruns.	Medium	<ul style="list-style-type: none"> Effective project delivery brief developed & maintained, strict & broad procurement process followed. budget costings prepared and adhered to, with adaptive measures to reduce overruns. External funding to aid delivery

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Anne-Marie Loeskow

AUTHOR POSITION

Arts and Cultural Programs Officer

9.4

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES – 22 JANUARY 2020 AND 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the Minutes of the Isaac Arts and Cultural Advisory Committee Meetings held on Wednesday, 22 January 2020 and Wednesday, 29 January 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held on Wednesday 22 January 2020;*
2. *Endorses the following recommendations of the Isaac Arts and Cultural Advisory Committee to:*
 - a) *Note the recommendation of committee to adopt the Public Art Policy and Public Art Action Plan (note this recommendation is being dealt with as a separate agenda item);*
 - b) *That the funding priorities for Regional Arts Development Fund (RADF) 2020-2021 continue to be:*
 - i. *Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022;*
 - ii. *Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes; and*
 - iii. *Promoting cultural tourism.*
3. *Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails on Wednesday, 29 January 2020; and*
4. *Endorses the following recommendation of the Isaac Arts and Cultural Advisory Committee to:*
 - a) *Adopt the amended Regional Arts Development Fund Guidelines for 2020-2021.*

Resolution No.: PECS0463

Moved: Cr Jane Pickels

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

- 1. Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held on Wednesday 22 January 2020;**
- 2. Endorses the following recommendations of the Isaac Arts and Cultural Advisory Committee to:**
 - a. Note the recommendation of committee to adopt the Public Art Policy and Public Art Action Plan (note this recommendation is being dealt with as a separate agenda item);**
 - b. That the funding priorities for Regional Arts Development Fund (RADF) 2020-2021 continue to be:**
 - i. Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022;**
 - ii. Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes; and**
 - iii. Promoting cultural tourism.**
- 3. Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails on Wednesday, 29 January 2020; and**
- 4. Endorses the following recommendation of the Isaac Arts and Cultural Advisory Committee to:**
 - a. Adopt the amended Regional Arts Development Fund Guidelines for 2020-2021.**

Carried

BACKGROUND

Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Isaac Regional Council. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Each year, Council applies to the Queensland Government via Arts Queensland for RADF funding using the Smartygrants on-line portal which usually opens in early February and closes on the first Friday in April.

In order to prepare for making that application, the Isaac Arts and Cultural Advisory Committee reviewed the funding guidelines and funding priorities at a meeting held on 22 January 2020. At this meeting, the committee voted to recommend that Council continue the existing funding priorities for RADF 2020-2021, namely:

- a) Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022;
- b) Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes;
- c) Promoting cultural tourism.

At the meeting held on Wednesday, 22 January 2020, the committee also resolved to revise the funding guidelines for RADF 2020-2021. The revised document was circulated by email to the committee members on Tuesday 28 January 2020 and endorsed at a meeting held by circular of emails on Wednesday, 29 January 2020.

IMPLICATIONS

The operational budget for Regional Arts Development Fund 2020-2021 cannot be finalised until after Arts Queensland advises Isaac Regional Council of its allocation which is expected to occur by the end of August this year.

CONSULTATION

Isaac Arts and Cultural Advisory Committee
Arts and Cultural Programs Officer

BASIS FOR RECOMMENDATION

Recommendations have been based on advice from the Isaac Arts and Cultural Advisory Committee. See attached minutes of meeting held on Wednesday 22 January 2020 and minutes of meeting held by circular of emails on Wednesday 29 January 2020.

ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for management of the Regional Arts Development Fund and is a member of the Isaac Arts and Cultural Advisory Committee.

KEY MESSAGES

Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland. Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Report prepared by:

ANNE-MARIE LOESKOW
Arts and Cultural Programs Officer

Date: 28 January 2020

Report authorised by:

JEFF STEWART-HARRIS
Director Planning, Environment and
Community Services

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - Isaac Arts and Cultural Advisory Committee Meeting Minutes - 22 January 2020
- Attachment 2 - Isaac Arts and Cultural Advisory Committee Meeting Minutes - 29 January 2020
- Attachment 3 - Regional Arts Development Fund Guidelines for 2020-2021

REFERENCE DOCUMENT

- Nil



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 22 JANUARY 2020

COMMENCING AT 10.21AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
HELD IN GREEN ROOM, MORANBAH COMMUNITY CENTRE
ON WEDNESDAY, 22 JANUARY 2020

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ii.	Review of draft public art policy and public art action plan	
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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
HELD IN GREEN ROOM, MORANBAH COMMUNITY CENTRE
ON WEDNESDAY, 22 JANUARY 2020

ATTENDEES

Councillor Jane Pickels
Jim Hutchinson
Jasmine Pearce
Amanda Raymond
Tania Gillies
Reverend Luke Collings
Anne-Marie Loeskow

OFFICERS PRESENT

Jana Hesketh

MINUTE TAKER

Anne-Marie Loeskow

1. OPENING

Councillor Jane Pickels opened the meeting and acknowledged the Barada People, the Traditional Custodians of the land on which this meeting is taking place and offered her respects to their elders, past and present. She also acknowledged those whose ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for future Elders and leaders.

2. APOLOGIES

There were no apologies.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Isaac Arts and Cultural Advisory Committee Meeting held at Moranbah Meeting Room, Moranbah on Monday, 18 November 2019.

Resolution No.: IACAC0001

Moved: Anne-Marie Loeskow **Seconded:** Reverend Luke Collings

That the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held at Moranbah Meeting Room, Moranbah on Monday, 18 November 2019 be confirmed.

Carried

5. BUSINESS ARISING

Anne-Marie informed the committee that in relation to Round Two RADF 2019-2020 Application 3 (Applicant: Joanna Joy and Elizabeth Simard/Project: Generations of Men) she had communicated to the Applicant that Council has deferred consideration of the application to allow time for:

- Liaison with the Applicant to obtain more information about their project and in particular specific details of the activities that will occur in the Isaac Region for further consideration by Council;
- To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and
- Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.

6. DISCUSSIONS/PRESENTATIONS

i. **Resolution 6390 regarding applications received in Round One and Round Two RADF 2019-2020**

Anne-Marie Loeskow informed the committee that Council had ratified the committee's recommendations in relation to the applications received in Round One and Two RADF 2019-2020 pursuant to Council Resolution 6390.

That Council:

1. Fund all applications received in Round One as detailed in the table below:
Round One

Applicant	Project Name	Amount Requested	Amount Recommended
Application 1 Dysart Arts	Creating characters watercolour workshop	\$443	\$443
Application 2 Clermont Artslink	Silversmithing workshop	\$1,888	\$1,888
Application 3 Moranbah State School P&C Association	Unleash your inner drummer workshop	\$6,815	\$6,815

2. Reallocate unallocated funds in the sum of \$4,854 from Round One to Round Two; and
3. Fund all applications received in Round Two as detailed in the table below, excepting Application 3 (Joanna Joy and Elizabeth Simard "Generations of Men") which is to be deferred to allow time for:
 - a) Liaison with the applicant to obtain more information about their project and in particular specific details of the activities that will occur in Isaac Region for further consideration by Council;
 - b) To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and
 - c) Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.

Round Two

Applicant	Project	Amount Requested	Amount Recommended
Application 1 Clermont Artslink	We're Sewing Outback 2020	\$3,520	\$3,520

UNCONFIRMED MINUTES

Application 2 Whitsunday Arts Festival	CQ cross regional Ghost Nets project (St Lawrence Wetlands Weekend event)	\$5,500	\$5,500
Application 3 Joanna Joy and Elizabeth Simard	Generations of Men	\$7,595	Defer
Application 4 Clermont Artslink	Audio skills workshop	\$1,095	\$1,095
Application 5 Tania Gillies	Furniture painting masterclass	\$1,539	\$1,539

ii. Review of draft public art policy and public art action plan

Resolution No.: IACAC0002

Moved: Anne-Marie Loeskow **Seconded:** Tania Gillies

That the committee endorse the draft public art policy as amended.

Moved: Anne-Marie Loeskow **Seconded:** Tania Gillies

That the committee endorse the draft public art action plan as amended.

Carried

iii. Discussion about changing RADF guidelines and priorities for funding for 2020-2021 RADF funding year

Resolution No.: IACAC0003

Moved: Anne-Marie Loeskow

Seconded: Amanda Raymond

That the committee recommends amendments to the draft RADF guidelines for 2020-2021 as discussed.

Anne-Marie Loeskow is to revise the RADF guidelines document as discussed and to circularise the document to committee members by email for their review.

Moved: Jasmine Pearce

Seconded: Anne-Marie Loeskow

That the committee endorses continuing the existing funding priorities for RADF 2020-2021:

1. Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022.
2. Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes.
3. Promoting cultural tourism.

Carried

7. GENERAL BUSINESS

Anne-Marie Loeskow informed the committee that Round Three RADF will open soon and close on 3 April 2020. To be eligible for funding, the applications must relate to events, programs and activities from 1 July 2020 to 31 October 2020.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 1.45pm.

.....
CHAIR

..... / /
DATE



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

WEDNESDAY, 29 JANUARY 2020

BY CIRCULAR OF EMAILS

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

HELD BY CIRCULAR OF EMAILS BETWEEN TUESDAY 28 JANUARY 2020 AND WEDNESDAY 29
JANUARY 2020

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UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

HELD BY CIRCULAR OF EMAILS BETWEEN TUESDAY 28 JANUARY 2020 AND WEDNESDAY 29
JANUARY 2020

ATTENDEES BY EMAIL

Councillor Jane Pickels
Jim Hutchinson
Jasmine Pearce
Amanda Raymond
Tania Gillies
Reverend Luke Collings
Anne-Marie Loeskow

MINUTE TAKER

Anne-Marie Loeskow

UNCONFIRMED MINUTES

1. OPENING

On Tuesday 28 January 2020, Anne-Marie Loeskow emailed committee members the revised RADF guidelines proposed for the RADF 2020-2021 funding year as per the discussion held at the committee meeting on Wednesday 22 January 2020.

2. APOLOGIES

There are no apologies.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. BUSINESS ARISING

There is no business arising.

5. DISCUSSIONS/PRESENTATIONS

- i. **Review of proposed changes to RADF guidelines for funding for 2020-2021 RADF funding year**

Resolution No.: IACAC0001

Moved: Anne-Marie Loeskow Seconded: Jim Hutchinson

That the committee endorse the draft RADF guidelines for the 2020-2021 RADF funding year, as per the attached document

UNCONFIRMED MINUTES

Carried

6. CONCLUSION

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

.....
CHAIR

..... / /
DATE

REGIONAL ARTS DEVELOPMENT FUND

GUIDELINES FOR APPLICANTS

Current as at 29 January 2020

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REGIONAL ARTS DEVELOPMENT FUND (RADF) 2020 – 2021 GUIDELINES FOR APPLICANTS

WHAT IS THE PURPOSE OF RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

WHAT ARE THE OBJECTIVES OF RADF?

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver the Queensland Government's objectives for the community

If you require further information on RADF, please contact Isaac Regional Council's Arts and Cultural Programs Officer on 1300 47 22 27.

Information on other Arts Queensland funding programs and initiatives is available online at www.arts.qld.gov.au

WHAT ARE COUNCIL'S LOCALLY IDENTIFIED PRIORITIES?

Isaac is a region that feeds, powers and builds communities. We are rich in resources and made richer by our people who shape our culture through their stories, values, resilience, creativity, generosity and way of life.

Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Council has identified three (3) priority areas for funding in 2020 – 2021:

1. Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022.
2. Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes.
3. Promoting cultural tourism.

RADF GRANTS PROGRAM

The RADF grants program will be delivered via three rounds:

Round One:

- closing Friday 11 September 2020
- funding events/programs and activities from 1 November 2020 to 28 February 2021

Round Two:

- closing Friday 13 November 2021
- funding events/programs and activities from 1 March 2021 to 30 June 2021

Round Three:

- closing Friday 13 March 2021
- funding events/programs and activities from 1 July 2021 to 31 October 2021.

Specific projects may be initiated by Council staff to carry out Council's locally identified priorities.

ASSESSMENT CRITERIA

Each application is assessed by the members of the Isaac Arts and Cultural Advisory Committee against 4 criteria being Quality, Reach, Impact and Viability.

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.

Doc Number: PECS-GDS-001
Date Effective: 29/01/2020

Document Owner: Library and Cultural Services.
Version Number: 1
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- Evidence of local demand for proposed program/s.
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

Impact

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more of the Queensland Government's Objectives for the Community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.

Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership capacity with partners including business and government.

WHO IS ELIGIBLE TO APPLY FOR RADF LOCAL GRANTS?

The following categories of individuals and organisations may apply for a RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
- Are resident in the Isaac Regional Council area ("the Council area"); or
- If based outside the Council area are able to demonstrate that the project will directly benefit arts and culture in the Council area;
- Are permanent residents or Australian citizens; and
- Have an Australian Business Number (ABN), or who will be auspiced by an incorporated organisation or an individual with an ABN;
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate that the project will directly benefit arts and culture in the Council area;
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate that the project will directly benefit arts and culture in the Council area.

All applicants must be able to provide an ABN number and proof of insurance coverage for the funded activity in their applications. Applicants may use an auspicings arrangement to provide an ABN, insurance coverage and financial responsibility for Isaac RADF funding.

WHAT DOES RADF NOT SUPPORT?

RADF will fund up to 65% of the total expenses of any activity/project unless otherwise specified. Applicants must make a significant contribution of at least 35% which may be in-kind.

Advertising and promotional costs will be funded for not more than 10% of the total cost of advertising and promotion.

RADF supports locally driven content for local events. Presentation costs for exhibitions developed by Isaac artists and exhibited in the Isaac region are eligible for funding for not more than 20% of the total printing, framing and freight costs.

If the application involves an installation of public art (e.g. painting a mural or erecting an artwork in a local park), the applicant must include with the application evidence that they have consulted with the community and the ultimate asset owner and provide evidence confirming that both groups support this art installation. If this supporting material is not provided with the application at the time of its lodgment, the application will not be considered by the Isaac Arts and Cultural Advisory Committee.

The following are not eligible for funding through the RADF program:

- Applicants who failed to acquit previous RADF grants;
- Activities that commence before Council RADF funding approval is given;
- School arts activities EXCEPT where those activities form part of broader community cultural development processes, community recovery from adverse events (e.g. drought, cyclone, youth suicide) or are part of professional arts development;
- Funding will not be provided to organisations that have already been funded by Arts Queensland to deliver their core business services;
- Catering costs for workshops, openings, launches and parties;
- Materials for activities which create items that become the personal possessions of participants;
- Competitions (e.g. eisteddfods) – they are prolific and could monopolise funds;
- Accredited study, training or university courses – RADF does not fund the primary training of artists, only their professional development once they are practising;
- Publishing costs. Requests for grants to publish books should be directed to organisations that provide print-on-demand services;

- Operational expenses of arts and cultural organisations are not eligible for funding including wages for permanent staff, administration and office expenses but may be included as in kind contributions for specific activities;
- Applicants who seek funding to develop an exhibition or a collection;
- Entertainment for events UNLESS there is a substantive skill developmental activity for Isaac residents included (e.g. musicians performing at a community event run a series of developmental workshops for Isaac residents in the week prior to the event). For an eligible event, funding is available for up to 65% of the total cost of the event (excluding the cost of catering) to a maximum of \$1,500. An applicant may not make more than one RADF application per funding round for an event of this nature.
- Purchase of capital items (e.g. equipment, buildings or vehicles). RADF gives artists and organisations opportunities for employment, professional development and to practise their art. EXCEPTION: Capital items may be funded only:
 - when the Isaac Arts and Cultural Advisory Committee considers the items to be an integral part of an application; and
 - where the items remain available for community use. Long term storage arrangements of the items must be confirmed and advised with the RADF application.

WHAT ARE THE CATEGORIES OF FUNDING?

RADF supports four categories of funding:

1. Individual Development

This category is open to individuals to access financial support to participate in activities that build on their chosen arts practice.

Proposals may include:

- Attending professional development seminars or activities;
- Master classes;
- Mentorships with recognised arts and cultural peers;
- Artist in residence programs; and
- Placements with recognised arts and cultural organisations.

Considerations

Assessments will support intrastate and interstate activities but not overseas activities. Assistance is available for up to 65% of the total costs for registration, accommodation, travel and meals to a maximum of \$1,000 for activities in Queensland and \$2,000 for activities in other states.

2. Projects and Programs

This category is open to individuals, groups and organisations where outcomes of their activities have a broader reach within the community.

Proposals may include:

- a. Engaging professional artists or arts workers to run workshops or community projects that focus on developing skills of participants;
- b. Delivering arts and cultural projects where artists and communities work together;
- c. Delivering projects and activities that focus on locally distinct arts, culture and heritage such as:
 - i. Product development by professional artists, either as individuals or in partnership with individual community members or community groups;
 - ii. Developing marketing strategies for a professional artistic product; and
 - iii. Community stories documentation. This may be done via various mediums such as plays, film/video/audio, artwork, digital exhibitions, education programs, oral histories and publications.

3. Community Wellbeing

This category is open to individuals, groups and organisations proposing arts and cultural activities where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups.

Projects may focus on the following areas:

- Health and wellness;
- Social justice; and
- Social inclusion and belonging.

Projects should target a specific participant or audience such as:

- Aboriginal and Torres Strait Islander peoples;
- people from culturally and linguistically diverse backgrounds;
- older people (over 55 years old); and
- young people,

as creators, participants or audiences

Proposals may include:

- Engaging professional artists or arts workers to run workshops or community projects that focus on developing community resilience and wellbeing and target marginalised or minority groups;
- Delivering arts and cultural projects where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups; and

- An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

4. Local Priorities and Strategic Initiatives

This category is open to individuals, groups and organisations responding to identified community needs such as recovery post natural disaster, a spike in youth suicide, or any circumstances where arts practice may benefit a community's ability to process an identified issue or need.

Proposals must include:

- Evidence of the identified need and community support for the project;
- A project plan outlining the aims, nature and structure of the project as well as any collaborations/partnerships, timeframes and budgetary considerations, intended target audiences and an "access" strategy to ensure activities encourage participation by people who may be experiencing hardship;
- An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

WHAT TO DO NEXT?

- Pick up the telephone and call Isaac's Arts and Cultural Programs Officer (1300 472 227) to discuss your idea or to make an appointment to meet and talk about it. The Arts and Cultural Programs Officer will give you feedback on your idea and may provide assistance with your RADF application.
- When planning your project, write your idea down and give detail on the:
 - What:
 - Who:
 - Why:
 - When: and,
 - How:
- Read the RADF Application form which may be obtained by downloading it online (www.isaac.qld.gov.au/radf). Hard copies may be obtained from Isaac Regional Council's libraries and offices;
- Complete a draft application form and email it to Isaac's Arts and Cultural Programs Officer requesting feedback;
- Address any areas needing more work making sure you give yourself enough time to lodge the application by the closing date for each funding round.

Applications must be received by 5.00pm on the closing date of the advertised funding round. The completed RADF application and attachments may be submitted by hard copy or electronic file either:

- In person at your local **Isaac Regional Council Office**
- or email to : records@isaac.qld.gov.au
- or post to:
**RADF
Isaac Regional Council
PO Box 97,
MORANBAH QLD 4744**

ISAAC RADF APPLICATION APPROVAL PROCESS

Unsigned applications will not be considered by the Isaac Arts and Cultural Advisory Committee.

Notification of the outcome of a RADF application is approximately seven weeks after the closing date of a Round. It is important to note that because the timeframe is indicative, unavoidable delays can occur. While every effort is made, Isaac Regional Council cannot guarantee the release of a RADF grant on a set date

The Isaac Arts and Cultural Advisory Committee will assess all complete RADF applications and recommend selected applicants for funding, to the next Isaac Regional Council meeting. Their recommendations may vary the amount of RADF funding requested in individual applications.

After advice of Council approval of funding for selected applicants is received, Isaac's Arts and Cultural Programs Officer will forward a written Offer of Funding to successful applicants. Unsuccessful applicants will also be notified at this time.

Applicants who wish to accept their Offer of Funding are required to return a signed Acceptance of Funding and provide details for payment of their RADF funding. Isaac Regional Council's Accounts Department requires bank account information to allow an electronic transfer of funds.

Applicants who do not wish to accept an Offer of Funding should ring or email Isaac's Arts and Cultural Programs Officer as soon as possible.

REQUIRED 2020-2021 RADF ACKNOWLEDGMENT

All RADF 2020-2021 funded activities must acknowledge the Queensland Government and Isaac Regional Council in all promotional material and publications by including the 2020-2021 acknowledgment text and appropriate logos.

Acknowledgement Text for RADF 2020-2021:

The Regional Arts Development Fund is a partnership between the Queensland Government and Isaac Regional Council to support local arts and culture in regional Queensland.

- You may download the Queensland Government logo and style guide at www.arts.qld.gov.au/aq-funding/acknowledgement
- Isaac Regional Council's logo is available at from the Isaac Regional Council Brand, Media and Communications team. Email iris@isaac.qld.gov.au or phone 1300 472 227.

CHANGES TO ISAAC RADF FUNDED APPLICATIONS

Changes of dates, venues and other significant activity arrangements or cancellations must be notified immediately to Isaac's Arts and Cultural Programs Officer by phone and confirmed by email. This will allow Isaac Regional Council calendars and media information to be updated and the Isaac Arts and Cultural Advisory Committee to be informed as its consent is required to any changes.

ISAAC RADF REPORTING AND ACQUITTAL PROCESSES

All projects receiving RADF 202019-2021 funding are required to report on their contribution towards RADF 2020-2021 Key Performance Outcomes(KPOs):

DATA REQUIRED	DEFINITION
NUMBER OF ATTENDEES	People who attend activities and events as audience members e.g. to see an exhibition, watch a performance, listen to a talk
NUMBER OF PARTICIPANTS	People who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop.
NUMBER OF ARTISTS/ CULTURAL WORKERS EMPLOYED	People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project
NUMBER OF PEOPLE EMPLOYED IN OTHER PAID POSITIONS	People employed over the duration of project (on contract or permanent basis) who were engaged in a role other than an artistic/cultural one
NUMBER OF VOLUNTEERS	People engaged as volunteers to support delivery of your activities
TYPES OF SECTORS PARTNERED WITH (IF RELEVANT)	If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc.

Doc Number: PECS-GDS-001
Date Effective: 09.09.2018

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All RADF 2020-2021 funded activities must complete a Project Outcome Report. This will be provided with your Offer of Funding and can be found online at: www.isaac.qld.gov.au/radf

The Project Outcome Report includes information about the success of your project, budget and support material which must be submitted to Isaac Regional Council within 8 weeks of the completion of your project.

As part of your funded activity an evaluation process is required to respond to a Section of the Project Outcome Report. If you do not have a suitable form you may choose to use the Council Feedback form for participants. This can be found online at: www.isaac.qld.gov.au/radf

The completed and signed Project Outcome report must be returned to Isaac's Arts and Cultural Programs Officer with attachments. The attachments should include copies of participants' evaluation forms, a minimum of two photos of RADF funded activities with written photographic consent for Isaac Regional Council's and Arts Queensland's use and copies of all expenditure documents and records for the funded activity. Other information may be forwarded in support of your report.

Assistance with reporting may be obtained from Isaac's Arts and Cultural Programs Officer phone 1300 472 227 but it is important that you plan to capture all of the required reporting information as part of your project activities.

USEFUL WEBSITES

The following table lists some useful websites that may help in the development of your activity:

ORGANISATION AND WEBSITE	FOR
ARTS QUEENSLAND (AQ) WWW.ARTS.QLD.GOV.AU	All RADF information All other Arts Queensland grant information Other funding sources benefiting arts and culture
MEDIA, ENTERTAINMENT AND ARTS ALLIANCE WWW.ALLIANCE.ORG.AU/	Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.
AUSTRALIAN COPYRIGHT COUNCIL WWW.COPYRIGHT.ORG.AU/INFORMATION	Information and guidance about creating copyright in Australia.
QUEENSLAND HERITAGE BRANCH HTTPS://WWW.EHP.QLD.GOV.AU/HERITAGE/	Information and guidance about state and local heritage places.

USEFUL WEBSITES (cont'd)

The following table lists some useful websites that may help in the development of your activity:

ORGANISATION AND WEBSITE	FOR
THE ARTS LAW CENTRE OF AUSTRALIA WWW.ARTSLAW.COM.AU/	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
DEPARTMENT OF ABORIGINAL AND TORRES STRAIT ISLANDER POLICY (DATSIP) WWW.ATSIP.QLD.GOV.AU/RESOURCES/CULTURES.CFM	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.

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MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Kelly Shepherd

AUTHOR POSITION

Senior Community Leasing Officer

9.5

MIDDLEMOUNT TOUCH FOOTBALL ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Middlemount Touch Football Association Incorporated on Lot 3 on CP858167, Middlemount Sporting Complex, Centenary Drive South, Middlemount.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Approve to enter into a ten-year lease agreement with Middlemount Touch Football Association Incorporated for use of the facility located on Lot 3 on CP858167 the total of which is 2556m²;*
 - a. *Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m² – 5,000m² annual rent/usage fee \$600.00 ex GST per group*
 - b. *All outgoings will be at the expense of the Trustee Lessee.*
 - i. *Rates*
 - ii. *Electricity*
 - iii. *Telephone/Internet*
 - iv. *Water*
 - v. *Cleaning*
 - vi. *Garbage/Waste*
 - vii. *Repairs and Maintenance; and*
 - viii. *Other outgoings as detailed in the in-principle agreement*
2. *Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause one (1) above.*

Resolution No.: PECS0464

Moved: Cr Greg Austen

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

1. **Approve to enter into a ten-year lease agreement with Middlemount Touch Football Association Incorporated for use of the facility located on Lot 3 on CP858167 the total of which is 2556m²;**
 - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m² – 5,000m² annual rent/usage fee \$600.00 ex GST per group**
 - b. **All outgoings will be at the expense of the Trustee Lessee:**

- i. Rates
- ii. Electricity
- iii. Telephone/Internet
- iv. Water
- v. Cleaning
- vi. Garbage/Waste
- vii. Repairs and Maintenance; and
- viii. Other outgoings as detailed in the in-principle agreement

2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause one (1) above.

Carried

BACKGROUND

The original twenty-year lease to the Middlemount Touch Football Association Inc was established on 1 April 2000 and is scheduled to expire on 31 March 2020.

An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the Secretary of the Middlemount Touch Football club in January 2020.

A Building Compliance Report was conducted on the facility on 18 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advises of some extensive water damage to the facility from water ingress due to the way the building was constructed. The Asset Custodian is researching options to address the issue.

Leasing Process to be Followed

- Expressions of Interest for Land Tenure received
- Meeting of Internal Stakeholders, including divisional Councillors
- Meeting of all Stakeholders
- In Principle Agreement prepared, presented and signed
- Report written for Standing Committee Meeting

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Middlemount Touch Football Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

Lease fees and conditions in accordance with Tenures Policy for Council Owned and/or Controlled Facilities (IRC/ADMIN – 034).

Size of leased area is approximately 590m² therefore falls in the 501m² – 5,000m² annual rent/usage fee \$600.00 ex GST.

Installation of metering for electrical and water may be required as an expense to Council.

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Seven Councillor
Technical Officer Parks and Recreation
Community Relations Officer
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Middlemount Touch Football Association Inc

BASIS FOR RECOMMENDATION

To recognise the long term tenant that provides valuable access to activities to the Middlemount and surrounding community.

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region and is committed to transparent decision making.

Report prepared by:

BRUCE WRIGHT
Manager Community Facilities

Date: 28 January 2020

Report authorised by:

JEFF STEWART-HARRIS
**Director Planning, Environment and
Community Services**

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 – In Principle Agreement signed by the Middlemount Touch Football Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Date of Agreement: 15/01/2020

Type of Tenure: 10 year lease

Address of Premises: Middlemount Sporting Complex, 238 Centenary Drive South

Lot on Plan Description: 3CP858167

Areas (Subject to Survey): 2556m2

Lessor: Isaac Regional Council

Contact: Senior Community Leasing Officer

Attention: Kelly Shepherd

Telephone: 07 4846 3308

Facsimile: 07 4941 8666

Email: records@isaac.qld.gov.au

Lessee: Middlemount Touch Football Association Inc

Incorporation #: IA16154

ABN: N/A

Contact for Lessee:

Attention: [REDACTED]

Telephone: [REDACTED]

Facsimile: [REDACTED]

Email: [REDACTED]

TENURE

Commencement Date: 01/04/2020

Term: 10 years

Expiry Date: 31/03/2030

RENTAL

Gross Rental: \$600.00 ex GST per annum

Rent Review: Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

Outgoings: All outgoing to be at the expense of the Lessee including but not limited to the following:

*Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste*

If premises are not currently metered separately Council will provide a minimum of three (3) months' notice prior to charging user groups for electricity consumption.

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

*Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).*

SPECIAL CONDITIONS

DNRM Stated Use: Recreation

Intended Use: Recreation

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes.

Any required signage must be approved by Lessor

Signage: If Camera Surveillance is utilised – appropriate signage placed in a visible area shall state –

WARNING - this area is under constant video surveillance

Tenure Documentation: Form 7 Lease Document
Form 20 (718162354) Isaac Regional Council Standard Terms Document
Form 14 (711932933) Mandatory Standard Terms Document for a Trustee Lease

Legal Fees: Each party to pay their own

Keys: Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.

Goods & Services Tax: Consideration for a Taxable Supply under the Lease is GST Exclusive

Liquor Licence Number: Refer Mandatory Standard Terms

INSURANCE Refer Part 10: Lessee Insurance of the Standard Terms Document

Public Liability Insurance: \$20,000,000

Certificate of Currency: To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment

Damage Policy: Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation: Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Middlemount Touch Football Association Inc

Name:

Signature:

Date:

[Redacted Signature]

14-01-2020

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Kelly Shepard

AUTHOR POSITION

Senior Community Leasing Officer

9.6 MORANBAH DARTS ASSOCIATION INCORPORATED TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Darts Association Incorporated on Lot A on SP214728 being part of Lot 3 on M973107, 38 Bacon Street, Moranbah.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Approve to enter into a ten-year lease agreement with Moranbah Darts Association Incorporated for use of the facility being located on Lot A on SP214728 being part of Lot 3 on M973107 the total of which is 1277 m²;*
 - a. *Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501 m² > 5,000m² annual rent/usage fee \$600.00 ex GST per group*
 - b. *All outgoings will be at the expense of the Trustee Lessee.*
 - i. *Rates*
 - ii. *Electricity*
 - iii. *Telephone/Internet*
 - iv. *Water*
 - v. *Cleaning*
 - vi. *Garbage/Waste*
 - vii. *Repairs and Maintenance; and*
 - viii. *Other outgoings as detailed in the in-principle agreement*
2. *Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Resolution No.: PECS0465

Moved: Cr Jane Pickels

Seconded: Cr Greg Austen

That the Committee recommends that Council:

1. **Approve to enter into a ten-year lease agreement with Moranbah Darts Association Incorporated for use of the facility being located on Lot A on SP214728 being part of Lot 3 on M973107 the total of which is 1277 m²;**
 - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501 m² > 5,000m² annual rent/usage fee \$600.00 ex GST per group.**

b. All outgoings will be at the expense of the Trustee Lessee.

- i. Rates**
- ii. Electricity**
- iii. Telephone/Internet**
- iv. Water**
- v. Cleaning**
- vi. Garbage/Waste**
- vii. Repairs and Maintenance; and**
- viii. Other outgoings as detailed in the in-principle agreement**

2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.

Carried

BACKGROUND

The Moranbah Darts Association Inc has been under a 10-year lease which is scheduled to expire on 30 April 2020. An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the club committee on 12 December 2019.

A Building Compliance Report was conducted on the facility on 13 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advised of some maintenance works required on the canteen/bar and toilets. The asset belongs to the club and as such they were advised during the meeting on 12 December 2019 of what had been identified during the inspection. An email to confirm these required repairs was sent to the club.

Leasing Process to be Followed

- Expressions of Interest for Land Tenure received
- Meeting of Internal Stakeholders, including divisional Councillors
- Meeting of all Stakeholders
- In Principle Agreement prepared, presented and signed
- Report written for Standing Committee Meeting

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Moranbah Darts Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

Lease fees and conditions in accordance with Tenures Policy for Council Owned and/or Controlled Facilities (IRC/ADMIN – 034).

Size of leased area 501 m² > 5,000m² annual rent/usage fee \$600.00 ex GST.

Installation of metering for electrical and water may be required as an expense to Council.

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Five Councillor
Coordinator Parks and Recreation
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Moranbah Darts Association Inc

BASIS FOR RECOMMENDATION

To recognise long term tenant that provides valuable access to activities to the Moranbah and surrounding community.

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region and committed to transparent decision making.

Report Prepared By:

BRUCE WRIGHT
Manager Community Facilities

Date: 29 January 2020

Report Authorised By:

JEFF STEWART-HARRIS
**Director Planning, Environment and
Community Services**

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - In Principle Agreement signed by the Moranbah Darts Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT**SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE****Date of Agreement:****Type of Tenure:** 10 year lease**Address of Premises:** 38A Bacon Street, Moranbah, Qld, 4744**Lot on Plan Description:** Lease A on SP214728 being part of Lot 3 on M973107**Areas (Subject to Survey):** 1277sqm**Lessor:** Isaac Regional Council**Contact:** Senior Community Leasing Officer**Attention:** Kelly Shepherd**Telephone:** 07 4846 3308**Facsimile:** 07 4941 8666**Email:** records@isaac.qld.gov.au**Lessee:** Moranbah Darts Association Inc**Incorporation #:** IA05894**ABN:** 90519668699**Contact for Lessee:****Attention:****Telephone:****Facsimile:****Email:** mbhdarts@moranbah.net.au

TENURE**Commencement Date:** 01/05/2020**Term:** 10 years**Expiry Date:** 30/04/2030**RENTAL****Gross Rental:** \$600.00 ex GST per annum**Rent Review:** Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date**Outgoings:** All outgoing to be at the expense of the Lessee including but not limited to the following:

Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste

If premises are not currently metered separately Council will provide a minimum of three (3) months' notice prior to charging user groups for electricity consumption.

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).

SPECIAL CONDITIONS

DNRM Stated Use: Local Government
Recreation and Cultural

Intended Use: Recreation

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes.

Any required signage must be approved by Lessor

Signage: If Camera Surveillance is utilised – appropriate signage placed in a visible area shall state –

WARNING - this area is under constant video surveillance

Tenure Documentation: Form 7 Lease Document
Form 20 (718162354) Isaac Regional Council Standard
Terms Document
Form 20 (711932933) Mandatory Standard Terms
Document for a Trustee Lease

Legal Fees: Each party to pay their own

Keys: Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.

Goods & Services Tax: Consideration for a Taxable Supply under the Lease is GST Exclusive

Liquor Licence Number: Refer Mandatory Standard Terms

INSURANCE Refer Part 10: Lessee Insurance of the Standard Terms Document

Public Liability Insurance: \$20,000,000

Certificate of Currency: To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment

Damage Policy: Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation: Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Moranbah Darts Association Inc

Name:

Signature:

Date:

20-01-2020

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Kelly Shepherd

AUTHOR POSITION

Senior Community Leasing Officer

9.7 MORANBAH SPEEDWAY ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Speedway Association Incorporated on Lot AD on SP232350 being part of Lot 19 on SP158749, Sarchedon Drive, Moranbah.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Approve to enter into a ten-year lease agreement with Moranbah Speedway Association Incorporated for use of the facility being located on Lot AD on SP232350 being part of Lot 19 on SP158749 the total of which is 8.981 Ha;*
 - a. *Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area > 50,001m² annual rent/usage fee \$900.00 ex GST per group*
 - b. *All outgoings will be at the expense of the Trustee Lessee.*
 - i. *Rates*
 - ii. *Electricity*
 - iii. *Telephone/Internet*
 - iv. *Water*
 - v. *Cleaning*
 - vi. *Garbage/Waste*
 - vii. *Repairs and Maintenance; and*
 - viii. *Other outgoings as detailed in the in-principle agreement*
2. *Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Resolution No.: PECS0466

Moved: Cr Lyn Jones

Seconded: Cr Greg Austen

That the Committee recommends that Council:

1. **Approve to enter into a ten-year lease agreement with Moranbah Speedway Association Incorporated for use of the facility being located on Lot AD on SP232350 being part of Lot 19 on SP158749 the total of which is 8.981 Ha;**
 - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area > 50,001m² annual rent/usage fee \$900.00 ex GST per group**

- b. All outgoings will be at the expense of the Trustee Lessee.
- i. Rates
 - ii. Electricity
 - iii. Telephone/Internet
 - iv. Water
 - v. Cleaning
 - vi. Garbage/Waste
 - vii. Repairs and Maintenance; and
 - viii. Other outgoings as detailed in the in-principle agreement

2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.

Carried

BACKGROUND

The Moranbah Speedway Association Incorporated has been under a 10-year lease which is scheduled to expire on 31 August 2020. An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the Secretary of the club on 12 December 2019.

A Building Compliance Report was conducted on the facility on 13 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advised of some small maintenance works required on the canteen/bar and toilets. These assets belong to the club and as such they were advised during the meeting on 12 December 2019 of what had been identified during the inspection. An email to confirm these required repairs was sent to the club secretary on the afternoon of the meeting.

Leasing Process to be Followed

- Expressions of Interest for Land Tenure received
- Meeting of Internal Stakeholders, including divisional Councillors
- Meeting of all Stakeholders
- In Principle Agreement prepared, presented and signed
- Report written for Standing Committee Meeting

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Moranbah Speedway Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

Lease fees and conditions in accordance with Tenures Policy for Council Owned and/or Controlled Facilities (IRC/ADMIN – 034).

Size of leased area > 50,001m² annual rent/usage fee \$900.00 ex GST per group.

Installation of metering for electrical and water may be required as an expense to Council.

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Five Councillor
Coordinator Parks and Recreation
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Moranbah Speedway Association Incorporated

BASIS FOR RECOMMENDATION

To recognise long term tenant that provides valuable access to activities to the Moranbah and surrounding community.

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region and is committed to transparent decision making.

Report Prepared By:

BRUCE WRIGHT
Manager Community Facilities

Date: 29 January 2020

Report Authorised By:

JEFF STEWART-HARRIS
**Director Planning, Environment and
Community Services**

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - In Principle Agreement signed by the Moranbah Speedway Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Date of Agreement:

Type of Tenure: 10 year lease

Address of Premises: Sarchedon Drive, Moranbah, Qld, 4744

Lot on Plan Description: Lease AD on SP232350 being part of Lot 19 on SP158749

Areas (Subject to Survey): 8.981ha

Lessor: Isaac Regional Council

Contact: Senior Community Leasing Officer

Attention: Kelly Shepherd

Telephone: 07 4846 3308

Facsimile: 07 4941 8666

Email: records@isaac.qld.gov.au

Lessee: Moranbah Speedway Association Inc

Incorporation #: IA05894

ABN: 49231238364

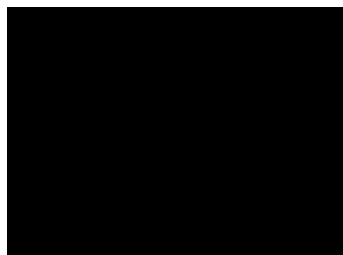
Contact for Lessee:

Attention:

Telephone:

Facsimile:

Email:



TENURE

Commencement Date: 01/09/2020

Term: 10 years

Expiry Date: 31/08/2030

RENTAL

Gross Rental: \$900.00 ex GST per annum

Rent Review: Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

Outgoings: All outgoing to be at the expense of the Lessee including but not limited to the following:

*Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste*

If premises are not currently metered separately Council will provide a minimum of three (3) months' notice prior to charging user groups for electricity consumption.

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

*Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).*

SPECIAL CONDITIONS

DNRM Stated Use:	Recreation
Intended Use:	Recreation
Use of Premises:	The Lessee must not permit anybody to use the premises for residential purposes. Any required signage must be approved by Lessor
Signage:	If Camera Surveillance is utilised – appropriate signage placed in a visible area shall state – WARNING - this area is under constant video surveillance

Tenure Documentation:	Form 7 Form 20 (718162354) Form 20 (711932933)	Lease Document Isaac Regional Council Standard Terms Document Mandatory Standard Terms Document for a Trustee Lease
Legal Fees:	Each party to pay their own	
Keys:	Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.	
Goods & Services Tax:	Consideration for a Taxable Supply under the Lease is GST Exclusive	
Liquor Licence Number:	Refer Mandatory Standard Terms	

INSURANCE	Refer Part 10: Lessee Insurance of the Standard Terms Document
Public Liability Insurance:	\$20,000,000
Certificate of Currency:	To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment
Damage Policy:	Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items
Workers Compensation:	Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Moranbah Speedway Association Inc

Name:

Signature:

Date:

[Redacted Signature]
15/01/2020

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

9.8

PUBLIC ART POLICY AND PUBLIC ART ACTION PLAN 2020-2024

EXECUTIVE SUMMARY

This report seeks Council's endorsement of a Public Art Policy and Public Art Action Plan.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. *Adopt the Public Art Policy (PECS-POL-075), as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to formalise Council's vision for public art in the region.*
2. *Adopt the Public Art Action Plan 2020-2024, as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to implement Council's vision.*

Resolution No.: PECS0467

Moved: Cr Jane Pickels

Seconded: Cr Lyn Jones

That the Committee recommend that Council:

1. **Adopt the Public Art Policy (PECS-POL-075), as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to formalise Council's vision for public art in the region.**
2. **Adopt the Public Art Action Plan 2020-2024, as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to implement Council's vision.**

Carried

BACKGROUND

Council is committed to developing a best practice framework to support the acquisition, maintenance and deaccessioning of public art in the Isaac region.

Public art represents an opportunity to enhance our built and natural environments, honour our people, celebrate our places and tell the stories of the region. Such projects align with the strategic outcomes of Council's Community and Corporate plans.

A draft public art policy and action plan have been developed to support this objective and establish clear criteria for proposed public art installations, with particularly consideration to the whole of life cost of maintaining such assets through the Project Accountability Gateway Process.

Through the integration of appropriate public art works in communities and localities across the Isaac region, Council aims to:

- Connect to our communities.
- Create meaningful and aesthetically appealing public spaces and places.
- Commemorate our past.
- Celebrate our heroes, environment and way of life.
- Develop our local artisans and creatives.
- Create cultural tourism opportunities throughout the region.

Council will implement the Public Art Policy through the Public Art Action Plan 2020-2024.

IMPLICATIONS

Public Art Action Plan Objective 2.2.2: Allocate 1.0% of the value/budget of relevant/nominated new and renewal capital projects towards public art projects each financial year 21/22.

CONSULTATION

Director Planning Environment and Community Services
Manager Community Engagement Programs and Events
Isaac Region Arts and Cultural Advisory Committee
Arts and Cultural Programs Officer

BASIS FOR RECOMMENDATION

This report seeks Council's approval of the draft Public Art Policy and draft Public Art Action Plan 2020-2024 as endorsed by the Isaac Region Arts and Cultural Advisory Committee on 22 January 2020.

ACTION ACCOUNTABILITY

Manager Engaged Communities to progress implementation.

KEY MESSAGES

Council's Community Events Program continues to build communities in line with the Isaac Vision.

Report prepared by: JIM HUTCHINSON Manager Engaged Communities Date: 28 January 2020	Report authorised by: JEFF STEWART HARRIS Director Planning, Environment and Community Services Date: 30 January 2020
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ATTACHMENTS

- Attachment 1 - Public Art Policy
- Attachment 2 - Public Art Action Plan 2020-2024

REFERENCE DOCUMENT

- Community Strategy Plan – Isaac 2035
- Isaac Regional Council Corporate Plan

PUBLIC ART POLICY

APPROVALS

POLICY NUMBER	PECS-POL-075	DOC.ID	4558270
CATEGORY	Community		
POLICY OWNER	Engaged Communities		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

OBJECTIVE

This policy defines Council's vision for public art in the Isaac region, with the objectives of:

- Recognising the cultural value of public art expression.
- Supporting initiatives that provide public art installations of local or regional relevance, reflecting the unique character of the communities of the region.
- Ensuring artwork in the public domain is of an appropriate artistic and aesthetic standard, and constructed in a manner which ensures its longevity.

SCOPE

This policy applies to all Councillors, Council employees, volunteers, contractors, groups, organisations and individuals seeking to develop and/or implement a public art project in the public domain.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC/Council	Isaac Regional Council
Public Art	Artworks installed in public places that may be permanent, temporary or ephemeral and can be represented in a range of artforms (e.g. sculpture, installation, projection, performance)
Public Domain	Areas under the administration or ownership of Isaac Regional Council or leased by Council to third parties including (but not limited to) public buildings and spaces, sporting, recreation and cultural facilities, and open spaces including streets, road reserves, parks, gardens and foreshores.

POLICY STATEMENT

Our people shape our culture through their stories, values, resilience, creativity, generosity and way of life. Public art in the Isaac Region is a creative representation of our people, places, stories, history and achievements.

Public art enhances our built and natural environments, engages our people and visitors, supports the development of the local arts sector and provides opportunities for cultural tourism.

Council is committed to maintaining a best practice framework to support the development, acquisition, maintenance and deaccessioning of public art in the Isaac region.

Through the integration of appropriate public art works in communities and localities across the Isaac region, Council aims to:

- Connect to our communities.
- Create meaningful and aesthetically appealing public spaces and places.
- Commemorate our past.
- Celebrate our heroes, environment and way of life.
- Develop our local artisans and creatives.
- Create cultural tourism opportunities throughout the region.

Council will implement this policy through the Public Art Action Plan 2020-2024 and in consultation with the Isaac Region Arts and Cultural Advisory Committee.

CRITERIA FOR PUBLIC ART INSTALLATIONS

Consideration of all public artworks proposed by Council and/or community organisations and individuals in the public domain, or the acquisition of such works by way of donation or gift, will be based on the following:

- Alignment with Council's strategic and operational priorities.
- Cultural and artistic merit of the public artwork.
- Relevance and appropriateness of the public art to the context of its site and community standards.
- Consistency with current planning, heritage and environmental policies.
- Alignment with existing site/facility management plans.
- Consideration of public safety and accessibility of public spaces and facilities.
- Consideration of long-term maintenance and durability, including the capacity of sponsoring organisations and/or individuals to fund upkeep.

Council will not accept custodianship of public art requiring significant ongoing maintenance or protection to a standard beyond which Council can reasonably provide.

RELATED INDUSTRY STANDARDS AND GUIDELINES

- Australian Best Practice Guide to Collecting Cultural Material (2012)
- The Burra Charter – The Australia International Council on Monuments and Sites (2013).
- Arts For All Queenslanders Strategy 2014-2018
- Australia Council for the Arts, Protocols for Producing Indigenous Australian Visual Arts.

REFERENCES

TYPE	DOCUMENT ID/NAME
	Council's Vision, Mission and Values
POLICY	Community Strategic Plan Isaac 2035

POLICY	Isaac Regional Council Corporate Plan
POLICY	Arts and Cultural Policy, CORP-POL-031
PROCEDURE	Arts and Cultural Action Plan 2018-2022
PROCEDURE	Public Art Action Plan 2020-2024
TERMS OF REFERENCE	Isaac Region Arts and Cultural Advisory Committee
LOCAL LAWS	Advertising signage

PUBLIC ART ACTION PLAN 2020 - 2024

PUBLIC ART ACTION PLAN 2020 - 2024

APPROVALS

ACTION PLAN NUMBER		DOC. ID
DATE EFFECTIVE		
PROCEDURE OWNER:	Engaged Communities	
APPROVED BY THE DIRECTOR	Director Planning, Environment and Community Services	
ENDORSED BY		
POLICY REFERENCE NUMBER	Public Art Policy	

Doc Number: COM-PLN-007
Date Effective:

Document Owner: Planning, Environment and Community Services
Version 1
Page 1 of 1

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PUBLIC ART ACTION PLAN 2020 - 2024

AIM

The Public Art Action Plan 2020-2024 aims to:

- Provide a framework for Council planning and decision making in relation to the funding, acquisition, maintenance and deaccessioning of public art.
- Promote the integration of public art into Council's capital works programs/projects.
- Provide recommendations for Council's management and maintenance of public art.
- Define priority themes for public art in the Isaac region.

SCOPE

The Public Art Action Plan 2020-2024 focuses on development, procurement, acquisition and construction of public art in the public domain including, but not limited to: public buildings and spaces, sporting, recreation and cultural facilities, and open spaces including streets, parks, gardens, and foreshores

DEFINITIONS

TERM	MEANING
IRC/Council	Isaac Regional Council
Culture	The characteristic features of everyday life shared by a community in a place and time.
Public Art	Artworks installed in public places that may be permanent, temporary or ephemeral and can be represented in a range of artforms (e.g. sculpture, installation, projection, performance).
RADF	Regional Arts Development Fund

ROLES & RESPONSIBILITIES

Manager Engaged Communities and Manager Community Engagement, Programs and Events

- Development and implementation of the Public Art Policy and Public Art Action Plan 2020-2024.
- Development of budgets to support the Public Art Policy and Arts and Public Art Action Plan 2020-2024.
- Development of the Public Art Guidelines.
- Member of the Isaac Arts and Cultural Advisory Committee.

Arts and Cultural Programs Officer

- Principal community contact for all matters related to the Arts and Cultural Policy and Action Plan, Public Art Policy and Action Plan, and the Regional Arts Development Fund

PUBLIC ART ACTION PLAN 2020 - 2024

- Isaac Arts and Cultural Advisory Committee liaison and administration.
- Community Liaison
- Support for artists, arts workers/organisations and networks.

Isaac Arts and Cultural Advisory Committee

Contribute to the implementation of the Public Art Policy and Public Art Action Plan 2020-2024 by;

- Recommending themes for public art projects with written rationales, informed by site assessments and community consultation.
- Providing cultural, artistic and design advice.
- Appraising proposals for public art projects.
- Participating in the appraisal of public art tenders and making recommendations to Council.

THE ROLE OF PUBLIC ART IN COMMUNITIES

Public art should always be connected to the place in which it exists. Public art projects should be seen as an opportunity to enhance our built and natural environments, honour our people, celebrate our places, and tell the stories of the region.

Public Art can deliver social, economic and cultural benefits by:

- helping to define a place and creating a sense of cultural and community identity.
- providing a vehicle for the sharing of ideas, stories and memories.
- enhancing the aesthetic in natural and built environments.
- providing opportunities for artists to work,
- providing professional development opportunities for artists to work with other artists, designers, architects, town planners, engineers, fabricators and Local Government.
- creating avenues for community participation in the arts.
- contributing to cultural tourism by enhancing visitor experiences of a place or event.

TYPES OF PUBLIC ART

Public art can be represented in various forms including;

- Permanent artworks created for specific locations, usually free standing and three dimensional.
- Temporary artworks installed in a public space, for a specific purpose or event.
- Ephemeral artworks, art that is made not to last, can include performance art.
- Integrated art works in the built environment including architecture, streetscapes and landscaping
- Applied art works, applied to interior or exterior surfaces eg. Paintings, murals, tapestries.

Examples of the different types of art forms that are considered public art include:

- Earthworks or landscape design

PUBLIC ART ACTION PLAN 2020 - 2024

- Furniture
- Street Art
- Installations - sound and light
- Murals
- Mosaics, tiles or paving integrated into pathways
- New media including projections or interactive technology
- Performance
- Sculpture
- Stained glass

ALIGNMENT WITH COUNCIL PLANS

Public Art projects should be seen as an opportunity to support a range of identified Council priorities, therefore Council's strategic documents should always be considered when developing proposals for public art projects. Alignment with these documents also provides a solid argument for gaining support, funding and resources for public art projects:

- Council's Vision, Mission and Values.
- Community Strategic Plan, Isaac 2035
- Isaac Regional Council Corporate Plan, Isaac 2020
- Arts and Cultural Policy, CORP-POL-031
- Arts and Cultural Action Plan 2018-2022
- Regional Arts Development Fund Applicant Guidelines
- Business Support Strategy 2019-2024
- Isaac Tourism Strategy 2019-2024

GOALS AND ACTIONS

GOAL 1: Connect to our Communities

Objective 1:

The Isaac Arts and Cultural Advisory Committee will advise Council on the implementation of the Public Art Policy and Action Plan 2019- 2023.

G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

Action

1.1.1	Recruit appropriately skilled members for the Isaac Arts and Cultural Advisory Committee.
1.1.2	Provide a corporate and committee induction and ongoing training and support to members of the Isaac Arts and Cultural Advisory Committee.

PUBLIC ART ACTION PLAN 2020 - 2024

1.1.3	Appoint representatives from the Liveability and Sustainability, Engineering and Infrastructure, Workplace Health and Safety and Engaged Communities and Economy and Prosperity Teams to collaborate with the Isaac Arts and Cultural Advisory Committee as required.
1.1.4	Implement governance practices that ensure compliance with the <i>Local Government Act 2009</i> and the <i>Public Sector Ethics Act 1994</i> .

Objective 2:

Encourage local artists and arts and cultural organisations to participate in the development of public art projects.

C3: Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations yet come together to tackle common opportunities and challenges.

1.2.1	Develop Public Art Guidelines: <ul style="list-style-type: none">Document Council's processes for the development, commissioning, acquisition, maintenance, and de-accessioning of public art in the Isaac region.Develop a selection criteria and matrix for the assessment of proposed public art projects.
1.2.2	Encourage arts groups/organisations with capacity to submit public art concepts to the Isaac Arts and Cultural Advisory Committee for consideration and recommendations to Council. <ul style="list-style-type: none">Provide these groups/organisations with support to seek funding and resources for accepted projects.

Objective 3:

Strive for artistic quality in balance with community engagement and participation.

G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

Action

1.3.1	Ensure evaluation methodologies for public art projects include indicators for social, cultural and economic outcomes/benefits. <ul style="list-style-type: none">Embed evaluation processes in each project to capture information from the artist, participants and the community about the impact of the project: building a body of evidence for the support of future public art projects.Promote the outcomes of public art projects.
-------	--

PUBLIC ART ACTION PLAN 2020 - 2024

1.3.2	Engage artists that have the skills and capacity to deliver both quality art and quality community engagement and participation.
1.3.3	All public art proposals must provide evidence of community engagement/consultation.

GOAL 2: Create meaningful public spaces.

Objective 1

Enhance our built and natural environments and the community's engagement with public spaces through public art.

I3: Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.

Action

- | | |
|-------|--|
| 2.1.1 | Work with Council, the Community Facilities, Corporate Properties, Liveability and Sustainability, and Parks and Gardens teams to: <ul style="list-style-type: none">Identify locations within the Isaac region suitable for public art projects.Ensure projects sponsored by Council are adequately funded to ensure the use of quality materials, maintenance programs and future restorations. |
|-------|--|

Objective 2:

Ensure that Council integrates the Public Art Policy into its decision making processes for future development and planning.

C4: Undertake programs to promote liveability (Including urban design and affordable housing), health and wellbeing and community safety across the region.

Action

- | | |
|-------|---|
| 2.2.1 | Conduct an annual review of the capital works program with the aim of identifying opportunities to integrate public art into infrastructure projects. |
| 2.2.2 | Allocate 1.0% of the value/budget of relevant/nominated new and renewal capital projects towards public art projects each financial year. |

PUBLIC ART ACTION PLAN 2020 - 2024

2.2.3	Identify opportunities for non-Council development applications to be required to incorporate public art in line with the Public Art Policy and Guidelines and this Action Plan
2.2.4	All public art works accepted by Council will be included on Council's Asset Register. <ul style="list-style-type: none">• New works entering the collection will be accompanied by a legal document transferring Title with full ownership rights to Isaac Regional Council.• Isaac Regional Council will have exclusive copyright licence of any public artwork, whilst acknowledging the intellectual and moral rights of the artist/s.• Maintenance and deaccessioning schedules for public art will be developed and funded through a capital works program.
2.2.5	Public art donated to Council must meet the selection criteria set out in the Public Art Policy and should be assessed by the Isaac Arts and Cultural Advisory Committee.
2.2.6	All public art projects are required to include the installation of site plaques/signage that: <ul style="list-style-type: none">• identifies the artist/s• identifies the funding body• details any significant information on the project.
2.2.7	All Council initiated public art projects will incorporate crime prevention technologies/methodologies.
2.2.8	Council will undertake an annual public art review and report: <ul style="list-style-type: none">• Updates to Asset Register• Evaluations• Deaccessions

GOAL 3: Commemorate our past.

Objective 1

Prioritise public art projects that recognise and celebrate local indigenous heritage and living culture.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

Action

3.1	Prioritise public art projects that identify/recognise and celebrate the indigenous people of the Isaac region. <ul style="list-style-type: none">• Ensure authenticity of proposed projects through engagement with recognised representatives of the indigenous groups.• Ensure authenticity by engaging indigenous artists affiliated with the local indigenous groups/cultures.
-----	--

PUBLIC ART ACTION PLAN 2020 - 2024

Objective 2

Prioritise public art projects that showcase local stories.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

Action

3.2.1	Support public art projects that identify/promote/interpret the region's historically and culturally significant bygone communities, such as: <ul style="list-style-type: none">• Copperfield• Blair Athol• Mount Britton
3.2.2	Support public art projects that identify/promote/interpret the development, history and connections of the region's historically significant towns, such as: <ul style="list-style-type: none">• Clermont• Nebo• St Lawrence
3.2.3	Support public art projects that identify/promote/interpret the development and history of the region's resource communities: <ul style="list-style-type: none">• Dysart• Middlemount• Moranbah• Glenden
3.2.4	Support public art projects that identify/promote/interpret the development of industry in the Isaac region.
3.2.5	Partner with the stakeholders to identify/develop/fund industry based public art installations and public art trails.

PUBLIC ART ACTION PLAN 2020 - 2024

GOAL 4: Celebrate our heroes, environment, and way of life.

Objective 1

Prioritise public art projects that contribute to a sense of place and identity.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities

Action

4.1.1	Support public art projects that identify/promote/interpret historically significant figures
4.1.2	Support public art projects that collect, document, interpret and tell the everyday stories of people living and working in the Isaac region.
4.1.3	Support public art projects that identify/promote/interpret the regions significant natural environment.

GOAL 5: Cultivate our local artists, creative industries, and cultural tourism.

Objective 1:

Ensure that public art projects provide economic opportunities for local artists and creative industries (arts related professionals, engineers, architects, landscapers, fabricators).

EC3: Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development.

Action

5.1	<p>Ensure all IRC funded public art projects provide/include developmental opportunities for the region's arts sector.</p> <ul style="list-style-type: none">• Where possible, embed workshops or mentorships for local artists with the project's lead artists into the project plan.• Ensure artists are remunerated according to award or market rates and that copyright conditions are respected.
-----	---

PUBLIC ART ACTION PLAN 2020 - 2024

Objective 2:

Build partnerships with industry/business/community partners to invest into public art projects.

EC2: Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality.

Action

- | | |
|-------|---|
| 5.2.1 | Create a budget for each IRC funded/initiated public art project that details potential areas for external in-kind support and/or financial contributions. <ul style="list-style-type: none">Identify potential partnerships for IRC funded public art projects |
|-------|---|

Objective 3

Work with the tourism sector to promote public art experiences in the Isaac region.

EC5: Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region.

Action

- | | |
|-------|--|
| 5.3.1 | Develop an interpretive signage brand for public art and heritage sites in the region.
(Arts and Cultural Policy and Action Plan 2018-2022) |
| 5.3.2 | Develop links between significant places across the region through heritage and public art trails.
(Arts and Cultural Policy and Action Plan 2018-2022) |
| 5.3.3 | Develop and produce crafted maps, guides, and other collateral to guide visitors through the region.
(Isaac Tourism Strategy 2019-2024) |

REFERENCES AND RELATED DOCUMENTS

DOCUMENT ID/NAME

TYPE	DOCUMENT ID/NAME
POLICY	Community Strategic Plan Isaac 2035
POLICY	5 Year Corporate Plan- Isaac 2020
POLICY	IRC Arts and Cultural Policy
STRATEGY	IRC Arts and Cultural Action Plan 2018 -2022
POLICY	IRC Public Art Policy
TERMS OF REFERENCE	Isaac Arts and Cultural Advisory Committee
REFERENCE	Australia Council for the Arts, Protocols for Producing Indigenous Australian Visual Arts. www.australiacouncil.gov.au

Doc Number: COM-PLN-007
Date Effective:

Document Owner: Planning, Environment and Community Services
Version 1
Page 1 of 1

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ACCESSING FUNDING AND RESOURCES

There are a range of resources that IRC and its community partners can leverage to support the implementation of projects and programs.

FUNDING

The following are some of the funding resources available for arts and cultural activity in Isaac Region beyond the Regional Arts Development Fund program that the Council currently invests in. Some of these Council is eligible to apply to and for others a local organisation will need to apply dependent on eligibility.

- Arts Queensland - <https://www.arts.qld.gov.au/aq-funding/funding>
- Tourism and Events Queensland - <https://teq.queensland.com/events/events-support>
- Australia Council for the Arts - <http://www.australiacouncil.gov.au/funding/>
- Regional Arts Fund - <http://www.arts.qld.gov.au/aq-funding/6170-regional-arts-fund>
- Festivals Australia - <https://www.arts.gov.au/funding-and-support/festivals-australia>
- Foundation for Rural and Regional Renewal - https://www.frrr.org.au/cb_pages/different_grants_for_different_needs_new.php
- Gambling Community Benefit Fund - <http://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

SPONSORSHIP AND FUNDRAISING

Creative Partnerships Australia offer a range of workshops and resources to create successful sponsorship proposals and fundraising campaigns for the arts. State managers provide expert advice on philanthropy, fundraising and development, and securing investment and partnerships.

<https://www.creativepartnershipsaustralia.org.au/people/state-manager-qld/>

STATE AND NATIONAL ARTFORM AND SERVICE ORGANISATIONS

There are many organisations in Australia that are willing to partner with regional communities to assist in building skills and developing projects that engage local communities. A good starting place to find organisations that might match projects is the funded organisation lists through Arts Queensland and Australia Council for the Arts. This is by no means a comprehensive list, but it is a starting point for research in finding the right match for projects.

<https://www.qld.gov.au/recreation/arts/funding/organisations/fund> - previous recipient list

<http://www.australiacouncil.gov.au/programs-and-resources/list-of-key-organisations/>

PUBLIC ART ACTION PLAN 2020 - 2024

TOOLS

A range of valuable tools is available through Arts Queensland's Arts Acumen Resources on their website. This includes marketing and promotion, entrepreneurship, partnerships and philanthropy, evaluation and reporting, governance and application writing.

<https://www.arts.qld.gov.au/arts-acumen/resources>

DRAFT

MEETING DETAILS	Ordinary Meeting Tuesday 25 February 2020
AUTHOR	Bruce Wright
AUTHOR POSITION	Manager Community Facilities

9.9 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE – 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council an update on the Community Tenure and Facilities Advisory Committee activities, recent meeting minutes from the 29 January 2020 and related matters.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the Minutes of the Community Tenure and Facilities Advisory Committee held on 29 January 2020.**
- 2. Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 29 January 2020, in particular;**
 - a) Request a paper reviewing the existing lease charging arrangements to ensure an equitable leasing fee structure.**
 - b) Endorse the continuity the Community Tenure and Facilities Advisory Committee post the Local Government elections with a review of the Terms of Reference and Strategic Priorities to reflect the next phase of work beyond the achievements of the existing committee.**
- 3. Adopt the recommendations of the Community Tenure and Facilities Advisory Committee held on 29 January 2020, relating to Moranbah Remote Control Club – Request for Change to Core Business;**
 - a) Advise the club that Council would be prepared to consider their request subject to receipt of appropriate risk assessment for;**
 - i. Public safety both within and beyond the site in-line with the relevant governing body's standards, and:**
 - ii. The adequacy of toilet and other facilities to cater for the proposed patrons of the changed use.**
- 4. Note the ongoing focus on progressing the Community Tenure and Facilities Advisory Committee Strategic Priority Action Plan.**
- 5. Note the Infrastructure Parks and Recreation Asset Management Update**
- 6. Note the status of community leasing program.**
- 7. Note the status of the determination of asset custodians for all Isaac Regional Council building assets.**

- Financial impact on recognising community assets built by community groups would be a financial strain on Council's budget, noting legal advice that Council doesn't have to include these on its Asset Register
- Requires ongoing internal liaison and consultation with all stakeholders to ensure sustainable and best use of facilities for the community

CONSULTATION

Community Tenure and Facilities Advisory Committee members
Asset owners

BASIS FOR RECOMMENDATION

Consideration and adoption of Community leasing monthly update.

ACTION ACCOUNTABILITY

Manager Governance and Corporate Services to ensure approved Minutes and/or Committee information are stored in corporate memory and actions recorded and registered for follow-up.

KEY MESSAGES

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

Report prepared by:

BRUCE WRIGHT
Manager Community Facilities

Date: 29 January 2020

Report authorised by:

JEFF STEWART-HARRIS
**Director Planning, Environment and
Community Services**

Date: 29 January 2020

ATTACHMENTS

- Attachment 1 - Community Tenure and Facilities Advisory Committee Minutes – 29 January 2020

REFERENCE DOCUMENT

- Nil

UNCONFIRMED MINUTES OF THE COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD WEDNESDAY, 29 JANUARY 2020 COUNCIL CHAMBERS, MORANBAH

MEETING MINUTES

Wednesday 29 January 2020

COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

HELD WEDNESDAY, 29 JANUARY 2020

COUNCIL CHAMBERS MORANBAH

1. OPENING MEETING

The Chairperson declared the meeting open, the time being 1.59pm and welcomed all in attendance.

2. ATTENDANCE

Committee

Cr Gina Lacey, (Chair) Division Three

Cr Jane Pickels, Division Seven

Cr Kelly Veal, Division Five

Darren Fettell, Director Corporate, Governance and Financial Services

Jeff Stewart-Harris, Director Planning, Environment & Community Services

Sean Robinson, Acting Director Engineering and Infrastructure

Bruce Wright, Manager Community Facilities

Glenn Spires, Manager Infrastructure, Parks and Recreation

Gordon Robertson, Manager Corporate Properties and Fleet

Karen Montgomery, Manager Council Operated Community Facilities

Nic Crous, Coordinator Parks & Recreation

Kelly Shepherd, Senior Community Leasing Officer

Jana Hesketh, Manager Community Engagement, Programs and Events

Deb Schaffer, Technical Officer Parks and Recreation

MINUTE TAKER

Ms Barb Franklin, Executive Coordinator Planning, Environment and Community Services

MEETING MINUTES

Wednesday 29 January 2020

2A: APOLOGIES

The Committee accepted apologies from Patti Ruth Departmental Administration Officer – Community Facilities, who will transition to providing the secretariat for the Advisory Committee in due course.

Resolution No: T&F0070

Moved: Mr Jeff Stewart-Harris

Seconded: Cr Jane Pickels

- 1. *That the Community Tenure and Facilities Advisory Committee accepted the apologies received from:***

- Patti Ruth – Departmental Administration Officer – Community Facilities***

Carried

3. DECLARATION OF CONFLICT OF INTEREST

Members will declare their conflict of interest at the time of the discussion of the agenda at the time of the agenda item, in particular where the discussion progresses to identify a conflict

4. CONFIRMATION OF MINUTES

Receipt and confirmation of minutes of the Community Tenure and Facilities Advisory Committee held on Wednesday 18 September 2019 at the Council Chambers, Bachelor Parade Moranbah.

**Resolution
Number:**

T&F0071

Action:

Minute Secretary

Moved:

Cr Kelly Ve a Ve a

Seconded:

Mayor Anne Baker

- 1. *The Community Tenure & Facilities Advisory Committee confirmed the Minutes of the Isaac Regional Council Community Tenure and Facilities Advisory Committee meeting held on Wednesday, 18 September 2019, at the Isaac Regional Council, Council Chambers, Bachelor Parade, Moranbah by general consensus.***

Carried

MEETING MINUTES

Wednesday 29 January 2020

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Action Sheet

Follow-up Action:

- Director Planning, Environment and Community Services - Update Action Sheet reviewing officer responsibility for actions follow recent organisational changes prior to next meeting

6. DISCUSSION/OFFICERS REPORTS

6.1 COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE STRATEGIC PRIORITY ACTION PLAN

PURPOSE OF THE REPORT

The purpose of this report is to present the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan Status Report.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee:

1. *Note the ongoing focus on progressing the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan.*

Resolution
Number: T&F0072

Moved: Cr Kelly Vea Vea

Seconded: Mayor Anne Baker

That the Community Tenure & Facilities Advisory Committee recommend to Council to:

1. *Note the ongoing focus on progressing the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan.*

Carried

Action: Director Planning, Environment and Community Services
Review the Strategic Priority Action Plan and liaise with operational staff in relation to allocation of responsibility for key priorities.

Action: Manager Community Facilities
Provide a program outline for regularising all tenures for the next meeting.

MEETING MINUTES

Wednesday 29 January 2020

6.2

MORANBAH RCCC – REQUEST FOR CHANGE TO CORE BUSINESS

PURPOSE OF THE REPORT

The purpose of this report is to consider Moranbah RCCC's (Remote Control Club) request for approval to change the core purpose of their recreational group.

OFFICER'S RECOMMENDATION

That the *Community Tenure & Facilities Advisory Committee* recommend that Council:

1. *Approve the change of core business from a remote-control club to a gel soft club.*
2. *Release a public Expression of Interest (EOI) for the old Pottery Club with the proviso that it is offered in as is, where is condition and any new lessee is responsible for making the facility safe for use.*
3. *Release the above EOI at an appropriate time to enable this club to include it in their new lease if they are the preferred community group.*
4. *That Council authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Resolution
Number: T&F0073

Moved: Ms Karen Montgomery

Seconded: Mr Jeff Stewart-Harris

That the *Community Tenure & Facilities Advisory Committee* recommend that Council:

1. *Advise the club that Council would be prepared to consider their request subject to receipt of appropriate risk assessment for;*
 - i. *Public safety both within and beyond the site in line with relevant governing body's standards, and;*
 - ii. *The adequacy of toilet and other facilities to cater for the proposed patrons of the changed use.*

Carried

MEETING MINUTES

Wednesday 29 January 2020

ATTENDANCE

Mayor Anne Baker left the Council Chambers at 3.09pm and returned at 3.15pm

Jeff Stewart-Harris left the Council Chambers at 3.15pm

6.3 INFRASTRUCTURE PARKS & RECREATION ASSET MANAGEMENT UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide an update on the value of works being undertaken to bring community assets to compliance.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee recommend to:

1. *For information and noting*

Resolution
Number: T&F0074

Moved: Ms Kelly Shepherd Seconded: Cr Jane Pickels

That the Community Tenure & Facilities Advisory Committee recommend to:

1. *For information and noting*

Carried

Action: Manager Infrastructure, Parks and Recreation
Schedule a condition assessment and costing report to determine building usability.

Action: Director Planning Environment and Community Services
Respond to the Moranbah Campdraft correspondence identifying that Council will consider funding to prepare a masterplan for the precinct in its 2020/21 budget deliberation and to provide contacts to facilitate the clubs own development of the leased area.

ATTENDANCE

Jeff Stewart-Harris returned to the Council Chambers at 3.19pm

Cr Kelly Vea Vea left the meeting room at 3.21pm and returned at 3.22pm

Nic Crous left the meeting room at 3.29pm and returned at 3.31pm

MEETING MINUTES

Wednesday 29 January 2020

6.4 COMMUNITY LEASING UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide an update to Council on the current status of community leases, actions and priorities.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee recommend:

1. *Note the status of community leasing program.*

Resolution
Number: T&F0075

Moved: Mayor Anne Baker

Seconded: Ms Kelly Shepherd

That the Community Tenure & Facilities Advisory Committee recommend that Council:

1. *Note the status of community leasing program.*
2. *Request a paper reviewing the existing lease charging arrangements to ensure an equitable leasing fee structure.*

Carried

ATTENDANCE

Tom Wallwork entered the Council Chambers at 3.40pm

6.5 UPDATE - ASSET CUSTODIAN DETERMINATION

PURPOSE OF THE REPORT

The purpose of this report is to present to the Committee an update on the status of the determination of the custodians for each of the building assets within the Council.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee recommend that Council:

MEETING MINUTES

Wednesday 29 January 2020

1. Note the status of the determination of asset custodians for all IRC building assets.

Resolution
Number: T&F0076

Moved: Cr Kelly Ve a Ve a

Seconded: Mr Jeff Stewart-Harris

That the Community Tenure & Facilities Advisory Committee recommend that Council:

1. Note the status of the determination of asset custodians for all Isaac Regional Council building assets.

Carried

7. GENERAL BUSINESS

Resolution
Number: T&F0077

Moved: Cr Jane Pickels

Seconded: Ms Karen Montgomery

That the Community Tenure & Facilities Advisory Committee recommend that Council:

1. Endorse the continuity the Community Tenure and Facilities Advisory Committee post the LG elections with a review of the Terms of Reference and Strategic Priorities to reflect the next phase of work beyond the achievements of the existing committee.

Carried

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 4.03pm.

.....
Chair

..... / /
DATE

MEETING DETAILS	Ordinary Meeting Tuesday 25 February 2020
AUTHOR	Nishu Ellawala
AUTHOR POSITION	Manager Community Education and Compliance

9.10

**DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 29
JANUARY 2020**

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Wednesday, 29 January 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. *Receives and notes the Minutes of the Domestic Dog Advisory Committee held on 29 January 2020.***
- 2. *Adopts the recommendations of the Domestic Dog Advisory Committee held on 29 January 2020, in particular;***
 - a) *That Council adopts dog registration and microchipping incentives in line with the Domestic Dog Advisory Committee Discussion Paper "Animal Management - Dog Registration and Microchipping Incentives".***
 - b) *That Council adopts the proposed free microchipping pop up clinics in line with the Domestic Dog Advisory Committee Discussion Paper "Proposed Free Microchipping Pop-up Clinics".***
 - c) *That a report be prepared for Council's consideration following the 2020 Local Government Election Caretaker Period detailing a proposed subsidised de-sexing program and accompanying policy in line with the Domestic Dog Advisory Committee Discussion Paper "Animal Management – Proposed Subsidised De-sexing".***
 - d) *That an overarching communication plan be prepared to position these initiatives as practical incentivised opportunities for responsible pet ownership ahead of the proposed approved inspection program scheduled for late in calendar 2020.***
 - e) *That Council notes the 2019 Social Media and Web Analytics Presentation.***
 - f) *That Council nominate the Paws-itive Blueprint program for recognition in relevant media and industry award programs.***
 - g) *Resolve to investigate opportunities to collaborate with Dr Mark Kelman and veterinarians from Isaac Regional Council Local Government Area in order to pilot a subsidised dog vaccination programme to eligible Isaac Regional Council Residents and for a further report to be provided to Council following the 2020 Local Government Election Caretaker Period.***
 - h) *Endorse the continuation of the Domestic Dog Advisory Committee post 2020 Local Government Elections.***

- Resolution No.: PECS0469**
- Moved: Cr Jane Pickels Seconded: Cr Greg Austen**
- That the Committee recommends that Council:**
- 1. Receives and notes the Minutes of the Domestic Dog Advisory Committee held on 29 January 2020.**
 - 2. Adopts the recommendations of the Domestic Dog Advisory Committee held on 29 January 2020, in particular;**
 - a) Adopts dog registration and microchipping incentives in line with the Domestic Dog Advisory Committee Discussion Paper “Animal Management - Dog Registration and Microchipping Incentives”.**
 - b) Adopts the proposed free microchipping pop up clinics in line with the Domestic Dog Advisory Committee Discussion Paper “Proposed Free Microchipping Pop-up Clinics”.**
 - c) Request a report be prepared for Council’s consideration following the 2020 Local Government Election Caretaker Period detailing a proposed subsidised de-sexing program and accompanying policy in line with the Domestic Dog Advisory Committee Discussion Paper “Animal Management – Proposed Subsidised De-sexing”.**
 - d) Request an overarching communication plan be prepared to position these initiatives as practical incentivised opportunities for responsible pet ownership ahead of the proposed approved inspection program scheduled for late in calendar 2020.**
 - e) Notes the 2019 Social Media and Web Analytics Presentation.**
 - f) Nominate the Paws-itive Blueprint program for recognition in relevant media and industry award programs.**
 - g) Resolve to investigate opportunities to collaborate with Dr Mark Kelman and veterinarians from Isaac Regional Council Local Government Area in order to pilot a subsidised dog vaccination programme to eligible Isaac Regional Council residents and for a further report to be provided to Council following the 2020 Local Government Election Caretaker Period.**
 - h) Endorse the continuation of the Domestic Dog Advisory Committee post 2020 Local Government Elections.**
 - i) Expand the Terms of Reference of the new Advisory Committee to reflect the broader scope of Community Education Compliance activities.**
 - 3. Receives and notes the Statistical Report: Request Module Dogs August 2019 to December 2019.**
- Carried**

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The eighth meeting of the Domestic Dog Advisory Committee was held on 29 January 2020. The minutes of this meeting are attached for Councillor's review and consideration.

IMPLICATIONS

Requires ongoing internal liaison and consultation with all stakeholders to ensure most efficient use of regulatory resources.

CONSULTATION

Director Planning Environment and Community Services
Manager Community Education and Compliance
Manager Compliance and Integration
Regulatory Services Officers

BASIS FOR RECOMMENDATION

Consideration and adoption of Domestic Dog Advisory Committee Minutes as per Terms of Reference and legislative requirements.

ACTION ACCOUNTABILITY

Office of Director Planning Environment and Community Services to ensure approved Minutes are stored in corporate records and actions recorded and registered for follow-up.

KEY MESSAGES

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

Report prepared by:

NISHU ELLAWALA
Manager Community Education and Compliance

Date: 29 January 2020

Report authorised by:

JEFF STEWART-HARRIS
Director Planning, Environment and
Community Services

Date: 29 January 2020

ATTACHMENTS

- Attachment 1 - Domestic Dog Advisory Committee Minutes – 29 January 2020

REFERENCE DOCUMENT

- Isaac Regional Council - Advisory Committee Administrative Guidelines

MEETING MINUTES

Wednesday, 29 January 2020

UNCONFIRMED MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD WEDNESDAY 29 JANUARY 2020 COUNCIL CHAMBERS, MORANBAH

MEETING MINUTES

Wednesday, 29 January 2020

**DOMESTIC DOG ADVISORY COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL
HELD ON WEDNESDAY, 29 JANUARY 2020
COUNCIL CHAMBERS, MORANBAH**

1. OPENING MEETING

The Chair declared the meeting open, the time being 11.35am and welcomed all in attendance.

2. ATTENDANCE

COMMITTEE

Cr Anne Baker, Mayor (Chair)

Cr Jane Pickels, Division Seven

Mr Jeff Stewart-Harris, Director Planning Environment and Community Services

Ms Nishu Ellawala, Manager Community Education and Compliance *in place of former Manager Environmental Services*

Mr Gert Nel, Manager Compliance and Integration *in place of former Programme Leader - Regulatory Services*

OBSERVERS

Ms Carenda Jenkin, Senior Communications Officer - Brand, Media & Communications

Ms Vicki Hoey, Departmental Administration Officer – Community Education and Compliance

MINUTE TAKER

Ms Barb Franklin, Executive Coordinator Planning, Environment and Community Services

MEETING MINUTES

Wednesday, 29 January 2020

3. APOLOGIES

The Committee received an apology from Cr Simon West

Resolution No.: DDAC026

Moved: Jeff Stewart-Harris

Seconded: Cr Jane Pickels

That the Domestic Dog Advisory Committee accepts an apology received from:

- Cr Simon West, Division Four

Carried

4. DECLARATION OF CONFLICT OF INTEREST

No conflict of interests declared this meeting.

5. CONFIRMATION OF MINUTES

MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE HELD ON 18 SEPTEMBER 2019

Receipt and confirmation of minutes from the Domestic Dog Advisory Committee (DDAC) Meeting held on Wednesday, 18 September 2019, at the Council Chambers, Bachelor Parade Moranbah.

Resolution No.: DDAC027

Action: Minute Secretary

Mover: Cr Jane Pickels

Seconded: Mr Jeff Stewart-Harris

That the Advisory Committee:

1. **Confirm the Minutes of the Domestic Dog Advisory Committee held on Wednesday, 18 September 2019.**

Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Update provided by Mr Gert Nel:

MEETING MINUTES

Wednesday, 29 January 2020

Dogs of Queensland are currently undergoing a restructure and will make contact with IRC once formation is complete.

7. DISCUSSIONS/PRESENTATIONS

- 7.1 Animal Management - Dog Registration and Microchipping Incentives
- 7.2 Animal Management – Proposed Subsidised De-sexing
- 7.3 Proposed Free Microchipping Pop-up Clinics
- 7.4 2019 Social Media and Web Analytics Presentation

Resolution No.: DDAC028

Mover: Mayor Anne Baker

Seconded: Cr Jane Pickels

That the Advisory Committee recommends:

- 1. That Council adopts dog registration and microchipping incentives in line with the Domestic Dog Advisory Committee Discussion Paper “Animal Management - Dog Registration and Microchipping Incentives”.**
- 2. That Council adopts the proposed free microchipping pop up clinics in line with the Domestic Dog Advisory Committee Discussion Paper “Proposed Free Microchipping Pop-up Clinics”.**
- 3. That a report be prepared for Councils consideration following the 2020 Local Government Election Caretaker Period detailing a proposed subsidised de-sexing program and accompanying policy in line with the DDAC Discussion Paper Animal Management – Proposed Subsidised De-sexing.**
- 4. That an overarching communication plan be prepared to position these initiatives as practical incentivised opportunities for responsible pet ownership ahead of the proposed approved inspection program scheduled for late in calendar 2020.**
- 5. That Council notes the 2019 Social Media and Web Analytics Presentation.**
- 6. That Council nominate the Paws-itive Blueprint program for recognition in relevant media and industry award programs.**

Carried

MEETING MINUTES

Wednesday, 29 January 2020

8. OFFICERS REPORTS

9.

9.1 Microchipping and Vaccination Programme

Resolution No.: DDAC029 **Action:** Manager Community Education &

Mover: Mr Jeff Stewart-Harris **Seconded:** Cr Jane Pickels

That the Committee Recommend that Council:

- 1. Resolve to investigate opportunities to collaborate with Dr Mark Kelman and veterinarians from Isaac Regional Council Local Government Area in order to pilot a subsidised dog vaccination programme to eligible Isaac Regional Council Residents and for a further report to be provided to Council following the 2020 Local Government Election Caretaker Period.***

Carried

9.2 Statistical Report: Request Module Dogs August 2019 to December 2019

Resolution No.: DDAC030

Mover: Mr Gert Nel **Seconded:** Ms Nishu Ellawala

That the Committee Recommend that Council:

- 1. Receive and note this report.***

Carried

MEETING MINUTES

Wednesday, 29 January 2020

10. GENERAL BUSINESS

Resolution No.: DDAC031

Mover: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Advisory Committee Recommends to Council That:

- 1. Endorse the continuation of the Domestic Dog Advisory Committee post 2020 Local Government Elections.**
- 2. Expand the Terms of Reference of the new Advisory Committee to reflect the broader scope of Community Education Compliance activities.**

Carried

11. NEXT MEETING

Next meeting is to be advised.

12. CLOSURE

There being no further business, the Chair acknowledged the contribution and achievements of members of the Advisory Committee and Key Council Officers and declared the meeting closed at 1.17pm

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Jana Hesketh

AUTHOR POSITION

Manager Community Engagement, Programs and Events

9.11

MAJOR GRANTS ROUND 15 – EMERGENCY AND LONG TERM ACCOMMODATION MORANBAH (AUSPICED FOR CFMEU)

EXECUTIVE SUMMARY

Emergency and Long Term Accommodation Moranbah (ELAM), being the auspice body for Construction, Forestry, Mining and Energy Union (CFMEU), are seeking support from Council to hold their annual Moranbah Labour Day Festival on Monday 4 May 2020. They are seeking Council's support to pay for the fireworks and to facilitate the road closures throughout Town Square and surrounds.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve \$10,000 from divisional budget 3, 4 and 5 to ELAM (auspiced for CFMEU), being \$5,000 external payment for fireworks and \$5,000 for the internal coordination of the Traffic Management Plan (TMP).**

Resolution No.: PECS0472

Moved: Cr Lyn Jones

Seconded: Cr Jane Pickels

That the Committee recommend that Council:

- 1. Approve \$10,000 from divisional budget 3, 4 and 5 to Emergency and Long Term Accommodation Moranbah (ELAM), (auspiced for CFMEU), being \$5,000 external payment for fireworks and \$5,000 for the internal coordination of the Traffic Management Plan (TMP).**

Carried

BACKGROUND

ELAM, auspicing for the CFMEU, have applied for a Major Community Grant in Round 15 to support the delivery of Moranbah's annual Labour Day celebrations, being held on Monday 4 May 2020. Given that Council will not be considering Round 15 Grant applications until the post-election period in April, concern has been raised that funding, if approved, will not be delivered to the organisation ahead of the event. This will impact on the group's ability to deliver the celebrations as planned, which coincide with Moranbah's 50th Anniversary weekend. This report seeks Council approval for an out-of-round grant to ensure funds are

received by the organising group in time for event delivery. Council has historically allocated funds from the Community Grants budget to cover costs associated with traffic management for the event. This report seeks Council support to fund the full cost of traffic management via the Community Grants budget.

The Moranbah's Labour Day celebrations are a long-standing event in the community's calendar and Isaac Regional Council has a history of supporting this event via the Community Grants Program. This event is an opportunity for members of the community to get together, socialise and celebrate and acknowledge Moranbah's rich mining heritage. The Festival has always been a well-patronised event, looked forward to and well supported by clubs and businesses. It will help promote the great facilities at Town Square, provide a morale boost for the community and assist as a fundraiser for many local community groups.

As part of the grant application, auspiced by ELAM on behalf of the CFMEU, provision has historically been made for costs associated with providing traffic management planning and delivery by Council.

In 2019, via administrative decision from the Chief Executive Officer, due to a quorum not being met within Council (resolution PECS0284), the amount committed from the Community Grants budget to IRC-led traffic management at the event was increased to \$3000. Actual traffic management costs incurred by IRC in 2019 totalled \$4995.73, exceeding the estimated requirement.

The additional funds to cover traffic management in 2019 were costed to the Community Grants budget. In 2020, the cost of providing traffic management has been excluded from the grant application, instead it is proposed this be funded separately as in-kind support from Council and costed to the Community Grants Budget.

2019 Funding for Labour Day Festival

2019 – Proposed funding via Community Grants Budget

\$5,000.00 – paid as cash to auspicing body ELAM Inc.

\$1,000.00 – for the internal coordination of traffic management at the event, *subsequently increased to:*

\$3,000.00 – for the internal coordination of traffic management at the event

2019 – Actual costs funded via Community Grants Budget

\$5,000.00 – paid as cash to auspicing body ELAM Inc.

\$4,995.73 – for the internal coordination of traffic management at the event

Previous Isaac Regional Council funding

2018 – \$6000 – Major Grant (inc.\$1000 for traffic management)

2017 – \$6000 – Major Grant (inc.\$1000 for traffic management)

2016 – \$7500 – Major Grant (inc.\$2500 for traffic management)

IMPLICATIONS

The financial implications to the Community Grants Budget for the support of this recommendation would total \$10,000.00. This amount, if supported, would be shared between the Community Grants budgets for Divisions 3, 4 and 5. Each division would contribute \$3,333.33. Each division currently has \$22,931.77 remaining in their 2019/2020 Community Grants budget.

Division	Allocation	Actuals - Major	Actuals - Minor	Round 14 Commitments - not yet paid	Multi-year Commitments - Not yet paid	Round 15 Proposals	Total spend	Budget remaining
One	42,000.00	32,892.86	6500.00	-	-	-	39,392.86	2607.14
Two	42,000.00	7557.86	9,728.38	-	-	-	19,286.24	22,713.76
Three	42,000.00	14,608.30	6126.59	-	-	3333.33	24,068.22	17,931.78
Four	42,000.00	14,275.00	6459.93	-	-	3333.33	24,068.26	17,931.74
Five	42,000.00	14,275.10	6459.83	-	-	3333.33	24,068.26	17,931.74
Six	42,000.00	23,522.36	12,011.15	-	-	-	35,533.51	6466.49
Seven	42,000.00	20,076.84	4862.00	-	-	-	24,938.84	17,061.16
Eight	42,000.00	8,700.00	6850.00	2,000.00	-	-	17,550.00	24,450.00
	336,000.00	135,908.32	58,997.88	2,000	-	10,000.00	208,906.19	127,093.81

CONSULTATION

Internal

Councillors Divisions 3, 4 and 5
Director Planning Environment and Community Services
Manager Engaged Communities
Manager Community Engagement, Programs and Events
Senior Community Relations Officer
Grants/Administration Officer

External

Emergency and Long Term Accommodation Moranbah
Construction, Forestry, Mining and Energy Union

BASIS FOR RECOMMENDATION

The Moranbah Labour Day celebrations are integral to the unions, workers and their families and allow a chance for all to celebrate their contribution to their industry, town and the Australian economy as a whole.

Supporting the funding and in-kind request will showcase that Isaac Regional Council aligns with the values of its community members and acknowledges Moranbah's rich mining heritage. This is a whole of community event providing a fundraising opportunity for local community groups, building social capital and moral throughout the Moranbah community.

ACTION ACCOUNTABILITY

The outcome will be tasked to the Engaged Communities Administration Officer to action as per standard process.

KEY MESSAGES

Supporting our community through Isaac Regional Council's Community Grants Program.

Report prepared by:

JANA HESKETH

Manager Community Engagement, Programs and Events

Date: 7 February 2020

Report authorised by:

JEFF STEWART-HARRIS

Director Planning, Environment and Community Services

Date: 7 February 2020

ATTACHMENTS

- Nil

REFERENCE DOCUMENTS

- Isaac Community Grant Guidelines
- Confirmed Minutes Ordinary Meeting Tuesday 26 March 2019

MEETING DETAILS **Ordinary Meeting**
Tuesday 25 February 2019

AUTHOR Louise Wash

AUTHOR POSITION Manager Financial Services

9.12

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive the financial statements for the period ended 31 January 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0466

Moved: Cr Ve'a Ve'a

Seconded: Cr Lacey

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 January 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Carried

BACKGROUND

Statutory Obligation Table – Isaac Regional Council

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

Requirement	Date
Budget 2019/20	Budget adopted 25 June 2019
Financial Statements 2018/19	Unmodified Audit opinion received. Annual report (included audited Financial Statements) adopted 19 November 2019

IMPLICATIONS

Council continues to operate within budget.

The second quarter budget review is being submitted for adoption at the February 2020 Council meeting.

CONSULTATION

- Director Corporate, Governance and Financial Services
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

This is an information only report.

Report Prepared By:

LOUISE WALSH
Manager Financial Services

Date: 31 January 2020

Report Authorised By:

DARREN FETTEL
Director Corporate, Governance and Financial
Services

Date: 31 January 2020

ATTACHMENTS

- Attachment 1 – Financial Statements 31 January 2020

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 January 2020

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



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2020

EXECUTIVE SUMMARY

At the end of January, the operating position is \$291,203 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure, which is offsetting the reduced receipt of the Federal Assistance Grant (due to early release of funds in the 18/19 financial year), lower interest earnings and the timing of the Recoverable Works Revenue.

Capital Revenue for January was \$23,583,714 which combined with the Operating Position results in a net surplus of \$15,321,205.

PRELIMINARY JANUARY FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	53,026,210	55,468,048	(2,441,838)	111,098,741	47.7%
Total operating expenses	61,288,719	64,021,760	2,733,041	108,266,147	56.6%
Operating position	(8,262,509)	(8,553,712)	291,203	2,832,594	(291.7%)
Capital revenue	23,583,714	15,388,539	8,195,175	27,388,238	86.1%
Net result	15,321,205	6,834,828	8,486,378	30,220,831	50.7%

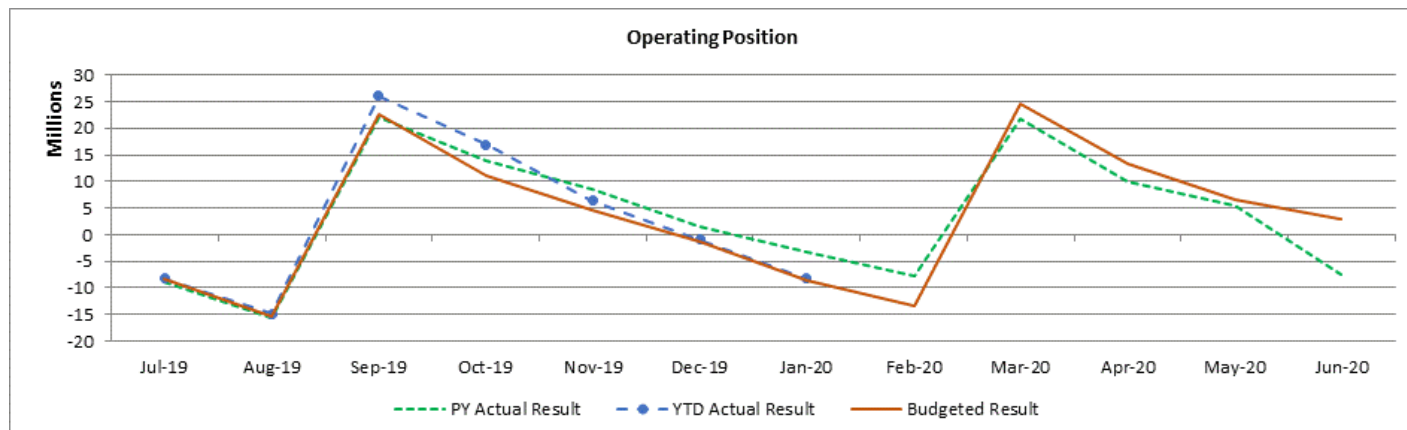
BACKGROUND

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 January 2020. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

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.

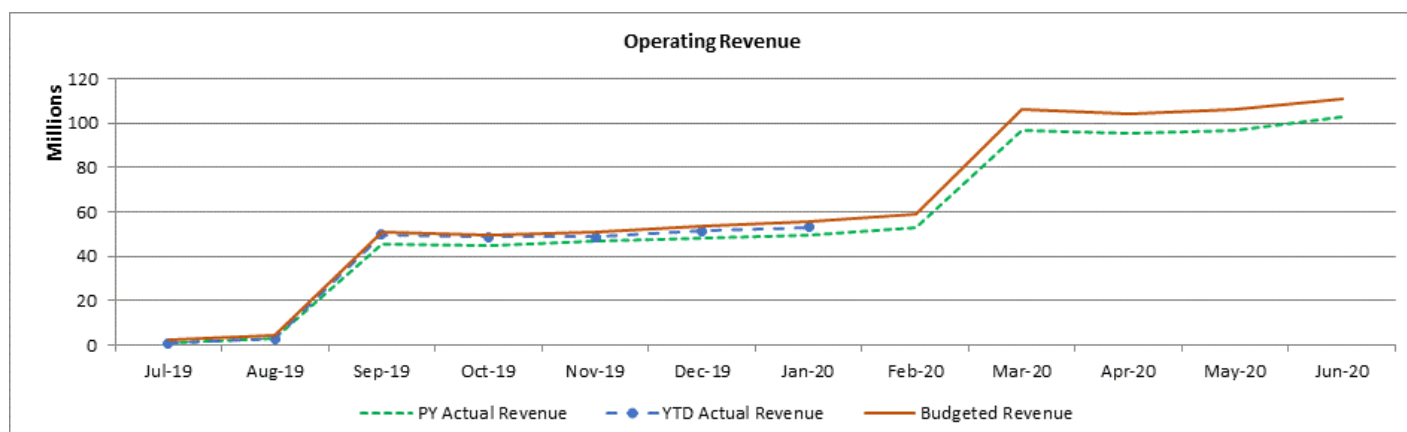
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The operating position for January YTD has resulted in a loss of \$8,262,509. This is favourable when compared to the YTD revised budget by \$291,203. Operating Revenue is \$2,441,838 unfavourable compared to YTD budget offset by Operating Expenses YTD which are \$2,733,041 favourable when compared to YTD budget.

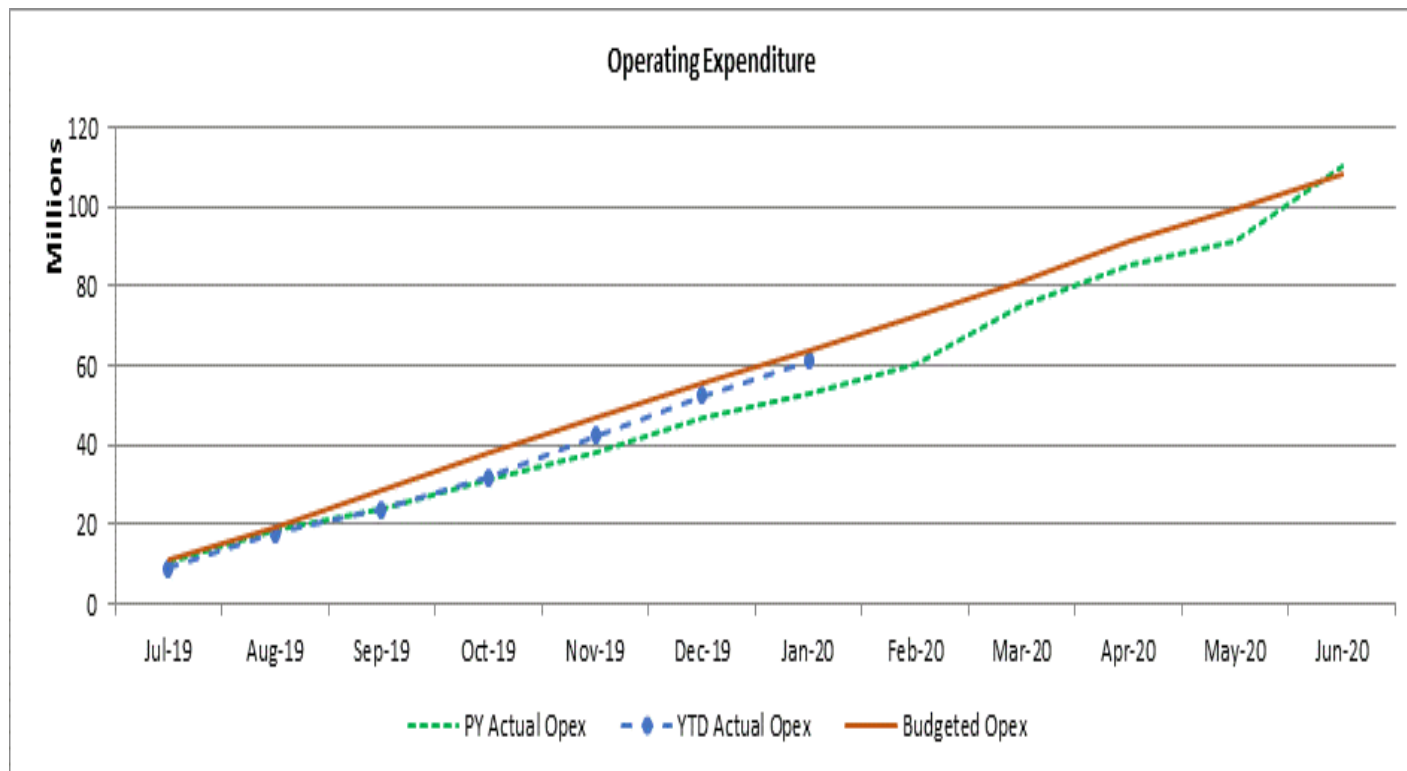
OPERATING REVENUE



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

The operating revenue for January YTD was \$53,026,210 which is unfavourable when compared to the budget by \$2,441,838. This unfavourable position is predominately due to the phasing of the RMPC works (which historically corrects itself during the financial year), lower interest earnings and the reduced contribution of the Federal Assistance Grant due to the early release of funds in 18/19 FY.

OPERATING EXPENDITURE

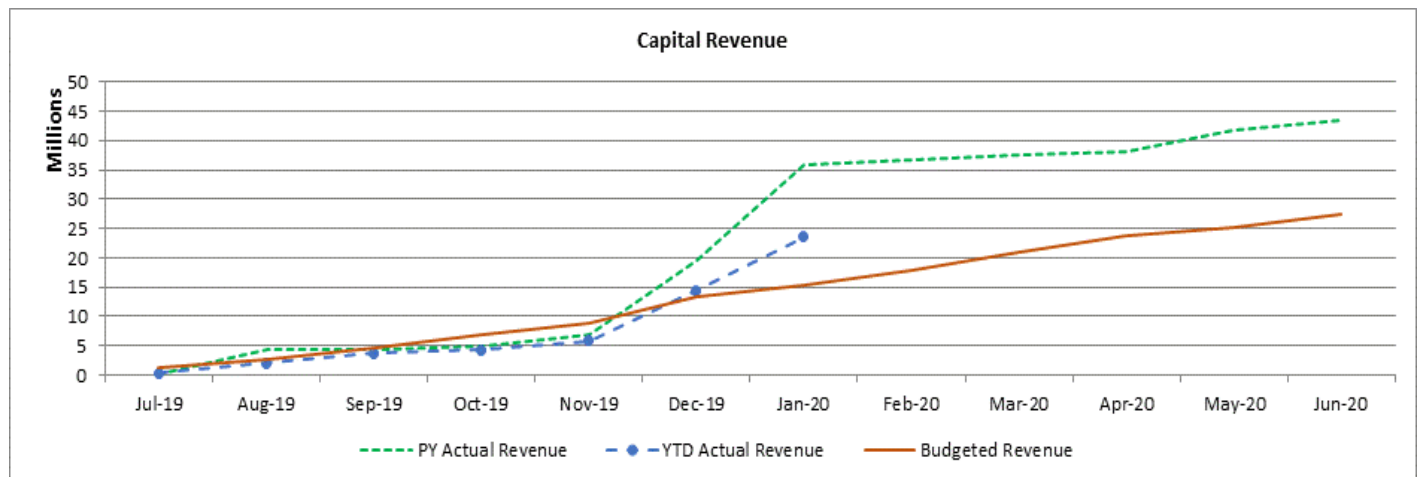


Operating expenditure consists of employee expenses, materials and services, finance costs and depreciation.

Expenditure for January YTD was \$61,288,719 which is favourable to budget by \$2,733,041. This favourable result is mainly due to the allocation of budget cashflow.

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

CAPITAL REVENUE



Capital Revenue for January YTD is \$23,583,714 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due to the receipt of NDRRA revenue for finalisation of the 16/17 event. The budgeted income figure will be adjusted at the Quarter 2 Budget Review to include these payments.

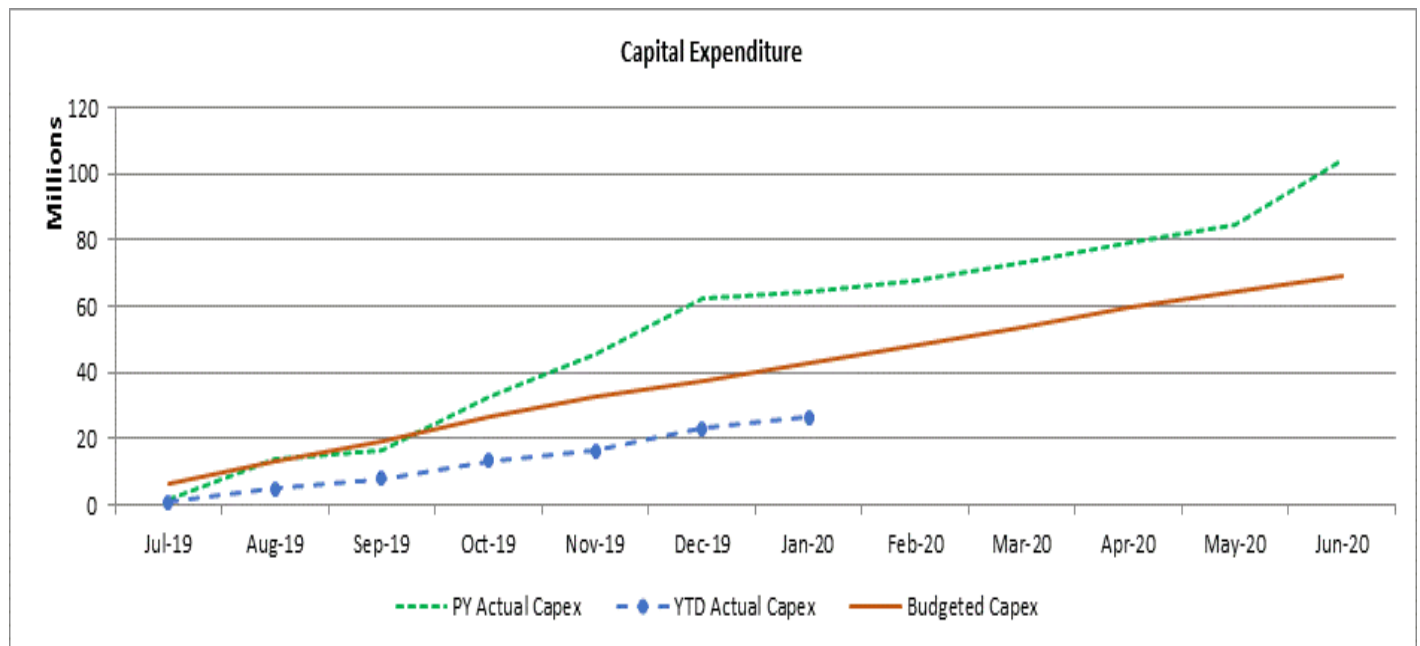
Some of our budgeted major capital grants for 19/20 are:

- Pasha Road Pavement & Seal
- Mills Ave - Pavement Rehabilitation (R2R)
- Golden Mile Rd - Rehabilitation & Seal (TIDS)
- Mackenzie River/ Capella Rd_Pave & Seal (TIDS)
- Nebo WTP BoR
- Works 4 QLD 19-21
- Pasha Road Drainage Structure Construction
- CLM Saleyards Revitalisation
- Regional Water Recycling Scheme

Major Funding received to date:

• NDRRA- 16/17 Event	\$10,517,451
• Pasha Rd	\$5,249,406
• Regional Water Recycling Scheme	\$2,317,536
• R2R	\$2,000,000
• NDRRA - Mar 19 Event	\$1,133,837
• NBO WTP	\$1,065,000
• LGGSP	\$270,000
• W4QLD 17-19	\$166,000
• Saleyards Revitalisation Project	\$140,662
• MIPP2	\$92,000
• Cycle Network Local Gov	\$84,012
• QDRF	\$65,085
• TIDS	\$64,744
• SES Subsidy Program	\$20,000

CAPITAL EXPENDITURE



Capital expenditure is under budget (excluding commitments), noting there are \$17.6M in commitments. Delivery of the capital program is being assessed through the Quarter 2 Budget Review with initial indications of some multiyear project budgets to be deferred to the 20/21 financial year.

The major projects budgeted for the 19/20 year are:

- Pasha Road Pave and Seal
- Rural Resheeting Program
- MBH Landfill - Stormwater, Leachate Management
- Mills Avenue Pavement Rehabilitation
- Nebo WTP and Reservoir
- Surfacing Renewal Program
- DYS Enforceable Undertaking
- Golden Mile Rd - Rehabilitation and Seal
- Mackenzie River/ Capella Rd Pave & Seal
- CLM 5ML Treated Water Reservoir
- CLM Raw Water - TCD Water Storage
- MBH SN Main Relining Program

CAPITAL FUNDING AND PROJECT COMMITTALS

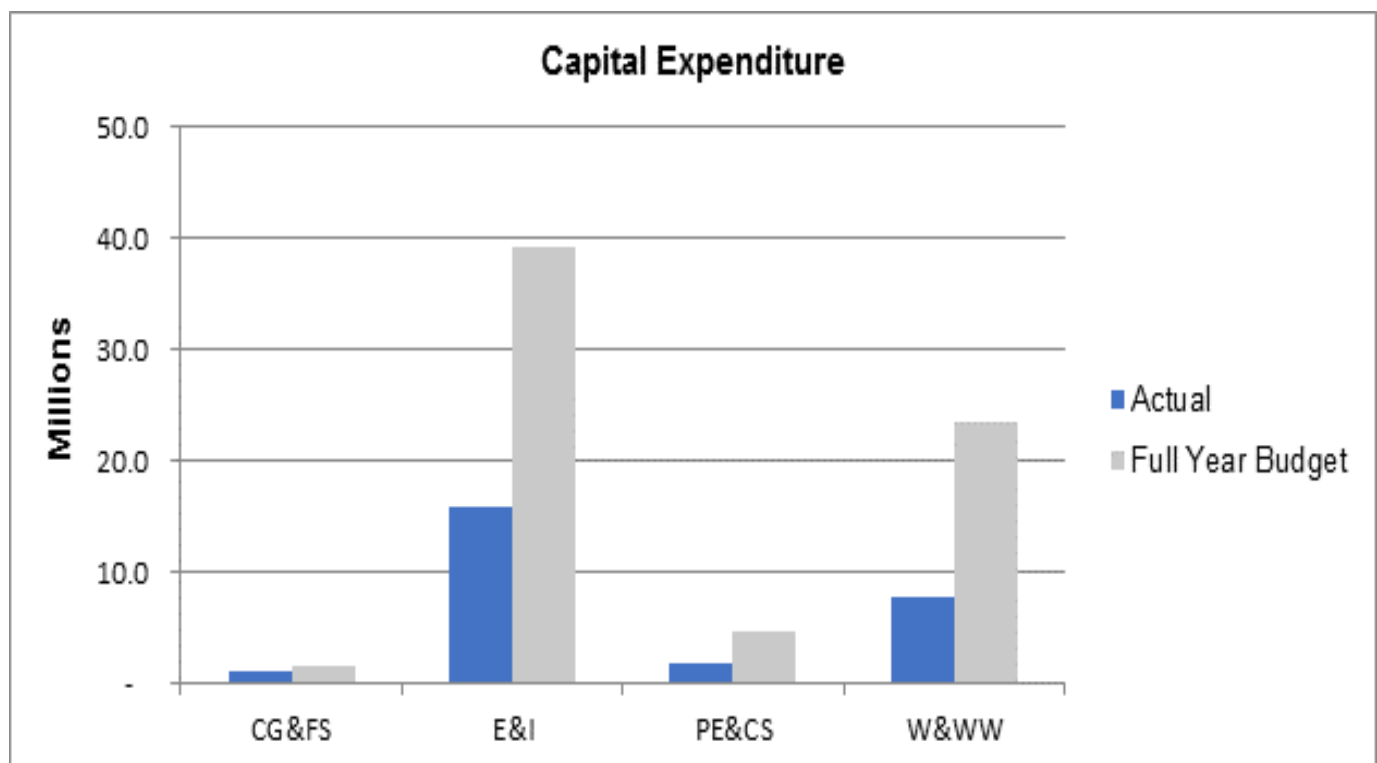
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 Council's capital project expenditure for January YTD.

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	978,289	437,286	1,415,575	1,657,053	59.0%	85.4%
E&I	15,809,089	13,160,722	28,969,810	39,282,256	40.2%	73.7%
PE&CS	1,698,394	433,309	2,131,703	4,615,158	36.8%	46.2%
W&WW	7,863,780	3,571,978	11,435,759	23,435,754	33.6%	48.8%
TOTAL	26,349,551	17,603,296	43,952,847	68,990,221	38.2%	63.7%

The following graph illustrates the data above.



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

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

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

Ratio	Description	Formula	YTD Actual Result	Bench mark	Within Limits	FY Budget
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	Net operating surplus	-15.58%	0 - 10%	No	1.60%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-67.06%	<=60%	Yes	-28.80%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	63.22%	>90%	No	410.20%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	6.7	2	Yes	12.88
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	7.6 Months	3 Months	Yes	7.98 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a loss of \$8,262,509 the ratio is currently a negative 15.58%, which is below Council's budget and benchmark range. The ratio has decreased from the previous spike (due to the issuing of rates) and is expected to return within benchmark range over the remainder of the financial year. It is noted that water consumption billing and rates are scheduled to be issued in February, which should improve this position.
2. **Net Financial Liabilities Ratio** - This ratio is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues. As Council's current assets are greater than total liabilities, the resulting ratio is currently showing as favourable with a negative 67.06%.
3. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 90%. With capital expenditure below budget at January YTD the ratio is unfavourable at 63.22%, when compared to the 90% benchmark. This ratio is being monitored and is expected to improve with the finalisation of capital works for the 19/20 financial year.
4. **Total Debt Service** - This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is 6.7 times, which indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 7.6 months as at 31 January 2020. This is above the targeted benchmark of three (3) months.

INVESTMENTS AND CASH BALANCES

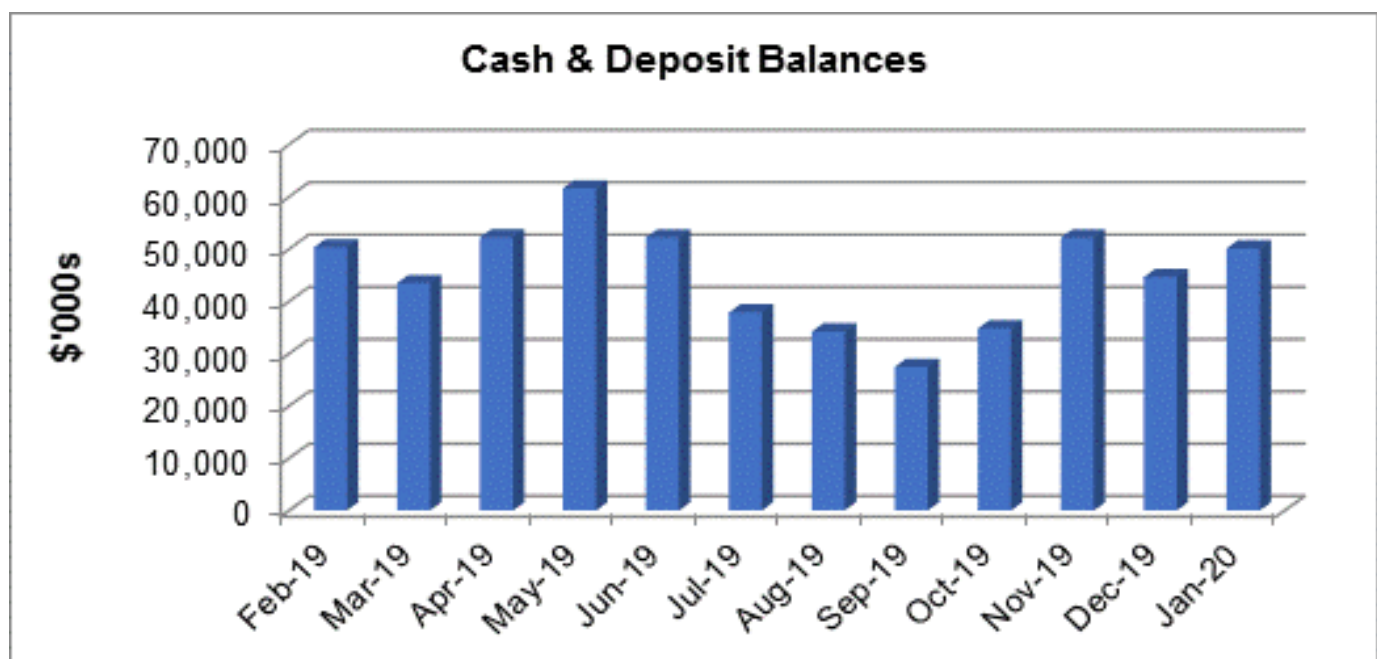
The following is a list of all investments held by Council as at the period ended 31 January 2020.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 31 January 2020					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
4001-001-1124	QCCU	QCCU	2,057,381		1.45%
10-000-1111	QCCU Cash at Bank	QCCU	7,146		0%
10-000-1113	ANZ Cash at Bank	ANZ	440,883		0%
10-000-1116	QTC Operating Fund	QTC	41,757,465		1.66%
10-000-1117	ANZ Business Premium Saver	ANZ	5,840,495		1.25%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,071		0%
Total Investments			50,113,439		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	83.33%	No Limit
ANZ Banking Group	AA-	12.55%	Maximum 40%
QCCU	Unrated	4.12%	Maximum 10%

The QCCU Term deposit matured at the end of January, with funds to be transferred to the QTC Operating Fund.

The below chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ended 31 January 2020.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 January 2020							
						Repayment Due 15 Mar 2020	
Loan Name	Balance as at 31 January 2020	Rate as at 31 January 2020	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$12,903,581	5.1	20	12.88	\$176,444	\$164,488	\$340,932
Land Development Moranbah	\$9,896,273	4.37	20	13.38	\$135,462	\$108,117	\$243,578
Total	\$22,799,854				\$311,906	\$272,605	\$584,511

Debt service repayments are made quarterly. The second quarter repayment for the 19/20 financial year was paid on the 16 December 2019. The next repayment for the 19/20 financial year is due 15 March 2020.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ended 31 January 2020.

Accounts Receivable Ageing Analysis at 31 January 2020			
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding
Current	165	1,892,923.81	71.35%
30 Days	67	454,857.20	17.14%
60 Days	31	20,193.56	0.76%
90 Days	130	285,160.02	10.75%
TOTAL	393	2,653,134.59	100.00%

The Accounts Receivable balance at 31 January 2020 is \$2,653,134.59 which has decreased from 31 December 2019 balance of \$5,859,828.96, due to the payment of capital grant invoices.

- 30 day balances predominantly relate to invoices for recoverable works and waste invoices.
- 60 day balance predominantly relates to waste, housing and regulatory services invoices.
- 90 days and over outstanding receivables have decreased since December. There are no significant new 90 day debtors.

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

ACCOUNTS PAYABLE

The following is a breakdown of the Council's accounts payable by age for the period ended 31 January 2020.

Accounts Payable Ageing Analysis at 31 January 2020			
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding
Current	265	1,388,392.49	93.12%
30 Days	27	97,698.66	6.55%
60 Days	5	1,434.54	0.10%
90 Days	5	3,487.30	0.23%
TOTAL	302	1,491,012.99	100.00%

The outstanding Accounts Payable balance as at 31 January 2019 was \$1,491,012.99. The 30, 60 and 90 day aging accounts total \$102,620.50.

At the date this report was prepared, the following remained unpaid: -

- 30 day balances – \$67,725.27 (10 invoices) remain unpaid with 2 invoices (\$2,970.00) having been received late from the supplier and 8 invoices (\$64,755.27) awaiting approval.
- 60 day balances - \$1,341.66 (4 invoices) remain unpaid, approval received at the end of January and scheduled to be paid in the first week of February.
- 90 day balances – \$3,499.16 (3 invoices) remains unpaid with 1 invoice (\$304.32) being in dispute and 2 invoices (3,194.84) awaiting approval, these are expected to be paid in the first week of February.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 January 2020.

The January month end closing balance for rates outstanding was \$3,490,773. The rates in arrears is higher than the same time last year.

Rates Balancing Report as at 31 Jan 2020		
	YTD 31 January 2020	YTD 31 Jan 2019
Opening Balance	3,906,088	3,341,548
Rates Charges		
Rates Levied	45,603,415	43,723,739
Interest	222,349	234,394
Refunds	483,587	301,525
Total Rates	46,309,351	44,259,657
Discounts and Receipts		
Discounts	(2,871,831)	(2,864,615)
Receipts	(43,732,559)	(41,627,957)
Government Subsidy	(38,198)	(38,360)
Council Subsidy	(115,918)	(117,151)
Remissions	(7,746)	(9,681)
Write Offs	(7,942)	(607)
Total Discounts & Receipts	(46,774,195)	(44,658,372)
Legal	49,529	42,680
Closing Balance	3,490,773	2,985,513

Rates Breakdown	As At 31 Jan 2020
Rates in Credit	(780,465)
Rates Not Due Yet	75,595
Rates in Arrears	4,195,642
Total Rates Balance	3,490,773

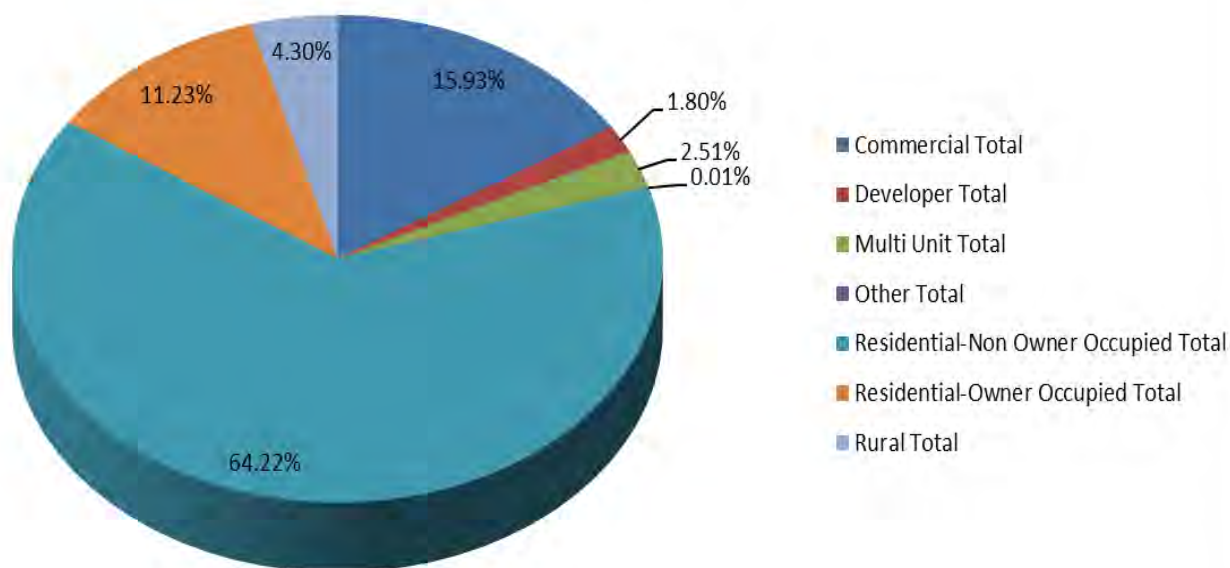
Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates. The rate arrears table below has a balance as at 23 January 2020, which explains the slight variance to the rates arrears balance above, which was run on the 24 January 2020.

Rate Arrears – Aged by Year

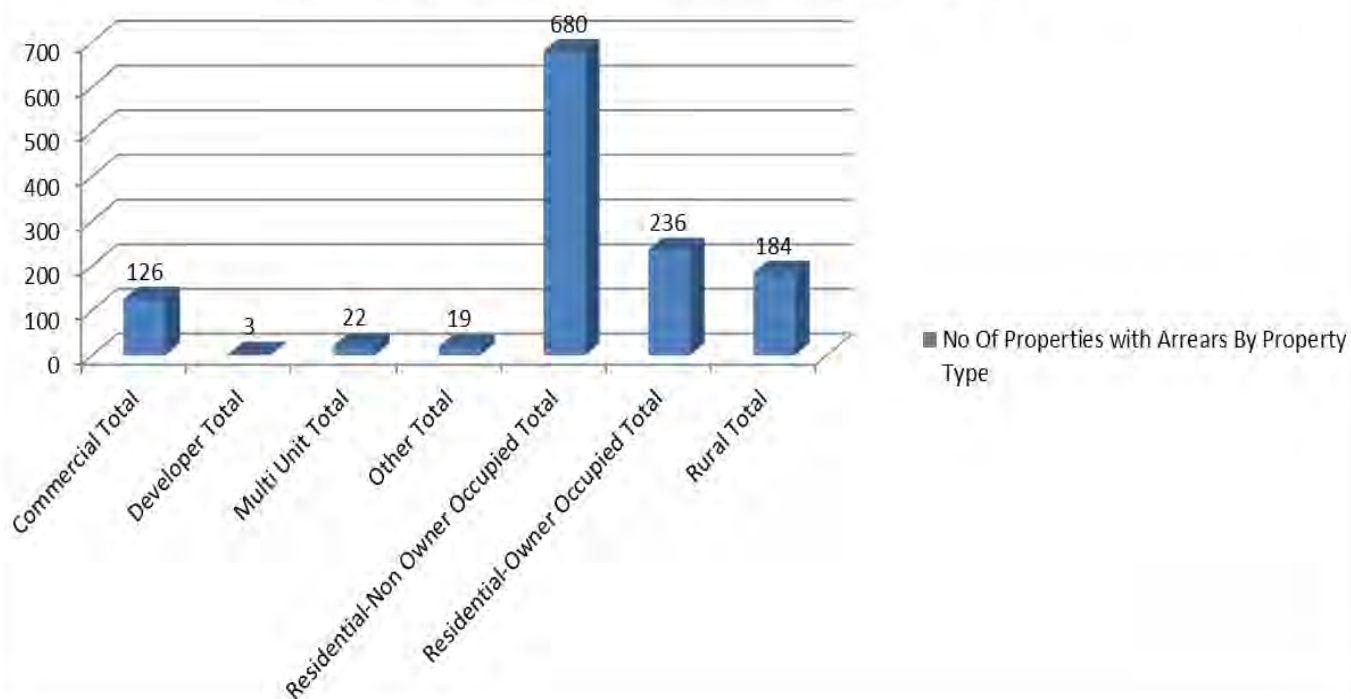
Prior 2015	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
1,017,886	464,440	480,251	534,474	807,789	905,816	4,210,657
24.17%	11.03%	11.41%	12.69%	19.18%	21.51%	100.00%

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

Percentage of Arrears By Property Type



No Of Properties with Arrears By Property Type



APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 January 2020. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

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

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges		41,257,427	-	41,257,427	41,186,621	70,806	86,688,843	47.6%
Fees & Charges		2,284,133	-	2,284,133	1,875,500	408,632	3,172,343	72.0%
Rental Income		748,976	-	748,976	792,513	(43,537)	1,364,857	54.9%
Interest Received	1	619,714	-	619,714	1,105,269	(485,555)	1,894,746	32.7%
Sales of Contract & Recoverable Works	2	924,546	-	924,546	2,267,478	(1,342,932)	3,891,391	23.8%
Operating Grants, Subsidies & Contributions	3	3,245,063	-	3,245,063	4,083,708	(838,645)	6,960,347	46.6%
Other Recurrent Revenue	4	3,946,350	-	3,946,350	4,156,958	(210,608)	7,126,214	55.4%
		53,026,210	-	53,026,210	55,468,048	(2,441,838)	111,098,741	47.7%
Expenses								
Operating Expenses								
Employee Expenses	5	22,029,923	-	22,029,923	22,338,311	(308,388)	38,389,058	57.4%
Materials & Services	6	24,107,281	7,579,932	31,687,213	26,503,092	5,184,120	43,833,620	72.3%
Finance Costs		315,764	-	315,764	359,333	(43,569)	636,000	49.6%
Depreciation and Amortisation		14,835,751	-	14,835,751	14,821,024	14,727	25,407,469	58.4%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	(0)	0	(0)	0.0%
		61,288,719	7,579,932	68,868,650	64,021,760	4,846,890	108,266,147	63.6%
Operating Position Before Capital Items		(8,262,509)	(7,579,932)	(15,842,441)	(8,553,712)	(7,288,729)	2,832,594	(559.3%)
Capital Revenue								
Capital Revenue	7	23,311,062	-	23,311,062	15,268,539	8,042,522	27,148,238	85.9%
Proceeds from Sale of Land & PPE	8	272,653	-	272,653	120,000	152,653	240,000	113.6%
		23,583,714	-	23,583,714	15,388,539	8,195,175	27,388,238	86.1%
Net Result Attributable to Council in Period		15,321,205	(7,579,932)	7,741,274	6,834,828	906,446	30,220,831	25.6%
Total Comprehensive Income		15,321,205	(7,579,932)	7,741,274	6,834,828	906,446	30,220,831	25.6%
Council's operating position at month end is a \$8.3M deficit								

1. **Interest Received** is \$485,555 unfavourable to YTD budget. This is due to continuing lower rates of return and lower amounts invested, with the delayed receipt of grant funding a contributing factor. Due to continued downward trend in interest rates (2.4% June to 1.66% January) and lower cash levels, projected interest revenue is being assessed for adjustment in the Quarter 2 Budget Review.
2. **Sales of Contract & Recoverable Works** are unfavourable to the budget by \$1,342,932. This unfavourable variance is predominately due to the timing of the RMPC contract. This variance has historically corrected itself over the remainder of the financial year.
3. **Operating Grants, Subsidies & Contributions** are unfavourable to the budget by \$838,645. This is due to the reduced Federal Assistance Grant payments due to the early release of funds in the previous financial year.
4. **Other Recurrent Revenue** for the year to date is \$3,946,350 being \$210,608 unfavourable to budget. This unfavourable variance is predominately due to the waste income which has yet to issue its final invoices for January.
5. **Employee Expenses** are favourable to the adopted budget by \$308,388. This variance is currently due decrease FBT and payroll tax payments, the cashflow of public holiday payments, vacancies and utilisation of leave.
6. **Materials & Services** actual expenses for the year to date are \$24,107,281 with \$7,579,932 being recorded in commitments, resulting in an unfavourable variance to budget of \$5,184,120. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$2.4M below YTD budget.
7. **Capital Revenue** for the year to date is \$23,311,062 which is favourable to budget by \$8,042,522. This is favourable variance is due to the receipt of NDRRA for finalisation of the 16/17 event. The budgeted income figure will be revised at the Quarter 2 Budget Review to adjust the budgeted NDRRA 16/17 event income to agree to the actual income received.
8. **Proceeds from Sale of Land & PPE** is currently \$272,653 which has exceeded the annual budgeted amount of \$240,000. Excess funds will be constrained to the Plant Reserve for use at a future date

ISAAC REGIONAL COUNCIL Statement of Financial Position For the Period Ended 31 January 2020				
	Notes	Actual YTD	30 June 2019	Variance
		\$	\$	%
Current Assets				
Cash & Cash Equivalents		50,113,439	52,246,647	95.9%
Trade & Other Receivables		7,250,847	14,864,890	48.8%
Inventories		21,921,374	22,026,935	99.5%
Total Current Assets		79,285,660	89,138,472	88.9%
Non-Current Assets				
Property, Plant and Equipment		1,051,568,518	1,064,497,762	98.8%
Capital Work in Progress		45,886,998	22,190,542	206.8%
Total Non-Current Assets		1,097,455,517	1,086,688,304	101.0%
TOTAL ASSETS		1,176,741,176	1,175,826,776	100.1%
Current Liabilities				
Trade & Other Payables		6,206,714	18,218,987	34.1%
Borrowings - Interest Bearing		718,409	1,285,982	55.9%
Provisions		7,271,566	7,731,325	94.1%
Other Current Liabilities		-	986,289	0.0%
		14,196,690	28,222,583	50.3%
Non-Current Liabilities				
Borrowings - Interest Bearing		22,172,313	22,172,313	100.0%
Non Current Provision		1,001,941	1,005,401	99.7%
Non Current Creditors		6,353,340	6,353,340	100.0%
Total Non-Current Liabilities		29,527,594	29,531,055	100.0%
TOTAL LIABILITIES		43,724,284	57,753,638	75.7%
NET COMMUNITY ASSETS		1,133,016,892	1,118,073,138	101.3%
Community Equity				
Retained surplus		834,619,710	843,101,596	99.0%
Asset revaluation reserve		241,488,995	241,490,326	100.0%
Other reserves		56,908,187	33,481,216	170.0%
TOTAL COMMUNITY EQUITY		1,133,016,892	1,118,073,138	101.3%

ISAAC REGIONAL COUNCIL Statement of Cash Flows For the Period Ended 31 January 2020			
	Actual YTD	30 June 2019	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	60,618,234	102,148,886	59.3%
Payments to suppliers and employees	(59,725,859)	(71,364,517)	83.7%
Cash provided by / (used in) net result	892,375	30,784,369	2.9%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(186,796)	(4,405,434)	4.2%
Grants, subsidies, contributions and donations	23,333,080	43,011,682	54.2%
Payments for property, plant and equipment	(25,604,295)	(98,144,996)	26.1%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(2,458,010)	(59,538,748)	4.1%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,240,341)	0.0%
Repayment of borrowings	(567,573)	55,270	(1026.9%)
Net cash provided by financing activities	(567,573)	(1,185,070)	47.9%
Net Increase / (Decrease) in Cash Held	(2,133,208)	(29,939,450)	7.1%
Cash at the beginning of the period	52,246,647	82,186,097	63.6%
Cash at the end of the Reporting Period	50,113,439	52,246,647	95.9%



Appendix 2 – Preliminary Executive Level Reports

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

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

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

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 31 January 2020								
Office of the CEO								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		56,224	-	56,224	26,250	29,974	45,000	124.9%
Sales of Contract & Recoverable Works		-	-	-	68,738	(68,738)	117,837	0.0%
Operating Grants, Subsidies & Contributions	1	157,620	-	157,620	46,667	110,953	80,000	197.0%
		213,844	-	213,844	141,655	72,189	242,837	88.1%
Expenses								
Operating Expenses								
Employee Expenses		1,708,370	-	1,708,370	1,689,919	18,451	2,929,193	58.3%
Materials & Services	2	599,811	71,986	671,796	756,709	(84,913)	1,294,673	51.9%
Corporate Overheads & Competitive Neutrality Costs		(2,786,375)	-	(2,786,375)	(2,786,375)	-	(4,776,643)	58.3%
		(478,195)	71,986	(406,209)	(339,747)	(66,462)	(552,778)	73.5%
Operating Position Before Capital Items		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%
Capital Revenue								
		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%
Total Comprehensive Income		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%


1. Operating Grants, Subsidies & Contributions for the year to date are \$110,953 favourable when compared to YTD budget. This favourable variance is due to the receipt of funds for the First Start Training Program and will be adjusted at the Quarter 2 Budget Review.

2. Materials & Services for the year to date are \$84,913 favourable compared to the YTD budget of \$756,709. Actual expenditure is \$599,811 with commitments of \$71,986.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

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	28,563,930	-	28,563,930	28,457,700	106,230	56,915,400	50.2%
Fees & Charges		35,046	-	35,046	35,000	46	60,000	58.4%
Interest Received	2	521,854	-	521,854	1,069,977	(548,123)	1,834,246	28.5%
Sales of Contract & Recoverable Works		54,693	-	54,693	72,917	(18,224)	125,000	43.8%
Operating Grants, Subsidies & Contributions	3	913,958	-	913,958	1,531,614	(617,656)	3,048,248	30.0%
Other Recurrent Revenue	4	260,198	-	260,198	166,573	93,625	285,554	91.1%
		30,349,678	-	30,349,678	31,333,781	(984,102)	62,268,448	48.7%
Expenses								
Operating Expenses								
Employee Expenses	5	4,528,650	-	4,528,650	4,751,366	(222,716)	7,905,019	57.3%
Materials & Services		6,099,234	761,711	6,860,945	6,833,901	27,044	9,750,737	70.4%
Finance Costs		315,764	-	315,764	359,333	(43,569)	636,000	49.6%
Depreciation and Amortisation		434,631	-	434,631	379,167	55,464	650,000	66.9%
Corporate Overheads & Competitive Neutrality Costs		(7,658,916)	-	(7,658,916)	(7,658,916)	0	(13,129,570)	58.3%
		3,719,363	761,711	4,481,074	4,664,850	(183,776)	5,812,186	77.1%
Operating Position Before Capital Items		26,630,315	(761,711)	25,868,604	26,668,930	(800,326)	56,456,261	45.8%
Capital Revenue								
Capital Revenue		27,455	-	27,455	36,153	(8,698)	44,850	61.2%
		27,455	-	27,455	36,153	(8,698)	44,850	61.2%
Net Result Attributable to Council in Period		26,657,770	(761,711)	25,896,059	26,705,083	(809,023)	56,501,111	45.8%
Total Comprehensive Income		26,657,770	(761,711)	25,896,059	26,705,083	(809,023)	56,501,111	45.8%

- 
1. **Net Rates & Utility Charges** are \$106,230 favourable when comparing YTD actuals to budget. The Quarter 2 Budget Review will review the current overall budget projections and recommend adjustments if necessary.
 2. **Interest Received** is \$548,123 unfavourable when compared to YTD budget. This is due to continuing lower rates of return and lower amounts invested, with the delayed receipt of grant funding a contributing factor. Due to continued downward trend in interest rates and lower cash levels, projected interest revenue is being assessed for adjustment in the Quarter 2 Budget Review.
 3. **Operating Grants, Subsidies & Contributions** for the YTD is unfavourable compared to the budget by \$617,656 and is due to the reduced receipt of the general component of the Federal Assistance Grant with the early receipt of funds in the 18/19 financial year.
 4. **Other Recurrent Revenue** is \$260,198 compared to YTD Budget of \$166,573 resulting in a favourable variance \$93,625. This is due to the budgeted cashflow and will be adjusted at the Quarter 2 review.
 5. **Employee Expenses** for year to date is favourable compared to the budget by \$222,716. This favourable variance is predominately due to decreased FBT and payroll tax payments and the cashflow of public holidays.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Engineering & Infrastructure Services

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		121,603	-	121,603	123,838	(2,235)	212,293	57.3%
Rental Income		649,884	-	649,884	705,568	(55,684)	1,209,545	53.7%
Sales of Contract & Recoverable Works	1	869,853	-	869,853	2,125,823	(1,255,970)	3,648,554	23.8%
Operating Grants, Subsidies & Contributions	2	805,531	-	805,531	1,182,887	(377,356)	2,332,441	34.5%
Other Recurrent Revenue		20,617	-	20,617	-	20,617	-	0.0%
		2,467,487	-	2,467,487	4,138,116	(1,670,628)	7,402,832	33.3%
Expenses								
Operating Expenses								
Employee Expenses		6,695,309	-	6,695,309	6,689,040	6,269	11,596,947	57.7%
Materials & Services	3	4,999,121	2,593,858	7,592,978	4,501,288	3,091,690	8,302,880	91.4%
Depreciation and Amortisation		9,127,590	-	9,127,590	9,144,014	(16,424)	15,675,452	58.2%
Corporate Overheads & Competitive Neutrality Costs		4,572,916	-	4,572,916	4,572,916	-	7,839,285	58.3%
		25,394,936	2,593,858	27,988,794	24,907,259	3,081,535	43,414,564	64.5%
Operating Position Before Capital Items		(22,927,449)	(2,593,858)	(25,521,306)	(20,769,143)	(4,752,163)	(36,011,732)	70.9%
Capital Revenue								
Capital Revenue	4	19,251,277	-	19,251,277	10,404,018	8,847,258	19,806,775	97.2%
Proceeds from Sale of Land & PPE	5	272,653	-	272,653	120,000	152,653	240,000	113.6%
		19,523,929	-	19,523,929	10,524,018	8,999,911	20,046,775	97.4%
Net Result Attributable to Council in Period		(3,403,519)	(2,593,858)	(5,997,377)	(10,245,125)	4,247,748	(15,964,957)	37.6%
Total Comprehensive Income		(3,403,519)	(2,593,858)	(5,997,377)	(10,245,125)	4,247,748	(15,964,957)	37.6%

1. **Sales of Contract & Recoverable Works** are unfavourable to the revised budget by \$1,255,970. This unfavourable variance is due to the timing of the RMPC contract. This variance has historically corrected itself over the remainder of the financial year.
2. **Operating Grants, Subsidies & Contributions** are \$377,356 unfavourable compared to the revised budget for the year to date. This is due to the reduced receipt of the road's component of the Federal Assistance Grant with the early receipt of funds in the 18/19 financial year.
3. **Materials & Services** for the financial year to date are \$3,091,690 unfavourable with \$4,999,121 of actual expenditure and \$2,593,858 in commitments against YTD budget of \$4,501,288. When comparing YTD actuals (excluding commitments) to YTD budget, there is an unfavourable variance of \$497,833. This unfavourable variance is partially due to the recoverable expenditure for Galilee Basin (which will be adjusted at the Quarter 2 Budget Review) and the budgeted cashflow on motor vehicle registrations.
4. **Capital Revenue** for the financial YTD is \$19,251,277 which is \$8,847,258 favourable when compared to YTD revised budget. This favourable variance is due to the receipt of NDRRA for finalisation of the 16/17 event. The budgeted income figure will be revised at the Quarter 2 Budget Review to adjust the budgeted NDRRA 16/17 event income to agree to the actual income received.
5. **Proceeds from Sale of Land & PPE** is currently \$272,653 which is favourable when compared to budget by \$152,653. Any excess funds at the end of financial year will be constrained to the Plant Reserve for use at a future date.


ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 31 January 2020								
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		1,241,247	-	1,241,247	1,219,079	22,167	2,047,050	60.6%
Rental Income		82,938	-	82,938	72,180	10,758	130,000	63.8%
Operating Grants, Subsidies & Contributions		316,379	-	316,379	295,965	20,414	448,083	70.6%
Other Recurrent Revenue		4,171	-	4,171	4,667	(496)	8,000	52.1%
		1,644,735	-	1,644,735	1,591,891	52,844	2,633,133	62.5%
Expenses								
Operating Expenses								
Employee Expenses	1	5,391,466	-	5,391,466	5,507,687	(116,221)	9,544,516	56.5%
Materials & Services	2	3,434,878	887,453	4,322,331	3,968,625	353,706	6,592,454	65.6%
Depreciation and Amortisation		425,945	-	425,945	390,833	35,111	670,000	63.6%
Corporate Overheads & Competitive Neutrality Costs		2,494,334	-	2,494,334	2,494,334	-	4,276,001	58.3%
		11,746,623	887,453	12,634,075	12,361,479	272,596	21,082,971	59.9%
Operating Position Before Capital Items		(10,101,888)	(887,453)	(10,989,340)	(10,769,588)	(219,752)	(18,449,838)	59.6%
Capital Revenue								
Capital Revenue	3	209,942	-	209,942	878,502	(668,560)	1,679,280	12.5%
		209,942	-	209,942	878,502	(668,560)	1,679,280	12.5%
Net Result Attributable to Council in Period		(9,891,946)	(887,453)	(10,779,398)	(9,891,086)	(888,312)	(16,770,558)	64.3%
Total Comprehensive Income		(9,891,946)	(887,453)	(10,779,398)	(9,891,086)	(888,312)	(16,770,558)	64.3%

- Employee Expenses** are favourable compared to the adopted budget by \$116,221. Main contributing factor is leave taken during the December/January period.
- Materials & Services** for the financial year to date are \$353,706 unfavourable when compared to the YTD budget of \$3,968,625 with actual expenditure recorded \$3,434,878 and \$887,453 in commitments. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.
- Capital Revenue** is \$668,560 unfavourable to the YTD budget due to the timing of grant funds received which are budgeted to be aligned with the delivery of capital projects. It is anticipated that within the Quarter 2 Budget Review that some capital project expenditure and their subsequent milestone payments will be deferred to the 20/21 financial year.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

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		12,693,497	-	12,693,497	12,728,921	(35,424)	29,773,443	42.6%
Fees & Charges	1	830,013	-	830,013	471,333	358,680	808,000	102.7%
Rental Income		16,153	-	16,153	14,765	1,388	25,312	63.8%
Interest Received		97,860	-	97,860	35,292	62,568	60,500	161.8%
Operating Grants, Subsidies & Contributions		1,051,576	-	1,051,576	1,026,576	25,000	1,051,576	100.0%
Other Recurrent Revenue	2	3,661,365	-	3,661,365	3,985,718	(324,353)	6,832,660	53.6%
		18,350,465	-	18,350,465	18,262,606	87,859	38,551,491	47.6%
Expenses								
Operating Expenses								
Employee Expenses		3,706,128	-	3,706,128	3,700,298	5,830	6,413,383	57.8%
Materials & Services	3	8,974,237	3,264,925	12,239,162	10,442,569	1,796,592	17,892,877	68.4%
Depreciation and Amortisation		4,847,585	-	4,847,585	4,907,010	(59,424)	8,412,017	57.6%
Corporate Overheads & Competitive Neutrality Costs		3,378,041	-	3,378,041	3,378,041	-	5,790,927	58.3%
		20,905,991	3,264,925	24,170,916	22,427,918	1,742,998	38,509,204	62.8%
Operating Position Before Capital Items		(2,555,527)	(3,264,925)	(5,820,451)	(4,165,312)	(1,655,139)	42,288	(13764.0%)
Capital Revenue								
Capital Revenue	4	3,822,388	-	3,822,388	3,949,866	(127,478)	5,617,333	68.0%
		3,822,388	-	3,822,388	3,949,866	(127,478)	5,617,333	68.0%
Net Result Attributable to Council in Period		1,266,862	(3,264,925)	(1,998,063)	(215,446)	(1,782,617)	5,659,620	(35.3%)
Total Comprehensive Income		1,266,862	(3,264,925)	(1,998,063)	(215,446)	(1,782,617)	5,659,620	(35.3%)

- 
1. **Fees & Charges** are \$830,013 compared to YTD budget of \$471,333 resulting in a favourable variance of \$358,680 which is a result of higher than expected potable water sales. The budgeted revenue is being assessed, with adjustment expected at the Quarter 2 Budget Review.
 2. **Other Recurrent Revenue** is unfavourable for the YTD, compared to budget by \$324,353. This unfavourable variance is predominately due to the waste related income as January invoices are yet to be issued.
 3. **Materials & Services** for the financial year to date are \$1,796,592 unfavourable, with \$8,974,237 in actual expenditure and \$3,264,925 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. It should be noted that Council has yet to receive an invoice for the first 3 months for the new waste contract. The Waste Department have been in regular contact with the contractor in regard to this matter and expect it to be rectified soon.
 4. **Capital Revenue** is \$127,478 unfavourable to the YTD budget due to the timing of grant funds received which has been budgeted to align with the delivery of capital projects.

MEETING DETAILS	Ordinary Meeting Tuesday 25 February 2020
AUTHOR	Alexis Coutts
AUTHOR POSITION	Manager Organisational Safety

9.13

WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Note the work health and safety report.***

Resolution No.: CGFS0467

Moved: Cr Ve a Ve a

Seconded: Cr West

That the Committee recommends to Council to:

- Note the Work, Health and Safety Report.**

Carried

BACKGROUND

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

IMPLICATIONS

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

CONSULTATION

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

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

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

KEY MESSAGES

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

Report Prepared By:

ALEXIS COUTTS
Manager Organisational Safety

Date: 28 January 2020

Report Authorised By:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 28 January 2020

ATTACHMENTS

- Attachment 1 – WHS Monthly Report

REFERENCE DOCUMENT

- WHS Improvement Plan

WHS MONTHLY REPORT

DATE	January 2020
TO	February 2020, Council Meeting
FROM	Organisational Safety Manager

SUMMARY

The revised Strategic Objectives and implementation of audit findings were presented to WHS strategic committee in December for endorsement.

AUDIT/ INSPECTIONS

The 2020 audit plan is being finalised, will include additional annual inspections.

FITNESS FOR WORK

Wellness Programs

Skin checks expressions of interest have commenced and will run through first part of the year.

Workers Compensation & Rehabilitation

Nil to report currently.

Drug & Alcohol Testing

Testing has been completed around the region with the exception currently of St. Lawrence. There were no non-negatives recorded.

INCIDENT REVIEW

Review of the findings of the mini tractor roll over at the Clermont waste water facility is still under way, recommendations pending.

CONTRACTOR MANAGEMENT

A consultant is being engaged to review our contractor induction, clauses in tender documents as well as conduct training for Council staff who engage contractors.

EMERGENCY MANAGEMENT

Emergency management meetings and training will commence in February and March 2020, pending approval from Emergency Planning Committee.

ACTIONS

Actions continue to be monitored and addressed by the systems administrator, also the status of non completed vs completed within timeframes are monitored via graphs below.

COMMUNICATION & CONSULTATION

Toolbox meetings on hazard and risk management. Further communication around hazardous manual tasks in the promotion of the relaunched hazard hunter.

WHS MONTHLY REPORT

TRAINING

MANAGEMENT REVIEWS

WHS Strategic Committee

Strategic committee was cancelled for January due to lack of agenda items.

RISK MANAGEMENT

Risk Assessments

Enterprise risk assessments completed and relevant WHS risks included in directorate risk assessments. These have recently been reviewed by directorates.

Hazard Hunter Winners

2020 we will relaunch the hazard hunter program with the focus around hazardous manual tasks and substances.

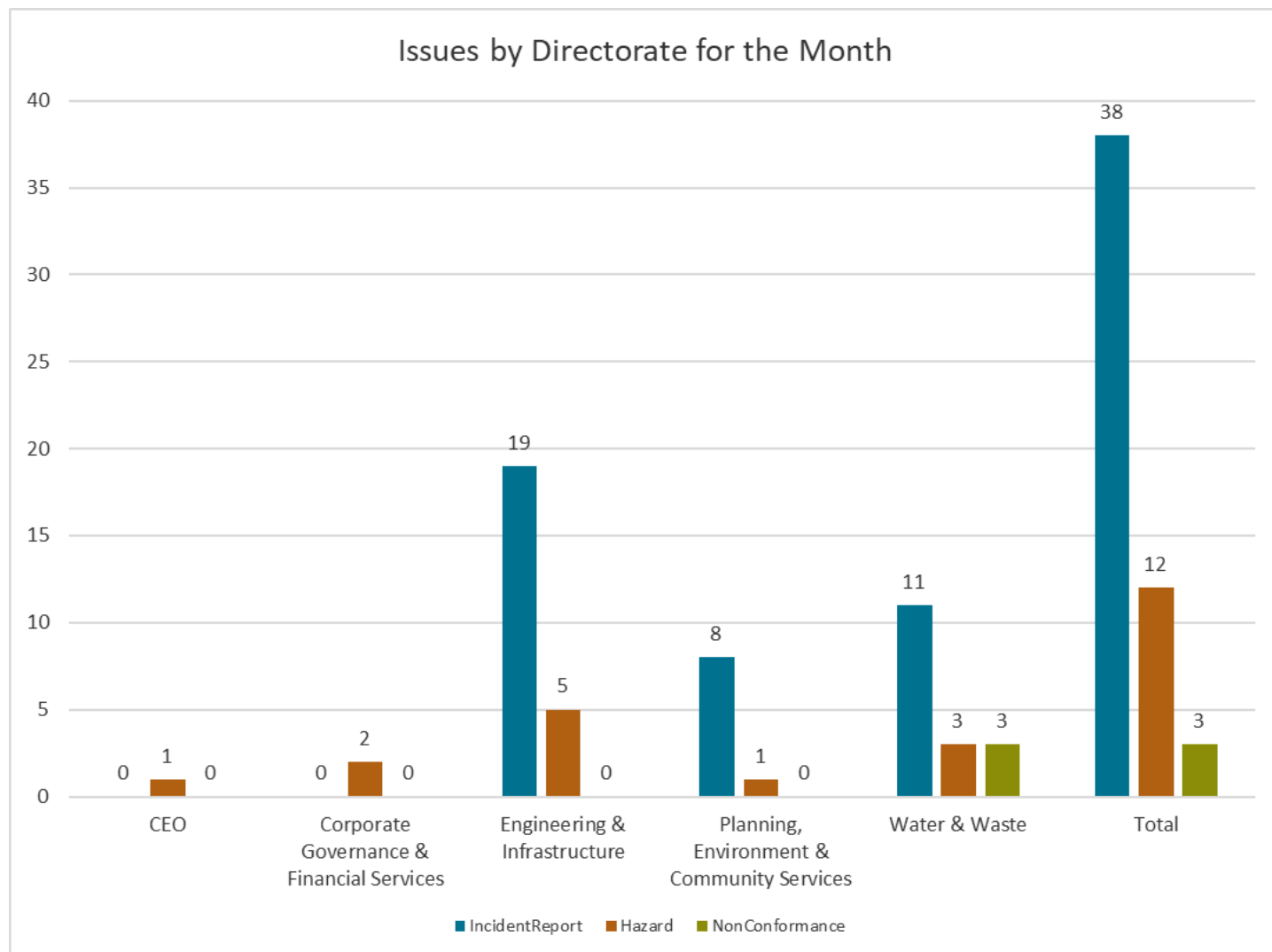
WHS MONTHLY REPORT

SAFETY KEY PERFORMANCE TARGETS

INDIVIDUAL OBJECTIVES				
OBJECTIVE		ANNUAL TARGET		
1 Action (safety chat, incident investigation, feedback on procedure, hazard inspection)		10	Please note that targets for directorates have been set to ensure overall achievement of monthly/annual numbers of KPI's for directorate and have allowed fofr annual leave etc.	
1 Communication (WHS committee, toolbox share, outdoor toolbox)		10		
LEAD INDICATORS ACTUAL		MONTH	YTD	COMMENT
Internal Audits scoring > 85%		0		Nil due to LGW audit
Internal Audits scoring < 85%		0		
# incidents in Draft after 48 hours		not available as yet		as at end of month
% of non completed actions		43%	10%	of actions over due
% of completed actions		47%	90%	
Hazard Hunters awarded		0	0	Annual winner award
# approved contractors			-	
# not approved (contractors who failed in their obligations)			-	
#expired and overdue contrator inductions			0%	
LAG INDICATOR ACTUAL		MONTH	YTD	COMMENT
LTI #		0	0	
LTI - days lost		36		total days lost
RWI #		1	0	
RWI - days lost		36	0	total days lost
LTIFR		0	11.2	
RIFR		19.9	25.59	
LEGEND				
LTI - Lost time Injury (lost next full shift)				
RWI - Restricted Work Injury (could not perform their normal role)				
LTIFR - LTI Frequency rate (the number of incidents/man hours x 1,000,000 man hours				

WHS MONTHLY REPORT

ISSUES BY DIRECTORATE



ANNUAL COMPARISION GRAPH

LTI - Lost time Injury (lost next full shift)

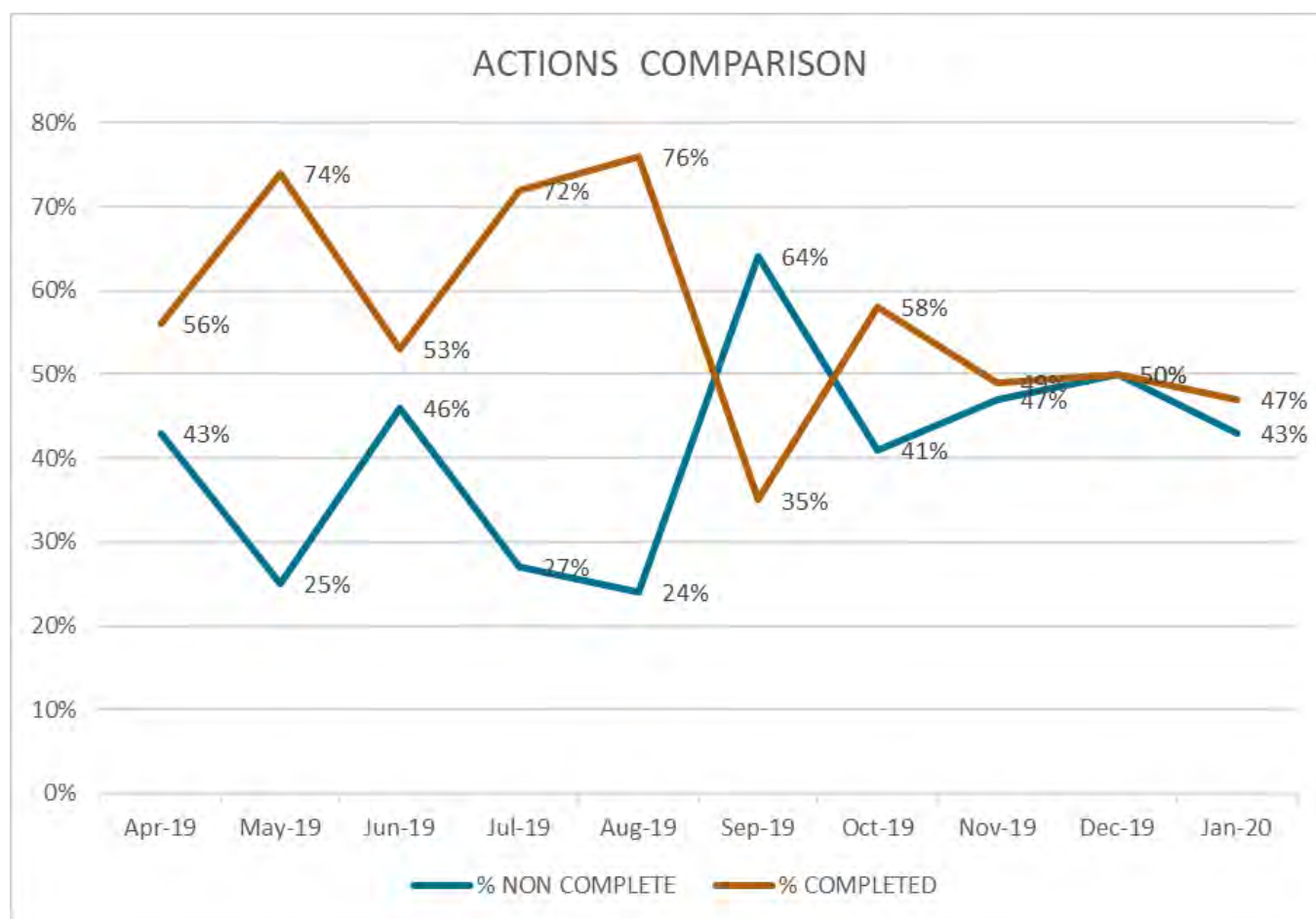
RWI - Restricted Work Injury (could not perform their normal role)

Not available at the time of report...

WHS MONTHLY REPORT

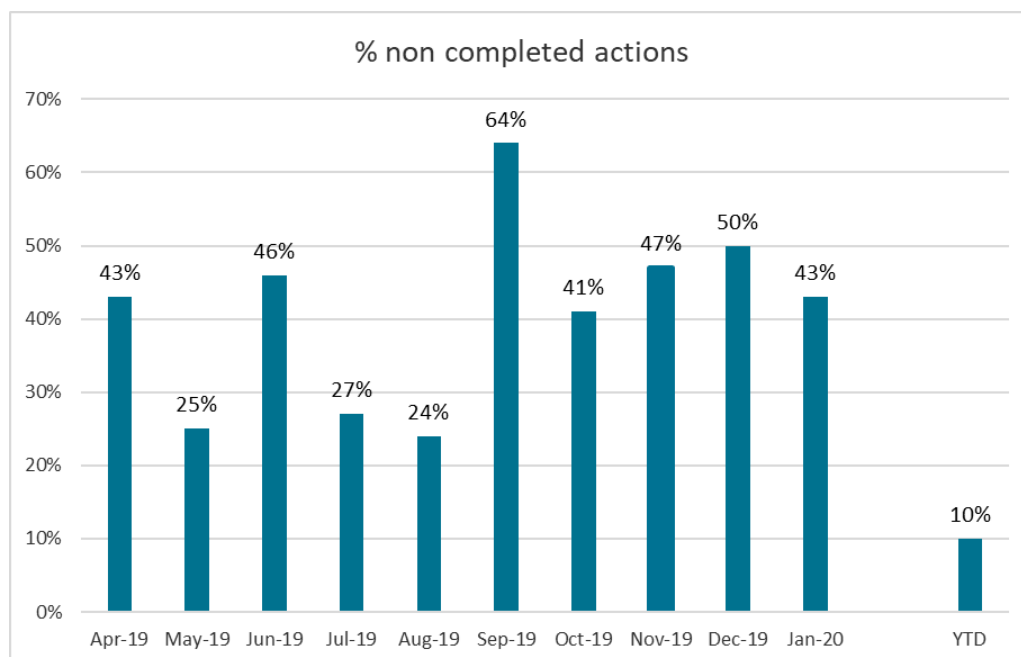
ACTIONS COMPLETED AND NON COMPLETED FOR THE MONTH

This graph below demonstrates some improvements in completions of actions. This is a snap shot in time at the end of the month and does not account for actions that may have been raised only the day before. The individual graphs give the overall status of actions YTD and this will be converted to rolling graphs after April 2020.

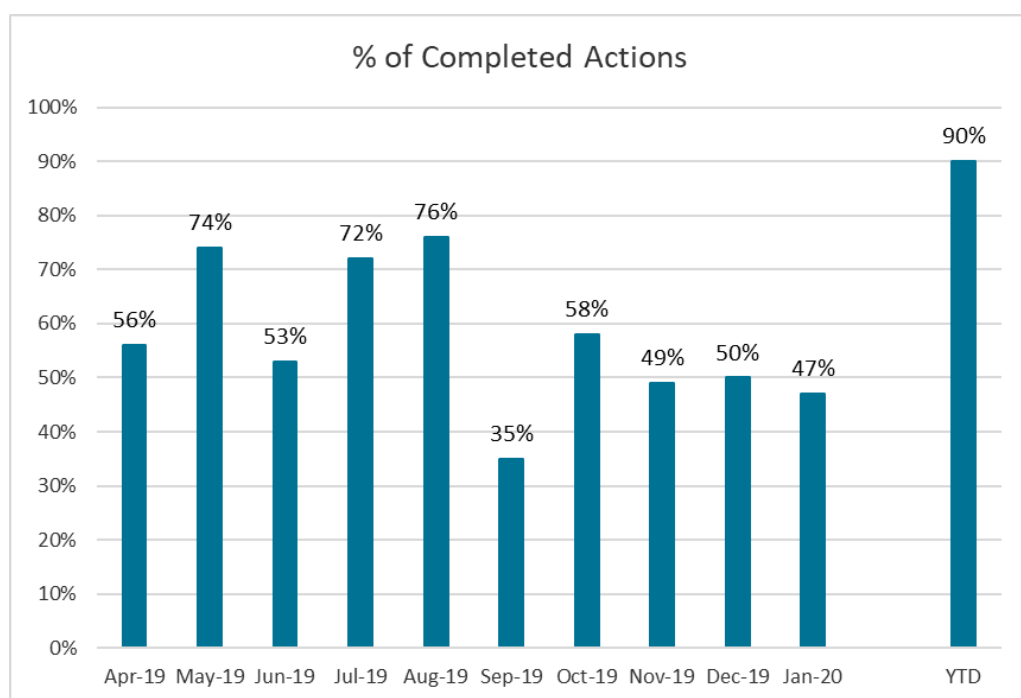


WHS MONTHLY REPORT

Number of NON COMPLETED actions for the month/total number of actions entered for the month.



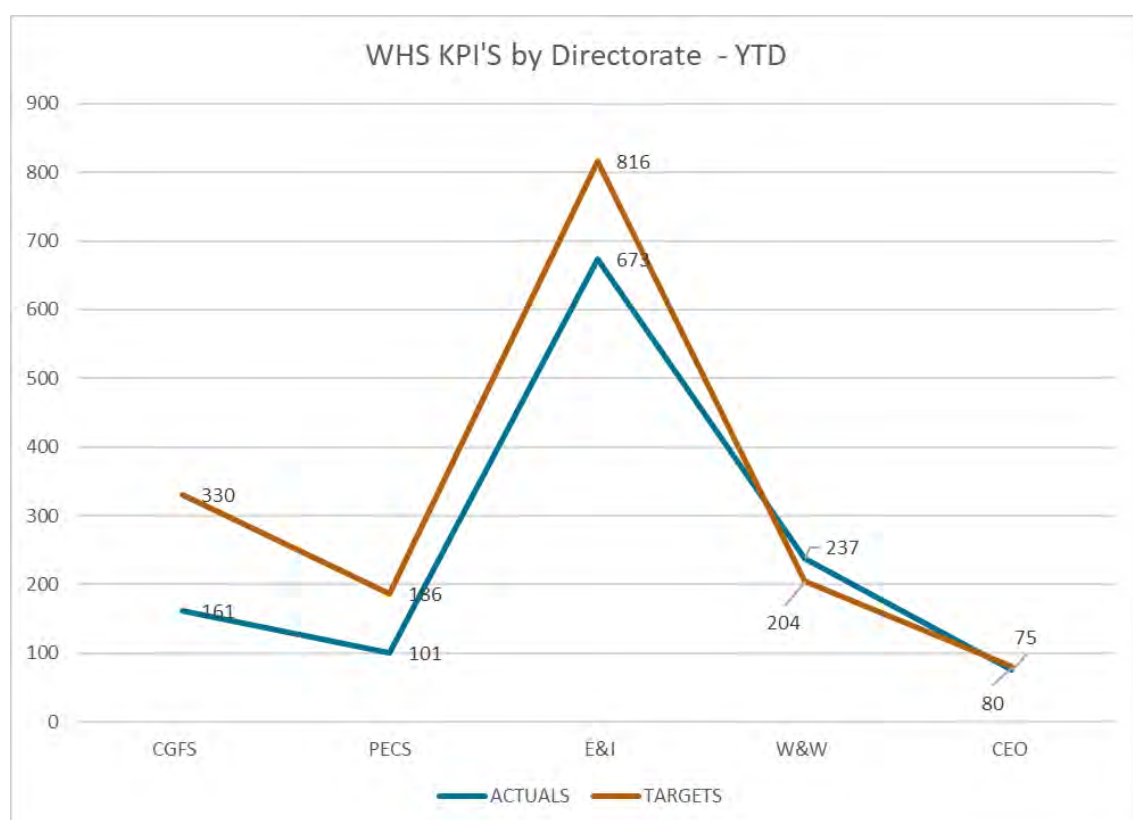
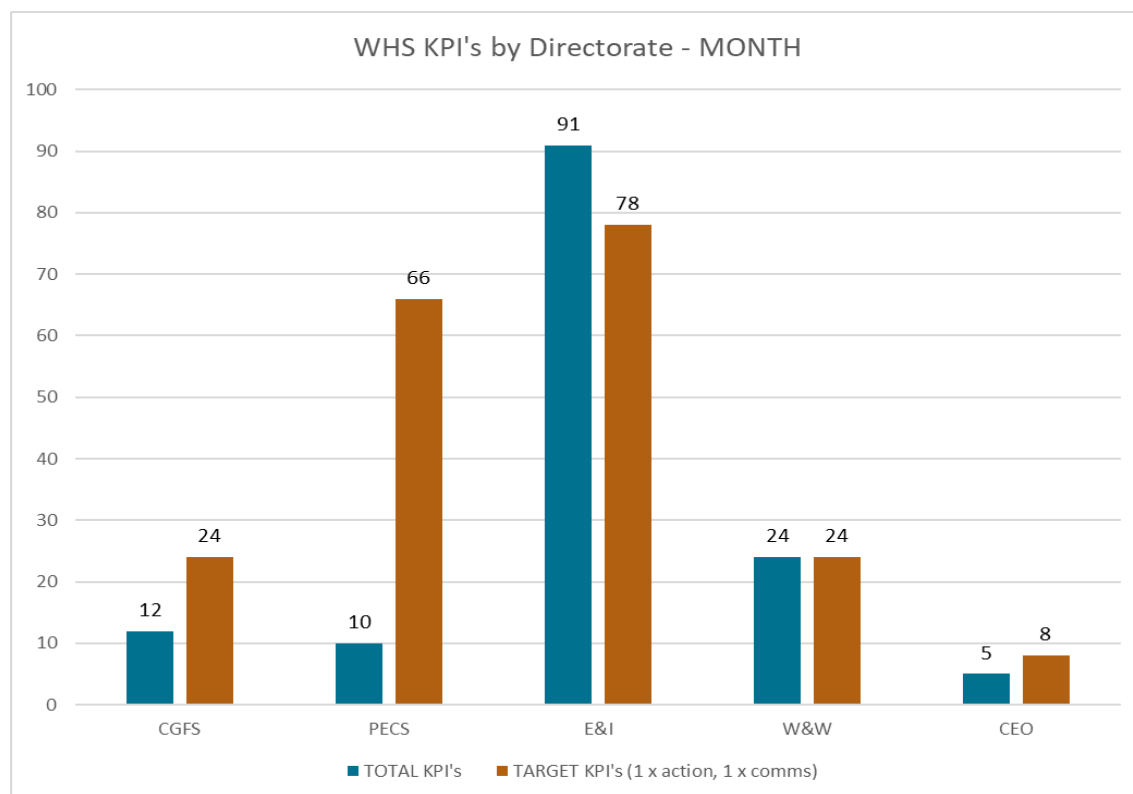
Number of COMPLETED actions for the month/total number of actions entered for the month.



WHS MONTHLY REPORT

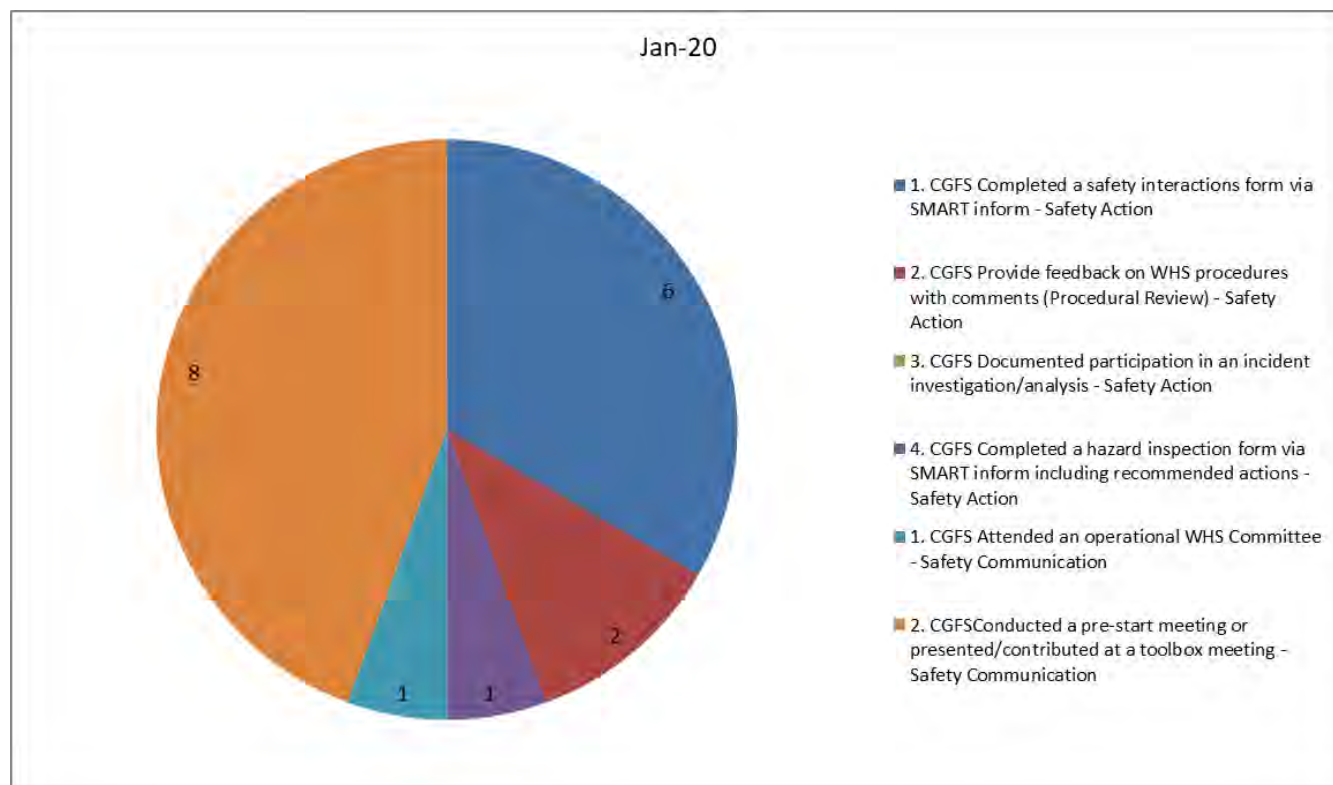
INDIVIDUAL KEY PERFORMANCE INDICATORS

Please note there has been some consolidation of targets this month. This will be the new targets for 2020. The YTD graph will continue to reflect trends by directorate over a 12 month period post April 2020.

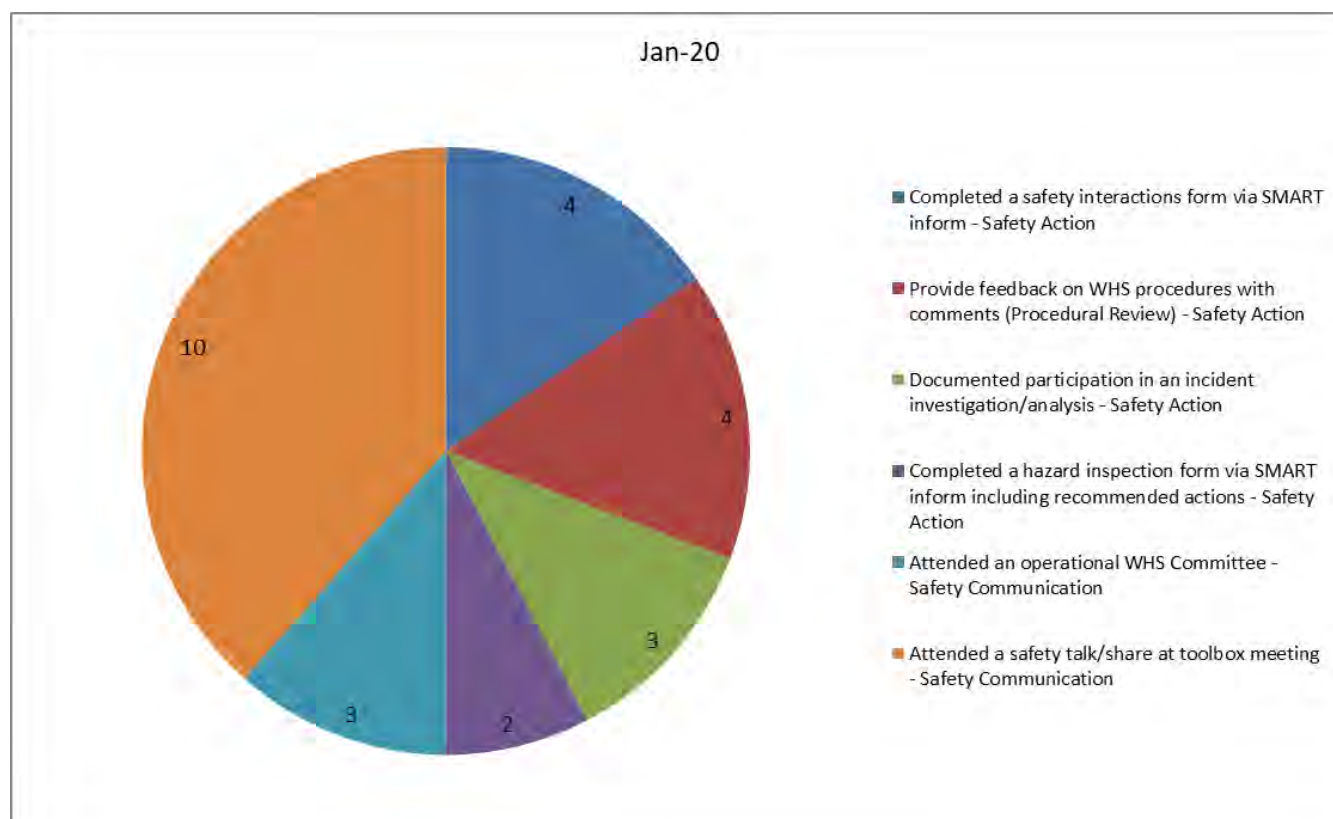


WHS MONTHLY REPORT

CORPORATE GOVERNANCE AND FINANCIAL SERVICES

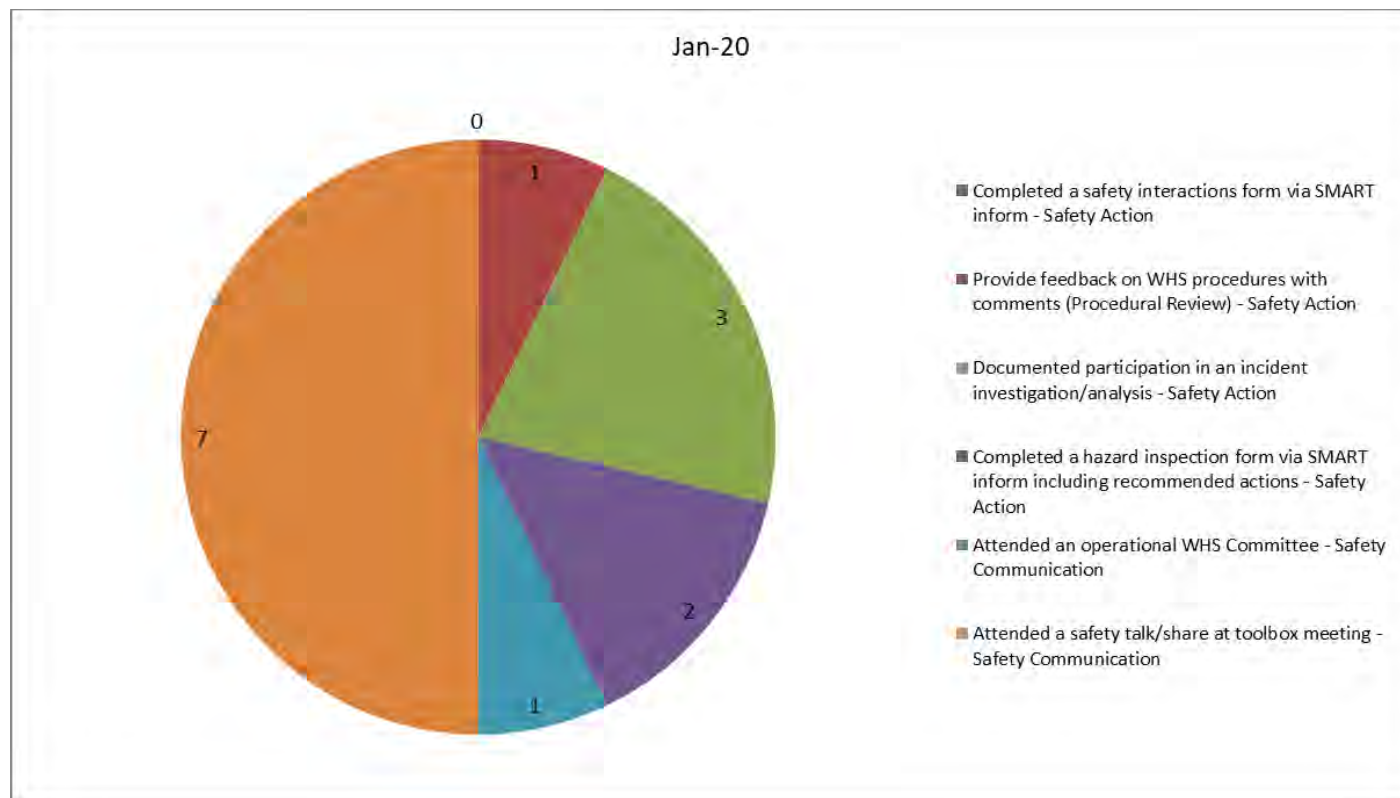


WATER & WASTE

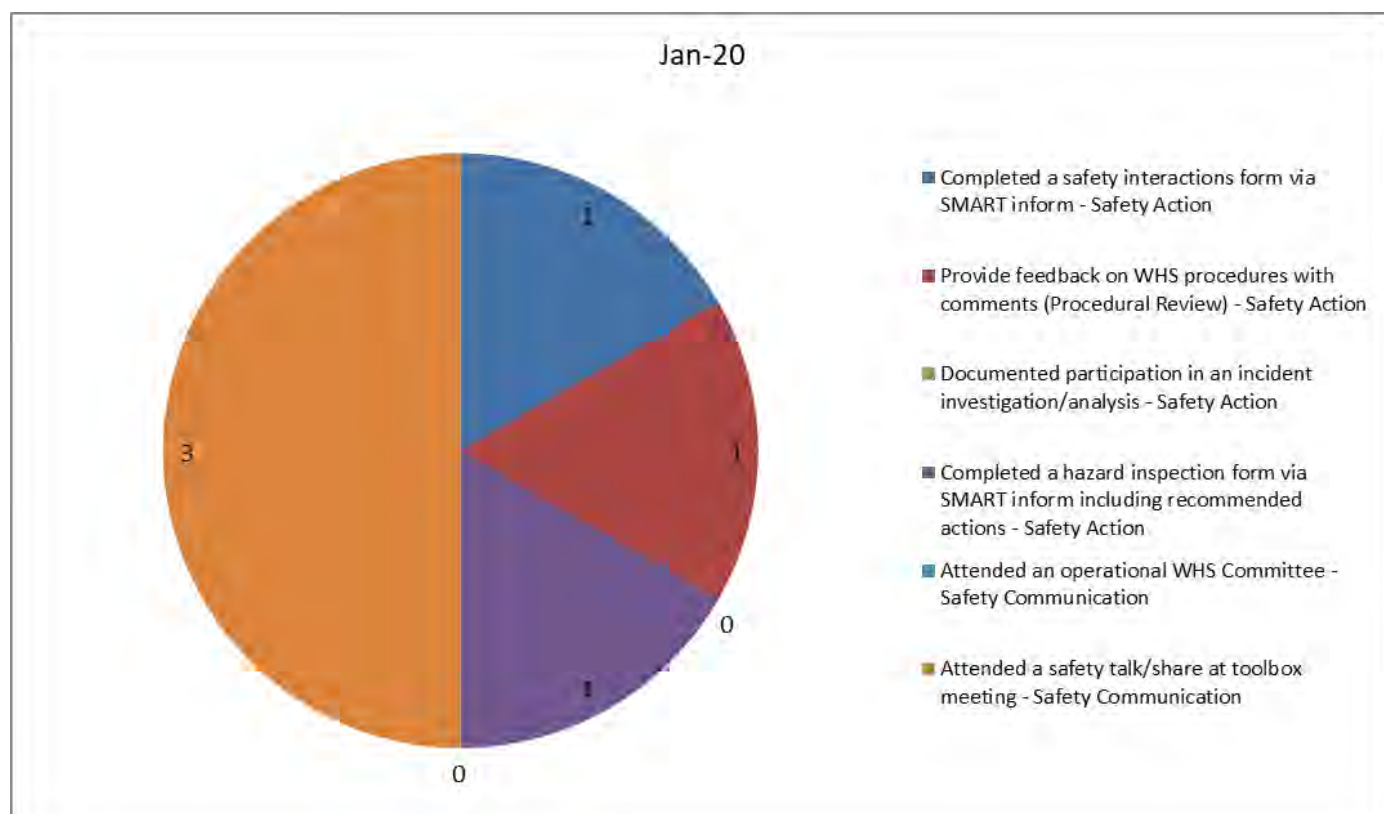


WHS MONTHLY REPORT

PLANNING ENVIRONMENT COMMUNITIES

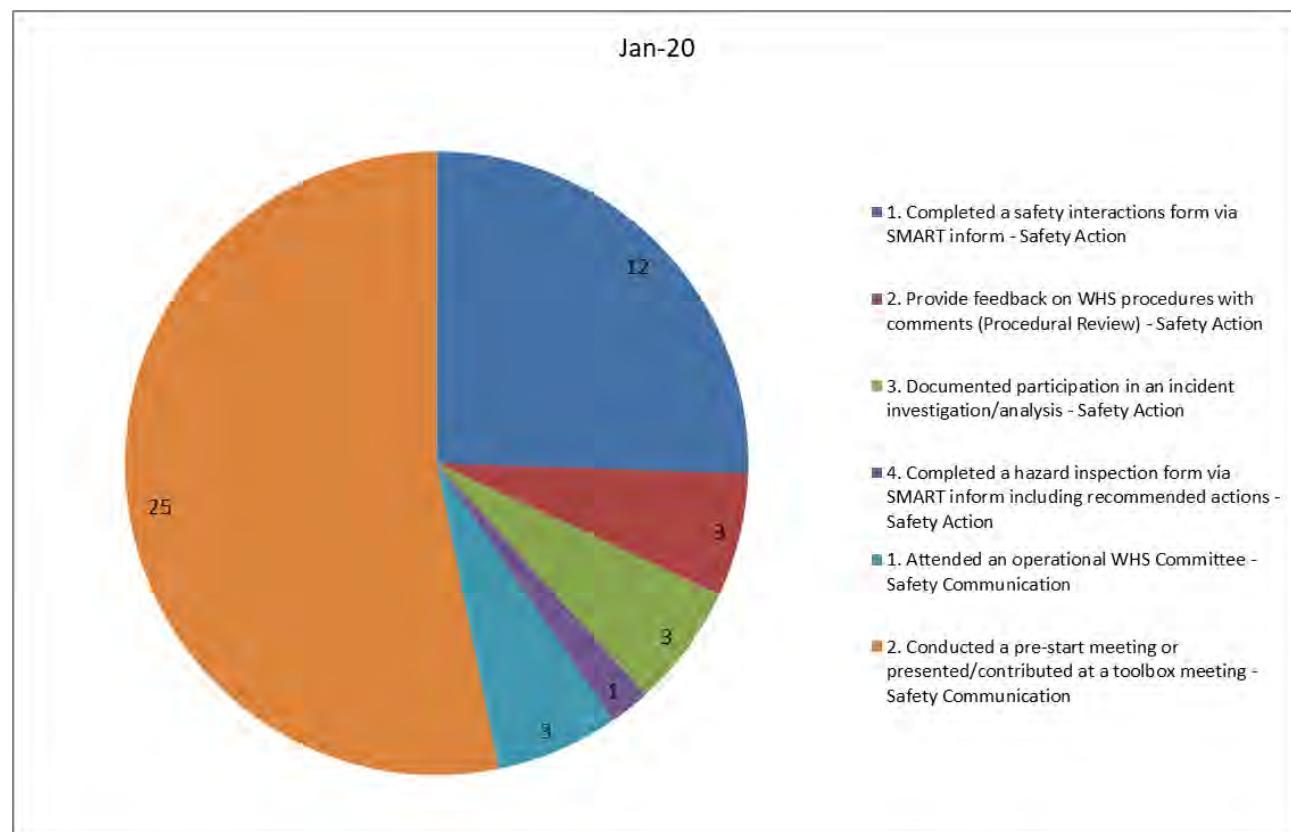


CEO OFFICE



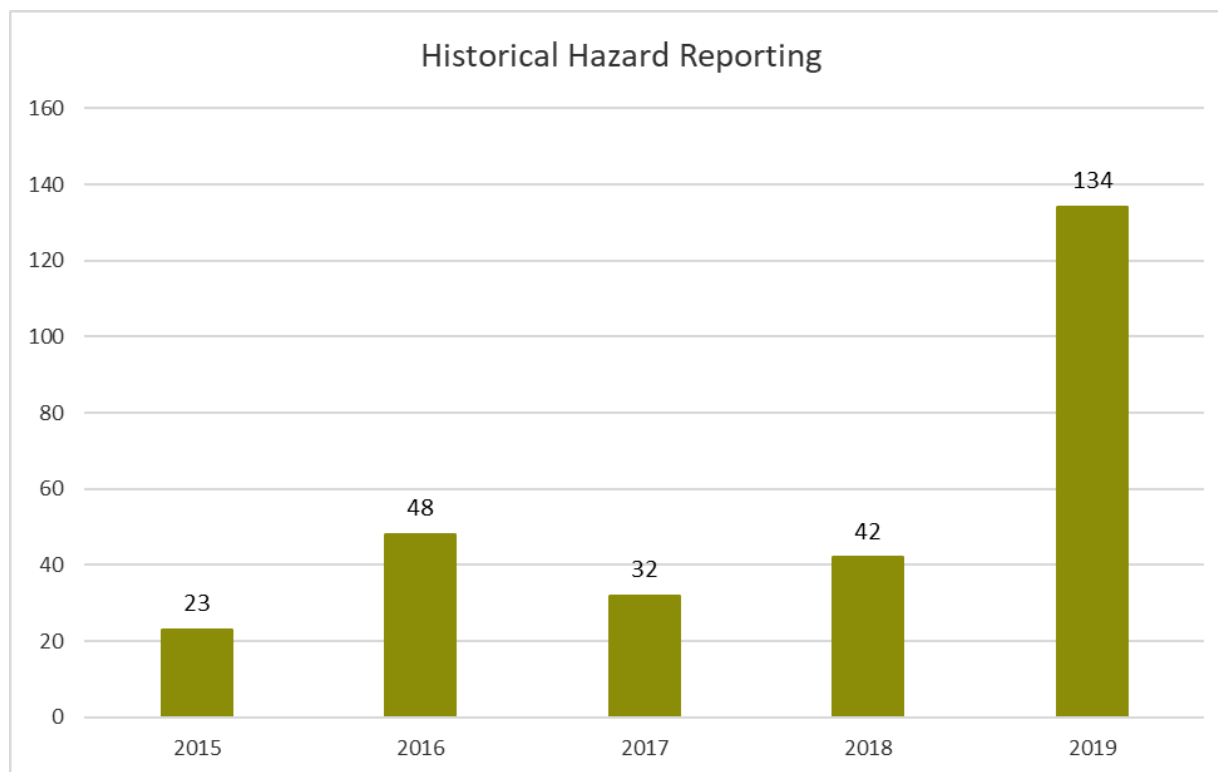
WHS MONTHLY REPORT

ENGINEERING & INFRASTRUCTURE

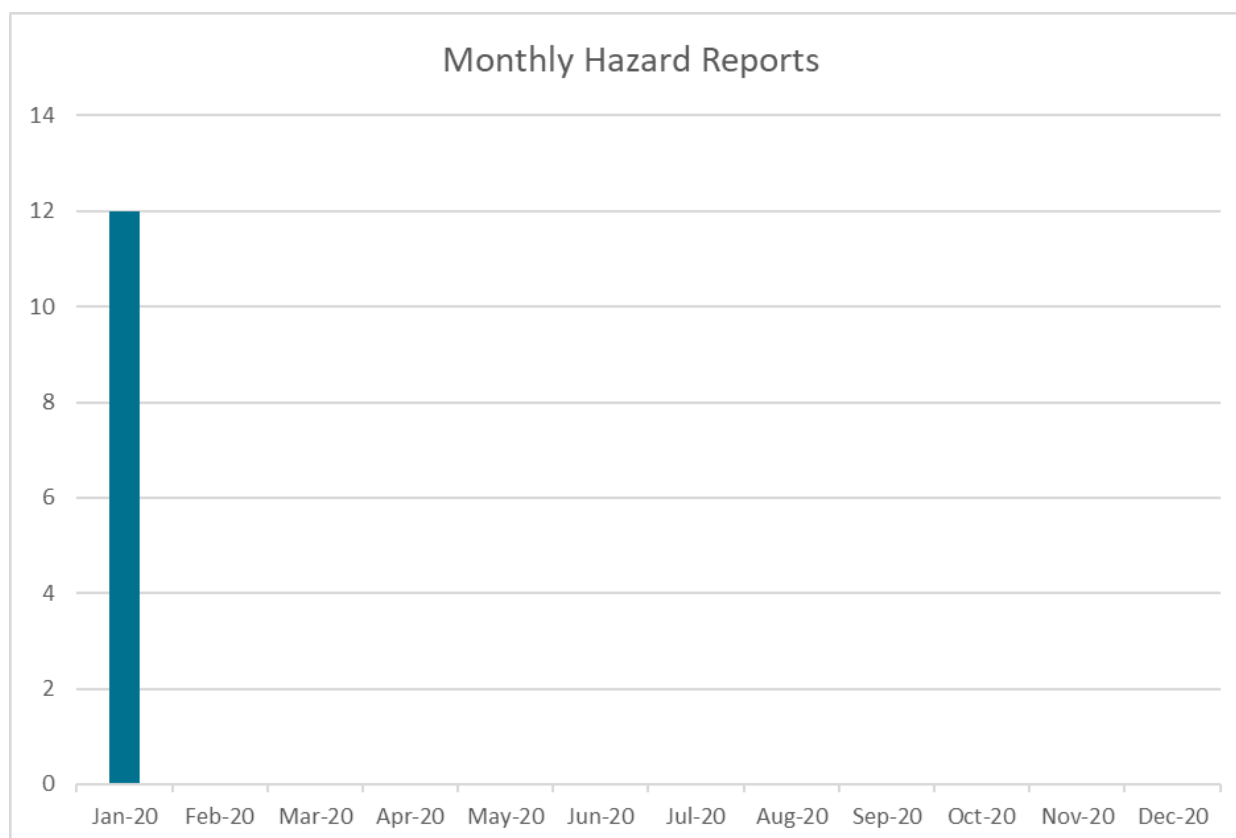


WHS MONTHLY REPORT

HAZARD REPORTS



HAZARD REPORTS PER MONTH



WHS MONTHLY REPORT

HAZARD HUNTERS

PURE PEOPLE POWER
THINK ISAAC



ThinkISAAC - Think HAZARD REPORTING

Be a hazard hunter and get involved.

This program encourages the identification, reporting and rectification of hazards.

In 2020 we are focusing on 'Hazardous Manual Tasks'. By identifying manual handling hazards and logging your report, we can work towards solutions to eliminate risk.

Each month a 'ThinkISAAC Hazard Hunter' will be selected and recognised for their work.

The monthly winner will receive:

- BBQ breakfast with their team cooked by the Director and Manager Organisational Safety
- Hazard Hunter Award Certificate
- Achievement published in Eyes on Isaac



MEETING DETAILS **Ordinary Meeting**
Tuesday 25 February 2020

AUTHOR Louise Wash

AUTHOR POSITION Manager Financial Services

9.14 ISAAC REGIONAL COUNCIL – 2019/2020 2ND QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2019/2020 financial year has been undertaken with each of the respective Department Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2019, with consideration also to the current January trends.

The review proposes a \$179K decrease to the budgeted operating surplus, along with a \$10M increase to capital revenue and a decrease of \$4.2M in capital expenditure. From discussions with managers there are potential savings in some projects of \$600K which may reduce the 2019/20 capital expenditure in the future. With the projects still ongoing, there has been no adjustments proposed at this stage.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. In accordance with section 170(3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2019/2020.***

Resolution No.: CGFS0468

Moved: Cr Lacey

Seconded: Cr Veal Veal

That the Committee recommends that Council:

- 1. In accordance with section 170(3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2019/2020.**

Carried

BACKGROUND

The second quarter budget review has been undertaken to allow for correction of any significant budget variances or unexpected events since the budget was formulated. Reporting on the actual performance to 31 December 2019, whilst also allowing for YTD figures through to January 2020. The budget review also aims to predict the anticipated position at 30 June 2020.

A detailed review has been undertaken by Management, the respective Directors and the Executive Leadership Team.

An executive summary outlining the performance to 31 December 2019, proposed amendments to the budget and any emerging trends or risks is attached.

IMPLICATIONS

Overall the proposed revised budget results in a decrease of the operating surplus of \$179K. This will result in a revised operating surplus of \$2.65M. It is noted that this is primarily as a result of reduced interest income and an increase in depreciation expense. Various other adjustments are noted including, recognition of additional income, which partially offsets the two key budget line items above.

The capital revenue budget is proposed to be increased by \$10M to \$37.7M as a result of additional grant funding and an anticipated increase for proceeds from sale of PPE. This was partially offset by the removal of unsuccessful grant applications and the deferral of milestone receipts to the 20/21 financial year.

The capital expenditure program is proposed to be amended from \$69M to \$65M to recognise variations, along with deferral of capital expenditure to the 20/21 financial year. There are further potential savings which may be realised across some projects, however as these projects are still ongoing, no adjustments are proposed at this stage. It is estimated that these potential savings may decrease the capital spend by approximately \$600K in the future.

As the budget revisions do not result in a material variation to the financial year result, there is no adjustment to the existing adopted Long Term Financial Forecast. The overall position of the Long Term Financial Forecast will be reviewed as part of the 2020/2021 budget process, with particular attention paid to reduced interest earnings.

CONSULTATION

- Executive Leadership Team
- Departmental Managers
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Financial Services to amend the adopted 2019/20 budget.

KEY MESSAGES

Council has undertaken the second quarter budget review.

Council remains within the adopted operational budget.

Council is amending the capital budget to recognise variations to expected capital program delivery and associated capital revenue.

Report Prepared By:

LOUISE WALSH
Manager Financial Services

Date: 7 February 2020

Report Authorised By:

DARREN FETTEL
**Director Corporate, Governance and Financial
Services**

Date: 7 February 2020

ATTACHMENTS

- Attachment 1 - Executive Summary - Revised Budget 2019/2020

REFERENCE DOCUMENT

- IRC Operational Budget Review Q2 2020 (Directorate / Departmental Operating statements)
- IRC Capital Budget Review Q2 2020 (Directorate / Departmental Capital Project listings)

EXECUTIVE SUMMARY
2nd Quarter BUDGET Review 2019-20

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended December 2019				
Whole of Council Consolidated				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	86,688,843	86,688,843	-	41,038,556
Fees & Charges	3,172,343	3,658,943	486,600	1,997,801
Rental Income	1,364,857	1,319,857	(45,000)	630,990
Interest Received	1,894,746	904,800	(989,946)	522,151
Sales of Contract & Recoverable Works	3,891,391	4,189,908	298,518	922,246
Operating Grants, Subsidies & Contributions	6,960,347	7,235,555	275,209	3,079,065
Other Recurrent Revenue	7,126,214	7,284,094	157,881	3,419,151
	111,098,741	111,282,001	183,260	51,609,961
Expenses				
Operating Expenses				
Employee Expenses	38,389,058	38,311,221	(77,837)	17,983,072
Materials & Services	43,833,620	44,046,605	212,985	20,856,887
Finance Costs	636,000	636,000	-	269,454
Depreciation and Amortisation	25,407,469	25,634,115	226,646	12,702,566
Corporate Overheads & Competitive Neutrality Costs	-	-	-	-
	108,266,147	108,627,942	361,794	51,811,979
Operating Position Before Capital Items	2,832,594	2,654,060	(178,534)	(202,019)
Capital Revenue				
Capital Revenue	27,148,238	37,232,590	10,084,352	14,200,612
Proceeds from Sale of Land & PPE	240,000	480,000	240,000	272,653
	27,388,238	37,712,590	10,324,352	14,473,264
Increase/(Decrease) in Operating Capability	30,220,831	40,366,649	10,145,818	14,271,246

Executive Summary

The 2nd quarter budget review for 19/20 was undertaken at the end of the December by engaging with respective Department Managers and Directors. An initial desktop exercise was undertaken by Finance and results provided to Managers and Directors for their review and commentary. The overall result has also then been provided to ELT for high level analysis and confirmation.

Overall the proposed revised budget results in a decrease of the operating surplus by \$179K. It is noted that this is primarily as a result of reduced interest income and an increase in depreciation expense. Various other adjustments are noted including, recognition of additional income which has partially offset the two key budget line items above.

Key changes to the Operating result were as follows:-

- Fees & Charges increased by \$487K, recognising increased earnings for potable water sales and Community Centre revenue, partially offset by a decrease in animal fees and building and plumbing fees.
- Interest Received decreased by \$990K, recognising reduced earnings through lower rates of return and reducing levels of cash reserves.
- Sales of Contract & Recoverable Works increased \$299K, recognising reimbursements for recoverable works with a subsequent increase in materials and services.
- Operating Grants, Subsidies & Contributions increased by \$275K, recognising additional NDRRA income for operational works, training grant and some other smaller grant funds.
- Other Recurrent Revenue increased \$158K due to increased activity at Council's landfill sites.
- Employee Expenses decreased \$78K and is attributable due to vacancy of a recoverable position with recoverable income adjusted accordingly.
- Materials & Services increased \$213K due to an increase in recoverable works expenditure, mainly offset by a decrease in waste levy expenses.
- Depreciation is proposed to be increased by \$227K following the review of depreciation after recent asset register data cleansing, revaluations and external audit.

The capital revenue budget is proposed to be increased by \$10.3M to \$37.7M as a result of additional grant funding and an anticipated increase for proceeds from sale of PPE. This was partially offset by the removal of unsuccessful grant applications and the deferral of milestone receipts to the 20/21 financial year.

The capital expenditure program is proposed to be amended from \$69M to \$65M to recognise variations, along with deferral of capital expenditure to the 20/21 financial year. There are further potential savings which may be realised across some projects, however as these projects are still ongoing no adjustments are proposed at this stage. It is estimated that these potential savings may decrease the capital spend by approximately \$600K in the future.

Risks / watching brief

The following key operational budget areas are highlighted for monitoring and will be assessed further at the 3rd Quarter budget review in April.

Whole of Council

- Risk around application of 9% vacancy rate, utilisation of leave entitlements and lower capitalisation of wages and internal plant.
- Management of materials and services expenditure to ensure they remain within budget.

Office of the CEO

- Managing trainee grants and expenditure across financial years.

Corporate, Governance & Financial Services

- Lower rates of return on investments and lower cash levels.
- Operating grants being impacted by early release of part of the Federal Assistance Grant in the previous financial year.
- Rating estimates to be monitored after the second rating run is finalised.
- Turnover in senior staff is noted in relation to operations and corporate knowledge.
- Risk around disaster management and business continuity (disaster season), particularly for Organisation Safety and Information Services.

Engineering & Infrastructure

- Impact of E&I transition plan and internal/capital allocations relating to employee expenses and internal plant hire. This will be monitored and reassessed at Q3 review.
- Operating grants being impacted by the early release of part of the Federal Assistance Grant in the previous financial year.
- RMPC under budget for both recoverable works revenue and materials and services, however past trends suggest budget predictions will be met.

Planning, Environment and Community Service

- Impact of PECS transition plan to be monitored and reassessed at Q3.
- Building and plumbing fees currently trending below budget and has been reduced in the Q2 budget. It is noted that the original intention of the increased fees was to fund the additional filled position.
- Risk around ongoing Theresa Creek Dam septic disposal expenses whilst awaiting capital rectifications.
- Risk around completion of Grant funded projects within timeframe and potential requirement to refund Grants (historical and current).
- Potential risk around pools repairs and maintenance.

Water & Waste

- Risk around management of existing water agreement and progression of additional agreements.
- Council not yet receiving any invoices from contractor for kerbside waste collection, noting that Council is now over 3 months into the contract.
- Management of materials and services expenditure to ensure they remain within budget.

Council Performance Year to Date

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 31 December 2019								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	41,038,556	-	41,038,556	41,186,621	(148,066)	86,688,843	47.3%
Fees & Charges	2	1,997,801	-	1,997,801	1,650,372	347,429	3,172,343	63.0%
Rental Income		630,990	-	630,990	680,508	(49,519)	1,364,857	46.2%
Interest Received	3	522,151	-	522,151	947,373	(425,222)	1,894,746	27.6%
Sales of Contract & Recoverable Works	4	922,246	-	922,246	1,945,695	(1,023,449)	3,891,391	23.7%
Operating Grants, Subsidies & Contributions	5	3,079,065	-	3,079,065	4,007,461	(928,396)	6,960,347	44.2%
Other Recurrent Revenue	6	3,419,151	-	3,419,151	3,563,107	(143,956)	7,126,214	48.0%
		51,609,961	-	51,609,961	53,981,138	(2,371,178)	111,098,741	46.5%
Expenses								
Operating Expenses								
Employee Expenses	7	17,983,072	-	17,983,072	17,923,452	59,621	38,389,058	46.8%
Materials & Services	8	20,856,887	7,010,915	27,867,802	22,964,678	4,903,124	43,833,620	63.6%
Finance Costs		269,454	-	269,454	308,000	(38,546)	636,000	42.4%
Depreciation and Amortisation		12,702,566	-	12,702,566	12,703,734	(1,169)	25,407,469	50.0%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	(0)	0	(0)	0.0%
		51,811,979	7,010,915	58,822,894	53,899,864	4,923,030	108,266,147	54.3%
Operating Position Before Capital Items		(202,019)	(7,010,915)	(7,212,934)	81,274	(7,294,208)	2,832,594	(254.6%)
Capital Revenue								
Capital Revenue	9	14,200,612	-	14,200,612	13,109,947	1,090,665	27,148,238	52.3%
Proceeds from Sale of Land & PPE	10	272,653	-	272,653	120,000	152,653	240,000	113.6%
		14,473,264	-	14,473,264	13,229,947	1,243,318	27,388,238	52.8%
Net Result Attributable to Council in Period		14,271,246	(7,010,915)	7,260,331	13,311,221	(6,050,890)	30,220,831	24.0%
Total Comprehensive Income		14,271,246	(7,010,915)	7,260,331	13,311,221	(6,050,890)	30,220,831	24.0%
Council's operating position at month end is a \$0.2M deficit								

Operating Revenue

Net Rates & Utility Charges

Net rates and utility charges are tracking below budget with an unfavourable variance of \$148K. In January with supplementary rate notices being run, this is now a favourable variance of \$71K. This will be monitored and re-assessed at the 3rd Quarter Budget review.

Fees & Charges

Fees and charges are tracking above budget with a favourable variance of \$347K. This overall trend is expected to continue with January reporting a favourable variance of \$409K. This positive variance is due to a variety of factors including potable water sales, development fees and community centre income. The budget adjustment at Quarter 2 reflects the increased activity, however this is offset by a reduction of annual animal registrations and building & plumbing income, which are below budget expectations. These will be further assessed at the 3rd Quarter Budget Review.

Rental Income

Rental income was below budget at December YTD by \$50K. This line item will be monitored and assessed again at the 3rd Quarter Budget Review.

Interest Received

Interest received at December year to date was \$425K below budget, with the trend continuing in January to a \$486K unfavourable variance. This is a result of lower rates of return on investments and lower amounts invested prior to the receipts related to the first rates run and delayed receipt of grant funding. Due to these external factors, the budget is being proposed to reduce by \$990K. Interest earnings will continue to be closely monitored and reassessed at the 3rd Quarter Budget Review.

Sales of Contract & Recoverable Works

Sales of contract & recoverable works are unfavourable to budget by \$1M. This is predominately due to the timing of the RMPC program and invoicing. Whilst the variance at the end of January has increased, historically this has corrected over the remainder of the financial year.

Operating Grants, Subsidies & Contributions

Operating grants are \$928K unfavourable to budget as a result of reduced Federal Assistance Grant payments with the early release of funds in the previous financial year. Funds are constrained in a general reserve in the event that a matching early release is not received in the current year.

Other Recurrent Revenue

Other recurrent revenue is \$144K unfavourable to December YTD budget with the variance increasing to \$211K in January. This is due to lower than anticipated waste invoicing which is impacted by the timing of monthly reporting close off dates. Waste has examined their budgeted income and anticipate an increase in revenue and subsequently the proposed budget has been increased \$158K. This will be closely monitored and reassessed at the 3rd Quarter Budget Review.

Operating Expenses

Employee Expenses

Employee expenses are unfavourable to the revised budget by \$60K. This variance was due to higher than budgeted wages across all Directorates offset by the cashflow of public holiday payments. The variance at January YTD however is favourable with employees utilising their leave during the December/January period, noting variances across Departments/Directorates. This item will be continually monitored and reviewed during the remainder of the financial year.

Materials & Services

Materials and services actual expenses for the year to date are \$20.9M, with \$7M recorded as commitments. This resulted in an unfavourable variance compared to budget of \$4.9M. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. The variance at January YTD (with commitments included) is \$5.2M unfavourable. It is noted that this trend may be impacted by the timing of invoicing and earlier monthly reporting close off dates. It will continue to be monitored and reviewed in the 3rd Quarter budget review.

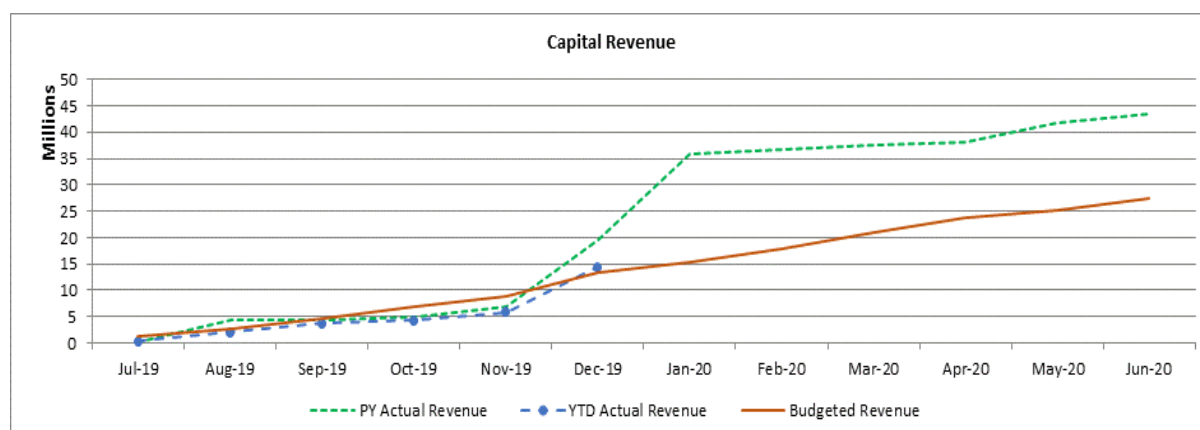
Finance Costs

Finance costs are currently tracking in line with budget with a favourable variance of \$39K. It is noted that this favourable variance has increased during January with the statements now showing a \$44K favourable variance.

Depreciation & Amortisation

Depreciation is \$1K unfavourable compared to December YTD Budget. January's depreciation increasing to an unfavourable \$44K variance compared to budget. It has been proposed to increase Depreciation by \$227K which has been based on the latest forecasting after recent asset register data cleansing, revaluations and external audit. It is noted of a redistribution of building depreciation has occurred within the Quarter 2 Budget Review to reallocate depreciation to the appropriate asset owners.

Capital Revenue



The full year capital revenue budget is currently \$27.4M, which comprises of Federal and State Grants, Contributions and Proceeds from Sale of Land and PPE. The December YTD actual revenue of \$14.5M is above YTD budget due to the receipt of NDRRA revenue for the finalisation of the various 16/17 Events. It is noted that at January YTD, the actual revenue had increased to \$23.6M.

Since the adoption of the 1st quarter Revised Budget, the following events below are to be recognised in relation to capital revenue:

- Council's receipt of NDRRA income (\$11,651,289):-
 - 16/17 REPA & Betterment \$10,517,452
 - Cyclone Trevor REPA \$ 1,133,837
- There has been recognition of contributions for the below projects (total \$44,040):-
 - CW192751 - MBH-Miners Memorial \$ 30,000
 - CW141848 – PECS Insurance Reimbursement \$ 14,040
- Council has since been advised that the below grant application has been unsuccessful:-
 - W & W CLM STP Inlet Screen Installation \$ 250,000
- Reduction of \$65,977 to CW182603 - Regional Water Recycling Program to reflect the final milestone payment and reconciliation of expenditure. Capital Expenditure on this project has been reduced accordingly.
- Deferral of Milestone deliverables to the 20/21 financial year offset, with a reduction of the expense in 19/20 (total \$1.3M):-
 - W4QLD (Please note expenditure reduction by \$735K) \$ 795,000
 - CW202807 Raw Water TCD Water Storage \$ 500,000
- Proceeds from Sale of Land & PPE has currently exceeded the annual budget of \$240,000 and it is proposed that this budget is increased by a further \$240,000.

From the above, Council's capital revenue budget for the 2nd Quarter Budget review is proposed to be increased by \$10M to \$37.7M.

Capital Expenditure

The below table provide a summary of the whole of Council, by directorate, for capital expenditure for the December YTD.

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	919,455	403,236	1,322,691	1,657,053	55.5%	79.8%
E&I	13,419,261	14,225,871	27,645,132	39,282,256	34.2%	70.4%
PE&CS	1,575,136	550,684	2,125,820	4,615,158	34.1%	46.1%
W&WW	7,167,567	3,800,103	10,967,670	23,435,754	30.6%	46.8%
TOTAL	23,081,418	18,979,895	42,061,313	68,990,221	33.5%	61.0%

At January 2020, it is noted that actual expenditure had increased to \$26.3M.

The capital expenditure program for 19/20 FY is proposed to be amended from \$69M to \$64.8M. The 2nd Quarter Budget Review has identified the below proposed amendments:

Corporate, Governance & Financial Services

- Organisational Safety:-
 - CW192663 Upgrade to VHF Communications – decrease \$8,885 of excess funds and return to the NDRRA Reserve

Engineering & Infrastructure

- Corporate Properties:-
 - Part deferral of CW202787 Works 4 QLD 19-21 program of \$320K and transfer of project to Community Facilities
- Infrastructure, Planning & Technical Services:-
 - CW192693 & CW192753 - decrease to NDRRA 16/17 / Betterment Projects by \$45,155 following finalisation
 - CW202841 – March 2019 Cyclone Trevor event - increase from NDRRA reserve \$1,133,837

Planning, Environment and Community Services

- Community Facilities - part deferral of Works 4 QLD 19-21 program of \$735K to 20/21 FY:-
 - CW202798 \$275,000
 - CW202816 \$175,000
 - CW202818 \$285,000
- Increase for works funded by insurance \$14,040 (CW141848)

Water & Waste

- Water & Wastewater – Deferral of \$2M of funds to the 20/21 FY, for the following projects:-
 - CW182537 \$300,000
 - CW182581 \$300,000
 - CW202807 \$500,000
 - CW202808 \$400,000
 - CW202817 \$500,000

- Water & Wastewater – Finalisation of projects and the return of \$25,667 excess funds to Reserves:-
 - CW170013 \$ 314
 - CW172422 \$ 15,117
 - CW182569 \$ 1,311
 - CW182577 \$ 8,076
 - CW182579 \$ 849

- Water & Wastewater – Decrease of funding \$315,975 for the following:-
 - CW182603 \$ 65,975
 - CW192733 \$ 250,000

- Waste – Deferral of funds to the 20/21 FY \$1,9M:-
 - CW202809 \$1,600,000
 - CW202810 \$300,000

In addition to the proposed amendments above, the detailed capital projects review undertaken by managers and ELT has led to proposed balancing adjustments inside of Departments/ Directorates, with no bottom line impact.

Prepared by:

Louise Walsh – Manager Financial Services (CFO)

Susan Martin - Senior Accountant Budgets & Statutory Reporting

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended December 2019				
Office of the CEO				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	45,000	65,000	20,000	45,072
Rental Income	-	-	-	-
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	117,837	-	(117,837)	-
Operating Grants, Subsidies & Contributions	80,000	170,000	90,000	154,190
Other Recurrent Revenue	-	-	-	-
	242,837	235,000	(7,837)	199,262
Expenses				
Operating Expenses				
Employee Expenses	2,929,193	2,851,356	(77,837)	1,418,727
Materials & Services	1,294,673	1,314,673	20,000	563,507
Finance Costs	-	-	-	-
Depreciation and Amortisation	-	-	-	-
Corporate Overheads & Competitive Neutrality Cos	(4,776,643)	(4,776,643)	-	(2,388,321)
	(552,778)	(610,615)	(57,837)	(406,088)
Operating Position Before Capital Items	795,615	845,615	50,000	605,350
Capital Revenue				
Capital Revenue	-	-	-	-
Proceeds from Sale of Land & PPE	-	-	-	-
	-	-	-	-
Increase/(Decrease) in Operating Capability	795,615	845,615	50,000	605,350

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended December 2019				
Corporate, Governance & Financial Service				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	56,915,400	56,915,400	-	28,345,064
Fees & Charges	60,000	60,000	-	29,944
Rental Income	-	-	-	-
Interest Received	1,834,246	756,800	(1,077,446)	438,718
Sales of Contract & Recoverable Works	125,000	125,000	-	52,394
Operating Grants, Subsidies & Contributions	3,048,248	3,070,266	22,018	912,501
Other Recurrent Revenue	285,554	285,554	-	259,183
	62,268,448	61,213,020	(1,055,428)	30,037,803
Expenses				
Operating Expenses				
Employee Expenses	7,905,019	7,905,019	-	3,368,504
Materials & Services	9,750,737	9,704,382	(46,355)	5,965,684
Finance Costs	636,000	636,000	-	269,454
Depreciation and Amortisation	650,000	809,473.37	159,473	360,662
Corporate Overheads & Competitive Neutrality Costs	(13,129,570)	(13,129,570)	-	(6,564,785)
	5,812,186	5,925,305	113,118	3,399,518
Operating Position Before Capital Items	56,456,261	55,287,715	(1,168,546)	26,638,285
Capital Revenue				
Capital Revenue	44,850	44,850	-	27,455
Proceeds from Sale of Land & PPE	-	-	-	-
	44,850	44,850	-	27,455
Increase/(Decrease) in Operating Capability	56,501,111	55,332,565	(1,168,546)	26,665,740

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended December 2019				
Engineering & Infrastructure				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	212,293	222,293	10,000	111,387
Rental Income	1,209,545	1,149,545	(60,000)	541,155
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	3,648,554	4,064,908	416,354	869,853
Operating Grants, Subsidies & Contributions	2,332,441	2,470,631	138,190	661,748
Other Recurrent Revenue	-	-	-	20,617
	7,402,832	7,907,377	504,545	2,204,759
Expenses				
Operating Expenses				
Employee Expenses	11,596,947	11,596,947	-	5,637,028
Materials & Services	8,302,880	8,678,665	375,785	3,581,856
Finance Costs	-	-	-	-
Depreciation and Amortisation	15,675,452	14,529,027	(1,146,425)	7,836,728
Corporate Overheads & Competitive Neutrality Costs	7,839,285	7,839,285	-	3,919,643
	43,414,564	42,643,924	(770,640)	20,975,255
Operating Position Before Capital Items	(36,011,732)	(34,736,547)	1,275,184	(18,770,495)
Capital Revenue				
Capital Revenue	19,806,775	31,303,064	11,496,289	10,232,826
Proceeds from Sale of Land & PPE	240,000	480,000	240,000	272,653
	20,046,775	31,783,064	11,736,289	10,505,479
Increase/(Decrease) in Operating Capability	(15,964,957)	(2,953,484)	13,011,473	(8,265,016)

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended December 2019				
Planning, Environment & Community Service				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	2,047,050	2,002,150	(44,900)	1,116,250
Rental Income	130,000	145,000	15,000	73,681
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	-	-	-	-
Operating Grants, Subsidies & Contributions	448,083	473,083	25,000	299,051
Other Recurrent Revenue	8,000	8,000	-	4,125
	2,633,133	2,628,233	(4,900)	1,493,108
Expenses				
Operating Expenses				
Employee Expenses	9,544,516	9,544,516	-	4,506,032
Materials & Services	6,592,454	6,735,454	143,000	3,015,968
Finance Costs	-	-	-	-
Depreciation and Amortisation	670,000	1,647,363	977,363	361,514
Corporate Overheads & Competitive Neutrality Costs	4,276,001	4,276,001	-	2,138,001
	21,082,971	22,203,334	1,120,363	10,021,515
Operating Position Before Capital Items	(18,449,838)	(19,575,101)	(1,125,263)	(8,528,407)
Capital Revenue				
Capital Revenue	1,679,280	1,083,320	(595,960)	209,942
Proceeds from Sale of Land & PPE	-	-	-	-
	1,679,280	1,083,320	(595,960)	209,942
Increase/(Decrease) in Operating Capability	(16,770,558)	(18,491,781)	(1,721,223)	(8,318,465)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended December 2019

Water & Waste

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	29,773,443	29,773,443	-	12,693,491
Fees & Charges	808,000	1,309,500	501,500	695,148
Rental Income	25,312	25,312	-	16,153
Interest Received	60,500	148,000	87,500	83,434
Sales of Contract & Recoverable Works	-	-	-	-
Operating Grants, Subsidies & Contributions	1,051,576	1,051,576	-	1,051,576
Other Recurrent Revenue	6,832,660	6,990,541	157,881	3,135,226
	38,551,491	39,298,372	746,881	17,675,028
Expenses				
Operating Expenses				
Employee Expenses	6,413,383	6,413,383	-	3,052,782
Materials & Services	17,892,877	17,613,432	(279,445)	7,729,871
Finance Costs	-	-	-	-
Depreciation and Amortisation	8,412,017	8,648,252	236,235	4,143,661
Corporate Overheads & Competitive Neutrality Costs	5,790,927	5,790,927	-	2,895,464
	38,509,204	38,465,993	(43,210)	17,821,779
Operating Position Before Capital Items	42,288	832,379	790,091	(146,751)
Capital Revenue				
Capital Revenue	5,617,333	4,801,356	(815,977)	3,730,388
Proceeds from Sale of Land & PPE	-	-	-	-
	5,617,333	4,801,356	(815,977)	3,730,388
Increase/(Decrease) in Operating Capability	5,659,620	5,633,735	(25,886)	3,583,637

MEETING DETAILS	Ordinary Meeting Tuesday 25 February 2020
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

9.15 2019-2020 ANNUAL OPERATIONAL PLAN – 2ND QUARTER PERFORMANCE REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2019, on the progress towards implementing the 2019-2020 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the 2nd quarterly performance report on the 2019-2020 Annual Operational Plan, for period ending 31 December 2019.**

Resolution No.: CGFS0469

Moved: Cr Ve a Ve a

Seconded: Cr Lacey

That the Committee recommends that Council:

- 1. Receive and note the 2nd quarterly performance report on the 2019-2020 Annual Operational Plan, for period ending 31 December 2019.**
- 2. The CEO will provide a report to Council in March with recommendations to amend the Operational Plan**

Carried

BACKGROUND

Council adopted the 2019-2020 Annual Operational Plan at its meeting held 25 June 2019 (resolution number 6148).

The Annual Operational Plan outlines programs, activities and targets that Isaac Regional Council will deliver within the 2019-2020 financial year. These programs and activities are aligned to the five key priority areas in Council's 5 Year Corporate Plan – Isaac 2015-2020. The Operational Plan is also the foundation of Council's 2019-2020 annual budget which provides resourcing for the identified programs and activities.

Each quarter, the Chief Executive Officer provides Council with an assessment of the organisation's performance via the Performance Progress Report. Attached to this report is the 2nd Quarter Performance Progress Report: October - December 2019, providing Council with a performance review highlighting the progress in implementing the priorities and projects identified in the 2019-2020 Annual Operational Plan.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

Following its adoption, the 2nd Quarter Performance Progress Report: October - December 2019 will be made available on Councils website.

Organisational Development Plan

The 2019-2020 Annual Operational Plan incorporates the Organisational Development Plan. This performance report provides an update on the progress of the Organisational Development Plan actions that is part of the Annual Operational Plan.

IMPLICATIONS

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

CONSULTATION

- Executive Leadership Team
- All Managers
- Senior Advisor

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report Prepared By:

LIZA PERRETT
Manager Governance and Corporate Services

Date: 24 January 2020

Report Authorised By:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 3 February 2020

ATTACHMENTS

- Attachment 1 – 2019-20 Annual Operational Plan Performance Update

REFERENCE DOCUMENT

- 2019-2020 Annual Operational Plan

2019-2020 Annual Operational Plan Performance Report



2nd Quarter Performance Report
Period Ending 31 December 2019
Resolution Number **XXXX**

Council adopted its 2019-20 Annual Operational Plan on 25 June 2019 (resolution number 6148). The Annual Operational Plan provides an activity and program-based plan on how and what Council will do during the financial year to respond to the priorities in Council's and the Communities long term planning documents.

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

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

The following provides an overview of council's progress towards implementing the 2019-2020 Annual Operational Plan for the period ending 31 December 2019.

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

LEGEND	TOTAL ACTIONS
On Target	122
Monitor	40
Below Target	10
Not Proceeding	0
Completed	9
Total	181



Communities

Isaac will have resilient, connected and diverse communities whose lifestyles and wellbeing are supported and whose regional identity is cherished.

C1: Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Street Lighting	Conduct Quarterly Inspections^	95% Operational	Infrastructure	On Target

Comments:

Night audit was completed in December 2019 for all areas. All inspections completed and a number of additional adhoc inspections undertaken, report and addressed.
(The street light audits are standard, and the results get sent directly to Ergon for action (Key Performance Indicator is to complete the inspection only))

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Tenancy / Housing Acquisition and Disposal	Implement the strategic acquisition and disposal program 5 – 10 year	30 June 2020	Corporate Properties	On Target

Comments:

The Project Brief – Housing Portfolio Analysis has been presented to Land and Development Advisory Committee (LDAC). A full Council and Executive Leadership Team workshop on this project brief is planned prior to January 31, 2019. The future over-riding Residential Housing Strategy will be finalised after these consultations, and as part of these works, an Asset and Disposal plan will be formulated.

This Acquisition and Disposal program is linked and needs to be derived from the future Residential Housing Strategy, this is on target to be completed and implemented by 30 June 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Library Operations – Eight Libraries	A well utilised library service	Number of Library Programs offered (yearly trends)	Engaged Communities – Community Hubs	On Target
	Number of people attending Library programs	100% attendance		On Target
	% of population that are library members	50%		On Target

Comments:

Quarter	Programs		# Library Members
	# Programs	# Participants	
1 st Quarter	604	5425	13,432
2 nd Quarter	265	2698	9,495
3 rd Quarter			
4 th Quarter			

Programs - 217 programs delivered in Quarter 2 in addition to 48 outreach sessions

Participants – 2698 participants in programs

Library Members - 9,495 active library members as at end of Quarter 2 (following review of inactive memberships) or 45% of population

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IRC Halls & Centres Recreation Halls and Gyms Show Grounds	Establish first modernised community hubs (service centres) at Glenden and St Lawrence	30 June 2020	Engaged Communities – Community Hubs	Monitor
	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Community Facilities	On Target
	Provide effective and timely solutions to maintenance issues	90% compliance**		On Target

	Deliver annual capital works program	Schedules program delivered by 30 June 2020		On Target
	Undertake situational analysis reports for the Middlemount Community Hall, Dysart Civic Centre, Dysart Recreational Centre and Clermont Civic Centre as first stage toward development of a sustainable plan for Isaac halls and centres (stage 1 of W4Q funding - 2019-20 and 2020-21 funding program)	30 June 2020		On Target

Comments:

Establish Modernised Community Hubs – Commencement of this project was delayed by the unavoidable delays to the new managers in the Engaged Communities Department. Council engagement on the proposed Glenden Community Hubs is scheduled for February 2020. All community hubs staff have been appointed across all seven community halls. The intensive cross-training competency-based training and development plan is complete and undergoing its final due diligence prior to approval for commencement in March 2020.

Provide and operate halls and centres to deliver safe, efficient and cost-effective services – All Halls and Centres continue to be operated safely and efficiently.

Provide effective and timely solutions to maintenance issues - All reactive maintenance requests are attended to on an "as received" basis. 2020/2021 will see a move to life cycle asset management planning and a stronger focus on planned preventative maintenance.

Deliver annual capital works program - All scheduled Capital Works including Works for Queensland (W4Q) projects are progressing in line with the Annual Capital Program.

Undertake situational analysis reports – Initial planning for this procurement has been completed and is now the subject of a current request for quotations (RFQ).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Airstrip	Provide efficient and timely solutions to maintenance issues	90% compliance	Economy & Prosperity	On Target

Comments:

Maintenance requirements short and long term have been proactively addressed.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 inspections/per quarter	Economy & Prosperity	On Target
	One (1) x Customer surveys per year	65% + customer satisfaction		On Target
	Monthly status reports - 1 per facility per month (participation and usage, activities and events, safety and security, including hazards and incidents, incident register, water quality, staff and qualifications, asset management (maintenance))	100% (8/month received and validated)		Below Target
	Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020		On Target
	Provide efficient and timely solutions to maintenance issues	90% compliance		On Target

Comments:

Inspections - Sites are regularly visited. Further initiatives include the introduction of higher frequency formalised Lessee meetings. Complaints are being addressed on an individual basis (of particular note, only one complaint has been received to date) and at this time it is considered that all pools are being efficiently run and customer focussed (considering asset age and condition).

Customer satisfaction - The survey will be released by the end of February 2020.

Monthly status reports - Reporting remains poor. Initiatives are being undertaken to include Lessees on the SMART Contractor portal to drive reporting efficiency (compliance) and alternate arrangements for incident reporting have been made. Further initiatives (Lessee meetings) have been introduced and will commence in February to drive reporting compliance and back capture data as required.

Scheduled program - Dysart works have been completed for this Financial Year. St Lawrence Pool replacement is currently on hold as a consequence of water restrictions. The Greg Cruickshank Aquatic Centre (GCAC) soft fall was completed during December 2019. Nebo works are scheduled to commence during February/March 2020. The overall capital programs for this area is on target

Maintenance - Maintenance issues are consistent across the Isaac Regional Council Pools. Response to the reporting of maintenance is a priority and is consistent with agreed service time frames and quality.

Water and Wastewater Services

C1: Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services

SERVICE AREA	DESCRIPTION	KEY PERFORMANCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Safety Management	Observance of Workplace Health & Safety procedures Field Audits	IMS Audits on Water and Waste sites	< 10/annum	Water & Waste	On Target
	Implement Risk assessment and training	Reporting of near misses	98% of identified near misses reported		On Target
	Safety Management of Contractors	Number of non-compliances and near misses	< 2		On Target

Comments:

Integrated management System (IMS) Audits – External IMS audits were undertaken at three Water and Waste sites this quarter. IMS Compliance across all areas of the business audited was high. The minor audit findings will be completed prior to the May 2020 Audit. Internal IMS Audits were also undertaken

Reporting of near misses – No Water & Waste near misses reported this quarter.

Non-compliance and near misses – Zero (0) Non-compliances or near misses regarding contractors

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Compliance	Integrated Management System in place	Certification - Waste Services	March 2020	On Target

Comments:

Integrated Management System (IMS) gap analysis of Waste Services in November 2019 had no findings for improvement. Certification of Waste Services will occur in May 2020 to coincide with the IMS external surveillance audits.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
MiWater	MiWater complaints due to system failures or errors	1,000 users/annum	<20	On Target

Comments:

Five (5) requests received this quarter which relate to MiWater system enquiries. All requests have been resolved.

C2: Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Youth Services	Develop a Youth Management Strategy and Policy position	30 December 2019	Community Programs	Monitor
	Undertake a gap analysis of youth programs and events which support young people throughout the region and develops and advocacy and facilitation plan to address priority gaps	30 June 2020		Monitor

Comments:

Youth Management Strategy and Policy position - Subject to Youth Unmet Needs Analysis. Community engagement on the Dysart Youth Program commenced in late January 2020.

Gap Analysis - Working with Regional Social Development Coalition (RSDC) to finalise scope of Youth Unmet Needs Analysis which will inform Youth Strategy. Project anticipated to commence Quarter 3

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Grant Program Management and Delivery	Coordinate and administer Council's Community Grants Program	Number of applications received per quarter	Community Programs	On Target

Comments:

Community grants delivered as per annual program. A special round of community grants to support the Moranbah 50th Anniversary celebrations in May 2020 is currently open and will close on 22 February 2020.

2019 - 20Quarter	Number of applications received		
	Major Grants	Minor Grants	Bursaries
1 st Quarter Outcomes	15	34	6
2 nd Quarter Outcomes	15	23	12
3 rd Quarter Outcomes			
4 th Quarter Outcomes			

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Social Planning	Develop a Social Infrastructure Strategy	30 June 2020	Liveability and Sustainability – Social and Community Planning	Monitor

Comments:

Background research and project scoping has advanced. Project planning commenced.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Programs and Events Calendar	Implementation of Annual Calendar* of events 2019/20	30 June 2020	Engaged Communities – Community Hubs	On Target

Comments:

Internal calendar developed and monthly meeting with Office of the CEO, Brand Media and Communications and Engaged Communities established.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Hubs Programs and Events	Coding of Robotics Programs and Annual Isaac Library Tech Fest	31 October 2019	Engaged Communities – Community Hubs	Completed

Comments:

Completed in Quarter One (1). Tech-savvy kids across the Isaac region showcased their coding skills and knowledge in the ultimate Lego Robot Challenge on Saturday, Seven (7) September 2019. Teams of children from Moranbah, Clermont, Dysart, Glenden and Nebo competed in the annual TechFest Lego Robotics Challenge, building their skills in science, technology, engineering, maths and teamwork.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Library Services	Modern and engaged library service program delivery	30 June 2020	Engaged Communities – Community Hubs	On Target

Comments:

Program delivery ongoing. 217 programs delivered in Quarter two (2) in addition to 48 outreach sessions. Library public WIFI progressing with internal network upgrades being completed prior to hardware installation and go live

An annual calendar of library programs, events and displays that support; children, the development of family and early literacy, youth, lifelong learning, digital literacy, digital citizenship, multiculturalism and inclusions, creativity and innovation.

C3: Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations yet come together to tackle common opportunities and challenges.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Partnership and volunteering programs in Libraries, Museums and Galleries	Programs, events, projects supported by external organisations, groups, businesses	10% of programs are supported by external collaboration/partnerships	Engaged Communities – Community Hubs	On Target
	Volunteering Program to supporting the development and delivery of library programs –Volunteering Program Intake	10% (supported by or inclusive of volunteers) 30 September 2019 31 March 2020		Monitor

Comments:

Programs, Events and Projects - Funding received from GIVIT as part of bushfire recovery to install noticeboard at Blue Mountain

Volunteering program - Recruitment Program currently being developed for new Volunteers.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Regional Arts Development Fund (RADF)	Acquittal of Arts Queensland Regional Arts Development Fund Grant 2018/2019 2018/20 Round 1 2018/20 Round 2 2018/20 Round 3	30 October 2019 30 September 2019 31 January 2020 30 April 2020	Engaged Communities – Community Hubs	On Target

Comments:

Grants program delivered in accordance with schedule Grants program delivered in accordance with schedule. Round one (1) – three (3) applications with three (3) approved

Dysart Arts: Creating characters watercolour workshop

Clermont Artslink: Silversmithing workshop

Moranbah SS P&C: Unleash your inner drummer workshop

Round two (2) – Five (5) applications with four (4) approved

Clermont Artslink: We're Sewing Outback

Whitsunday Arts Festival: Central Queensland cross regional ghost nets project

Clermont Artslink: Audio skills workshop

Tania Gillies: Furniture painting masterclass

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Libraries, Museums and Galleries	1,000 hours of volunteering in museums and galleries	30 June 2020	Engaged Communities – Community Hubs	Monitor

Comments:

2019 – 20 Quarter	Volunteer Hours at Libraries and Museums
1 st Quarter Outcomes	183
2 nd Quarter Outcomes	293
3 rd Quarter Outcomes	
4 th Quarter Outcomes	

C4: Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region.				
SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Private Works	Inspection and assessment of new residential and commercial driveway applications	<10 working days	Infrastructure Planning and Technical Services	On Target
	Traffic Management Plans, review and approve			On Target
	Process Construction in Road Corridor permits			On Target

Comments:

Inspections – Meeting targets. All applications processed within time requirements

Traffic Management Plans – Monitoring construction sites in conjunction with other Directorates to ensure safety and risk requirements are fulfilled. Plans received are continuously reviewed.

Construction - Meeting targets. All applications processed within time requirements

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Traffic/Vehicle permits	Assess Heavy Vehicle Permits applications	<10 working days	Infrastructure Planning and Technical Services	On Target
	Assess designated route for vehicle			On Target
	Road Closure application assessment			On Target

Comments:

Heavy Vehicle – Meeting targets This is the same comment as last month.

Designated Route – Meeting targets Frequent inspections and assessments of critical points on routes are carried out.

Road Closure - Any applications received are assessed within time requirements.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Plan, Design and Project Manage	2019/2020 Technical services Capital Works Program (new, renewal & upgrades)	90% of projects completed 30 June 2020 + / - 10% budget	Infrastructure Planning and Technical Services	On Target

Comments:

Ahead of schedule, aiming for designs and contract documentation completion by March 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Local Laws – Responsible Pet Ownership	Number of Australia Veterinary Association (AVA) Pet and People Education Programs (PetPEP) presentations	Four (4) presentations per annum	Community Education and Compliance	Monitor

Comments:

The Pawsitive Blueprint and a range of other initiative developed through the Domestic Dog Advisory Committee will replace the AVA Pet Rep Schedule for 2019/2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Pest Management	Undertaken Pest Control Activities (Invertebrate)	Two (2) rounds per annum	Liveability and Sustainability	On Target

Comments:

Council endorsed the draft Biosecurity Plan for public consultation at the October 2019 Ordinary Meeting. Public consultation occurred during November 2019, with two (2) public submissions received. The Draft plan will be revised in light of submissions and presented to Council for adoption in the 3rd Quarter. The plan will assist in prioritising invertebrate pest management activities of Council and the broader community.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Regulatory Compliance	Approved inspection program – animal registration /keeping of animals	30 June 2020	Community Education and Compliance	Monitor

Comments:

The Domestic Dog Advisor Committee has continued this in the context of overall responsible animal ownership and the matter is scheduled for further consideration at the April Standing Committee.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Native Title	Oversight of development and process for proposed new Indigenous Land Use Agreements (ILUA's)	100% implementation within timeframes	Liveability and Sustainability - Strategic Land Use Planning and Development Assessment	On Target
Native Title	Reporting and consultation on implementation/management of Indigenous Land Use Agreements (ILUA's)	100% implementation within allocated budget and timeframes	Engaged Communities – Community Engagement and Events	Monitor

Comments:

Oversight of development and process Indigenous Land Use Agreements (ILUA's) - All ILUA work completed on time.

Reporting and consultation on ILUA's – Closed merit recruitment in line with the PECS Functional Review has not led to an appointment of First Peoples Community Relations Officer position. Liveability and Sustainability continuing responsibility of task until changeover occurs.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Clermont Historical Centre	A well-attended centre	Number of visitors (yearly trends)	Engaged Communities and Community Hubs	On Target
	One (1) x exhibition a year	Number of tourists/visitors		On Target
	Visitor Information Centre	Number of tourists/visitors		On Target

Comments:

Annual exhibition – Set up for 2020 exhibition commenced for launch in the 3rd Quarter. Exhibition will be *Reflections of Resilience, Women Who Nursed Generations*.

2019 – 20 Quarter	Centre attendance	Visitor information Centre
1 st Quarter Outcomes	706	859
2 nd Quarter Outcomes	990	1104
3 rd Quarter Outcomes		
4 th Quarter Outcomes		

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Historic Nebo Museum	Courthouse and Jail Cell Building Rectifications	1 exhibition / year	Engaged Communities and Community Hubs	On Target
		Number of people attending museum exhibition (yearly trends)		On Target

Comments:

The annual exhibition is under development. New exhibition under development. Annual Bush Poets Smoko event undertaken in October 2019 on museum grounds.

2019 – 20 Quarter	Visitation
1 st Quarter Outcomes	94
2 nd Quarter Outcomes	134
3 rd Quarter Outcomes	
4 th Quarter Outcomes	

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
St Lawrence Static Museum	Maintain the grounds, buildings and historical collections held	National Museum and Gallery standards are met	Engaged Communities and Community Hubs	On Target

Comments:

All Programs on target.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Coalface Gallery and Dysart Library Art Space	An annual calendar of exhibitions for local and emerging artists: <ul style="list-style-type: none"> Three x Regional Touring exhibitions Five x Exhibitions by local or emerging artists 	30 June 2019	Engaged Communities and Community Hubs	On Target

Comments:

Two touring exhibitions hosted. Three exhibitions hosted: 1 August 2019 – 27 September 2019: Reunited: A Queensland Quilters Inc State of the Art Retrospective
2 October – 29 October 2019: Regional Arts Development Fund Showcase featuring works from local Isaac artists who have participated in activities or projects through funding from Isaac's Regional Arts Development Fund.
9 December 2019 – 21 February 2020: Transformations: Art of the Scott Sisters is an exhibition featuring reproductions of 39 delicate watercolours of butterflies and moths based on the original illustrations of Harriet and Helena Scott

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Cultural Heritage	Grosvenor Complex – Library Wall – Art Work Barada Barna Corporation Stage 1	15 July 2019	Engaged Communities and Community Hubs	Completed
	Grosvenor Complex – Library Wall – Art Work Barada Barna Corporation Stage 2	30 June 2020	Engaged Communities and Community Hubs	On Target

Comments

Stage one (1) – Stage one (1) completed.

Stage two (2) – Concept design completed project being managed by Planning, Environment and Community Services project manager.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Queensland Music Festival	Facilitation of the Queensland Music Festival – July 2019	30 June 2019	Library and Cultural Services	Completed

Comments:

Completed in the 1st Quarter. Help is on its way concert tour event delivered in Moranbah, featuring Glenn Shorrock, in July 2019.

C6: Facilitate urgent and visible support during times of stress to the community (such as mental health support, crime prevention and assisting those from a lower socio-economic level).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Recovery and Resilience	Review of existing Clarke Creek Community Plan to reflect contemporary recovery and resilience practices	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target
	Finalise the implementation of awareness program for Isaac Recover Plan	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target

Comments:

Social Planning resources will only become effectively available from the PECS Functional Review in February 2020. The project plans will need to propose new deliver dates taking into account the current suite of major Resource Project Social Impact Assessment under consideration.

C7: Improved engagement /partnerships with service providers to improve outcomes for the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Procurement	Review and refresh the panels of preferred and pre-qualified suppliers (Organisational Development Plan 20.2)	30 June 2020	Contracts and Procurement	Below Target

Comments:

Preferred Supplier Agreement delayed through staff turnover and limited resourcing. Note a number of Preferred Supplier Agreements (PSA's) have been released with a number of others to be released in the coming months. Award of these contracts cannot occur until after caretaker period.



Economy

Isaac will continue to be Queensland's number one performing regional economy based on a thriving, diverse and resilient mix of industry sectors

EC1: Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Investment Attraction	Draft an investment attraction framework.	30 June 2020	Economy and Prosperity - Economic and Tourism Development	Monitor

Comments:

Research and development progressing with a draft framework being developed in 3rd Quarter 2019-2020.

EC2: Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Investment Attraction	Develop an investment prospectus	30 June 2020	Economy and Prosperity - Economic and Tourism Development	On Target

Comments:

Research and development progressing with a draft investment attraction prospectus to be developed for the 3rd Quarter 2019-2020.

EC3: Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Economic Development	Develop a (rolling) 12-month Action Plan to implement priorities of the Economic Development Framework	30 September 2019	Economy and Prosperity - Economic and Tourism Development	Monitor
	Implementation of the Economic Development Framework (12 month rolling) Action Plan for 2019-2020	30 June 2020	Economy and Prosperity - Economic and Tourism Development	On Target

Comments:

Development of a 12-month Action Plan – Initial draft delivery plan developed second draft review to be conducted before presentation, strategy elements are progressing as well.
Implementation of the Action plan - Initial draft delivery plan developed second draft review to be conducted before presentation, but strategy elements are progressing as well.

EC4: Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Land Development - IRC housing estates	Administration of land sales – quarterly marketing of Anne St, Nebo	30 June 2020 (triggered by demand)	Economy and Prosperity	On Target
Clermont Sale yards & Showgrounds	Provide efficient and timely solutions to maintenance issues Deliver annual capital works program	90% compliance 90% of scheduled program delivered by June 2020	Economy and Prosperity - Saleyards and Showgrounds	On Target

	Deliver Revitalisation Project works	30 June 2020		On Target
	Develop a Master Plan for the Clermont Saleyards and Showgrounds	30 June 2020		

Comments:

Land Development – No enquiries to date, advertising campaign to be developed in the 4th Quarter.

Maintenance and Capital delivery targets – Maintenance & Capital delivery targets being met, no non-compliances to date

Revitalisation project – Projects progressing to program.

Master Plan – Projects progressing to program.

EC5: Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Advocacy	Advocacy and lobbying to government and industry to achieve Council's advocacy goals	30 June 2020	Economy and Prosperity – Economic and Tourism Development	On Target

Comments:

Advocacy positions have been developed in relation to the imports of automation in the resource sector and about achieving adequate medical and allied health services for the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Tourism	Implementation of Tourism Strategy	30 June 2020	Economy and Prosperity – Economic and Tourism Development	On Target

Comments:

Key Strategy work undertaken on tourism signage audit, St Lawrence Wetlands Weekend and marketing with Mackay Tourism. Economy and Prosperity has developed and implementation plan for presentation to Council in the 4th Quarter 2019/2020

EC6: Proactively promote and support local businesses within the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Small Business Week	Host small Business week activities	Events across several communities	Economy and Prosperity - Economic and Tourism Development	On Target
	Development and rollout Educational Program	100% 'good' or better rating		On Target

Comments:

Small Business week activities - Planning progressing for delivery in May 2020

Education Program - Planning progressing for delivery in May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Local Business Support	Implementation of Local Business Support Strategy	30 June 2020	Economic Development and Communities	On Target

Comments:

Initial draft delivery plan developed second draft review to be conducted before presentation, strategy elements progressing



Infrastructure

Isaac will have effective and sustainable Infrastructure that supports the needs of the region's communities and economic sectors

I1: Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Recoverable Works	Deliver Council's Roads Maintenance Performance Contract (RMPC) across the main road network	Deliver RMPC program	Infrastructure Parks and Recreation	Monitor

Comment:

Claims for this quarter are due to be submitted by end of January 2020, with September 2019 claim due early January 2020. Additional funds sourced for stabilising works from Department of Transport and Main Roads (DTMR), the works had to be delivered on the Gregory / Peak Downs Highway's only, no business case was requested or submitted.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure	Deliver Council's maintenance grading program	Scheduled delivered +/- 10% budget	Infrastructure Parks and Recreation	Monitor
	Deliver the annual Road Infrastructure Capital Works Program, including carry forward and externally funded projects (Roads 2 Recovery, Transport Infrastructure Development Scheme, etc)	Programmed maintenance works completed within FY +/- 10% budget		On Target
	Significant Road Infrastructure Pave, rehabilitation and/or seal: - Pasha Road - Mackenzie River-Capella Road - Golden Mile Road	Schedule delivered +/- 10% budget		On Target
	Resurfacing works as per schedule of locations	Schedule delivered +/- 10% budget		Monitor

Comments:

Maintenance grading program - Grading program has been slightly affected by water sourcing. Still on track but will continue to monitor.

Annual Road Infrastructure Capital Works Program - Progressing well, design and procurement have been complete on most projects will construction to start

Road Infrastructure Capital Works Program - Pasha Road Drainage works 90% complete with one floodway to be completed. Council due to complete ten (10) km section by end of January 2020, ten (10) km of Contractor section completed. Mackenzie River Capella Rd Isaac Regional Council crew due to start early February 2020. Golden Mile design completed and contractor for construction will be appointed by mid-January 2020.

Resurfacing works - Bowen Basin Regional Roads and Transport Group (BBRRTG) awaiting works schedules from Councils prior to award via extension of contract, once approved. IRC provided schedule in November 2019.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure – Operational Works	Delivery of Infrastructure's operational works (minor drainage, shoulder and pavement issues)	>85 % of budget	Infrastructure Parks and Recreation	On Target
	Deliver operations programs for the North Coastal regions	30 June 2020		On Target

Comments:

Operational Works - Being delivered as per the program.

Operations programs for the North Coastal Regions - Maintenance still being conducted and ongoing.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure – Private works	Cost effective planning and execution of contracted works	Programmed maintenance/private works +/-10% budget	Infrastructure Parks and Recreation	On Target

Comments:

No private works completed in this quarter (no applications received).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Bridge Renewal/ Replacement Program	Actively source and secure Bridge renewal/replacement funding	30 June 2020	Infrastructure Planning and Technical Services	Monitor

Comments:

Grant funding pursued. Awaiting release of State and Federal funding programs scheduled for release in January 2020.

Water and Wastewater Services

I2: Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Supply of safe and reliable recycled water	Undertaking studies to determine effluent management plans and upgrade of effluent treatment processes	Compliance with Environmental Authority (DES) - 100% Compliance	Water & Wastewater	Monitor
	Undertaking condition evaluations of recycled water Quality	Compliance with Environmental Authority (DES) - 100% Compliance	Water & Wastewater	Monitor
		Isaac Regional Recycled Water program completed and commissioned 30 June 2020	Water & Wastewater	Monitor

Comments:

Undertaking Studies to determine effluent management plans and upgrade of effluent treatment processes - Some issues with Electrical Conductivity at the Nebo Waste Water Treatment Plant. Water Treatment Plant optimisation with hardness v's conductivity of waste water being undertaken in conjunction with review of Environmental Authority (EA) for Waste Water Treatment Plant. Audit of all enforcement undertaking commenced to ensure obligations are being met.

Undertaking condition evaluations (Compliance) – Have met all environment guidelines and conditions.

Undertaking condition evaluations (Isaac Regional Recycled Water Program) - Proving process ongoing.

I3: Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks and Gardens - Infrastructure works	Deliver infrastructure works to protect Marg's Park from further severe erosion, St Lawrence	30 June 2019 +/- 10% budget	Infrastructure	Monitor

Comments:

Final environmental approval being completed in conjunction with Isaac Regional Council environmental team.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks and Recreation – Public conveniences	Cleaning, servicing and general maintenance of public conveniences	90% of Council's Service Level Standards met	Parks and Recreation	On Target
	Major and minor improvements of public conveniences	20% increase of condition ratings		On Target

Comments:

Maintenance - Regular inspections ongoing. Maintenance increased in some locations.

Major and minor improvements - Minor repairs scheduled and actioned.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Maintenance - Sportsgrounds and open space areas	Improvement in asset rating over previous year	90% of Council's Service Level Standards met	Parks and Recreation	On Target
	Renewal/replacement of softfall throughout parts of the region	30 June 2020		On Target

Comments:

Improvement on asset rating – Drought is beginning to impact on quality of playing surfaces, but new irrigation is keeping surfaces up to Council Levels of Service (LOS).

Renew/replacement of softfall – Planned softfall replacement is on track.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Maintenance - Playgrounds - Maintenance	Continual improvement via agreed program:	100% delivery of playground inspections/quarter	Infrastructure Parks and Recreation	On Target
	Compliant and safe playgrounds* *Australian Standards, AS4685 Parts 1 to 6	30 June 2019		
	Undertake a full IRC Playground Audit	30 June 200	Infrastructure Parks and Recreation	On Target

Comments:

Playground Audit - All planned playground inspections completed and documented. Drought affecting quality of some play spaces.

Upgrade/replacement of Playground equipment - at the Camila Sportsground remains on target with respect to budget and delivery timeframe with an anticipated completion date of 29th May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management - Parks, gardens and reserves	Continual Improvement in asset condition rating data improvement	20% increase of asset condition ratings	Infrastructure Parks and Recreation	Monitor

Comments:

The drought and heat impacting quality of parks, gardens and reserves. Irrigation being reduced due to shortage of recycled effluent water.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks, Open Spaces and Recreational Areas	Adopt an Open Space & Recreation Strategy	30 June 2020	Infrastructure Parks and Recreation	On Target
	Draft a Regional Park Strategy			

Comments:

Recreation and Open Space Strategy document has been available for public viewing from 25 November 2019 to 20 December 2019. Feedback and comments to be collated during January 2020.

I4: Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Flood monitoring	Installation of flood monitoring systems as per program	30 June 2020	Organisational Safety	Completed

Comments:

Capital project delivered in previous years.

Note aligned project progressing with Central Highlands Regional Council along the Isaac, Connors river and the surrounding properties. This affects Isaac by way of us having the flood level mapping (correlating local knowledge and surveying) for the Isaac rivers, specifically this will support downstream but potentially for planning arrangements also.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management - Local Disaster Management Plan (LDMP)	Review and update Local Disaster Management Plan & Sub Plans	31 October 2019	Organisational Safety	Completed

Comments:

The Local Disaster Management Plan has been reviewed and approved by District Disaster Management and Council. Further review of Plan and Sub Plans is ongoing.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management - Community preparedness and awareness	Communication program to inform the community of Get Ready programs (October - March)	31 March 2020	Organisational Safety	On Target

Comments:

The draft plan of engagement is included in Council's internal action plan, this is reviewed by the Director Corporate, Governance & Financial Services and as appropriate the Mayor. Next round of engagement will not start until after May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Communications	Upgrade to VHF communications for the region	30 June 2020	Organisational Safety	Completed

Comments:

VHF units installed in six (6) vehicles strategically placed around the region. The base station is located in the Local Disaster Control Centre building. We were on budget in the completion of the project. The last remaining objective is to conduct a desktop exercise to test the functionality of the unit, but this is part of normal operations.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Resilience	Natural Disaster Resilience Structure – Construction of eight (8) floodway's	30 June 2020	Infrastructure and Technical Services	On Target

Comments:

Tenders advertised for flood ways and three (3) new Collaroy Creek bridges. Tender closed, with aim to tentatively awarded early 4th Quarter 2020.

Tender awarded for construction of six (6) floodways, remaining two to be designed as not standard bed level crossing. The Collaroy bridge construction dependant on Development Application approval from the Department of Agriculture and Fisheries. Tenders have been called for the three bridges in anticipation of Development Application approval. Tender to be awarded on approval.

I5: Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
TV and Radio Broadcasting - Glenden and the Isaac coast	Availability of system	>98%	Information Technology	On Target

Comments:

Still have issues with the signal from Broadcast Australia in Mackay. Working with them to find a solution while the transition strategy is finalised. Portable generators purchased and installed to support ABC radio during storm season.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management Strategy	Draft Asset Management Plan and Framework	31 December 2019	Strategic Asset	Below Target
	Council adopt an Asset Management Plan and Framework	30 June 2020	Strategic Asset	On Target

Comments:

Draft Asset Management Plan and Framework - Framework adopted by Council. Strategic Asset Management Plan (SAMP) in progress in preference to Asset Management Plans (AMPs).

Adopt Asset Management Plan and Framework - Framework adopted by Council. SAMP in progress.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Project Accountability	Council adopt a Project Accountability Gateways Framework	30 June 2020	Strategic Asset	Completed

Comment:

Project Accountability Gateway (PAG) reviewed and improvements made and endorsed by Council. PAG for 2020/21 is underway and on track to meet budget corporate calendar timelines

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Fleet and Plant - Utilisation	Delivery of the capital program – replacement program	Programmed works completed +/- 10% of budget	Fleet, Plant and Workshops	On Target

Comment:

FLEET - 2019/2020 Replacement program is tracking well.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure	Delivery of the capital works program - renewal projects	Programmed works completed +/- 10% of budget	Infrastructure	On Target

Comment:

Sealed rehab revised start date of early February 2020. Unsealed road re-sheeting program progressing well and on target.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community and Recreational Facilities	Improved utilisation of community and recreational facilities/ spaces	95% of requests for spaces for activities are accommodated through utilisation of existing venues	Parks and Recreation	On Target

Comments:

Received for provision of "learn to ride" cycle tracks in Clermont and Dysart. Submitted as budget bids.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Facilities Maintenance	Implementation of the annual proactive facilities maintenance program	30 June 2020	Corporate Properties	On Target

Comments:

Maintenance works ongoing as per program.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Properties – Asset Management	Implementation of the 5/10-year capital works program for corporate properties and for maintenance and renewal of facilities/residential (including review)	30 June 2020	Corporate Properties	On Target

Comments:

The residential five (5) year capital program is complete

Data validation and formation of the Corporate Facilities five (5) year plan has commenced.

It is the intention to formulate a ten (10) year plan for both Residential and facilities renewals prior to 30 June 2020

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Properties - Capital Delivery	Delivery Capital Works Program within Budget and time frames	Programmed works completed +/-10% budget	Corporate Properties	On Target

Comments:

Tracking well, Request for Quotes (RFQ) to be released in January 2020 for all works to be completed by external contractors as per planned program.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Customer Service (connectivity)	Upgrade telephony system	June 2020	Information Technology	On Target

Comments:

Back ground work has started. Main cut-over scheduled for early February 2020. The IT capex program for 2019/20 has an approved project to upgrade the corporate (PABX) phone system. In preparation, some existing software has already been upgraded.

Water and Wastewater Services

I5: Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved.

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Provision of Reliable Water Supply and Waste Water Services	Negotiate improved and cost-effective allocations with mining companies to ensure sufficient supply at the best value for money	Water allocation and pipeline agreements in place	31 December 2019	Water & Wastewater	Below Target
	Water mains breaks	Per 100km / year	<30	Water & Wastewater	On Target
	Incidents of unplanned interruptions	Per 1,000 connections / year	<50	Water & Wastewater	Monitor
	Water quality related complaints	Per 1,000 connections / year	<20	Water & Wastewater	Monitor
	Drinking water quality	% of samples tested with no E. coli detection / year	98%	Water & Wastewater	On Target
	Construct/activate a new water connection within the following time frames once the invoice has been paid by the property owner	<ul style="list-style-type: none"> A standard connection A non-standard connection 	<30 business days <50 business days	Water & Wastewater	On Target
	Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours	<4 hours	Water & Wastewater	On Target
	Sewer mains breaks and chokes (blockages)	Per 100 km / year	<20	Water & Wastewater	Below Target
	Sewerage complaints – overflow on properties and odour	Per 1,000 connections / year	<15	Water & Wastewater	Monitor
	Construct/activate a new sewerage connection within the following time frames once the invoice has been paid by the property owner	<ul style="list-style-type: none"> A standard connection A non-standard connection 	<30 business days <50 business days	Water & Wastewater	On Target
	Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours	<4 hours	Water & Wastewater	On Target
	Total water and sewerage complaints (any nature)	Per 1,000 connections / year	<50	Water & Wastewater	On Target
Asset Management	Planned Maintenance Program on all W&W assets	2019-20 program delivered	30 June 2020	Water & Waste	Monitor
	Asset Management Plans	All Water and Waste plans in place	30 June 2020		Monitor

Comments:

Water allocation and pipeline agreements - Agreements at Middlemount (Anglo), Dysart (BMA) and Moranbah (Anglo) not completed.

Water Main Breaks - The target for the 1st Quarter is 7.5 water main breaks / 100km. Currently, Council has received 1.6 complaints / 100km of water mains with four (4) complaints recorded, thus well within target limit.

Incidents of unplanned interruptions – The target for unplanned interruptions / 1000 connections. Currently, Council has had a rate of 26.4 unplanned interruptions / 1000 connections to date, which is just over the target limit of 24.8.

Water quality related complaints - The target for complaints / 1000 connections. Council has a current rate of 11.8 complaints / 1000 connections to date which is just over the allowed rate of ten (10). Improvements and monitoring are required.

Drinking water quality - Council is currently 100% compliant with water quality criteria as per the Australian Drinking Water Guidelines.

Construction/activate a new water connection – Target met with Council being 100% compliant.

Time to respond to water incidents - Target met with Council being 100% compliant.

Sewer mains breaks and chokes (blockages) - The target for sewer breaks and chokes / 1000 connections. Council has had to date a current rate of 22.4 sewer breaks and chokes / 1000 connections, which can be attributed the aging sewer mains.

Sewerage complaints – overflow on properties and odour - The target for sewer complaints in relation to overflows or odour / 1000 connections. Council has had to date a current rate of 12.5 sewer breaks and chokes / 1000 connections, which can be attributed the aging sewer mains.

Construct/activate a new sewerage connection - Target met with Council being 100% compliant.

Time to respond to sewerage incidents - blockages, chokes, overflows - Target met with Council being 100% compliant.

Total water and sewerage complaints (any nature) – Well within target limit.

Maintenance Program – Data being updated by tablets and synchronising with Technology One. Adaptation of Operations Team is slower than expected.

Asset Management Plans (AMPs) - AMP's are not complete for all sites/assets.

Water and Wastewater Services

I6: Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Effective and Efficient Capital Works Delivery	Implementation of effective project and contract management systems and procedures	% of capital program delivered to budget	> 90%	Water & Wastewater	On Target
		All sub programs in the water & wastewater capital program is completed on time and in budget	> 90%	Water & wastewater	Monitor

Comments:

Target Measure % of capital program delivered to budget – Progress has been achieved in Purchase Order award.

All sub programs in the water & wastewater capital program have been completed on time and in budget - Actual construction completion requirements slightly behind.

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management	Implementation of programmed (preventive) maintenance across key assets (WTP/WWTP/SPS)	Computer maintenance management systems generating asset work orders	30 June 2020	Water & Wastewater	On Target
	Asset register and condition assessments completed for the Water & Waste	All assets with condition assessments logged in systems	30 June 2020	Water & Waste	On Target

Comments:

Computer maintenance management systems generating asset work orders – Operational Team to complete tasks assigned before new tasks generated.

All assets with condition assessments logged in systems - As Tasks are generated for each asset, condition ratings are provided by the operations team.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Building and Plumbing Assessments	Certification of building and plumbing works assessment of properly made applications within 10 days	100%	Community Education and Compliance	On Target

Comments:

Five (5) Building Application received all certified within ten (10) business days

16 Properly made plumbing application received and approved within ten (10) business days

Five (5) not properly made applications received – Request for Information's sent within ten (10) business days.

One (1) plumbing application received that is being approved & inspected by state government.



Environment

Isaac will have an appropriate and sustainable balance between environment, economy and community to ensure our natural resources are sustainably managed and protected.

E1: Adopt responsible strategic land use planning to balance community, environmental and development outcomes.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Statutory Planning - Regional Planning Scheme	Statutory consultation for Regional Planning Scheme	31 December 2019	Liveability and Sustainability –Strategic Land Use Planning and Development Assessment	Monitor
	Adopt new Regional Planning Scheme	30 June 2020		Monitor

Comments:

Statutory Consultation Regional Planning Scheme – Coastal hazard study completed. Scheme provisions being redrafted in response to project submission and the Coastal Hazard Strategy.

Due to timing of Council elections, consideration of the adoption of the planning scheme by Council has been postponed to mid-2020 with the statutory timetable being amended accordingly.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Statutory Planning - Local Government Infrastructure Plan (LGIP)	Statutory consultation for Local Government Infrastructure Plan	31 December 2019	Liveability and Sustainability –Strategic Land Use Planning and Development Assessment	Monitor
	Adopt new Local Government Infrastructure Plan (consolidated)	31 December 2019		Below Target

Comments:

The timeframes have been adjusted to accord with the revised Planning Scheme Statutory timeline.

Statutory consultation for Local Government Infrastructure Plan - LGIP consultants preparing document for public exhibition in mid-2020

Adopt new Local Government Infrastructure Plan (consolidated) - LGIP consultants preparing document for public exhibition in mid-2020

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Development Assessment	Provision of development information and advice within 7 days	100% of requests handled within 7 business days	Liveability & Sustainability - Development Assessment	Monitor
	Number of discussions held with investors/developers	Number of meetings held/quarter		Monitor
	Applications assessed within prescribed timeframes	100% of applications assessed within legislative timeframes		On Target

Comments:

Team resourcing improved by appointment of Program Leader - Land Use Planning. Statutory timeframes being met.

E2: Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Biodiversity	Enhance natural resources through delivery of pest management projects	Four (4) pest management projects	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Council established Dingo bounty program provides ongoing financial incentives for eradication of wild dogs across the region. Planning for the biannual 1080 baiting program underway, to commence in the 3rd Quarter.

Council completed two (2) of the four (4) scheduled programs for the year. Council also manages a dingo scalp baiting program which has resulted in 375 scalps for the first two quarters

E3: Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Wash-down Facilities	Provide efficient and timely solutions to maintenance issues	Target of 90% compliance	Economy & Prosperity	On Target

Comments:

Maintenance requirements short and long term have been proactively addressed.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Development Compliance	Standard complaints addressed within 20 business days	100%	Liveability & Sustainability and Community Education & Compliance	On Target
	Number of scheduled inspections and investigations undertaken	100%		On Target

Comments:

Three (3) new compliance investigations commenced. 100% completion of all initial complaint responses within 20 business days.

Facilitation of development applications for one (1) x non-compliant land use activity.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Trade Waste – Application assessments	Month end percentage of trade waste assessment completed within 20 days	100%	Community Education and Compliance	Monitor

Comments:

One application received and on hold till the plumbing works are completed and finalised. (Approval can't be granted until Trade Waste plumbing finalised)

EN3: Environmental Management

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Environmental Management	Observance of Environmental procedures & Field Audits	<5/annum	Water and Waste	Monitor

Comments:

No incidents for this quarter within target limits.

Waste Business Performance Targets					
SERVICE AREA	DESCRIPTION	KEY PERFORMANCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Waste Management Operations and Management	Missed Services	Number of missed services/months	<10 per 5000 services	Waste Management	Monitor
	Collection of missed services	Response time for collection of missed services	90% within 36 hours		Below Target
	Bin repair/replacement requests	Response time to repair/replacement requests	90% within 5 working days		Below Target
Landfills and Transfer Stations	Compliance with Environmental Authority (EA)	Compliance with all elements of EA	<95% Compliance	Waste Management	On Target
	Delivery of compliant facilities in line with Department of Environment and Science (SED) requirements.	Compliance with all elements of EA	<95%		On Target
	Nuisance complaints (odour/litter)	Number of complaints/1,000 transactions/site	<20/annum		On Target
	Notices of scheduled site closures	Public notices	>7 days		On Target
	Develop a suite of strategy documents to support the sustainable delivery of Waste Management services and capital works in line with community expectations and council resources	Development and adoption of a Public Waste Strategy for the region	30 October 2019		On Target
Complaints	Customer complaints non-price related	Number of complaints/1,000 transactions/site	<10/annum	Waste Management	Monitor
Stormwater Management	Stormwater & Leachate Management and Landfill Rehabilitation (Moranbah, Clermont)	Construction of formalised Stormwater & Leachate Program	30 August 2019	Waste Management	On Target
Transfer Station Asset Management	Maintenance on Transfer Station/s across the region	Transfer Station Asset Maintenance	30 June 2020	Waste Management	On Target
Waste Reduction and recycling education programs	One media/public notice article in Council communications each quarter	One media/public notice article in Council communications each quarter	1 article/quarter	Waste Management	On Target

Comments:

Missed services/collect of missed services - The total number of Missed bins reported and captured via Customer Relation Management (CRM) for Quarter (Two) 2 is 264. Target number equates to < 371 missed services. Thus with 50% of year completed this needs to be monitored

Response time for collection of missed services - The average percentage collected within 36 hours is 64% (October 2019 57%, November 2019 66%, December 2019 85%)

Bin repair/replacement requests - Total number of repairs / replacement requests - 43

Delivery of Compliance with Environmental Authority (EA) – Working towards full compliance at all sites

Delivery of compliant facilities in line with Department of Environment and Science (DES) requirements - Working towards full compliance at all sites.

Nuisance Complaints – One (1) complaint (Moranbah - odour/ litter in October 2019)

Notices of scheduled site closures - Public Notices for Christmas / New Year Holidays

Develop and adoption of a Public Waste Strategy - Consultation Draft approved by Council on 18 December 2019

Complaints – Four (4) Complaints Two (2) relating to damage by Contractor and two (2) relating to full skips at Transfer St (Moranbah & Middlemount))

Stormwater Management - Programmed for a tender award. Council meeting March 2020.

Transfer Station Asset Management - Needs to be in alignment with new Directors requirements and Annual Operational Plan.

Waste Reduction and recycling education programs - Extensive communications around Waste Levy and New Waste and Recycling Contract

E4: Advocate to all forms of government on matters which impact on the health, wellbeing and sustainability of our region's natural environment.				
SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Revegetation Program	Revegetation of significant sites – based on State identified triggers	Four (4) revegetation project per annum	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Working with Coastal Landcare on revegetation project at Carmila Beach. Ongoing work in Clermont New site at Hoods Lagoon - working in partnership with Parks and Recreation team.

E5: Partner with industry and community to minimise environmental harm throughout appropriate education and regulation.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Wildlife Management	Flying Fox Reserve – Options paper	30 June 2020	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Flying fox Statement of Management Intent (SoMI) implemented for 2019 season. SoMi is the Statement of Management Intent, developed by Council in 2018 to manage flying fox roosts in urban areas of Isaac region. The responses to this are generally to monitor and contain roosts in urban areas to minimise extent of community impacts. Roost monitoring occurring in Nebo, Moranbah, Clermont.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Reef and Coastal Management	Reef guardian projects - participate in regional partner programs	30 June 2020	Liveability and Sustainability Environment and Biodiversity	Monitor

Comments:

Ongoing relationship building with reef guardian projects.

E6: Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Environmental Health - Illegal Dumping	Reduction of illegal dumping through education campaign	30 June 2020	Community Education and Compliance	Monitor
	Clean up event in partnership with Natural Resources Officers	One (1) Clean-Up event per annum	Community Education and Compliance	Monitor

Comments:

Reduction of illegal dumping through education - The project is planned for delivery in April/May 2020

Education campaign and clean up event - Planning in progress to leverage officer resources and expertise from both Natural Resources and Environmental Health.



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.

G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Media Relations	Number of proactive/positive media stories per month	8/month	Brand Media and Communications	On Target

Comments:

34 media releases issued by the Brand, Media and Communications team during the 2nd Quarter. 88 public notices were distributed to the community. Brand, Media and Communications also managed 54 media inquiries.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
External Communication - Proactive external publications	Six editions of Isaac News editions delivered to all residents annually 48 weekly editions of Clermont Rag editions and analytics. Monthly advertising in community newspaper, newsletters and community radio (as scheduled)	29 June 2020	Brand Media and Communications	On Target

Comments:

All programs deliverables on target. two (2) editions of Isaac News distributed to the community. 12 Clermont Rags have been published and distributed during the 2nd Quarter.

G2: Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Leasing	Reviewed and endorsed Leasing Strategy with associated Policies	30 June 2020	Community Facilities	On Target

Comments:

The policy review has identified several minor changes to accept the obligations of the asset custodian and lessee. Training packages and reference guides have been developed for presentation to the Community Tender and Facilities Advisory Committee (CTFAC) for endorsement prior to presentation to relevant Departments.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Annual Operational Plan	Publish the 2020/21 Annual Operational Plan	30 June 2020	Governance and Corporate Services	On Target

Comments:

Project not scheduled to commence until the 3rd Quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Plan	Draft develop new 5-year Corporate Plan for adoption early 20/2021 (includes community consultation)	30 June 2020	Governance and Corporate Services	On Target

Comments:

Preparing scope of works and project plan to engage consultant. Finalising scope of works and project plan to engage consultant.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Workplace Health and Safety	Workplace Health and Safety Strategic Committee and Operational Workplace Health and Safety Committee meetings to be held at least quarterly (includes regular review of policies, procedures and audits)	30 June 2020	Organisational Safety	On Target

Comments:

Committees function well. Strategic committee regulation being revised currently. The draft plan of engagement is included in our internal action plan, this is reviewed by Director Corporate, Governance & Financial Services and as appropriate the Mayor. The next round of engagement will not start until after May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Staff Development	Adopt a Learning and Development Strategy	30 June 2020	People and Performance	On Target

Comments:

The Learning and Development Strategy is in draft and is currently in progress. It will be reviewed and go to Council for adoption in the 4th Quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Price Path	Develop Water and Wastewater five-year price plan	Price path adopted December 2019	Water and Sewerage	On Target

Comments:

A price path is still under development to ensure significant consultation occurs. Council workshops have been requested.

G3: Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Stock/Inventory	Stocktakes undertaken twice yearly	31 December 2019 30 June 2020	Procurement and Contract Management	On Target

Comments:

December 2019 stocktake completed

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Procurement (Compliance)	Update compliance with purchasing policy and procedures Annual Employee Awareness Program	30 June 2020 30 June 2020	Procurement and Contract Management	Monitor

Comments:

Ongoing compliance review. Procurement Compliance Review Group (PCRG) meet regularly. Training has been provided to staff and new staff members are requested to attend generic procurement training.

Procurement & Disposals Policy & guidelines have been updated

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Contract /Tender Management	Quarterly percentage of tender documents that are compliant	100%	Procurement and Contract Management	On Target

Comments:

Review completed and work to be completed regarding health and safety aspects of some documentation. Contract & Project Management group to finalise these gaps.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IT Strategy	Maintain robust information technology systems and applications, including regular audits/assessments	30 June 2020	Information Technology	On Target

Comment:

General stability across all systems. Focus shifting to redundancy and resilience required to support Business Continuity Planning.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Fleet Operations	Develop a Fleet and Plant 10 Year Replacement Plan	30 June 2020	Workshops, Fleet and Plant	On Target

Comments:

10 Year plan is completed along with 2020 Hire Rate - This will form the basis for the 2020-2021 Capital budget bids and Opex. Fleet and Plant Business Model to be completed by 30th June 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Financial Asset Management	Depreciation methodology reviewed and applied	30 March 2020	Financial Services	On Target

Comments:

Depreciation methodology and estimates reviewed through valuation and audit applied.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Risk Management	Develop Business Continuity Plan	30 June 2020	Governance and Corporate Services	On Target
	Review and monitor Strategic and Operational Risk Registers	30 June 2020		On Target

Comments:

Business Continuity Plan - Scope for consultant being finalised

Strategic and Operational Risk Registers – Registers under ongoing review and monitoring.

G4: Deliver unique customer focused and responsive services that are based upon a program of continuous improvement.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Digital Communication	Enhance corporate website and expand social media presence	30 June 2020	Brand Media and Communications	On Target

Comments:

2018/19 Annual Report, Paws-itive blueprint, Waste Separation campaign, Moranbah Miners all produced and delivered during Quarter two (2). Council's website recorded 107,375 sessions in Quarter two (2). Facebook audience at end of Quarter two (2) was 8,082, Twitter 521, Instagram 792 and LinkedIn 3321. Email signature banners - Movember, Christmas Closures, Paws-itive Blueprint, Minerals and Metals

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Customer Service Delivery and Customer Relationship Management (CRM)	Review the: <ul style="list-style-type: none"> • Customer Service Strategy and Charter; • Implement a corporate Customer Relationship Management system – continue organisational wide roll-out/functionality 	30 June 2020	Engaged Communities – Information Technology	Monitor

Comments:

Program to be progressed during the 3rd and 4th Quarters. Delay due to PECS restructure and subsequent review of project plan and priorities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Learning & Development - Apprentice and Trainees	Apply for approved places and grants to continue the apprenticeship and traineeship program for an annual intake	31 January 2019	People and Performance	On Target

Comments:

Proforma has been submitted (9 July 2019). Allocations have yet to be decided by the Department.

G5: Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Transparent and timely reporting	Percentage of documents (i.e. operational plan assessments, capital project reports and financial reports to council) delivered in accordance with approved timeframes and legislative requirements	100%	CEO/Director	On Target

Comments:

All reporting is on track for quarter two (2). All areas of reporting continuing to work on improvements in reporting with continued discussions at Executive Leadership Team and Committees to ensure continual improvement to reporting and to meet the requirements of stakeholders.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Internal Audit	Review/Adopt Internal Audit Annual Program	01 August 2018	Governance and Corporate Services	Completed
	Conduct at least four (4) Audit Meetings	100%		On Target

Comments:

Review/Adopt Internal Audit Program –Three (3) year Rolling Internal Audit Plan Endorsed Audit & Risk in September 2019.

Number of Audit meetings - Internal Audits on track. 1st Quarter Audits completed, 2nd Quarter Audit Complete awaiting final report.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Audit and Risk Program	Hold at least four (4) Audit & Risk Committee Meetings	30 June 2020	Governance and Corporate Services	On Target

Comments:

All scheduled Meetings held as per calendar.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Annual Report	Publish the approved 2018/19 Annual Report	30 November 2020	Governance and Corporate Services	Completed

Comments:

Annual Report adopted at November 2019 Council Meeting. Annual Report was published on Council's Website and printing of publication is in progress, with a view to receive hardcopies in January 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Budgets and Statutory Reporting	Percentage of documents (i.e. financial reports to council, 2019/20 Budget, annual financial statements) delivered in accordance with approved timeframes and legislative requirements	100%	Financial Services	On Target

Comments:

Financial reporting undertaken within prescribed timeframes to date.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Accounting Services	Trade Creditors paid within acceptable time limits and terms of invoice	95%	Financial Services	On Target

Comments:

Over 95% of creditors have been paid within the payment terms for the October 2019 to December 2019 quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Quadrennial Local Government Elections	Council Elections 2020 - completed all relevant activities related to the Elections (e.g. Caretaker period, Councillor Inductions)	30 April 2020	Governance and Corporate Services	On Target

Comments:

WWW created. Finalised Caretaker Guidelines, established contact with Returning Officer.

COMPLIANCE REFERENCES:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Isaac Regional Council services, levels and Standards
- *Environment Protection Act 1994*
- *Planning Act 2016*
- Australian Drinking Water Quality Guidelines
- Department of Environment and Heritage Protection (DEHP)



CEO'S ORGANISATIONAL DEVELOPMENT PLAN

The following provides an update on the Organisational Development Plan (ODP) activities as incorporated into the 2019-2020 Annual Operational Plan (Pages 12-38)

G - Governance and Planning

O - Organisation and Operations

P - People

W - Women in Local Government



GOVERNANCE AND PLANNING (G)

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G02	Integrated planning and corporate planning cycle	G02.01	Establish integrated planning framework document	MGCS		Q1				Commenced planning for project
G02	Integrated planning and corporate planning cycle	G02.04	Establish clear direction regarding planning and reporting obligations	DCGFS		Q1				2018/19 Q1: Commenced planning on project and options to progress - 18/19Q2 - work continuing
G02	Integrated planning and corporate planning cycle	G02.07	Commence process for new Corporate Plan post 2020 election	DCGFS				Q4		
G03	Strategic financial management	G03.03	Integrate financial plan with asset management plans	DCGFS			Q4			Asset Management plans currently being progressed through Enterprise Assets following completion of Project Accountability Gateway process through 19/20 budget
G03	Strategic financial management	G03.05	Identify initiatives to diversify revenue and contain costs	DCGFS			Q3			Revenue sources reviewed through budget process, along with monitoring expenses against Long term financial forecast (LTFF). This included identifying zero based business units.
G04	Asset management	G04.03	Define and demarcate roles of Enterprise Asset Manager, Asset Custodians and Asset Users (including service providers and program managers)	CEO	Q4					Changes in Directorate structure incorporated into building custodian structure. Completed with restructure in key directorates

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G05	Risk management	G05.02	Establish strategic and operational risk registers	MGCS			Q2			18/19 Q2 Risk workshops scheduled for Feb/March 2019 18/19 Q3 Workshops held with Councillors, Executive Leadership Team, and across region Q4 2018/19: Risk Registers in draft and based on Directorates. To be further progressed with 2019/20 Business Plans 2019/20 Qtr - scheduling meeting with Directorates to finalise Risk Registers
G05	Risk management	G05.03	Establish risk management procedures and reporting regime	MGCS			Q3			Q4 2018/19: Currently developing options for reporting and researching suitable applications to facilitate the Risk Registers, including the capture, monitoring and reporting
G05	Risk management	G05.04	Adopt hierarchy of operational risk registers and incorporate into business plans	MGCS			Q3			Q4 2018/19: Risk Registers in draft and based on Directorates. To be further progressed with 2019/20 Business Plans
G06	Organisational performance management	G06.01	Establish organisational performance management framework	MGCS			Q3			Q4 2018/19: Commenced considerations in 2019/20 business plan framework and reporting
G06	Organisational performance management	G06.02	Implement high level organisational performance reporting	MGCS				Q1		Yet to be commenced. Design and implementation will be considered with the review and finalisation of the new Corporate Plan

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G08	Reporting and agenda development	G08.05	Establish dedicated portal for Elected Members and senior Officers to host distribution of agenda's, corporate documents, registers and other information	DCGFS				Q1		Q1: The portal exists in IRIS. Brand Media and Communications and the Office of the CEO are reviewing functionality. Q2: Brand Media Communications Manager commenced mid qtr. Broad consideration required for functionality of platforms. Brand Media Communications investigating options with aim to launch in Q3 post elections.
G09	Standing Orders	G09.01	Facilitate production of new Local Law (Standing Orders)	MGCS			Q1			Adopted State Government Model Standing Orders and Meeting procedures 20 November 2018. To review and determine if proceeding to Local Law
G10	Governance-operations interface	G10.02	Further develop Councillor Help Desk processes and integrate with Customer Service and Workflow systems	CEO			Q1			Councillor Help Desk processes and integration with Customer Service and Workflow Systems raised with IMS Content Specialist Group. CRM matter raised through the IMS forum with ITC. Work progressing with ICT Steering Committee.
G10	Governance-operations interface	G10.04	Establish protocols for building and maintaining trust and teamwork involving Councillors and Senior Officers	CEO		Q4				No longer required
G11	Audit	G11.03	Adopt annual Internal Audit Programs with stronger relevance to strategic and	MGCS		Q2				2018-21 Internal Audit Plan to be adopted in October 2018. Future Plan's to be influenced by enterprise risk register 2019/20 Qtr.: Rolling Internal Audit

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
			operational risk registers							Plan endorsed which was developed with reference to the enterprise risk register
G12	Economic development	G12.01	Adopt new Economic Development Strategy, Local Business Support Strategy and Tourism strategy	MEDC			Q1			18/19 Q1 - Project plan on track. All three strategies drafted, and Councillor Workshops held. 18/19Q2 - Community consultation on all three strategies commenced
G12	Economic development	G12.02	Critically review resource allocation to ensure strategies are achievable	DPECS				Q3		Being undertaken as part of functional review
G12	Economic development	G12.03	Establish agreements with regional organisations regarding demarcation and compatibility protocols	MEDC				Q4		
G12	Economic development	G12.04	Establish local taskforce as and when required for cooperative approach to exploiting significant economic opportunities involving private sector and community leaders eg Galilee Basin	CEO				Q4		This is ongoing advocacy work through the Greater Whitsunday Council of Mayors.

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G13	Climate change	G13.01	Adopt Climate Change Policy	DPECS			Q3			Project plan yet to be developed. This has been consciously paused during the functional review. Scheduled to recommence in quarter 4 2019/2020
G13	Climate change	G13.02	Adopt Climate Change Mitigation Strategy	DPECS				Q1		Project plan yet to be developed. This has been consciously paused during the functional review. Scheduled to recommence in quarter 4 2019/2020
G13	Climate change	G13.03	Adopt Climate Change Adaptation Strategy	DPECS				Q1		Council was successful in its application for its application for funding phase 3-8 of the coastal hazards mitigation strategy (CHAS). Cardno coastal hazards study completed October 2019. Procurement of Consultants to complete strategy 3.8 CHAS Currently underway.
G14	Biodiversity	G14.01	Adopt Biodiversity Policy	DPECS		Q1				Progressing as per Project Plan
G14	Biodiversity	G14.02	Adopt Pest Management Strategy and prioritised program	MES		Q3				Progressing as per Project Plan
G14	Biodiversity	G14.03	Adopt Biodiversity Risk Register and Strategy	MES		Q1				Progressing as per Project Plan

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G14	Biodiversity	G14.04	Critically review resource allocation to ensure strategies are achievable	DPECS		Q1				Being undertaken as part of functional review
G14	Biodiversity	G14.05	Facilitate greater collaboration between relevant units in relation to pest and weed management.	MLS			Q2			As an outcome of Planning, Economic and Community Service (PECS) functional review. Liveability and sustainability department has lead role for facilitating this collaboration.
G15	Advocacy	G15.02	Critically review broader Advocacy Strategy	CEO			Q1			Documentation review commenced and continuing. Project Plan timing updated. Draft Advocacy Strategy for presentation and discussion at Strategy Session of council in first quarter 2020. Work in progress and will be reviewed by 2020 elected Council.
G15	Advocacy	G15.03	Establish a rolling Advocacy Plan on a quarterly basis	CEO			Q1			Documentation review commenced. Project Plan dates to be updated. Councillor engagement to be scheduled early Q3 in line with Project Plan for Advocacy Strategy (G15.02) and quarterly Advocacy Plan.
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.01	Undertake critical assessment of IAHT outlook and future economic and social policy influences in consultation with IAHT Board	CEO			Q1			In progress

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.02	Re-define desired strategic objectives from IRC perspective	CEO			Q3			In progress
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.03	Consider synergies with IRC, State Government and private sector property portfolios	CEO			Q3			Being considered as part of Land Development Advisory Committee Work Plan
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.04	Establish and implement strategic plan	CEO				Q1		Currently in progress by Isaac Affordable Housing Trust Board
G18	Community engagement	G18.01	Establish Community Engagement Policy	DPECS			Q1			18/19Q1 - project plan drafted, and initial Council workshop completed - 18/19 Q2 - currently under development
G18	Community engagement	G18.02	Adopt Community Engagement Guidelines including contemporary alternatives	DPECS			Q1			18/19Q1 - project plan drafted, and initial Council workshop completed - 18/19 Q2 - currently under development
G18	Community engagement	G18.03	Specifically adopt program of periodic engagement activities to replace Roundtable Community Meetings	DPECS			Q1			Bi-monthly council meetings continue in Regional Communities.
G19	Indigenous relations	G19.02	Adopt Indigenous Relations policy	DPECS			Q2			This has been consciously paused during the Planning Economic and Community Service (PECS) functional review. Scheduled to recommence in quarter 4 2019/2020.

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G19	Indigenous relations	G19.03	Undertake engagement with representative elders and organisations and develop Memoranda of Understanding	CEO			Q3			Effective engagement has been undertaken and is ongoing with Jangga People and Barada Barna People. No Memorandum of Understanding has been developed to date with focus on the ILUA being couched in meaningful terms. Project plan yet to be developed
G19	Indigenous relations	G19.04	Develop a Reconciliation Action Plan	DPECS			Q4			This has been consciously paused during the Planning Economic and Community Service (PECS) functional review. Scheduled to recommence in quarter 4 2019/2020.
G20	Corporate stakeholder relations	G20.01	Adopt Corporate Stakeholders Engagement policy	CEO			Q4			Completed – Corporate Stakeholder Engagement Policy (CORP-POL-071) presented to Council for consideration at January 2020 Ordinary Meeting. Council laid the report on the table for further consideration at the February 2020 Ordinary Meeting.
G20	Corporate stakeholder relations	G20.02	Develop engagement strategies for each major corporate stakeholder	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities
G20	Corporate stakeholder relations	G20.03	Establish Memorandum of Understanding giving effect to engagement strategies with each major corporate stakeholder	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G20	Corporate stakeholder relations	G20.04	Establish process for development of Special Charge proposals including communication with relevant stakeholders	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities
G21	Critical instruments	G21.01	Collate readily available existing critical instruments	MGCS			Q2			18/19 Q2/3 - preliminary collation of list of documents occurring adhocly pending full commencement of project 2019/20: to progress when resources available
G21	Critical instruments	G21.02	Define critical instruments for inclusion in register	DCGFS		Q2				Definition developed and guiding project. All inclusions still being identified as per incremental progress as time permits with other priorities
G21	Critical instruments	G21.03	Identify gaps in critical instruments register	MGCS			Q3			Not Yet commenced - pending finalisation of G21.02
G21	Critical instruments	G21.04	Research archival evidence of missing critical instruments	MGCS			Q4			Not yet commenced - pending finalisation of G21.02 & G21.03
G22	Statutory compliance	G22.02	Identify greatest risks in non-compliance	DCGFS			Q2			In progress with audits to guide planning and identification of risks/non-compliance
G22	Statutory compliance	G22.03	Develop strategies to mitigate risk of non-compliance in prioritised risks	DCGFS			Q3			In progress with audits to guide planning and identification of risks/non-compliance

Organisation and Operations (O)

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O01	Organisational structure, workload and resource allocation	O01.04	Review opportunities for greater integration of property letting functions in relevant directorates.	CEO		Ongoing			Draft Housing Strategy currently under review by Executive Leadership Team.
O01	Organisational structure, workload and resource allocation	O01.06	Identify appropriate unit to undertake land development activities	CEO		Q1			This is currently being reviewed under the Land Development Advisory Committee
O01	Organisational structure, workload and resource allocation	O01.07	Establish working group to identify opportunities for integrate management of booking facilities and spaces	MEC		Q3			Not yet commenced.
O02	Customer contact	O02.01	Conduct major review of customer contact/service	DPECS			Q4		Implementation of the Planning Environment Community Services Functional Review in 2019-20 to create seven new Community Hubs represents a significant revisioning of how customer contact and frontline services are delivered. There is a residual budget to develop a customer service strategy and charter for such a project plan will be developed in time with the target time frame.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O02	Customer contact	O02.02	Refine existing customer contact arrangements to optimise service levels and distribute workload	MEC		Q4			Completed through the Planning Economic and Community Service (PECS) functional review.
O02	Customer contact	O02.03	Strengthen emphasis on use of existing customer service and workflow systems	CEO		Q4			Customer Relationship Management business model is complete for Customer service - this is an ongoing discussion and consideration throughout the ICT Steering Committee for roll out to whole Council
O03	Information technology and services	O03.01	Adopt comprehensive IT&S Strategy including review of enterprise architecture, business applications and platforms	CIO		Q1	Q1		Reviews of enterprise architecture and the Citrix environment complete and recommendations are being worked on. Request for procurement for a strategic review aimed at producing an IT Improvement strategy under review Director Corporate Governance and Financial Services. Council has requested a strategy to transition IRC out of providing TV services - this will be incorporated into the community survey initiative after the 2020 elections.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O03	Information technology and services	O03.03	Critically review risks in communications network and mitigate unacceptable risks to business continuity	CIO		Q2	Q1		Budget bids for new transmission tower and a direct MBH-CLM WAN link will be submitted as part of the FY20/21 capital works program.
O04	Project management	O04.01	Establish "Project Accountability Gateways" framework (including policy and procedures) to manage prioritisation and progress of significant projects at various stages of project life.	DCGFS		Q1			Q2 Gateway process in use for Capital Works Program for the 2019/20 budget.
O04	Project management	O04.03	Adopt firm reconciliation, close-out and capitalisation procedures	MFS		Q4			<p>Consultation completed, draft procedure adopted for inclusion in Engineering and Infrastructure Quality procedures.</p> <p>Draft policy prepared, to be reviewed with other stakeholders.</p> <p>Note priority replaced with Asset Class accounting methodology papers developed and circulated for feedback addressing external audit issues.</p>
O04	Project management	O04.04	Continue to build corporate skills, knowledge capacity to support program and project delivery assurance objective	CEO		Q3			Ongoing - Asset Management Working Group is appropriate vehicle to build capacity.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O04	Project management	O04.06	Explore the merit of creating a Major Project Delivery unit	CEO			Q2		Currently being considered by Executive Leadership Team following directorate restructures.
O05	Commercial business activities	O05.03	Review strategic objectives, business plans and resource allocation in Commercial Outcomes Unit	DPECS		Q1			Completed through the Planning Economic and Community Service (PECS) functional review.
O05	Commercial business activities	O05.04	Establish guidelines for development of business plans for commercial activities	MCGS		Q1			Not commenced yet due to Water and Waste Water Commercial business not established
O06	Property management	O06.02	Identify property available for commercial purpose (ie other than employee housing) and determine opportunity for disposal and/or leasing	MCF		Q4			Progressing in conjunction with ODP 06.05 – register of properties identified consultation with major stakeholders to progress
O06	Property management	O06.03	Liaise with State Government and corporate entities holding significant housing property portfolios to establish longer term housing strategy for each town	CEO		Q1			Major mining houses, accommodation providers and property developers have been engaged by Land Development Advisory Committee. Ongoing.
O06	Property management	O06.04	Critically review community facility lease policy	MCF		Q2			Completed by Community Tenure and Facilities Advisory Committee. Functional response transferred from Governance to Community Facilities. Q2 - New

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									Community Facilities Manager transitioned. The critical review is ongoing in concert with the development of an Asset Custodian and Lessee "User Guide". The intent is to submit same to CTFAC for endorsement. The priority at this stage remains to resolve historical leasing issues then revert to the policy document with "lessons learned".
O07	Regulatory compliance management	O07.02	Adopt enforcement regime matrix to clearly define the levels of enforcement (education through to legal action) and the appropriate triggers for escalation	MCEC		Q4			The functional review has created the appropriate organisational environment for this to occur. The regulatory reset will establish the production and escalation (from education to legal action) for all regulatory functions of Council
O07	Regulatory compliance management	O07.04	Systematically review all Local Laws to determine relevance and adequacy	CEO		Q4			With recent commencement of new Manager Community Education and Compliance and Compliance and Integration Managers this review will be progressed.
O08	Water and wastewater infrastructure	O08.01	Adopt Total Water Cycle Plan and Strategic Asset Management Plan for each community	DW&W		Q2		Q1	Integrated Water Cycle Management Strategy (IWCMS) for Moranbah has been completed by our Consultant and is under review. Once review is completed the Total Water Cycle Plan will be created in

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									draft format for Council approval. IWCMS review has been completed and approved by Council for Moranbah(complete). the Clermont Sustainable Water Strategy has been progressed and an update to council is planned for March 2020. Integrated Water Management Strategy and Sustainable Asset Management Plans to be progressed for other centres
O08	Water and wastewater infrastructure	O08.03	Consolidate all water supply arrangements and address all supply security deficiencies	DW&W		Q4		Q1	Discussions progressing. Anglo water pipeline into Moranbah finalised in March 2019. Anglo proposal provided to Council in August 2019 for information. Moranbah arrangements now provide security for anticipated peak annual consumption. Clermont sustainable water strategy to be reported to council as identifies state of play with security in Clermont. negotiations commenced regarding emergency supply for St Lawrence and Carmila if required. Additional options to supply Glenden being explored.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O08	Water and wastewater infrastructure	O08.05	Critically review system monitoring and control risks and install network metering and SCADA infrastructure	DW&W		Q2			SCADA cyber security audit and SCADA tech support in place in October 2018. As per the audits, PAG processes for SCADA system updates are now in the 10-year CAPEX project delivery program. The SCADA system updates are in the Project Accountability Gateway for 2020/2021. An update was provided to Risk and Audit Committee in November 2019 on all actions taken and proposed. Complete
O08	Water and wastewater infrastructure	O08.07	Adopt dam integrity and safety management program to mitigate risks	DW&W		Q2			Completed Dam Safety Plan completed at end Q2 18/19
O08	Water and wastewater infrastructure	O08.09	Negotiate bulk water supply agreements	DW&W		Q4			Discussions progressing. Anglo water pipeline into Moranbah finalised in March 2019. Continuing assessment of Anglo American August 2019 proposal and Sun water Eungella Water Supply Tender. Isaac Plains Agreement in place March 2019. BMA Dysart Agreement to be progressed late 2019. Proposal currently being evaluated based on total water balance for Moranbah. Stanmore/Isaac Plains Agreement in place March 2019 and options to access increased allocation being

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									explored. Discussions are continuing to finalise the Middlemount agreement. Pembroke/Olive Downs discussions regarding water access during construction. Inspection of sun water infrastructure programmed for February 2020.
O09	Road infrastructure (main roads)	O09.04	Negotiate with State Government to reclassify roads directly servicing major projects as Main roads (eg Boundary Road servicing Carmichael mine)	CEO	Q3	Ongoing			Repeated requests submitted to State Government seeking a response. Awaiting response
O10	Road infrastructure	O10.01	Adopt Strategic Asset Management Plans for urban and rural road networks and associated structures	MIPTS	Q4		Q2	Q3	Road Investment Strategy Document has been presented and adopted by Council. Manager Infrastructure Planning and Technical Services and Manager Infrastructure Parks and Recreation working with Manager Strategic Assets in the progression of the Road Network Asset Plans. Asset Management Plan for Bridges is near complete as a result of the engagement of Australian Road Research Board (ARRB) who provided asset condition assessment of bridges
O10	Road infrastructure	O10.01	Adopt Strategic Asset Management Plans for urban and rural road networks and associated structures	MIPTS	Q4		Q2	Q3	Road Investment Strategy Document has been presented and adopted by Council. Manager Infrastructure Planning and Technical Services and Manager

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									Infrastructure Parks and Recreation working with Manager Strategic Assets in the progression of the Road Network Asset Plans. Asset Management Plan for Bridges is near complete as a result of the engagement of Australian Road Research Board (ARRB) who provided asset condition assessment of bridges
O10		O10.03	Adopt structural integrity-based Maintenance Management Plans for all road structures including bridges culverts and crossings	MIPTS	Q4		Q2	Q3	Maintenance Management Plans for Bridges completed in July 2018 through the engagement of ARRB. A comprehensive condition assessment on all IRC bridges has been carried out by ARRB to establish scope of works to ensure serviceability through planned maintenance. Priority regional floodway's program has been established and first phase of concreted floodway's under construction in 3 quarter of 2019/2020. Other minor structure priorities are planned for construction in 2020, subject to funding.
O10	Road infrastructure	O10.05	Adopt roadside vegetation management strategy	MIPTS		Q4		Q2	Drafting of a management Strategy document in progress and nearing completion. Working closely in consultation with the directorate of Planning Environment Community Services directorate officials. Aiming to finalise in February 2020.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O11	Pavement materials supply - pits	O11.02	Adopt pit remediation strategy to address compliance risks	MIPTS		Q4		Q2	Completed. In addition, a Quarry Management Plan for IRC Quarries have been finalised
O11	Pavement materials supply - pits	O11.03	Establish procedures for pavement materials supply including commercial arrangements, approvals and compliance, and logistical supply aspects	MIPTS		Q1		Q2	Completed. Material requirements for construction and re-sheeting have been established for 19/20 and 20/21. The management of pavement material supply is an ongoing process owned by Coordinator Natural Resources. Active and Inactive pits have all been identified. Register in place including catchment areas for each pit / road. 2 – Commercial gravel supply arrangement. Prequalified panel of Commercial Suppliers currently being renewed
O12	Changes in demand for community services and facilities.	O12.01	Adopt Social Infrastructure strategy	MCS		Q2			A draft project plan has been prepared but requires further review and scoping by Manager Liveability and Sustainability and Planning, Environment and Community Services (PECS)
O13	De-centralised operations	O13.01	Adopt a Policy regarding the distribution of staff with commitment to retaining active operations in each town and with defined minimum thresholds of staffing and senior manager presence	CEO		Q1			Completed. Council adopted at the January 2020 Ordinary Meeting the Operational Human Resource Distribution Policy (CORP-POL-072).

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O13	De-centralised operations	O13.02	Establish travel management system to plan and monitor travelling to mitigate risks and improve efficiency	DEI		Q3			The first draft project management plan remains under review due to competing priorities. Investigations and development of travel management plan well progressed with a pilot electronic platform to be trialled in Q4 2020. Further functions of the Vehicle Management System also being investigated.
O14	Overtime and work patterns	14.03	Within budget utilise overtime where beneficial for employee and plant productivity and/or service standards	DEI			Q2		With assistance from People and Performance team, research and investigation being conducted into the potential for roster system implementation. Initial outcomes presented to Chief Executive Officer, further work progressing. This action has been delayed due to competing priorities and operational staff turnover. Trial implementations anticipated to occur in 2019/20 following appropriate consultation and assessment of resourcing for corresponding capital program. Further, also dependent on certified agreement negotiations.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O15	Financial management - expenditure	O15.02	Establish program to encourage and reward initiatives resulting in cost savings	CEO		Q1			Not commenced
O18	Payroll management	O18.01	Complete transitional application of TechOne payroll module	DCGFS		Q4			Executive Leadership Team transitioned to timesheets by exception. Further progression of payroll module, on hold pending review of TechOne platform options.
O19	Delegations and authorisations	O19.01	Critically review and rationalise delegations from Council to CEO including conditions of delegation where appropriate	MCGS	Q3				2019/20 Qtr 1 - Full review undertaken. Updated Register submitted to the October Council meeting
O19	Delegations and authorisations	O19.04	Review compliance with authorisation obligations (eg identification cards)	IA		Q2			New procedure and policy adopted May 2018, Centralised to Governance for ongoing review QTR 2 19/20: Policy reviewed to be submitted to Council in January for adoption. Advanced Training options being further investigated with stakeholders

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O20	Procurement	O20.09	Develop strategic procurement framework	MC&P		Q2			Overtaken by events with the development of the Engineering & Infrastructure strategic procurement plan. Council has determined that it will take a strategic approach in meeting its procurement objectives. It will apply the principles of strategic sourcing and forward procurement planning. It will produce and publish an annual strategic procurement master plan covering all planned purchases above \$200 000 and individual significant procurement plans covering individual purchases above \$500 000.
O21	Records management	O21.03	Establish reporting regime to monitor records management practices	CIO		Q1			Base set of reports developed, tested and used by records team.
O21	Records management	O21.04	Develop incentives for good records management	DCGFS		Q2			Progressing
O22	Internal communication	O22.04	Conduct a program to raise awareness and encourage personal communication (telephone or in person) in lieu of electronic communication (emails).	MBMC	Q2				Communications Plan presented to Executive Leadership Team in Q4, approved for implementation Q1 2019-20. Q2: New Brand Media and Communications Manager assessing situation and implementation of Communications Plan previously approved.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O23	Disaster management	O23.01	Implement recommendations of IGEM audit	DCGFS		Q4			Further work to ensure community engagement - commenced in September at Mistake creek. Subplans continue to be updated and presented to Local Disaster Management Group
O26	Essential Service Platforms	O26.01	Gather data and develop advocacy plan to lobby governments and service providers	SAM		Q4			Reconsider custodian for issue - better suited to the office of CEO

People (P)

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P03	Leadership	P03.03	Facilitate leadership inspiration by promoting case studies (internal and external)	MPP			Q2		<p>Brief Approved Jan 2018. Started. Commenced June 2019. Brainstorm Session conducted at Operational Leadership Team meeting July 2019. Feedback has been consolidated to develop the Leadership Program. A lunch and learn program have been developed and implemented as part of the leadership program</p> <p>Leadership Program Proposal to be submitted to Executive Leadership Team for review and endorsement. Complete.</p>
P03	Leadership	P03.04	Explore initiatives to develop managers' coaching and mentoring capacity	MPP		Q4			<p>Policy adopted April 2019. Workforce planning including succession planning, transition to retirement, job sharing, secondments, Expression of Interest's, higher duties, mentoring program etc. resourcing capability, 5 year plan, productivity rosters, sustainability. ODP 5.6</p> <p>The Pilot Mentoring Program was launched on 19/09/2019 with six (6) Mentor and six (6) Mentees from the different directorate. The program will run for a period of 12 months. People and Performance has developed a Mentoring Program - Schedule of Events up to the end of the program on 10 September 2020 end of the program</p>

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P04	Teamwork	P04.01	Adopt a Teamwork Code and prepare marketing collateral to promote teamwork	MPP		Q4			Brief approved April 2017 – Planning Stage Update 03/02/2020 - Teamwork Code and inspiration will be reviewed in line with the results from the employee pulse survey and implement
P04	Teamwork	P04.02	Facilitate teamwork inspiration by promoting case studies (internal and external)	MPP			Q2		Brief Approved August 2017 – Planning Stage. Proposed change to incorporate with leadership program being rolled out. Align with Strategy "Our People" Plan Leadership Program Proposal to be submitted to Executive Leadership Team for review and endorsement. This is occurring at the Management Leadership Team and monthly emails sent out by Manager People and Performance. Tools available via the leadership portal. Vacation students across different Councils
P05	Recruitment and retention	P05.04	Establish corporate knowledge capture processes	MPP			Q1		Brief approved - Planning Stage People and Performance to develop template/framework, part of exit process if not captured via work instructions developed as part of this process (in conjunction with workforce planning to identify high turnover roles, business critical roles)
P05	Recruitment and retention	P05.06	Develop a framework for establishing Standard Operating Procedures and Work Manuals in roles that are critical or are subject to high turnover to improve efficiency of	MPP			Q1		Brief Approved July 2018 - Planning Stage, align with Strategy "Our People" Plan. This is part of the ongoing workforce/succession planning. Related to Organisational Development Plan 3.4

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
			on-boarding and induction						
P05	Recruitment and retention	P05.08	Critically review on-boarding and induction processes and incorporate a mechanism to identify, capture and carry-over knowledge of the previous incumbent	MPP			Q1		Project brief approved. Planning Stage align with Strategy "Our People" Plan. Update 03/02/2020 - A review of the on-boarding and induction processes have been undertaken. A project plan to be developed and submitted for review and endorsement.
P05	Recruitment and retention	P05.09	Increased emphasis on attraction and retention and more opportunity for "home-grown" recruits eg cadets	MPP		Q4			Planning Stage Update 03/02/2020 - IRC Graduate Program 2020 launched on 22/01/2020, work experience, school meetings, vacation students and lunch n learn. This ODP item completed.
P05	Recruitment and retention	P05.11	Develop a package of tangible incentives for enhancement of recruitment and retention	MPP		Q4			Brief is in final draft form. Update 03/02/2020 - People and Performance currently developing a Benefits Program to be submitted for review and endorsement
P08	Learning and development	P08.01	Adopt Learning and Development strategy	MPP		Q4			Update 03/02/2020 - People and Performance to complete Training Needs Analysis and plan set to achieve 100% compliance by end of calendar year – upskilling and cross skilling, utilisation and maximise productivity – training calendar, training catalogue & annual budget, review processes

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P09	Employee development and performance management	P09.03	Establish annual development plan and performance assessment framework for all employees and raise awareness of the importance of this	MPP		Q4			Brief Approved August 2017 – Planning Stage. Proposed change from 2018/2019 Q4 to 2019/2020 Q1 to align with Strategy "Our People" Plan. Update 03/02/2020 - Performance Appraisal process for M4 Managers and above. Implementing in Certified Agreement.
P09	Employee development and performance management	P09.04	Establish opportunities for career path management for aspiring employees	MPP		Q4			Brief Approved July 2018. Planning Stage. Proposed change from 2019/2020 Q4 to 2019/2020 Q1 to align with Strategy "Our People" Plan. Update 03/02/2020 - Career Pathway - vacation student placement.
P10	Equal Employment Opportunity	P10.02	Identify opportunities for increased number of indigenous and disabled employees using natural attrition and affirmative action in recruitment	MPP		Q4			Brief completed August 2017 – Planning Stage Proposed change from 2019/2020 Q4 to 2020/2021 Q2 to align with Strategy "Our People" Plan. Update 03/02/2020 - Equal Employment Opportunity Policy reviewed and approved. People and Performance ongoing review of the recruitment process and working on strategies to promote IRC as the employer of choice.
P13	Bullying and harassment	P13.03	Conduct training to ensure that the difference between performance management and bullying and harassment is understood	MPP		Q4			Roll out of training across all regions July to September 2019. Currently seeking external quotes for development of the training. Training will be delivered in house. Update 03/02/2020 - Bullying and Harassment toolbox presentations rolled out in September 2019 - Expression of Interest for Contact Officers sent out in Dec 2019.

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P14	Senior employee contracts	P14.04	Explore alternative means by which managers' workloads, stresses and strategic planning needs can be ameliorated	MPP			Q2		Brief approved April 2017 – In progress planning stage. Proposed change in incorporate with leadership program being rolled out. On track align with Strategy "Our People" Plan. Update 03/02/2020 - Part of leadership program.
P15	Employee housing	P15.01	Adopt clear position regarding existing subsidised tenancies being respected	MF & CP	Q3				Continuing in accordance with project brief
P17	Innovation Learning and Collaboration	P17.04	Explore opportunities to leverage off GW3 Innovation Project with an innovation event	DPECS		Q2			Project Brief yet to be developed

Women in Local Government (W)

Number	Title	Action #	Action	Custodian	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
W02	Parental Leave	W02.01	Investigate the need/possibility/effect of changes to the current EBA that align paternity leave entitlements to maternity leave entitlements	MPP		Q3		Brief approved November 2018 - Commenced October 2018. Policy in consultation stage, Certified Agreement negotiations due to commence. Update 03/02/2020 - In progress
		W02.02	Develop a Paternal Leave Policy and suite of documents that: - Clearly define all Paternal Leave entitlements - Include a Return to Work Strategy that support flexibility, options for returning to work, job sharing, working externally: all conditional on meeting the operational needs of the organisation - Provide guidelines/strategies and timelines for backfilling of positions and effective handovers pre and post Paternal Leave - Include a process for keeping in contact with staff on Paternal (or extended) Leave	MPP	Q4			Completed Parental Leave Procedure effective August 2019..

MEETING DETAILS **Ordinary Meeting**
Tuesday 25 February 2020

AUTHOR Liza Perrett

AUTHOR POSITION Manager Governance and Corporate Services

9.16

POLICY – FRAUD AND CORRUPTION CONTROL - UPDATED

EXECUTIVE SUMMARY

The purpose of this report is to consider the adoption of the updated Policy – Fraud and Corruption Control.

OFFICER’S RECOMMENDATION

That the Committee recommends to Council:

- 1. Repeal the ‘Fraud and Corruption Prevention’ Policy (CGFS-116)**
- 2. Adopt the ‘Fraud and Corruption Control’ Policy (CORP-POL-076).**

Resolution No.: CGFS0470

Moved: Cr Ve a Ve a

Seconded: Cr West

That the Committee recommends to Council:

- 1. Repeal the ‘Fraud and Corruption Prevention’ Policy (CGFS-116)**
- 2. Adopt the ‘Fraud and Corruption Control’ Policy (CORP-POL-076).**

Carried

BACKGROUND

In September 2016, the Fraud and Corruption Prevention Policy was updated, following the release of the Auditor Generals “Fraud Management in Local Government” and an Internal Audit completed by councils Auditor. In addition to the document being updated, an induction program was developed and is now part of the mandatory induction program. It is therefore timely to review this Policy and in addition develop a suite of supporting documents such as the Fraud and Corruption Control Framework and Plan and Risk Register.

In March 2018, Crime and Corruption Commission (CCC) Queensland released a Best Practice Guide designed for use by practitioners responsible for implementing or reviewing an organisation’s fraud and corruption internal controls. It consists of an integrated framework of 10 key elements important in developing an effective fraud and corruption control program

A full review has been undertaken on all the existing documents/systems which identified any gaps and updated the documentation. This include reviewing best practice guidelines such as the CCC guide. As a

result, the Fraud and Corruption Control Policy was reviewed, along with updating the Fraud and Corruption Control Plan and Framework.

Attached is the Fraud and Corruption Control Policy which has been reviewed by Executive Leadership Team and is not submitted to consideration by Council for adoption. It is noted that no changes have been made to the previous policy adopted, excepting the new branding and changing the word 'prevention' to 'control', in line with best practice.

Fraud and Corruption Control Framework – other related documentation.

A Fraud and Corruption Control Framework has been developed to align with the Australian Standards AS8001:2008 for Fraud and Corruption and AS/NZS ISO 31000:2009 for Risk Management and is in alignment with the Crime and Corruption Commission (CCC) Fraud and Corruption Control Best Practice Guide.

An updated draft Fraud and Corruption Control Plan was also presented to Executive Leadership Team in January 2020, which included an updated table identifying how fraud is prevented, detected and responded to and the associated training awareness schedule.

A Fraud and Corruption Control Risk Register has been designed in draft for future workshopping with Executive Leadership Team. These three documents (Plan, Framework and register) will form further consultation with stakeholders and be finalised with Executive Leadership Team. Training and awareness of the documentation and responsibilities of all staff will be undertaken, noting that the commencement of this will be through consultation in finalising the suite that makes up the Framework.

IMPLICATIONS

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

CONSULTATION

- Chief Executive Officer
- Executive Leadership Team

BASIS FOR RECOMMENDATION

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

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

ACTION ACCOUNTABILITY

Manager Governance and Corporate Services to update the Policy Register, IRIS and external website and ensure training/awareness is continued

KEY MESSAGES

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

Report Prepared By:	Report Authorised By:
LIZA PERRETT	DARREN FETTEL
Manager Governance and Corporate Services	Director Corporate, Governance and Financial Services
Date: 23 January 2020	Date: 3 February 2020

ATTACHMENTS

- Attachment – Fraud and Corruption Control Policy - CORP-POL-076

REFERENCE DOCUMENT

- Nil

FRAUD AND CORRUPTION CONTROL POLICY

APPROVALS

POLICY NUMBER	CORP-POL-076	DOC.ID	3219760
CATEGORY	Statutory		
POLICY OWNER	Manager Governance & Corporate Services		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

OBJECTIVE

This policy is to clearly state Isaac Regional Council's (IRC) commitment to rigorously manage the risk of fraud and corruption.

SCOPE

This policy applies to all staff, Councillors, contractors, volunteers and individuals conducting business with IRC.

IRC will not tolerate corrupt conduct or fraud and encourages any person who has reason to suspect that corruption or fraudulent activity may be occurring to report their suspicion.

DEFINITIONS

TERM / ACRONYM

MEANING

Corruption

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

Fraud

Dishonest activity or inactivity causing actual or potential loss to any person or entity, including theft of money or other property, by any person (whether or not a public official) external to IRC, where deception is used. This includes deliberately falsifying, concealing or destroying documents used, or intended to be used, for a normal purpose, or the improper use of information or position to directly or indirectly benefit oneself or someone else

IRC

Isaac Regional Council

POLICY STATEMENT

IRC is committed to a zero tolerance approach to fraud and corruption.

To facilitate this, IRC will implement the following strategies:

- Appropriate recruitment and Employee management processes
- Appropriate allocation of responsibilities to Employees, ensuring regular staff education and training;
- Provision of effective internal control systems, with effective fraud and corruption control plans and policies and procedures
- Undertaking of fraud risk assessments and implementation of appropriate mitigation strategies
- Ongoing monitoring and reporting on the adequacy of fraud prevention and detection control mechanisms, including how to appropriately address fraud when it arises.

Council will actively pursue suspected incidents of fraud in compliance with all relevant legislation (including the *Privacy Act 2009* and *Public Interest Disclosure Act 2010*) and Council policies and corporate standards.

Council will, in pursuing suspected incidents of Fraud, have regard to the framework of natural justice and procedural fairness.

Council's Fraud and Corruption Control Plan (Plan) is the organisation's strategic document that guides and manages all fraud and corruption prevention activities. The purpose of this Plan is to:

- build a culture within IRC that seeks to prevent fraud and corruption
- reduce the potential for fraud and corruption within and against IRC
- explain how IRC will use risk management practices to prevent and control fraud and corruption
- provide guidance on how any suspected instances of fraud or corruption within the organisation will be dealt with by IRC.

Policy Principles

IRC is committed to:

- Developing and maintaining an organisational culture supported by appropriate leadership, conduct guidance, policies, procedures, strategies and security that prevent corruption and fraud
- Ensuring that all of its business dealings with tenderers, suppliers, consultants and contractors are conducted in an ethical manner.
- A code of conduct that form the basis of ethical standards and conduct expected of staff, Councillors and contractors
- Implement strategies to promote the education and awareness of Councillors, staff and external stakeholders in relation to corruption and fraud prevention issues
- Policies which staff, Councillors and the public are aware of how to identify and report potential fraud and how to make a PID via internal and external processes and that encourage them to report any instances of corrupt conduct or fraud. These are available on the IRC intranet and web site
- Establish appropriate procedures to capture on alleged and proven losses from fraud and report reportable loss to the Auditor-General and Minister.

ROLE

RESPONSIBILITIES

Role of Council	Council as a whole act with integrity, honesty and transparency when managing council operations and services to the community
Role of Councillors	Councillors should approve, support and endorse any policy or process that helps prevent (includes deter, detect, resolve allegations of or instances of fraud) within council

Role of CEO	CEO shall ensure that there are appropriate practices, measures and systems in place to manage fraud prevention and management within council
Role of Leadership Team (ELT/Managers)	Management should communicate, implement, monitor, and review council's fraud and corruption control plan
Staff	Participate in training (including refreshers), and report suspicions of fraud and/or corruption

LEGISLATIONS AND RELATED GUIDELINES

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

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	Code of Conduct
PLAN	Fraud and Corruption Control Plan Fraud and Corruption Control Framework

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Liza Perrett

AUTHOR POSITION

Manager Governance and Corporate Services

9.17

COUNCILLOR REMUNERATION 2020-2021: LOCAL GOVERNMENT REMUNERATION COMMISSION ANNUAL REPORT 2019

EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Regulation 2012* (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2019, released 29 November 2019, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- In accordance with the requirements of the Local Government Regulation 2012 (s247) and the remuneration determinations of the Queensland Government's Local Government Remuneration Commission Annual Report 2018, resolves that the following remuneration amounts apply effective 1 July 2020:*

	2020-21
Mayor	\$133,196
Deputy Mayor	\$83,247
Councillor	\$70,759

Resolution No.: CGFS0471

Moved: Cr Lacey

Seconded: Cr West

That the Committee recommends that Council:

- Defer the decision to the Council elected in March 2020.**

Carried

BACKGROUND

The Local Government Remuneration Commission (Commission) must before 1 December of each year, and for each category of local government, decide the maximum amount of remuneration payable from 1 July of the following year to a Councillor, Mayor or Deputy Mayor of a Local Government in each category.

Chapter 6, Part 3 of the *Local Government Act 2009* (the Act), proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

On 29 November 2019, the Commission finalised its determination of remuneration arrangements to apply from 1 July 2020.

A copy of the Report is available at: <https://www.dlgrma.qld.gov.au/resources/report/local-government/local-government-remuneration-commission-report-2019.pdf>

It is noted that the Tribunal determined to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by 2% from 1 July 2020.

The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

Council is identified as a Category 3 and therefore the remuneration recommended by the Commission for 2020-21 is:

	2020-2021
Mayor	\$133,196
Deputy Mayor	\$83,247
Councillor	\$70,759

Under section 247 of the Regulation, every Queensland Council must make an annual resolution to authorise payment of remuneration to their Mayor and Councillors. Council is required to decide under one resolution, before 1 July 2020 (for remuneration payable from 1 July of that year), to determine:

1. To adopt the remuneration as per the Commission's Report; or
2. That the maximum amount of remuneration is not payable to its Councillors; and decide a lesser amount of Councillor Remuneration than that set by the Commission and adopt that amount of Councillor Remuneration.

Council is reminded that the Commission's recommendations acknowledge the value Councillors contribute to their region and the recommendation is recognition of that significant contribution.

It is noted that this matter is considered business as usual, noting it is a legislative requirement, and therefore can be considered during Caretaker Period. It is proposed that Council accept the recommendations of the Commission.

Submission to Tribunal

On 22 October 2019, Council resolved to “Request the Chief Executive Officer resubmit the 2018 submission to the Local Government Remuneration and Discipline Tribunal to reinforce the request to recognise the role of the Mayor in like Councils as full-time due to the large regional areas, demographic spread, community expectations and job demand as opposed to part-time as currently identified by the tribunal for Category 3 Councils and reflect the discussion with the Local Government Remuneration Commission highlighting the potential inaccuracies of the census data as a reference point and increased role of the Mayor of the Isaac Region relating to strategic planning with state and federal governments” (Resolution #6306).

A Submission was made to the Tribunal on the basis of the above resolution. Despite acknowledging Council’s submission, the Commission has again deferred acting on the matters raised. Attached is the response from the Chair of the Queensland Local Government Remuneration Commission advising of their determination not to make any category changes in the current review. However, they noted that the issues Council has raised will form part of the Commission’s forthcoming comprehensive review of categories.

IMPLICATIONS

Budget

The determinations of the Local Government Remuneration Commission have resolved that the following maximum remuneration is payable to Mayors, Deputy Mayors and Councillors of Isaac Regional Council from 1 July 2020. This will have an impact on the annual Budget, including flow on impacts on other payments such as Superannuation.

If the recommendation is adopted it will be a 2% increase the remuneration levels for Mayors, Deputy Mayors and Councillors from 1 July 2020, which is in line with the Long-Term Financial Plan.

An appropriate budgetary adjustment in anticipation of the recommended order will be made in the 2020-21 financial year.

Community

Manage community expectations on remuneration to Councillors, noting it is in line with best practice and the Commission’s recommendation.

CONSULTATION

- Chief Executive Officer

BASIS FOR RECOMMENDATION

- To transition in a sustainable manner to the Commission’s Recommendation concerning Councillor remuneration
- Ensure effective financial management
- Acknowledge the Commission’s Report

ACTION ACCOUNTABILITY

- CEO to update 2020-21 Budget Councillor remuneration cost centers to ensure they reflect the final resolution
- CEO to advise Finance Department to ensure payroll is updated effective 1 July 2020

KEY MESSAGES

- Council is committed to transparent decision making.

Report Prepared By:

LIZA PERRETT
Manager Governance and Corporate Services

Date: 29 January 2020

Report Authorised By:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 29 January 2020

ATTACHMENTS

- Attachment 1 – Letter from Queensland Local Government Remuneration Commission

REFERENCE DOCUMENT

- Local Government Remuneration Commission Annual Report 2019



Queensland Local Government
Remuneration Commission

Our ref: D19/248538

Your ref:

28 January 2020

Councillor Kelly Ve a Ve a
Deputy Mayor
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744
BY EMAIL ONLY: Tricia.Hughes@isaac.qld.gov.au

Dear Councillor Ve a Ve a

Deputation with and submission to the Local Government Remuneration Commission

Thank you for meeting with the Local Government Remuneration Commission (the Commission) at the 2019 LGAQ Annual Conference in Cairns and for your submission dated 28 October 2019.

The Commission has determined not to make any category changes in the current review. The issues your Council has raised will form part of the Commission's forthcoming comprehensive review of categories and I encourage you to raise any other issues you consider helpful in this process.

Should you have any questions, please contact the Secretariat, Peter Fletcher, Senior Project Officer on 07 3452 6735 or LGRcenquiries@dlgrma.qld.gov.au.

Yours sincerely

Bob Abbot
Chair
Queensland Local Government Remuneration Commission

1 William Street Brisbane
PO Box 15009
City East Qld 4002
www.dlgrma.qld.gov.au

cc. Gary Stevenson PSM
Chief Executive Officer
Gary.Stevenson@isaac.qld.gov.au

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Gary Stevenson

AUTHOR POSITION

Chief Executive Officer

9.18

CORPORATE STAKEHOLDER ENGAGEMENT POLICY

EXECUTIVE SUMMARY

Council is requested to consider a draft Corporate Stakeholder Engagement Policy in accordance with Action G20.01 of Council's Organisational Development Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Adopts the Corporate Stakeholder Engagement Policy (CORP-POL-071).

Resolution No.: CGFS0472

Moved: Cr Vea Vea

Seconded: Cr West

That the Committee recommends that Council:

1. Adopts the Corporate Stakeholder Engagement Policy (CORP-POL-071) as amended to include as the third paragraph of the Policy statement;
Council will act consistently with its' policies, strategies and community expectations.

Carried

BACKGROUND

Council's Organisational Development Plan includes an Action to adopt a Corporate Stakeholder Engagement Policy (ref Action G20.01).

A draft Policy (Attachment 1) was presented to Council at the January 2020 Ordinary Meeting. Council resolved to lay the report on the table at this meeting for further consideration.

The draft Policy states in simple terms that Council is committed to meaningful and timely ongoing engagement with its key corporate stakeholders and it articulates the key means by which this will be achieved.

The policy relates closely to the Economic Development Framework adopted by Council early in 2019 which includes the following actions;

- "Facilitate strategic leadership for the region
- Continue to lead, drive and publicly advocate Isaac's agenda

- *Establish and maintain regional industry networks to coordinate, inform and promote programs and resources to strengthen local businesses.*
- *Foster and promote secular and cross industry partnerships and collaborations*
- *Collaborate with government and industry to deliver mutually beneficial outcomes in areas of shared interest*
- *Facilitate industry information sharing opportunities*
- *Acquire, collate and disseminate economic information to improve understanding of business and industry performance, trends and opportunities in Isaac.*
- *Create an Economic Development Advisory Board to advise the implementation and monitor progress of the Economic Development Framework and associated strategies/action plans.*
- *Create a mutually beneficial relationship with the region's finance sector and in particular bank managers to inform local business intelligence and assess business confidence."*

The Corporate Stakeholder Engagement Policy also compliments the Community Engagement Policy (GOV-POL-054) adopted by Council in April 2019.

The Local Government Act (2009) drives local government planning and decision-making through five principles. The Act's third principle requires local governments to provide 'democratic representation' social inclusion and meaningful community engagement.' Isaac Regional Council's Corporate Stakeholder Engagement Policy further demonstrates Council's commitment to this principle.

IMPLICATIONS

Genuine and effective stakeholder engagement has benefits both for Council and corporate stakeholders. Effective engagement not only provides Council with an opportunity to strengthen its relationship with its stakeholders but provides for sound investment in better decision-making by ensuring decisions are informed of stakeholder needs and aspirations.

However, the Policy also articulates Council's clear intent to advocate on matters pertinent to corporate stakeholders even when they might not be in agreeance. Such advocacy will be in the best interests of the broader communities that Council represents.

Implementation of the Policy will be undertaken consistent with Council's Community Engagement Framework and Community Engagement Toolbox. This Framework and Toolbox adopted in April 2019 provide the context for planning and implementing community engagement activities and give guidance on the steps required to undertake meaningful and genuine community engagement processes.

CONSULTATION

Consultation has been undertaken with the Executive Leadership Team and the Manager Engaged Communities.

BASIS FOR RECOMMENDATION

Adoption of the Policy fulfils the requirements of the Organisational Development Plan and provides a strong platform for future Corporate Stakeholder Engagement.

ACTION ACCOUNTABILITY

Relevant Officers and elected members will operate in accordance with Policy.

KEY MESSAGES

Council is managing its relationships with corporate stakeholders in a professional manner in the best interests of the communities it represents.

Report prepared by:	Report authorised by:
GARY STEVENSON PSM	GARY STEVENSON PSM
Chief Executive Officer	Chief Executive Officer
Date: 3 January 2020	Date: 3 January 2020

ATTACHMENTS

- Attachment 1 – Corporate Stakeholder Engagement Policy – CORP-POL-071

REFERENCE DOCUMENT

- Community Engagement Policy (GOV-POL-054)
- Community Engagement Framework (April 2019)
- Community Engagement Toolbox (April 2019)
- Economic Development Framework

CORPORATE STAKEHOLDER ENGAGEMENT POLICY

APPROVALS

POLICY NUMBER	CORP-POL-071	DOC.ID	4549200
CATEGORY	Council Policy		
POLICY OWNER	Manager Engaged Communities		
APPROVAL DATE	28 January 2020	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

The objective of this policy is to articulate Council's approach to its relationship with major corporate stakeholders and peak bodies representing industry sectors.

SCOPE

The Policy applies to all Councillors, employees and agents acting on behalf of Council. It applies both within the Isaac region and elsewhere where engagement with corporate stakeholders takes place.

DEFINITIONS

TERM	MEANING
Corporate Stakeholder	Meaning any large industry entity (eg BHP, Glencore etc...) or peak body representing an industry sector (eg Queensland Resources Council, AgForce etc...)

POLICY STATEMENT

Council will always seek to maintain a professional, constructive and meaningful relationship with Corporate Stakeholders.

In doing so Council acknowledges that from time to time there will be points of difference between Council's advocacy on behalf of its broader communities and the interests of Corporate Stakeholders.

Council will manage its relationship with Corporate Stakeholders with the following key engagement actions;

1. Establishing Agreements or Memoranda of Understanding to ensure that parties' agreements are properly recorded and respected.
2. Maintaining unencumbered communication access between senior representatives of Council and Corporate Stakeholders.
3. Conducting both operational and strategic meetings regularly (eg six monthly) between Council representatives and Corporate Stakeholders.
4. Facilitating meaningful consultation with Corporate Stakeholders on Council initiatives which might impact on them materially.
5. Informing Corporate Stakeholders of any issues of concerns in an unambiguous, timely and respectful manner.
6. Actively participating in and contributing to entities established to promote common aims (e.g. Resource Industry Network, Greater Whitsunday Alliance, Economic Development Advisory Board etc...)

LEGISLATION

Local Government Act Principles are relevant including;

- “transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement.”

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	Community Engagement Policy (GOV-POL-054)
GUIDELINES	Community Engagement Framework and Toolbox
STRATEGY	Economic Development Framework

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Gary Stevenson

AUTHOR POSITION

Chief Executive Officer

9.19

MEDICAL AND HOSPITAL SERVICES PLANNING ADVOCACY

EXECUTIVE SUMMARY

Council is requested to consider information provided by Mackay Hospital and Health Services and Northern Queensland Primary Health Network.

OFFICER'S RECOMMENDATION

That Committee recommends that Council:

1. *Receives the "Isaac Region Response and Situation Report" from Mackay Hospital and Health Services and Northern Queensland Primary Health Network with appreciation.*
2. *Endorses the proposal by Mackay Hospital and Health Services to conduct one or more "Isaac Forums" to engage with stakeholders in the Isaac Region jointly.*

Resolution No.: CGFS0473

Moved: Cr Lacey

Seconded: Cr Ve'a Ve'a

That Committee recommends that Council:

1. **Receives the "Isaac Region Response and Situation Report" from Mackay Hospital and Health Services and Northern Queensland Primary Health Network with appreciation.**
2. **Endorses the proposal by Mackay Hospital and Health Services to conduct one or more "Isaac Forums" to engage with stakeholders in the Isaac Region jointly.**

Carried

BACKGROUND

At its December 2019 meeting Council considered its policy position on a range of issues relating to health services in its region and resolved that Council;

1. Acknowledges critical shortages of medical, nursing and allied health staffing across its region.
2. Has formed the view that such shortages present unacceptable risks to communities.
3. Adopts the position that it should advocate to Commonwealth Government that the current model for allocation of medical professionals to rural and remote communities is inadequate.
4. Adopts the position that it should advocate to State Government that its current clinical services planning for hospitals and allied health services does not satisfy demand generated by the true population of its communities (ie inclusive of non-resident workers).

-
5. Adopts the position that it should advocate to Mackay Health and Hospital Service that its provision of resources to Isaac Region hospitals is inadequate and not sustainable.
 6. Adopts the position that it should advocate to Mining Companies that where opportunity arises they should financially support initiatives to supplement government provision of medical, nursing and allied health professionals in Isaac Region.
 7. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.

Mayor Anne Baker advocated publicly on these matters immediately after Council's decision and media interest was strong.

The Chief Executive Officer continued discussion with some stakeholders and in particular engaged with the Mackay Hospital and Health Services (MHHS) Chief Executive Officer, Ms Jo Whitehead.

The discussions were constructive and identified that Council's advocacy aligns closely with that organisation's position and others like Northern Queensland Primary Health Network (NQPHN).

With the assistance of the MHHS CEO, contact has also been made with the recently appointed Chief Executive of the State Government's new Office of Rural and Remote Health Establishment, Ms Lisa Davies-Jones. She has been invited by Council's Chief Executive Officer to meet with Council representatives when she is next in the region.

MHHS and NQPHN have jointly provided "Isaac Region Response and Situation Report" for Council's consideration (attached). In addition MHHS has provided a very informative analysis of Rural Health Care Models prepared by NQPHN and a report of NQPHN's Rural Roundtable engagement exercise conducted in September 2019.

MHHS also propose to conduct one or more "Isaac Forums" in the region in coming months to engage with stakeholders. Council is requested to endorse the concept and commit to participation in these events.

IMPLICATIONS

Advocacy on such deep and complex issues will require sustained commitment of time and effort of officers and elected members.

CONSULTATION

This report is a product of engagement directly with MHHS.

BASIS FOR RECOMMENDATION

The need for advocacy by Council has been growing from a well-established community concern.

ACTION ACCOUNTABILITY

The Mayor will lead advocacy facilitated and supported by the Chief Executive Officer and relevant officers.

KEY MESSAGES

Council advocates strongly for adequate and sustainable medical, hospital and allied health services across the Isaac Region.

Report prepared by:	Report authorised by:
GARY STEVENSON PSM	GARY STEVENSON PSM
Chief Executive Officer	Chief Executive Officer
Date: 6 February 2020	Date: 6 February 2020

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Isaac Region Response and Situation Report - MHHS and NQPHN February 2020
- CONFIDENTIAL Attachment 2 – Review of Rural Health Models December 2019 – NQPHN
- CONFIDENTIAL Attachment 3 – Rural Roundtable Stakeholder Engagement Isaac 2019 – NQPHN

REFERENCE DOCUMENT

Nil

PAGES 443 TO 509 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Patrick Moore

AUTHOR POSITION

Director Engineering and Infrastructure

9.20 ENGINEERING AND INFRASTRUCTURE 2019/2020 OVERALL CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2019/2020 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Receive and notes the monthly Engineering and Infrastructure 2019/2020 Capital Works Program Progress report and 2019/2020 Overall Capital Project Progress spreadsheet.***

Resolution No.: E&I0360

Moved: Cr Gina Lacey

Seconded: Cr Nick Wheeler

That the Committee recommend that Council:

- 1. Receive and notes the monthly Engineering and Infrastructure 2019/2020 Capital Works Program Progress report and 2019/2020 Overall Capital Project Progress spreadsheet.**

Carried

BACKGROUND

In conjunction with the approved Engineering and Infrastructure (E&I) Strategic Procurement Plan, the E&I directorate shall provide Council with an easy to read and interpret monitoring tool to provide transparency across the E&I 2019/2020 Capital Project Programs.

IMPLICATIONS

Financial

This report is predominately based on service levels and the reporting of project progress, financial figures will only be recorded on this report if there is an identified failure. If this occurs a separate report will be provided to Council to seek direction and guidance.

Service Levels

=====

This report is to provide a helicopter overview of the whole E&I Capital Projects progress. This report will indicate the current service level and identify Projects in which may be at risk of non-completion within the current Engineering and Infrastructure 2019/2020 Capital Works Program.

Risks

There is a potential for service and/or financial risk/failure to be identified within the Engineering and Infrastructure 2019/2020 Overall Capital Projects Progress spreadsheet. If this risk is of low or insignificant impact to Council or Community, no additional reporting will be provided to Council. If on the other hand the risk is significant, additional reporting will be provided.

Compliance

To ensure that the Engineering and Infrastructure 2019/2020 Capital Works Program is achieved within the identified timeframes of the 2019/2020 financial year.

Benefits

Council will be able to see a monthly progress report of the Engineering and Infrastructure 2019/2020 Overall Capital Works Projects. This report will be able to communicate any risks/failure/delays that have been identified within the Engineering and Infrastructure 2019/2020 Capital Works program.

CONSULTATION

Internal

- Director Engineering and Infrastructure
- Manager Infrastructure Planning and Technical Services
- Manager Corporate Properties and Fleet
- Manager Infrastructure, Parks and Recreation
- Department Coordinators

BASIS FOR RECOMMENDATION

To improve business within Council, 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 oversees the scoping, procurement and the completion of the projects identified within the 2019/2020 Overall Capital Projects spreadsheet. Furthermore, that the appropriate Managers and the Director of Engineering and Infrastructure are held accountable for the delivery of these project stages are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2019/2020 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:

PATRICK MOORE
Director Engineering and Infrastructure

Date: 28 January 2020

Report authorised by:

GARY STEVENSON PSM
Chief Executive Officer

Date: 30 January 2020

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – 2019/2020 Overall Capital Project Progress Spreadsheet
- CONFIDENTIAL Attachment 2 - Engineering and Infrastructure Strategic Procurement Plan - January 2020

REFERENCE DOCUMENT

- Nil

PAGES 513 TO 517 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Nadine Cluff

AUTHOR POSITION

Coordinator Natural Resources

9.21

OVERARCHING GRAVEL PIT MANAGEMENT PLAN

EXECUTIVE SUMMARY

This report seeks endorsement of the Overarching Gravel Pit Management Plan in relation to Council owned gravel pits to manage environmental liabilities and operation aspects.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Note and endorse the Overarching Gravel Pit Management Plan on gravel pit operations.**
- 2. Request a further report noting the cost implications into pit remediation and rehabilitation.**

Resolution No.: E&I0361

Moved: Cr Gina Lacey

Seconded: Cr Greg Austen

That the Committee recommend that Council:

- 1. Note and endorse the Overarching Gravel Pit Management Plan on gravel pit operations.**
- 2. Request a further report noting the cost implications into pit remediation and rehabilitation.**
- 3. Request ongoing status report on supplementary/site specific Gravel Management Plans including Remediation and Rehabilitation Plans.**

Carried

BACKGROUND

Historical casual establishment and ad-hoc management of Isaac Regional Council (IRC) gravel pits have left a legacy of many pits without rehabilitation or other management arrangements. Gravel extraction is an Environmentally Relevant Activity under the Environmental Protection Regulation and once extraction at a single site exceeds 5,000T within a 12-month period an EA permit is required.

The standard conditions of EA Permit includes that the activity must be undertaken in accordance with written procedures that identifies potential risks to the environment and establishes control measures to minimise environmental harm.

Furthermore, under the terms and conditions entered into between IRC and the State relating to the production of quarry materials under the Sales Permit (required for all gravel pits located on Lease Hold Land and where parcels were freehold after 1990), Council must not conduct Quarrying Operations on an Endorsed Area until

Department of Agriculture, Fisheries and Forestry has approved the Quarry Management Plan applicable to the site.

The Overarching Quarry Management Plan was prepared by consultants GHD in February 2019. Widespread review by the Engineering and Infrastructure team, Manager Environmental Services and the Department of Agriculture and Fisheries – Forest Ranger was completed, to which the ultimate document was finalised in October 2019. This is now presented for Council endorsement.

IMPLICATIONS

The intent of the Overarching Gravel Pit Management Plan is to enable more efficient and reliable extraction of quarry materials while meeting our obligation to environmental protection including legislated responsibilities. Initial investment value will underpin future maintenance and construction activity cost savings.

It can be noted that funding for all capital requirements for future gravel pit developments and/or rehabilitation works will follow the PAG budget bid process in all cases.

CONSULTATION

Internal

- Manager Infrastructure Planning and Technical Services
- Coordinator Natural Resources
- Manager Environmental Services (previous)
- Director Engineering and Infrastructure

External

- DNRME (Department of Natural Resources, Mines and Energy)
- DAF (Department of Agriculture and Fisheries – Forestry section)
- Engineering Consultants - GHD
- Landowners for future and current facilities, as required

BASIS FOR RECOMMENDATION

Extractive and quarrying activities play a critical role in Council's ability to provide effective service to the unsealed road network for the Isaac community. Increasing pressure from State Authorities regarding the compliance of Isaac Regional Council managed gravel pits has resulted at length for action to address the requirements through the Overarching Gravel Pit Management Plan (OGPMP) and associated permits.

The OGPQMP and Coordinator Natural Resources is tasked to facilitate planning for construction materials for future quarry pit operations.

ACTION ACCOUNTABILITY

Manager Infrastructure Planning and Technical Services – Ensure progress and implementation of Overarching Gravel Pit Management Plan.

Coordinator Natural Resources – administering applications, easement and construction processes for existing and new facilities.

KEY MESSAGES

All IRC owned gravel pits shall be compliant to relevant State legislation and will ensure efficient and effective service coverage to the Isaac Regions unsealed road network.

Infrastructure Departments have processes and procedures in place for the financially effective utilisation of existing gravel sources and value for money commercial arrangements with local suppliers.

Report prepared by:

NADINE CLUFF
Coordinator Natural Resources

Date: 21 January 2020

Report authorised by:

SEAN ROBINSON
Acting Director Engineering and Infrastructure

Date: 30 January 2020

ATTACHMENTS

- Attachment 1 – Overarching Gravel Pit Management Plan

REFERENCE DOCUMENT

- Nil

GRAVEL PIT MANAGEMENT PLANNING

OVERARCHING GRAVEL PIT MANAGEMENT PLAN

Current as at 05.02.2020

Presented by **Engineering & Infrastructure**

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1.INTRODUCTION

1.1 PURPOSE OF THIS OVERARCHING GRAVEL PIT MANAGEMENT PLAN

This Overarching Gravel Pit Management Plan (OGPMP) provides details for the operation and extraction of material from gravel pits located within Isaac Regional Council (IRC).

This OGPMP also aims to meet legislative requirements.

IRC is committed to the development and implementation of an appropriate Integrated Environmental Management System (IEMS). As individuals, we all have an obligation to environmental protection, including legislated responsibilities:

1. A person must not carry out any activities that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practical measures to prevent or minimise the harm.
2. A person must not cause land to become contaminated land.

IRC recognises the importance of compliance with environmental legislation, but also recognises that it is merely the foundation and achievement beyond compliance is our goal.

Our aim is to conserve and enhance the unique environment in our region. In achieving this goal, we endeavour to:

1. Proactively support our employees to be environmentally responsible in their activities.
2. Maintain our policy of cooperation and consultation with the public.
3. Promote better environmental awareness in the greater Isaac Region.
4. Continue to reduce power consumption and minimise waste.
5. Continue to improve our environmental management system.
6. Reduce and prevent pollution.

IRC shall continue to consult with landholder/landowners to help minimise any potential environmental harm. IRC shall strive to maintain and improve the environmental performance of our own facilities, thus leading by example.

1.2 REVIEW AND CONTINUAL IMPROVEMENT

This OGPMP is to be reviewed at least every two years.

IRC have commitments under the IEMS for continual improvement that would apply to this document. Additional reviews may be triggered as a result of incidents/near misses, alterations to legislative requirements and significant changes to operation (such as implementation of blasting).


1.3 SCOPE AND LIMITATIONS

This report: has been prepared by GHD for Isaac Regional Council and may only be used and relied on by Isaac Regional Council for the purpose agreed between GHD and the Isaac Regional Council as set out in section 1.1 of this report.

GHD otherwise disclaims responsibility to any person other than Isaac Regional Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.



The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Isaac Regional Council and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

2.GRAVEL PIT SITES – LOCATION/DETAIL

2.1 OVERVIEW

IRC currently has 74 gravel pit sites within the Active Gravel Pit Register. The quarries are summarised in Table 1.

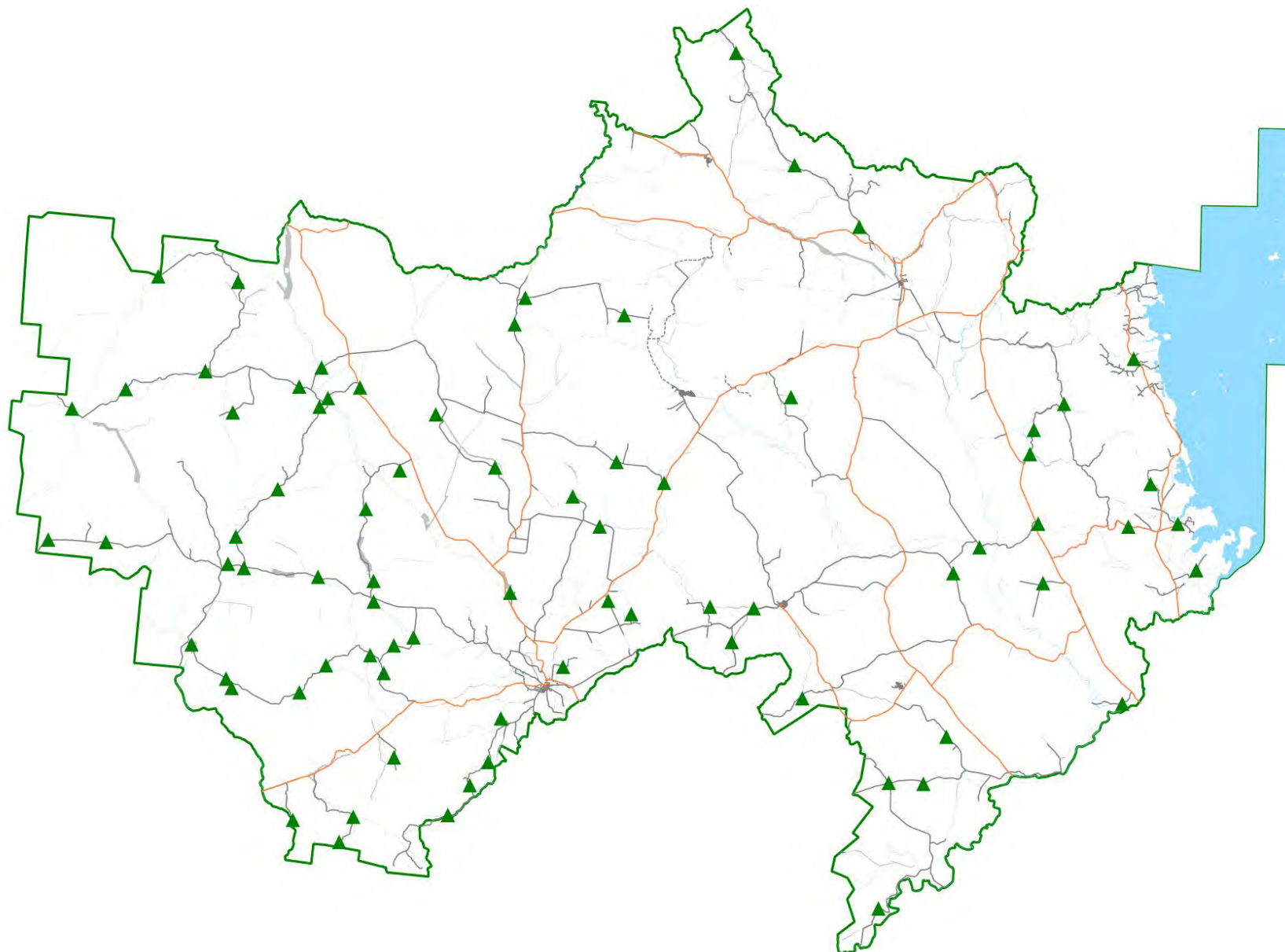
Table 1: Summary of Active Gravel Pit Sites

LAND TENURE	TOTAL NUMBER	EA PERMIT (For over 5,000T yearly removal)	SALES PERMIT (For any material removed from State lands, with exemptions)
Freehold	28	5	N/A
Leasehold	37	10	34*
Road reserve	4	N/A	N/A
Other reserve	5	2	N/A

*Expression of Interest submitted to Department of Forestry for 3 additional sites that are identified as Active and on leasehold

These sites are identified and presented as a layer viewable through the Council IntraMaps program.

Map 1: Council Active Gravel Pit Sites within Isaac Region



3. LEGISLATIVE REQUIREMENTS

The IRC 'Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements' provides guidance to IRC for the gravel pits, refer to Appendix B. It outlines General Duty requirements as well as planning/approval/permit triggers.

3.1 GENERAL DUTY REQUIREMENTS

- *Environmental Protection Act 1994*
- *Biosecurity Act 2014*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth) / Aboriginal Cultural Heritage Act 2003 (Queensland)*
- *Workplace Health & Safety Act 2011*

3.2 APPROVALS, PERMITS OR LICENCES

There are currently two types of permits that are held by IRC for gravel pits; Department of Agriculture and Fisheries (DAF) Sales Permit, and Department of Environment and Science (DES) Environmental Authority. The DAF Sales permit is relevant to all site on leasehold that royalties are payable to State whereas the EA permit is relevant to all sites extracting and/or screening over 5,000t (excluding road reserves).

3.2.1 DAF Sales Permit

The DAF Sales Permit is permit number 134488. The permit currently applies to 34 of the 'active' gravel pits however contains a further 60 that Council has assessed as inactive and is working with DAF in retiring off Sales Permit. Each gravel pit has an endorsed area specified over the sites.

Under the terms and conditions entered into between IRC and DAF, Council must not conduct extraction activities at a site until DAF have approved a Site Based Management Plan (commonly known as Quarry Management Plan)

3.2.2 DES Environmental Authorities

Of relevance is whether the gravel pit is classified as an Environmentally Relevant Activity (ERA) under the Environmental Protection Regulation 2008. The IRC 'Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements' provides the current definition of ERA activities where an Environmental Authority (EA) is triggered.

The SBMP Guidelines, refer to Appendix A, have been developed to guide IRC in development of site specific SBMP (or procedures) that meet the requirements of the EA's and DAF Sales Permit.

The standard conditions of EA Permit includes that the activity must be undertaken in accordance with written procedures that identifies potential risk to the environment and establishes control measures to minimise environmental harm. This OGPMP is to address the requirement.

As per the DES register of EA's, IRC currently operate quarries under the following permits:

Table 3: Current EA Permits

NUMBER	LOCATION	NAME
EA0001653	Lot 5 on RU81	Beresford Pit, Laglan Road
	Lot 1 on RU79	Parnu Pit, Laglan Road
	Lot 5 on RP866478	Mavis Downs Pit, Daunia Road
EA0001738	Lot 9 on CNS419	Limestone Pit, Cotherstone-Capella Road
	Lot 4 on TT269	Mt Stuart Pit, Mackenzie River-Capella Road
	Lot 4 on KL210	Croydon Pit, Marlborough-Sarina Road
	Lot 654 on SP273873	Laglan Pit, Laglan Road
	Lot 3 on RU96	Pioneer Pit, Pioneer Road
	Lot 3 on DR20	Mirrabilia Pit, Pioneer Road
	Lot 1 on SP147340	Recruit Pit, West Banchory Road
	Lot 661 on SP282172	Moray Pit (#1), Moray Carmichael Boundary Road
	Lot 3 on SP147546	Bulliwallah Pit, Bulliwallah Road
	Lot 5 on DC138	Mallawa Pit, Eaglefield Road
	Lot 3 on CNS32	Booroondarra Pit, Booroondarra-Capella Road
	Lot 12 on KL204	Collaroy Pit, Collaroy-Tierawoomba Road
EPPR00791913	Lot 3 on HLN29	Plum Tree Pit, Turrawalla Road
<p>The above permits cover the activities of:</p> <ul style="list-style-type: none"> • ERA 16 – Extraction and Screening 2: Extracting, other than by dredging, in a year, the following quantity of material, (a) 5,000t to 100,000t • ERA 16 – Extraction and Screening 3: Screening, other than by dredging, in a year, the following quantity of material, (a) 5,000t to 100,000t 		
EPPR02351514	Lot 656 SP138788	Sellers Pit (South Back Creek), Elgin Road
<p>This permit is in conjunction with Adani Mining Pty Ltd arrangements. Pit remains dormant with no intention in the near future to utilise this resource by IRC.</p>		

3.3 PLANNING ACT OBLIGATIONS

The *Planning Act 2016* establishes the processes for land use planning and development assessment in Queensland, including the development of new planning schemes by local governments, and rules for determining development applications.

Existing IRC gravel pits generally operate with existing use rights, or operate under exemptions under the *Planning Act 2016*. However, planned expansions to existing uses, as well as establishment of new gravel pits need to consider the requirements of the *Planning Act 2016*, the relevant local planning scheme and any state planning requirements that may apply to the site.

Details on the process, potential exemptions and approval requirements can be found in Appendix B – Planning Approval and Permit Requirements. Advice should be sought early in the project planning phase from IRC's Liveability and Sustainability Department and/or a private town planning consultant for any new or expanded projects, to confirm requirements.

4.HUMAN RESOURCES

4.1 ROLES AND RESPONSIBILITIES

Isaac Regional Council has an overall responsibility for ensuring that all employees, Contractors and any other site users involved with works are familiar with the relevant requirements of Gravel pit management.

Flow Chart 1 below provides an overview of IRC management.

Flow Chart 1 – Organisation Structure of IRC Gravel Pit Operations

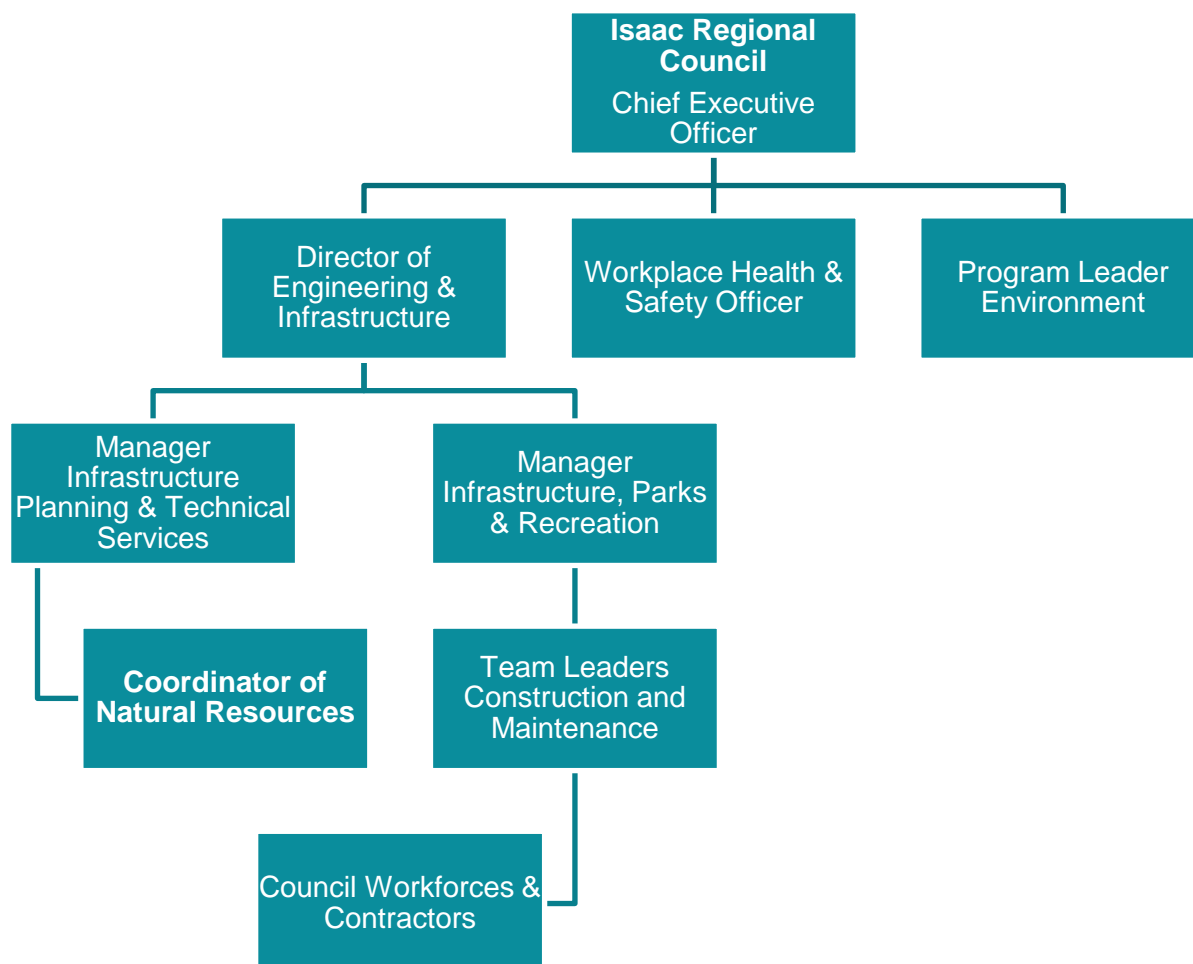


Table 4: Overarching Roles & Responsibilities

RESPONSIBILITIES	TITLE
<ul style="list-style-type: none"> Ensure that IRC abides by necessary legislative requirements for the extraction of gravel. Ensure all employees are adequately trained and inducted for gravel extraction operations. 	Chief Executive Officer
<ul style="list-style-type: none"> Review and audit the SBMP on an annual basis or as directed by the CEO. Report on any environmental incidents to IRC's Director of Engineering & Infrastructure. Monitor effectiveness of SBMP, assure regulatory compliance, and uphold the general environmental duty. Review all reports and notifications relating to the activities to ensure that the system is as effective as possible. 	Program Leader Environment

<ul style="list-style-type: none"> • Ensure all workplace health and safety and environmental requirements and procedures are implemented. • Complete internal environmental audits and inspections and ensure results are recorded. • Liaise with regulatory agencies regarding requirements for approvals, licenses, permits and authorities. 	
<ul style="list-style-type: none"> • Oversee and delegate specific tasks carried out by the Manager Infrastructure. • Report on any significant incidents or problems to the CEO. 	Director of Engineering & Infrastructure
<ul style="list-style-type: none"> • Ensure all employees are aware of environmental responsibilities. • Report any non-compliance to the Program Leader Environment. • Induction of new employees including environmental responsibilities and the SBMP. 	Manager Infrastructure Planning & Technical Services
<ul style="list-style-type: none"> • Monitor overall performance of gravel pit extraction activities. • Produce, review and monitor SBMPs • Direct construction of environmental controls as necessary. • Report any environmental incidents to the Program Leader Environment. • Ensure Operators are trained in the use of machinery and equipment onsite, safely and efficiently to minimise the risk to human health, safety and environmental nuisance, including noise, air pollution, water quality, waste material and land contamination. • All requirements for approvals, licenses, permits and authorities are in date. • Ensure that the extents of the pits are as per the boundaries conveyed to DAF. • Current / recent gravel test results are available. 	Coordinator Natural Resources
<ul style="list-style-type: none"> • Ensure regular maintenance is undertaken on plant and equipment. • Ensure Operators are trained in the use of machinery and equipment onsite, safely and efficiently to minimise the risk to human health, safety and environmental nuisance, including noise, air pollution, water quality, waste material and land contamination. • Advise the Program Leader Environment immediately of any environmental incident. • Ensure that the gravel pit is managed in accordance with the SBMP at all times. 	Overseers & Team Leaders
<ul style="list-style-type: none"> • Carry out the works under the supervision of Team Leader(s). • Report any damage or incidents to Team Leader(s). • Ensure that the gravel pit is managed in accordance with the SBMP at all times. 	All Other Council Employees and Contractors

4.2 TRAINING AND AWARENESS

IRC is responsible for ensuring that site personnel are aware of safety, health and environmental issues and are competently trained to carry out their duties.

Training should be provided in at least the following areas:

- Site specific induction training and understanding of the current Safety Management Plan
- The implementation of the SBMP
- Licence conditions relating to the activities undertaken onsite
- Operational practices and procedures
- Environmental obligations and responsibilities whilst working on-site
- Cultural Heritage awareness
- The implications for the EP Act to both the individual and the site.

5.HEALTH, SAFETY AND EMERGENCY MANAGEMENT

5.1 HEALTH AND SAFETY

Isaac Regional Council is required to prepare a safety plan to cover all the works in the gravel pit including but not limited to the operations described in Part 3: Scope of Operations. Requirements are also set under Schedule 2 – Safety Conditions of Sales Permit.

Isaac Regional Council is also required to identify the risks associated to the operations in the pit, maintain a risk register and assess the identified risks and control of work method's risks. An IRC Workplace Health and Safety policy is in place.

Quarries present a danger to all persons within the vicinity given that heavy machinery may be operational, and a large cavity may be present in the ground with steep, and possibly uneven slopes. To reduce the risk to the general public signs will be placed at strategic locations to warn of the danger and general site access will be restricted.

Restricted entry signs must be erected and maintained by the Permittee on the main entry the gravel pit area and should also be on any other access tracks into the gravel pit.

All contractors are inducted in accordance with the IRC Policy. Contractors identify and take all necessary precautions for the health and safety of all persons, including any employees, customers and members of the public, who may be affected by the performance of services.

All IRC employees and contractors working at the sites must hold a "Construction White Card" and be inducted according to any WH&S System and the Isaac Regional Council Corporate Induction.

All accidents, incidents and near misses are reported and investigated as per IRC WH&S Policies. Incidents are registered with the IRC Workplace Health & Safety Department via SMART (IRC computer application for incident logging and reporting).

Documentation to be kept onsite includes:

- Site Representative (contact person and their contact details to be kept current)
- Current copy of Site Safety Plan
- Site base map detailing entry to the gravel pit
- Visitors sign in and out book.

5.2 EMERGENCY PROCEDURES

There is the potential for emergencies to occur on IRC sites. Each gravel pit is to include identification of evacuation/ assembly points and relevant contact numbers in the event of an emergency.

5.2.1 Potential Risks and Hazards

Primary site risks for IRC Quarries include:

- Access to any IRC gravel pit by unauthorised and untrained individuals – management are to ensure that only those persons permitted on site are allowed to enter or remain, and that any guests or visitors to the site complete a safety induction or are to be escorted at all times by site staff.
- Flooding of the site – in the event of stormwater contamination being observed onsite, the stormwater should be monitored for the contaminant released or total petroleum hydrocarbons (TPH), Polycyclic Aromatic Hydrocarbons (PAH) and suspended solids.

- Fire risk – green waste stockpiles may pose a fire risk. To mitigate this risk, green waste stockpiles are to be located in a position remote from gravel pit operations and is to be maintained at workable heights. Access for vehicles will be kept unobstructed to permit fire emergency response if required.
- Chemical storage – may pose a fire and contamination risk as a result of potential chemical release. Chemicals are to be stored as per Australian Standard 1940-2004: *The storage and handling of flammable and combustible liquids*. Safety Data Sheets (SDS) for all chemicals are maintained on site and employees are familiar with the SDS prior to use. A manifest of chemicals, locations and typical storage quantities is maintained at the site in case of emergency.

5.2.2 Emergency Response Management

Emergency response plans are intended to address foreseeable risks and hazards in order to provide a corrective response to minimise or mitigate environmental harm. Site specific plans may be required where risks are deemed moderate to high.

Emergency Response Management include:

ADVERSE WEATHER MANAGEMENT

MITIGATION MEASURES	<ul style="list-style-type: none"> • Cease operations on site if there is significant risk of flooding or wind damage • Ensure adequate backup electrical supply, at least one portable back-up generator of an appropriate size available at each site. • List of emergency contact names and numbers available for each site, including landowner • Ensure plant/equipment, oils and chemicals are relocated to appropriate storage facilities away from stormwater drainage lines and nearby sensitive environments. • Secure, by sheltering, tying down or as many otherwise be appropriate, equipment that may pose a risk in times of high wind or rainfall conditions • Do not drive or otherwise cross flooded waterways
MONITORING	IRC management (Local Disaster Coordinator Centre personal) to monitor weather forecasts on a daily basis to ensure adequate warning of any significant risk of adverse weather. In order to achieve this, a working radio receiver with battery backup power must always be available at the site.
REPORTING	Any incidents from adverse weather to be reported with the IRC Workplace Health & Safety Department via SMART
CORRECTIVE ACTION	IRC operating personnel to mitigate or implement immediate remedial action in the event of failure of control measures or unanticipated hazard(s) that might result in environmental harm.

FIRE MANAGEMENT

MITIGATION MEASURES	<ul style="list-style-type: none"> • Cease operations on site if there is significant risk of fire danger • List of emergency contact names and numbers available for each site, including landowner • Minimise quantities of, and monitor storage/stockpiling of green waste or other flammable wastes to minimise fire risk.
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	<ul style="list-style-type: none"> • Camp fires or bbqs to be contained and monitored • Fire extinguishers to be fitted in plant/equipment
MONITORING	IRC management (Local Disaster Coordinator Centre personal) to monitor Fire Danger Rating on a daily basis to ensure adequate warning of any potential fire behaviour. In order to achieve this, a working radio receiver with battery backup power must always be available at the site.
REPORTING	Any fire incidents to be reported with the IRC Workplace Health & Safety Department via SMART
CORRECTIVE ACTION	<p>In the event of an uncontrolled fire incident, IRC management shall:</p> <ul style="list-style-type: none"> • Investigate the circumstances and will report to DES/QFES, as appropriate, any damages to quarries following a fire event • Implement mitigate measures as appropriate to minimise risk of recurrence

SPILL MANAGEMENT

MITIGATION MEASURES	<ul style="list-style-type: none"> • List of emergency spill response contract names and numbers available for each site • Store fuels, flammable liquids and chemicals as per Australian Standard 1940-2004 • Store other minor quantities of industrial chemicals in appropriate safe storage, and on drip-proof trays where possible • Have a spill response kit readily available in the event of spillage of materials that might result in environmental harm • Spill/leak sources to be identified as soon as possible and if safe to do so, the leakage or spillage stopped, and any spilled material that might result in environmental harm contained or closed off by bunding or other such methods
MONITORING	Daily monitoring of the site, identify any leaks or spillages and determine if any mitigation measures are required. Visual inspections of stock piles, extraction and screening areas are also required to make sure that no loose or contaminated material poses a risk to contaminating stormwater drainage pathways.
REPORTING	Any spills to be reported with the IRC Workplace Health & Safety Department via SMART. If the spill has the potential to cause environmental harm, IRC must contact DES.
CORRECTIVE ACTION	<p>Absorbent pads, kitty litter used to soak up spills or if on soil, the affected contaminated soil should be removed and transported to an appropriate landfill site.</p> <p>Contaminated materials resultant from spillage shall be stored safely and removed from site by a licenced waste contractor.</p> <p>In the event of a spill or leakage incident, IRC management shall:</p> <ul style="list-style-type: none"> • Investigate the circumstances and will report to DES any risk of environmental harm • Implement mitigation measures as appropriate to minimise risk of recurrence

5.3 INCIDENT REPORTING / MANAGEMENT

Incident reporting and management is as per IRC procedures. All personnel shall report all incidents to the Coordinator Natural Resources and complete an incident report form. Incidents may include the following:

- Incident or accidents
- Hazards
- Near miss
- Dangerous events
- Property damage
- Production loss
- Environmental incidents.

The report is to include details of the incident, potential causes, corrective action needed and final sign off.

IRC are responsible for investigating incidents and maintaining records of actions taken. The Director of Engineering & Infrastructure is responsible for reporting significant incidents to the relevant authorities in accordance with legislative requirements.

5.4 COMPLAINT REPORTING / MANAGEMENT

If complaints are received in relation to the gravel pits, the Coordinator Natural Resources will be responsible for ensuring that all complaints received are addressed and investigated within the shortest practicable period. A complaints register is maintained as part of the IRC Service Request process. If a complaint is received regarding the excavation site, the following details must be recorded:

- Time, date, name, and contact details of the complainant;
- Reasons for the complaint
- Any investigations undertaken
- Conclusions formed
- Any actions taken.

6. OPERATIONS

6.1 GRAVEL PIT LAYOUTS

It is required that a gravel pit layout figure or drawing be developed for each site. Key components of the layout include:

- Access: access to the site is to be provided and maintained by IRC. Where instructed by Landowner/Landholder, a gate should also be installed which is to be locked outside operation hours.
- Gravel Pit footprint area to minimise risk of disturbance to sensitive areas
- Car parking
- Waste facilities, spill kits and/or other similar aspects
- Erosion and sediment control measures, including stormwater flow and sediment basins
- Stockpile locations.

6.2 EXTRACTION METHOD

- Works shall be carried out on a progressive, as needs basis, whereby only the section needed to obtain the required amount of material shall be cleared and extracted at any one time.
- Gravel Pit production is expected to be in the range of 0 to 40,000 (tonnes per annum) per site pending gravel material demand.
- All topsoil where existing shall be stockpiled as per the corresponding working plan for that site, for later respreading in the rehabilitation process
- Excavator or bulldozer will rip and push gravel material into stockpiles.
- Crushing and screening where deemed necessary for a quality product will be undertaken by portable plant.
- Stockpiles will be arranged to provide ready access and maximum benefit for noise attenuation from plant.
- Product despatch will be loader-based weighting scales.
- Truck types including semi tippers, truck dog combinations or body trucks will transport the product. No truck will be permitted to leave the site unless the load is legal and secure.
- Should the extraction works be undertaken by a contractor, the contractor may prepare an operation plan in conjunction with Council for operations in the gravel pit and supply work method statements for the operations.
- All operations of the pit are to be managed in accordance with Work Health and Safety Act 2011.
- Normal hours of operation will be Monday to Saturday 6 am – 6 pm (excluding public holidays).

6.3 STOCKPILING OF TOPSOIL

The topsoil from the site is a very important requirement for low cost revegetation. Topsoil from all working areas and access tracks should be stripped carefully and stockpiled or used immediately to rehabilitate worked out areas. This will avoid stockpiling and double handling of the soil. Topsoil placed directly onto rehabilitation areas contains viable seed, nutrients and microbes that allow it to revegetate more rapidly than topsoil that has been in stockpile for long periods.

Maximum stockpile height of topsoil to be 3m.

6.4 STOCKPILES

- All material stockpiles will be contained within the approved limits of the gravel pit, unless directed by the Superintendent to stockpile offsite.
- Stockpile sites are to have erosion and sediment control measures installed, as per the erosion and sediment control detailed in section 7.2.
- The Council should maintain record of quantity and destination of the gravel removed from the gravel pit.

7. ENVIRONMENTAL MANAGEMENT

Section 319 of the *Environmental Protection Act 1994* (EP Act) states that every person has a General Environmental Duty (GED). This GED requires that a person must not carry out an activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. In deciding measures to be undertaken to fulfil the GED the following must be considered:

- The nature of the harm or potential harm
- The sensitivity of the receiving environment
- The current state of technical knowledge for the activity
- The likelihood of successful application of the different measures that might be taken
- The financial implications of the different measures as they would relate to the type of activity.

Compliance with the GED is a defence to offences related to causing unlawful environmental harm. If defendants can show that the harm happened while a lawful activity apart from the EP Act was being carried out and they fulfilled their GED, then they cannot be found guilty of causing unlawful environmental harm.

This section provides a summary of key environmental management aspects for all gravel pits that are required to be adapted and implemented for sites where there is an EA. More stringent management actions can be referred to in the associated IRC SBMP for a particular site, if applicable.

7.1 ENVIRONMENTAL VALUES AND SENSITIVE RECEPTORS

The following presents a checklist outlining the environmental values and sensitive receptors that are to be reviewed for each current and new gravel pit.

Table 2: Environmental Site Checklist

ASPECT	CHECKLIST
Water	Are there any mapped waterways that traverse or are adjacent to the site?
	What is the flow direction of surface water/ runoff across site?
	Is the site within the Coastal Management District or within any coastal hazard areas?
	Are there any identified risks of groundwater contamination occurring from the site?
Soil and Land	Is the site listed under the Environmental Management Register or Contaminated Land Register?
	Are there any areas susceptible to erosion on site? (e.g. rills or gullies)
	Is there potential for acid sulphate soils?
Biodiversity	Is the site a high-risk trigger area for protected plants?
	What is the regulated vegetation including essential habitat for the site?
	Are there any breeding places or fauna habitat areas on site or adjacent?
	Are there any known weed infestations present?
Protected Areas	Are there any protected areas within or in proximity to the site?
Cultural Heritage	What is the Aboriginal Party for the area?
	Are there any known Aboriginal items on site?

ASPECT	CHECKLIST
Native Title	Is there any native title land within or in proximity to the site? Reference to be made to NT applications, determinations or ILUAS
Social Receptors	What are the adjacent land uses to the site? (e.g. residences, businesses etc.)
Services	Are there any powerlines, phone lines, water or gas pipelines?

7.2 WATERWAYS AND EROSION CONTROL

7.2.1 General

Sediment or contaminants, derived from on-site activities, soil erosion or oils and fuels, have the potential to cause on-site damage and pollute local water systems in the gravel pit area. Poor site management could lead to excessive soil erosion, blocked drainage systems, timely and expensive clean-up operations and off-site pollution. In addition, sedimentation and erosion may lead to loss of vegetation and habitat as well as spread of the root rot fungus). For these reasons site operations should be tailored to minimise erosion and water pollution.

The following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Mapped waterways
- Hydrology features:
 - Flow direction of surface water/runoff
 - Coastal Management District or any coastal hazard areas
 - Wetland Protection Areas or high risk wetlands
- Groundwater
- Erosion potential
- Acid sulphate soils
- Contaminated land.

The below suggestions regarding erosion and sediment control are recommended as minimum controls and are in accordance with the *Best Practice Erosion & Sediment Control Guidelines 2008* (herein referred to as the IECA Guidelines), the Environmental Protection (Water) Policy 2009 and any other relevant approval and statutory requirements.

The following general guidelines to control sediment and erosion on-site should be considered in all gravel pit design and management, as a minimum:

- Site drainage installed to mimic natural drainage patterns, where possible utilise natural drainage lines with existing vegetation.
- Divert stormwater runoff around soil disturbances and excavations.
- Implement measures to divert clean water from the gravel pit, where possible.
- Designated site access paths for plant and people, if appropriate establish a shake-grid or waste bay for cars and trucks to be cleaned prior to exiting the site.
- Use of sediment ponds
- Use of sediment fences, as per IECA Guidelines.

- Any new access tracks should be constructed across controlled gradients, with regular cross drains or culverts.
- The working face of the gravel pit should be kept as dry as possible, via appropriate drainage, and machinery should not be driven through flowing water.
- All site operations should be undertaken in such a manner to minimise the potential for pollutants to enter waterways; which includes appropriate storage and bunding of polluting materials, appropriate machinery maintenance, and general site tidiness. Any pollution incidents should immediately be reported to the IRC Program Leader Environment and/or the person/role deemed appropriate by IRC Environmental and Safety departments.
- Where sediment laden water has left the site, corrective actions will be required to be implemented. Actions should include a review of site measures, implementation of additional management actions and restoration of impacted areas.

7.2.2 Waterways

Pollutants from site with the potential to enter local waterways may have extreme environmental effects if not treated appropriately. Where discharges occur and waterways are present, visual inspection and water quality monitoring of the receiving water body may be required. If required, water quality monitoring is to be undertaken as per the DES Monitoring and Sampling Manual.

7.2.3 Stormwater Settlement Dams

Stormwater settlement dams (i.e. sediment dams) are used to contain surface water run-off prior to it leaving the site for the purpose of treating or settling sediments and contaminants.

The following general guidelines for stormwater settlement dams should be considered in all gravel pit design and management, as a minimum:

- Determine the appropriate size of the dam for the volume of surface water run-off on site.
- Dewatering, if applicable, is to be undertaken in accordance with site procedures

7.3 VISUAL IMPACT

Visual impact of gravel pits and the actions required to reduce the impact is dependent on the proximity of the site to surrounding sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from visual impacts.

Key aspects to consider to keep the site aesthetics visually pleasing and reducing impact include:

- Site layout opportunities; e.g. not locating skip bins along the fence line next to residential areas
- Maintaining the site in a tidy manner
- Consultation with adjacent landholders to review any site specific measures such as screening or storage of equipment off site
- If lighting is required, direct light away from sensitive receptors
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site
- Review fencing on site.

Corrective actions may be required upon receipt of complaints and may include alteration to site operations.

7.4 NOISE CONTROL

7.4.1 General

The objective of controlling noise is to minimise the impacts and vibrations from construction activities to the surrounding environment and sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from noise.

All works are to be managed in accordance with the EP Act and Environmental Protection Policy (Noise) 2008. The following actions should be considered to reduce the impact of noise from site:

- Type of sensitive receptor/s nearby and their proximity to the site
- For receptors in close proximity, determine if baseline noise or condition assessments (vibration) are required to be undertaken
- For irregular noisy activities, notification to adjacent sensitive receptors may be required
- Design and implement noise mitigation measures (such as noise walls)
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site;
- Set work hours suitable to the location of the site (typically Monday to Saturday, 6:00am to 6:00pm; excluding public holidays)
- If work outside normal hours is required, obtain Coordinator Natural Resources approval and notify adjacent sensitive receptors, any such work is to be undertaken as per relevant regulations
- Ensure plant and equipment are adequately maintained in proper and effective working condition.

General observations are to be undertaken and if an issue is noted it must be reported. If a complaint is received regarding noise from site, noise monitoring may be required to be undertaken as per relevant guidelines (such as the DES Noise Measurement Manual, EM1107).

7.4.2 Neighbouring Residents

If the site is in an area potentially affecting neighbouring residents, the following should be considered:

- Determine if baseline noise or condition assessments (vibration) are required to be undertaken
- Appropriate communication with neighbouring residents regarding working hours.

7.4.3 Blasting Activities

Although blasting activities are not currently undertaken on any IRC gravel pit, should this practice be adopted in the future further consideration needs to be given to minimise the environmental impact to nearby sensitive receptors the surrounding environment. Aspects to consider include:

- Noise
- Vibrations
- Air quality
- Increase in plant and machinery movement
- Visual impact
- Health and safety.

7.5 AIR QUALITY (INCLUDING DUST)

Air quality includes any airborne emission or particulate matter which is released into the air of the surrounding environment. The majority of air quality pollution will originate from dust produced by on-site operations and vehicle movements, or fuel emissions from machinery. All site emissions should be kept to a minimum; as a guide significant air pollution should not be visible crossing the boundary of the gravel pits.

Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from air quality.

All works are to be managed in accordance with the EP Act and Environmental Protection Policy (Air) 2008. The following actions should be considered to reduce air pollution:

- Adequate maintenance of plant/equipment to minimise exhaust emissions and to ensure they are in proper and effective condition
- Recommend that burning of vegetation waste is not allowed.
- Determine if watering trucks are required (including frequency and source of water), if site conditions become unfavourable (e.g. dry or windy) roads should be sprayed with water (regularly) or magnesium chloride (occasionally).
- For frequently used sites, consider if access tracks are to be compacted gravel to reduce dust.
- Site design to ensure that stockpile locations are well protected from prevailing winds, either via existing or new planted vegetation or constructed embankments.
- Where high dust emissions are expected (e.g. transfer points, stockpiles etc.), enclosures, mist sprays or approved dust extraction equipment may be required. This should be determined by site managers based on visible dust emissions.
- Traffic management including speeds and covering of loads.
- When loading trucks the potential for dust emission from the material being transported should be taken into account. The highest point of the load should not exceed the height of the tray walls unless the load is covered.

Visual monitoring should be a regular occurrence. If a complaint is received about dust or air quality, air monitoring may be required and must be undertaken as per relevant guidelines.

It is understood that weather conditions, particularly large events, may make control of dust extremely difficult. Therefore, storm and wind warnings should be monitored, and contingency action plans initiated if such an event is predicted to occur.

7.6 FLORA AND FAUNA

7.6.1 General

Site operations must be developed in such a way as to minimise disturbance and manage potential impacts to native flora, fauna and surrounding ecosystems in order to maintain environmental quality and natural values of the surrounding areas.

At a minimum, the following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Protected flora species
- Regulated Vegetation
- Essential habitat

- Fauna species / habitat

Management actions should be developed specific to the site values and should consider the following:

- Location of any significant vegetation or fauna habitat areas and measures to minimise impact (such as demarcation onsite).
- Steps to take if animal breeding places are identified in the disturbance area (such as bird nests).
- Procedures for implementation in the event of injured or trapped wildlife.

Monitoring on site should include visual inspections and reviews, corrective actions may be required in the event of management actions not being implemented. Corrective actions may include rehabilitating disturbed areas or undertaking weed control.

7.6.2 Regulated Vegetation & Vegetation Clearing

Vegetation areas must not be cleared prior to reviewing the regulated vegetation mapping; this can be obtained from the DNRME online platform. Depending on the vegetation category, land tenure, purpose for the clearing or presence of threatened flora, approvals may be needed.

Pits covered under the Sales Permit issued under the Forestry Act 1959 authorises any vegetation clearing required for the gravel pit and hence such clearing is an exemption from the Vegetation management Act 1999.

7.7 BIOSECURITY

The key biosecurity risk relating to the operation of quarries is weed species. Weeds and vegetation diseases can be easily transported to and from site from people and vehicle movements (e.g. on car tires, in equipment, and on clothing and shoes).

Any known weed infestations on site are to be identified and reported. The IRC Biosecurity Management Plan (currently in draft form) provides guidance on weeds of significance to the region.

The following actions to minimise weed infestations and vegetation diseases should be implemented on site:

- Measures to control the spread of weeds to and from sites (e.g. wash-down areas for plant, machinery and vehicles prior to arriving or leaving site).
- If practical, use a hard, well-drained surface as a wash-down area and dispose of wash-down water so that it is not affecting vegetation (e.g. local bushlands), surface water areas or local waterways.
- If possible, avoid driving vehicles or walking through weed infestations, especially if weed infestations are seeding and vegetation is present that may carry pathogens, diseases or fungi.
- Frequent site surveys to identify new weed infestations and to monitor existing weed infestations.
- Control measures for existing weed infestations including method (e.g. manual or spraying) and frequency (e.g. biannually, annually etc.).

7.8 WASTE AND CHEMICAL STORAGE AND DISPOSAL

All wastes generated at IRC gravel pits should be removed from site and prohibited from accumulating on site. Waste includes recyclable waste, general waste, oils, fuels, and chemicals. Vegetation waste will be the only waste to remain onsite as this will be utilised in the rehabilitation process.

The aim of effective waste management is to prevent or minimise the generation of wastes and to appropriately contain, control and dispose of all waste generated.

All works are managed in accordance with the *Waste Reduction and Recycling Act 2011* and EP Act. Management actions are to meet (or exceed) IRC standard practices. The following actions are recommended:

- Determine the type of wastes likely to be generated, such as:
 - Recyclables (e.g. plastics, cardboard, paper etc.)
 - General waste (e.g. food and food containers, non-recyclable plastic etc.)
 - Regulated or trackable waste (e.g. oils, spill clean ups etc.)
 - Vegetation waste
 - Chemical waste (e.g. cleaning products, batteries, herbicides, paints and machinery aerosols/solvents etc.).
- If applicable, any dangerous goods, as listed under the *Dangerous Goods Act 1998*, must be stored in the appropriate manner, in relation to their class, as per the *Dangerous Goods (General) Regulations 1998*. An appropriately approved transporter, holding an EPN permitting transport of hazardous wastes, must undertake any removal of dangerous goods from the site.
- If storing chemicals onsite, implement procedures as per AS1940, including:
 - Maintaining a chemical register with Safety Data Sheets
 - Storing chemicals within bunding or chemical cupboards
 - Supply spill kits for use onsite
 - Undertake regular inspections of chemical register, storage areas and spill kits.
- Determine the need for bins to be onsite, if no bins are to be used onsite then ensure that workers remove all wastes with them at the end of each day/shift.
- Vegetation waste may be stored onsite, removed or mulched and used in erosion and sediment controls.
- Regulated wastes are to be managed in accordance with legislative requirements (i.e. removed by a licenced operator).
- Determine if fuelling or maintenance activities are allowed onsite.

Regular inspections of plant/machinery, vehicles, waste areas and chemical storages should be undertaken and corrective actions be implemented if deemed necessary, or following an incident such as a chemical spill onsite.

7.9 CULTURAL HERITAGE

Cultural heritage must be considered for all gravel pits to ensure compliance with the *Aboriginal Cultural Heritage Act 2003* and associated Duty of Care Guidelines.

The *Act* and Guidelines provide information for proponents, such as IRC to implement their duty of care. The requirements depend upon the nature of the site and works proposed (e.g. a previously developed area verse an area where there has been no previous disturbance).

The following cultural heritage and native title searches should be undertaken and reviewed prior to implementing controls:

- Aboriginal cultural heritage – available through the Department of Aboriginal and Torres Strait Partnerships.
- Non-aboriginal cultural heritage – available through the Queensland heritage Register and IRC Planning Scheme overlay mapping.
- Native title information – available from the DNRME MinesOnline mapping and the Native Title Tribunal.

If Aboriginal cultural heritage has been determined to be low risk and there are no known Aboriginal cultural heritage sites or areas at the site or in the immediate vicinity, then an accidental finds procedure is to be implemented.

The accidental find procedure should include:

- Works will stop and an exclusion zone (for example 10-20 m) put in place if potential Aboriginal cultural heritage items are uncovered.
- The Coordinator Natural Resources and Program Leader Environment are to be notified as per the incident procedure.
- The Coordinator Natural Resources must advise the Chief Executive of the Aboriginal Cultural Heritage in writing within 7 days.
- The Coordinator Natural Resources and Program Leader Environment are to engage a qualified archaeologist or the local Aboriginal party to assess the artefacts in situ.
- The instructions of the archaeologist or the local Aboriginal party are to be adhered to and works cannot resume in the area until IRC is instructed that it is suitable to do so.
- In the event that skeletal remains are uncovered, the Queensland Police must be immediately informed.

7.10 ENVIRONMENTAL INCIDENTS AND COMPLAINTS

All personnel shall report all environmental incidents to Coordinator Natural Resources and Program Leader Environment and complete an environmental incident report form. Examples of environmental incidents include the following:

- Fuel, oil and/or chemical spills
- Fire and/or explosions
- Unearthing of historical or Indigenous cultural heritage
- Erosion and sediment control failure.

IRC are responsible for investigating environmental incidents and maintaining records of actions taken. Where applicable (and in accordance with the EA), environmental incidents shall be reported to DES and relevant stakeholders.


If environmental complaints are received in relation to the gravel pits, Coordinator Natural Resources and Program Leader Environment, will be responsible for ensuring that all complaints received are addressed and investigated within the shortest practicable period. A complaints register is maintained as part of the IRC Service Request process. If a complaint is received regarding the excavation site, the following details must be recorded:

- Time, date, name, and contact details of the complainant
- Reasons for the complaint
- Any investigations undertaken
- Conclusions formed
- Any actions taken.

7.11 NON-CONFORMANCES

Non-conformances may include the following:

- An incident or near miss with potential or actual environmental impact
- Complaints regarding project construction activities

- 
- Not meeting an objective or target from the SBMP
 - Not meeting conditions of approvals/permits
 - Management review not being undertaken.

The Coordinator Natural Resources and associated Team Leader(s) shall be responsible for identifying and implementing any preventative and/or corrective actions in response to any non-conformance.

The Program Leader Environment is responsible for reporting any EA non-conformances to DES as soon as practical (at the most within 24 hours).

8. SITE REHABILITATION

Gravel Pit activities create significant site changes, which may continue to impact upon the environment long after the site is no longer used for extraction purposes. The extent of site rehabilitation and remediation will depend on the intended use of the land once the gravel pit operations have ceased. However, some form of progressive land restoration and rehabilitation should always be completed during the gravel pit operations. Rehabilitation is to meet relevant legislation and guidelines.

As soon as practicable, land is to be rehabilitated to ensure:

- Land is made stable and safe for humans and fauna
- Suitable native species of vegetation are utilised
- Land has no subsidence or erosion gullies following completion of the rehabilitation
- There is no ongoing contamination to waters (no ongoing environmental harm risk)
- Potential for nuisance caused by dust is minimised
- Maintenance requirements for the land are minimised.

The rehabilitation includes the design, initial landscaping works, soil spreading, final landform construction and aftercare. The aftercare will include replacement of topsoil including the seeding, vegetation maintenance and ongoing long-term commitment to restore the land to original condition or better. When the site is decommissioned, all buildings, plant, equipment, internal roads and paved areas should be removed to ensure that restoration is appropriately completed.

The following summary of site rehabilitation is generalised; a more detailed rehabilitation plan will be required if all operations at the site are to be terminated and the area returned to a more natural state.

8.1 TEMPORARY CLOSURE / MOTHBALLING

At times IRC may discontinue use of a gravel pit for an extended time, i.e. >4 months. When sites are not in regular use, or are mothballed, they remain an environmental risk. Effort is to be made by IRC to rehabilitate the gravel pit to a level that is safe and reduces ongoing risk. At a minimum the following is to be undertaken:

- Area to be made safe
- If applicable, all equipment is to be removed from site.
- Areas that have been disturbed outside the immediate gravel pit footprint or designated access are to be rehabilitated.
- Drainage either from the pit or from sediment basins is to be considered and accounted for to minimise contamination risk to the surrounding environment and onsite contamination.
- A regular inspection program is to be implemented to ensure that the site is regularly checked (e.g. yearly and after rainfall events) for site issues. Where issues are identified, maintenance works are to be enacted.

8.2 SITE CLEAN UP

Once gravel pit operations have ceased the site should be cleaned up by removing all existing equipment, temporary and permanent structures, roads and wastes and levelling any constructed embankments or other structures. During gravel pit operations, the topsoil can be stripped from areas being opened up and placed directly onto worked out areas which are being rehabilitated, to avoid double handling of soil, and to prevent degradation of the soil while in stockpiled.

8.3 SITE PREPARATION

The gravel pit area should be restored to the prior shape of the natural landform as much as possible. Steep slopes, should be levelled as far as possible and hollows filled in. Long slopes should be broken up by the construction of benches.

Any compacted areas of the site should be ripped to allow for ease of seed germination and to reduce sheet runoff of surface water. Exposed parts of the site may require topsoil to provide a suitable bed for seed germination. Topsoil should be collected from the site where possible. No imported topsoil should be used.

Site preparation and earthworks should be undertaken during the drier months of the year, if possible.

8.4 EROSION PREVENTION

Where possible, any existing drainage controls and settling ponds should be retained to allow for effective drainage until revegetation is complete. Settling ponds may still require cleaning out during the first stage of the rehabilitation.

Mulches, such as bark, wood waste or straw, can be used to aid in plant germination and control erosion and water loss. Erosion control matting may be required if erosion potential is high. Any material bought onto the site must be sterile, with no possibility of the introduction of exotic species.

Steep faces should be battered back to safe slopes of 3 to 1 or less.

8.5 REVEGETATION

A native ground cover should be established on the site to prevent erosion and manage adverse visual impacts, preferably using a similar species composition to the surrounding or original vegetation. If locally sourced seeded slash is used on the site it is likely that regeneration will occur naturally without the need to plant.

If required, revegetation can take the form of seed or propagated seedlings depending on the requirements at the site and should be undertaken in mid-autumn for seeds or early spring for seedlings.

The particular species and methods chosen for revegetation will need to be determined at a later date when the final site condition is known.

8.6 WEED CONTROL

Weeds and other introduced plant species should be targeted as soon as they appear during the early stages of site rehabilitation to reduce competition with emerging planted natives.


8.7 MONITORING, MAINTENANCE AND ASSESSING COMPLETION

Regular reviews will be required in the early stages of site rehabilitation to assess the health of vegetation and check for erosion and weed infestation. Any failures at the site should be quickly rectified to prevent larger, longer-term problems from arising.

When assessing whether the rehabilitation process is complete the key factor to ensure is that the site is in a stable, non-polluting state and is suitable for its intended future use. In the case of the gravel pit, the most likely future use will be native vegetation and defence training exercises and therefore a series of criteria should be developed to assess when the site has reached a level of rehabilitation suitable for such a use.



APPENDICES



APPENDIX A – Site Based Management Plan Guideline

APPENDIX B – IRC Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements

GRAVEL PIT MANAGEMENT PLANNING

SITE BASED MANAGEMENT PLAN GUIDELINES

Current as at 05.02.2020

Presented by **Engineering & Infrastructure**

INTRODUCTION

PURPOSE OF THIS SBMP GUIDELINE

The purpose of this Site Based Management Guideline is to provide direction on how to prepare a SBMP specifically for extraction activities within IRC jurisdiction that meet the relevant EA and DAF Sales Permit conditions.

The Department of Environment and Science (DES) SBMP guideline states the following.

The purpose of a SBMP is to demonstrate that persons carrying out environmentally relevant activities have in place a structured program that:

- sets the environmental objectives or standards to be achieved
- identifies the potential environmental harm which may occur from routine operations and establishes, and documents measures to avoid this harm as far as practicable
- identifies extraordinary factors (i.e. abnormal operation, emergencies) that may cause environmental harm and establishes and documents contingency plans to deal with these
- ensures all persons carrying out the activity are aware of the environmental risks, and are trained in the measures and contingency plans to deal with them
- implements monitoring of environmental performance to ensure the effectiveness of the measures and contingency plans
- assists the communication of environmental information throughout the organisation and to the administering authority
- provides for continual improvement.

The development and implementation of a SBMP is not intended to be onerous, but to be a proactive approach, tailored to the needs of the ERA and the site, that prevents environmental problems occurring.

Under DAF Sales Permit, Clause 25, the mandatory content to be included in a Site Based Management Plan (commonly known as Quarry Management Plan) includes the following:

- i. a description of your working plan for the gravel pit;
- ii. the layout of the gravel pit and the associated infrastructure;
- iii. the measures to be taken by you to minimise safety risks and adverse environmental impact resulting from your gravel pit operations;
- iv. the requirements and nature of your rehabilitation works and undertakings to be implemented for worked out areas;
- v. a description of the final landform to be prepared post rehabilitation; and
- vi. any other matters or requirements as required by the Chief Executive.

DESCRIPTION OF GRAVEL PIT AND EXTRACTION OPERATION

LOCATION

Describe the location of the gravel pit including:

- Pit Name & ID#
- Lot and plan details
- Tenure and land ownership
- Nearest road (if available, indicating entrance to pit chainage)
- Central and/or gravel pit boundary GPS points

OPERATION DETAILS

Provide reference to any approval, permit or licence that is applicable for the gravel pit.

Additional items to included:

- Average removal
- Material type
- Method of extraction e.g. dozer winning only, crushing and screening
- Special landholder requirements

SITE MAP

To included:

- Endorsed area under Sales Permit (if applicable)
- Edge coordinates
- Working direction
- Stockpiles
- Sediment ponds
- Exclusion zones (if applicable)
- Fencing, power and water lines

SAFETY MANAGEMENT

All operations of the pit are to be managed in accordance with Work Health and Safety Act 2011.

- All site personnel to be IRC inducted and received a site induction prior to working
- To follow all risk management the following documentation must be present:
 - SWMS
 - JSEA
 - Take 5's (Think ISAAC)
- All site personnel to be wearing correct and compliant PPE
- All machinery to be serviced and maintained in accordance with the manufacture's requirements

- All workers to be deemed competent in the operation of plant and equipment
- All equipment is safe for use and fit for purpose
- All incidents to be reported to supervisor and IRC Site Contract as soon as possible
- Must be a designated First Aid Officer on site
- Workers aware of who to contact in an emergency and are aware of the correct location in the event of an emergency
- Visitor sign in book and information sheet

Regular prestart meetings are conducted

ENVIRONMENTAL MANAGEMENT

The SBMP is to include a summary of the individual onsite and adjacent environmental values and sensitive receptors that may be impacted by the gravel pit and requires specific management.

CULTURAL HERITAGE

Provide reference to traditional owners and details of cultural assessment surveys including identified exclusion zones.

Where extraction activities are proposed in an area which has previously been subject to Significant Ground Disturbance (Category 4) it is generally unlikely that the activity will harm cultural heritage and the activity will comply with Duty of Care Guidelines. It is reasonable and practicable that the activity proceeds without further cultural heritage assessment.

Where extraction is proposed in causing additional surface disturbance (Category 5) e.g. advancing horizontally in pit, there is generally a high risk that it could harm cultural heritage. In these circumstances, the activity should not proceed without cultural heritage assessment.

REHABILITATION

Rehabilitation encompasses any measures taken to repair disturbed or degraded land and return it to a stable and non-polluting state; suited to the proposed future use of the land. Most of the rehabilitation should take place during the working phase. IRC must ensure that progressive rehabilitation of disturbed land is carried out as soon as possible.

The SBMP is to include the working method of the pit including erosion prevention and final use of sediment ponds.

Key items include:

- Site must be left neat and tidy with any isolated holes or mounds outside of stockpiles filled in/pushed over
- Slopes are to be benched to 1:3
- Slow down surface runoff with diversion drains, contour banks or rock placements
- Revegetation by laying out stockpiled topsoil

APPENDIX A – Template Form – Site Specific Management Plan

SITE BASED MANAGEMENT PLAN

[NAME] PIT

DESCRIPTION OF GRAVEL PIT AND EXTRACTION OPERATION

PERMITTEE DETAILS				
Name:	Isaac Regional Council			
ABN:	39 274 142 600			
Address for Notices:	Delivery: Batchelor Parade Moranbah Qld Post: PO Box 97 Moranbah Qld 4744 Email: records@isaac.qld.gov.au			
Site Contact	Nadine Cluff – Coordinator Natural Resources Phone: 0409 540 300 Email: nadine.cluff@isaac.qld.gov.au			
GRAVEL PIT LOCATION DETAILS				
Pit Name & ID#				
Lot on Plan				
Centre Coordinates				
Area (m2)				
Tenure				
Nearest Road				
Landholder	Name: Phone: Email: Postal:			
GRAVEL PIT OPERATION DETAILS				
Sales Permit #			EA Permit #	
Supply Zone/ Endorsed Area	Edge Point #	Coordinates	Edge Point #	Coordinates
	1		3	
	2		4	
Average Removal m3				
Material Type	Ridge (QMGS)			
Method of extraction	Dozer to rip and push gravel. Excavator to load through crushing and screening plant. Loader to stockpile.			
Special Landowner/holder Requirements	<ul style="list-style-type: none"> • Council and Contractors to fulfil the terms of property Biosecurity Plan – all plant and equipment to be weed free before entering site. All entering site need to sign “Sign-in Register”. • Remain within existing footprint – no expansion of area. 			

SITE MANAGEMENT

SAFETY MANAGEMENT

- All site personnel to be IRC inducted and received a site induction prior to working
- To follow all risk management the following documentation must be present:
 - SWMS
 - JSEA
 - Think ISAAC (or similar e.g. Take 5's)
- All site personnel to be wearing correct and compliant PPE
- All machinery to be serviced and maintained in accordance with the manufacture's requirements
- All workers to be deemed competent in the operation of plant and equipment
- All equipment is safe for use and fit for purpose
- All incidents to be reported to supervisor and IRC Site Contract as soon as possible
- Must be a designated First Aid Officer on site
- Workers aware of who to contact in an emergency and are aware of the correct location in the event of an emergency
- Visitor sign in book and information sheet
- Regular prestart meetings are conducted



Required on site

- First Aid Kit
- Designated First Aid Officer
- Fire extinguishers
- Spill kit and relevant safety data sheets
- Site signage – entrance with UHF channel, designated visitor parking

ENVIRONMENTAL MANAGEMENT

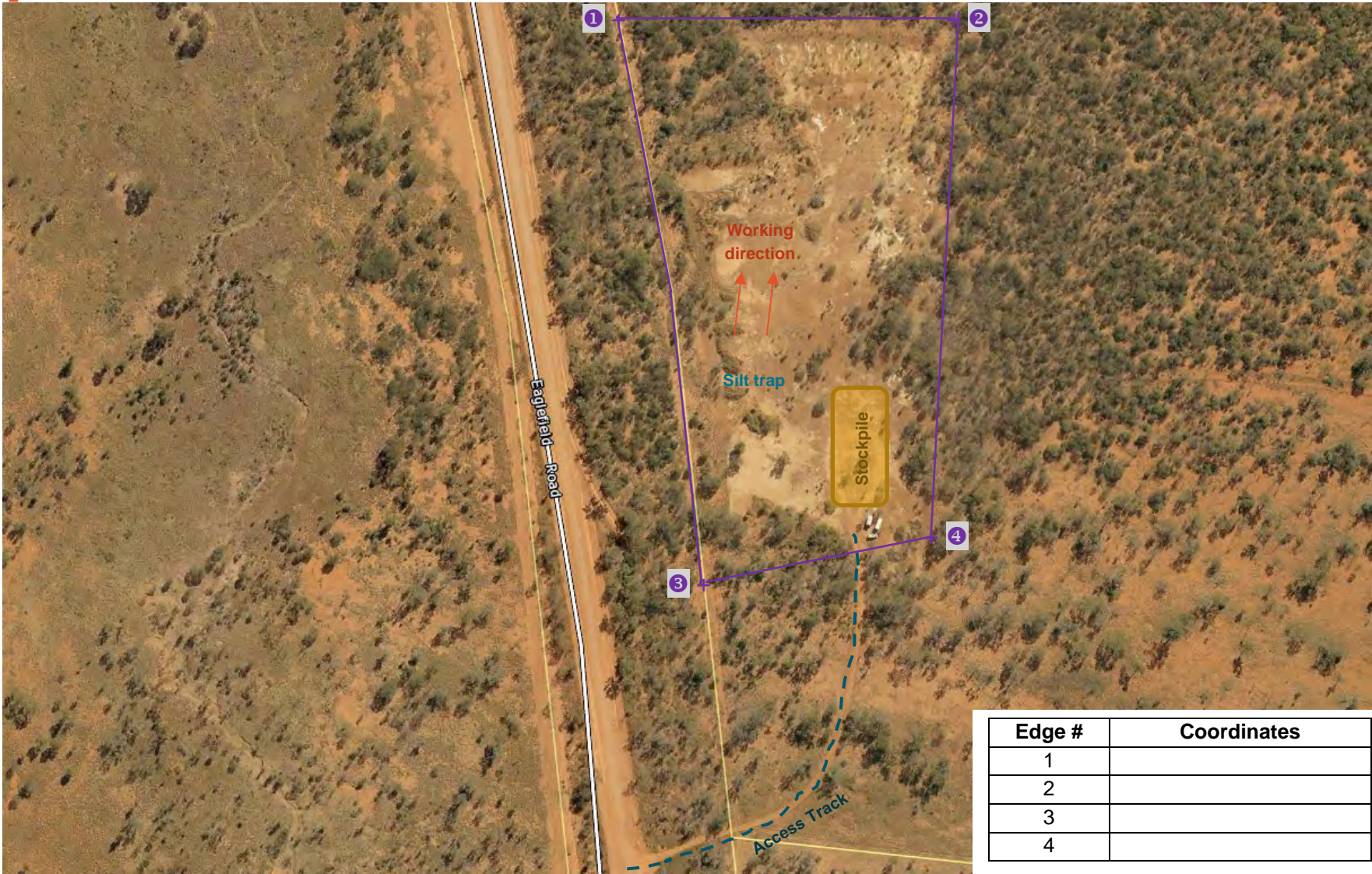
Refer to Overarching Gravel Pit Management Plan for full details.

Council and contractors shall be aware that all operations must be carried out with an awareness of and compliance with the 'General environmental duty' as defined under the Environmental Protection Act 1994. In summary, this means that all reasonable and practicable measures must be taken to prevent and/or to minimise the likelihood of environmental harm being caused in carrying all activities.

Waterways & Erosion Control	A stormwater sediment ponds will be established from the working pit areas. Water stored in the sediment ponds can be re-use around site or road maintenance activities. Landholder may also utilise for stock watering
Noise & Air	Normal hours of operation will be Monday to Saturday 7am – 7pm. Nearest place of residence is within Corrective actions will depend upon the issue and may include plant/machinery maintenance, modifying work practices or modifying hours.
Flora and Fauna	No clearing or disturbing areas outside of the resource boundary. In the event of wildlife being injured due to the extraction activities the Coordinator Natural Resources must be immediately notified. Current working area is coded

ENVIRONMENTAL MANAGEMENT cont.	
Biosecurity	<p>Refer to IRC Biosecurity Plan for guidance on weeds of significance to region.</p> <p>Potential species to this area includes:</p> <p>Vehicles are only to travel into the site via the identified access track and once in the site, must only travel on already disturbed areas within the pit area.</p>
Waste, Chemical Storage & Disposal	<p>All general waste, oils, fuels, and chemicals generated will be removed from site on departure. No waste is to be buried or burned onsite.</p> <p>Minimal chemical storage permitted however fuelling or maintenance activities are permitted within cleared pit area.</p>
Cultural Heritage	<p>Traditional Owners:</p> <p>Cultural heritage has been determined to be low risk and there are no known Aboriginal cultural heritage sites or areas at site or in the immediate vicinity. Works will remain within footprint of existing cleared area.</p> <p>Duty of Care to always remain.</p>
REHABILITATION	
<ul style="list-style-type: none"> • Prior to leaving the site after each use, all excavated areas are to be left in a neat and tidy condition with any isolated holes or mounds outside main stockpiled area filled in/pushed over and excavations benched or sloped to 1:3 • Rehabilitation of disturbed areas will take place progressively as works are staged. Extraction areas to remain in existing footprint with floor level dropped down with each future access. • Sediment ponds to be maintained as a dam • Refer to Overarching Gravel Pit Management Plan for full details 	

[NAME] PIT – SITE MAP



Edge #	Coordinates
1	
2	
3	
4	

GP000???	Lot and Plan #	Scale: 1: 3000	Landowner Requirements: Remain within existing footprint.
Isaac Regional Council	Tenure_Owners Name		Sign in register – Biosecurity. Close entrance gate at the end of day

GRAVEL PIT MANAGEMENT PLANNING

PLANNING, APPROVAL & PERMIT REQUIREMENTS

Current as at 05.02.2020

Presented by **Engineering & Infrastructure**

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1.INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

This document is to support the Isaac Regional Council (IRC) overarching Gravel Pit Management Plan and the Site Based Management Plan (SBMP) Guidelines. The purpose is to provide an overview of the planning/environmental approval and permitting requirements for gravel pits and the determination of when permits and approvals are triggered. It should be read in conjunction with the Overarching Gravel Pit Management Plan and/or SBMP Guidelines.

This document identifies the key legislative requirements for gravel pit operations, it is not an exhaustive list and should be reviewed when site details have been determined and/or site conditions change.

2. GENERAL DUTY REQUIREMENTS

2.1 ENVIRONMENTAL PROTECTION ACT 1994

2.1.1 General Environmental Duty

Section 319 of the *Environmental Protection Act 1994* (EP Act) states that every person has a general environmental duty (GED). This GED requires that a person must not carry out an activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. In deciding measures to be undertaken to fulfil the GED, the following must be considered:

- The nature of the harm or potential harm
- The sensitivity of the receiving environment
- The current state of technical knowledge for the activity
- The likelihood of successful application of the different measures that might be taken
- The financial implications of the different measures as they would relate to the type of activity.

Compliance with the GED is a defence to offences related to causing unlawful environmental harm. If defendants can show that the harm happened while a lawful activity apart from the EP Act was being carried out and they fulfilled their GED, then they cannot be found guilty of causing unlawful environmental harm.

2.1.2 Duty to Notify

Section 320 of the EP Act requires that on becoming aware of serious or material environmental harm being caused by an activity that they are involved in, a person has a duty to report that harm, unless the harm is authorised by the Administering Authority (i.e. is undertaken in accordance with an approval or condition of a permit/licence). This is the duty to notify environmental harm. Failure to fulfil this duty is an offence and can lead to prosecution.

2.1.3 Environmental Protection (Air) Policy 2008

The Environmental Protection (Air) Policy 2008 (EPP Air) is derived under the EP Act. The purpose of the policy is to meet the objectives of the EP Act through:

- Identifying environmental values (EVs) to be enhanced or protected
- Stating indicators and air quality objectives for enhancing or protecting the EV's
- Providing a framework for making consistent, equitable and informed decisions about the air quality environment.

2.1.4 Environmental Protection (Noise) Policy 2008

The EPP Noise is a policy derived under the EP Act. The purpose of the policy is to meet the objectives of the EP Act through:

- Identifying EVs to be enhanced or protected
- Stating acoustic quality objectives for enhancing or protecting the EVs
- Providing a framework for making consistent, equitable and informed decisions about the acoustic environment.

2.1.5 Environmental Protection (Water) Policy 2008

The purpose of the EPP (Water) as provided in the EP Act, which is "to protect Queensland's waters while allowing for development that is ecologically sustainable". The objectives are achieved through:

- Identifying EVs and management goals for Queensland waters
- Stating water quality guidelines and water quality objectives to enhance or protect the EVs
- Providing a framework for making consistent, equitable and informed decisions about Queensland waters
- Monitoring and reporting on the condition of Queensland waters.

2.2 BIOSECURITY ACT 2014

The General Biosecurity Obligation requires everyone to management biosecurity risks and threats under their control. IRC are required to implement pest management measures for their projects.

2.3 ABORIGINAL AND TORRES STRAIT ISLANDERS HERITAGE PROTECTION ACT 1984 (COMMONWEALTH) / ABORIGINAL CULTURAL HERITAGE ACT 2003 (QUEENSLAND)

All Aboriginal cultural heritage in Queensland is protected under the Queensland *Aboriginal Cultural Heritage Act 2003*. Under the legislation those responsible for carrying out an activity must take all reasonable and practical measures to ensure the activity does not harm Aboriginal cultural heritage. In general, if compliance with the Queensland *Aboriginal Cultural Heritage Act 2003* is achieved, a proponent will also have complied with the Commonwealth legislation.

The *Aboriginal Cultural Heritage Act 2003* Duty of Care Guidelines provide information for proponents, such as IRC, to implement their duty of care. The requirements depends upon the nature of the site and works proposed (e.g. a previously developed area versus an area where there has been no previous disturbance).

2.4 NATIVE TITLE ACT 1993 (COMMONWEALTH) / NATIVE TITLE (QUEENSLAND) ACT 1993

The *Native Title Act 1993* recognises the rights and interests over land and water claimed by Indigenous people in Australia under their traditional laws and customs. The National Native Title Tribunal was established to govern how native title is dealt with throughout Australia.

Notifications may be required where a gravel pit is proposed on land where native title has not been extinguished and a determination is in place.

3. PLANNING AND LOCAL GOVERNMENT

The *Planning Act 2016* sets out requirements for land use planning and development assessment matters in Queensland, including the process and implementation of local planning instruments by local governments, and the process in which development is assessed by state and local government entities.

There are currently three planning schemes regulating land use and development within the IRC area. These are comprised of the Belyando Shire Planning Scheme, the Broadsound Shire Council Planning Scheme and the Nebo Shire Plan 2008.

A draft planning scheme which covers the entire IRC area is currently being prepared. Public exhibition of the planning scheme occurred in 2018, with subsequent studies and amendments having been undertaken. Further exhibition of the scheme will occur in mid-2020, with adoption to occur in late 2020 or early 2021.

3.1 STATE PLANNING POLICY

The State Planning Policy (SPP) defines specific matters that are of state interest. Mining and extractive resources are addressed within the Economic Growth State Interest SPP. The State Interest guideline for Mining and Extractive Resources (April 2016) provides economic guidance on balancing the state interest surrounding growing the economic capacity of the state through mining and extractive resources and protecting the environment from incompatible uses.

The Economic Growth SPP highlights the importance of mining and extractive resources in Queensland and provides guidance on how the state interests can be appropriately integrated into local planning schemes. The State Interest primarily relates to ensuring existing and planned extractive use areas are protected from the encroachment of urban development and are located appropriately within the Local Government Area.

As the current planning schemes (Belyando, Broadsound and Nebo) have not integrated the 2017 SPP, any development applications submitted under these schemes would require assessment against the relevant State Development Assessment Provisions (SDAP) Codes and the SPP.

3.2 ASSESSABLE DEVELOPMENT – OPERATIONAL WORKS (EXCAVATION AND FILLING)

The *Planning Act 2016* defines operational work as:

“work, other than building work or plumbing or drainage work, in, on, over or under premises that materially affects premises or the use of premises.”

For the purpose of this review operational works is in relation to excavation and filling as defined within the relevant planning schemes.

Under Schedule 6 Part 3 of the Planning Regulation 2017 operational work that is ‘carried out by or for a public centre entity (e.g. IRC) authorised under state Law (*Local Government Act 2009*) to carry out the work’ is development that the local planning scheme is prohibited as stating is assessable development.

Therefore, operational works associated with public sector operated gravel pits purposed to supply materials for the maintenance of Council infrastructure (roads) is not assessable development.

Note, other operational work permits may apply (refer to Section 4).

3.3 ASSESSABLE DEVELOPMENT – MATERIAL CHANGE OF USE

Extractive industry is defined under the Planning Regulation 2017 and IRC Planning Schemes as:

“the use of premises for—

- a. extracting or processing extractive resources; and*
- b. any related activities, including, for example, transporting the resources to market.”*

The current and proposed gravel pits would meet the definition of an 'extractive industry'. Furthermore, material change of use is defined under the *Planning Act 2017* as:

“any of the following that a regulation made under section 284(2)(a) does not prescribe to be minor change of use—

- a. the start of a new use of the premises;*
- b. the re-establishment on the premises of a use that has been abandoned;*
- c. a material increase in the intensity or scale of the use of the premises.”*

3.3.1 Belyando Shire Planning Scheme

The Belyando Shire Planning Scheme was adopted in January 2009 and covers area within the former Belyando Shire Area. The rural zone is the only area which accommodates for the establishment of extractive industrial uses. Under the table of assessment extractive industry is subject to Impact Assessment.

The proposed use would be subject to assessment against the relevant zone code and overlay codes. The rural zone assessment provisions specify design requirements for extractive industrial uses including amenity impact mitigation, environmental quality control and the protection of people and property.

3.3.2 Broomsound Shire Planning Scheme

The rural zone is again the only area which accommodates for extractive industry. Extractive industry within the Broomsound Shire Planning Scheme area is subject to Code Assessment where involving 4,500 tonnes a year or less and not in an urban preferred use area and subject to Impact Assessment where not satisfying the requirements for code assessment.

Assessment within the Broomsound Shire Area is delivered under the Broomsound Development Code which covers all material change of use applications. The development code is supportive of the continued use of gravel pits and quarries in the area. A new gravel pit under this scheme would still need to provide specialist information regarding environmental impact.

3.3.3 Nebo Shire Plan 2008

The rural zone provides for extractive industry within the local plan area as a consistent use. Extractive industrial uses are subject to Impact Assessment within the zone, the corresponding assessment criteria is the rural locality code and the industrial uses code, both of which have specific design criteria for extractive industrial uses. The specific requirements relate to public safety, impacts of necessary infrastructure and rehabilitation of the site following the completion of its use.

3.3.4 Draft Isaac Regional Planning Scheme

Temporary Uses under the Planning Scheme

The Draft Isaac Regional Planning Scheme (planning scheme) provides the following in section 1.7.1 regarding temporary uses that are not assessable under the planning scheme:

‘Council may determine that a temporary use that is unlikely to create a significant detrimental impact on the amenity of nearby land is not a material change of use of premises and is therefore not development as defined under the Act. Such activities include, but are not necessarily limited to, the following:

- a. school fetes*
- b. travelling circuses*
- c. promotional activities*

d. activities undertaken by a local government associated with infrastructure construction and maintenance'

The interpretation of this clause is up to the discretion of Isaac Regional Council, however a Council gravel pit purposed to provide materials used in Council infrastructure is generally consistent with the intent of the clause.

Advice sought regarding the application of this clause has indicated that uses up to 12 or more months would be acceptable to operate under the clause, however any uses that are required on an ongoing basis beyond this period would require lodgement of a development application for a material change of use.

Strategic Framework

The strategic framework details that extractive industry operations occurring within key resource areas or in rural areas where environmental and infrastructure impacts can be avoided or mitigated. The rural zone covers the bulk of the regional area and the probability of an existing gravel pit being located within the rural zone is highly likely. The only zone supporting the establishment of extractive industry is the rural zone, which details the establishment of extractive industry use in the zone as impact assessable in all instances.

The key assessment pieces are:

- Strategic Framework
- Rural Zone Code
- Extractive Industry Code
- Applicable Overlays.

The intent of the rural zone relating to extractive industry states:

“renewable energy facilities and extractive industries:

- a. mitigate impacts on the environment and adjoining land uses;*
- b. do not degrade Class A and B agricultural land; and*
- c. rehabilitate sites upon completion of activities.”*

As per the above, the primary compliance items relating to extractive industries are to minimise the impact of the use on the environment and surrounding sensitive uses, the protection of quality agricultural land and the rehabilitation of sites following decommissioning. The Rural Zone Code details what this requires, through items included within the amenity sub-heading (PO3-PO6). This includes separation distances, impact of rural and residential landscape and safety to people and property.

Regarding overlays, if a site is located within the extractive resources and minerals overlay code, it is provided with protection from incompatible land uses. Given that there are a number of coal mining operations in the area, it is more than likely that the majority of sites located within the extractive resources and minerals overlay are for ongoing coal mining operations. Regardless of this, the overlay does not change the level of assessment. Constraining overlays will affect the establishment of the use as per a regular development application.

Further guidance is provided in the Extractive Industry Code. The purpose of the extractive industry code is to:

- a. “Facilitate the optimum use of extractive resources in identified areas in the region limited to the Extractive resources and minerals overlay area and parts of the Rural zone;*
- b. ensure extractive industry operations occur in a manner that minimises impacts on public safety, amenity, the natural environment, road traffic and the road network; and*
- c. ensures rehabilitation occurs following extraction.”*

For the establishment of new extractive industry, specific codes are in place to ensure appropriate visual screening is provided and the development does not impact upon nearby sensitive uses.

3.3.5 Approval Pathways

Overview

With the draft Isaac Regional Planning Scheme still being assessed by the State, any proposals planned for application in the immediate future will have to apply under the relevant shire planning scheme.

The draft planning scheme facilitates the exempt establishment of a temporary gravel pit for the purpose of maintenance of Council infrastructure. The majority of the Council gravel pits could be categorised as temporary and would therefore not require assessment against the planning scheme. Additionally, as previously advised, Operational Work for excavation or filling will not require assessment against a planning scheme.

Works of a more permanent nature, or that require an Environmental Authority or additional environmental licences, would likely be not considered temporary, and therefore would be subject to an Impact Assessable MCU application with Council.

Impact Assessment Pathway

Where the gravel pit has triggered impact assessment, IRC would be Assessment Manager in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. The site is to be reviewed to determine if there are any referral triggers under the *Planning Regulation 2017* (Schedule 10). Guidance is provided in Section 4 of this document and mapping is provided by the DSDMIP¹. There are two pathways as discussed below:

No Referral Triggers

1. Develop application including Planning Report to cover:
 - a. Details about the gravel pit
 - b. Assessment against the Planning Scheme (relevant codes, overlays, etc.)
 - c. Assessment against the SPP (unless the IRC Planning Scheme is in effect).
2. IRC (applicant) to submit the application to IRC (Assessment Manager/Planning Department)
3. IRC (applicant) undertakes public notification
4. IRC (Assessment Manager) to consider submissions and issue decision notice.

Includes Referral Triggers

Common referral triggers for gravel pits include (but are not limited to):


- Clearing native vegetation
- State-controlled transport infrastructure
- Environmentally Relevant Activities (ERA).

Where a referral has been triggered the State Assessment and Referral Agency acts as the referral body. The general process is as follows:

1. Develop application including Planning Report to cover:
 - a. Details about the gravel pit

¹ DSDMIP Development Assessment Mapping System available at:

<https://dams.dsdp.esriaustraliaonline.com.au/damappingsystem/?accordions=SARA%20DA%20Mapping>

- 
- b. Assessment against the Planning Scheme (relevant codes, overlays, etc.)
 - c. Assessment against the SPP (unless the IRC Planning Scheme is in effect)
 - d. Assessment against the relevant SDAP State Codes
 2. IRC (applicant) to submit the application to IRC (Assessment Manager / planning department)
 3. IRC (applicant) to refer the applicant to SARA
 4. IRC (applicant) undertakes public notification
 5. IRC (Assessment Manager) to consider submissions and issue decision notice.

4. APPROVAL AND PERMIT TRIGGERS

4.1 FORESTRY ACT 1959

Under the provisions of the *Forestry Act 1959* Department of Agriculture and Fisheries (DAF) sell quarry material from land where such material has been reserved to the State, including State forests, timber reserves, forest entitlement areas and State plantation forests. It also includes certain roads, leasehold land and freehold land. Table 1 provides a summary for certain extraction activities that council may undertake and when a Sales Permit may be triggered.

Consultation with DAF is recommended to confirm specific Forestry Act permits and approvals.

Table 1: Sales Permit Triggers

	TO BE USED BY COUNCIL	TO BE SUPPLIED OR SOLD TO A THIRD PARTY	TO BE SUPPLIED TO DEPARTMENT OF TRANSPORT AND MAIN ROADS OR ANOTHER COUNCIL FOR ROAD MAINTENANCE TENDERS
FREEHOLD LAND WHERE OWNERSHIP OF QUARRY MATERIAL IS THE STATE	Sales Permit required	Sales Permit required	Sales Permit required
FREEHOLD LAND WHERE OWNERSHIP OF QUARRY MATERIAL IS NOT THE STATE	*Not applicable	*Not applicable	*Not applicable
RESERVE FOR WHICH COUNCIL IS TRUSTEE	*Not applicable	Sales Permit required	Sales Permit required
STATE-CONTROLLED ROAD RESERVE	*Not applicable	*Not applicable	*Not applicable
STATE LEASEHOLD LAND	Sales Permit required	Sales Permit required	Sales Permit required
OTHER STATE LAND (INCLUDING FOREST RESERVE OR ENTITLEMENT AREA)	Sales Permit required	Sales Permit required	Sales Permit required

*"Not applicable" is only applicable if Council uses the quarry material for purposes consistent with the *Local Government Act 2009*

A Site Based Management Plan must be prepared for each site under the Sales Permit. It is not intended to be onerous, but to be a proactive approach, tailored to the needs of the ERA and site, that prevents environmental problems occurring. It is also to include any other matters or requirements as required by the Landholder.

The mandatory content includes the following:

- i. a description of your working plan for the gravel pit;
- ii. the layout of the gravel pit and the associated infrastructure;
- iii. the measures to be taken by you to minimise safety risks and adverse environmental impact resulting from your gravel pit operations;

- iv. the requirements and nature of your rehabilitation works and undertakings to be implemented for worked out areas;
- v. a description of the final landform to be prepared post rehabilitation; and
- vi. any other matters or requirements as required by the Chief Executive.

4.2 COASTAL PROTECTION AND MANAGEMENT ACT 1992

The *Coastal Protection and Management Act 1992* has not been addressed as it is assumed that gravel pits are not within the Coastal Management District.

4.3 ENVIRONMENTAL PROTECTION ACT 1994

4.3.1 Environmental Protection Regulation 2008

The Environmental Protection Regulation identifies activities that are considered prescribed ERAs that require an Environmental Authority (EA) to operate ERA 16 related to extractive and screening activities. The following is an extract from the Regulation:

1. Extractive and screening activities consists of any of the following –
 - a. Dredging a total of 1,000 t or more of material from the bed of naturally occurring surface waters, in a year
 - b. Extracting, other than by dredging, a total of 5,000 t or more of material, in a year, from an area
 - c. Screening 5,000 t or more of material, in a year
2. The relevant activity does not include –
 - a. extracting material under an environmental authority for a resource activity; or
 - b. extracting material from a road reserve if –
 - i. the material is to be used for constructing or maintaining a road
 - ii. the surface area from which the material is extracted is less than 10,000 m²
 - c. extracting material from a place for constructing a road or railway at the place
 - d. extracting material from a place, other than by dredging, for constructing the foundations of a building at the place
 - e. extracting material for reshaping land if –
 - i. reshaping the land does not involve blasting
 - ii. the material is not removed from the site from which it is extracted
 - f. screening material on the site from which it has been extracted in the course of carrying out an activity mentioned in paragraphs (a) to (e).

If the gravel pit is classified as ERA 16, then an EA application is triggered with DES as the Assessment Manager. There are ERA standards applicable to:

- Extracting 5,000 to 100,000 t per year
- Screening 5,000 to 100,000 t per year
- Screening 100,000 to 1 million t per year
- Screening 1 million t per year.

If the ERA fits within one of the above classifications, meets the eligibility criteria and can be undertaken with the standard conditions, the application is a standard application.² However if those are not met, then a site specific application will be required which assesses aspects of air, water, noise, waste.

For all dredging activities and for excavation activities of volumes more than 100,000 t per year, the ERA is a concurrence ERA, where a material change of use under the Planning Scheme and *Planning Act 2016* is triggered.

4.3.2 Soil Disposal Permit

It is recommended that gravel pits are not established on land listed on either the Environment Management Register (EMR) or Contaminated Land Register (CLR).

4.4 FISHERIES ACT 1994

4.4.1 Waterway Barrier Works

Waterway barrier works may be initiated for the following:

- If gravel extraction is required from a mapped waterway, an operational works application will be required and environmental offsets may be applicable, this is not recommended
- For access across a mapped waterway the design, construction and use is to either:
 - i. Meet the DAF Accepted development requirements for operational work that is constructing or raising waterway barrier works³
 - ii. Under a development permit for operational works, under this circumstance IRC are to obtain advice from a suitably qualified person/consultant.

4.4.2 Marine Plants

Marine plants only apply to coastal and tidal environments. It is recommended that disturbance will not be undertaken as part of gravel pit operations. If marine plant disturbance is required, IRC are to consult with a suitably qualified person/consultant.

4.4.3 Fish Habitat Areas

Designated fish habitat areas (within certain waterway areas) are to be avoided. Gravel extraction would generally not be supported.

4.5 NATURE CONSERVATION ACT 1992

4.5.1 Protected Plants

If the gravel pit is within a high risk area for protected plants, or if a protected plant is identified at any stage as being within 100 m of the gravel pit, IRC are to engage a suitably qualified person in accordance with the DES Flora Survey

² Refer to the ERA Standards available via Business Queensland at: <https://www.business.qld.gov.au/running-business/environment/licences-permits/applying/activities-suitable>

³ DAF Accepted development requirements available at: <https://www.daf.qld.gov.au/business-priorities/fisheries/habitats/fisheries-development/accepted-development>

Guidelines⁴. If a protected plant is found, a clearing permit is required, if no protected plants are found an exemption notification is required.

4.5.2 Protected Fauna

It has been assumed that protected fauna (i.e. endangered, vulnerable, near threatened) will not be directly impacted. If there is potential for impact, IRC are to engage a suitably qualified person/consultant to provide advice on protected fauna, where needed.

4.5.3 Fauna and Animal Breeding Places

Under the Act all native fauna species are protected and can only be disturbed by a suitably licensed person and under a relevant permit. At a minimum, where sites require vegetation clearing that has the potential for animal breeding places (such as bird nests), IRC will be required to obtain a Species Management Program and/or Damage Mitigation Permit. IRC should engage a suitably qualified person/consultant to provide site specific advice where a risk is identified.

4.6 REGIONAL PLANNING INTERESTS ACT 2014

The *Regional Planning Interests Act 2014* applies to resource activities and identified regulated activities. Gravel pits are currently not identified as either, and as such the Act does not apply.

4.7 TRANSPORT INFRASTRUCTURE ACT 1994

Permits and/or wayleaves are likely triggered where gravel pits are within, adjacent or require access from/over state-controlled roads or railway lines (further information is within the Planning Regulation 2017). The applicability is specific to the circumstance, as such if there is potential for a trigger, IRC are to consult with the Department of Transport and Main Roads and/or a suitably qualified person/consultant.

4.8 VEGETATION MANAGEMENT ACT 1999

If vegetation clearing is required, the following apply. It is recommended IRC seek site specific advice.

4.8.1 Exempt Clearing Work

Under Schedule 21 of the Planning Regulation 2017, the following are activities (as they may apply to gravel pits) that are considered exempt clearing work:

- An activity authorised under the Forestry Act
- Land stated within the Forestry Act (section 55(1)(b, c or d)) that is for accessing material for road works under the Transport Infrastructure Act
- Clearing vegetation if the infrastructure is government supported transport infrastructure
- Clearing land that is a Category X area
- Clearing within land dedicated as a road under the Land Act is carried out by a local government if clearing is for road transport and is a Category X or R area.

⁴ DES Protected plants information is available at: <https://www.ehp.qld.gov.au/licences-permits/plants-animals/protected-plants/index.html>

4.8.2 Accepted Development Vegetation Clearing Code

The codes are currently under review by the Department of Natural Resources, Mines and Energy (DNRME). The current code for extractive activities includes criteria and conditions for clearing Category B vegetation (that is not essential habitat) without the need for an approval⁵. Where Category B vegetation is to be cleared, the code is to be reviewed to determine if it is applicable to the site.

4.8.3 Operational Works Permit

If the clearing is neither exempt nor accepted, an operational works permit will be required. Extractive activities are defined under the Act as a 'relevant purpose' and as such a development permit is able to be granted if the SDAP are adequately addressed. Note that clearing of essential habitat, of concern or endangered regional ecosystems require assessment against the *Environmental Offsets Act 2014*. IRC should engage a suitably qualified person/consultant to provide site specific assessment/applications.

4.9 WATER ACT 2000

If work (extraction, filling, vegetation clearing) is required within a watercourse, the riverine protection permit requirements are to be reviewed. Works may be able to be undertaken in accordance with the DNRME Riverine Protection Permit Exemption Requirements, if not, a Riverine Protection Permit will be required⁶.

Additional permits or licences, such as the take of water, may also be triggered. Site specific review should be undertaken if watercourses are to be impacted.

⁵ DNRME Codes are available at: <https://www.qld.gov.au/environment/land/vegetation/codes>

⁶ Available via Business Queensland at: <https://www.business.qld.gov.au/industries/mining-energy-water/water/authorisations/riverine-protection>

MEETING DETAILS

Ordinary Meeting

Tuesday 25 February 2020

AUTHOR

Jeff Stewart-Harris

AUTHOR POSITION

Acting Chief Executive Officer

10.1

PETITION – DOG/PUPPY PARK MORANBAH

EXECUTIVE SUMMARY

A petition was received from Community Members on Tuesday 21 January 2020 and requests Council give consideration to installation of a Dog/Puppy Park in Moranbah.

OFFICER'S RECOMMENDATION

That Council:

1. Receive the Petition from Community Members received on 21 January 2020 requesting Council give consideration to the installation of a Dog/Puppy Park to be located in Moranbah.
2. Request the Chief Executive Officer inform the petitioners, through their lead petitioner, that Council acknowledges receipt of the Petition and that it has been accepted as a formal petition.
3. Request that the matter raised in the petition be referred to the Engineering and Infrastructure Standing Committee for consideration in consultation with the Domestic Dog Advisory Committee and that the matter will be addressed in a report to be tabled before Council in a future meeting.

BACKGROUND

Council received a petition on 21 January 2020 (refer Confidential Attachment 1) which is requesting that Council gives consideration to installing a Dog/Puppy Park in Moranbah.

In terms of Council's Standing Orders, where a petition is put to a meeting no debate is undertaken on the petition itself. Council's Standing Orders regarding Petitions state the following:

"5. Petitions

5.1 Any petition presented to a meeting of Council shall:

- be in legible writing or typewritten and contain a minimum of thirty (30) signatures
- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
- 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 Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.*

5.3 *Council will respond to the Principal Petitioner in relation to all petitions deemed valid."*

The petition meets the requirements as per the Standing Orders, in that it is legible and has more than 30 signatures.

IMPLICATIONS

No budgetary or risk implications at this stage as the recommendation relates only to the preparation of a report on the matter. The petition meets the necessary requirement for consideration by Council.

CONSULTATION

Consultation has been undertaken with:

- Chief Executive Officer
- Director Engineering and Infrastructure
- Director Planning, Environment and Community Services
- Manager Governance and Corporate Services
- Manager Liveability and Sustainability
- Manager Community Education and Compliance
- Manager Infrastructure, Parks and Recreation
- Coordinator Parks and Recreation

BASIS FOR RECOMMENDATION

The petition meets the necessary requirement for consideration by Council as per Council's Standing Orders and that the petition be referred to the Engineering and Infrastructure Standing Committee for a report to be prepared by Manager Infrastructure, Parks and Recreation for further consideration by Council.

ACTION ACCOUNTABILITY

Manager Infrastructure, Parks and Recreation for tabling a report to Engineering and Infrastructure Standing Committee for consideration of the petition and a further report to Council for determination of the petition.

KEY MESSAGES

A goal in the Isaac Regional Council's 2035 Community Strategic Plan is:

"Isaac will have strong and diverse communities that support all to live, work and raise families". To achieve our goal, we will provide a range of services to cater for the diverse needs of our communities.

OFFICE OF CHIEF EXECUTIVE OFFICER

Community Consultation is a key in understanding how this goal can be achieved to benefit our Community. This petition provides an opportunity for Council to receive the ideas from a section of our community.

Report prepared by:

JEFF STEWART-HARRIS
Acting Chief Executive Officer

Date: 14 February 2020

Report authorised by:

JEFF STEWART-HARRIS
Acting Chief Executive Officer

Date: 14 February 2020

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Petition Received on 21 January 2020 – Dog/Puppy Park, Moranbah

REFERENCE DOCUMENT

- Isaac Regional Council's Standing Orders and Meeting Procedures

PAGES 578 TO 592 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Sean Robinson

AUTHOR POSITION

Manager Galilee and Bowen Basin Operations

10.2

COMPENSATION AGREEMENT – COPPABELLA TO MILLENNIUM PIPELINE

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with Peabody Energy who are seeking to construct a pipeline from Coppabella Mine to Millennium Mine.

OFFICER'S RECOMMENDATION

That Council:

1. ***Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in accordance with section 279 of the Mineral Resources Act 1989 (Qld)***

BACKGROUND

Peabody Energy have approached Council officers with a proposal to construct a pipeline from Coppabella Mine to Millennium Mine to provide for further mine activities. The proposed pipeline is to be constructed within the boundaries of the Mining Lease Application (MLA) 700052.

In accordance with section 279 of the *Mineral Resources Act 1989* (Qld) Peabody are required to enter into a compensation agreement with Council as an impacted landowner. The areas impacted may be summarised in the following roads

- Spring Creek Road
- Daunia Road
- Un-Named Road Reserves adjacent to Daunia Road

The proposed impact shall be limited to a buried pipeline cross over in which as the controlling Road Authority, Council will have approval control for the design and construction within the road reserve. The identified roads will remain open for use to the general public with the mining lease having little to no effect on the usual operations of Council

IMPLICATIONS

Peabody are required to pay Council a compensation amount commensurate to the level and area of impact for the impacted area and reimburse Council for its reasonable costs associated with negotiating and executing the agreement.

Galilee and Bowen Basin Operations department to provide suitable resources in undertaking the execution and managing the agreement

CONSULTATION

- Manager Governance and Corporate Services
- Galilee and Bowen Basin Officer
- Peabody
- Director Engineering and Infrastructure
- Chief Executive Officer

BASIS FOR RECOMMENDATION

In accordance with the *Mineral Resources Act 1989*, Council are required to enter into a Compensation Agreement

ACTION ACCOUNTABILITY

Manager Galilee and Bowen Basin Operations to ensure executed copies are returned to the proponent and ensure the pipeline design and construction is in accordance with Councils design standards

KEY MESSAGES

Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities

Report prepared by:

SEAN ROBINSON
Manager Galilee and Bowen Basin Operations

Date: 14 February 2020

Report authorised by:

GORDON ROBERTSON
Acting Director Engineering and Infrastructure

Date: 17 February 2020

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Compensation Agreement – MLA 700052 Coppabella to Millennium Pipeline

REFERENCE DOCUMENT

- Creek Pit Pipeline to Millennium Project Presentation 1 June 2019
- Leeson Valuers Compensation Assessment Report

PAGES 595 TO 615 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting
Tuesday 25 February 2020

AUTHOR

Sean Robinson

AUTHOR POSITION

Manager Galilee and Bowen Basin Operations

10.3

LAKE VERMONT ROAD CLOSURE

EXECUTIVE SUMMARY

The report seeks support for an application received to permanently close Lake Vermont Road.

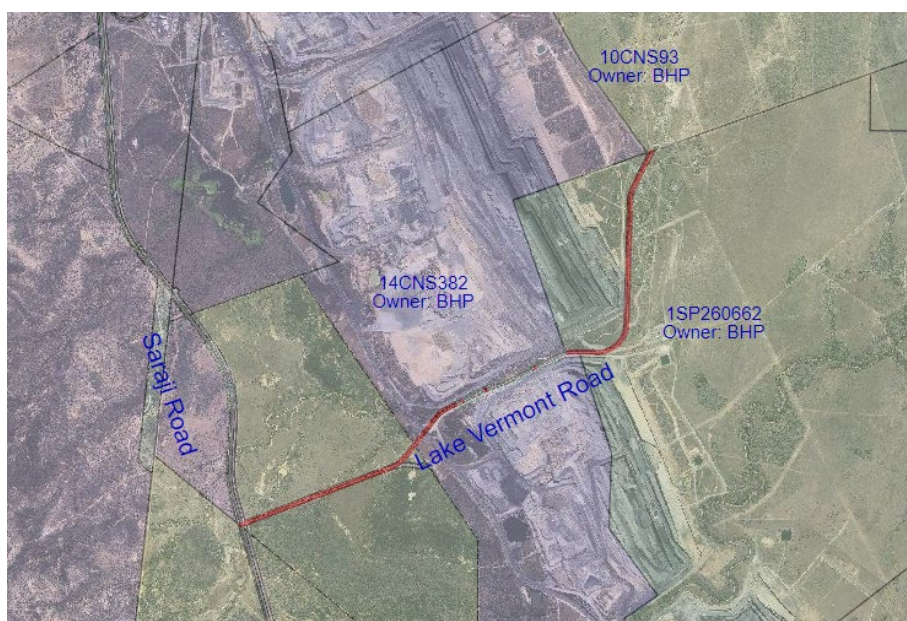
OFFICER'S RECOMMENDATION

That Council:

- 1. Note and Support the application to close the Lake Vermont Road under the Land Act 1994.***
- 2. Delegate authority to the Chief Executive Officer to execute the required documents to demonstrate Councils support of the Road Closure.***
- 3. Delegate authority to the Chief Executive Officer to extinguish relevant agreements associated with the road closure following successful application made by the proponent.***

BACKGROUND

Broken Hill Production (BHP) is making an application to DNRME for the closure of Lake Vermont Road to acquire the land for future mine planning and mining related activities. Council is Road Manager of the road.



BHP currently utilise Lake Vermont Road as a haul route to assist with mining operations. The road intersects Saraji Road and traverses land owned by parties related to the mine [BHP Coal, Umal Consolidated and BHP Queensland Coal Investments] and is contained entirely within the mine area.

The application was unable to be previously submitted due to the property identified as Lot10CNS93 being owned by a third party. It is considered that the closure of the road will have no material impact on the public as all properties bordering Lake Vermont Road now being owned by the above mining companies.

As an aside, a Compensation Agreement dated 21 December 2010 was executed between the parties addressing the deprivation of possession of the road reserve. BHP have raised within the attached letter that they will seek agreement from Council to extinguish the Compensation Agreement and this matter will be addressed if a formal written request is received.

IMPLICATIONS

Council will no longer be required to undertake operational or capital renewal works on this asset as it will be removed from Councils Asset Register

Galilee and Bowen Basin Operations Department shall provide the suitable resources to ensure the required actions are undertaken.

CONSULTATION

- Manager Governance and Corporate Services
- Director Corporate Governance and financial Services
- Galilee and Bowen Basin Officer
- BHP
- Director Engineering and Infrastructure
- Chief Executive Officer

BASIS FOR RECOMMENDATION

Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities

ACTION ACCOUNTABILITY

Manager Galilee and Bowen Basin Operations to ensure the executed documents are returned to the proponent

KEY MESSAGES

Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities

Report prepared by:

SEAN ROBINSON
Manager Galilee and Bowen Basin Operations

Date: 18 February 2020

Report authorised by:

GORDON ROBERTSON
Acting Director Engineering and Infrastructure

Date: 19 February 2020

ATTACHMENTS

- Attachment 1 - Statement in Relation to application under the *Land Act 1994* over State land - Part C
- CONFIDENTIAL Attachment 2 - Letter from BHP – Proposed Road Closure Application Lake Vermont Road Dysart

REFERENCE DOCUMENT

Nil



DEPARTMENT OF NATURAL RESOURCES, MINES AND ENERGY

Statement in relation to an application under the *Land Act 1994* over State land

Part C

Supplementary requirements

1. This form (Part C) is to be used to support the following applications under the [Land Act 1994](#) (Land Act):
 - Application for Road Closure. [Part B Form LA18](#)
 - Application for a Permit to Occupy. [Part B Form LA03](#)
2. Refer to the [DNRME web site](#) and relevant Part B for specific application requirements.

Important information

3. Notice of your application must be first provided to the road manager or trustee of the reserve to determine the impacts of your application.

Road Manager is –

- the local government for a road that is under the control of the a local government; or
 - for a State-controlled road—the chief executive of the department administering the [Transport Infrastructure Act 1994](#).
4. Section 68 of the [Local Government Act 2009](#) and section 74 of the [City of Brisbane Act 2010](#), requires notice of any proposed closure or opening be provided to the local government. The local government **must fully state its reasons** for its decision, which this department will consider.
 5. The local government may have a specific local law for administering the use of local roads and reserves.
 6. A Permit to Occupy application over a reserve or road must include the support of the reserve trustee or the road manager. For reserve land, the trustee of the reserve must provide additional comments stating why a trustee lease is not supported.
 7. This form must be supported by a drawing (minimum size A4) which includes the following information:
 - general location
 - area of land under application
 - Lot on Plan information
 - scale
 - dimensions
 - a north point
 8. This form must be lodged with the application, including Part A and Part B, within three months.

I/We ISAAC REGIONAL COUNCIL

, as

Please tick relevant fields –

- ☒ **Road Manager; or**
- ☐ **Trustee of a reserve issued under the *Land Act 1994*.**

have considered information from the applicant including:

- ☐ Completed copy of the application form, namely Part A and Part B – Application under the Land Act
- ☒ Copy of drawing referred to as
PRC-01_A (copy attached, endorsed by the road manager or trustee).

and advise the Department of Natural Resources, Mines and Energy (DNRME) that use of the land as proposed:

- ☒ Will be authorised by the road manager or trustee of the reserve land and advise that no further contact with DNRME is needed at this time. A formal application to the road manager will be required.
- ☐ Can be authorised by the road manager or trustee of the reserve, however it is not supported for the reasons detailed in the additional comments.
- ☐ Is unable to be authorised by the road manager or trustee of the reserve and it is not supported for the reasons detailed in the additional comments.
- ☐ Can be authorised by the road manager or trustee of the reserve, however for the reasons detailed in the additional comments, requests DNRME to consider an application under the Land Act.
- ☐ Is unable to be authorised by the road manager or trustee of the reserve, however for the reasons detailed in the additional comments, requests DNRME to consider an application under the Land Act.

Additional comments –

Provide information or requirements that you believe should be consider when assessing this application. (If there is insufficient space, please lodge as an attachment)

Does the road manager or trustee require further contact from the department before a decision is made on the application?

☐

Yes

☒

No

Note – a different form of tenure may be considered a more appropriate tenure once the application has been assessed.

Authorisation

I certify that I have the authorisation to make this statement and the information I have provided is true and accurate.

I have **signed** a copy of the attached drawing provided by the applicant in relation to this application.

Full name and position of person making this declaration on behalf of the road manager or trustee

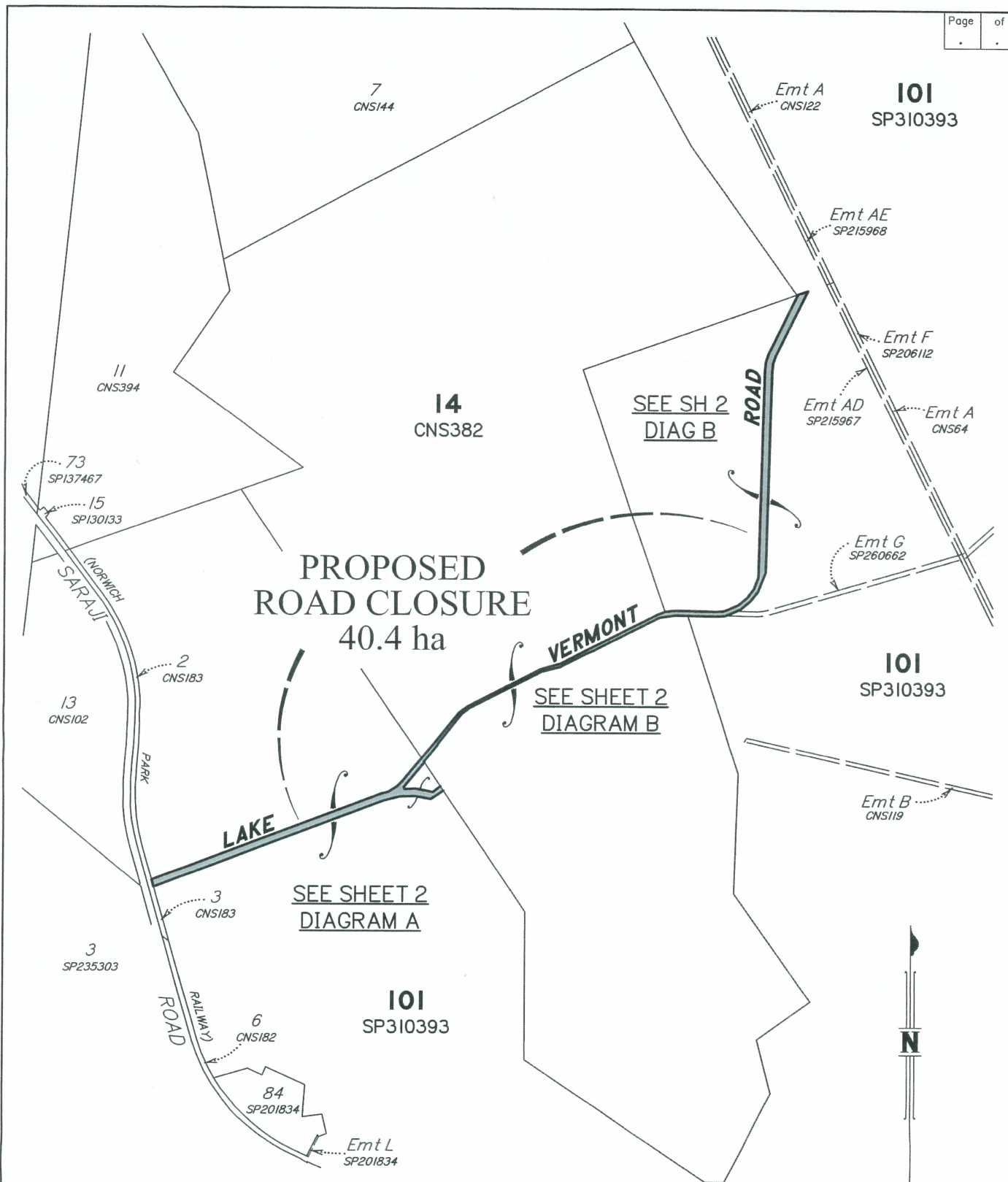
Signature

Gary Stevenson
Chief Executive Officer
ISAAC REGIONAL COUNCIL
as road manager

Date: / /

This information will not otherwise be disclosed outside of the department unless required or authorised by law such as under the [Right to Information Act 2009](#).

END DOCUMENT



Area subject to survey.
Compiled from SP310393 and CNS381 in the DNRME.

Note: Registration of SP310393 anticipated for January 2020
A. Isaac

A		First issue	17/12/19	AFI
Rev		Description	Date	Approved

BHP
andrew.isaac@bhpbilliton.com
T +61 7 4885 8864
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Central Qld Office, Peak Downs Mine,
Moranbah, Qld, 4744, Australia
bhpbilliton.com

Metres
0 50 100 150

mm

SKETCH PLAN OF
PROPOSED ROAD CLOSURE
in Lot 14 on CNS382 and Lot 101 on SP310393
(LAKE VERMONT ROAD)

LOCALITY DYSART	ORIG -	LOCAL AUTH. ISAAC R.C.
MAP REF. 8553-23243	MERIDIAN SP310393	SCALE 1:30000
DATE 17/12/2019	JOB No.	FBK AFI

MINING DISTRICT

NOTES

BD19317

SHEET 1 OF 2

PRC-01_A

DIAGRAM A
Scale 1:12500

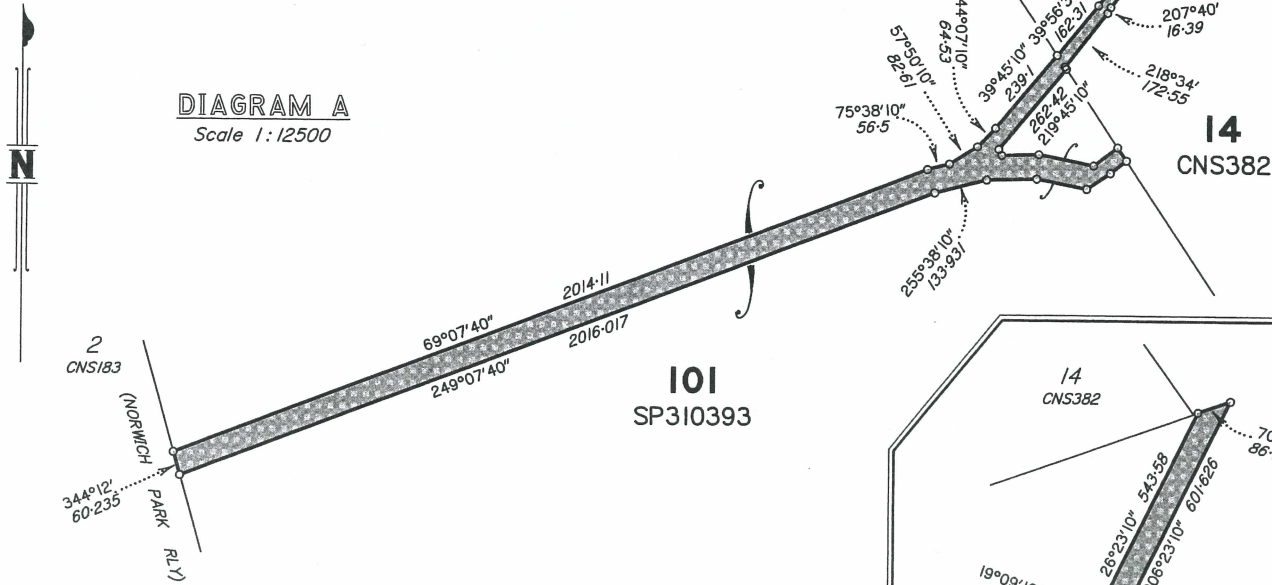


DIAGRAM C
Scale 1:4000

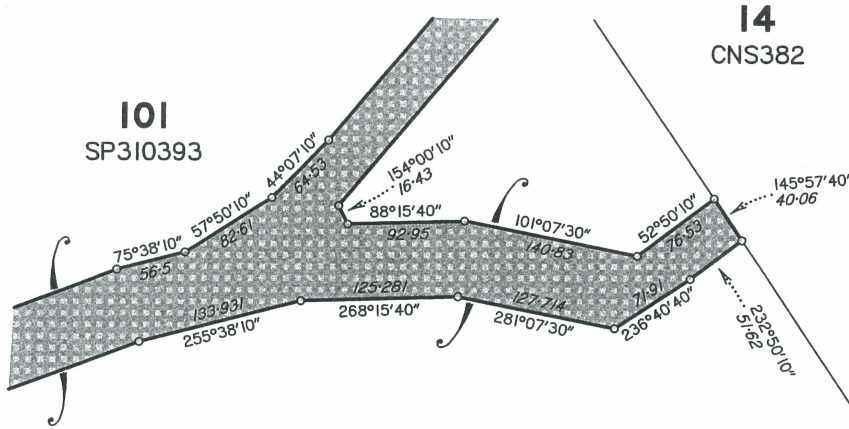
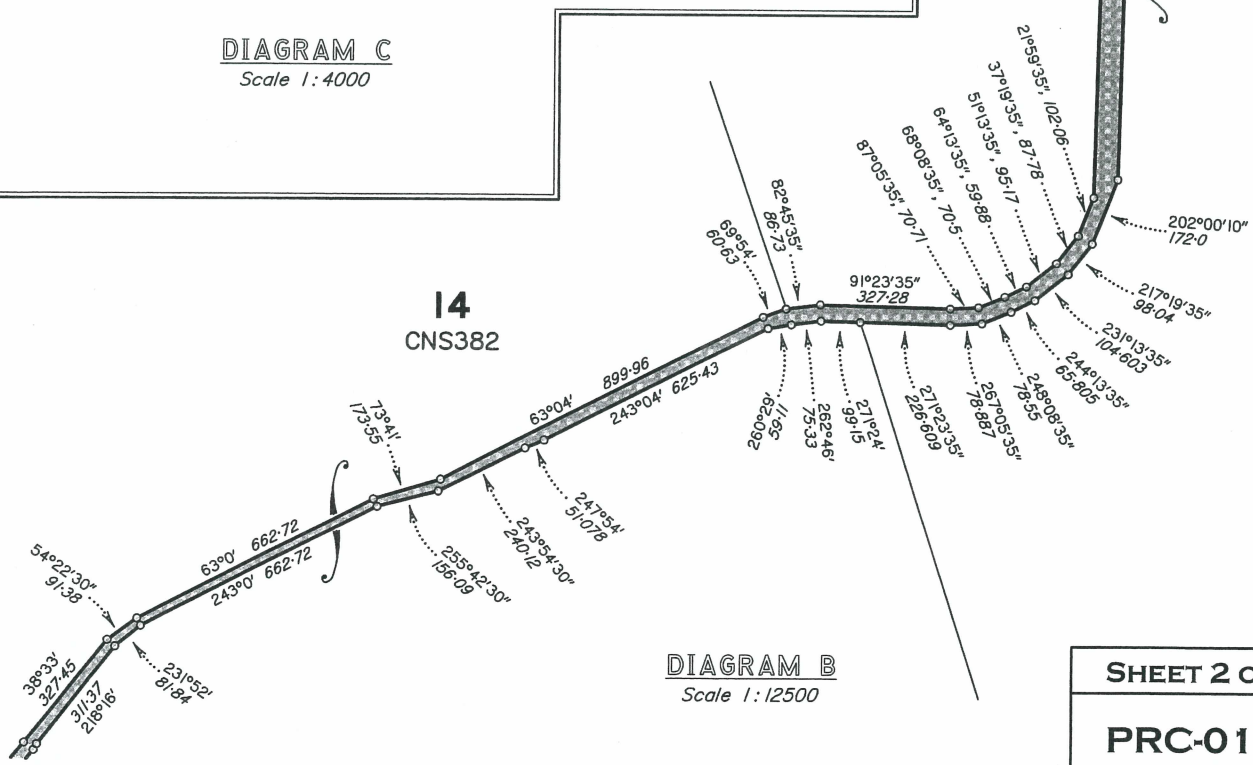


DIAGRAM B
Scale 1:12500



PAGES 624 TO 636 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting

Tuesday 25 February 2020

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

10.4

MORANBAH 50TH ANNIVERSARY – SPECIAL GRANTS ROUND

EXECUTIVE SUMMARY

This report seeks Council's approval to allocate civic and community grants intended to support events and activities associated with 50th Anniversary Celebrations for Moranbah on the Labour Day long weekend 2020.

OFFICER'S RECOMMENDATION

That Council:

1. **Approve allocation of \$25,000 in grants from the Civic Events Budget as follows:**
 - a. **\$5000 - Moranbah Motorcycle Riders' Club**
 - b. **\$5000 - Moranbah Arts (auspicing for Moranbah The Good Old Days)**
 - c. **\$4000 - Moranbah Bulldogs AFL Club**
 - d. **\$2500 - Moranbah Netball Club**
 - e. **\$2500 - Moranbah Bowls Club**
 - f. **\$3000 - Moranbah Hawks Soccer Club**
 - g. **\$1000 - 4FRM Moranbah**
 - h. **\$2000 - Moranbah East State School P&C for combined Moranbah schools**
2. **Approve allocation of \$2000, shared between the Community Grants budgets of Divisions 3, 4 and 5 as follows:**
 - a. **\$1000 ELAM Inc. – May Day Scooter-Skateboard Competition**
 - b. **\$1000 4RFM Moranbah – May Day Outside Broadcast**
3. **Decline the funding applications from Oasis Life Church and Moranbah Arts (application two), but request Council officers discuss options for in-kind support and other assistance with the applicants.**
4. **Note the updated Civic Events Budget for the Moranbah 50th anniversary celebrations.**

BACKGROUND

At its December 2019 Ordinary Meeting, Council resolved to support a community-driven event model for the planned 50th anniversary celebrations for Moranbah, with Council acting in a support role, enabling events and activities through financial assistance and in-kind support.

The community-driven event is being orchestrated by Mark and Toni Hollands, founders of the "Moranbah The Good Old Days" Facebook community and organisers of a similar celebration event in 2015, with support from Council by way of provision of services and facilities.

\$50,000 was funded in the 2019-20 Civic Events budget to support the anniversary program, with Council determining it would undertake a special round of civic grants in early 2020. \$25,000 was allocated to assist community groups and organisations staging events and activities associated with the anniversary program on the May Day Long Weekend 2020.

An updated summary of Council's proposed financial commitments for the Moranbah 50th Anniversary program against the Civic Events budget is attached to this report for the reference of Councillors.

Eleven grant applications totalling \$47,607.65 have been received against an available funding pool of \$25,000. On this basis, it was not possible to fund all grants to the full amounts requested.

Following an initial review of applications by the Community Engagement, Programs and Events team, the scope of applications and funding requests, along with suggested funding allocations to meet budget, were circulated to the Moranbah 50th Anniversary Internal Working Group for review and feedback.

Subsequently, a number of grant applicants were contacted to ascertain if there was a minimum level of financial support required to ensure their proposed event was viable.

A number of applications received were for annual May Day events, normally supported by way of Minor Grant through Council's Community Grants program.

It proposed these applications be funded from the Community Grants budget of Divisions 3, 4 and 5, which has a total of \$53,793 available. A number of smaller grant applications could also be funded in a similar manner, if Council was supportive, which would enable more civic event funding to be allocated to larger applications.

A summary of the applications, the proposed nature of their celebratory event and financial recommendations are detailed below:

APPLICANT	SUMMARY OF EVENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Moranbah Motorcycle Riders' Club	<i>Friday 1 May</i> Welcome to Moranbah function, including live entertainment and catered dinner, and opening the grounds to caravan accommodation for the weekend. <i>(Note: Invitation for Council representative to address guests)</i>	\$5000	\$5000
Moranbah Arts (auspicing for The Good Old Days)	<i>Saturday and Sunday 3 May</i> Equipment hire and performer expenses for Moranbah The Good Old Days events over the weekend. Production of a play at Arts Centre on Sunday night, including event catering.	\$5000	\$5000

Moranbah Arts (application 2)	<i>Sunday 3 May</i> Moranbah Arts Showcase, celebrating arts and culture. Dance performances and Murder/Mystery act.	\$1000	In-kind support (existing multi-year Council grant) or RADF assistance
Moranbah Bulldogs AFL Club	<i>Saturday 2 May</i> Celebrating 45 years of AFL in Moranbah and 50 years of community. Scheduled home games, local legends match, social day, family amusements (jumping castle, rock wall, bungee jump), live DJ 10am-2pm. <i>(Note: activities accessible for other users of Eastern Sports Fields)</i>	\$5000	\$4000
Moranbah Netball Club	<i>Saturday 2 May</i> Evening mini-carnival with matches for all ages/abilities, memorabilia display history of netball in Moranbah and celebrating success of grassroots players, guest speaker Jo Morgan (ex-Australia representative player).	\$5000	\$2500
Moranbah Hawks Soccer Club	<i>Saturday 2 May</i> Regional invitational soccer carnival with teams from Mackay, Sarina, Emerald, Clermont and Blackwater. Trophies to acknowledge 50-year celebration. Additional activities and entertainment. Camping facilities to be made available to visitors to Moranbah.	\$4107.65	\$3000
Moranbah Bowls Club	<i>Sunday 3 May</i> "Cheers to 50 years" Memorabilia display celebrating 47 years of bowls in Moranbah, community barefoot bowls, barbecue, amusements (jumping castle) and live entertainment.	\$5000	\$2500
Moranbah East State School P&C (auspicing for combined Moranbah Schools)	<i>Friday 1 May – 2.30pm-4.30pm</i> "50 years of outstanding education in Moranbah" Afternoon education showcase and refreshments celebrating school communities past and present. 50 years of outstanding education in Moranbah fence banners to be installed at each school, commemorative memorabilia to be provided by each	\$4500	\$2000
4RFM Community Radio	<i>Monday 4 May</i> Reliving the Miners' Games - traditional past event from the good old days – proposed venue Ted Rolfe Oval. Outside broadcast and entertainment in Town Square May Day.	\$5000	\$1000 civic grant for Miners Games \$1000 minor grant for broadcast as per previous years
ELAM Inc.	<i>Monday 4 May</i> May Day scooter and skateboard competition at Ted Rolfe Oval skate park.	\$3000	\$1000 minor grant as per previous years

Oasis Life Church	<i>Sunday 3 May</i> Three Crosses multi-denominational church service outside Moranbah Community Centre, acquisition of new outdoor PA equipment for use by local churches and post-event amusements <i>(Note: applicant advises event will proceed regardless of grant outcome)</i>	\$5000	Possible in-kind support
TOTALS		\$47,607.65	\$25,000 civic grants \$2,000 minor grants

IMPLICATIONS

Grant funding applications totalling \$47,607.65 were received against an available funding pool of \$25,000. A number of applications were for recurrent annual events normally support by way of Minor Grant. It proposed these applications be funded from the Community Grants budget of Divisions 3, 4 and 5, which has \$53,793 available.

CONSULTATION

Moranbah 50th Anniversary Internal Working Group
Councillor Division 3
Directors PECS
Manager Engaged Communities
Manager Community Engagement Programs and Events
Senior Community Relations Officer - Moranbah
Grant applicants

BASIS FOR RECOMMENDATION

This report seeks Council's approval to allocate the \$25,000 funding pool to support activities and events associated with the Moranbah The Good Old Days: Celebrating 50 Years of Community event on the May Day long weekend 2020.

ACTION ACCOUNTABILITY

Manager Engaged Communities to facilitate dispersal of grants

KEY MESSAGES

Council's Community Events continues to build communities in line with the Isaac Vision.

Report prepared by: JIM HUTCHINSON Manager Engaged Communities Date: 19 February 2020	Report authorised by: JEFF STEWART HARRIS Director Planning Environment and Community Services Date: 19 February 2020
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Updated Budget - Moranbah 50th Anniversary Program

REFERENCE DOCUMENT

- Moranbah 50th Anniversary Grants guidelines (as adopted January 2020).

PAGES 642 TO 825 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS