NOTICE OF MEETING

Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF

ISAAC REGIONAL COUNCIL

TO BE HELD ON

WEDNESDAY, 24 FEBRUARY 2021
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

Chief Executive Officer

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012
Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

(1) A local government may resolve that all or part of a meeting of the local government be closed to the public.

(2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.

(3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

(4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made be closed.

(5) A resolution that a local government meeting be closed must—

- (a) state the matter mentioned in subsection (3) that is to be discussed; and
- (b) include an overview of what is to be discussed while the meeting is closed.

(6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

Conflict of Interest Obligations

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

ORDINARY MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

WEDNESDAY 24 FEBRUARY 2021

COMMENCING AT 9.00AM

AT COUNCIL CHAMBERS, MORANBAH

AGENDA

1. OPENING OF THE MEETING
   - 1.1 WELCOME
   - 1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS
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

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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 Council Chambers, Moranbah on Wednesday 27 January 2021

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. STANDING COMMITTEE REPORTS

9.1 Surrender of Deed of Title – Lots 14 and 15 on PSL1391 – St Lawrence

EXECUTIVE SUMMARY

Lots 14 and 15 on PSL 1391 are located at the St Lawrence Port and are now permanently inundated by sea water due to coastal erosion. The former Department of Natural Resources, Mines and Energy (now Department of Resources) is seeking Council's agreement to surrender the Deeds of Grant over these lots.

9.2 Land Use and Tenure of Lot 2 On SP203779 Located At 20 Connors Street Dysart

EXECUTIVE SUMMARY

The former Department of Natural Resources, Mines and Energy (now Department of Resources) has sought Council's comments regarding its investigations as to the most appropriate use and tenure assessment of Lot 2 on SP203779 which is controlled by the State.

This report's position is that the most suitable use of this unserviced lot is for it to be offered to the adjoining landowners to amalgamate with their respective properties. The adjoining landowners are already partially occupying the site.

9.3 Land Use and Tenure of Lot 3 On SP203779 Located At 14 Connors Street Dysart

EXECUTIVE SUMMARY

The Department of Resources seeks Council's comments regarding their investigations as to the most appropriate use and tenure assessment of Lot 3 on SP203779 which is controlled by the State. This report supports the position that the site be acquired by Council as a reserve for Local Government Purposes, to enable the Community Facilities Section to facilitate services at a central location within Dysart.

9.4 Clermont Historical Centre January 2021 Operations

EXECUTIVE SUMMARY

This report updates Council on the outcome of changes to seasonal closure arrangements at the Clermont Historical Centre during the school holidays in January 2021.

9.5 Community Tenure and Facilities Advisory Committee Minutes - 8 December 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Community Tenure and Facilities Advisory Committee Meeting held on Tuesday, 8 December 2020.

9.6	Planning, Environment and Community Services - For Consideration for Inclusion in The Local Roads and Community Infrastructure Grant and The Building Better Regions Fund	

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Planning Environment and Community Services Directorate for Council's consideration for submission to the Local Roads and Community Infrastructure Grant funding and the Building Better Regions Fund (Round 5).

9.7	Adoption of Isaac Regional Planning Scheme 2021	

EXECUTIVE SUMMARY

This report seeks Council's approval to adopt and gazette the Isaac Regional Planning Scheme 2021 (incorporating the Draft Local Government Infrastructure Plan and Planning Scheme Policies), along with the associated Isaac Regional Council Charges Resolution (No. 3) 2021, in accordance with the Planning Act 2016. A Council resolution is also required under the Building Act 1975 to enable planning provisions to be applied to Building Work when being undertaken on land identified in the Bush Fire Hazard and Flood Hazard Overlays of the Planning Scheme.

9.8	Isaac Regional Council Monthly Financial Report as at 31 January 2021	

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.

9.9	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).

9.10	Not-for-Profit - Rates Concession - Register	

EXECUTIVE SUMMARY

As per Resolution No. 5444, Council adopted a 'Rates Concession – Not for Profit' Policy that came into effect on the 1st of July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation as at 30 December 2020 and outlines the concession entitlements as per the adopted Policy, along with the updated register.

9.11	Policy Update - Lobbying and Lobbyist Activity	

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Policy - Lobbying and Lobbyist Activity Policy and new supporting documents.

9.12	Policy Update - Record Keeping Policy	

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Record Keeping Policy.

9.13	2020-2021 Annual Operation 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 2020, on the progress towards implementing the 2020-2021 Annual Operational Plan.

9.14	2021 Australian Local Government Association National General Assembly	

EXECUTIVE SUMMARY

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

9.15	Isaac Regional Council – Participation in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program	

EXECUTIVE SUMMARY

This report is provided for discussion regarding participation by Isaac Regional Council in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program.

9.16	Engineering and Infrastructure 2020-2021 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 2020/2021 Capital Works Program.

9.17	Heavy Vehicle and Caravan Set Down Area and Proposed Transfer of Funding	

EXECUTIVE SUMMARY

This report is to advise Council that the proposed Heavy Vehicle Lay Down area and overnight rest area project in Moranbah is to be cancelled. In lieu of construction of a specific site the management of heavy vehicles parking in the town centre is to be controlled through development and implementation of appropriate Local Laws and the installation of signage and compliance measures. Currently Isaac Regional Council has no local parking law and this is to be developed.

It is proposed that the project funding for CW212912 Moranbah Heavy Vehicle Set Down Area be transferred to CW212923 Road Safety Audit Pro-active Treatment to increase the number of proactive safety projects.

9.18	Local Government Association of Queensland Road Transport Advisory Group Update	

EXECUTIVE SUMMARY

This report seeks to provide an update on the activity of the Local Government Association of Queensland (LGAQ), Road Transport and Advisory Group (RTAG).

9.19	Managing the Impacts of Large Resource Projects on Local Government Transport Infrastructure	

EXECUTIVE SUMMARY

This report seeks to present the technical paper identifying the issues that are currently apparent in managing the impacts of Large Resource Projects on Local Government Transport Infrastructure.

9.20	Engineering and Infrastructure Projects for Consideration for Inclusion in the Local Roads and Community Infrastructure Grant and the Building Better Regions Fund	

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Engineering and Infrastructure Director for council's consideration for submission to the Local Roads and Community Infrastructure grant funding and the Building Better Regions Fund.

9.21	Integrated Management System Certification Update	

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the Water and Waste Integrated Management System (IMS) certification, including compliance with ISO 45001:2018 Occupational Health and Safety requirements.

9.22	Drinking Water Blue-Green Algae Management Plan	

EXECUTIVE SUMMARY

This report seeks the adoption of the revised Drinking Water Blue-Green Algae Management Plan to achieve the outcomes required by Council's Drinking Water Quality Management Plan and other statutory obligations to provide safe and reliable water.

9.23	External Funding Opportunities Building Better Regions Fund (Round 5)	

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Water and Waste Directorate for Council's consideration for submission to the Building Better Regions Fund (Round 5).

10. OFFICER REPORTS

10.1	Isaac Regional Council Special Community Grants Standing Committee Meeting Minutes - Monday 14 December 2020 and Monday 8 February 2021	

EXECUTIVE SUMMARY

The purpose of this report is to present the Minutes from the Special Community Grants Standing Committee Meeting held on Monday 14 December 2020 and Monday 8 February 2021.

10.2	Land Development Advisory Committee Meeting Minutes - Thursday 18 February 2021	

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Land Development Advisory Committee Meetings held on Thursday 18 February 2021.

10.3	Controlled Entities Financial Statements	

EXECUTIVE SUMMARY

Council has received the audited financial statements for the Moranbah Early Learning Centre Pty Ltd (MELC), Isaac Affordable Housing Trust (IAHT) and the Isaac Affordable Housing Fund Pty Ltd (IAHF) for the year ended 30 June 2020. As per Section 213 (B) (3) the *Mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government*.

10.4	Building Better Regions Grant Applications	

EXECUTIVE SUMMARY

The report seeks endorsement by Council of projects for submission to the Commonwealth Government for funding under the Building Better Regions (Round 5) program.

10.5	Local Roads and Community Infrastructure Program	

EXECUTIVE SUMMARY

The report seeks endorsement by Council of projects for inclusion in the already granted Commonwealth Government funding under the Local Roads and Community Infrastructure (Phase 2) program.

10.6	Major Grant Application - Middlemount Community Sports Association	

EXECUTIVE SUMMARY

This report seeks Council's approval to provide a major grant to the Middlemount Community Sports Association.

10.7	Moranbah 50th Anniversary Celebrations 2021	

EXECUTIVE SUMMARY

This report seeks to affirm Council's support for a rescheduled program of events and activities celebrating Moranbah's 50th anniversary on the May long weekend 2021, facilitated by way of civic and community grants, and further assistance from Council via direct financial and in-kind support for service delivery.

10.8	Australian Local Government Association National General Assembly Motions	

EXECUTIVE SUMMARY

The National General Assembly (NGA) of Local Government is being held in Canberra from 20-23 June 2021. NGA motions need to be lodged electronically by 26 March 2021. This report seeks Isaac Regional Council's endorsement of its 2021 motions.

10.9	Proposed Amendments to Fees and Charges for Greg Cruickshank Aquatic Centre - Swimming Lessons	

EXECUTIVE SUMMARY

This report seeks Council's approval of revised fees and charges for swimming lessons at the Greg Cruickshank Aquatic Centre.

11. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

Closed under 254J(3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

11.1 Development of Water Source Khartoum Dam Walthum Road

EXECUTIVE SUMMARY

Isaac Regional Council maintains an unsealed network of 1700km. Pavement and formation material moisture condition is vital in conducting effective road maintenance. This report is to seek approval for a modified approach to securing a water facility in the Walthum Road area.

12. COUNCILLOR QUESTION TIME

13. CONCLUSION

UNCONFIRMED MINUTES

ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 27 JANUARY 2021
COMMENCING AT 9AM
COUNCIL CHAMBERS, MORANBAH

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT COUNCIL CHAMBERS, MORANBAH

ON WEDNESDAY 27 JANUARY 2021

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT COUNCIL CHAMBERS, MORANBAH

ON WEDNESDAY 27 JANUARY 2021 COMMENCING AT 9.00AM

ATTENDANCE

Mayor Anne Baker
Cr Greg Austen, Division One
Cr Sandy Moffat, 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 Viv Coleman, Division Eight

OFFICERS PRESENT

Mr Gary Stevenson PSM, Chief Executive Officer
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Mr Gary Murphy, Director Water and Waste
Ms Liza Perrett, Acting Director Corporate, Governance and Financial Services
Mr Sean Robinson, Acting Director Engineering and Infrastructure
Mr Martin Bowerman, Senior Communications Officer
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Mayor declared the meeting open at 9.00am and welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

2. APOLOGIES

No apologies received this meeting.

3. CONDOLENCES

- SMITH Julie-Ann, late of Moranbah (Belyando Shire Council and Isaac Regional Council Employee for 33 years)
- SUNNERDALE, Leon formerly of Moranbah
- TEMPLETON John Graham, formerly of Moranbah
- MULLER Kevin, formerly of Moranbah, Dysart and Middlemount

4. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST
Mayor Anne Baker declared a declarable conflict of interest for Report 10.8 Councillor Remuneration 2021-2022 Local Government Remuneration Commission Annual Report 2020 as Council is putting forward a submission that relates to the Mayor.

DECLARABLE CONFLICT OF INTEREST
Cr Sandy Moffat declared a declarable conflict of interest for Report 10.15 Shop Isaac 2021 Incentivised Campaign as she owns and operates a business participating in the campaign.

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

PRESENTATIONS

The Mayor presented a thank you certificate received from the Nebo Community Sports and Recreation Club Inc in appreciation for Isaac Regional Council's continued support, even after the crazy year that 2020 was.

The Mayor presented the 2021 Isaac Region Australia Day Corporate Community Contribution of the Year Award which was presented to the Isaac Community Chest Corporate Contributors – Isaac Regional Council, BHP, Anglo American, Aquila Resources/South 32 and Civeo.

5. DEPUTATIONS

No deputations this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

7. CONFIRMATION OF MINUTES

Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council Chambers, Moranbah on Wednesday 16 December 2020

Resolution No.: 7061

Moved: Cr Lacey **Seconded:** Cr Pickels

That the Minutes of the Ordinary Meeting held at Isaac Regional Council Chambers, Moranbah on Wednesday 16 December 2020 be confirmed.

Carried

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

9. STANDING COMMITTEE REPORTS

No Standing Committee Reports this meeting.

10. OFFICER REPORTS

10.1 Isaac Regional Council Monthly Financial Report as at 31 December 2020

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.: 7062

Moved: Cr Lacey **Seconded:** Cr Pickels

That Council:

1. **Receive the financial statements for the period ended 31 December 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Carried

ATTENDANCE

Mr Martin Bowerman left the meeting room at 9.09am.

10.2 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.: 7063

Moved: Cr Jones **Seconded:** Cr Moffat

That Council:

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

Carried

ATTENDANCE

Mr Martin Bowerman returned to the meeting room at 9.13am.

10.3 Isaac Regional Council Fees and Charges Review

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009 (s97 & s98)*, Council adopts a Fees and Charges schedule as part of its budget process. Council can at any time during the financial year make changes to the schedule by passing a resolution. Outlined in the attached document are changes / removals / alterations to the Fees and Charges schedule for Council to adopt.

Resolution No.: 7064

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

That Council:

1. **Receive and adopt the revised Schedule of Fees and Charges for 2020/2021 with effect from 28 January 2021.**

Carried

10.4 Fire Hazard Reduction Activities

EXECUTIVE SUMMARY

To provide an update on activities in relation to hazard reduction burns and fire control line maintenance around the Isaac Region.

Resolution No.: 7065

Moved: Cr Coleman **Seconded:** Cr Moffat

That Council:

1. **Note the report and the outcomes of the 2020 Fire Hazard reduction measures.**

Carried

ACTION: Meeting to be arranged with QFES (Andrew Houley) regarding Fire Hazard Reduction in Isaac Region.

10.5 Local Government Workcare Mutual Risk Obligations Program

EXECUTIVE SUMMARY

The Local Government Association of Queensland (LGAQ) and Local Government Workcare (LGW) Management Committee have recognised that the legislative and performance requirements (set by the Workers' Compensation Regulator) are increasing in rigor with a strong focus on management accountability and continuous improved performance of the scheme and self-insurers more generally. This increased compliance focus poses an elevated risk to members and consequently the LGW self-insurance licence and its renewal. LGAQ together with LGW Management Committee have therefore developed the Mutual Risk Obligations Program. The program was released in October 2020 to Chief Executive Officer Scheme Members with the expectation of commitment to the obligations identified commencing January 2021.

Resolution No.: 7066

Moved: Cr Pickels **Seconded:** Cr Moffat

That Council:

1. **Note the Mutual Risk Obligations Program as released in October 2020, commencing January 2021.**

2. **Support Officer's position to clarify and advocate to Local Government Association of Queensland and Local Government Mutual Services with respect to the specific requirements of the obligations and the need for independence with systems development.**

Carried

10.6 Disposal of Assets – State Emergency Service

EXECUTIVE SUMMARY

This report is to inform Council and seek approval for the disposal of four (4) items of plant that have reached the end of their lifespan. The plant items were supplied by the State Government and ownership transferred to Council in accordance with the Memorandum of Understanding (MOU) between State Government acting through Queensland Fire and Emergency Services (QFES).

Resolution No.: 7067

Moved: Cr Jones **Seconded: Cr Lacey**

That Council:

1. **Endorse the following State Emergency Service (SES) assets be disposed of via auction and in accordance with Council's Procurement and Disposal Policy (STAT-POL-051).**
   - **QGDU26 Mazda t400 truck**
   - **QG2687 Box trailer 7X4**
   - **QG2903 Box trailer 7X4**
   - **847QMO Tandem trailer 10X4**
2. **Authorise the Chief Executive Officer to set reserve prices for auction and determine disposal based on auction results.**
3. **Endorse that the funds raised through disposal of these assets be returned to Council for renewal/maintenance for assistance with funding of future plant requirements.**

Carried

10.7 Isaac Regional Council Local Disaster Management Plan

EXECUTIVE SUMMARY

This report is to complete the endorsement of the Local Disaster Management Plan as amended. The plan has been endorsed by the District Disaster Coordinator in November 2020 and the plan is also required to be endorsed by Council under the Queensland Disaster Management Arrangements (*Disaster Management Act 2003*, Part 5, Section 80, 1 (b)).

Resolution No.: 7068

Moved: Cr Pickels **Seconded:** Cr Coleman

That Council:

1. **Endorse the Isaac Regional Council Local Disaster Management Plan 2020.**
2. **Authorise the Chief Executive Officer to make administrative changes to the Local Disaster Management Plan 2020 and acknowledge that names of relevant State Government Departments (responsibilities) may change over time.**

Carried

DECLARABLE CONFLICT OF INTEREST

Mayor Anne Baker declared a declarable conflict of interest for Report 10.8 Councillor Remuneration 2021-2022 Local Government Remuneration Commission Annual Report 2020 as Council is putting forward a submission that relates to the Mayor. The Mayor left the meeting room at 9.29am and did not participate in the discussion and vote for Report 10.8.

The Deputy Mayor Cr Kelly Vea Vea assumed the position of Chair while the Mayor was not in attendance.

ATTENDANCE

Mr Martin Bowerman left the meeting room at 9.29am.

10.8 Councillor Remuneration 2021-2022: Local Government Remuneration Commission Annual Report 2020

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 11 December 2020, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2021.

Resolution No.: 7069

Moved: Cr Lacey **Seconded:** Cr Jones

That Council:

1. **Defer the decision to adopt the 2021-22 remuneration until April 2021 following further deliberations on the 2021-2022 budget, identification of further impacts of the COVID-19 pandemic and the outcomes of the Isaac Regional Council Certified Agreement negotiations.**
2. **Commit to continue its advocacy for a review of the current methodology and remuneration categories for Mayor and Councillor remuneration and respond to invitations and provide submissions as they arise.**

Carried

ATTENDANCE

Mayor Anne Baker entered the meeting room at 9.37am and assumed the position of Chair on her return to the meeting room.
Mr Martin Bowerman entered the meeting room at 9.37am.

10.9 Environmental and Natural Resource Management Group Engagement Activities July - December 2020

EXECUTIVE SUMMARY

This report seeks to update Council on the engagement activities undertaken with natural resource management and environmental groups in the period from July to December 2020.

Resolution No.: 7070

Moved: Cr Moffat **Seconded: Cr Lacey**

That Council:

1. **Note the Environmental and Natural Resource Management Group engagement activities update for the period July to December 2020.**

Carried

10.10 Pandemic and Recession Recovery Business Engagement Plan

EXECUTIVE SUMMARY

As part of Council's endorsed Strategic Recovery Plan, the following report provides an overview of the proposed Pandemic and Recession Recovery Business engagement plan, to conduct targeted research and engagement with the regions business community to further inform the delivery of the Strategic Recovery plan.

Resolution No.: 7071

Moved: Cr Pickels **Seconded: Cr Jones**

That Council:

1. **Receives and notes the Pandemic and Recession Recovery Business Engagement Plan.**
2. **Receives further updates on the outcomes of the engagement.**

Carried

10.11 Regional Arts Development Fund – Grant Round Two FY20/21

EXECUTIVE SUMMARY

This report seeks Council's approval of three grant applications to Round Two of the 2020/21 Isaac Regional Council administered Regional Arts Development Fund (RADF) grants program. It also seeks to extend the project conclusion timeframe for *Generations of Men,* a Round Two 2019/20 RADF funded project to 31 July 2021 and as such, vary the funding agreement between Isaac Regional Council and Arts Queensland to allow for the associated grant funds to be carried over to the 2020/2021 RADF budget.

Resolution No.: 7072

Moved: Cr Pickels **Seconded: Cr Coleman**

That Council:

1. **Approves the application from Dysart Arts Incorporated for the 'Dysart Creatives Weekend' to the value of $1,410.**

2. **Approves the application from Kelly Shan for the 'Life Journey' project to the value of $5,500.00.**
3. **Approves the application from Trysett le Garde for the 'Travels with Trysett' project to the value of $5,500.**
4. **Approves the extension of project conclusion for the previously approved Round Two 2019/2020 Regional Arts Development Fund application from Joanna Joy and Elizabeth Simard for the 'Generations of Men' short film project to 31 July 2021.**
5. **Authorises the Chief Executive Officer to vary the funding agreement between Arts Queensland and Isaac Regional Council for Regional Arts Development Fund 2020/2021 by increasing the carry over surplus from Regional Arts Development Fund 2019/2020 by the amount of $6,400.00 so that the grant for the Generations of Men project may then be paid to the applicants Joanna Joy and Elizabeth Simard in the 2020/2021 financial year.**

Carried

10.12 Investment Attraction Framework

EXECUTIVE SUMMARY

An Investment Attraction Framework was identified through Council's adopted Economic Development Framework and in its Annual Operational Plan as a strategic element required to give guidance to the attraction and management of investment in the Isaac region. This report provides an overview of the intent, scope and overview on the workings of the framework.

Resolution No.: 7073

Moved: Cr Pickels **Seconded: Cr Moffat**

That Council:

1. **Endorses the Draft Investment Attraction Framework.**
2. **Notes the continued development of the associated marketing collateral and supplementary documents listed within the Investment Attraction Framework.**

Carried

10.13 Isaac Arts and Cultural Advisory Committee Minutes – 16 July 2020

EXECUTIVE SUMMARY

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report seeks adoption of Minutes from the IACAC meeting held on 16 July 2020.

Resolution No.: 7074

Moved: Cr Vea Vea **Seconded: Cr Pickels**

That Council:

1. **Receive the meeting minutes of the Isaac Arts and Cultural Advisory Committee held on Thursday 16 July 2020.**
2. **Requests the Isaac Arts and Cultural Advisory Committee to consider and develop potential pathways for community initiated public art projects.**

Carried

10.14 Authorisation for Award Delegation to the Chief Executive Officer for Nebo Projects and Moranbah AFL Playing Lights

EXECUTIVE SUMMARY

This report seeks Council's authority for the Chief Executive Officer to negotiate, execute and vary the contracts for the Nebo Pool and Nebo Community Hub and the, Moranbah Australian Football League (AFL) Lighting Project.

Resolution No.: 7075

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

That Council:

1. **Authorises the Chief Executive Officer to negotiate, execute and vary the contracts for the Nebo Pool Upgrades, the Nebo Community Hub and the Moranbah AFL Lighting, within allocated capital budget amounts; with an additional endorsement that includes:**

i. **All tender evaluation reports are provided to all Councillors at the same time that the Chief Executive Officer is considering the report,**

ii. **Should any Councillor (free of any declarable conflict of interest or prescribed conflict of interest) notify the Chief Executive Officer that the matter should be escalated for Committee consideration, the Chief Executive Officer shall not exercise his delegated authority to determine the tender and shall instead arrange for the matter to be included in the agenda for the next available Planning Environment and Community Services Standing Committee Meeting or Council Meeting.**

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Sandy Moffat declared a declarable conflict of interest for Report 10.15 Shop Isaac 2021 Incentivised Campaign as she owns and operates a business participating in the campaign. Cr Moffat left the meeting room at 10.07am and did not participate in the discussion or vote for Report 10.15.

10.15 Shop Isaac 2021 incentivised Campaigns

EXECUTIVE SUMMARY

This report seeks endorsement for continuation of Shop Isaac incentivised campaigns and endorsement of engagement with industry and businesses for greater participation in the campaigns.

Resolution No.: 7076

Moved: Cr Lacey **Seconded: Cr Pickels**

That Council:

1. **Endorse continued delivery of Shop Isaac incentivised campaigns for 2021.**
2. **Endorse the development of a Shop Isaac campaign prospectus targeted to business and industry to participate as contributing supporters of the campaigns and prize pool.**
3. **Note that Council will continue to engage in development of the finalised concepts for the campaigns and updates will be provided through the monthly information bulletin and communication plans.**

Carried

ATTENDANCE

Cr Moffat returned to the meeting room at 10.12am.

10.16 Regional Recovery Partnerships Fund

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of Stage 2 of the Clermont Saleyards and Showgrounds Revitalisation Master plan for $3.279 million to be submitted for funding under the Regional Recovery Partnership program.

Resolution No.: 7077

Moved: Cr Coleman **Seconded: Cr Austen**

That Council:

1. **Endorse Stage 2 of the Clermont Saleyards and Showgrounds Revitalisation Master plan for $3.279 million to be Isaac Regional Council's project sought to be funded under Regional Recovery Partnerships funding.**

Carried

PROCEDURAL MOTION:

Resolution No.: 7078

Moved: Cr Coleman **Seconded: Cr Jones**

That Council adjourn the meeting for Morning Tea at 10.30am.

Carried

PROCEDURAL MOTION:

Resolution No.: 7079

Moved:	**Cr Lacey**	**Seconded:**	**Cr Jones**

That Council resume the meeting at 10.49am.

Carried

10.17 Bang the Table/Speak Up Isaac Service Agreement Extension

EXECUTIVE SUMMARY

This report seeks Council's approval to deviate from the Procurement and Disposals Policy to allow a continuation of the present supplier arrangement with Bang the Table for an interim period of no more than three months for the provision of the Speak Up Isaac online engagement platform.

Resolution No.: 7080

Moved:	**Cr Moffat**	**Seconded:**	**Cr Austen**

That Council:

1. **Approves an exception to the Procurement and Disposals Policy to extend Council's present supplier arrangement with Bang the Table for a period of three months from 30 January 2021 to 30 April 2021.**
2. **Approves the exception in Point 1 in accordance with the provisions of Chapter 6, Part 3, Division 3, Section 235(b) the Local Government Regulation that because of the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.**
3. **Notes this interim measure is for the purpose of maintaining continuity of service delivery of online community engagement services whilst a formal procurement process is undertaken to identify potential service providers and deploy a long-term software solution.**

Carried

10.18 Engineering and Infrastructure 2020/2021 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 2020/2021 Capital Works Program.

Resolution No.: 7081

Moved: Cr Pickels **Seconded: Cr Lacey**

That Council:

1. **Receive and notes the monthly Engineering and Infrastructure 2020/2021 Capital Projects Progress Report.**
2. **Receive and notes works awarded under the 2020/2021 Engineering and Infrastructure Procurement Plan.**
3. **Receive and notes the 2020/2021 Engineering and Infrastructure Procurement Plan Report (detailing local contractor content).**

Carried

10.19 Update on Gravel Pit Management – *Mining and Quarrying Safety and Health Act 1999*

EXECUTIVE SUMMARY

This report provides an update on the gravel pit operations compliance situation and changes to extraction processes within Council owned pits.

Resolution No.: 7082

Moved: Cr Pickels **Seconded: Cr Coleman**

That Council:

1. **Note the update to gravel pit operations with the introduction of compliance under the *Mining and Quarrying Safety and Health Act 1999* while crushing at various sites.**

Carried

10.20 Water and Waste 2020-2021 Capital Projects Strategic Procurement Plan Progress Report

EXECUTIVE SUMMARY

This report is to provide an update to Council of any action taken by the Chief Executive Officer (CEO) under delegation as per the Water and Waste Strategic Procurement Plan.

Resolution No.: 7083

Moved: Cr Jones **Seconded: Cr Austen**

That Council:

1. **Receive and notes works awarded under the 2020/2021 Water and Waste Procurement Plan, in particular the awarding of IRCQ2053-0820-801 for three (3) Project Management Resources to three (3) individual successful tenderers.**

Carried

10.21 Sewerage Utility Charges

EXECUTIVE SUMMARY

The purpose of this report is to confirm the upcoming review of Sewerage Utility Charges including the intended standardisation of charges across all localities and predicted timeframes for implementation.

Resolution No.: 7084

Moved: Cr West **Seconded: Cr Moffat**

That Council:

1. **Resolve to review Sewerage Utility Charges for all rating categories and standardise charges across each locality.**
2. **Resolve to begin the review February 2021 with the intention of implementing changes by July 2022.**

Carried

10.22 Barcaldine Regional Council Boundary Realignment Proposal

EXECUTIVE SUMMARY

Over the last few years, Barcaldine Regional Council has been reviewing its boundaries and canvasing stakeholders on their views of a realignment of the Barcaldine local government area. This report seeks to obtain Council's position to the proposal to realign twelve (12) property boundaries so that they are either wholly within the Barcaldine or Isaac Region.

Resolution No.: 7085

Moved: Cr Lacey **Seconded: Cr Austen**

That Council:

1. **Support the position, and offers no objection, of the proposed boundary realignment on the basis that the following properties wholly reside in the Barcaldine local government area:**
   a. **L3 DR26**
   b. **L3 BE57**
   c. **L4 BE57**
   d. **L2 SP253479**
   e. **L1 BF51**
2. **Support the position, and offers no objection, of the proposed boundary realignment on the basis that the following properties wholly reside in the Isaac local government area:**
   a. **L3 DR20**
   b. **L5110 PH604**
   c. **L7 BE164**
   d. **L8 BE164**
   e. **L4 DR21**
   f. **L2093 PH1883**
   g. **L681 PH406**
3. **That the Chief Executive Officer is delegated to respond and advise the Department of State Development, Infrastructure, Local Government and Planning and Barcaldine Regional Council of clauses 1 and 2 above.**

Carried

ATTENDANCE

Mrs Mary-Anne Uren, Senior Advisor, Office of the Mayor and Chief Executive Officer entered the meeting room at 10.58am.

10.23 Isaac Regional Council Strategic Advocacy Framework

EXECUTIVE SUMMARY

This report is provided for discussion on process of the continued development of a Strategic Advocacy Framework and Rolling Advocacy Plan for Council as a flexible guide for development of key advocacy for Isaac region.

Resolution No.: 7086

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

That Council endorses the following process in relation to continued development of a Strategic Advocacy Framework as follows:

1. **Chief Executive Officer to facilitate workshops for Councillors and Senior Officers to generate ideas and initiatives for advocacy campaigns as required.**
2. **Delegates to the Mayor in consultation primarily with the Deputy Mayor Councillor Kelly Vea Vea and Councillors Gina Lacey and Viv Coleman (the Advocacy Working Group) to be convened at the discretion of the Mayor, to develop draft priorities and assist with key tasks under the Strategic Advocacy Framework, with assistance of the Chief Executive Officer and relevant officers.**
3. **The Chief Executive Officer reports back to Council with proposed draft advocacy priorities for endorsement as required.**

Carried

ATTENDANCE

Mrs Mary-Anne Uren left the meeting room at 11.08am.

10.24 Review of Public Library Grant and First 5 Forever Funding Programs by State Library of Queensland

EXECUTIVE SUMMARY

This report seeks Council's endorsement to provide an organisational response to the Review of the Public Library Grant and First 5 Forever Methodologies by the State Library of Queensland.

Resolution No.: 7087

Moved: Cr Pickels **Seconded: Cr Moffat**

That Council:

1. **Authorise the Chief Executive Officer to provide an organisational response to the Review of the Public Library Grant and First 5 Forever Methodologies by the State Library of Queensland reflective of the responses detailed in Attachment 2 of this report via a Survey Monkey portal by 5 February 2021.**

Carried

10.25 Road Register

EXECUTIVE SUMMARY

Under Section 74 of the *Local Government Act 2009* and Section 57 of the *Local Government Regulation 2012*, Council is required to keep up to date and provide on request a Road Register and Map of Road including all the road network within the Isaac Regional Council area. This includes Council, State Controlled and Private roads. The purpose of this report is to seek Council's endorsement of the Road Register and Road Map.

Resolution No.: 7088

Moved: Cr Lacey **Seconded: Cr Austen**

That Council:

1. **Endorse the Road Register in accordance with Section 74 of the *Local Government Act 2009* and Section 57 of the *Local Government Regulation 2012*.**

2. **Endorse the Road Map in accordance with Section 74 of the *Local Government Act 2009* and Section 57 of the *Local Government Regulation 2012*.**

3. **Note that the Chief Executive Officer has delegated authority (resolution 6980) to "prepare and keep up to date a map of every road including private roads in the local government area and a register of roads showing the category of every road, the level of every road that has a fixed level and other particulars prescribed under a regulation".**

Carried

10.26 Community Leasing – Nebo Medical Centre

EXECUTIVE SUMMARY

This report seeks Council's authority for the Chief Executive Officer to negotiate, vary and execute the legal instruments necessary to action short term tenure arrangements and Memoranda of Understanding for user groups at the Nebo Medical Centre.

Resolution No.: 7089

Moved: Cr Lacey **Seconded: Cr Coleman**

That Council:

1. **Notes the current ongoing strategy review of options for the ongoing management of the Nebo Medical Centre facility.**

2. **Acknowledging clause 1 above, authorises the negotiation and execution of suitable interim tenure arrangements and Memoranda of Understanding for all user groups that currently utilise and/or intend to utilise the Nebo Medical Centre to provide medical support, equipment and allied health services to the communities of Nebo District;**

3. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to support and action clause 2.**

Carried

CLOSURE OF MEETING

PROCEDURAL MOTION:

Resolution No.: 7090

Moved: Cr Pickels **Seconded: Cr Vea Vea**

That Council closes the meeting to the public at 11.17am under *Local Government Regulations 2012* Section 254J (3) (e) to deliberate on Confidential Report 11.1 and 11.2.

Carried

PROCEDURAL MOTION:

Resolution No.: 7091

Moved: Cr West **Seconded: Cr Vea Vea**

That Council open the meeting to the public at 11.35am.

Carried

11. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

Closed under s254J (3) (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

11.1 Adani Infrastructure Access Agreement Road Drainage Design Standards – Dispute Update

EXECUTIVE SUMMARY

The report seeks to provide Council with a further update regarding a Dispute initiated by Adani regarding the road drainage standards (flood immunity) that Elgin Road and Moray Carmichael Boundary Road. Authorisation is sought for the Chief Executive Officer to participate in mediation on behalf of Council as the second phase of dispute resolution.

Resolution No.: 7092

Moved: Cr Lacey **Seconded:** Cr Austen

That Council:

1. **Authorises the Chief Executive Officer to represent Council in Mediation accordance with section 15.5 and 15.6 of the Infrastructure Access Agreement.**

Carried

CONFIDENTIAL REPORT

Closed under s254J (3) (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

11.2 'Goondiwindi Regional Council Vs Tait' High Court Ruling

EXECUTIVE SUMMARY

The report seeks endorsement by Council of the Tactical Action Plan developed by the Executive Leadership Team in response to the High Court decision in the matter of Goondiwindi Regional Council vs Tait, relating to road maintenance and contractual services under contract to the State Government for maintenance of its roads.

Resolution No.: 7093

Moved: Cr Vea Vea **Seconded:** Cr Jones

That Council:

1. Endorses the Tactical Action Plan.

Carried

12. COUNCILLOR QUESTION TIME

12.1 Isaac Community Grants Guidelines

At the November 2020 Ordinary Meeting Council approved the updated Isaac Regional Council Community Grants Program Guidelines to reflect inclusion of drought grants funded under the Community Drought Support Program (refer Resolution Number 6967).

However, the incorrect document was attached to the agenda distributed in the Agenda for the November 2020 Ordinary Meeting.

The correct updated Isaac Regional Council Community Grants Program Guidelines was endorsed by the Planning, Environment and Community Services Standing Committee at the December 2020 Meeting (refer resolution PECS0603 below, but was not endorsed by Council at the December 2020 Ordinary Meeting.

Resolution No.: *PECS0603*

Moved: *Cr Vea Vea* *Seconded:* *Cr Pickels*

That the Committee recommend to Council to:

1. Approves the updated Isaac Regional Council Community Grants Program guidelines to reflect inclusion of drought grants funded under the Community Drought Support Program.

Carried

Council is requested to endorse the updated Isaac Regional Council Community Grants Program Guidelines.

Resolution No.: 7094

Moved: Cr Coleman **Seconded: Cr Pickels**

That Council:

1. Approves the updated Isaac Regional Council Community Grants Program guidelines to reflect inclusion of drought grants funded under the Community Drought Support Program.

Carried

12.2 Leave of Absence – Cr Lyn Jones

Cr Lyn Jones has requested a leave of absence for the period of 12 February 2021 to 17 February 2021.

Resolution No.: 7095

Moved: Cr Moffat **Seconded: Cr Coleman**

That Council approve Cr Lyn Jones request for a leave of absence for the period of 12 February 2021 to 17 February 2021.

Carried

12.3 Australia Day Celebrations

Cr Jane Pickels thanked all involved in the Australia Day Celebrations and advised that it was a great effort from across the organisation to make the day a huge success. A definite improvement of teamwork from previous years.

Cr Vea Vea also thanked all involved for the massive effort and noted that the Moranbah celebrations required a huge effort from all involved with a 4.30am start to the day. Cr Vea Vea advised that she looks forward to the post event debrief.

Cr Moffat also thanked all involved in the Australia Day celebrations, which she mentioned where a huge success.

Cr Coleman mentioned how splendid the celebrations where but advised there where some issues with the QR Codes.

The Mayor congratulated all involved in the Australia Day Celebrations and made special mention to Jim Hutchinson, Jana Hesketh and the Engaged Communities team on a very successful day across the region. The Mayor advised that she had received positive feedback from many on the success of the Australia Day events from across the Region.

12.4 Unmet Youth Needs Study

Cr Moffat enquired about the progress of the Unmet Youth Needs study and asked how stakeholders could be involved in this process.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

12.5 Road Condition – Dysart Area

Cr Moffat enquired about the condition of Malari Road and Cotherstone-Capella Road as she has received complaints from community that have had smashed windscreens.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.6 Internal Audit on Procurement Practices

Cr Jones enquired about when Council will receive the report on the internal audit on procurement practices.

ACTION: MANAGER GOVERNANCE AND CORPORATE SERVICES

12.7 Town Entry Signage

Cr Jones enquired about town entry signage.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

12.8 World Wetlands Day

Cr Coleman asked if Council was aware of the World Wetlands Day was coming up and asked if Council would be promoting this day.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

12.9 Greenhill Beach Signage

Cr Coleman advised that there is no signage at Greenhill Beach warning the public to be aware of crocodiles.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

12.10 Cape Palmerston Concerns

Cr Coleman mentioned the ongoing issues with camping in the Cape Palmerston area. The Planning, Environment and Community Services and Engineering and Infrastructure Directorates are currently working on this matter.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

12.11 ANZAC Day Dawn Service Greenhill

Cr Coleman has asked if there could be liaison with organisers for the Greenhill ANZAC Day Dawn Service.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

13. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 12.10pm.

These minutes were confirmed by Council at the Ordinary Meeting held on Wednesday 24 February 2021 in Moranbah.

…….... ….. / ….. / ……..
MAYOR DATE

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Alexis Aylward
AUTHOR POSITION	Planning and System Specialist

9.1 SURRENDER OF DEED OF TITLE – LOTS 14 AND 15 ON PSL1391 – ST LAWRENCE

EXECUTIVE SUMMARY

Lots 14 and 15 on PSL 1391 are located at the St Lawrence Port and are now permanently inundated by sea water due to coastal erosion. The former Department of Natural Resources, Mines and Energy (now Department of Resources) is seeking Council's agreement to surrender the Deeds of Grant over these lots.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Agrees to surrender the Deeds of Title of Lot 14 and Lot 15 on PSL1391 to the State of Queensland, and the Chief Executive Officer to inform the Department of Resources.***
2. ***Authorises the Chief Executive Officer to negotiate, execute and vary the relevant legal instruments to execute clause 1 above.***

Resolution No.: PECS0606

Moved: Cr Coleman Seconded: Cr Pickels

That the Committee recommends that Council:

1. **Agrees to surrender the Deeds of Title of Lot 14 and Lot 15 on PSL1391 to the State of Queensland, and the Chief Executive Officer to inform the Department of Resources.**
2. **Authorises the Chief Executive Officer to negotiate, execute and vary the relevant legal instruments to execute clause 1 above.**

Carried

BACKGROUND

The two lots were created by the State of Queensland on the 22 March 1872. (see Attachment 1) At the time the Queensland Government issued Deeds of Grant for the lots being the instrument verifying the grant of land by the State. The lots were intended to be developed as part of the St Lawrence Port which was a "paper town" that was not established.

The former Broadsound Shire Council never developed these lots and neither of the lots is part of any infrastructure network. Since their creation the lots have been affected by coastal erosion and are now permanently inundated by sea water. (see Attachment 2)

The lots are adjoining with each having an area of 2023 m^2, being a width of approximately 40 m and length of 50 m.

Correspondence was received on the 17 May 2019 from the Department of Natural Resources, Mines and Energy seeking Council's agreement to surrender the Deeds of Grant over these lots. This is a necessary administrative step to enable the Department to cancel the Deeds of Grant so that this area can be placed into the water area. Upon receiving agreeance of Council to surrender the Deeds of Grant the Department shall undertake all actions necessary.

The cancellation of a Deed of grant is a very rare occurrence. There is no guideline for this process in the *Land Title Practice Manual (Queensland)* issued by the State of Queensland (Department of Resources) 2009 -2020. The process is simply a letter of request to Council and a letter of response from Council. However, Council's Delegation Register does not delegate the power to surrender a Deed of Grant to the Chief Executive Officer and so a resolution of Council is required to agree to the surrender of the Deed of Grant.

IMPLICATIONS

The surrender of the two (2) lots will not affect the operations or financial circumstances of Council.

CONSULTATION

Manager Liveability and Sustainability

Legal and Governance Officer

BASIS FOR RECOMMENDATION

The *Land Titles Act 1994* no longer makes provision for the free holding of land below the high-water mark as per Introduction 0-0090. There are alternative types of non-freehold tenures available that can be applied to gaining tenure over water areas. The Deeds of Grant are now historical anomalies.

The lots are 'wet' and cannot be utilised for any development purposes that would support Isaac communities.

ACTION ACCOUNTABILITY

Liveability and Sustainability Planning Section to prepare correspondence to Department of Natural Resources, Mines and Energy conveying Council Resolution.

KEY MESSAGES

The Land is legally an asset of Isaac Regional Council however it is not fit for purpose.

The State is obligated to follow an administrative procedure to surrender of Deed of Title so they can be included in the water classification.

Report prepared by:	Report authorised by:
DAN WAGNER **Manager Liveability and Sustainability**	JEFF STEWART-HARRIS **Director Planning Environment and Community Services**
Date: 27 January 2021	Date: 27 January 2021

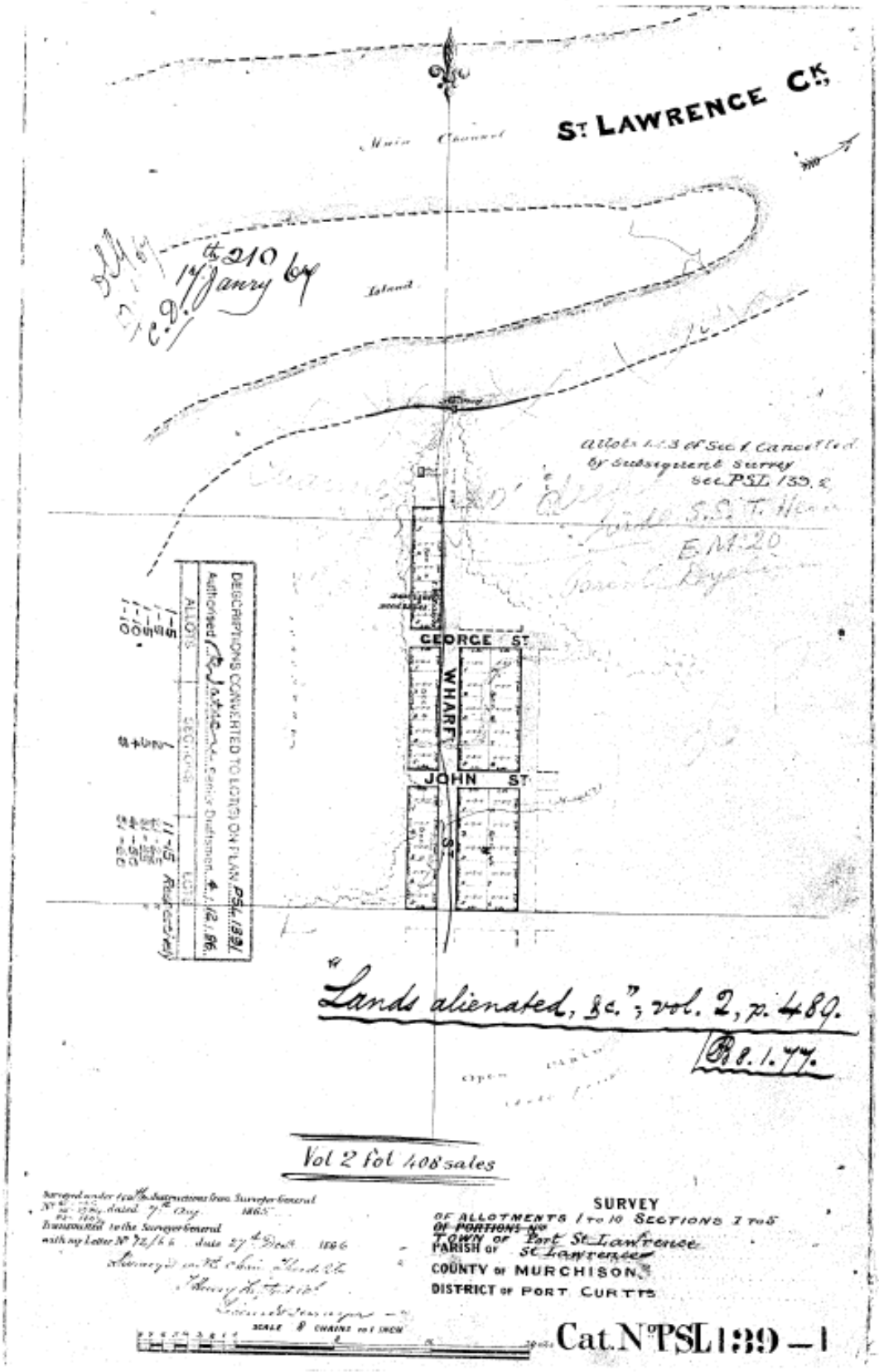
ATTACHMENTS

- Attachment 1 - Survey Plan
- Attachment 2 - Locality Plan
- Attachment 3 - DNRME Reference 2019 Letter: Deed of Grant Over Lot 14 and Lot 15 on PSL1391

REFERENCE DOCUMENT

- Nil

Attachment 1: Survey Plan



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Attachment 2: Locality Plan Attachment

A product of Queensland Globe

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100 metres

Print Date: 17/5/2019
Paper Size: A4

Imagery

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Queensland Government

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Ref number 2019/001579

Queensland Government

Department of
Natural Resources, Mines and Energy

17 May 2019

Isaac Regional Council
PO Box 97
Moranbah, QLD, 4744
Attention: Donna Skinner

Emailed to: records@isaac.qld.gov.au

Dear Sir/Madam,

Deeds of Grant over Lot 14 and Lot 15 on PSL1391

The department has further dealt with parcels of USL at St Lawrence that have been impacted by coastal erosion. See the attached Smartmap. The department has cancelled the parcels of USL shaded orange on the attached Smatmap.

Isaac Regional Council currently hold two Deeds of Grant over Lot 14 on PSL1391 and Lot 15 on PSL1391 (shaded yellow) that have also been impacted by coastal erosion. These Lots are now with the water area. Deeds of Grant cannot be held over water. It is advised that Isaac Regional Council must surrender the Deeds of Grant over Lot 14 and Lot 15 on PSL1391 to be included into the water.

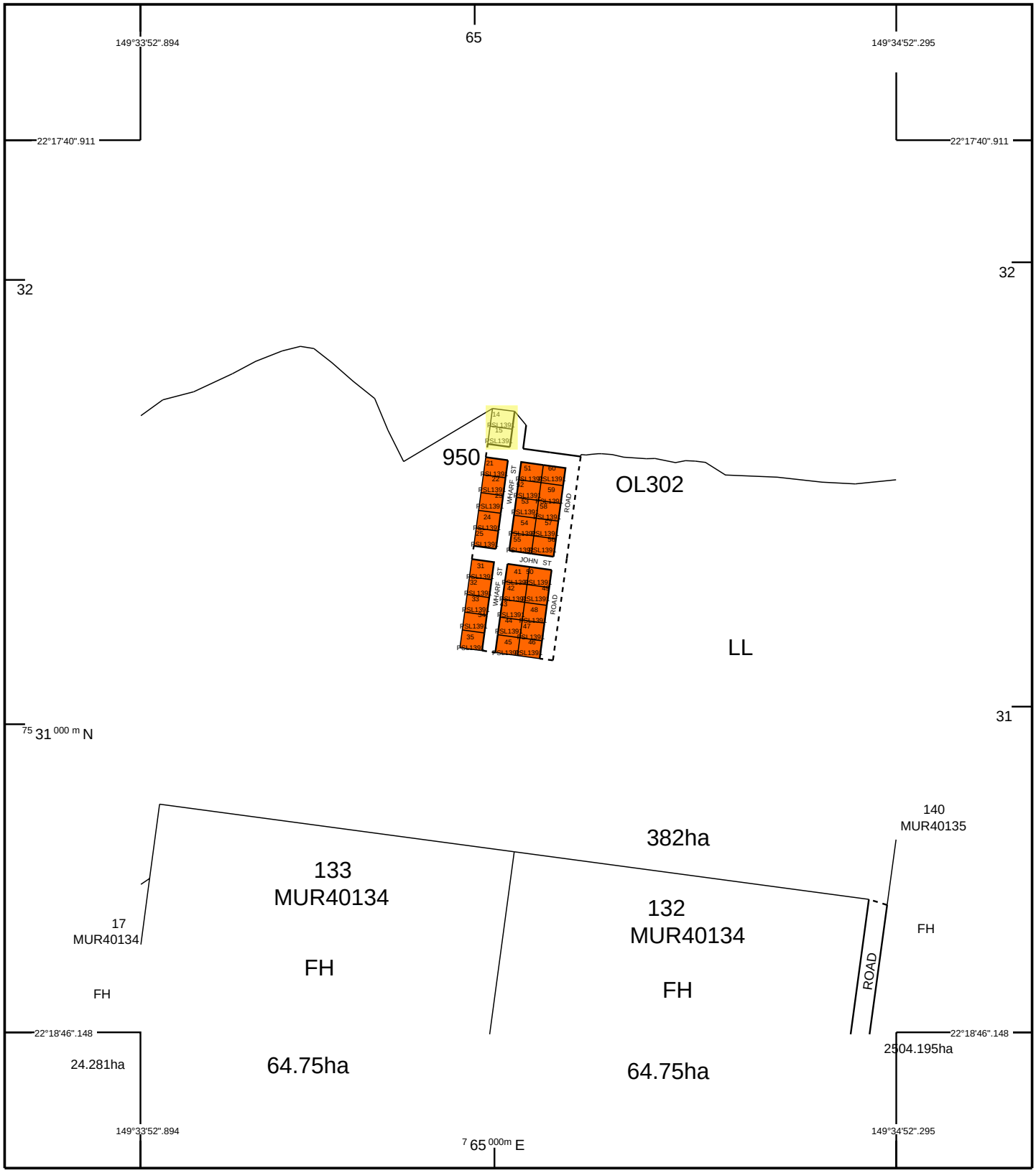
Isaac Regional Council are not required to make an application for surrender. The department will commence action for the surrender of the Deeds of grant.

If you required to discuss this further before action is taken please contact Angela Garrett on (07) 4447 9176 or Mark Langford on (07) 4222 5558 or by email to Townsville.SLAMS@dnrme.qld.gov.au by close of business on **17 June 2019**.

Yours sincerely

Angela Garrett
Land Officer

445 Flinders Street, Townsville
PO Box 5318, Townsville
Queensland 4810 Australia
Telephone (07) 4447 9176
www.dnrme.qld.gov.au
ABN 59 020 847 551



STANDARD MAP NUMBER
8853-34133

0 244 489 733 978 1222 m

HORIZONTAL DATUM:GDA94 ZONE:55 SCALE 1 : 12226

MAP WINDOW POSITION & NEAREST LOCATION

149°34'22".594
22°18'13".529
ST LAWRENCE
6.05 KM

GDA

SUBJECT PARCEL DESCRIPTION

DCDB

Lot/Plan	No Lot/Plan Selected.
Area/Volume	No Lot/Plan Selected.
Tenure	No Lot/Plan Selected.
Local Government	No Lot/Plan Selected.
Locality	No Lot/Plan Selected.
Segment/Parcel	No Lot/Plan Selected.

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 07/05/2019
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

DCDB 04/05/2019 (Lots with an area less than 1500m² are not shown)

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SmartMap

An External Product of
SmartMap Information Services

Based upon an extraction from the
Digital Cadastral Data Base

Queensland Government

(c) The State of Queensland, (Department of Natural Resources, Mines and Energy) 2019.

22°17'47"S 149°33'56"E 22°17'47"S 149°34'42"E

22°18'29"S 149°33'56"E 22°18'29"S 149°34'42"E

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N

100 metres

Print Date: 17/5/2019
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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Alexis Aylward
AUTHOR POSITION	Planning and System Specialist

9.2 LAND USE AND TENURE OF LOT 2 ON SP203779 LOCATED AT 20 CONNORS STREET DYSART

EXECUTIVE SUMMARY

The former Department of Natural Resources, Mines and Energy (now Department of Resources) has sought Council's comments regarding its investigations as to the most appropriate use and tenure assessment of Lot 2 on SP203779 which is controlled by the State.

This report's position is that the most suitable use of this unserviced lot is for it to be offered to the adjoining landowners to amalgamate with their respective properties. The adjoining landowners are already partially occupying the site.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

1. ***Advises that the site's best use is to be amalgamated with the adjoining lots to the east. The rationale being:***
    - i. ***The two parties owning land on the eastern boundary of the site, Lot 72 D111126, Lot 75 and Lot 76 D111267 have each fenced off and are using a significant portion of Lot 2 on SP203779 for storage purposes***
    - ii. ***The lot is not connected to the water and sewerage network and is not readily able to be connected. Further there is no existing infrastructure charges credit for the allotment pursuant to the Isaac Regional Council Charges Resolution (no. 2) 2018.***
    - iii. ***The site is excess to the requirements of the Dysart Open Space network.***
    - iv. ***The development of the site for residential purposes may create conflict with established adjoining land uses. It is noted that the dimensions of the site would place habitable living areas in proximity to a common boundary abutting up to service yards.***
2. ***That in the event the State determines that site should be disposed of to the two adjoining lots, namely Lot 72 D111126, Lot 75 and Lot 76 D111267, then Council request that:***
    - a. ***Adjoining landowners be advised, and***
    - b. ***Council be advised so that a process to amend the zone from 'Open Space and Recreation' zone to the 'Centre' zone can be initiated to ensure consistency between land uses and zoning. It is anticipated that the proposed Isaac Regional Council Planning shall be gazetted in April 2021.***

3. In the event that the Department pursues another option other than amalgamating with adjoining lots, then compliance action will need to be undertaken to remove the neighbour's improvements and goods from the site prior to any other use being able to commence.

Resolution No.: PECS0607

Moved: Cr Coleman Seconded: Cr Lacey

That the Committee recommends that Council:

1. Advises that the site's best use is to be amalgamated with the adjoining lots to the east. The rationale being:

a. The two parties owning land on the eastern boundary of the site, Lot 72 D111126, Lot 75 and Lot 76 D111267 have each fenced off and are using a significant portion of Lot 2 on SP203779 for storage purposes

b. The lot is not connected to the water and sewerage network and is not readily able to be connected. Further there is no existing infrastructure charges credit for the allotment pursuant to the Isaac Regional Council Charges Resolution (no. 2) 2018.

c. The site is excess to the requirements of the Dysart Open Space network.

d. The development of the site for residential purposes may create conflict with established adjoining land uses. It is noted that the dimensions of the site would place habitable living areas in proximity to a common boundary abutting up to service yards.

2. That in the event the State determines that site should be disposed of to the two adjoining lots, namely Lot 72 D111126, Lot 75 and Lot 76 D111267, then Council request that:

a. Adjoining landowners be advised, and

b. Council be advised so that a process to amend the zone from 'Open Space and Recreation' zone to the 'Centre' zone can be initiated to ensure consistency between land uses and zoning. It is anticipated that the proposed Isaac Regional Council Planning shall be gazetted in April 2021.

3. In the event that the Department pursues another option other than amalgamating with adjoining lots, then compliance action will need to be undertaken to remove the neighbour's improvements and goods from the site prior to any other use being able to commence.

Carried

BACKGROUND

History

The site was created on 21 May 2007 when the Broadsound Shire Council subdivided the parent lot to create Lot 1 on SP203779 upon which to construct the Dysart Recreational Centre and a balance lot, Lot 2 on SP203779. (See Attachment 1)

The Department has previously sought comment from Council on this site in 2013, 2016, 2019 and 2020. The Department was previously advised by Council officers in 2013 that there was support for the freeholding of the site for residential purposes. The Department is now seeking to finalise their investigation.

Site Characteristics

The site is a linear, flat, corner allotment with an area of 1856 m^2.

It has an approximate street frontage of 20m to Menzies Street and 93m frontage to Connors Street, Dysart. The roads are both sealed with kerb and channel.

There is a row of established trees located within the footpath of Connors Road that would reduce the impact of any future fencing. (See Attachment 2).

Infrastructure

The site is in proximity to the reticulated water and sewerage networks but is not connected to either network. To provide a water connection the water service would need to be bored under the road to the boundary of the site. It would need to be determined if a gravity sewer main, with manhole, could be extended to the site given the flatness of the terrain.

If the lot were to be freeholded arrangements would need to be made with Council for water and sewerage connections plus the payment of associated infrastructure charges in accordance with *Isaac Regional Council Charges Resolution (no. 2) 2018. (*See Attachment 3)

Land use

The part of the site abutting Connors Street is currently vacant and being maintained as Open Space by the Parks and Recreation Department.

Part of the site backing onto Lot 72 on D111226 has been enclosed by a 1.8m high 'colorbond' fence by the Dysart Fire Brigade. This is fenced area approximately 40m by 9m and is being used for Storage. The fence has a 6m wide locked gate with a "No Trespass" sign.

Part of the site backing onto Lots 75 and 76 on D111226 has been enclosed by a 1.8m high chain mesh fence with 3 strand barb wire by Taylors Automotive. This fenced area is approximately 52m by 6m. The material being stored in this area is readily visible from the nearby residential properties. (See Attachment 4)

Planning Schemes

The site is zoned Business in the current *Broadsound Planning Scheme 2005*. The lots to the east are also all zoned Business

The site is zoned 'Recreation and Open Space' in the proposed *Isaac Regional Council Planning Scheme*. The lots to the east are zoned 'Centre'.

Contaminated Land Search

A search has been undertaken to confirm the site is not identified as contaminated or on an environmental management register. The search response is attached as **Attachment 5**.

IMPLICATIONS

Council is currently maintaining the unfenced area of Lot 2 on SP203779 as Parkland. If the current status quo continues the unfenced area would remain on the park maintenance schedule. If the State were to offer

the site to the adjoining landowners and they accepted, Councils maintenance would be reduced to the footpath.

If the site is freeholded and sold to a private party without arrangements being in place then pressure will be placed upon Council to extend the water and sewerage connections plus cover the infrastructure charges as the expectations are that an urban lot in an established town is fully serviced.

CONSULTATION

Manager Community Facilities

Manager Financial Services

Manager Liveability and Sustainability

Co-Ordinator Parks and Recreation

Plumbing Inspector

BASIS FOR RECOMMENDATION

The site is a linear site which has been significantly impinged upon by adjoining landowners who have each fenced and alienated part of the lot. The best use of the land maybe for the State to offer this land to the two (2) adjoining landowners. However, this is a decision for the State to determine.

If Council were to acquire the site for a particular function, such as Park Reserve, then compliance action would need to be undertaken to remove the land uses that are currently encroaching on the site.

The location, dimensions and existing improved parkland in the vicinity means that this site is excess to the needs of the Dysart park network.

The site is not a highly desirable site for residential development due to the following factors:

1. Dimensions of the lot would result in very linear housing options. A typical layout would be a 6m front building setback with an 8m wide building footprint and 8m rear yard abutting the existing land uses.
2. A residential land use may be incompatible with the adjoining land users over the rear (eastern) boundary who are respectively conducting a low impact industrial and emergency management land uses whose operations may have a negative impact on a residence.
3. It would be difficult to extend essential infrastructure (water and sewerage) to the site.

ACTION ACCOUNTABILITY

Liveability and Sustainability Planning Section to prepare correspondence to Department of Natural Resources, Mines and Energy conveying Council Resolution.

KEY MESSAGES

- Land acquired by Council should have an identified strategic purpose.
- Incompatible land uses should not be co-located next to each other.

Report prepared by:	Report authorised by:
DAN WAGNER **Manager Liveability and Sustainability** Date: 27 January 2021	JEFF STEWART-HARRIS **Director Planning Environment and Community Services** Date: 27 January 2021

ATTACHMENTS

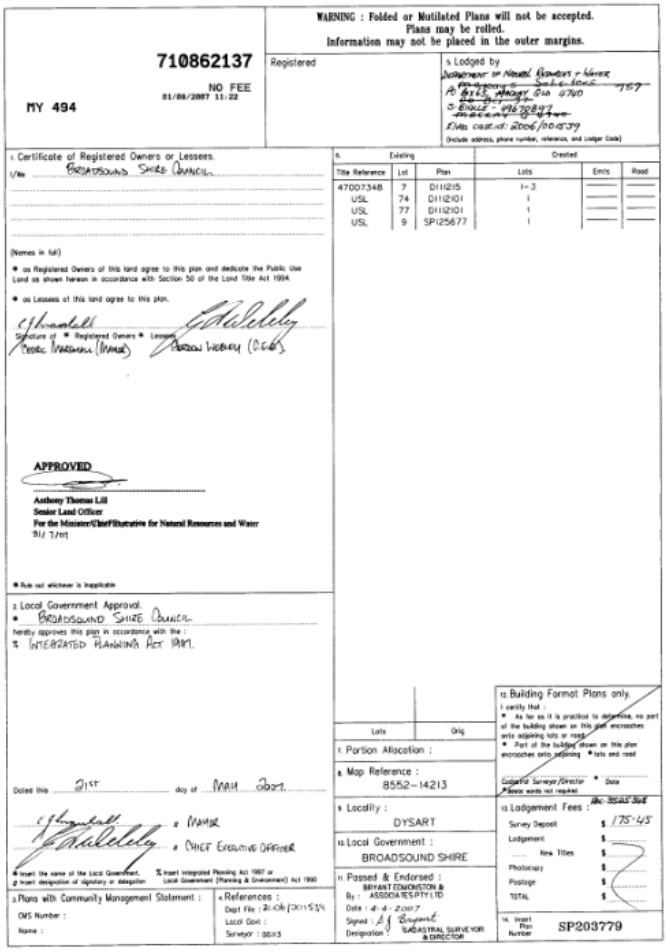
- Attachment 1 - Survey Plan SP203779
- Attachment 2 - Aerial view of Lot 2 on SP203779
- Attachment 3 - Reticulated Water and Sewerage Network
- Attachment 4 - Site Inspection Photos of Existing Fence Line dated 8 January 2021
- Attachment 5 – Search response Environmental Management Register and Contaminated Land Register
    - Attachment 5a - EMR CLR search response 76D111267
    - Attachment 5b - EMR CLR search response 75D111267
    - Attachment 5c - EMR CLR search response 72D111226

REFERENCE DOCUMENT

- Letter from Department of Natural Resources Energy and Mines

Attachment 1: Survey Plan SP203779

SURVEY PLAN
GARNHAM DRIVE
CONNORS STREET
QUEEN ELIZABETH DRIVE
MENZIES STREET
N
1
7769m²
2
1856m²
3
2071m²
PERMANENT MARKS
REFERENCE MARKS
Branded peg placed at Stn 5
Original information compiled from plans DII1215,DII1236 & DII1243, CNS374 & SP125677 in the Department of Natural Resources and Water.
Plan of Lots 1 - 3
Cancelling part of USL (being Lot 9 on SP125677, Lots 74 and 77 on DII12101 and the balance of Lot 7 and DII1215)
PARISH: DUNSMURE
COUNTY: Cairns
Scale: 1:1000
Format: STANDARD
SP203779


WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.
710862137
NO FEE
01/08/2007 11:22
MY 494
Registered
5. Lodged by
Existing
Created
Title Reference
Lot
Plan
Lots
Emts
Road
47007348
7
DII1215
1-3
USL
74
DII12101
1
USL
77
DII12101
1
USL
9
SP125677
1
1. Certificate of Registered Owners or Lessees.
I/We BROADSOUND SHIRE COUNCIL
(Names in full)
* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown herein in accordance with Section 50 of the Land Title Act 1994.
* as Lessees of this land agree to this plan.
Signature of * Registered Owners * Lessees
PETER NEWMAN (MAYOR)
GORDON WEBBER (CEO)
APPROVED
Anthony Thomas Lill
Senior Land Officer
For the Minister/Chief Executive for Natural Resources and Water
2. Local Government Approval.
* BROADSOUND SHIRE COUNCIL
hereby approves this plan in accordance with the :
% INTEGRATED PLANNING ACT 1997.
Dated this 21ST day of MAY 2007
* MAYOR
* CHIEF EXECUTIVE OFFICER
3. Plans with Community Management Statement :
CMS Number :
Name :
4. References :
Dept File : 21/05/2006/1515
Local Govt :
Surveyor : 08113
Lots
Orig
7. Portion Allocation :
8. Map Reference :
8552-14213
9. Locality :
DYSART
10. Local Government :
BROADSOUND SHIRE
11. Passed & Endorsed :
By : BRYANT EDMONSTON & ASSOCIATES PTY LTD
Date : 4-4-2007
Signed :
Designation : CADASTRAL SURVEYOR & DIRECTOR
12. Building Format Plans only.
I certify that :
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads
* Part of the building shown on this plan encroaches onto adjoining * lots and road
Cadastral Surveyor/Director * Date
* Please words not required
13. Lodgement Fees :
Survey Deposit $ 175.45
Lodgement $
New Titles $
Photocopy $
Postage $
TOTAL $
14. Insert Plan Number SP203779

Attachment 2: Aerial view of Lot 2 onSP203779 – Site boundary in red

Attachment 3: Reticulated Water and Sewerage Network

Attachment 4: Site Inspection Photos of existing fence line (dated 8 January 2021)

From Connors Street frontage

From Menzies Street frontage

Department of Environment and Science (DES)
ABN 46 640 294 485
400 George St Brisbane, Queensland 4000
GPO Box 2454, Brisbane QLD 4001, AUSTRALIA
www.des.qld.gov.au

SEARCH RESPONSE

ENVIRONMENTAL MANAGEMENT REGISTER (EMR)
CONTAMINATED LAND REGISTER (CLR)

Daniel Wagner
Isaac Regional Council
PO Box 97
Moranbah QLD 4744

Transaction ID: 50658905 EMR Site Id: 05 February 2021
Cheque Number:
Client Reference:

This response relates to a search request received for the site:
Lot: 2 Plan: SP203779
2A CONNORS ST
DYSART

EMR RESULT

The above site is NOT included on the Environmental Management Register.

CLR RESULT

The above site is NOT included on the Contaminated Land Register.

ADDITIONAL ADVICE

All search responses include particulars of land listed in the EMR/CLR when the search was generated.
The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please phone 13QGOV (13 74 68)

Administering Authority

Department of Environment and Science (DES)
ABN 46 640 294 485
400 George St Brisbane, Queensland 4000
GPO Box 2454, Brisbane QLD 4001, AUSTRALIA
www.des.qld.gov.au

SEARCH RESPONSE
ENVIRONMENTAL MANAGEMENT REGISTER (EMR)
CONTAMINATED LAND REGISTER (CLR)

Daniel Wagner
Isaac Regional Council
PO Box 97
Moranbah QLD 4744

Transaction ID: 50658917 EMR Site Id: 15450 05 February 2021
Client Reference:
Cheque Number:

This response relates to a search request received for the site:
Lot: 76 Plan: D111267

EMR RESULT

The above site IS included on the Environmental Management Register.
Lot: 76 Plan: D111267
Address: QUEEN ELIZABETH DRIVE
DYSART QLD 4745

The site has been subject to the following Notifiable Activity or Hazardous Contaminant.
SERVICE STATIONS - operating a commercial service station.

CLR RESULT

The above site is NOT included on the Contaminated Land Register.

ADDITIONAL ADVICE

All search responses include particulars of land listed in the EMR/CLR when the search was generated.
The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please phone 13QGOV (13 74 68)

Administering Authority

Department of Environment and Science (DES)
ABN 46 640 294 485
400 George St Brisbane, Queensland 4000
GPO Box 2454, Brisbane QLD 4001, AUSTRALIA
www.des.qld.gov.au

SEARCH RESPONSE
ENVIRONMENTAL MANAGEMENT REGISTER (EMR)
CONTAMINATED LAND REGISTER (CLR)

Daniel Wagner
Isaac Regional Council
PO Box 97
Moranbah QLD 4744

Transaction ID: 50658918 EMR Site Id: 15449 05 February 2021
Client Reference:
Cheque Number:

This response relates to a search request received for the site:
Lot: 75 Plan: D111267

EMR RESULT

The above site IS included on the Environmental Management Register.
Lot: 75 Plan: D111267
Address: QUEEN ELIZABETH DRIVE
DYSART QLD 4745

The site has been subject to the following Notifiable Activity or Hazardous Contaminant.
SERVICE STATIONS - operating a commercial service station.

CLR RESULT

The above site is NOT included on the Contaminated Land Register.

ADDITIONAL ADVICE

All search responses include particulars of land listed in the EMR/CLR when the search was generated.
The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please phone 13QGOV (13 74 68)

Administering Authority

Department of Environment and Science (DES)
ABN 46 640 294 485
400 George St Brisbane, Queensland 4000
GPO Box 2454, Brisbane QLD 4001, AUSTRALIA
www.des.qld.gov.au

SEARCH RESPONSE

ENVIRONMENTAL MANAGEMENT REGISTER (EMR)
CONTAMINATED LAND REGISTER (CLR)

Daniel Wagner
Isaac Regional Council
PO Box 97
Moranbah QLD 4744

Transaction ID: 50658916 EMR Site Id: 05 February 2021
Cheque Number:
Client Reference:

This response relates to a search request received for the site:
Lot: 72 Plan: D111226
27 QUEEN ELIZABETH DR
DYSART

EMR RESULT

The above site is NOT included on the Environmental Management Register.

CLR RESULT

The above site is NOT included on the Contaminated Land Register.

ADDITIONAL ADVICE

All search responses include particulars of land listed in the EMR/CLR when the search was generated.
The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please phone 13QGOV (13 74 68)

Administering Authority

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Alexis Aylward
AUTHOR POSITION	Planning and System Specialist

9.3 LAND USE AND TENURE OF LOT 3 ON SP203779 LOCATED AT 14 CONNORS STREET DYSART

EXECUTIVE SUMMARY

The Department of Resources seeks Council's comments regarding their investigations as to the most appropriate use and tenure assessment of Lot 3 on SP203779 which is controlled by the State. This report supports the position that the site be acquired by Council as a reserve for Local Government Purposes, to enable the Community Facilities Section to facilitate services at a central location within Dysart.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Request the Department of Resources dedicate Lot 3 on SP203779 to Council as a Local Government Reserve with Isaac Regional Council as Trustee.***

Resolution No.: **PECS0608**

Moved: **Cr Lacey** **Seconded:** **Cr Pickels**

That the Committee recommends that Council:

1. **Request the Department of Resources dedicate Lot 3 on SP203779 to Council as a Local Government Reserve with Isaac Regional Council as Trustee.**

Carried

BACKGROUND

History

The site was created on 21 May 2007 by the Broadsound Shire Council. (See Attachment 1)

The Department has previously sought comment from Council on this site in 2013, 2016, 2019 and 2020. The Department was previously advised by Council officers in 2013 that there was support to dedicate the site as a Reserve for Recreation Purposes with Council being Trustee for the Reserve. The Department is now seeking to finalise their investigation.

Site Characteristics

The site is a flat, L shaped allotment with an area of 2070m^2.

It has a 20m street frontage to Garnham Drive and a 43m frontage to Connors Street, Dysart. The roads are both sealed with kerb and channel.

The site is currently being utilised as a link park. It is turfed with a scattering of mature eucalyptus trees. There is a concrete path linking Garnham Drive to Connors Road, which provides connectivity from the primary school to the residential area south of Garnham Drive.

There has been some illegal dumping on the site on the Connors Road frontage. The Parks and Recreation Section are making arrangements to have this material removed. (See Attachment 2)

Infrastructure

The site is in proximity to the reticulated water and sewerage networks but is not connected to either network.

There is a water main transecting the site from Garnham Drive to Connors Street running parallel to the common boundary with Lot 71 on D111219 which would provide ready access to a jump point. This water main not covered by an easement.

There is an existing manhole located on the south west corner of Lot 71 on D111219 which would provide ready access to the reticulated sewerage network. (See Attachment 3)

Nearby Land use

To the east of the site is a telecommunication facility that features a large lattice tower, with office and storage buildings.

To the west of the site is the common boundary with two (2) detached low set dwellings. (See Attachment 4)

Planning Schemes

The site is zoned Light Industry in the current *Broadsound Planning Scheme 2005*. The lot to the east is zoned 'Business' and the two lots to the west are zoned 'Residential'.

The site is zoned 'Recreation and Open Space' in the proposed *Isaac Regional Council Planning Scheme*. The lots to the east are zoned 'Centre'.

IMPLICATIONS

Council is currently maintaining Lot 3 on SP203779 as Parkland. If the current status quo continues the lot would remain on the park maintenance schedule.

CONSULTATION

Manager Liveability and Sustainability

Manager Community Facilities

Manager Financial Services

Co-Ordinator Parks and Recreation

Plumbing Inspector

BASIS FOR RECOMMENDATION

The development of the support for a community facility will optimise this central location within Dysart. This location supports the Walkable Communities Concept and is well placed with proximity to the Dysart primary school and recreational centre. The site would be easy to develop as it has good street access for parking and ready access to water and sewerage infrastructure.

Further, this type of land use will provide a buffer between the telecommunications facility on the eastern boundary and the residential activity on the western boundary.

ACTION ACCOUNTABILITY

Liveability and Sustainability Planning Section to prepare correspondence to Department of Natural Resources, Mines and Energy conveying Council Resolution.

KEY MESSAGES

- Land acquired by Council should have an identified strategic purpose.
- Incompatible land uses should not be co-located next to each other.

Report prepared by:	**Report authorised by:**
DAN WAGNER **Manager Liveability and Sustainability**	JEFF STEWART-HARRIS **Director Planning Environment and Community Services**
Date: 27 February 2021	Date: 27 February 2021

ATTACHMENTS

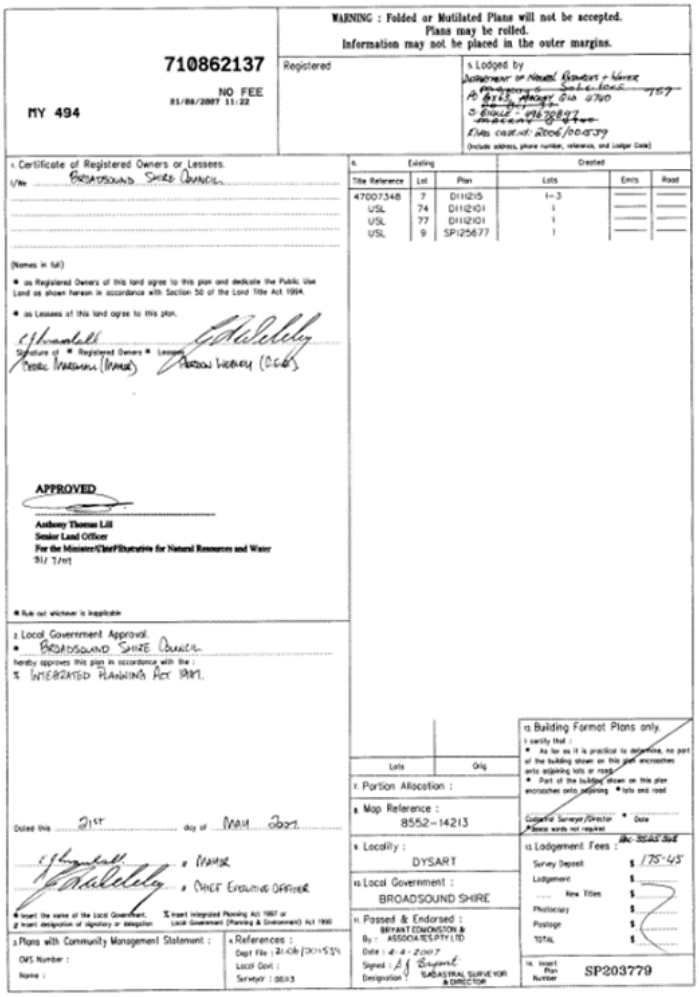
- Attachment 1 - Survey Plan SP203779
- Attachment 2 - Aerial View of Lot 3 on SP203779
- Attachment 3 - Reticulated Water and Sewerage Network
- Attachment 4 - Site Inspection Photo dated 8 January 2021

REFERENCE DOCUMENT

- Letter from Department of Natural Resources Energy and Mines

Attachment 1: Survey Plan SP203779

SP203779 V1 REGISTERED Recorded Date 01/08/2007 11:22 Page 1 of 2 Not To Scale



WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.

710862137
NO FEE
01/08/2007 11:22
MY 494

Registered

Lodged by
Department of Natural Resources + Water
Survey Solutions
A/ 613 Ann St Qld 4700
Phone: 4037 8847
Fax: 4037 8847
Client code: 2006/000839
(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.
I/We BROADSOUND SHIRE COUNCIL
(Names in full)
* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.
* as Lessees of this land agree to this plan.
Signature of * Registered Owners * Lessees
PEGGY WARMAN (MAYOR) GORDON WEBLEY (CEO)

APPROVED
Anthony Thomas Lill
Senior Land Officer
For the Minister/Chief Executive for Natural Resources and Water
DLI 7.Ref

* Rule out whichever is inapplicable

2. Local Government Approval.
* BROADSOUND SHIRE COUNCIL
hereby approves this plan in accordance with the :
% INTEGRATED PLANNING ACT 1997.
Dated this 21ST day of MAY 2007
* NAME
* CHIEF EXECUTIVE OFFICER
* Insert the name of the Local Government.
% Insert Integrated Planning Act 1997 or Local Government (Planning & Environment) Act 1990
# Insert designation of signatory or delegation

3. Plans with Community Management Statement :
CMS Number :
Name :

4. References :
Dept File : 21-08/2001/534
Local Govt :
Surveyor : 8843

4. Existing / Created

Title Reference	Lot	Plan	Lots	Emts	Road
47007348	7	D112115	1-3		
USL	74	D112101	1		
USL	77	D112101	1		
USL	9	SP125677	1		

Lots	Orig

5. Portion Allocation :
6. Map Reference : 8552-14213
7. Locality : DYSART
8. Local Government : BROADSOUND SHIRE
11. Passed & Endorsed :
By : BRYANT EDMONSTON & ASSOCIATES PTY LTD
Date : 4.4.2007
Signed : B J Bryant
Designation : CADASTRAL SURVEYOR & DIRECTOR

9. Building Format Plans only.
I certify that :
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads
* Part of the building shown on this plan encroaches onto adjoining * lots and road
Cadastral Surveyor/Director * Date
* Please words not required

10. Lodgement Fees :
Survey Deposit $ 175.45
Lodgement $
New Titles $
Photocopy $
Postage $
TOTAL $

12. Insert Plan Number SP203779

Attachment 2: Aerial view of Lot 3 onSP203779 – Site boundary in red

Attachment 3: Reticulated Water and Sewerage Network

Attachment 4: Site Inspection Photo (dated 8 January 2021)

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

9.4 CLERMONT HISTORICAL CENTRE JANUARY 2021 OPERATIONS

EXECUTIVE SUMMARY

This report updates Council on the outcome of changes to seasonal closure arrangements at the Clermont Historical Centre during the school holidays in January 2021.

OFFICER'S RECOMMENDATIONS

That the Committee recommends that Council:

1. Receive and note the report.

Resolution No.: PECS0609

Moved: Cr Pickels Seconded: Cr Lacey

That the Committee recommends that Council:

1. Receive and note the Clermont Historical Centre January 2021 Operations report.

Carried

BACKGROUND

The Clermont Historical Centre traditionally undertakes an annual seasonal closure from late December to early March each year, primarily to allow for the resetting of exhibition materials and cataloguing activities in the main buildings which cannot practically occur whilst the museum is open to the public.

At the October 2020 Ordinary Meeting, Council resolved (Resolution 6940) to defer the seasonal closure from the period 19 December 2020 - 3 March 2021 to 24 January - 24 March 2021 for the purposes of activating the museum for the school holiday period in January 2021.

The outcome of the three-week activation of the museum in January 2021 is summarised in the table below.

Operating period 6 January – 23 January 2021		**FY21 YTD (as at 23 Jan)**
Museum visitors	74	983
Visitor Information Centre services	85	1371
Museum revenue	$352.00	$6025.05
Volunteer hours	0	347

These results highlight the value of having the Centre open during the January school holiday period and confirm the Council's anticipation that this would be the case.

Whilst there is no historical visitation data for the January period, the following table illustrates comparative visitation statistics for November and December for the previous four years.

Year	November – Museum Visitors	December – Museum Visitors
2017	60	7
2018	33	31
2019	96	24
2020	61	49

IMPLICATIONS

Financial

Nil.

CONSULTATION

Director Planning, Environment and Community Services

Manager Community Hubs

Frontline Coordinator Museums

BASIS FOR RECOMMENDATION

To update Council on the outcome of changes to the seasonal operating arrangements for the Clermont Historic Centre in January 2021.

ACTION ACCOUNTABILITY

Manager Engaged Communities.

KEY MESSAGES

Isaac Regional Council is committed to celebrating the pure people power of our living history through our museum network.

Report prepared by:	Report authorised by:
JIM HUTCHINSON **Manager Engaged Communities**	JEFF STEWART-HARRIS **Director Planning, Environment and Community Services**
Date: 29 January 2021	Date: 3 February 2021

ATTACHMENTS

Nil

REFERENCE DOCUMENT

Nil

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Bruce Wright
AUTHOR POSITION	Manager Community Facilities

9.5 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE MINUTES – 8 DECEMBER 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Community Tenure and Facilities Advisory Committee Meeting held on Tuesday, 8 December 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the minutes of the Community Tenure and Facilities Advisory Committee held on 8 December 2020.***
2. ***Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 8 December 2020, in particular that Council;***
   - ***i. Note the progress of the Action List.***
   - ***ii. Notes the status of the leasing program.***
   - ***iii. Enters into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.***
   - ***iv. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause iii above.***
   - ***v. Notes the Infrastructure Parks and Recreation Leased Asset Management Update report.***
   - ***vi. Notes the Infrastructure Parks and Recreation Asset Management Update – Unrelated to Leasing report.***

Resolution No.: PECS0610

Moved: Cr Lacey **Seconded: Cr Coleman**

That the Committee recommends that Council:

1. **Receives and notes the minutes of the Community Tenure and Facilities Advisory Committee held on 8 December 2020.**
2. **Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 8 December 2020, in particular that Council;**

i.	**Note the progress of the Action List.**
ii.	**Notes the status of the leasing program.**
iii.	**Enters into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.**
iv.	**Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause iii above.**
v.	**Notes the Infrastructure Parks and Recreation Leased Asset Management Update report.**
vi.	**Notes the Infrastructure Parks and Recreation Asset Management Update – Unrelated to Leasing report.**

Carried

BACKGROUND

The Community Tenure and Facilities Advisory Committee (CTFAC), along with the draft Terms of Reference were endorsed by Council at its meeting held 29 August 2017 (Resolution No.5042) and subsequently updated at the meetings held 20 November 2018 (Resolution No. 5719) and 29 July 2020 (Resolution No.6707).

The purpose of the CTFAC is to provide advice to Council on a range of community leasing and tenure related matters. Council may seek advice from the Committee on planning maintenance priorities, capital expenditure requirements, service levels, leasing priorities, strategy updates, tariff changes and billing regimes and any other matters of mutual interest referred to the Committees.

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

The CTFAC met on 8 December 2020. The minutes of this meeting are attached for Councillor's consideration of the recommendations.

IMPLICATIONS

Implications linked to usage of lease facilities.

Strong risk management approach applied to the proposed use for this lease renewal.

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

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

KEY MESSAGES

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

Report prepared by:	**Report authorised by:**
BRUCE WRIGHT **Manager Community Facilities**	JEFF STEWART-HARRIS **Director Planning, Environment and Community Services**
Date: 2 February 2021	Date: 3 February 2021

ATTACHMENTS

- Attachment 1 - Community Tenure and Facilities Advisory Committee Minutes – 8 December 2020

REFERENCE DOCUMENT

- Agenda - Community Tenure and Facilities Advisory Meeting 22 June 2020
- Isaac Regional Council - Advisory Committee Administrative Guidelines

UNCONFIRMED MINUTES OF THE

COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

HELD TUESDAY, 8 DECEMBER 2020

MORANBAH COUNCIL CHAMBERS

COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD TUESDAY, 8 DECEMBER 2020 MORANBAH COMMUNITY CENTRE

1. OPENING MEETING

The Chair declared the meeting open at 9.03am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

2. ATTENDANCE

Cr Gina Lacey, (Chair) Division Three

Cr Lyn Jones, Division Six

Jeff Stewart-Harris, Director Planning, Environment & Community Services

Rob Perna, Director Engineering and Infrastructure

Bruce Wright, Manager Community Facilities

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 Schafer, Technical Officer Parks and Recreation

Dylan Wilson, Engineering and Infrastructure Moranbah Admin

Patti Ruth, Department Administration Office – Community Facilities

MINUTE TAKER

Ms Barb Franklin, Executive Coordinator Planning, Environment and Community Services

Resolution No.: **T&F0098**

Moved: **Karen Montgomery** **Seconded:** **Bruce Wright**

That the Committee accept Jana Hesketh **and** Nic Crous **participation in the meeting by Video Conference.**

Carried

2A: APOLOGIES

The Committee accepted apologies from Cr Kelly Vea Vea and Gordon Robertson

Resolution No: **T&F0099**

Moved: **Karen Montgomery** **Seconded** **Bruce Wright**

1. ***That the Community Tenure and Facilities Advisory Committee accepted the apologies received from:***
   Cr Kelly Vea Vea
   Gordon Robertson

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 Tuesday, 25 August 2020.

Resolution Number: **T&F0100** **Action:** **Minute Secretary**

Moved: Cr Lyn Jones **Seconded: Kelly Shepherd**

1. ***The Community Tenure & Facilities Advisory Committee confirmed the Minutes of the Isaac Regional Council Community Tenure and Facilities Advisory Committee meeting held on Tuesday, 25 August 2020 by general consensus.***

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Action Sheet

Resolution Number: **T&F0101**

Moved: **Jeff Stewart-Harris** **Seconded:** **Bruce Wright**

That the Community Tenure and Facilities Advisory Committee recommend:

1. ***That Council note the progress of the Action List***

Carried

6. DISCUSSION/OFFICERS REPORTS

6.1 COMMUNITY LEASING PRIORITIES UPDATE

EXECUTIVE SUMMARY

This report serves to provide Council with an update of the current status of community leases, actions and priorities. In addition, the report provides an overview of additional tasks and projects being undertaken by Community Leasing.

OFFICER'S RECOMMENDATION

That the *Community Tenure & Facilities Advisory Committee recommend that Council*:

1. ***Notes the status of the leasing program.***

Resolution Number:	**T&F0102**
Moved:	**Bruce Wright**
Seconded:	**Cr Lyn Jones**

That the Community Tenure and Facilities Advisory Committee recommends that Council:

1. Notes the status of the leasing program.

Carried

6.2 TENURE AGREEMENTS FOR EXTERNAL USERS OF THE MIDDLEMOUNT COMMUNITY HALL

EXECUTIVE SUMMARY

The purpose of this report is to consider future tenure agreements for the external parties utilising offices as the Middlemount Community Hall.

OFFICER'S RECOMMENDATION

That the *Community Tenure & Facilities Advisory Committee recommend that Council*:

1. Enter into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.

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

Resolution Number:	**T&F0103**
Moved:	**Cr Lyn Jones**
Seconded:	**Jeff Stewart-Harris**

That the Community Tenure & Facilities Advisory Committee recommends that Council:

1. *Enters into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.*
2. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Carried

6.3 INFRASTRUCTURE PARKS & RECREATION LEASED ASSET MANAGEMENT UPDATE

EXECUTIVE SUMMARY

The purpose of this report is to update the committee on issues that have arisen within the Parks and Recreation Facilities.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. Note the report.

Resolution Number: **T&F0104**

Moved: **Bruce Wright** **Seconded:** **Kelly Shepherd**

That the Community Tenure & Facilities Advisory Committee recommends that Council:

1. Notes the report.

Carried

6.4 INFRASTRUCTURE PARKS AND RECREATION ASSET MANAGEMENT UPDATE – UNRELATED TO LEASING

PURPOSE OF THE REPORT

The purpose of this report is to update the committee on issues that have arisen within the Parks & Recreation Facilities.

OFFICER'S RECOMMENDATION

That the Community Tenure and Facilities Advisory Committee recommends that Council:

1. Note the report.

Resolution Number:	**T&F0105**		
Moved:	**Jeff Stewart-Harris**	**Seconded:**	**Bruce Wright**

That the Community Tenure and Facilities Advisory Committee recommends that Council:

1. Notes the report.

Carried

7. GENERAL BUSINESS

- **Nil**

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 9.52
Next meeting scheduled for 11 February 2021.

…….....
Chair

….. / ….. / ……..
DATE

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Jeff Stewart-Harris
AUTHOR POSITION	Director Planning Environment and Community Services

9.6 PLANNING ENVIRONMENT AND COMMUNITY SERVICES – FOR CONSIDERATION FOR INCLUSION IN THE LOCAL ROADS AND COMMUNITY INFRASTRUCTURE GRANT AND THE BUILDING BETTER REGIONS FUND (ROUND 5)

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Planning Environment and Community Services Directorate for Council's consideration for submission to the Local Roads and Community Infrastructure Grant funding and the Building Better Regions Fund (Round 5).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.***

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding			
Title	**Description**	**Estimate**	**Comment on "readiness"**
Nebo Showgrounds –	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	$250,000	FY2022 PAG Bid, can be mobilised quickly
Tourism public facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness
Tourism signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the	$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan

	Regions tourism offerings mature		
Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district	$150,000	FY2022 PAG Bid, can be mobilised quickly
Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	$95,000	FY2022 PAG Bid
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	$120,000	FY2022 PAG Bid
St Lawrence hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project $80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of $29,820 for the kitchen component	$51,000	FY2022 PAG Bid
	Total	$886,000	
	Funding available	$1,579,953	
	Difference	$693,000	

2. Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund under the Community Investment and Infrastructure Streams as noted respectively.

Proposed identified projects for BBRF list Community Investment Stream			
Title	**Description**	**Estimate**	**Comment**
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence	$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related

	community		documentation
Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities	$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities	$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan
Proposed identified projects for BBRF list Infrastructure Stream			
Title	**Description**	**Estimate**	**Comment**
Water park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021
	Total – Community Investment and Infrastructure and Projects	$1,450,000	
	Council Contribution	$725,000	
	BBRF Contribution	$725,000	

Resolution No.: **PECS0617**

Moved: **Cr Pickels** **Seconded:** **Cr Lacey**

That the Committee recommends that Council:

1. **Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.**

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding			
Title	**Description**	**Estimate**	**Comment on "readiness"**

Nebo Showgrounds	**Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum**	**$250,000**	**FY2022 PAG Bid, can be mobilised quickly**
Tourism Public Facilities – Mt Britton	**Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage**	**$120,000**	**FY2022 PAG Bid, modular units to be installed, meaning high level of readiness**
Clermont Civic Centre – Kitchen Refurbishment	**To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district**	**$150,000**	**FY2022 PAG Bid, can be mobilised quickly**
Middlemount Community Hall – Replacement of Breezeair Units	**Replacement of 16 Breezeair evaporative cooler units**	**$95,000**	**FY2022 PAG Bid**
St Lawrence Hall Refurbishment	**Internal and external refurbishment – safety and compliance. Total project $80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of $29,820 for the kitchen component**	**$51,000**	**FY2022 PAG Bid**
	Total	**$666,000**	
	Funding available	**$1,579,953**	
	Difference	**$913,953**	

2. Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund (BBRF) under the Community Investment Stream.

Proposed identified projects for BBRF list Community Investment Stream

Title	Description	Estimate	Comment
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community.	$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation
Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities.	$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities.	$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan
	Total – Community Investment Projects	$600,000	
	Council Contribution	$300,000	
	BBRF Contribution	$300,000	

3. Notes the recommended alternative funding options for each of the listed projects not recommended for either Local Roads and Community Infrastructure Fund and Building Better Regions Fund Grants as set out below:

Title	Description	Estimate	Comment	Alternative Funding Option
Tourism Signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan	Proposed that this be funded from Council's Recovery Reserve
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	$120,000	FY2022 PAG Bid	As an established Council strategy, the community hub should be funded from Council's own source fund or Works 4 Queensland
Water Park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021	Propose that this project be considered for alternative funding in the FY2022 budget including consideration from Works 4 Queensland if available

4. Notes that the rationale for the inclusion of the projects in the Local Roads and Community Infrastructure Phase 2 Grant is that they are of direct benefit to members of the Community.

5. Approves funding in the amount of $100,000 from the COVID Recovery Reserve for Stage 1 Tourism Signage Project to enact a tangible recovery project.

Carried

BACKGROUND

There are two imminent sources of external funding that are relevant to a range of future Council projects. They are the Local Roads and Community Infrastructure Grant Phase 2 (LRCI) and the Building Better

Regions Fund (Round 5) (BBRF5). The Executive Leadership Team has considered potential projects from all Directorates and has proposed that each Directorate submits lists of candidate projects to their respective Standing Committees for initial consideration, prior to Council determining a consolidated whole-of-Council approved project list.

Local Roads and Community Infrastructure Grant Phase 2

The LRCI is Queensland government funding and Isaac Regional Council has been allocated a 100% funded grant totalling $1,579,953 for improvements to road and community infrastructure. Eligible works include general roadworks to footpaths, park facilities and works for other community infrastructure. Master planning and studies are not eligible. Critically project must be delivered by 30 December 2021 so projects must be substantially “shovel ready” or be relatively simple to design to meet the construction completion deadlines. The advantage of funding of this nature (like the Works for Queensland Program) is the opportunity for Council to fund and/or bring forward a range of smaller projects that would not normally attract funding from a competitive funding bid process.

Projects nominated include road, park and community infrastructure and are included in the attached spreadsheet. The list below includes projects to the value of the full grant and alternate projects for the Standing Committee to consider should they deem them a higher priority. It is acknowledged that other Directorates will have projects for consideration, and it is anticipated that not all projects will be from the Planning Environment and Community Services Directorate. The following tables identify projects for consideration under this grant program.

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding			
Title	**Description**	**Estimate**	**Comment on "readiness"**
Nebo Showgrounds –	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	$250,000	FY2022 PAG Bid, can be mobilised quickly
Tourism public facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness
Tourism signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan
Clermont Civic Centre – Kitchen	To refurbish the current non-compliant kitchen to service both	$150,000	FY2022 PAG Bid, can be mobilised quickly

Refurbishment	functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district		
Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	$95,000	FY2022 PAG Bid
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	$120,000	FY2022 PAG Bid
St Lawrence hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project $80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of $29,820 for the kitchen component	$51,000	FY2022 PAG Bid
	Total	$886,000	
	Funding available	$1,579,953	
	Difference	$693,000	

Other projects for consideration			
Water Park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021
'Snow's Place' Nebo	Staged upgrades in line with feasibility study (December 2014)	Staging to total of $3,500,000	The proposal requires the extension of infrastructure services to the site, meaning that early staging is not likely to demonstrate a major impact towards the ultimate vison for the precinct
Town entry signage	1 (more) x Dysart, 2 x Nebo, 2 x Clermont, 1 x Glenden, 2 x Carmila 1 x St Lawrence, 2 x Clairview	$100,000 to $1,100,000	Could be mobilised quickly for sites under Council's control

Building Better Regions Fund Round 5

The Australia government has opened round 5 of the Building Better Regions Fund (BBRF). It is a $200M nationwide grant aimed at driving economic growth and building stronger regional communities. Notably the grant has $100M isolated for tourism- related projects focussed on mitigating the economic impacts of COVID-19.

There are two funding streams available generally on a 50:50 basis – *Infrastructure Projects Stream* of new, upgraded or beneficial replacement of infrastructure (grants of $20,000 to $10 million); and *Community Investment Stream* for new or expanded events, strategic regional plans, leadership and capability strengthening activities that provide economic and social benefits (grants of $5,000 to $1 million). For remote areas and other demonstrated hardship, the grant component can be up to 75% for both streams. For small Community Investment Stream projects of $20,000 or less, grant funding can be up to 100% of eligible project costs.

The Planning Environment and Community Services Directorate has nominated projects in both the Community Investment and Infrastructure streams. Applications close on 5 March 2021 and involve a substantial amount of work and analysis to demonstrate the beneficial social and economic merits with credible evidence. Projects will be evaluated by the Federal Government on merit. There is no set limit per Council.

In late 2020, following Council's strategic planning workshops in September, preliminary concepts were developed for two transformational projects; namely the Resources Social and Environmental Excellence Hub project; and, Sustainable Resource Communities' Futures project. Preliminary concept documents are being refined and will be provided to Councillors under separate cover.

While there have been initial Council briefing discussions about these concepts, they are yet to be formally endorsed as project proposals. There has been initial informal engagement of potential funding partners and other participants in the resource's excellence community, with positive feedback. The next step is to undertake further proof of concept and project development work, which could be supported through the Community Investment Stream of the BBRF.

The following tables set out projects for consideration under this funding program.

Proposed identified projects for BBRF list Community Investment			
Title	**Description**	**Estimate**	**Comment**
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community	$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation.

Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities	$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities	$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan

Proposed identified projects for BBRF list Infrastructure			
Title	**Description**	**Estimate**	**Comment**
Water park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021
	Total – Community Investment and Infrastructure and Projects	$1,450,000	
	Council Contribution	$725,000	
	BBRF Contribution	$725,000	

Other projects for consideration			
Strategic Regional Plan to re-position Queensland Music Festival	COVID-19 caused QMF to fundamentally review its delivery model away from the biennial festivals through Council's long association with the festival. A strategic regional plan would put scope and structure around the opportunity presented by new model festival offerings attending more communities across the region and integrating with other community and cultural development efforts.	$80,000 subject to review	Expected outcomes would be a blueprint for multi-dimensional engagement of Isaac communities through its longstanding relationship with the QMF and within historical resourcing levels.

Other Projects and Funding

The Moranbah Community Centre Revitalisation ($6.1 million) has not been included for consideration because it is still considered that this project, as one of Council's signature advocacy projects, is a compelling candidate for funding from the Resources Community Infrastructure Fund.

Similarly, Stage 2 of the Clermont Saleyards and Showgrounds Revitalisation ($3.279 million) has not been included for consideration because it is being advanced by the Greater Whitsunday Council of Mayors in conjunction with Regional Development Australia and Greater Whitsunday Alliance for Commonwealth Regional Recovery Partnerships Funding.

The Clermont Aerodrome Pavement Reseal project ($300,000) has not been included because it is the subject of an application for 100% funding under the Commonwealth Regional Airport Program.

IMPLICATIONS

The LRCI 100% subsidised grant with no impact on Councils' operational budgets. By funding these projects from this source, it will provide Council with some greater flexibility for its own source capital funded projects in FY 2022. However, it should be noted that the LRCI funding must be expended by 30 December 2021 so it will require careful review of programs to ensure delivery.

The FY2021 PECS capital program has grown significantly since the adoption of the budget. In order to take full advantage of the LRCI funding before the end of December 2021, it may be necessary to review the capital program and consciously defer some of the existing projects to bring forward some of these in order to properly service the delivery of the program.

The BBRF is a 50/50 split so Council will need to fund 50% of all nominated projects. The BBRF is over a 2-year period which allows Council to spread its cash contribution over a number of financial years. The 2-year period also allows for larger projects with a design lead in time to be submitted (i.e. design year 1 and construct year 2).

The three Community Investment Stream proposals are essentially planning projects, part of which will be to identify and ideally minimise ongoing operational cost impacts. The GCAC waterpark project is pursuing a design with longer asset life (lower annual depreciation expenses) and lower operational costs due to the zero entry nature of the proposed waterpark. A further design consideration will be the achievement of appropriate sight lines to avoid the need for an additional life guard position in the event that a wading pool is incorporated in the final design.

The competitive application process for BBRF is quite onerous, particularly in the demonstration of social and economic benefit. While there is some capacity within the PECS Directorate to support this, it may be necessary to seek modest external support from within existing operational budgets.

CONSULTATION

Projects have been discussed with the Executive Leadership Team and the Planning, Environment and Community Services Leadership Team.

Informal consultation with potential funding partners and resource excellence community partners has occurred in relation to the two funding projects for BBRF.

The Strategic Regional Trails and Coastal Plan proposal for BBRF funding has been the subject of ongoing engagement with Mackay Tourism Limited since the development of the destination marketing plan in late 2017. Similar engagement has occurred in relation to the two tourism projects proposed for LRCI funding.

A formal community engagement program is currently being undertaken is currently being undertaken for the waterpark at GCAC with the survey indicating strong support for a zero entry waterpark together with a wading pool.

The remaining LRCI projects for the Nebo Showgrounds and three halls have been the subject of engagements with key user groups as part of the FY 2022 PAG Bid development.

BASIS FOR RECOMMENDATION

The nominated projects are required by Council and fit the eligibility criteria for the respective funds.

ACTION ACCOUNTABILITY

Once approved the Director of Planning Environment and Community Services is accountable for ensuring any projects submitted by Council and subsequently approved by the funding authority are delivered by respective managers, to the budgets and within the submitted timeframes.

KEY MESSAGES

Council in combination with the Queensland State Government and the Australian Federal government are investing in our communities to provide valuable infrastructure and enhance our regional communities.

Report prepared by:	**Report authorised by:**
JEFF STEWART-HARRIS **Director Planning Environment and Community Services**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 3 February 2021	Date: 4 February 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Alexis Aylward
AUTHOR POSITION	Planning and Systems Specialist

9.7 ADOPTION OF ISAAC REGIONAL PLANNING SCHEME 2021

EXECUTIVE SUMMARY

This report seeks Council's approval to adopt and gazette the *Isaac Regional Planning Scheme 2021* (incorporating the Draft Local Government Infrastructure Plan and Planning Scheme Policies), along with the associated *Isaac Regional Council Charges Resolution (No. 3) 2021*, in accordance with the *Planning Act 2016.* A Council resolution is also required under the *Building Act 1975* to enable planning provisions to be applied to Building Work when being undertaken on land identified in the Bush Fire Hazard and Flood Hazard Overlays of the Planning Scheme.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council*:*

1. **Adopts the proposed *Isaac Regional Planning Scheme 2021 (incorporating amendments undertaken to comply with the Ministerial conditions imposed on the approval to adopt the proposed Planning Scheme as issued to Council on 14 September 2020),* in accordance with step 13 of the Chief Executive Notice (dated 9 September 2017*)* issued pursuant to Section 18 *Planning Act 2016.***

2. **Adopts each of the following Planning Scheme Policies in accordance with Section 22 *Planning Act 2016* and Chapter 3 Part 1 Section 5 *Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020* which are contained in Schedule 4 of the proposed *Isaac Regional Planning Scheme 2021:***

- **i. Planning scheme policy for development works**
- **ii. Acid sulfate soils planning scheme policy**
- **iii. Bushfire hazard planning scheme policy**
- **iv. Coastal hazard planning scheme policy**
- **v. Dust planning scheme policy**
- **vi. Flood hazard planning scheme policy**
- **vii. Landslide hazard planning scheme policy**

3. **Adopts the proposed local government infrastructure plan, incorporated as Part 4 of the *Isaac Regional Planning Scheme 2021* in accordance with Chapter 5 Part 4 Section 21.1 *Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020* and Section 21 of the *Planning Act 2016.***

4. **Adopts the proposed *Isaac Regional Council Charges Resolution (No. 3) 2021* in accordance with Section 113 of the *Planning Act 2016,* superseding *Isaac Regional Council Charges Resolution (No. 2) 2018.***

5. **Adopts a commencement date of 1 April 2021 for the *Isaac Regional Planning Scheme 2021* and associated *Isaac Regional Council Charges Resolution (No. 3) 2021*.**

6. **Resolves pursuant to Section 12 of the *Building Regulations 2006* that bushfire prone areas identified in the OM4: Bushfire Hazard Overlay Maps, OM4: Bushfire Hazard Overlay Maps Township Localities Coastal and OM4: Bushfire Hazard Overlay Maps Township Localities Inland contained in the proposed *Isaac Regional Planning Scheme 2021* be designated bushfire prone areas for the purposes of *the Building Code of Australia* 1975 and the *Queensland Development Code*.**

7. **Resolves pursuant to Section 13 of the *Building Regulations 2006* that flood prone areas identified in the OM8: Flood Hazard Overlay Maps, OM8: Flood Hazard Overlay Maps Township Localities Coastal and OM8: Flood Hazard Overlay Maps Township Localities Inland in the proposed *Isaac Regional Planning Scheme 2021 to*:**

- **a. designate these areas as a natural hazard management area (flood); and**
- **b. declare that the freeboard buildings in a natural hazard area (flood), shall have:**
  - **i. habitable rooms a minimum floor level at least 0.5m above the defined flood event.**
  - **ii. floor levels of non-habitable rooms (other than Class 10 buildings) above the defined flood event or allow for the flow through of floodwaters on the ground floor.**
  - **iii. where involving an extension to an existing residential use that has habitable rooms below the level referred to in 2.i, any extension does not exceed 25m2 gross floor area.**

Note: These provisions are consistent with clauses A06.2 to AO6.4 in Table 7.2.7.3(a) in the proposed *Isaac Regional Planning Scheme 2021*

8. **Approves the issuing of a public notice advising of the adoption of the *Isaac Regional Planning Scheme 2021*, incorporating the Part 4 Local Government Infrastructure Plan and it's seven (7) Planning Scheme Policies, along with the associated Adopted Charges Resolution in newspapers circulating within the Isaac Regional Council area and also in the Queensland Government Gazette in accordance with Section 18 (5) (h) *Planning Act 2016.***

9. **Approves the Chief Executive Officer to issue correspondence to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning and Minister for Economic Development Queensland notifying them of Council's decisions.**

Resolution No.: **PECS0612**

Moved: **Cr Pickels** **Seconded:** **Cr Lacey**

That the Committee recommends that Council:

1. **Adopts the proposed Isaac Regional Planning Scheme 2021 (incorporating amendments undertaken to comply with the Ministerial conditions imposed on the approval to adopt the proposed Planning Scheme as issued to Council on 14 September 2020), in accordance with**

step 13 of the Chief Executive Notice (dated 9 September 2017) issued pursuant to Section 18 Planning Act 2016.

2. **Adopts each of the following Planning Scheme Policies in accordance with Section 22 Planning Act 2016 and Chapter 3 Part 1 Section 5 Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020 which are contained in Schedule 4 of the proposed Isaac Regional Planning Scheme 2021:**
   - i. **Planning scheme policy for development works**
   - ii. **Acid sulfate soils planning scheme policy**
   - iii. **Bushfire hazard planning scheme policy**
   - iv. **Coastal hazard planning scheme policy**
   - v. **Dust planning scheme policy**
   - vi. **Flood hazard planning scheme policy**
   - vii. **Landslide hazard planning scheme policy**
3. **Adopts the proposed Local Government Infrastructure Plan, incorporated as Part 4 of the Isaac Regional Planning Scheme 2021 in accordance with Chapter 5 Part 4 Section 21.1 Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020 and Section 21 of the Planning Act 2016.**
4. **Adopts the proposed Isaac Regional Council Charges Resolution (No. 3) 2021 in accordance with Section 113 of the Planning Act 2016, superseding Isaac Regional Council Charges Resolution (No. 2) 2018.**
5. **Adopts a commencement date of 1 April 2021 for the Isaac Regional Planning Scheme 2021 and associated Isaac Regional Council Charges Resolution (No. 3) 2021.**
6. **Resolves pursuant to Section 12 of the Building Regulations 2006 that bushfire prone areas identified in the OM4: Bushfire Hazard Overlay Maps, OM4: Bushfire Hazard Overlay Maps Township Localities Coastal and OM4: Bushfire Hazard Overlay Maps Township Localities Inland contained in the proposed Isaac Regional Planning Scheme 2021 be designated bushfire prone areas for the purposes of the Building Code of Australia 1975 and the Queensland Development Code.**
7. **Resolves pursuant to Section 13 of the Building Regulations 2006 that flood prone areas identified in the OM8: Flood Hazard Overlay Maps, OM8: Flood Hazard Overlay Maps Township Localities Coastal and OM8: Flood Hazard Overlay Maps Township Localities Inland in the proposed Isaac Regional Planning Scheme 2021 to:**
   - a. **designate these areas as a natural hazard management area (flood); and**
   - b. **declare that the freeboard buildings in a natural hazard area (flood), shall have:**
     - i. **habitable rooms a minimum floor level at least 0.5m above the defined flood event.**
     - ii. **floor levels of non-habitable rooms (other than Class 10 buildings) above the defined flood event or allow for the flow through of floodwaters on the ground floor.**
     - iii. **where involving an extension to an existing residential use that has habitable rooms below the level referred to in 2.i, any extension does not exceed 25m2 gross floor area.**

   Note: These provisions are consistent with clauses A06.2 to AO6.4 in Table 7.2.7.3(a) in the proposed Isaac Regional Planning Scheme 2021

8. Approves the issuing of a public notice advising of the adoption of the Isaac Regional Planning Scheme 2021, incorporating the Part 4 Local Government Infrastructure Plan and it's seven (7) Planning Scheme Policies, along with the associated Adopted Charges Resolution in newspapers circulating within the Isaac Regional Council area and also in the Queensland Government Gazette in accordance with Section 18 (5) (h) Planning Act 2016.

9. Approves the Chief Executive Officer to issue correspondence to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning and Minister for Economic Development Queensland notifying them of Council's decisions.

Carried

BACKGROUND

Isaac Regional Planning Scheme 2021 (proposed planning scheme)

Council made an initial resolution on 24 May 2016 to prepare the proposed planning scheme pursuant to the *Sustainable Planning Act 2009. S*ubsequently Council resolved on 11 July 2017 to terminate the plan making actions under the *Sustainable Planning Act 2009* and initiate advancement of the proposed planning scheme pursuant to Section 18 of the *Planning Act 2016*.

Council's Liveability and Sustainability Department has project managed the preparation of the proposed planning scheme in accordance with the *Planning Act 2016,* the *Minister's Guidelines and Rules Under the Planning Act and the Chief Executive Notice Pursuant to Section 18* of the *Planning Act 2016* (as issued to Council on 9 September 2017). The proposed planning scheme has been developed in close consultation with state government agencies, ensuring compliance with the *State Planning Policy July 2017* and the *Mackay, Isaac and Whitsunday Regional Plan 2012*. Extensive consultation has been undertaken with Isaac communities and this is discussed in greater detail in the consultation section of this report.

Following Council's resolution of August 2020, notice was provided to the Minister requesting adoption of the proposed planning scheme, in accordance with Step 11 of Council's Chief Executive Notice issued under section 18(3) of the *Planning Act 2016.* The Minister responded on the 14 September 2020 giving consent to Council to adopt the proposed planning scheme, subject to compliance with five conditions **(Attachment 1)**. Version 1.0 of the proposed planning scheme has been prepared for adoption and gazettal and incorporates all of the Minister's conditions **(Attachment 2**).

Planning scheme policies

The planning scheme policies were formulated as part of the preparation of the proposed planning scheme and give guidance to the implementation of provisions contained within the planning scheme. The planning scheme polices form Schedule 4 of the proposed planning scheme **(Attachment 2)**. The planning scheme policies were subject to the same State Government agency liaison and public consultation programmes that were undertaken for the proposed planning scheme.

The seven planning scheme policies are:

i. Development works planning scheme policy

ii. Acid sulfate soils planning scheme policy

iii. Bushfire hazard planning scheme policy

iv. Coastal hazard planning scheme policy

v. Dust planning scheme policy

vi. Flood hazard planning scheme policy

vii. Landslide hazard planning scheme policy

There is a separate statutory process for the creation of planning scheme policies, requiring separate resolution for their adoption.

Local Government Infrastructure Plan (LGIP)

On the Tuesday 26 April 2016, Council resolved to prepare a LGIP pursuant to the *Sustainable Planning Act 2009* which would form part of a future planning scheme for the Isaac Region local government area. On 11 July 2017, Council decided that the LGIP (to form Part 4 of the draft planning scheme) would follow a separate statutory process independent of the other parts of the proposed planning scheme up until the time of Council adoption.

A LGIP identifies the local government's plans for trunk infrastructure that are necessary to service urban development at the desired standard of service in a coordinated, efficient and financially sustainable manner over the next 10 to 15 years. This plan covers the stormwater, sewerage, transport and parks/community land networks but does not include the stormwater network.

As the proposed planning scheme preparations were delayed, Council proceeded to adopt the material prepared for the LGIP, based on 2016 base data, as *Isaac Regional Council Charges Resolution (No. 2) 2018* on 24 April 2018. This document was gazetted on 1 July 2018.

Council formally resolved to prepare the proposed LGIP pursuant to the *Planning Act 2016* on the 11 May 2020 prior to the public consultation phase commencing in June 2020.

On 26 August 2020, Council considered the public submissions received during consultation of the draft LGIP and resolved to undertake the second independent review, second state interest review and then forward the LGIP to the Minister with a request for approval to adopt the LGIP. The draft LGIP was sent to the Minister on the 4 September 2020, prior to the Queensland Government caretaker period, however Ministerial approval to adopt the LGIP was not provided until 17 December 2020 **(Attachment 3).** The finalised LGIP for adoption of Council has been incorporated into the proposed planning scheme (**Attachment 2**).

Isaac Regional Council Charges Resolution (No. 3) 2021

Infrastructure charges are levied on new developments to fund the cost of trunk infrastructure required to support development. The background material that underpins an adopted charges resolution is drawn from the LGIP in the proposed planning scheme. The adopted charges resolution identifies the methodology for calculating the levied charge and identifies the different adopted charges for the various types of development.

The proposed *Isaac Regional Council Charges Resolution (No. 3) 2021* ***(Attachment 4)*** will apply to development across the entire Isaac Region local government area, including the Moranbah Priority Development Area.

The proposed *Isaac Regional Council Charges Resolution (No. 3) 2021* will supersede the *Isaac Regional Council Charges Resolution (No. 2) 2018* but does not apply retrospectively to development applications made prior to commencement of the new charge's resolution.

Bushfire Hazard Overlay and Building Controls

The proposed planning scheme incorporates three bushfire hazard overlay maps that were prepared with reference to the *State Planning Policy: Natural hazards, risk and resilience – bushfire July 2017:*

1. OM4 Bushfire Hazard Overlay Maps
2. OM4 Bushfire Hazard Overlay Maps – Townships Localities Coastal
3. OM4 Bushfire Hazard Overlay Maps – Townships Localities Inland

The Queensland Government is encouraging Councils to take up the option of aligning the planning scheme development controls with the *Building Act 1975* provisions and Building Work standards by declaring identified bush fire prone areas in the hazard overlay mapping as 'designated bushfire prone areas' under the *Building Regulation 2006*. This then triggers the requirement for people constructing buildings in these areas to be subject to the *National Construction Code* and *Australian Standard AS3959:2018 Construction of buildings in bushfire prone areas* in the assessment of Building Work development applications.

Flood Hazard Overlay and Building Controls

The proposed planning scheme incorporates three flood hazard overlay maps that were prepared with reference to the *State Planning Policy: Natural hazards, risk and resilience – flood July 2017:*

1. OM8 Flood Hazard Overlay Maps
2. OM4 Flood Hazard Overlay Maps – Townships Localities Coastal
3. OM4 Flood Hazard Overlay Maps – Townships Localities Inland

The State is encouraging Councils to take up the option of aligning the planning scheme development controls with the *Building Act 1975* provisions with regard to and Building Work standards by declaring identified flood prone areas in the hazard overlay mapping as 'designated flood hazard areas' under the *Building Regulation 2006*. This allows Council to use the planning scheme provisions to override the statutory building framework to determine the minimum finished floor levels for habitable areas in 'designated flood hazard areas.'

Gazettal process

The proposed planning scheme, LGIP, planning scheme policies and charges resolution must be publicly notified in order to take effect.

A planning scheme takes effect from the day on which the notice is published in the Queensland Government Gazette, or the later day stated in the notice or stated in the actual document. To avoid uncertainty over key dates it is best practise that the commencement date is the same as the date the document is notified in the Gazette.

The proposed date of gazettal and commencement is Thursday 1 April 2021. This date was chosen as it allowed sufficient time from adoption date for the notices to be placed in publications (local newspapers and Queensland Government Gazette) and other internal processes to be put in place ready for activation.

Ministerial Notification

The final step in the process to make the proposed planning scheme and have it taken effect is to provide the Minister with the following:

- correspondence outlining Council's resolution to adopt the proposed planning scheme, including a copy of Council's minutes,
- Council's public notice of commencement of the proposed planning scheme, and
- a copy of the adopted and gazetted scheme document and associated *Isaac Regional Council Charges Resolution (No. 3) 2021*.

Amendment Programme

The Liveability and Sustainability Department, through early testing of the scheme provisions, has identified a need for an Administrative Amendment to *Isaac Regional Planning Scheme 2021*. This will consist of minor matters that will improve the legibility of the planning scheme but do not change any substantive content. Advice on these matters will be provided for Council's consideration in mid-2021. Administrative Amendments follow a simplified process for adoption under the *Minister's Guidelines and Rules Under the Planning Act (version 1.1 September 2020),* with no public exhibition required prior to adoption.

The Liveability and Sustainability Department has identified a number of more substantive amendments to improve the planning scheme's workability, policy operation and incorporation of State legislative changes. The process to amend a planning scheme involves consultation with state government agencies and public consultation prior to adoption.

It is also recommended that Council consider a future biennial review programme for its LGIP and adopted charges resolution, given that:

– the trunk infrastructure priorities of Council change and the LGIP needs to reflect the 10-year capital work programme
– the characteristics of communities, including their spatial patterns and demography change. As an example, the population data in the planning assumptions needs to be updated following release of the 2021 Census data
– the stormwater network has been removed from this LGIP and needs to be incrementally reintroduced into the LGIP as the necessary information becomes available for each urban community. Council cannot require an infrastructure charge from new development for the stormwater network until this background work is complete
– it is anticipated there will be amendments required to the content and format of both the LGIP and the adopted charges resolution from time to time, due to legislative changes and case law proceedings.

Revocation of Moranbah Priority Development Area

Upon gazettal of the *Isaac Regional Planning Scheme 2021*, Council will be in position to pursue the revocation of the of the *Moranbah Priority Development Area* pursuant to the *Economic Development Act 2012.* Council resolved on this course of action on 11 July 2017 and informed the State of its intent at that time. An action plan is being developed by the Liveability and Sustainability Department to facilitate this process.

IMPLICATIONS

The commencement of the new Planning Scheme shall supersede the three current Planning Schemes for the former local government areas of Belyando, Broadsound and Nebo in accordance with Section 18(8) of the *Planning Act 2016.*

The Council webpage must be updated with a full copy of the gazetted *Isaac Regional Planning Scheme 2021* and also *a* copy of the superseded planning schemes, so they are readily available for inspection in accordance with Schedule 22 of the *Planning Regulation 2017*.

For a period of 12 months after gazettal of a new planning scheme, an applicant may request for a development to be assessed under a superseded planning scheme in accordance with Section 29 of the *Planning Act 2016.*

There shall continue to be instances where development is assessed under other legislative instruments that have force and effect in the Council area including (for example):

- Development which cannot be categorised as assessable development by a local categorising instrument pursuant to Schedule 6 of the *Planning Regulation 2017,* such as wind farms, development on mining tenements, or development in a priority development area.
- Development that is undertaken in a State Development Area and assessed under the *State Development and Public Works Organisation Act 1971*.

CONSULTATION

Isaac Regional Planning Scheme 2021 and planning scheme policies

Council undertook multiple periods of public consultation in preparation of the proposed planning scheme. The two statutory periods of public consultation from July-October 2018 and June-July 2020 encompassed the entire region, with other sessions focussed on early drafting engagement or revision of coastal planning provisions.

Statutory requirement	Consultation undertaken	Dates
Nil	Pre- Scheme drafting community consultation	Nov – Dec 2016
Hold consultation for a period of at least 40 business days	1st round of public consultation was held for a period of 58 business days, including targeted sessions held in coastal communities	16 July 2018 to 5 October 2018 Coastal consultation dates: 25, 26, 30 and 31 July 2018 plus 3 and 19 September 2018
Nil	Post-public notification meetings held in coastal communities to present Council's proposed response to the public submissions received opposing the Limited Development Zone in coastal communities impacted by coastal hazard risks.	21 and 22 November 2018

Statutory requirement	Consultation undertaken	Dates
Nil	Community engagement sessions to share results of the detailed coastal hazard study and discuss pathways forward for residential development in coastal communities	23 and 24 October 2019
Hold consultation for a period of at least 20 business days (re-notification)	Statutory renotification of the revised planning scheme was undertaken for a period of 31 business days, including targeted community sessions held coastal communities.	8 June 2020 to 20 July 2020 Coastal community sessions: 15 and 16 July 2020

The policy approach and community engagement programme delivered by Council in responding to community concerns about impacts on property development rights in light of the coastal planning provisions in the proposed planning scheme has been commended by the State Government and received the Overall Award and Hard Won Victory Award at the 2020 Planning Institute of Australia QLD Awards for Planning Excellence.

Local Government Infrastructure Plan (Part 4 of the *Isaac Region Planning Scheme 2021)*

The public consultation period for the LGIP commenced on 8 June and concluded on the 4 August 2020. The public consultation period was conducted for 42 business days. The *Community Engagement and Communication Report* that summarises the community engagement programme undertaken during the public notification phase was considered by Council on 26 August 2020 and submitted to the Minister as part of the request for Council approval to adopt the LGIP.

Legal advice is being sought from King and Company Solicitors and any recommendations from this advice will be provided in an addendum to the report prior to the Ordinary Meeting.

BASIS FOR RECOMMENDATION

The proposed *Isaac Regional Planning Scheme 2021* is a cohesive document that contains both the forward vision and operational provisions to regulate new development in the Isaac Region. It replaces the three existing Planning Schemes that respectively covered the former Belyando, Broadsound and Nebo local government areas.

The proposed *Isaac Regional Planning Scheme 2021* and proposed *Isaac Regional Council Charges Resolution (No. 3) 2021* have been prepared in accordance with the statutory requirements of the *Planning Act 2016, State Planning Policy July 2017* and the *Mackay, Isaac and Whitsunday Regional Plan 2012-2031* in close consultation with state government agencies.

Council's most recent public consultation process on the proposed planning scheme was well received, with only 14 submissions opposing the revised coastal planning provisions, down from 340 since the initial public exhibition period in 2018. The planning scheme documents have remained on Council's webpage for public viewing and access since renotification and has been utilised by proponents in scoping and preparation of development applications.

ACTION ACCOUNTABILITY

Liveability and Sustainability Department to prepare correspondence for approval of the Chief Executive Officer notifying the Minister of Council's decision to adopt and gazette the proposed planning scheme, planning scheme policies and adopted charges resolution.

Liveability and Sustainability Department prepare notices for publication of Council's resolutions in the local newspapers and the Queensland Government Gazette in consultation with Brand, Media and Communications.

Liveability and Sustainability Department to liaise with Brand, Media and Communications to ensure that Isaac web page is updated with the adopted planning scheme and supporting material to enable community access.

KEY MESSAGES

The adoption of the Isaac Regional Planning Scheme is a significant step forward to establish a consolidated vision, policy and assessment framework for development across the Isaac Region.

A planning scheme is an evolving statutory document which needs to be amended over its life to ensure that it continues to comply with statutory requirements and remains responsive to the changing circumstances of our communities.

A robust and comprehensive infrastructure charging framework supports Council to undertake necessary capital works on its infrastructure networks, supporting community growth and sustainability.

The gazettal of the *Isaac Regional Adopted Infrastructure Charges Resolution (No.3) 2021* will ensure infrastructure charges can be collected for development regulated by the planning scheme.

Report prepared by:	**Report authorised by:**
DAN WAGNER **Manager Liveability and Sustainability**	JEFF STEWART-HARRIS **Director Planning, Environment and Community Services**
Date: 2 February 2021	Date: 3 February 2021

ATTACHMENTS

- Attachment 1 – Ministerial Approval to Adopt the Proposed Planning Scheme 14 September 2020
- Attachment 2 – Isaac Regional Planning Scheme 2021 (due to file size this document will be provided on USB)
- Attachment 3 – Ministerial Approval to Adopt the Draft LGIP 17 December 2020
- Attachment 4 – Proposed Isaac Regional Council Charges Resolution (No. 3) 2021

REFERENCE DOCUMENT

- *Planning Act 2016 and Planning Regulation 2017*
- *Building Act 1975 and Building Regulation 2006*

- *State Planning Policy July 2017Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020.*
- *Guidance for The Minister's Guidelines and Rules: Guidance for Plan Making October 2020 update*

The Hon. Cameron Dick MP
Treasurer
Minister for Infrastructure and Planning

1 William St Brisbane
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Queensland 4001 Australia
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ABN 90 856 020 239

Our Ref: MC20/4036
Your Ref: PECS/DW:dms

Councillor Anne Baker
Mayor
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744

Email: liveability.sustainability@isaac.qld.gov.au

Dear Councillor Baker

Thank you for the letter of 13 August 2020 from the Isaac Regional Council (the council) seeking approval to adopt the proposed Isaac Regional Planning Scheme (the proposed planning scheme).

The proposed planning scheme has been assessed against the requirements of the Chief Executive Notice issued by the chief executive under section 18 of the *Planning Act 2016*.

I am satisfied the proposed planning scheme appropriately integrates the relevant state interests identified in the State Planning Policy July 2017. I am pleased to advise that the council may now proceed to adopt the proposed amendment, subject to the enclosed conditions and advice.

Conditions have been imposed to refine coastal hazard mapping, return the zoning of a property in Glenden back to Community facilities zone under the current planning scheme, and make mapping updates to the align with current SPP mapping.

I understand the council is in the early stages of preparing the Coastal Hazard Adaption Strategy (CHAS) with the Department of Local Government, Racing and Multicultural Affairs, Department of Environment and Science, and the Local Government Association Queensland as part of QCoast2100 program. As the final strategy may result in changes to the planning scheme, advice has been included to encourage the council to review and identify changes to the planning as part of preparing the CHAS. Officers from Queensland Treasury are available to provide advice during this process.

I understand the conditions and advice have been discussed with council officers with no objections raised.

I congratulate the council on adopting its first planning scheme for the amalgamated Isaac Regional Council. I also acknowledge and commend the efforts by the council to work with your community to inform the preparation of this new planning scheme, particularly the extensive community consultation on coastal hazards.

If you require any further information, please contact my office on (07) 3719 7200 or email treasurer@ministerial.qld.gov.au.

Yours sincerely

CAMERON DICK MP
Treasurer
Minister for Infrastructure and Planning

14 September 2020

Enc

Ministerial conditions

Pursuant to section 18 of the *Planning Act 2016* (the Planning Act)

Pursuant to section 18 for the tailored process of the Planning Act, I hereby advise the Isaac Regional Council (the council) that it may proceed to adopt the proposed Isaac Regional Council Planning Scheme (the proposed planning scheme), subject to the following conditions:

CONDITION	TIMING
State Planning Policy July 2017 – State Interest: Planning for safety and resilience to hazards (Natural Hazards, Risk and Resilience)	
1. Amend the Coastal Hazard Overlay mapping as follows: a. All components of the mapped 'Foreshore Limits Area' relative to the overlay maps listed in Table 1 are to be mapped as polygons rather than as lines; b. The inset maps for the coastal communities listed in Table 1 are to be amended to show the SPP coastal hazard mapping where not amended as a result of the *Isaac Coastal Hazard Study (2019);* and c. Amend the inset mapping legend on mapping identified in Table 1 to clearly state that the 'storm tide inundation area' also indicates the areas subject to 'sea level rise.'	Prior to adopting the proposed planning scheme.
State Planning Policy July 2017 – Guiding principles: A planning system that is accountable	
2. Amend Zoning Map – *ZM 1.8 Glenden* to revert the zoning of Lot 16 on SP256186 back to the Community Facilities zone.	Prior to adopting the proposed planning scheme.
State Planning Policy July 2017 – State Interest: Planning for Economic Growth (Agriculture)	
3. Amend the Agriculture Overlay mapping to reflect the latest SPP mapping to ensure the State interests relating to agricultural land including stock route mapping are appropriately integrated.	Prior to adopting the proposed planning scheme.
State Planning Policy July 2017 – State Interest: Planning for the Environment and Heritage (Biodiversity and coastal Environment)	
4. Amend the Environmental Significance Overlay mapping to reflect the latest SPP mapping to ensure the State interests relating to Matters of State Environmental Significance are appropriately integrated.	Prior to adopting the proposed planning scheme.
State Planning Policy July 2017 – State Interest: Planning for Infrastructure (Energy and Water Supply)	
5. Amend the zone maps to ensure the Powerlink Corridor and substation and Electricity substation (Energex) SPP mapping are reflected.	Prior to adopting the proposed planning scheme.

Table 1: Coastal Hazard Overlay Maps requiring amendment to meet State Planning Policy 2017 – State Interest: Planning for safety and resilience to hazards (Natural Hazards, Risk and Resilience)

Inset Mapping Requiring Amendment
Coastal Hazard Map – OM 5.16 – Carmila Beach
Coastal Hazard Map – OM 5.17 – Clairview
Coastal Hazard Map – OM 5.18 – St Lawrence
Coastal Hazard Map – OM 5.19 – Green Hill

Advice

State Planning Policy July 2017 – State Interest: Planning for safety and resilience to hazards (Natural Hazards, Risk and Resilience)
1. The Isaac Regional Council is encouraged to review and identify changes to planning scheme during the preparation and finalisation of Coastal Hazard Adaptation Strategy (CHAS) and Coastal Hazard Adaption Plan. It is recommended that the council work with Planning Group and discuss any amendment the council may wish to undertake as result information made available in the CHAS process.

Dated this 14th day of September 2020

CAMERON DICK MP
Treasurer
Minister for Infrastructure and Planning

Hon Steven Miles MP
Deputy Premier
Minister for State Development, Infrastructure,
Local Government and Planning

Our ref: MC20/4336

Your ref: PECS/DW/AYA/DS

1 William Street
Brisbane Queensland 4000
Email deputy.premier@ministerial.qld.gov.au

17 DEC 2020

Councillor Anne Baker
Mayor
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744

Email: anne.baker@isaac.qld.gov.au

Dear Councillor Anne Baker

Thank you for the letter of 4 September 2020 from the Isaac Regional Council (the council) providing the proposed Local Government Infrastructure Plan (LGIP) for review and seeking my approval to adopt.

The proposed LGIP has been assessed against the requirements of the *Planning Act 2016* and for compliance with chapter 5 of the Minister's Guidelines and Rules. I am pleased to advise that I am satisfied the proposed LGIP complies with the relevant statutory requirements, and that the council may now proceed to adopt the proposed LGIP.

I congratulate the council on achieving this significant milestone. Having an approved LGIP in place that commences and aligns with the Isaac Regional Planning Scheme will ensure that the intended urban development pattern of the Isaac region is well supported into the future.

If you require any further information regarding the above matter, please contact Ms Katharine Wright, Acting Chief of Staff in my office on (07) 3035 6100.

Your sincerely

STEVEN MILES MP
DEPUTY PREMIER
Minister for State Development, Infrastructure,
Local Government and Planning

Isaac Regional Council
Charges Resolution (No. 3) 2021

1.0 Introduction

1.1 This is a charges resolution ("resolution") made pursuant to the *Planning Act 2016* ("PA").

1.2 This resolution is structured as follows:

Section / Attachment #	Name	Function
1.0	Introduction	Background, legal authorisation and timing, applicable areas and types of development that trigger charges calculation, definitions of relevant terms
2.0	Adopted Charges	Refers to types of development that attract charges and identifies the adopted charges.
3.0	Discounts	Identifies the discounts that will be taken into account in the calculation of a levied charge.
4.0	Calculation of the Levied Charge	Identifies the method by which the levied charge will be calculated.
5.0	Payment Triggers	Identifies when a levied charge is to be paid.
6.0	Automatic Increase Provision for Levied Charges	Identifies how a levied charge is to be increased to the date it is paid.
7.0	Conversion Applications	Identifies Council's requirements for making a conversion application and the process of assessing and deciding the conversion application.
8.0	Offsets and Refunds for Trunk Infrastructure	Identifies method for determining the establishment cost of trunk infrastructure, the process for reconciling an offset or refund, and the timing of refunds.
9.0	Desired Standard of Service	Refers to the desired standard of service to which trunk infrastructure shall be constructed.
10.0	Establishment Costs for Trunk Infrastructure Networks	Refers to known establishment costs for trunk infrastructure networks
11.0	Schedule of Unit Rates	Refers to the trunk infrastructure items that are planned to be supplied within the local government area
Tables	Tables 1.1, 2.1, 2.2 and 2.3	For reference purposes when making charge calculations
Attachment 1	Definitions of Trunk Infrastructure	Identifies definitions for trunk infrastructure networks used to assess conversion applications.
Attachment 2	Methodology for Determining the Final Contract Value for Trunk Infrastructure Works	Outlines the default methodology for determining the establishment cost of trunk infrastructure costs and the value of offsets and refunds.

1.3 This resolution applies to development within the Isaac Region local government area.

1.4 This resolution seeks to implement the requirements of the *Planning Act 2016*, *Planning Regulation 2017* and the Ministers Guidelines and Rules, and has effect on and from <Insert Date>.

It is advised that this Charges Resolution (CR):

(a) does not retrospectively apply to previous approvals, even if they have not yet paid charges. It only applies to decisions made after CR No. 3 comes into effect;
(b) will be applied to development applications not yet entered Decision Stage (prior to CR No. 3 coming into effect), irrespective of when the application was lodged;
(c) can be applied to a request for a 'change application' to a development approval made under section 78 of PA; and
(d) can be applied to a request to extend the relevant period made under section 86 of PA (extension applications).

Refer to section 119 of PA for details on Council's ability to give applicants infrastructure charges notices for change approvals and extension approvals.

1.5 This resolution adopts a charge for particular development that is equal to or less than the maximum adopted charge specified within the *Planning Regulation 2017*. **Table 1.1** herein identifies the relationship between existing Isaac Region Planning Scheme use types and the classes of development to which the adopted infrastructure charges apply. These tables are required in order to align the different land-use charge categories applied under the *Planning Regulation 2017* with those of the Isaac Region Planning Scheme.

1.6 The Local Government Infrastructure Plan (LGIP) Priority Infrastructure Area (PIA) identifies the areas which are prioritised to accommodate urban growth for the next 10 to 15 years to ensure the efficient delivery of infrastructure. Areas outside of the PIA contain development use rights but the provision of trunk infrastructure by the local government to support urban growth outside the PIA is generally not supported by immediate or medium-term funding within capital works programs. Infrastructure may be planned outside of the PIA to demonstrate the preferred servicing arrangements; however Council may impose a condition requiring the payment of extra trunk infrastructure costs for premises completely or partly outside the PIA – refer to sections 133 of PA.

1.7 The issuing of an infrastructure charges notice may be triggered by assessable development or development requiring compliance assessment. The types of development that may trigger the issuing of an infrastructure charges notice are:

(a) reconfiguring of a lot;
(b) material change of use; and
(c) carrying out building work.

1.8 In this resolution the expression "development application" includes a request for code and impact assessment and the expression "development approval" includes a development permit.

1.9 Interpretation

In this resolution:

Adopted charge means the charge set by this resolution to be applied for the purpose of calculating a levied charge as stated in section 2.0

Bedroom means an area of a building or structure which:

(a) is used, designed, or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or
(b) a space that can be readily closed off for sleeping such as a den, study, loft, media or home entertainment room, library, family or rumpus room or other similar space.

Discount means the assessed demand for an existing or past lawful use right prior to the development application to be applied within the calculation a levied charge which acknowledges the existing usage of the trunk infrastructure networks by the premises and reduces the charges accordingly as stated in section 3.0 (Discounts).

Dwelling means a residential use of premises for one household that contains a single dwelling.

Gross floor area (GFA), for a building, means the total floor area of all storeys of the building, including any mezzanines, (measured from the outside of the external walls and the centre of any common walls of the building), other than areas used for—
(a) building services; or
(b) a ground floor public lobby; or
(c) a public mall in a shopping complex; or
(d) parking, loading or manoeuvring of vehicles; or
(e) balconies, whether roofed or not.

Impervious area means the area of the premises that is impervious to rainfall or overland flow that results in the discharge of stormwater from the premises.

Lawful use see schedule 2 (Dictionary) of the *Planning Act 2016*.

Levied charge means the charge levied on an applicant through an infrastructure charge notice in accordance with section 119 of PA, worked out by applying the provisions of this Charges Resolution.

Maximum adopted charge see schedule 16 (Prescribed amount) of the *Planning Regulation 2017*.

Planning scheme means the Isaac Region Planning Scheme 2021

Producer price index (PPI) means the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge Construction index for Queensland published by the Australian Bureau of Statistics.

3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI index adjusted according to the 3-year moving average quarterly percentage change between financial quarters.

Schedule of unit rates means the list of unit rates for existing and future trunk infrastructure identified in the Local Government Infrastructure Plan Extrinsic Material.

A term defined in the *Planning Act 2016* which is used in the resolution has the meaning given in the *Planning Act 2016*.

If a term is not defined in the resolution or the *Planning Act 2016* the term is to, subject to section 14A (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954*, have the meaning assigned to it by the edition of the Macquarie Dictionary that is current at the date the resolution takes effect.[1]

[1] Section 14A(1) (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954* provides that in the interpretation of a provision of the Act the interpretation that will best achieve the purpose of the Act is to be preferred to any other interpretation.

Table 1.1 – Planning Scheme Use Types to which the *adopted charges* apply

Adopted infrastructure charge category	Planning Scheme Uses Isaac Regional Council Planning Scheme	
Residential uses	Caretaker's accommodation Dual occupancy Dwelling house	Dwelling unit Multiple dwelling
Accommodation (short-term)	Hotel (residential component) Resort complex (residential component)	Short-term accommodation Tourist park
Accommodation (long-term)	Community residence Relocatable home park Retirement facility	Rooming accommodation Rural workers' accommodation
Places of assembly	Club Community use Function facility	Funeral parlour Place of worship
Commercial (bulk goods)	Agricultural supplies store Bulk landscape supplies Garden centre	Hardware and trade supplies Outdoor sales Showroom
Commercial (retail)	Adult store Food and drink outlet Service industry	Service station Shop Shopping centre
Commercial (office)	Office Sales office	
Educational facility	Child care centre Community care centre	Educational establishment
Entertainment	Hotel (non-residential component) Nightclub entertainment facility	Resort complex (non-residential component) Theatre
Indoor sport and recreation	Indoor sport and recreation	
High impact industry or special industry	High impact industry	Special industry
Other industry	Low impact industry Marine industry Medium impact industry	Research and technology industry Rural industry Warehouse
High impact rural	Intensive animal husbandry Intensive horticulture	Wholesale nursery Winery
Low impact rural	Animal husbandry Cropping	Permanent plantation
Essential services	Emergency services Health care service Hospital	Residential care facility Veterinary service
Minor uses	Cemetery Home based business Landing Market	Park Roadside stall Telecommunications facility
Other uses	Air services Animal keeping Aquaculture Bar Brothel Car wash Crematorium Detention facility	Motor sport facility Nature-based tourism Non-resident workforce accommodation Outdoor sport and recreation Outstation Parking station Port service Renewable energy facility

	Environment facility Extractive industry Major electricity infrastructure Major sport, recreation and entertainment facility	Substation Tourist attraction Transport depot Utility installation

2.0 Adopted Charge

2.1 The adopted charge for a *material change of use* or *building work* for:

(a) Residential development, is stated in **Table 2.1;**
(b) Non-residential development (other than a specialised use), is stated in **Table 2.2** which comprises the total adopted charge as stated in the column 'Total Local Government infrastructure charges

2.2 The adopted charge for a *reconfiguring a lot* for Residential and Non-residential development, is the adopted charge per Allotment as stated in **Table 2.3**

2.3 *Specialised Uses:* Upon receiving a development application for an undefined use, Council will determine the most appropriate equivalent use charging category from **Table 1.1** to apply to the development in order to determine the adopted charge in accordance with **Tables 2.1 to 2.2.**

Table 2.1 – Adopted Infrastructure Charges – Adopted charge for a Material Change of Use or Building Work for Residential development

Development for which an adopted infrastructure charge may apply		Prescribed amount *(Maximum adopted charges)*	Adopted infrastructure charges					
			Local Government adopted charges	Proportional split of adopted charge per network				
				Water supply	Sewerage	Transport	Parks and land for community facilities	Stormwater[2]
				21%	20%	46%	13%	0%
Residential Uses	dwelling with 2 or less bedrooms	$21,590.50 per dwelling	$21,590.50 per dwelling	$4,534.00	$4,318.00	$9,932.00	$2,806.50	$0.00
	dwelling with 3 or more bedrooms	$30,226.70 per dwelling	$30,226.70 per dwelling	$6,348.00	$6,045.00	$13,904.00	$3,929.70	$0.00
Accommodation (short-term)	suite with 2 or less bedrooms	$10,795.20 per suite	$10,795.20 per suite	$2,267.00	$2,159.00	$4,966.00	$1,403.20	$0.00
	suite with 3 or more bedrooms	$15,113.30 per suite	$15,113.30 per suite	$3,174.00	$3,023.00	$6,952.00	$1,964.30	$0.00
	bedroom that is not part of a suite	$10,795.20 per bedroom	$10,795.20 per bedroom	$2,267.00	$2,159.00	$4,966.00	$1,403.20	$0.00
Accommodation (short-term): Tourist Park	1 tent/caravan site	$10,795.20 per site	$5,037.77 per site	$1,058.00	$1,008.00	$2,317.00	$654.77	$0.00
	group of 2 tent/caravan sites	$10,795.20 per group	$10,075.53 per group	$2,116.00	$2,015.00	$4,635.00	$1,309.53	$0.00
	group of 3 tent/caravan sites	$15,113.30 per group	$15,113.30 per group	$3,174.00	$3,023.00	$6,952.00	$1,964.30	$0.00
	cabin with 2 or less bedrooms	$10,795.20 per cabin	$10,795.20 per cabin	$2,267.00	$2,159.00	$4,966.00	$1,403.20	$0.00
	cabin with 3 or more bedrooms	$15,113.30 per cabin	$15,113.30 per cabin	$3,174.00	$3,023.00	$6,952.00	$1,964.30	$0.00
Accommodation (long-term)	suite with 2 or less bedrooms	$21,590.50 per suite	$21,590.50 per suite	$4,534.00	$4,318.00	$9,932.00	$2,806.50	$0.00
	suite with 3 or more bedrooms	$30,226.70 per suite	$30,226.70 per suite	$6,348.00	$6,045.00	$13,904.00	$3,929.70	$0.00
	bedroom that is not part of a suite	$21,590.50 per bedroom	$21,590.50 per bedroom	$4,534.00	$4,318.00	$9,932.00	$2,806.50	$0.00
Accommodation (long-term): Relocatable home park	relocatable dwelling site for 2 or less bedrooms	$21,590.50 per site	$21,590.50 per site	$4,534.00	$4,318.00	$9,932.00	$2,806.50	$0.00
	relocatable dwelling site for 3 or more bedrooms	$30,226.70 per site	$30,226.70 per site	$6,348.00	$6,045.00	$13,904.00	$3,929.70	$0.00

[2] The Isaac Regional Council LGIP does not include a stormwater network or trunk stormwater infrastructure. On this basis, no charges have been adopted for the stormwater network.

Table 2.2 – Adopted Infrastructure Charges – Adopted charge for a Material Change of Use or Building Work for Non-residential development

Development for which an adopted infrastructure charge may apply	Prescribed Amount *(Maximum adopted charges)*		Adopted infrastructure charges					
	Maximum adopted charges *($ per m² GFA)*	Maximum adopted charges for stormwater network *($ per impervious m²)*	Total Local Government infrastructure charges *($ per m² GFA)*	Proportional split of adopted charge per network *(excluding stormwater)*				Total Local Government infrastructure charges for stormwater network[3] *($ per impervious m²)*
				Water Supply	Sewerage	Transport	Parks and land for community facilities	
				24%	23%	53%	0%	0%
Places of assembly	$75.60	$10.80	$75.60	$18.00	$17.00	$40.60	$0.00	$0.00
Commercial (bulk goods)	$151.15	$10.80	$151.15	$36.00	$35.00	$80.15	$0.00	$0.00
Commercial (retail)	$194.30	$10.80	$194.30	$47.00	$45.00	$102.30	$0.00	$0.00
Commercial (office)	$151.15	$10.80	$151.15	$36.00	$35.00	$80.15	$0.00	$0.00
Education facility – Community Care Centre use	$151.15	$10.80	$75.60	$18.00	$17.00	$40.60	$0.00	$0.00
Education facility – All other uses	$151.15	$10.80	$151.15	$36.00	$35.00	$80.15	$0.00	$0.00
Entertainment	$215.90	$10.80	$215.90	$52.00	$50.00	$113.90	$0.00	$0.00
Indoor sport and recreation	$215.90 *excl. court area*	$10.80	$215.90 *excl. court area*	$52.00	$50.00	$113.90	$0.00	$0.00
	$21.55 *court area*		$21.55 *court area*	$5.00	$5.00	$11.55	$0.00	
High impact industry or special industry	$75.60	$10.80	$75.60	$18.00	$17.00	$40.60	$0.00	$0.00
Other industry	$54.00	$10.80	$54.00	$13.00	$12.00	$29.00	$0.00	$0.00
High impact rural	$21.55	Nil	$21.55	$5.00	$5.00	$11.55	$0.00	$0.00
Low impact rural	Nil	Nil	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Essential services	$151.15	$10.80	$151.15	$36.00	$35.00	$80.15	$0.00	$0.00
Minor uses	Nil	Nil	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other uses	Use and demand determined by the local government at time of assessment, based on the prescribed amount for another similar use listed above.							

[3] The Isaac Regional Council LGIP does not include a stormwater network or trunk stormwater infrastructure. On this basis, no charges have been adopted for the stormwater network.

Table 2.3 – Adopted Infrastructure Charges – Adopted charge for Reconfiguring a Lot

Development for which an adopted infrastructure charge may apply	Adopted infrastructure charges *($ per Allotment)*					
	Total Local Government infrastructure charges	Proportional split of adopted charge per network				
		Water Supply	Sewerage	Transport	Parks and land for community facilities	Stormwater[4]
Residential	$30,226.70	$6,348.00	$6,045.00	$13,904.00	$3,929.70	$0.00
Non-residential	$30,226.70	$7,254.00	$6,952.00	$16,020.70	$0.00	$0.00

[4] The Isaac Regional Council LGIP does not include a stormwater network or trunk stormwater infrastructure. On this basis, no charges have been adopted for the stormwater network.

3.0 Discount

3.1 In accordance with s120 of PA, a levied charge may be only for extra demand placed upon trunk infrastructure that the development will generate. Council has set out the discounts that will be taken into account for calculation of the levied charge on the premises over which the application is made, based on the higher value of:

(a) Where a levied charge has been paid for the development of the premises, the levied charge paid; or

(b) Where an infrastructure contribution was provided for the development of the premises under previous infrastructure charging policies, the charge paid at the time of payment subject to indexation[5] and evidence of payment made; or

(c) Where the premises is subject to an existing lawful use for which evidence can be provided, the adopted charge for the existing lawful use of the premises; or

(d) Where the premises contained a previous lawful use that is no longer taking place, and where evidence can be provided of the previous lawful use, the adopted charge based on the previous lawful use of the premises; or

(e) Where vacant serviced land exists or where no lawful use has been constructed on the premises, the amount identified per allotment for residential development within table 2.3, for each of the lots to which the development relates.

3.2 Discounts in Section 3.1(c) – (d) will be calculated in the same manner in which the relevant demand and charge is calculated under Section 4.0. To avoid doubt, Council is only charging for the additional demand caused by the proposed development. Discounts will not be provided for networks that do not currently service the site.

3.3 A discount calculated under Section 3.1 and Section 3.2 will not be higher than the levied charge. To avoid doubt, surplus discounts, if any, will not be refunded.

3.4 Despite Section 3.3, Council may in its absolute discretion, enter into an infrastructure agreement to attach any surplus discounts to the land and these discounts may be offset against any future levied charge.

3.5 Any discount calculated in accordance with Section 3.1 - 3.4 is to be allocated to the trunk infrastructure network to which the discount was accrued, unless otherwise determined under a separate infrastructure agreement between Council and the applicant.

[5] To be calculated by indexing the infrastructure contributions previously paid based on the difference between the Producer Price Index (PPI) applicable at the time the infrastructure contribution was paid, and the PPI Index applicable at the time this resolution took effect, adjusted by reference to the 3-yearly PPI average.

4.0 Calculation of the levied charge

4.1 The following steps identify the process to calculate the levied charge for a development application:

Step 1 Determine the relevant adopted infrastructure charges category based on the translation of the planning scheme use type in Table 1.1 that is applicable to the proposed development.

Step 2 Determine the development demand unit (e.g m^2 GFA) and associated charge rate (i.e $/demand unit) that may be levied for the proposed development as stated in Section 2.0:

- *for Material Change of Use or Building Work* - refer to **Tables 2.1 and 2.2**.
- *for Reconfiguring a Lot* - refer to **Table 2.3**

Should the area within which the site is located not be serviced, or is not planned to be serviced, by Council trunk sewerage and water networks then such separate components of the charge shall be deducted from the total adopted charge payable

Step 3 Determine any existing discount amount for each trunk infrastructure network currently servicing the premises as stated in Section 3.0.

Step 4 Calculate the levied charge by subtracting the applicable discount amount from the adopted charge amount for each trunk infrastructure network (in monetary values).

4.2 A development application that includes more than one use (mixed use development) may involve uses or development with different assessable demands under Tables 2.1 to 2.2. The following rules will apply to the calculation of the demand and associated charge for a mixed use development:

(a) if more than one use is proposed to occur in any given area the subject of the approval, the levied charge will be the sum of the individual charge for each use calculated in accordance with Tables 2.1 and 2.2; and Section 4.1

(b) if an approved development includes an area which is common to two or more uses identified in Tables 2.1 and 2.2, the assessable demand for the common area will be based on the use or development with the highest charge amount.

4.3 If an adopted charge is intended to be levied pursuant to a building works approval and the building may be used for more than one use under **Tables 2.1 to 2.2**, the levied charge will be the sum of the individual charge for each use calculated in accordance with **Section 4.1**.

5.0 Payment Triggers

This section states when a levied infrastructure charge is to be paid.

5.1 A levied charge is payable at the following time:

(a) if the charge applies to reconfiguring a lot that is assessable development or development requiring compliance assessment - when the local government endorses/seals the plan of survey for the subdivision; or

(b) if the charge applies to a material change of use - when the change of use happens; or

(c) if the charge applies to building work that is assessable development or development requiring compliance assessment - when the final inspection certificate (for a single detached class 1a building or a class 10 building or structure) or certificate of classification (for a building or structure of another class) for the building work is given; or

(d) if paragraphs (a), (b) and (c) do not apply, on the day stated in the infrastructure charges notice or negotiated infrastructure charges notice under which the charge was levied; or

(e) As otherwise specified in a written agreement between Council and the applicant including whether it may be paid by instalments.

6.0 Automatic increase provision for levied charges

6.1 An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and the PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average[6].

6.2 If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

6.3 The sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

[6] 3-yearly PPI index average is defined in section 114 of the *Planning Act 2016* and means the PPI index adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

7.0 Conversion applications

7.1 Purpose

7.1.1 This section applies where:

(a) A condition of a development approval under section 145 of PA requires non-trunk infrastructure to be provided; and
(b) The construction of the non-trunk infrastructure has not started; and
(c) The applicant for the development approval is seeking to apply to Council to convert the non-trunk infrastructure to trunk infrastructure (a conversion application).

7.1.2 Council's requirements for making an application and the process of assessing and deciding the conversion application is identified below.

7.2 Process for making a conversion application

7.2.1 A conversion application must:

(a) be in writing; and
(b) be accompanied by the completed Council prescribed form for conversion applications (if applicable); and
(c) relate to non-trunk infrastructure conditioned under section 145 of PA;
(d) be lodged with Council before construction of the relevant non-trunk infrastructure commences; and
(e) be accompanied by supporting information including:
    (i) Details of the relevant development approval including application number, property address and real property description; and
    (ii) The applicant's contact details; and
    (iii) The relevant condition(s) for non-trunk infrastructure imposed under section 145 of PA to which the conversion application relates; and
    (iv) A written statement that construction of the infrastructure had not commenced prior to the making of the conversion application; and
    (v) A description of the circumstances giving rise to the conversion application including supporting commentary and rationale that addresses Council's trunk infrastructure criteria; and
    (vi) Other relevant supporting information where available including:
        - Engineering estimates of works;
        - Preliminary design plans;
        - Network servicing analysis.
        - Details of special considerations (e.g. geographical context).
(f) and be made within 1 year after the development approval starts to have effect.

7.3 Assessing and deciding a conversion application

7.3.1 The process of assessing and deciding a conversion application is as follows:

(a) Council will assess the application having regarding to its trunk infrastructure criteria (outlined below);
(b) Council must consider and decide the application within the required period being 30 business days after:
    (i) Generally – the making of the application; or
    (ii) If an information requirement is made – the applicant complies with the request.

(c) At any time, before making its decision, Council may give notice to the applicant requiring additional information for making the decision.
(d) The notice must state:
    (i) The information required;
    (ii) A period of at least 10 business days for giving the information;
    (iii) That the application will lapse if the applicant does not comply with the notice within the specified period, or any later period as agreed between Council and the applicant within the specified period.
(e) Council must, as soon as practicable after deciding the conversion application, give the applicant notice of its decision.
(f) If the decision is to convert the non-trunk infrastructure to trunk infrastructure, the notice must state whether an offset or refund applies and if so, the details of an offset or refund.
(g) If the decision is to not convert the non-trunk infrastructure to trunk infrastructure, the notice must be an information notice that states:
    (i) The decision and the reasons for it;
    (ii) That its recipient may appeal against the decision; and
    (iii) How the recipient may appeal.

7.4 Effect of conversion

7.4.1 If Council's decision is to convert the non-trunk infrastructure to trunk infrastructure:
(a) the condition of the relevant development approval requiring non-trunk infrastructure to be provided no longer has effect; and
(b) Council may, within 20 business days after making the decision, amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure; and
(c) if the necessary infrastructure condition is imposed, Council will, within 10 business days after imposing the condition, give an infrastructure charges notice or amend, by notice to the applicant, any existing infrastructure charges notice for the development approval for the purposes of determining offset or refund requirements.

7.5 Trunk infrastructure criteria

7.5.1 The identified trunk infrastructure criteria for deciding whether or not to convert non-trunk infrastructure to trunk infrastructure are the following:

(a) The infrastructure is consistent with Council's Desired Standards of Service (DSS) stated within the Local Government Infrastructure Plan; and

(b) The infrastructure is identified in Council's plans for trunk infrastructure and schedule of unit rates but is required in a different geographical location; or

(c) The infrastructure is consistent with Council's Definitions of trunk infrastructure identified in **Attachment 1**; or

(d) For infrastructure that is not consistent with Council's definitions of trunk infrastructure, the infrastructure is consistent with all of the following trunk infrastructure principles:

(i) Facilitates development of other premises by enabling increased development or overcoming deficiencies in service through its provision; and
(ii) The infrastructure is of a size or capacity which is greater than that required to service the development of the premises and where such additional capacity or sizing is driven by development not within the related land holding; and
(iii) Reduces or eliminates unnecessary and interim staged infrastructure; and
(iv) Provides a critical shared link between multiple development sites and the defined and mapped trunk network; and
(v) Would have been identified as 'trunk' infrastructure had the ultimate demand and development pattern been known in more detail at the time of developing the infrastructure plan; and
(vi) The type, size and location of the infrastructure is the most cost effective option for servicing multiple users in the area. The most effective option means the least cost option based upon the life cycle cost of the infrastructure required to service existing and future development in the area at the desired standards of service.

8.0 Offsets and Refunds for Trunk Infrastructure

8.1 Application of an offset and refund

8.1.1 Unless otherwise provided for in an infrastructure agreement, this section applies where:

(a) a development application has been conditioned to provide necessary trunk infrastructure; or
(b) non-trunk infrastructure has been converted to trunk infrastructure through a conversion application; and
(c) an adopted charge applies to the development.

8.1.2 Where the establishment cost for the trunk infrastructure is equal to or less than the levied charge, the cost will be offset against the levied charges (an ***offset***).

8.1.3 Where the establishment cost for the trunk infrastructure is more than the levied charge and the trunk infrastructure has been provided:

(a) there is no amount payable for the development approval; and
(b) Council will provide a refund to the applicant for the difference between the establishment cost of the trunk infrastructure and the levied charge (a refund), in accordance with the following provisions of this charges resolution (Sections 8.2 to 8.5).

8.1.4 The value, timing and reconciliation of payments may also be managed by an infrastructure agreement which may further specify or alter the provisions in this resolution including for staged development.

8.2 Determining the establishment cost of trunk infrastructure

8.2.1 The Infrastructure Charges Notice for a development approval may specify an establishment cost for trunk infrastructure that is the subject of a necessary trunk infrastructure condition.

8.2.2 The establishment cost in the Infrastructure Charges Notice is an indicative preliminary establishment cost only and will not be used as the basis for determining the value of an offset or refund unless agreed to under clause 8.2.6.

8.2.3 The establishment cost for trunk infrastructure works will be recalculated following detailed design and quantification of trunk infrastructure requirements to determine the Final Contract Value, in accordance with the processes outlined in ***Attachment 2***.

8.2.4 The establishment cost for trunk infrastructure that is land will be recalculated following confirmation of the land area to be dedicated based on the undeveloped, Englobo value of the land as determined in accordance with the rates set out in the Local Government Infrastructure Plan in place at the time of the Decision being made. The land value is to be indexed in line with the 3-yearly PPI Average, from the base year of the relevant LGIP to the date the levied charge becomes payable.

8.2.5 A final determination of whether a refund applies can only be made upon confirmation of the Final Contract Value and/or Land Value (as applicable).

8.2.6 Despite Clauses 8.2.3 to 8.2.5 Council, at its absolute discretion, may agree with the applicant to use the establishment cost specified in the Infrastructure Charges Notice as the basis for determining the value of an offset or refund (***Agreed Value***).

8.3 Reconciliation an offset or refund

8.3.1 An applicant entitled to an offset or refund for the trunk infrastructure contribution is to give to Council a notice in the prescribed form which states:

(a) The date the fully completed trunk infrastructure was accepted 'On Maintenance'; or
(b) The date Council accepted an Uncompleted Works Deed for uncompleted works.

8.3.2 Council will as soon as reasonably practicable after receiving a notice under section 8.3.1 confirm if the establishment cost is:
(a) For an offset, less than the levied charge; or
(b) For a refund, greater than the levied charge.

8.3.3 For the purposes of determining if an offset or refund applies, the levied charge is to be indexed from the date it was levied to date that the establishment cost was determined by Council, using the 3-yearly PPI Index average.

8.3.4 If an offset applies, Council is to set off the establishment cost against the levied charge when the levied charge stated in the infrastructure charges notice is payable.

8.3.5 If a refund applies, Council is to:

(a) determine the value of the refund by subtracting the levied charge[7] from the establishment cost; and
(b) give the refund to the applicant.

8.3.6 Council has adopted a policy position in relation to the form of the refund to be given to the applicant. Council's policy position is that the refund will be proved as either an:
(a) Infrastructure demand credit, in the first instance and where agreed to with the applicant; or
(b) Cash payment refund.

8.4 Infrastructure demand credits

8.4.1 In the first instance, Council will seek to provide a refund in the form of an Infrastructure demand credit through written agreement with the applicant. The following methods for assigning the demand credits will be applied in order of preference:
(a) Where future stages are to be developed under the approval and the future stages will be subject to a levied charge; the refund is to be held as a demand credit on the land that is the subject of the future stages of development;

[7] Indexed from the date it was levied to date that the establishment cost of the trunk infrastructure was confirmed by Council using the 3-yearly PPI average.

(b) Where (a) does not apply, and the applicant or related entities of the applicant hold development approvals over other land in the Local Government Area that will be subject to a levied charge, the refund is to be held as a credit against the parcels of land the subject of the development approval(s);

(c) Where (a) or (b) do not apply and the applicant or related entities of the applicant:
   (i) have development applications currently being assessed by Council in the Local Government Area that, if approved, would be subject to a levied charge; and
   (ii) is the current owner of the land;

   the refund is to be held as a credit against the land that is the subject of the development applications upon the application(s) being approved.

8.4.2 Demand credits are determined by dividing the monetary value of the refund by the total adopted charge rate for a 3-bedroom dwelling (for applicable networks only) in the charge area in which the demand credits are to be assigned. The value of one demand credit is the total adopted charge (for applicable networks) for a 3-bedroom dwelling in the charge area in which the credit is assigned.

Example:

- A refund of $100,000 has been calculated for an approved development in Moranbah.
- The refund is to be held on the land to be used in future stages of the same development.
- The adopted charge for a 3-bedroom dwelling in Moranbah is $30,226.70 (for all relevant networks).
- The demand credit is (3.31) 3-bedroom dwellings in Moranbah ($100,000 / $30,226.70).

8.4.3 Claiming Demand Credit – The demand credits calculated in 8.4.2 are to be multiplied by the current adopted charge rate for a 3-bedroom dwelling in the charge area in which the demand credit was assigned. This amount can be used to reduce the amount of the levied charge that is payable for other development that is subject to the agreement.

8.5 Timing of refund

8.5.1 Where infrastructure demand credits do not apply, a cash payment refund will be paid by Council. The timing of the refund will be determined on a case by case basis based on:

(a) the amount of the refund;
(b) the financial position of Council's budget;
(c) the projected revenue from infrastructure charges and other revenue sources;
(d) Council's projected expenditures.

8.5.2 Where the refund or part of the refund is not given in the same financial year that it was calculated, the refund or part of the refund provided in the subsequent financial year(s) is to be indexed to the time that it is refunded in accordance with the 3-yearly PPI Index average.

8.6 Infrastructure Agreements

8.6.1 Council, at is absolute discretion, may enter into an Infrastructure Agreement where alternatives to the above processes are being sought by an applicant or to address other matters including (but not limited to):

(a) the method for determining the establishment cost of trunk infrastructure;
(b) the required charges or trunk infrastructure to be contributed for each component or hierarchy of the network;
(c) the timing of payment of levied charges;
(d) the nature and timing of offsets and refunds;
(e) the nature of any security to be lodged and the details of the use and release of such security;
(f) details of the trunk infrastructure to be provided and the provision program;
(g) details of the responsible entity for the funding, design and construction of the trunk infrastructure including land acquisition (if applicable);
(h) Limited novation, assignment and rescission provisions to allow an alternate party to construct the same trunk infrastructure detailed in the agreement;
(i) Provisions for unforeseen delays and redundancy provisions where a development approval and trunk infrastructure construction activities are held in abeyance;
(j) Any other details considered appropriate by the Council.

9.0 Plans for Trunk Infrastructure

9.1 Refer to the applicable section of the relevant Planning Scheme's Local Government Infrastructure Plan

10.0 Desired Standard of Service

10.1 Refer to the applicable section of the relevant Planning Scheme's Local Government Infrastructure Plan

11.0 Schedule of infrastructure unit rates

11.1 Refer to the applicable section of the relevant Planning Scheme's Local Government Infrastructure Plan

Attachment 1 – Definitions of Trunk Infrastructure

Water Supply Network			
Class	Facility	Qualification	
		Size	Capacity / Description
Water Supply – Bulk Supply	Supply sources		Bores, wells, dams, weirs and associated works
	Raw water treatment		All systems provided to improve the quality of the water from the supply source, including chlorinators
	Bulk water mains		
	Regional pumping station		
	Major reservoirs		
Water Supply – Distribution	Delivery mains		Mains from the point of treatment to service reservoirs
	Pumping system		Distribution and booster pumps within the delivery and distribution main.
	Reservoirs and storage facilities		Service or supply reservoirs between the supply source and the distribution and reticulation mains.
	Distribution Mains	200mm dia or greater	Mains from the end of delivery mains, or from service reservoirs to form the distribution network to suburbs.
	Associated pump stations, fittings, monitoring and control systems.		

Sewerage			
Class	Facility	Qualification	
		Size	Capacity / Description
Sewerage – Regional	Treatment Plant		All systems provided to produce an acceptable quality effluent for discharge and sludge for beneficial reuse.
	Storage facilities		Ponds
	Effluent disposal systems		Gravity or pumping system to deliver treated effluent to approved final discharge point, including Effluent Mains.
	Associated monitoring and control systems		
	Odour and corrosion control systems		
Sewerage – Trunk Reticulation	Gravity Sewers	225mm dia or greater	Gravity sewers which receive (or are designed to receive in future) flows from a pumped system, irrespective of the source of flow. Some exceptions to the minimum size of trunk mains have been made where these are considered to perform critical functions within the network to allow for appropriate connectivity of the trunk system.
	Pumping Stations		Systems to pump sewerage from any sewer drainage catchment to either another catchment or direct to a treatment plant and including the necessary rising mains. This
	Rising mains		

			excludes temporary, private (i.e. Single use), and low use (i.e. servicing a small local catchment) pump stations.
	Associated manholes and fittings		
	Odour and corrosion control systems		
	Associated monitoring and control systems		

Transport		
Class	Facility	Asset
Transport	Local government roads	• Rural Arterial Roads • Rural Sub-Arterial Roads • Urban Arterial Roads • Urban Sub-Arterial Road • Urban major collector roads • Associated lighting, bridges, culverts, kerb and channel, local road drainage, pedestrian footpaths, pedestrian crossings, and cycleways (within the road reserve), on road cycleways, basic revegetation.
	Intersections (where located at intersecting trunk roads)	• Roundabout • Priority Intersection • Definition Works
	Structures (where located on a trunk road)	• Bridge • Culvert • Floodway

Public Parks and Land for Community Facilities				
Class	Facility (Hierarchy)	Asset (Function)	Embellishments	Qualification/Design Criteria
Public Parks	Local	Recreation	As per Table 4.1.5.4: Standard Embellishments for Public Parks	As per Table 4.1.5.3 Design Criteria for Public Parks and Land for Community Facilities
	District	Recreation		
		Sportsgrounds and Courts		
	Regional	Recreation		
		Sportsgrounds and Courts		
	Recreation Corridors			
Land for Community Facilities			N/A	Land only for community facilities which allow public access, not restricted by membership, for purposes such as youth centres, senior citizens centre, neighbourhood centres, meeting halls, libraries, performing arts centres, museums, art galleries, community centres. Works associated with the clearing of land and connection to services.

Attachment 2 – Methodology for Determining Final Contract Value for Trunk Infrastructure Works

1. Notice of Design with Operational Works

(a) Upon lodgement of the development application for Operational Works, the applicant is to provide Council a formal Notice of Trunk Infrastructure Design (the Notice of Design), including a plan which clearly depicts the trunk infrastructure items that is the subject of the necessary trunk infrastructure condition. The plan may be in the same format as the operational works plan; however it must clearly distinguish the trunk infrastructure from any non-trunk infrastructure.

Note: The intent of the Notice of Design process is to attain early agreement as to the scope and nature of the trunk works generally described in the Development Approval.

(b) Council will assess the Notice of Design in conjunction with the Operation Works application and will advise the applicant if Council:
   (i) agrees; or
   (ii) agrees with conditions, or
   (iii) disagrees with the Applicant's Notice of Design.

(c) Once a Design Approval is given which forms part of the Operational Works Approval and Permit, the applicant may then seek to tender the construction of the trunk works.

2. Call for Tender Notification

(a) At the time that the applicant calls for public tenders for the trunk infrastructure works, a notice (a Notice to Tender) containing the following information is to be submitted to Council. :
   (i) Final detailed design documents;
   (ii) A Bill of Quantities* for the Trunk Works (no costs required) that matches the Trunk Works identified in the Operational Works Approval including the Notice of Design.
   (iii) Notification of any prospective tenderers that the tender documents have been sent to specifically as part of the open public tender.
   (iv) The criteria and process for tender assessment that the Applicant and the RPEQ will undergo.

***Note:** The bill of quantities should be presented as a 'separable portion' from the rest of the non-trunk (internal) development works, and in the same format it would be presented to tenderers as part of a tender process. Providing the information in this manner will ensure Council's assessment of the trunk infrastructure design, bill of quantities and costs is seamless and expedited.

3. Tender Assessment of Trunk Works

(a) In procuring the Trunk Works, the following costs can be included in the offset/refund value:
  (i) the cost of planning and designing the work;
  (ii) the cost of survey and site investigation for the work;
  (iii) the cost of relocation of services which are considered necessary to deliver the works in accordance with Council standards;
  (iv) a cost (fixed or provisional) under a construction contract for the work;
  (v) contract administration;
  (vi) construction/engineering supervision;
  (vii) a portable long service leave payment for a construction contract;
  (viii) an insurance premium for the work;
  (ix) Council's inspection fee for the commencement and end of the maintenance period for the work;
  (x) the cost of an approval for the work;
  (xi) any variations agreed to by Council as a result of agreed site directions including the superintendent of works and the Council officer.

(b) The following is to be excluded from the offset/refund value of the trunk works:
  (i) the cost of carrying out temporary infrastructure;
  (ii) the cost of carrying out non-trunk infrastructure;
  (iii) the cost of the decommissioning, removal and rehabilitation of infrastructure identified in (i) and (ii) above;
  (iv) the part of the trunk infrastructure contribution provided by Council or a person other than the person seeking the infrastructure offset;
  (v) a cost to the extent that GST is payable and an input tax credit can be claimed for the work;
  (vi) the cost of carrying out relocation or rehabilitation works for existing infrastructure not directly associated with the supply of trunk works.

(c) In procuring the trunk works, the applicant is to provide to Council a Notice (Notice of Tender Assessment) which identifies:
  (i) the tender process conducted;
  (ii) the tenders received including separable portions and contract values for trunk works within the bill of quantities;
  (iii) the applicant's preferred tenderer;
  (iv) the applicant's reason(s) for the preferred tenderer in a tender evaluation report;
  (v) the terms of the proposed work contract;
  (vi) a plan for each infrastructure network clearly showing the extent of the works or land for which the infrastructure offset is sought.

(d) Within 10 business days of receiving a Notice of Tender Assessment, Council is to provide a Notice confirming the Contract Value, having regard to matters outlined in this section only.

4. Reconciliation of Final Contract Value

A Reconciliation of Final Contract Value is to occur following lodgement of the earlier of:

(a) an application for 'On Maintenance' with Council for the Trunk Works; or
(b) Lodgement of an Uncompleted Works Bond.

If the Applicant has fully completed the Trunk Works and is seeking an 'On Maintenance' certificate from Council for the Trunk Works, the Applicant is to provide to Council a ***Notice of Final Contract Value***. The Notice is to include the following:

(a) Copy of RPEQ Certificate(s) of Payment for each Progress Claim for the Trunk Works and any agreed variations;
(b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
(c) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above.

Within five (5) business days of Council's satisfaction that:

(a) (a) and (b) above are consistent with the Design Approval and Notice of Tender Assessment; and
(b) 'On Maintenance' being given by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

In certain circumstances, and at Council's full discretion, Council may accept a bond for Uncompleted Works prior to the Trunk Works being accepted as 'On Maintenance'. In this circumstance, the following will apply:

If the Applicant has **not** fully completed the Trunk Works and is seeking early Plan Sealing or compliance with Conditions from Council through the signing of an Uncompleted Works Deed, the Applicant is to provide a ***Notice of Final Contract Value***. The Notice is to include the following:

(a) Copy of an RPEQ Certificate of Payment for each Progress Claim for the Trunk Works and any agreed variations to the date of the calculation of remaining works for the purpose of the Uncompleted Works Bond;
(b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
(c) An RPEQ certified assessment in line with the quantities and costs of remaining works specified for the Trunk Works component in the Uncompleted Works Deed submitted to Council;
(d) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above, and including the estimated amount in line with (c) above.

Within 5 business days of Council's satisfaction that:

(a) (a) and (b) above are consistent with the Design Approval and Notice of Procurement; and
(b) The acceptance of an Uncompleted Works Deed by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

9.8 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 JANUARY 2021

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 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).***

Resolution No.: **CGFS0590**

Moved: **Cr Sandy Moffat** **Seconded:** **Cr Viv Coleman**

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 January 2021 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 2020/2021	Budget adopted 29 July 2020
Financial Statements 2019/2020	Financial Statements adopted 18 November 2020

IMPLICATIONS

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

The second quarter budget review is being undertaken with a report tabled for the March 2021 Council meeting.

CONSULTATION

- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

This is an information only report.

Report prepared by:	**Report authorised by:**
MICHAEL KRULIC **Manager Financial Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 28 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 31 January 2021

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS

REPORT TO COUNCIL

Current as at **31 January 2021**

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

ISAAC REGION

HELPING TO ENERGISE THE WORLD

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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

EXECUTIVE SUMMARY

At the end of January, the operating result is $3,949,429 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure. Whilst the actual result is a loss of $8,802,075, the beginning of the third quarter is budgeted as a loss until the issuing of rates in March.

Capital Revenue for January was $6,896,815 which combined with the Operating Position leads to a net loss of $1,905,260.

PRELIMINARY JANUARY FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	$	$	$	$	%
Total operating revenue	54,335,720	55,055,120	(719,401)	121,305,108	44.8%
Total operating expenses	63,137,795	67,806,625	4,668,830	118,278,955	53.4%
Operating position	**(8,802,075)**	**(12,751,504)**	**3,949,429**	**3,026,153**	**(290.9%)**
Capital revenue	6,896,815	5,695,521	1,201,294	17,772,518	38.8%
Net result	**(1,905,260)**	**(7,055,983)**	**5,150,723**	**20,798,671**	**(9.2%)**

BACKGROUND

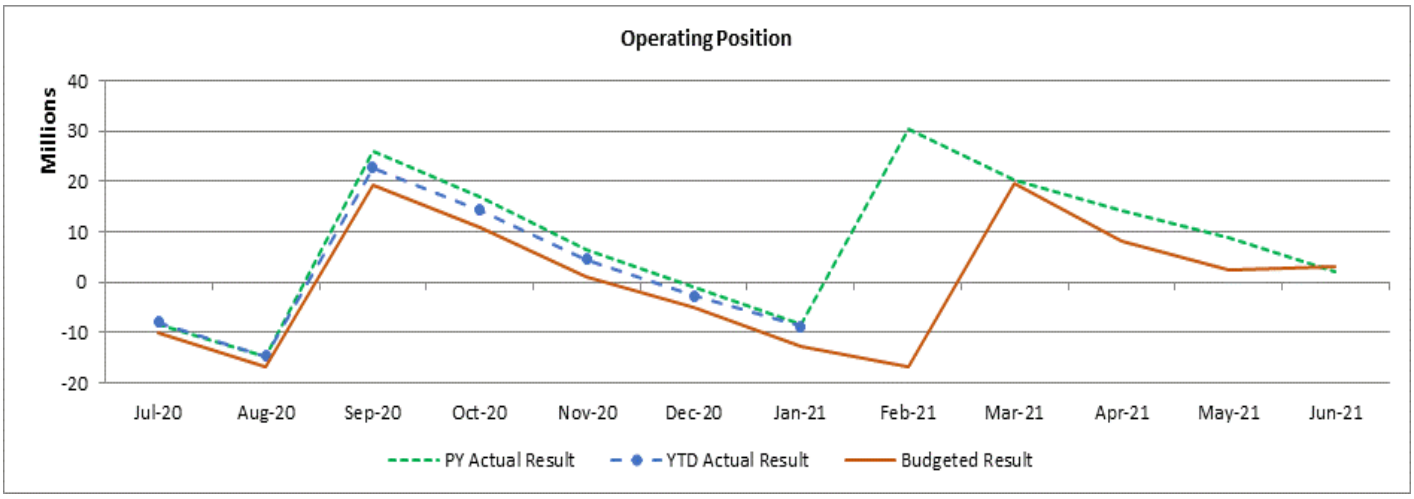
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 January 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (21 January 2021) which impacts on YTD actual results throughout the report. Please note that the Quarter 2 Budget Review is currently underway and will be presented to Council in March.

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

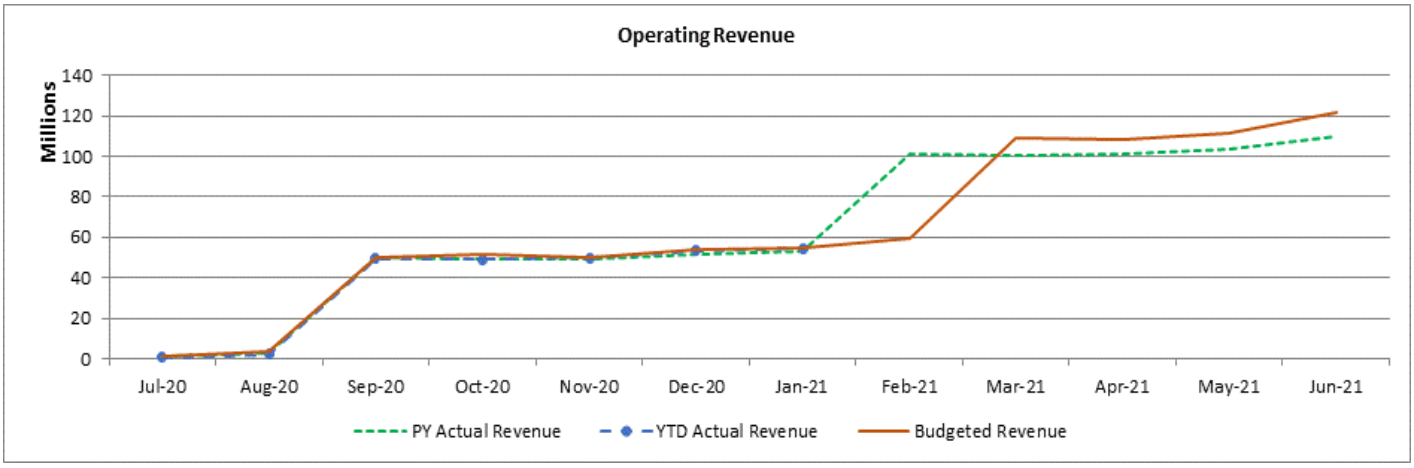
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for January YTD has resulted in a loss of $8,802,075. This is favourable when compared to the YTD revised budget by $3,949,429. Operating Revenue is $719,401 unfavourable compared to YTD budget offset by Operating Expenses which are $4,668,830 favourable when compared to YTD budget.

OPERATING REVENUE

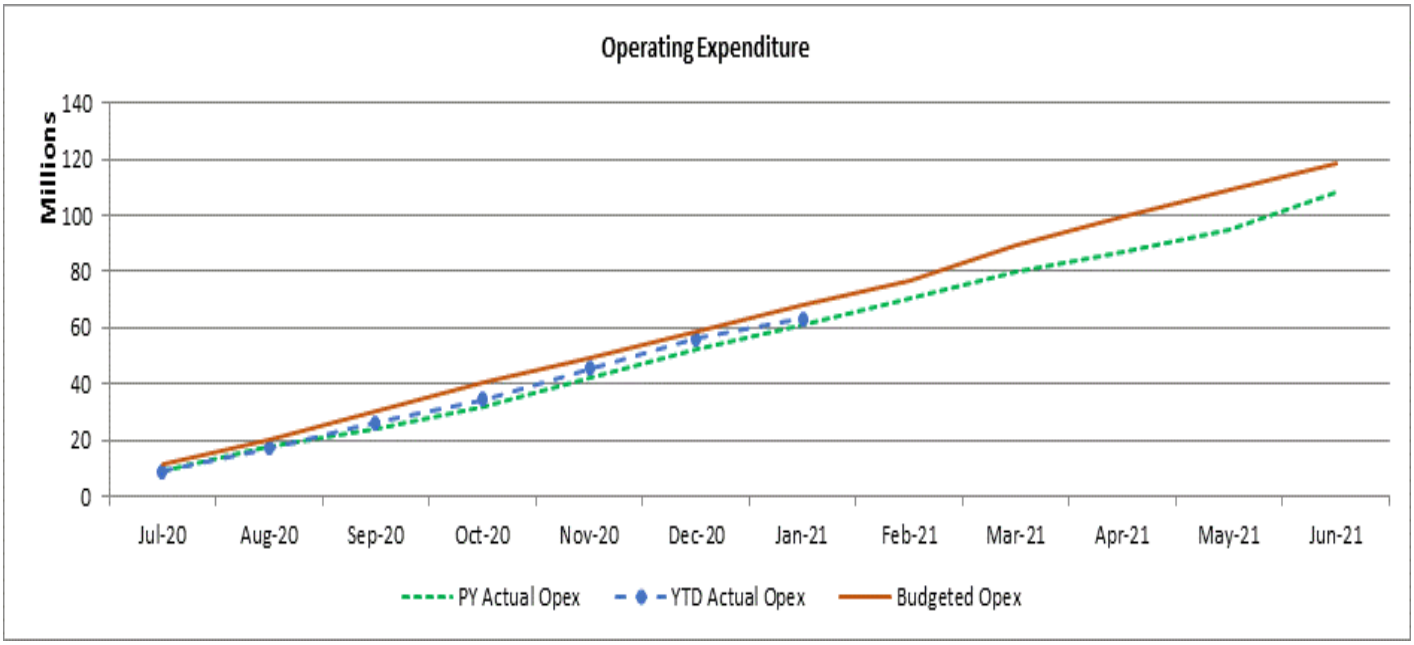


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for January was $54,335,720 which is unfavourable when compared to the budget by $719,401. This unfavourable position is due to an amalgamation of properties with a subsequent rate credit, increased utilisation of rates discount, decreased interest earnings and waste income (affected by early month close).

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

OPERATING EXPENDITURE

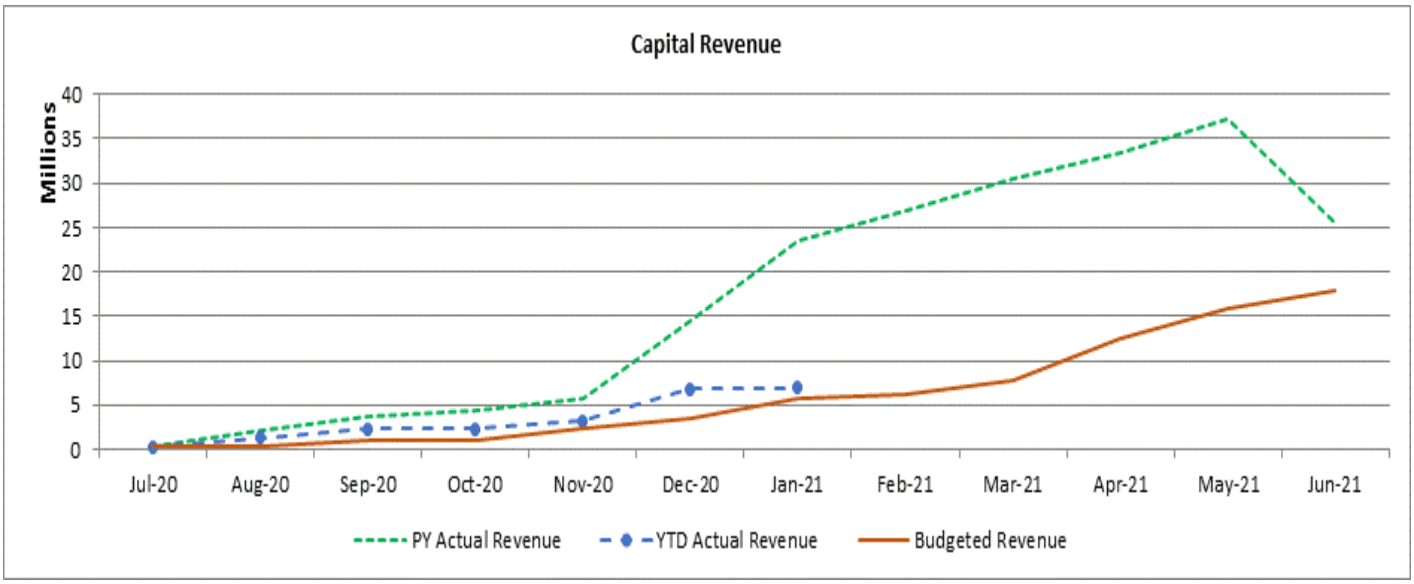


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for January YTD was $63,137,795 which is favourable to budget by $4,668,830. This favourable result is mainly due to the allocation of budgeted 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 $6,896,815 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due primarily to the timing of grant receipts. The Quarter 2 Budget Review is will proposed a reduction to capital revenue due to lower expenditure expected on projects that are 100% grant funded.

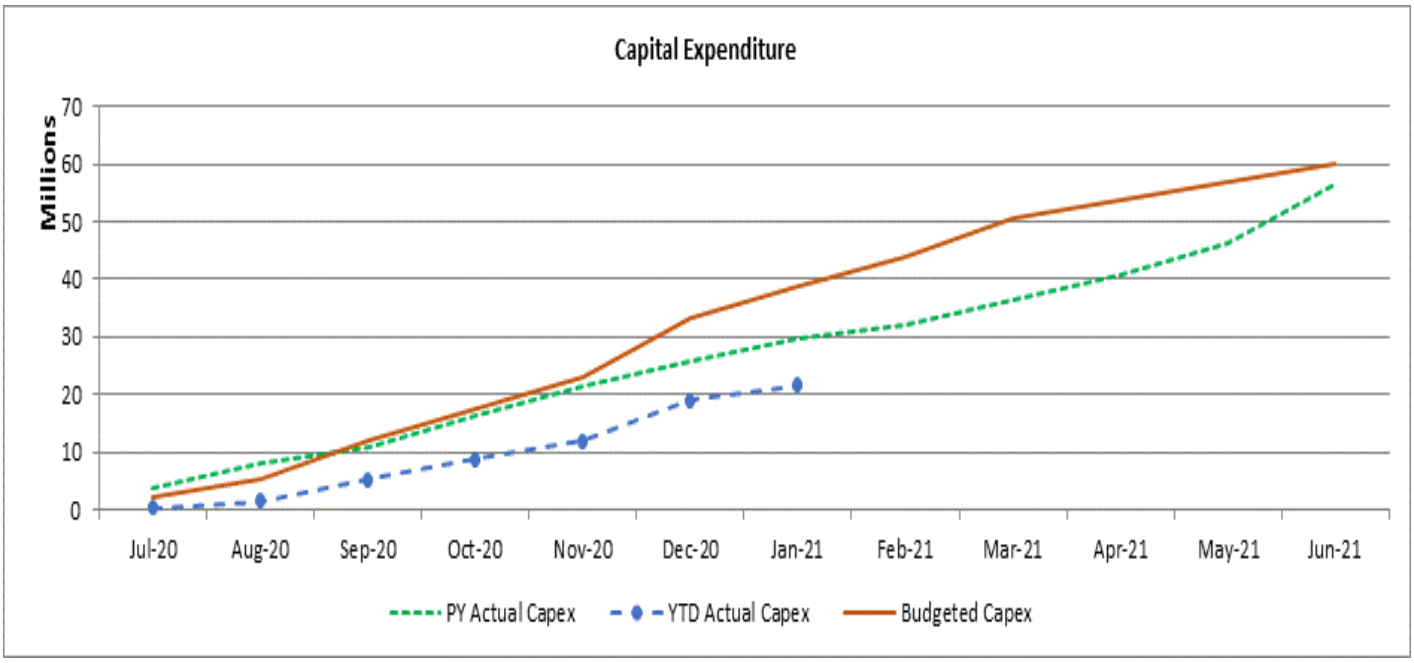
Some of our budgeted major capital grants for 20/21 are:

- DRFA March 2019 Event
- Rural Rehabilitiation Program (R2R / HVSPP)
- Moranbah Access Rd Quarrico Intersection (Black Spot Program)
- DYS Saraji Road Pavement Rehabilitation (TIDS)
- Eaglefield Road Pave & Seal (TIDS)
- CLM Showgrounds and Saleyards Revitalisation
- QRRRF

Major Funding received to date:

- DRFA March 2019 Event
- Works for QLD (COVID 19) advance payment
- QRRRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program
- CLM Showgrounds and Saleyards Revitalisation
- Eaglefield Road Pave & Seal (TIDS)
- Rural Rehabilitation Program (R2R)

CAPITAL EXPENDITURE



Capital expenditure ($21.6M) is under budget excluding commitments, noting that when the $11.7M of commitments are included, the capital expenditure is approximately $5.4M below YTD budget ($38.7M). It is anticipated that expenditure will come in line throughout the financial year.

The major budgeted projects for 20/21 financial year are:

- DRFA Mar 2019 Event
- MBH Landfill - Stormwater, Leachate Management
- ISAAC_Rural Resheeting Program
- CLM-5ML Treated Water Reservoir
- Rural Rehabilitation Program
- Surfacing Renewal Program
- Dysart Saraji Road Pavement Rehabilitation
- Moranbah Access Rd Quarrico Intersect
- SN main relining program
- Water mains replacement program
- Dysart SN Enforceable Undertaking
- Clermont Raw Water TCD Water Storage

CAPITAL FUNDING AND PROJECT COMMITTALS

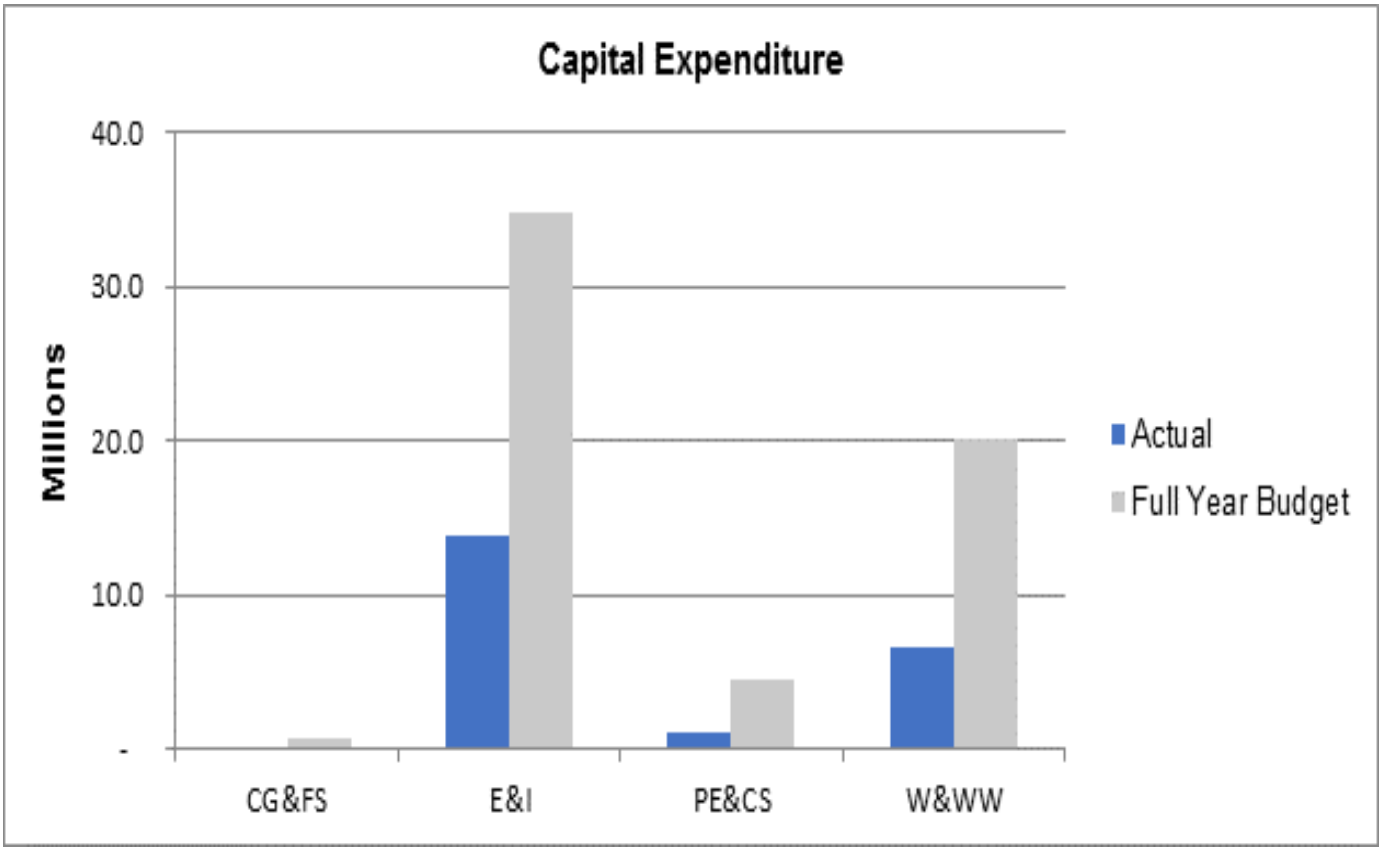
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

The future capital sustainability reserve represents accumulated funded depreciation monies which are held to maintain capital value under Council's long-term asset management plan.

The following table illustrates the Council's capital project expenditure as at January 2021.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete (YTD Actual vs FY Budget)	% Complete (YTD Total vs FY Budget)
CG&FS	86,924	365,930	452,854	708,057	12.3%	64.0%
E&I	13,895,989	4,488,792	18,384,781	34,856,062	39.9%	52.7%
PE&CS	1,049,422	633,867	1,683,289	4,465,704	23.5%	37.7%
W&WW	6,598,622	6,163,163	12,761,786	20,093,605	32.8%	63.5%
TOTAL	21,630,957	11,651,752	33,282,709	60,123,428	36.0%	55.4%

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 availabile for capital funding purposes.	Net operating surplus / Total operating revenue	**-16.20%**	**0 - 10%**	**No**	**3.20%**
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 / Total operating revenue	**-46.39%**	**<=60%**	**Yes**	**-10.80%**
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 / Depreciation expense	**80.34%**	**>90%**	**No**	**153.00%**
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 / Interest plus current borrowings	**5.4**	**2**	**Yes**	**14.79**
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 / Operating expenses less depreciation and finance costs	**7.76 Months**	**3 Months**	**Yes**	**7.50 Months**

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 $8,802,075 the ratio is currently negative 16.2%, which is outside of Council's budget and benchmark range. It is noted that this ratio is expected to improve with the issuing of Councils half yearly rates in March and is expected to be within benchmark range for the remainder of the year after this occurs.

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 46.39%.

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 the ratio is low at 80.34%. This ratio is expected to improve throughout the financial year.

4. **Total Debt Service -** This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is a 5.4 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.

5. **Cash Expense Ratio -** This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 7.76 months as at 31 January 2021. This is above the targeted benchmark of three (3) months.

INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 31 January 2021.

ISAAC REGIONAL COUNCIL

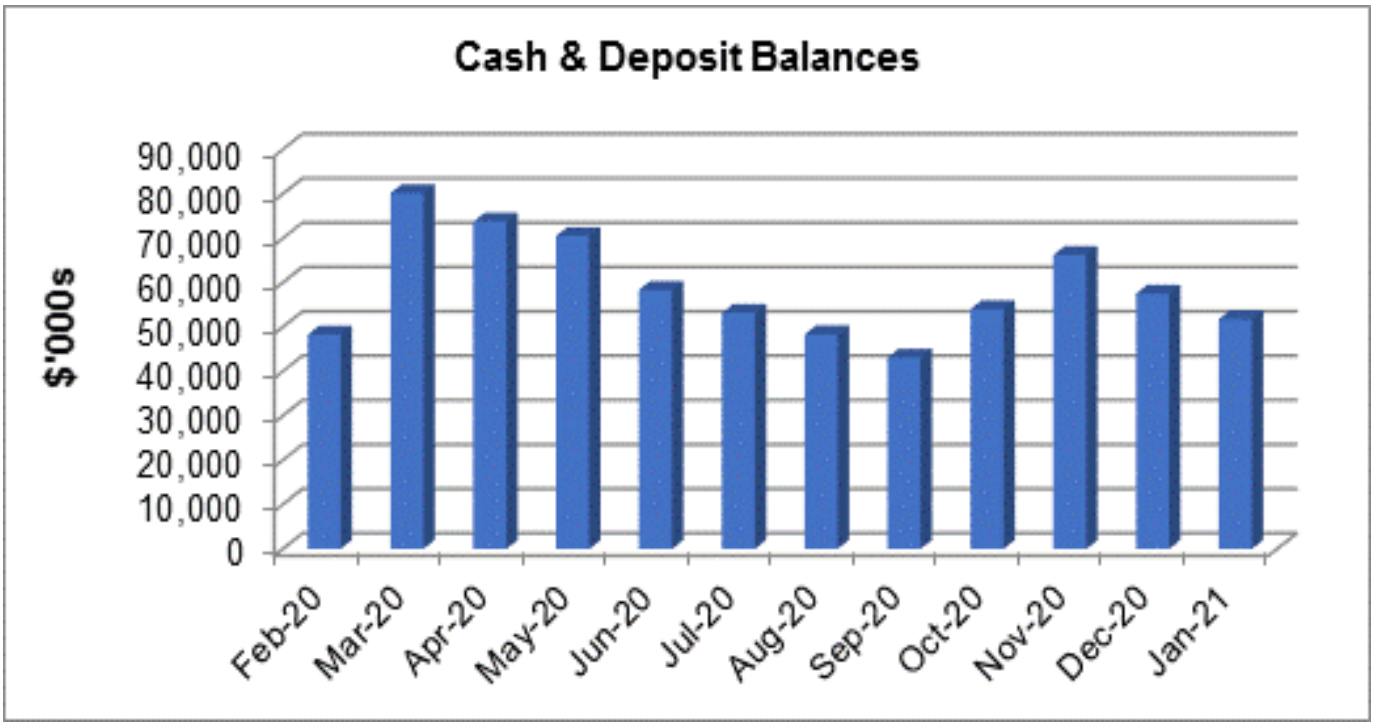
Investments

For the Period Ended 31 January 2021

Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	QCCU Cash at Bank	QCCU	2		0%
10-000-1113	ANZ Cash at Bank	ANZ	796,577		0%
10-000-1116	QTC Operating Fund	QTC	49,851,957		1.04%
10-000-1117	ANZ Business Premium Saver	ANZ	1,080,967		0.35%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,391		0%
Total Investments			51,739,894		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	96.35%	No Limit
ANZ Banking Group	AA-	3.65%	Maximum 40%
QCCU	BBB	0.00%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 31 January 2021.



LOANS

ISAAC REGIONAL COUNCIL Loans For the Period Ended 31 January 2021							
						Repayment Due 15 Mar 2021	
Loan Name	Balance as at 31 January 2021	Rate as at 31 January 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	$12,184,194	5.1	20	11.96	$185,614	$155,318	$340,932
Land Development Moranbah	$9,345,482	4.37	20	12.46	$141,479	$102,099	$243,578
Total	**$21,529,677**				**$327,093**	**$257,417**	**$584,511**

Debt service repayments are made quarterly. The second quarter repayment for the 20/21 financial year was made on the 15 December 2020. The next repayment for the 20/21 financial year is due on 15 March 2021.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 31 January 2021.

Accounts Receivable Ageing Analysis at 31 January 2021			
Ageing	**Number of Invoices**	**Amount Outstanding**	**% of Total Outstanding**
Current	171	2,516,845.80	85.53%
30 Days	87	204,073.67	6.85%
60 Days	14	1,488.19	0.05%
90 Days	78	255,285.90	8.57%
TOTAL	**350**	2,977,693.56	100.00%

The Accounts Receivable balance at 31 January 2021 is $2,977,693.56 which has increased from 31 December 2020 balance of $1,537,931.14 due to a large grant invoice & a large plumbing application invoice being raised for a mining company.

- 30 day balances have increased due an invoice for a TIDS Claim & a facilities invoice ageing to 30 days. Remaining balance predominantly relates to waste invoices being outstanding.
- 60 day balances have decreased due to a large invoice for a capital grant being paid.
- 90 days and over outstanding receivables have decreased due to invoices being paid. There are no other 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 ending 31 January 2021.

Accounts Payable Ageing Analysis at 31 January 2021			
Ageing	**No. of Documents**	**Amount Outstanding**	**% of Total Outstanding**
Current	216	1,189,977.85	92.08%
30 Days	72	83,930.90	6.49%
60 Days	4	7,259.22	0.56%
90 Days	4	11,151.78	0.87%
TOTAL	**296**	1,292,319.75	100.00%

The outstanding Accounts Payable balance as at 31 January 2021 was $1,292,319.75. The 30, 60 & 90 day aging accounts total $102,341.90.

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

- 30 day balances – $58,242.94 (33 invoices) remain unpaid with 8 invoices ($12,215.49) awaiting approval, 7 invoices ($8,308.23) having been received late from the supplier, 3 invoices ($35,008.53) waiting on further information or for the job to be completed, and 15 invoices ($2,710.69) having since been approved for payment.

- 60 day balances - $6,644.68 (2 invoices) remain unpaid with 1 invoice ($5,960.68) awaiting approval, and 1 invoice ($684.00) having been received late from the supplier.

- 90 day balances - $10,169.16 (3 invoices) remain unpaid with 1 invoice ($98.45) awaiting approval, 1 invoice ($474.75) having been received late from the supplier and 1 invoice ($9,595.96) having since been approved for payment.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 January 2021. The January month end closing balance for rates outstanding was $3,490,613.

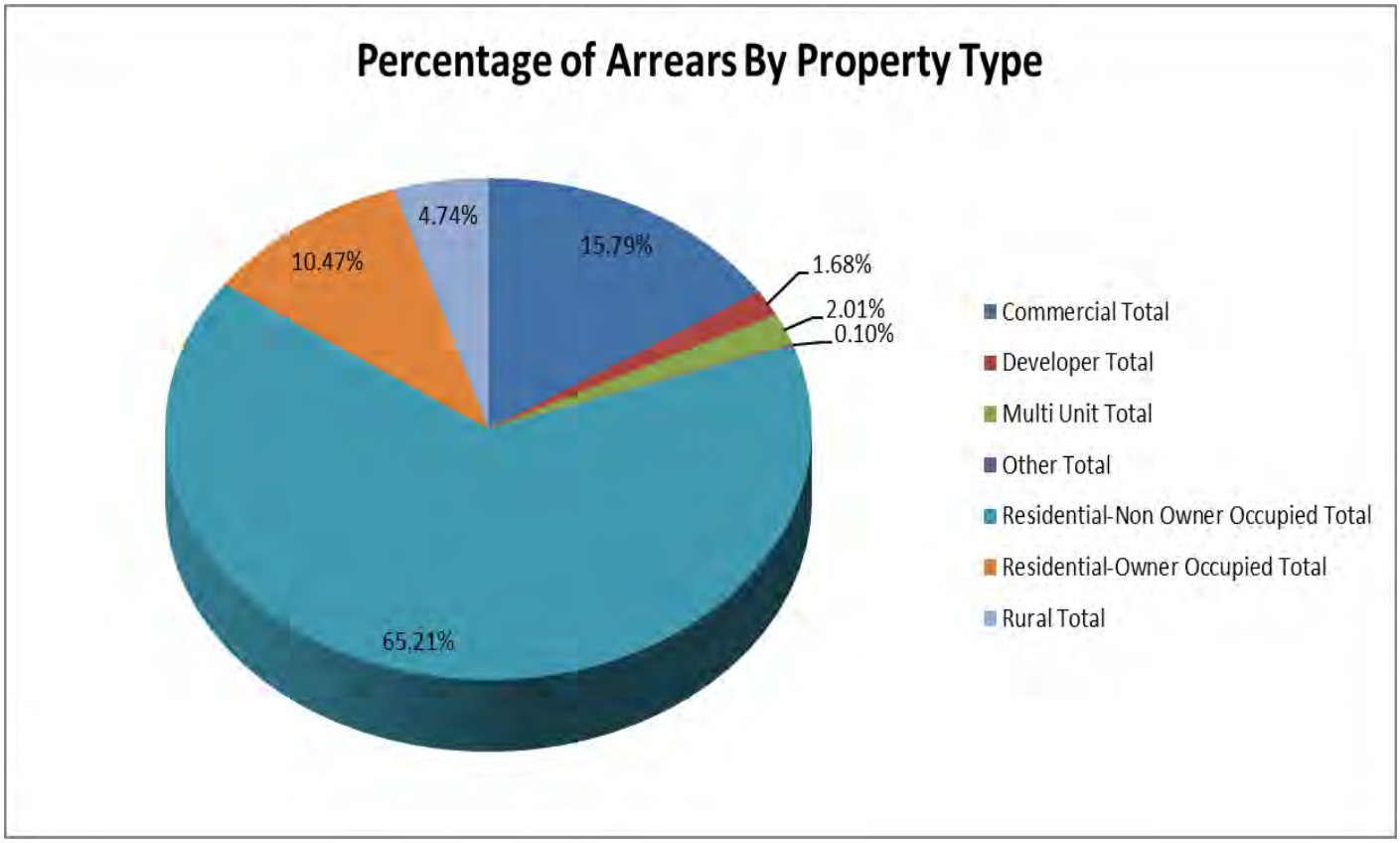
Rates Balancing Report As At 31 January 2021		
	YTD 31 Jan 2021	YTD 31 Jan 2020
Opening Balance	3,953,039	3,906,088
Rates Charges		
Rates Levied	47,788,738	45,603,415
Interest	0	222,349
Refunds	72,138	483,587
Total Rates	**47,860,877**	**46,309,351**
Discounts and Receipts		
Discounts	(3,047,549)	(2,871,831)
Receipts	(45,122,568)	(43,732,559)
Government Subsidy	(37,828)	(38,198)
Council Subsidy	(111,642)	(115,918)
Remissions	(3,791)	(7,746)
Write Offs	(29)	(7,942)
Total Discounts & Receipts	**(48,323,408)**	**(46,774,195)**
Legal	105	49,529
Closing Balance	**3,490,613**	**3,490,773**

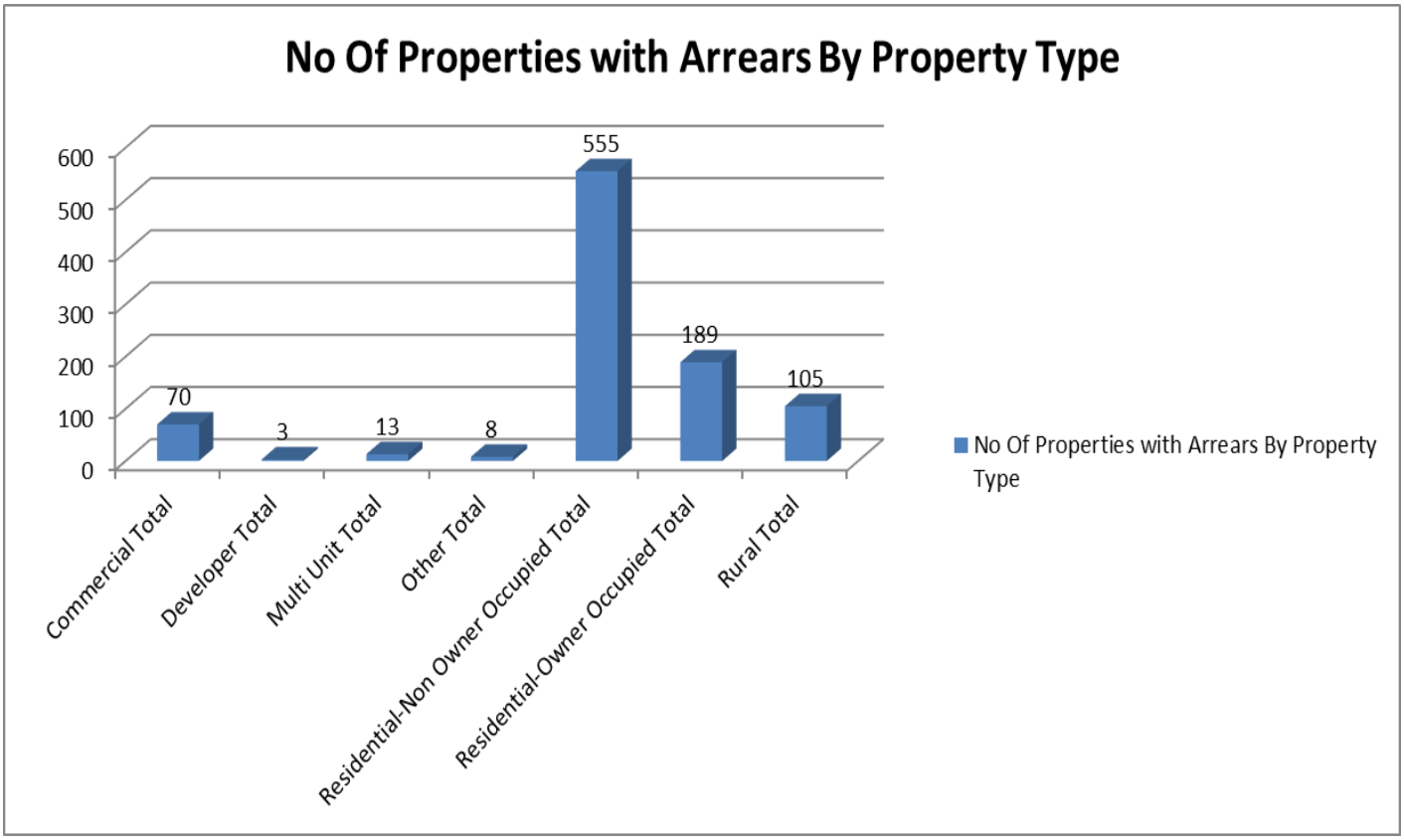
Rates Breakdown	As At 31 Jan 2021
Rates in Credit	(1,451,492)
Rates Not Due Yet	53
Rates In Arrears	4,942,052
Total Rates Balance	**3,490,613**

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

Rate Arrears – Aged by Year

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,423,141	452,775	476,265	501,389	810,750	1,277,732	4,942,052
28.80%	9.16%	9.64%	10.15%	16.41%	25.85%	100.00%


Percentage of Arrears By Property Type
15.79%
1.68%
2.01%
0.10%
65.21%
10.47%
4.74%
Commercial Total
Developer Total
Multi Unit Total
Other Total
Residential-Non Owner Occupied Total
Residential-Owner Occupied Total
Rural Total


No Of Properties with Arrears By Property Type
600
500
400
300
200
100
0
70
3
13
8
555
189
105
Commercial Total
Developer Total
Multi Unit Total
Other Total
Residential-Non Owner Occupied Total
Residential-Owner Occupied Total
Rural Total
No Of Properties with Arrears By Property Type

APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 January 2021. 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 2021

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		$	$	$	$	$	$	%
Income								
Operating Revenue								
Net Rates & Utility Charges	1	41,719,640	-	41,719,640	41,995,580	(275,940)	88,497,073	47.1%
Fees & Charges		2,201,175	-	2,201,175	2,182,760	18,414	3,697,160	59.5%
Rental Income	2	888,581	-	888,581	784,081	104,500	1,344,138	66.1%
Interest Received	3	269,801	-	269,801	426,357	(156,556)	730,898	36.9%
Sales of Contract & Recoverable Works	4	1,539,917	-	1,539,917	1,406,313	133,604	7,026,997	21.9%
Operating Grants, Subsidies & Contributions	5	4,275,229	-	4,275,229	4,123,141	152,089	12,908,461	33.1%
Other Recurrent Revenue	6	3,441,376	-	3,441,376	4,136,888	(695,512)	7,100,380	48.5%
		54,335,720	**-**	**54,335,720**	**55,055,120**	**(719,401)**	**121,305,108**	**44.8%**
Expenses								
Operating Expenses								
Employee Expenses	7	21,393,606	-	21,393,606	22,687,527	(1,293,921)	39,381,272	54.3%
Materials & Services	8	25,283,487	11,817,270	37,100,758	29,433,327	7,667,431	51,977,790	71.4%
Finance Costs		669,524	-	669,524	692,642	(23,118)	1,217,386	55.0%
Depreciation and Amortisation	9	15,791,178	-	15,791,178	14,993,129	798,048	25,702,507	61.4%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		63,137,795	**11,817,270**	**74,955,065**	**67,806,625**	**7,148,441**	**118,278,955**	**63.4%**
Operating Position Before Capital Items		**(8,802,075)**	**(11,817,270)**	**(20,619,346)**	**(12,751,504)**	**(7,867,842)**	**3,026,153**	**(681.4%)**
Capital Revenue								
Capital Revenue		6,495,857	-	6,495,857	5,171,721	1,324,136	16,986,648	38.2%
Proceeds from Sale of Land & PPE		400,958	-	400,958	523,800	(122,842)	785,870	51.0%
	10	**6,896,815**	**-**	**6,896,815**	**5,695,521**	**1,201,294**	**17,772,518**	**38.8%**
Net Result Attributable to Council in Period		**(1,905,260)**	**(11,817,270)**	**(13,722,531)**	**(7,055,983)**	**(6,666,548)**	**20,798,671**	**(66.0%)**
Total Comprehensive Income		**(1,905,260)**	**(11,817,270)**	**(13,722,531)**	**(7,055,983)**	**(6,666,548)**	**20,798,671**	**(66.0%)**

Council's operating position at month end is a $8.8M deficit

1. **Net Rates & Utility Charges** are $41,719,640 and are $275,940 unfavourable when compared to the YTD Budget. The unfavourable variance is due to the amalgamation of properties with subsequent credit applied and increased utilisation of discounts. The 2nd Quarter Budget Review will assess the current budget projections and recommend adjustments if necessary.

2. **Rental Income** is $888,581 which is favourable compared to the budgeted amount by $104,500. The favourable variance is mainly due to higher than anticipated rental volumes for various Council facilities. Rental Income will be assessed with the 2nd Quarter Budget Review.

3. **Interest Received** is $156,556 unfavourable to YTD budget. This is due to lower rate of return on investments and moratorium on interest on overdue rates until 31 December 2020. Interest revenue will be reviewed at Quarter 2 Budget Review.

4. **Sales of Contract & Recoverable Works** are favourable to the revised budget by $133,604. This favourable variance is due to the current cash flowing of income for the RMPC contract and recoverable works associated with negotiating infrastructure agreements.

5. **Operating Grants, Subsidies & Contributions** are favourable to the revised budget by $152,089. This favourable variance is primarily due to the allocation of revenue for the DRFA Trevor event. This recognises income from an accrued liability from the previous financial year.

6. **Other Recurrent Revenue** is $3,441,376 compared to YTD Budget of $4,136,888 resulting in an unfavourable variance of $695,512. This unfavourable variance is predominately due to landfill revenue and trade waste income, both of which are yet to issue final invoices for January. Revenue projections will be reviewed with the Quarter 2 Budget Review.

7. **Employee Expenses** are favourable to the revised budget by $1,293,921. This favourable variance is due to a variety of factors including leave taken by staff over the December/January period, lower than anticipated long service leave accrual, vacancies, refund of payroll tax (Government relief) and prior year superannuation accrual. The Quarter 2 Budget Review will factor the anticipated impacts of the current EA negotiation, noting these negotiations may not be concluded by reporting timeframes.

8. **Materials & Services** actual expenses for the year to date are $25,283,487 with $11,817,270 being recorded in commitments, resulting in an unfavourable variance to revised budget of $7,667,431. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods ($3.4M DRFA, $1.58M Waste Contracts, $1.46M Water). Excluding commitments YTD expenditure would be approximately $4.1M below YTD budget.

9. **Depreciation and Amortisation** is unfavourable to the YTD budget by $798,048. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at the Quarter 2 Budget Review.

10. **Capital Revenue** for the year to date is $6,896,815 which is favourable to budget by $1,201,294. This favourable variance is predominately due to the receipt of funds for the DRFA Trevor event which are budgeted at later periods in the financial year. The budgeted cashflow for revenue will be adjusted at Quarter 2 Budget Review.

ISAAC REGIONAL COUNCIL

Statement of Financial Position

For the Period Ended 31 January 2021

	Notes	Actual YTD	30 June 2020	Variance
		$	$	%
Current Assets				
Cash & Cash Equivalents		51,739,894	58,379,638	88.6%
Trade & Other Receivables		8,197,398	17,576,226	46.6%
Inventories		16,450,632	16,449,429	100.0%
Total Current Assets		76,387,924	92,405,292	82.7%
Non-Current Assets				
Property, Plant and Equipment		1,080,323,287	1,092,345,604	98.9%
Capital Work in Progress		23,581,762	8,963,735	263.1%
Total Non-Current Assets		1,103,905,050	1,101,309,339	100.2%
TOTAL ASSETS		1,180,292,974	1,193,714,631	98.9%
Current Liabilities				
Trade & Other Payables		11,507,352	18,664,083	61.7%
Borrowings - Interest Bearing		743,904	1,343,958	55.4%
Provisions		7,770,070	8,406,877	92.4%
Other Current Liabilities		-	-	0.0%
		20,021,326	28,414,918	70.5%
Non-Current Liabilities				
Borrowings - Interest Bearing		20,871,578	20,871,578	100.0%
Borrowings - Interest Bearing		1,968,966	1,968,966	100.0%
Non Current Provision		1,557,844	1,410,619	110.4%
Non Current Creditors		6,763,387	6,763,387	100.0%
Total Non-Current Liabilities		31,161,775	31,014,550	100.5%
TOTAL LIABILITIES		51,183,102	59,429,468	86.1%
NET COMMUNITY ASSETS		**1,129,109,872**	**1,134,285,163**	**99.5%**
Community Equity				
Retained surplus		843,541,851	855,418,760	98.6%
Asset revaluation reserve		235,160,118	235,318,517	99.9%
Other reserves		50,407,904	43,547,887	115.8%
TOTAL COMMUNITY EQUITY		**1,129,109,872**	**1,134,285,163**	**99.5%**

ISAAC REGIONAL COUNCIL

Statement of Cash Flows

For the Period Ended 31 January 2021

	Actual YTD	30 June 2020	Variance
	$	$	%
Cash Flows from Operating Activities			
Receipts from customers	63,708,816	111,651,893	57.1%
Payments to suppliers and employees	(55,030,932)	(76,089,395)	72.3%
Cash provided by / (used in) net result	8,677,885	35,562,498	24.4%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(2,673,876)	(6,083,922)	43.9%
Grants, subsidies, contributions and donations	6,501,588	25,048,356	26.0%
Payments for property, plant and equipment	(18,545,287)	(47,151,182)	39.3%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(14,717,575)	(28,186,749)	52.2%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,300,735)	0.0%
Repayment of borrowings	(600,054)	57,977	(1035.0%)
Net cash provided by financing activities	(600,054)	(1,242,759)	48.3%
Net Increase / (Decrease) in Cash Held	(6,639,744)	6,132,991	(108.3%)
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
Cash at the end of the Reporting Period	**51,739,894**	**58,379,638**	**88.6%**

Appendix 2 – Preliminary Executive Level Reports

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

Actual amounts and commitments are compared against the year to date Revised Budget.

Commitment balances are reported at a point of time and will continue to be reviewed as the year progresses. It should be noted that commitments are not currently able to be cash flowed across the financial year.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

Office of the CEO

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		$	$	$	$	$	$	%
Income								
Operating Revenue								
Operating Grants, Subsidies & Contributions		168,021	-	168,021	157,500	10,521	195,000	86.2%
		168,021	**-**	**168,021**	**157,500**	**10,521**	**195,000**	**86.2%**
Expenses								
Operating Expenses								
Employee Expenses		1,656,227	-	1,656,227	1,703,144	(46,917)	2,952,116	56.1%
Materials & Services	1	587,720	98,617	686,337	698,399	(12,061)	1,117,460	61.4%
Corporate Overheads & Competitive Neutrality Costs		(2,698,144)	-	(2,698,144)	(2,698,144)	-	(4,625,389)	58.3%
		(454,196)	**98,617**	**(355,579)**	**(296,601)**	**(58,978)**	**(555,813)**	**64.0%**
Operating Position Before Capital Items		**622,218**	**(98,617)**	**523,601**	**454,101**	**69,500**	**750,813**	**69.7%**
Capital Revenue								
		-	**-**	**-**	**-**	**-**	**-**	**0.0%**
Net Result Attributable to Council in Period		**622,218**	**(98,617)**	**523,601**	**454,101**	**69,500**	**750,813**	**69.7%**
Total Comprehensive Income		**622,218**	**(98,617)**	**523,601**	**454,101**	**69,500**	**750,813**	**69.7%**

1. **Materials & Services** for the year to date are $12,061 favourable compared to the YTD revised budget of $698,399. Actual expenditure is $587,720 with commitments of $98,617.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

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	29,012,781	-	29,012,781	29,278,810	(266,029)	58,557,620	49.5%
Fees & Charges		33,884	-	33,884	52,500	(18,616)	90,000	37.6%
Rental Income		4,050	-	4,050	-	4,050	-	0.0%
Interest Received	2	269,801	-	269,801	398,474	(128,673)	683,098	39.5%
Sales of Contract & Recoverable Works		59,993	-	59,993	72,917	(12,924)	125,000	48.0%
Operating Grants, Subsidies & Contributions		875,997	-	875,997	852,015	23,981	3,566,014	24.6%
Other Recurrent Revenue		24,572	-	24,572	37,333	(12,762)	64,000	38.4%
		30,281,076	**-**	**30,281,076**	**30,692,049**	**(410,973)**	**63,085,732**	**48.0%**
Expenses								
Operating Expenses								
Employee Expenses	3	4,134,392	-	4,134,392	4,554,041	(419,649)	7,949,897	52.0%
Materials & Services		6,123,035	682,299	6,805,334	6,815,579	(10,245)	9,631,265	70.7%
Finance Costs		326,216	-	326,216	327,542	(1,326)	591,500	55.2%
Depreciation and Amortisation		578,326	-	578,326	521,347	56,979	893,738	64.7%
Corporate Overheads & Competitive Neutrality Costs		(8,144,703)	-	(8,144,703)	(8,144,702)	-	(13,962,347)	58.3%
		3,017,267	**682,299**	**3,699,566**	**4,073,807**	**(374,241)**	**5,104,053**	**72.5%**
Operating Position Before Capital Items		**27,263,809**	**(682,299)**	**26,581,510**	**26,618,242**	**(36,732)**	**57,981,679**	**45.8%**
Capital Revenue								
Capital Revenue		2,485	-	2,485	-	2,485	-	0.0%
		2,485	**-**	**2,485**	**-**	**2,485**	**-**	**0.0%**
Net Result Attributable to Council in Period		**27,266,294**	**(682,299)**	**26,583,995**	**26,618,242**	**(34,247)**	**57,981,679**	**45.8%**
Total Comprehensive Income		**27,266,294**	**(682,299)**	**26,583,995**	**26,618,242**	**(34,247)**	**57,981,679**	**45.8%**

1. **Net Rates & Utility Charges** are $266,029 unfavourable when comparing YTD actuals to revised budget. The unfavourable variance is due to the amalgamation of properties with a subsequent credit applied and increased utilisation of discounts.

2. **Interest Received** is $128,673 unfavourable when compared to YTD budget. This is due to lower rate of return on investments and moratorium on interest on overdue rates until 31 December 2020. Interest revenue will be reviewed at Quarter 2 Budget Review.

3. **Employee Expenses** for year to date is favourable compared to the budget by $419,649. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, refund of payroll tax (Government relief) and prior year superannuation accrual, partially offset by increased payments for FBT. It should be noted that the Quarter 2 Budget Review will re-cashflow the superannuation payments to recognise the accrual for the final payroll period in the financial year.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

Engineering & Infrastructure Services

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		$	$	$	$	$	$	%
Income								
Operating Revenue								
Fees & Charges		121,893	-	121,893	123,458	(1,566)	214,500	56.8%
Rental Income		746,448	-	746,448	687,310	59,139	1,178,245	63.4%
Sales of Contract & Recoverable Works	1	1,479,925	-	1,479,925	1,333,397	146,528	6,901,997	21.4%
Operating Grants, Subsidies & Contributions	2	2,818,237	-	2,818,237	2,655,984	162,253	7,959,103	35.4%
Other Recurrent Revenue		3,549	-	3,549	-	3,549	-	0.0%
		5,170,051	**-**	**5,170,051**	**4,800,148**	**369,903**	**16,253,845**	**31.8%**
Expenses								
Operating Expenses								
Employee Expenses	3	6,761,613	-	6,761,613	7,077,813	(316,200)	12,268,209	55.1%
Materials & Services	4	6,247,613	5,481,366	11,728,979	7,340,619	4,388,360	16,316,018	71.9%
Depreciation and Amortisation	5	8,953,219	-	8,953,219	8,455,602	497,618	14,495,317	61.8%
Corporate Overheads & Competitive Neutrality Costs		5,072,956	-	5,072,956	5,072,956	-	8,696,495	58.3%
		27,035,401	**5,481,366**	**32,516,767**	**27,946,989**	**4,569,778**	**51,776,039**	**62.8%**
Operating Position Before Capital Items		**(21,865,350)**	**(5,481,366)**	**(27,346,716)**	**(23,146,840)**	**(4,199,875)**	**(35,522,194)**	**77.0%**
Capital Revenue								
Capital Revenue		5,635,400	-	5,635,400	4,360,713	1,274,688	14,073,457	40.0%
Proceeds from Sale of Land & PPE		400,958	-	400,958	523,800	(122,842)	785,870	51.0%
	6	**6,036,358**	**-**	**6,036,358**	**4,884,513**	**1,151,846**	**14,859,327**	**40.6%**
Net Result Attributable to Council in Period		**(15,828,992)**	**(5,481,366)**	**(21,310,357)**	**(18,262,328)**	**(3,048,030)**	**(20,662,867)**	**103.1%**
Total Comprehensive Income		**(15,828,992)**	**(5,481,366)**	**(21,310,357)**	**(18,262,328)**	**(3,048,030)**	**(20,662,867)**	**103.1%**

1. **Sales of Contract & Recoverable Works** are favourable to the revised budget by $146,528. This favourable variance is due to the current cash flowing of income for the RMPC contract and recoverable works associated with negotiating infrastructure agreements.

2. **Operating Grants, Subsidies & Contributions** are $162,253 favourable compared to the revised budget for the year to date. This favourable variance is mainly due to the allocation of revenue for the DRFA Trevor event. This recognises income from an accrued liability from the previous financial year.

3. **Employee Expenses** are favourable compared to the revised budget by $316,200. This favourable variance is predominately due to leave taken by staff over the December/January period. It is expected that this variance will reduce over the remainder of the financial year. The Quarter 2 Budget Review will examine the current budget for employee expenses, noting that the current DRFA expenditure in operational was originally budgeted as capital.

4. **Materials & Services** for the financial year to date are $4,388,360 unfavourable with $6,247,613 of actual expenditure and $5,481,366 in commitments against YTD revised budget of $7,340,619. This unfavourable variance is due to the inclusion of commitments, the majority of which relate to the DRFA Trevor event ($3.4M) and Contract Works ($1M). The DRFA Trevor event expenditure is reviewed at quarterly periods to determine if it is operational or capital in nature with the corresponding transfer to capital. This process was carried out to reconcile the December quarter.

5. **Depreciation and Amortisation** is currently unfavourable to the YTD revised budget by $497,618. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at Quarter 2 Budget Review.

6. **Capital Revenue** for the financial YTD is $6,036,358 which is $1,151,846 favourable when compared to YTD revised budget. This favourable variance is predominately due to the receipt of funds for the DRFA Trevor event which are budgeted at later periods in the financial year. The budgeted cashflow for revenue will be adjusted at Quarter 2 Budget Review.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

Planning, Environment & Community Service

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		$	$	$	$	$	$	%
Income								
Operating Revenue								
Fees & Charges	1	1,345,652	-	1,345,652	1,161,902	183,750	1,944,260	69.2%
Rental Income		98,170	-	98,170	81,667	16,503	140,000	70.1%
Operating Grants, Subsidies & Contributions		365,725	-	365,725	412,642	(46,917)	892,524	41.0%
Other Recurrent Revenue		5,651	-	5,651	3,500	2,151	6,000	94.2%
		1,815,197	**-**	**1,815,197**	**1,659,710**	**155,487**	**2,982,784**	**60.9%**
Expenses								
Operating Expenses								
Employee Expenses	2	5,501,044	-	5,501,044	5,602,101	(101,057)	9,710,308	56.7%
Materials & Services	3	3,447,657	901,365	4,349,023	4,119,604	229,419	6,931,743	62.7%
Finance Costs		343,308	-	343,308	365,100	(21,792)	625,886	54.9%
Depreciation and Amortisation		899,472	-	899,472	958,141	(58,670)	1,642,528	54.8%
Corporate Overheads & Competitive Neutrality Costs		2,229,243	-	2,229,243	2,229,243	-	3,821,560	58.3%
		12,420,724	**901,365**	**13,322,089**	**13,274,189**	**47,900**	**22,732,024**	**58.6%**
Operating Position Before Capital Items		**(10,605,527)**	**(901,365)**	**(11,506,892)**	**(11,614,479)**	**107,587**	**(19,749,240)**	**58.3%**
Capital Revenue								
Capital Revenue		713,254	-	713,254	691,712	21,542	1,873,808	38.1%
		713,254	**-**	**713,254**	**691,712**	**21,542**	**1,873,808**	**38.1%**
Net Result Attributable to Council in Period		**(9,892,273)**	**(901,365)**	**(10,793,639)**	**(10,922,768)**	**129,129**	**(17,875,432)**	**60.4%**
Total Comprehensive Income		**(9,892,273)**	**(901,365)**	**(10,793,639)**	**(10,922,768)**	**129,129**	**(17,875,432)**	**60.4%**

1. **Fees & Charges** are $1,345,652 YTD compared to the revised budget of $1,161,902 resulting in a favourable variance of $183,750. The predominant reasons for this favourable variance are increased utilisation of the Clermont Saleyards facility and revenue for the Moranbah pool offset by decreased revenue for Moranbah Community Centre. It should be further noted that the increased revenue is offset by additional expenditure associated with both these activities. This will be reviewed during the Quarter 2 Budget Review.

2. **Employee Expenses** are favourable compared to the adopted budget by $101,057. This favourable variance is predominately due to leave taken by staff over the December/January period. It is expected that this variance will reduce over the next 6 months, noting the unbudgeted staff wages at the Moranbah pool and 2 new positions for the pandemic and recession strategic and tactical response. The Quarter 2 Budget Review will focus on allocating budget for these new positions.

3. **Materials & Services** for the financial year to date are $229,419 unfavourable when compared to the YTD revised budget of $4,119,604 with actual expenditure recorded $3,447,657 and $901,365 in commitments. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

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		12,706,860	-	12,706,860	12,716,770	(9,911)	29,939,453	42.4%
Fees & Charges	1	699,746	-	699,746	844,900	(145,154)	1,448,400	48.3%
Rental Income		39,913	-	39,913	15,104	24,808	25,893	154.1%
Interest Received		-	-	-	27,883	(27,883)	47,800	0.0%
Operating Grants, Subsidies & Contributions		47,250	-	47,250	45,000	2,250	295,820	16.0%
Other Recurrent Revenue	2	3,407,605	-	3,407,605	4,096,055	(688,449)	7,030,380	48.5%
		16,901,374	**-**	**16,901,374**	**17,745,713**	**(844,339)**	**38,787,746**	**43.6%**
Expenses								
Operating Expenses								
Employee Expenses	3	3,340,330	-	3,340,330	3,750,428	(410,098)	6,500,742	51.4%
Materials & Services	4	8,877,461	4,653,624	13,531,085	10,459,127	3,071,958	17,981,304	75.3%
Depreciation and Amortisation	5	5,360,160	-	5,360,160	5,058,039	302,121	8,670,924	61.8%
Corporate Overheads & Competitive Neutrality Costs		3,540,647	-	3,540,647	3,540,647	-	6,069,681	58.3%
		21,118,599	**4,653,624**	**25,772,223**	**22,808,241**	**2,963,982**	**39,222,651**	**65.7%**
Operating Position Before Capital Items		**(4,217,225)**	**(4,653,624)**	**(8,870,849)**	**(5,062,528)**	**(3,808,321)**	**(434,904)**	**2039.7%**
Capital Revenue								
Capital Revenue		144,718	-	144,718	119,297	25,421	1,039,383	13.9%
		144,718	**-**	**144,718**	**119,297**	**25,421**	**1,039,383**	**13.9%**
Net Result Attributable to Council in Period		**(4,072,507)**	**(4,653,624)**	**(8,726,130)**	**(4,943,231)**	**(3,782,900)**	**604,479**	**(1443.6%)**
Total Comprehensive Income		**(4,072,507)**	**(4,653,624)**	**(8,726,130)**	**(4,943,231)**	**(3,782,900)**	**604,479**	**(1443.6%)**

1. **Fees & Charges** are $699,746 compared to YTD budget of $844,900 resulting in an unfavourable variance of $145,154. This unfavourable variance is due to Potable Water Sales which at the time of reporting had not issued invoices for the January period.

2. **Other Recurrent Revenue** is $3,407,605 compared to YTD Budget of $4,096,055 resulting in an unfavourable variance of $688,449. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue final invoices for January. Revenue projections will be reviewed with the Quarter 2 Budget Review.

3. **Employee Expenses** are favourable compared to the YTD revised budget by $410,098. This favourable variance is predominately due to vacant positions in the Water & Wastewater Department and leave taken over the December/January period, which are partially offset through agency temp staff. This variance will be reviewed in the Quarter 2 Budget Review noting long term vacancies for various roles.

4. **Materials & Services** for the financial year to date are $3,071,958 unfavourable, with $8,877,461 in actual expenditure and $4,653,624 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for water purchase for the financial year of $1.46M and the inclusion of $1.58M in waste contracts).

5. **Depreciation and Amortisation** is currently $302,121 unfavourable to the YTD budget. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at the Quarter 2 Budget Review.

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Alexis Coutts
AUTHOR POSITION	Manager Organisational Safety

9.9 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:

1. Note the Work, Health and Safety report.

Resolution No.: CGFS0591

Moved: Cr Sandy Moffat Seconded: Cr Lyn Jones

That the Committee recommends that Council:

1. 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. Prepare for the 2021 LGW audit.

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:	**Report authorised by:**
ALEXIS COUTTS **Manager Organisational Safety**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 28 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 – WHS Monthly Report

REFERENCE DOCUMENT

Nil

WHS MONTHLY REPORT

DATE	January, 2021
TO	February 2021, Council Meeting
FROM	Organisational Safety Manager

1. SUMMARY

The external WHS audit preparations completed and audit commenced 1st February 2021.

Explanatory Note:

The green section lists the objective and the target measure.

OBJECTVE – what we plan to achieve.

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

STATUS – this is current monthly update, there may be graphs to reflect the YTD or rolling statistic, as well as general comments under relevant headings.

2. BEST PRACTICE SYSTEM

Monitoring and continuously improving our systems, aiming for best practice documentation. This includes regularly reporting to committees on document development and monitoring documents are not out of date.

OBJECTIVE to review all Policies, Procedures and work instructions biennially.

TARGET 100% of documents reviewed within required timeframes.

STATUS: on track, regularly reported to WHS Strategic Committee.

3. OBJECTIVES AND TARGETS

OBJECTIVE To establish annual KPI's to support the policy and Maintain the WHS improvement plan.

TARGET Complete quarterly review of the WHS improvement plan. Set KPI's and monitor.

STATUS: The improvement plan was delivered to the WHS Strategic Committee last month, it will be fully reviewed post the LGW audit commencing on 1st February.

4. RISK MANAGEMENT

RISK ASSESSMENTS

Risk assessment from a WHS perspective will be revised in 2021 to ensure that all sites have a site-specific risk assessment.

HAZARD HUNTER WINNERS

Annual winner to be announced soon.

OBJECTIVE to ensure risk management activities are undertaken by identifying hazards.

TARGET Number of hazards reported and rectified.

STATUS 10 hazards identified, 1 has been fully completed.

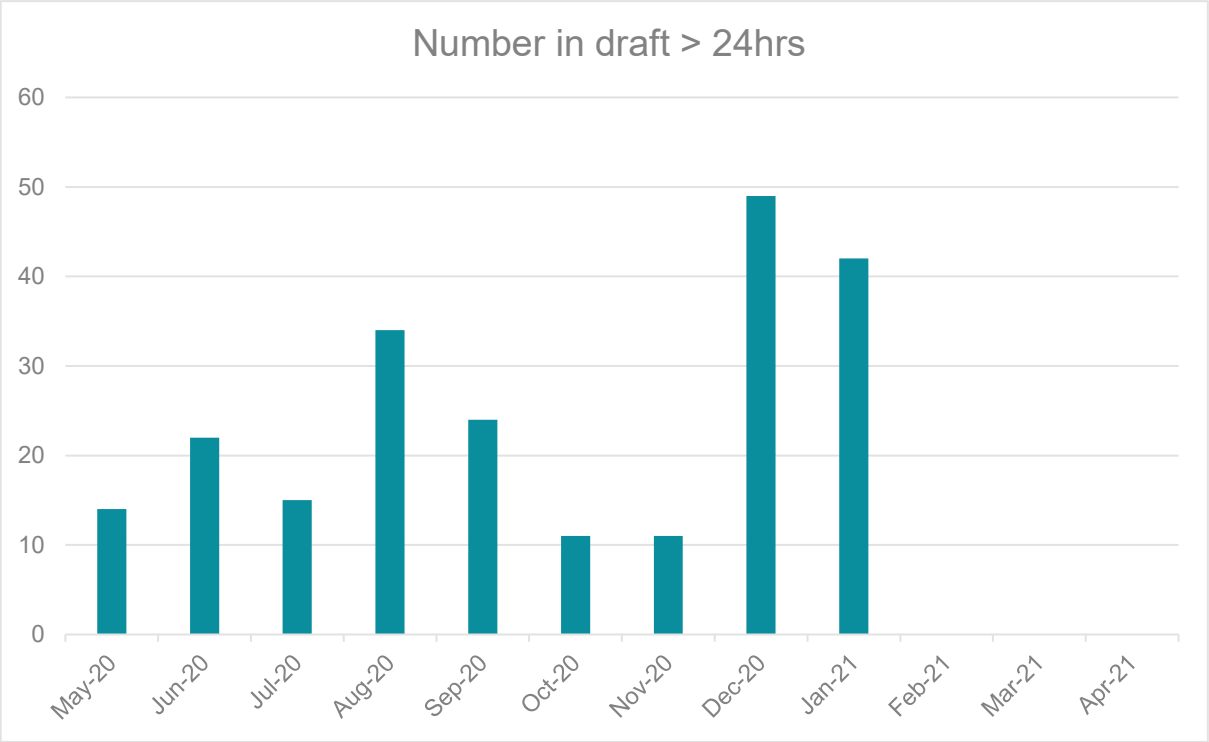
INCIDENT REVIEW

Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

OBJECTIVE Risk management activities to support our systems, investigate accidents in a timely manner.

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

STATUS 42 incident in draft for all date range.



TRAINING

Not Applicable.

EMERGENCY MANAGEMENT

A report was presented to the Emergency Management Committee in January 2021 on the outcomes of training in 2020. Endorsed next round of training to commence in 2021.

5. CONSULTATION

WHS STRATEGIC COMMITTEE

The next meeting is scheduled for March 2021.

WHS OPERATIONAL COMMITTEE

Top items of discussion from meeting:

The Operational Services committee met in January 2021; the following items were the top 3 topics of discussion.

- Review of Work Instruction for Light Vehicle Operations due to high turnover of employees and continual updating of fleet.
- ACDC Chemical Spraying - require clarification around if an employee who does not hold the ACDC licence can spray under the guidance and instruction of a licenced ACDC Operator.
- Contractor Management- continual awareness required around onboarding of new contractors within SMART if using contractors even if they are under a preferred supplier agreement etc through procurement - still need to check that are correctly onboarded via SMART.

OBJECTIVE Completed schedules of meetings.

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

STATUS on-track against new 2021 plan.

6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review and not approved has dropped. The inclusion of the not approved contractors is in line with our contractor and project management framework.

OBJECTIVE Evaluation of contractor and project management documentation and processes.

TARGET report on # approved contractors, # of contractors under review # expired/overdue inductions.

STATUS:

 # APPROVED contractor companies – 180

 # UNDER REVIEW contractor companies (yet to complete mandatory documents)– 26

 # NOT APPROVED contractor companies (failed in their obligations) - 8

7. WELLBEING & FITNESS FOR WORK

A communications plan is also being developed for the next 6 -12 months. Meeting will be held in February 2021.

VACCINATIONS

Recently we consolidated the vaccination register into a single document at Council. All staff for whom records have expired or we have no record have been contacted.

DRUG & ALCOHOL TESTING

An evaluation of D&A testing will be undertaken February post the audit.

WORKERS COMPENSATION & REHABILTATION

Rehabilitation and Wellness Officer continues to actively monitor all work and non-work-related injuries and illnesses.

2 LTI – new	**Jan - 6** LTI Days lost
4 LTI – carried over from December	**Dec – 9.5** Days lost **Jan - 18** Days Lost
0 MTI	**0** MTI Days lost

WELLBEING

Wellbeing working group are meeting regularly.

OBJECTIVE Support staff in maintaining physical and mental health.

TARGET Establish the wellness strategy and conduct toolbox against schedule.

STATUS: Wellbeing group has parked until February 2021 where the group make up and purpose will be revised.

EMPLOYEE WELLNESS

OBJECTIVE Improve worker absenteeism and presentism through wellness programs.

TARGET 20% increase in Skin Checks.

20% increase in Flu shot.

5% reduction of absenteeism.

STATUS: These statistics will be monitored and reported on at end of year. The promotion of the skin checks and flu shots has commenced. Will track numbers each month. There were 2 skin checks for January and 0 referred for follow up treatment.

EMPOWER OUR LEADERS

OBJECTIVE to empower our management through awareness and access to information, tools and training.

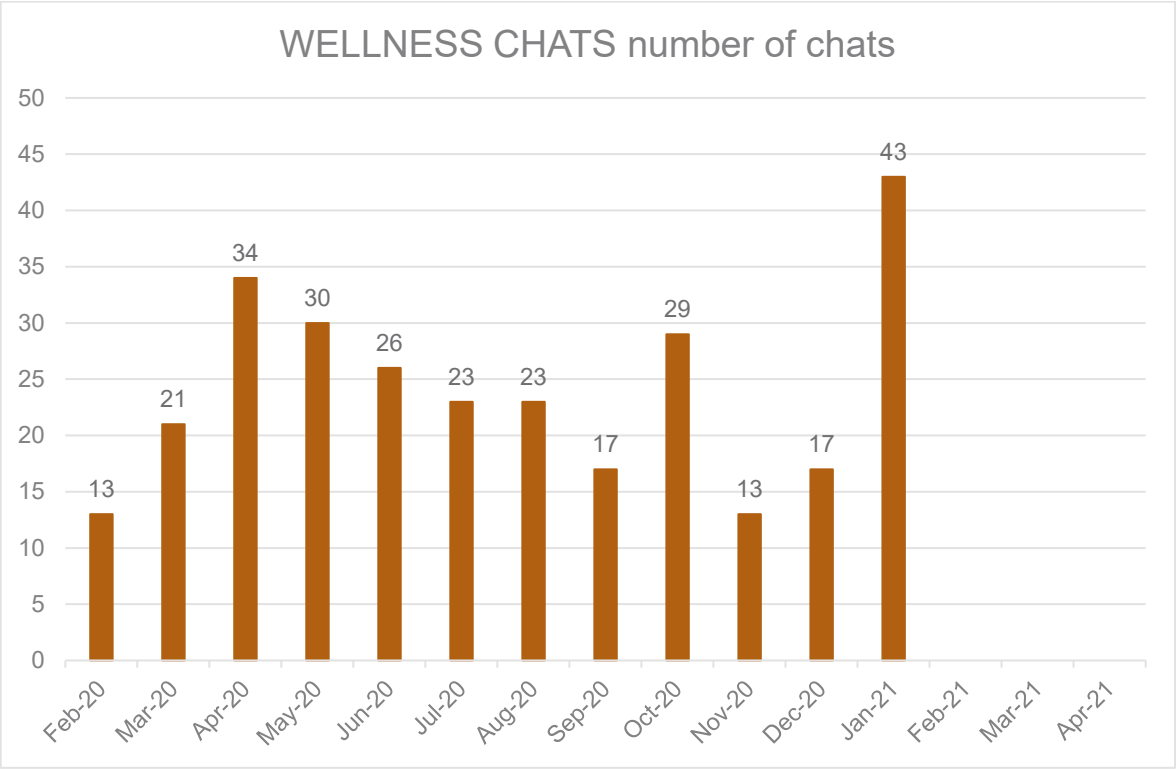
TARGET %5 increase in wellness chats.

Safety leadership attendance at 90% of M4 & M5.

STATUS: Safety leadership has been postponed due to COVID, will recommence in 2021.

The current status of wellness chats – 43 wellness chats for January

This is a significant increase in chats which is great to see.



SOCIAL RESPONSIBILITY

OBJECTIVE initiatives and education to promote better outcomes for works and families.

TARGET Worker support program monitoring, reducing time required.

STATUS: Still need to establish a base statistic.

PSYCHOLOGICAL SAFETY

OBJECTIVE Toolboxes address wellbeing every month. R U OK is promoted and supported.

TARGET Toolboxes with wellness. RU OK day promotion.

STATUS: R U OK supported in 2020. Toolbox talks include wellness update each month.

RESOURCING

OBJECTIVE To ensure a strong foundation of sound policies, practices and tools to support mental health and physical wellbeing.

TARGET inclusion of wellness into staff survey and monitoring.

STATUS: Staff survey has been revised and now includes wellness questions; survey has been postponed until the new year.

8. AUDIT/ INSPECTIONS

Organisational safety will work with all directorates to ensure timely reporting and involvement with audit program, to support in the preparations for the 2021 LGW midterm assessment audit, scheduled for 1st February 2021.

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

TARGET 100% of audits completed against plan.

STATUS: Audits meet Annual target for 2020! 0 audit completed for January.

New schedule has been established for 2021. Informal site visits were conducted prior to the auditor arriving onsite.

9. CORRECTIVE 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. The monthly target of completed actions is half of the desired 70% completed, whilst noting improvement from the prior month.

It is noted that there have been are a number of actions going into the system since September due to the annual audit and inspection program, and that comments and updates are being made against actions without necessarily resetting target dates. The holiday period is also noted as factor for this month.

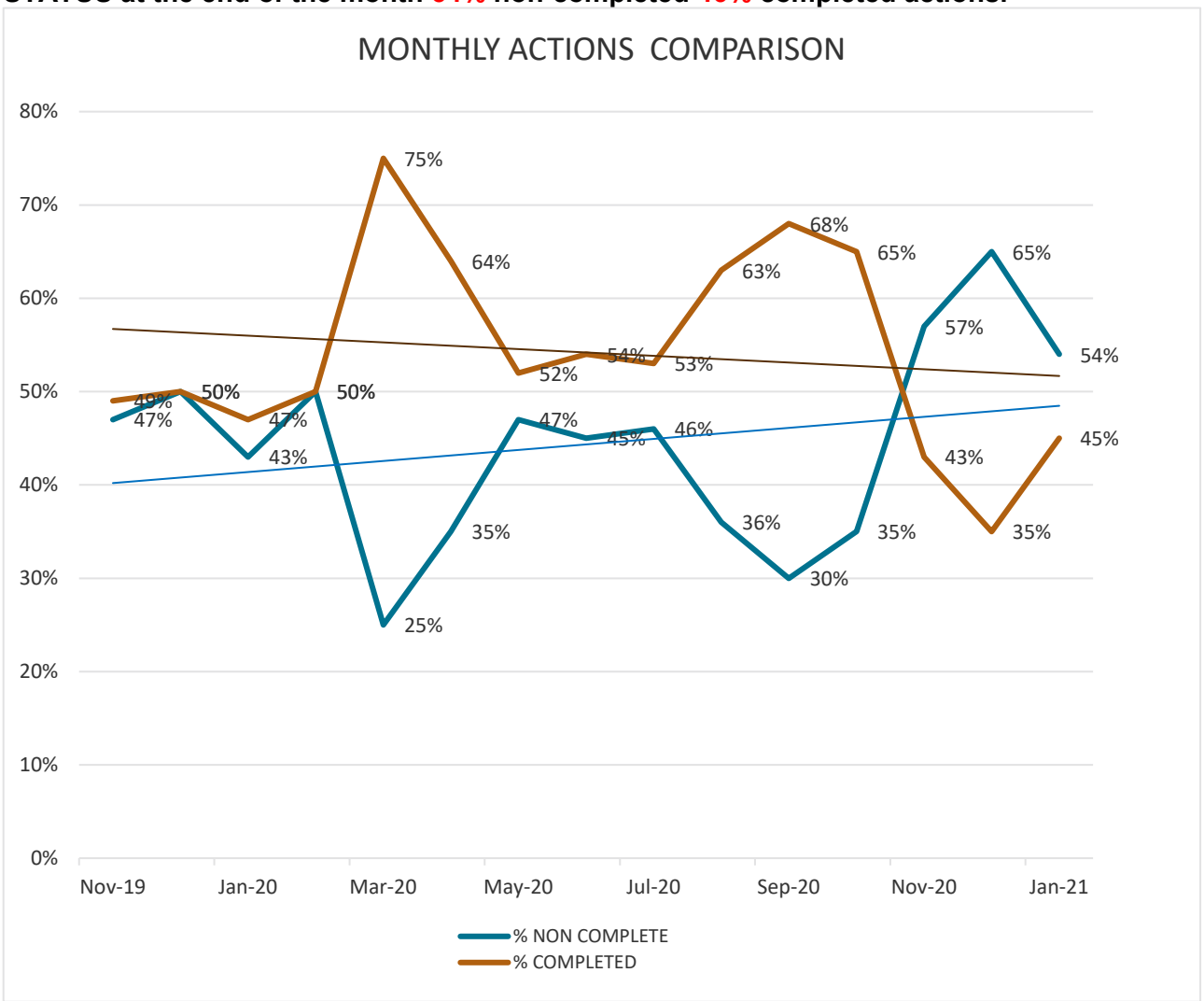
Whilst regular reporting is provided to the Management Leadership Team, additional reporting is to be provided to ELT for additional oversight to improve the current trend.

It is also noted that at the Strategic WHS Committee, it was agreed that Organisational Safety would assist further by reviewing allocation of actions to update current Officers and that Directors would then be responsible for improving actions going forward.

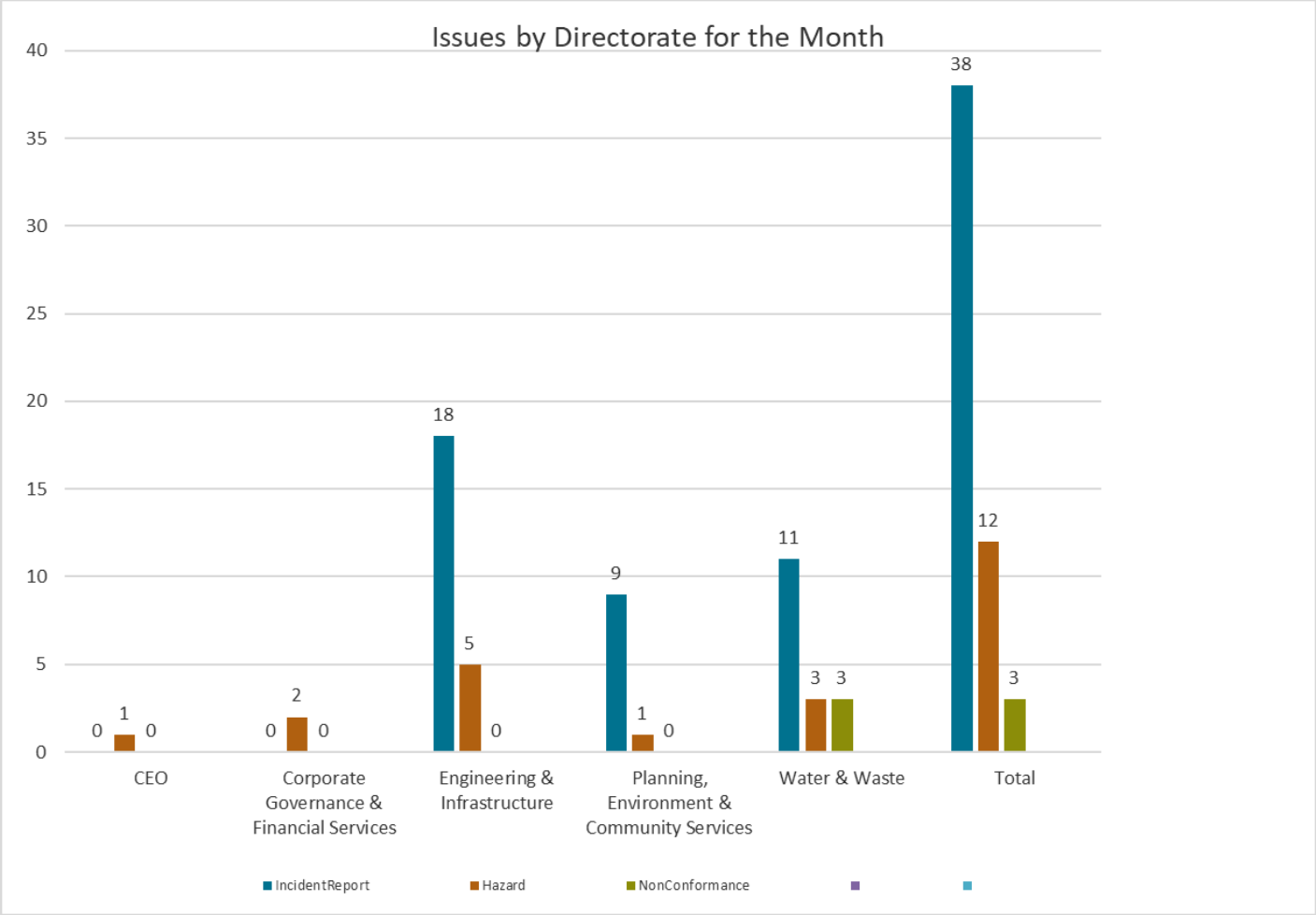
OBJECTIVE Ensure identified corrective actions are followed to completion.

TARGET < 30% non-completed actions and > 70% completed corrective actions.

STATUS at the end of the month 54% non-completed 46% completed actions.



10. ISSUES BY DIRECTORATE



11. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each manager at M4 and above, as well as Directorate nominated M5's are required to complete a Key Performance Indicator (KPI), this supports the achievement of our overall safety objectives.

OBJECTIVE Establish KPI's for individual managers

TARGET One communication and one action completed per individual manager; the total is 20 per year allowances made for holidays etc.

STATUS KPI's have been tracking extremely well in recent months, this is very encouraging.

SAFETY ACTION x 1				
Conducted and completed a safety interaction 'Safety Chat form' with staff review process and risk management via SMART Inform = Safety Action	Conducted and completed a 'Wellbeing Chat' with someone via the 'Wellness Chat Form' in SMART Inform = Safety Action	Provided feedback on a WHS procedure with comments (Procedural Review) = Safety Action	Provided documented participation in an incident investigation/analysis = Safety Action	Completed a 'hazard inspection form' via SMART Inform including actions = Safety Action

SAFETY COMMUNICATION x1			
Attended an Operational WHS Committee Meeting (M3's only) = Safety Communication	Attend any toolbox meeting and presented a 'safety share' (Safety Bulletins, Alerts or a workplace/personal share) = Safety Communication	Attend an Outdoor toolbox Meeting and presented a 'safety share' (Safety Bulletins, Alerts or a workplace/personal share) = Safety Communication	Conducted a toolbox or prestart meeting with your team and have documented minutes recorded in SMART (the SMART Toolbox Inform can be used) = Safety Communication

Change in language from 'raw' KPI's to 'total' KPI's. This indicates exactly what has been completed across the individual action and communications areas, but then allows us to identify whether target has been met. Thus 'total target' numbers against 'target' numbers.

Much improved result for January 2021.

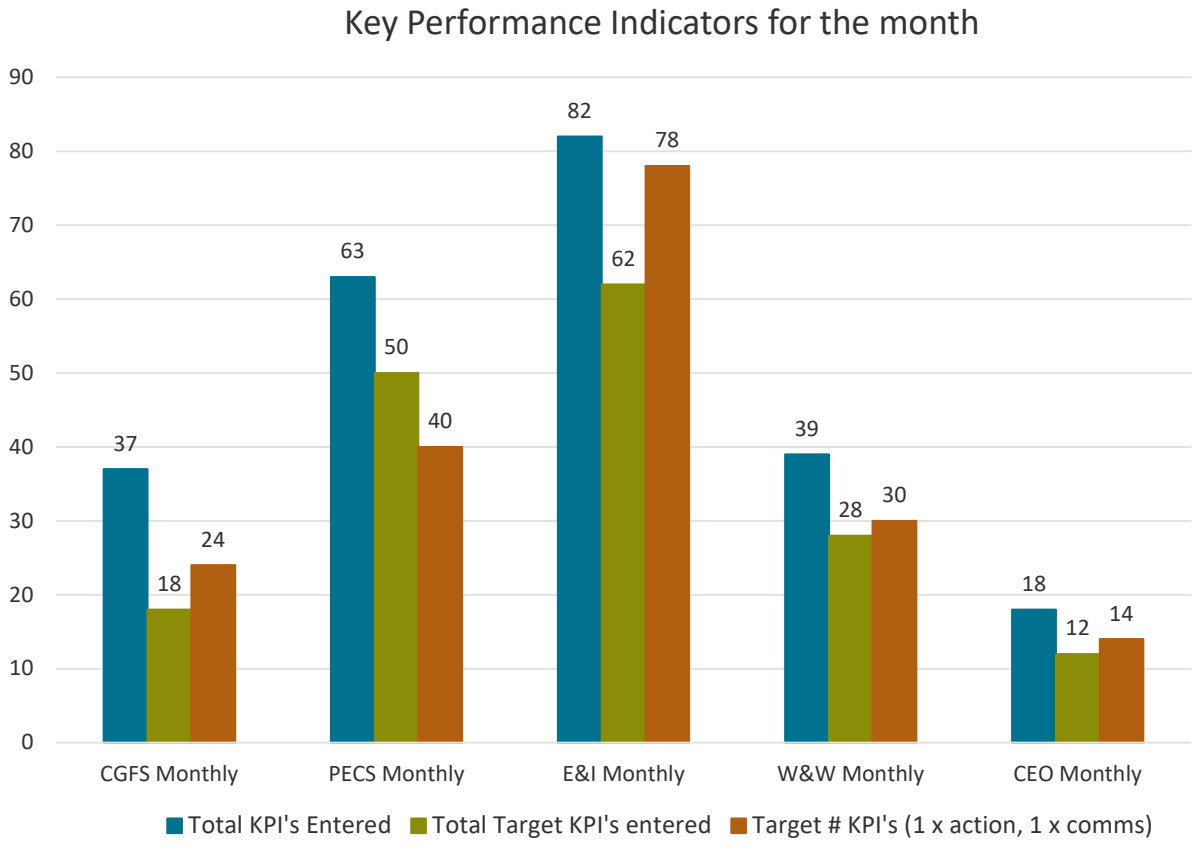
CGFS Target of 24 has not been reached (18) based on OLT list target. Reason being: 2 positions vacant and new starter entry was incomplete – New Starter is yet to receive training.

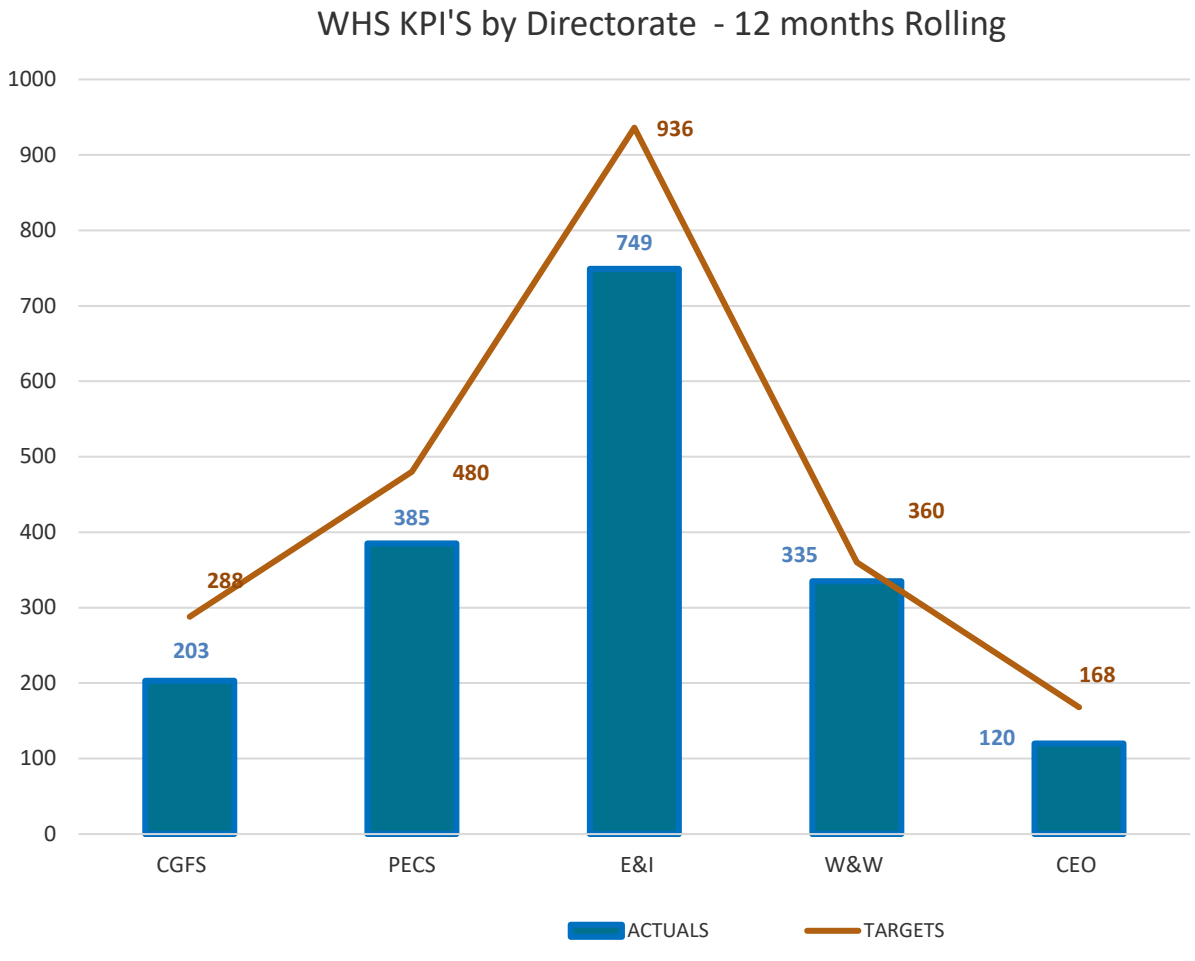
PECS Target is 40 and target this month has been reached based on OLT List target.

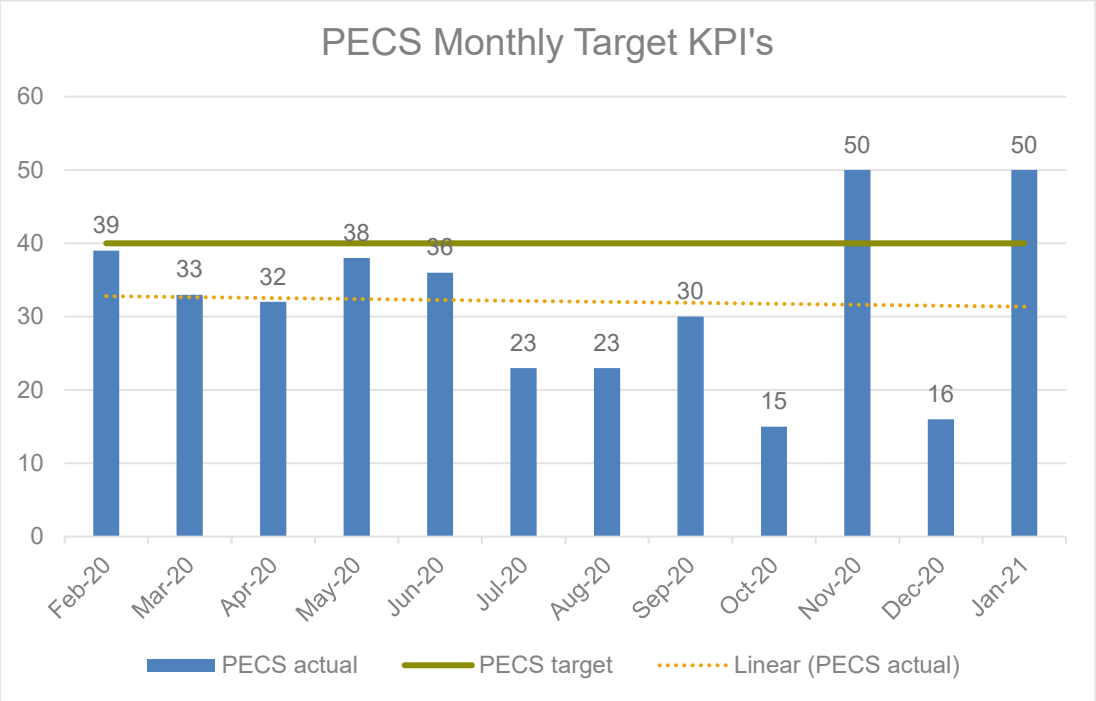
E&I Target of 80 has not been reached (62) based on OLT List target. Reason being: 7 people did not complete their KPI's, 1 person is working across 2 positions, and 2 positions are vacant – this makes up the balance of 20 KPI's outstanding.

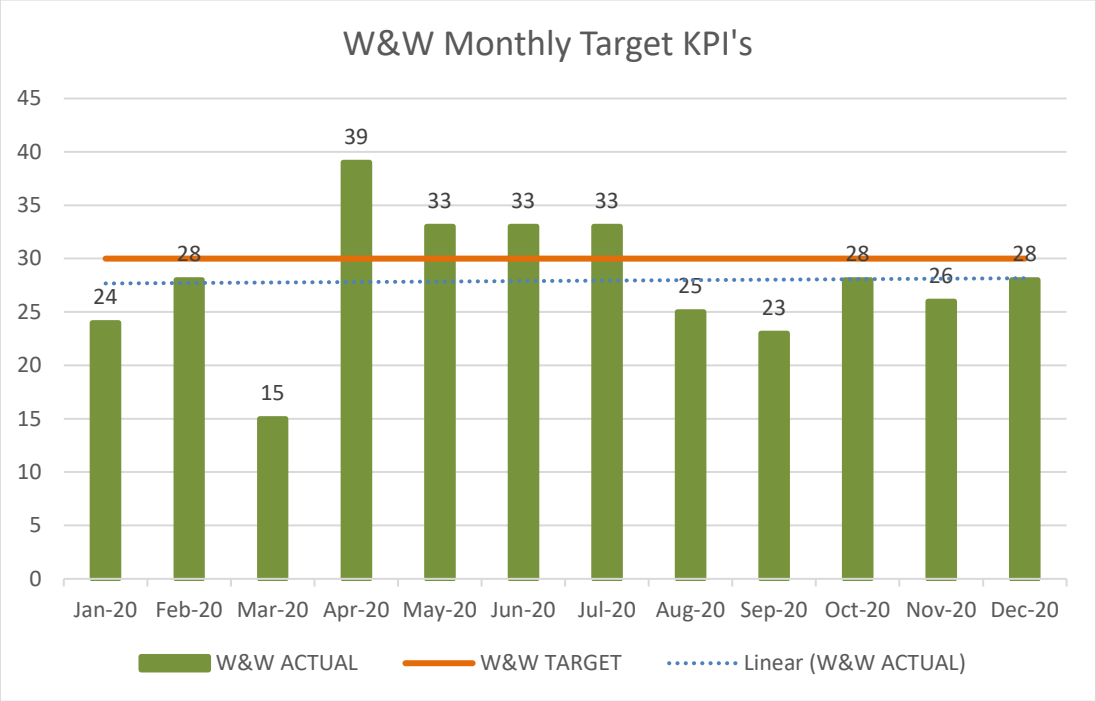
W&W Target of 32 has not been reached (28) based on OLT List target. Reason being: 1 position is vacant, and 1 person has not completed their KPI's correctly.

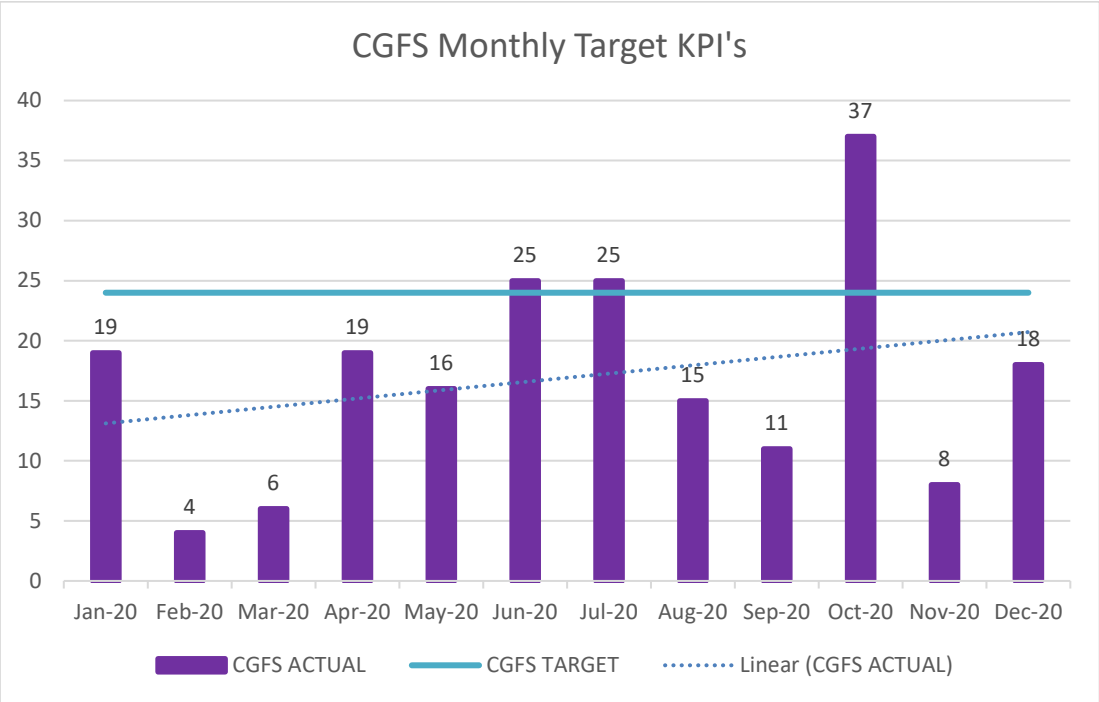
CEO Target of 14 has not been reached (12) based on OLT list target. Reason being: 1 person did not complete an entry.

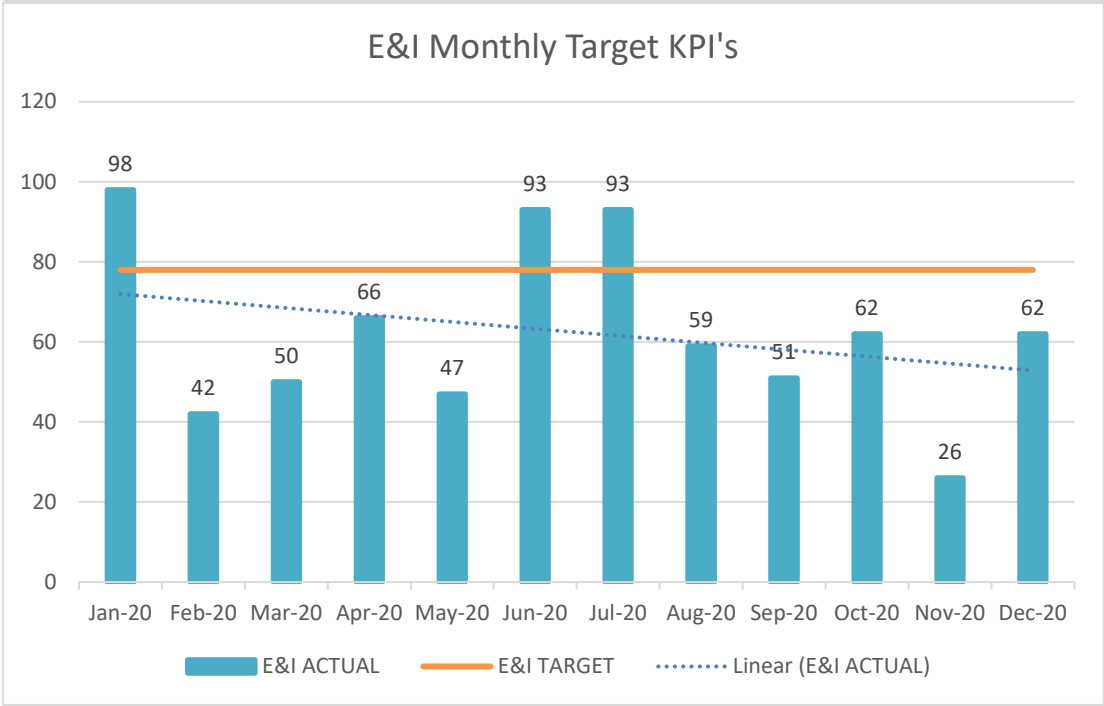

Key Performance Indicators for the month
90
80
70
60
50
40
30
20
10
0
37
18
24
63
50
40
82
62
78
39
28
30
18
12
14
CGFS Monthly
PECS Monthly
E&I Monthly
W&W Monthly
CEO Monthly
Total KPI's Entered
Total Target KPI's entered
Target # KPI's (1 x action, 1 x comms)

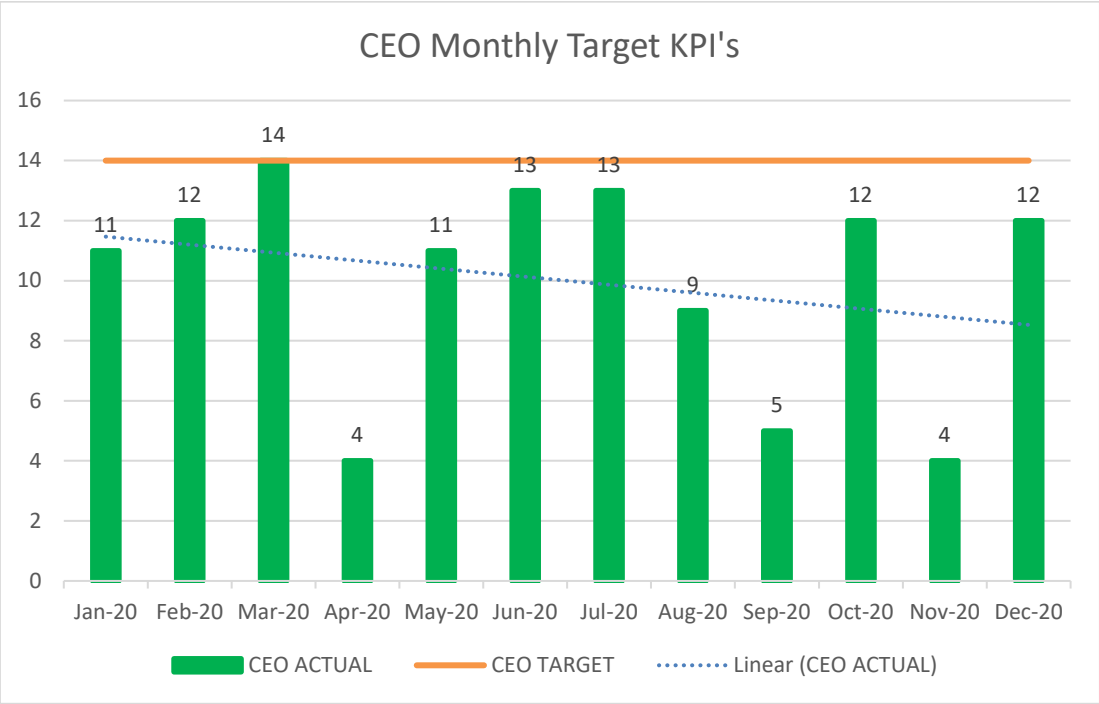

WHS KPI'S by Directorate - 12 months Rolling
1000
900
800
700
600
500
400
300
200
100
0
288
480
936
360
168
203
385
749
335
120
CGFS
PECS
E&I
W&W
CEO
ACTUALS
TARGETS

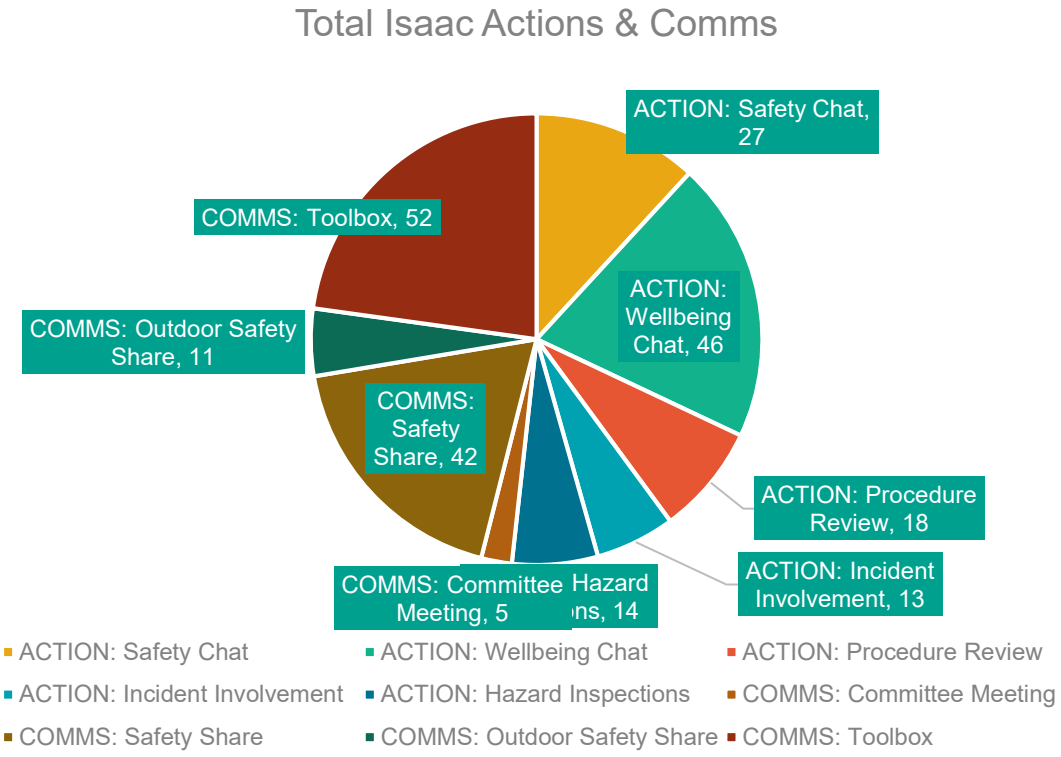

PECS Monthly Target KPI's
60
50
40
30
20
10
0
39
33
32
38
36
23
23
30
15
50
16
50
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
Jan-21
PECS actual
PECS target
Linear (PECS actual)


W&W Monthly Target KPI's
45
40
35
30
25
20
15
10
5
0
24
28
15
39
33
33
33
25
23
28
26
28
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
W&W ACTUAL
W&W TARGET
Linear (W&W ACTUAL)


CGFS Monthly Target KPI's
40
35
30
25
20
15
10
5
0
19
4
6
19
16
25
25
15
11
37
8
18
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
CGFS ACTUAL
CGFS TARGET
Linear (CGFS ACTUAL)


E&I Monthly Target KPI's
120
100
80
60
40
20
0
98
42
50
66
47
93
93
59
51
62
26
62
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
E&I ACTUAL
E&I TARGET
Linear (E&I ACTUAL)


CEO Monthly Target KPI's
16
14
12
10
8
6
4
2
0
11
12
14
4
11
13
13
9
5
12
4
12
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
CEO ACTUAL
CEO TARGET
Linear (CEO ACTUAL)


Total Isaac Actions & Comms
ACTION: Safety Chat, 27
ACTION: Wellbeing Chat, 46
ACTION: Procedure Review, 18
ACTION: Incident Involvement, 13
COMMS: Committee Meeting, 5
COMMS: Safety Share, 42
COMMS: Outdoor Safety Share, 11
COMMS: Toolbox, 52
ACTION: Safety Chat
ACTION: Wellbeing Chat
ACTION: Procedure Review
ACTION: Incident Involvement
ACTION: Hazard Inspections
COMMS: Committee Meeting
COMMS: Safety Share
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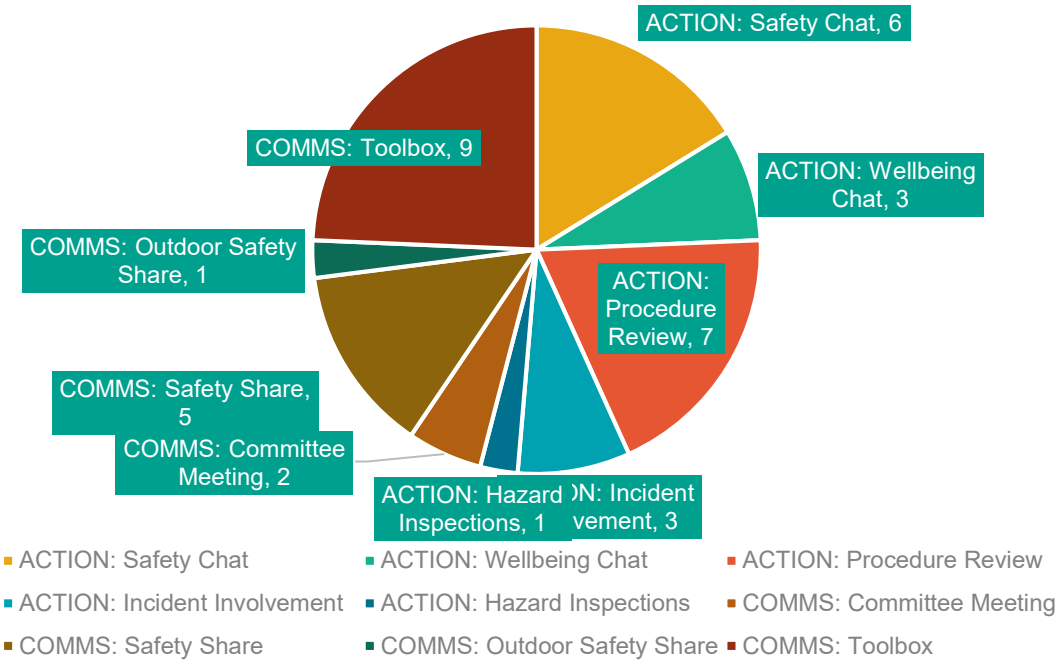
COMMS: Toolbox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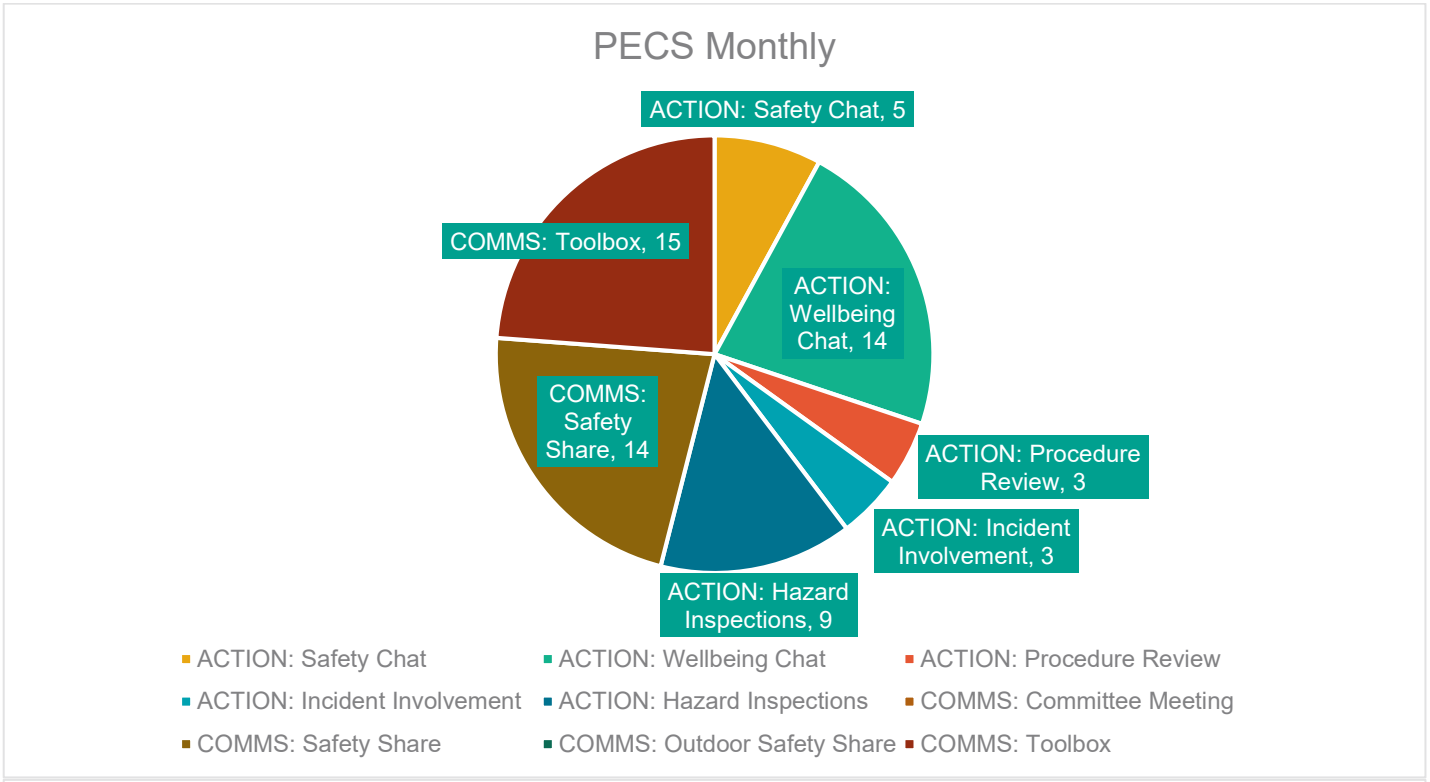
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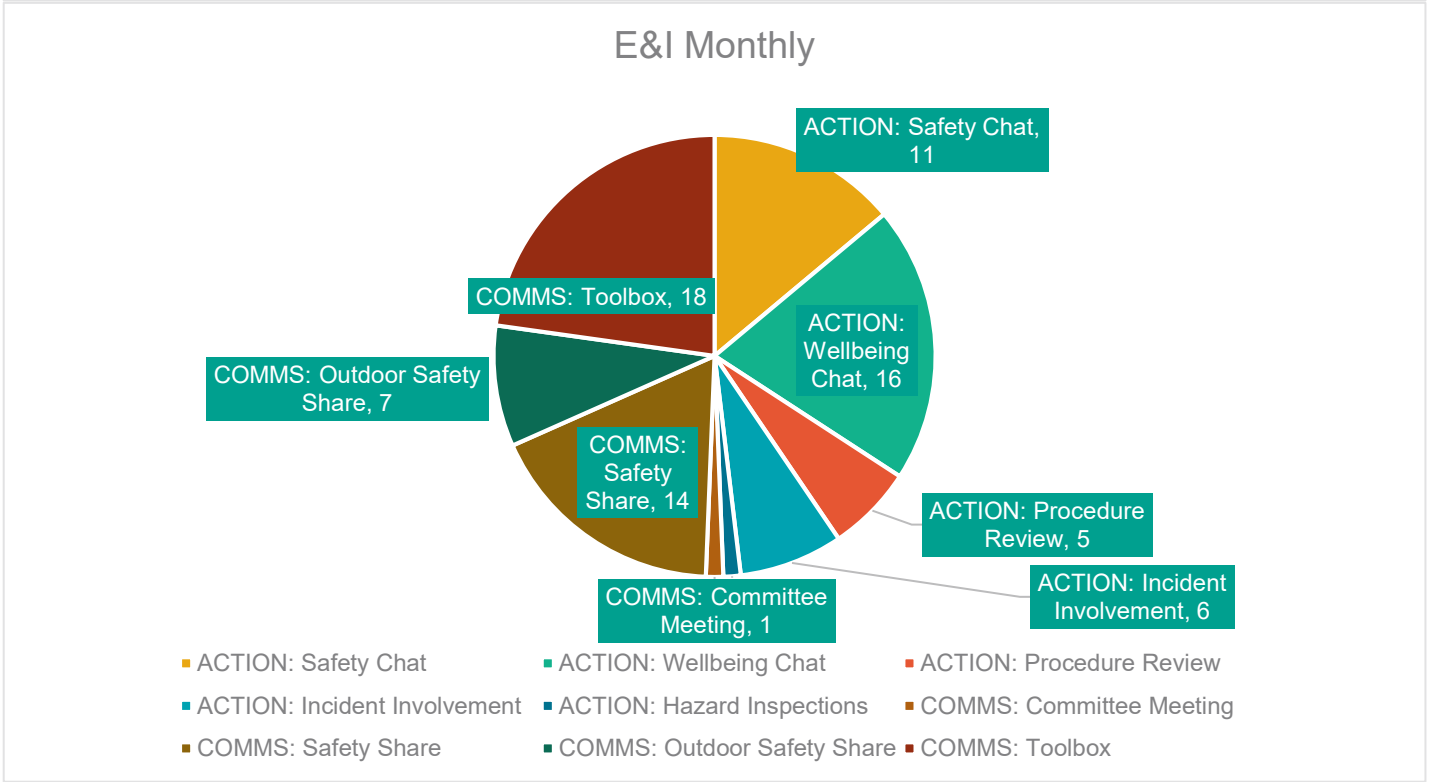
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ACTION: Incident Involvement
ACTION: Hazard Inspections
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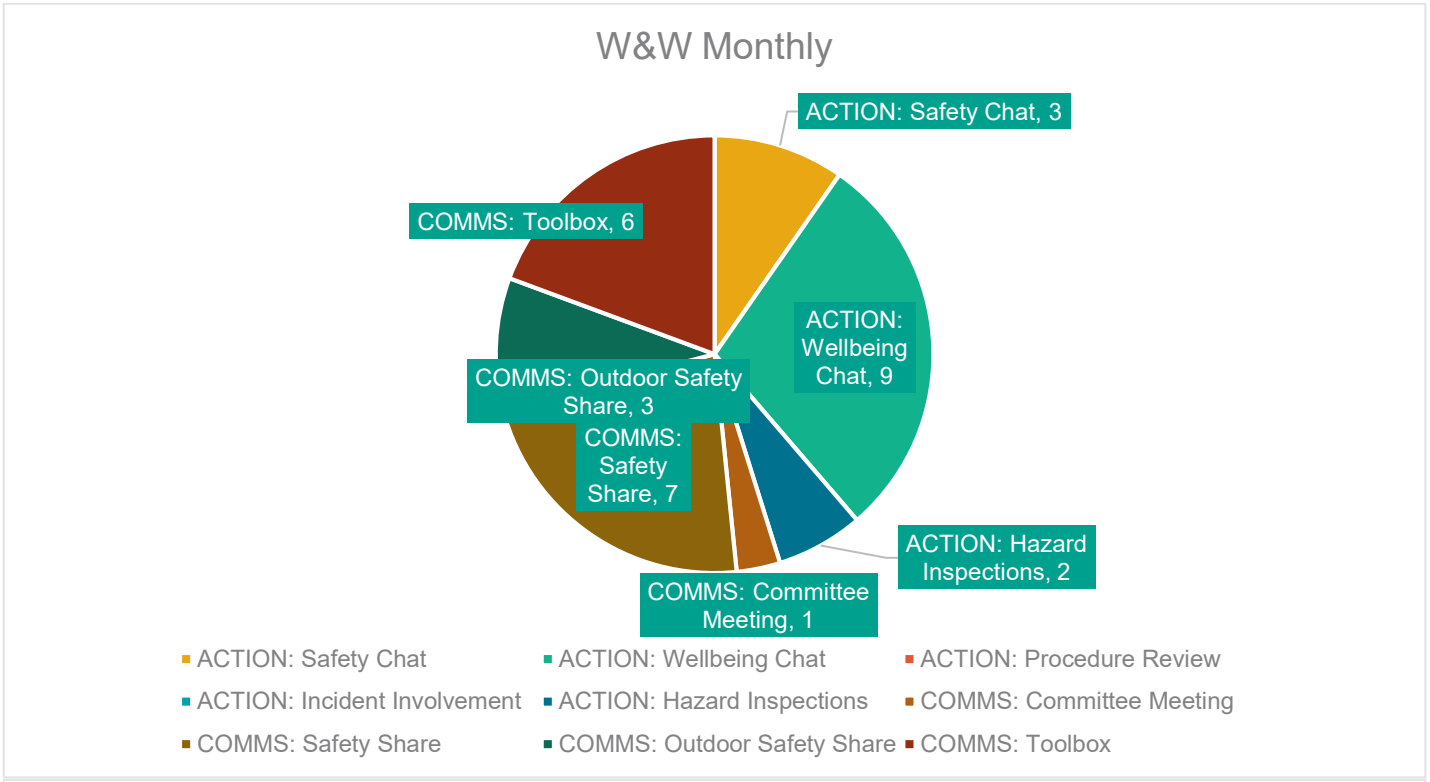
COMMS: Safety Share
COMMS: Outdoor Safety Share
COMMS: Toolbox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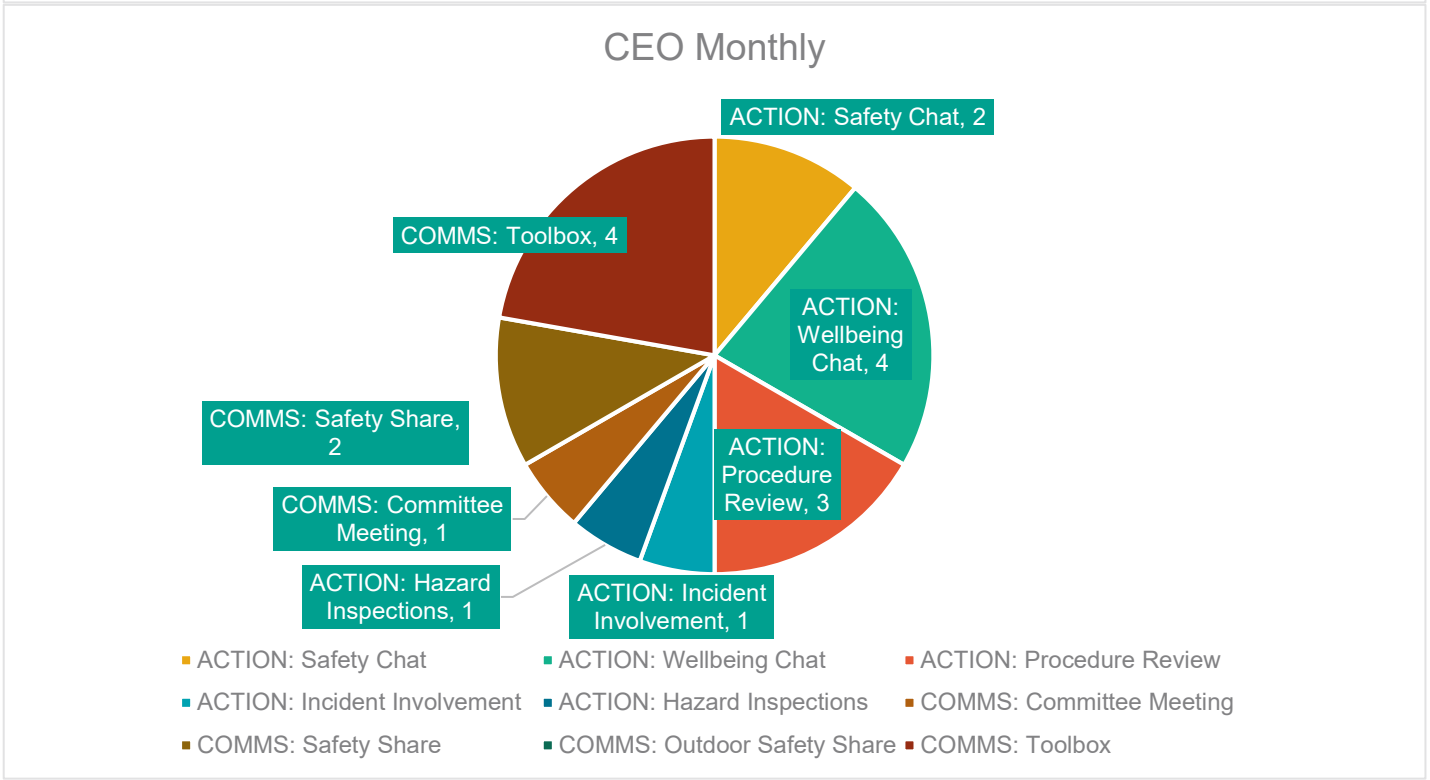
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ACTION: Wellbeing Chat
ACTION: Procedure Review
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COMMS: Safety Share
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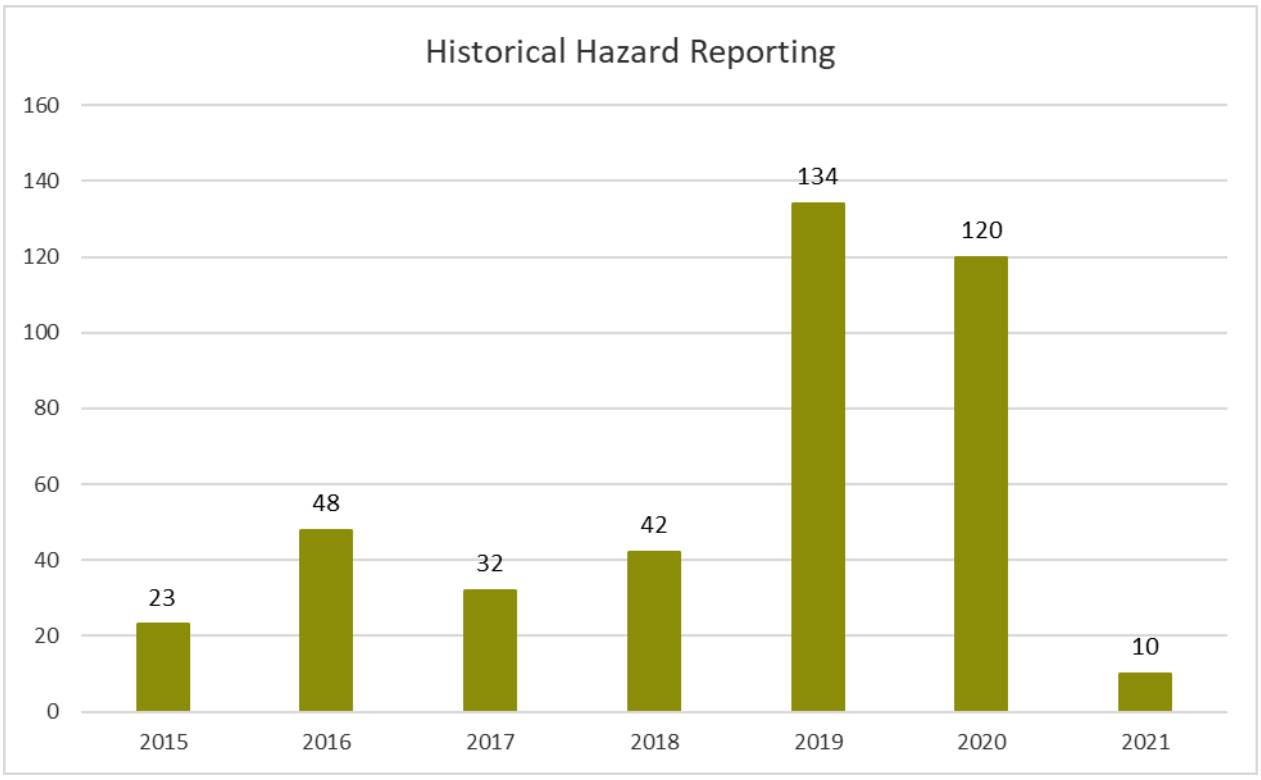
COMMS: Toolbox

12. HAZARD REPORTS YEARLY COMPARISIONS



MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

9.10 NOT-FOR-PROFIT – RATES CONCESSION - REGISTER

EXECUTIVE SUMMARY

As per Resolution No. 5444, Council adopted a 'Rates Concession – Not for Profit' Policy that came into effect on the 1st of July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation as at 30 December 2020 and outlines the concession entitlements as per the adopted Policy, along with the updated register.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Adopt the Updated Rates Concession Register for Not-For-Profit organisations as per the 'Rates Concession – Not-for-Profit' Policy (CORP-POL-025).***

Resolution No.: **CGFS0592**

Moved: **Cr Lyn Jones** **Seconded:** **Cr Sandy Moffat**

That the Committee recommends that Council:

1. Adopt the Updated Rates Concession Register for Not-For-Profit organisations as per the 'Rates Concession – Not-for-Profit' Policy (CORP-POL-025).

Carried

BACKGROUND

The purpose of the report is to advise Council of subsequent organisations who have submitted appropriate documentation in line with the 'Rates Concession – Not-for-Profit' Policy. Council has received a further 5 completed applications that meet the necessary criteria from relevant organisations within the community since its last report to Council on the 26th of August 2020.

the 5 new organisations have been highlighted in the attached updated Rates Concession Register which also identifies the proposed concession to be granted in line with the 'Rates Concession – Not-for-Profit' Policy and section 122 of the *Local Government Regulation* 2012 whereby a Local Government may grant the concession only by a resolution to a stated ratepayer.

The updated Rates Concession Register is presented for Councils consideration in granting concessions to these not for profit community organisations.

IMPLICATIONS

Community Groups

In line with the adopted 'Rates Concession- Not For -Profit Policy', Attachment 1 details the organisations where Council has received appropriate correspondence and the concession applications to be granted in line with the 'Rates Concession – Not for Profit' Policy.

Budget / Financial

Council grants considerable relief to organisations that provide useful social and economic benefits to our community. Thus far for the 2020/2021 Financial Year, approximately 90 Not-For-Profit organisations received concessions, totalling more than $150,000 in rates relief.

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

CONSULTATION

- Finance Officer Revenue and Rating

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

KEY MESSAGES

Adopt this report in order to grant concessions as per Section 122 of the *Local Government Regulation* 2012. Ensure transparent decision making.

Report Prepared By:	**Report Authorised By:**
MICHAEL KRULIC **Manager Financial Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 28 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 - Rates Concession Register – updated – January 2021

REFERENCE DOCUMENT

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

RATES CONCESSION REGISTER – as at 30 December 2020

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
202992	Australian Christian Churches Queensland Ltd	Yes	A	N/A	100%	100%
201685	Broadsound Coastal Community Development Association	Yes	A1	100%	100%	N/A
206692	Central Queensland Rural Division of General Practice Inc	Yes	A	N/A	100%	100%
203738	Clarke Creek Campdraft Association Inc	Yes	A	100%	N/A	N/A
103838	Clermont Bowls Club Incorporated	Yes	A	100%	100%	100%
103211	Clermont Clay Target Club Inc	Yes	A	100%	100%	N/A
104829	Clermont Community Housing and Other Services	Yes	A	100%	100%	100%
104576	Clermont Junior Motorcycle Club Inc	Yes	A	100%	100%	N/A
208329	Clermont Men's Shed Inc	Yes	A	100%	100%	100%
100991	Clermont Pony Club Inc	Yes	A	100%	100%	N/A
103745	Clermont Rifle Association Inc.	Yes	A	100%	N/A	N/A
103153	Clermont Rodeo & Show Society Inc	Yes	A	100%	100%	N/A
201947	Dysart Amateur Boxing Club Inc	Yes	A	100%	N/A	N/A
204552	Dysart Bowls Club Inc	Yes	C	50%	N/A	N/A
206691	Dysart BMX Club Inc	Yes	A	100%	N/A	N/A
206530	Dysart Gun Club Inc	Yes	A	100%	N/A	N/A
203845	Dysart Horse Performance Association Inc	Yes	A	100%	100%	N/A
204152	Dysart Junior Motocross Club Inc	Yes	A	100%	N/A	N/A

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
201943	Dysart Junior Rugby League Club	Yes	A1	N/A	100%	100%
201942	Dysart Junior Soccer Club	No		N/A	100%	100%
204558	Dysart Kindergarten Inc.	Yes	A1	100%	100%	100%
201624	Dysart Owners & Trainers Association Inc & Dysart Rodeo Club Inc	Yes	A1	100%	100%	N/A
203967	Dysart Pony Club Incorporated	Yes	A1	100%	100%	N/A
202231	Dysart Pottery Club Inc	Yes	A	100%	100%	100%
201948	Dysart Rugby League Football Club Inc	Yes	A1	100%	100%	100%
102971	Emergency & Long Term Accommodation In Moranbah	Yes	A	100%	100%	100%
102193	Emergency & Long Term Accommodation in Moranbah Inc	Yes	A	100%	100%	100%
200260	Glenden Junior Motocross Inc.	Yes	A	100%	100%	100%
200268	Glenden Pony Club Inc	Yes	A1	100%	100%	N/A
200270	Glenden Rodeo Association Inc	Yes	A1	100%	100%	N/A
210402	Glenden Rural Interest Inc	Yes	A	100%	N/A	N/A
202232	Guides Queensland – Dysart Branch	Yes	A	100%	100%	100%
101658	Guides Queensland – Moranbah	Yes	A	N/A	100%	100%
206253	Gymnastics Moranbah Inc	Yes	A	100%	100%	100%
206708	Haulin' RCCC Inc	Yes	A	100%	N/A	N/A
202294	Hinterland Community Care Inc	Yes	A	100%	100%	100%
102975	Hinterland Community Care Inc	Yes	A	100%	100%	100%
103776	Kilcummin Group Selector's Assoc Inc	Yes	A	100%	N/A	N/A

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
202374	Middlemount Bowls Club Inc	No		100%	100%	100%
202418	Middlemount Community Sports Association Inc	Yes	A	100%	100%	100%
210219	Middlemount Fellowship A O G	Yes	A	N/A	100%	100%
202452	Middlemount Golf Club Inc	Yes	C	50%	N/A	N/A
203880	Middlemount Horse & Pony Club Inc	Yes	A	100%	100%	N/A
203881	Middlemount Race Club Inc	Yes	A	100%	100%	N/A
203876	Middlemount Rodeo Association Inc	Yes	A	100%	100%	N/A
202417	Middlemount Rugby League Football Club Inc	Yes	A1	100%	100%	100%
202419	Middlemount Touch Football Association Incorporated	Yes	A1	100%	100%	100%
202674	Middlemount Youth Support Incorporated	Yes	A	100%	100%	100%
210255	Moranbah Arts Council Inc	Yes	A	100%	100%	100%
210294	Moranbah Australian Football Association Inc	Yes	A	100%	100%	100%
101125	Moranbah Bowls Club Inc	Yes	B1	50%	50%	50%
104661	Moranbah Boxing & Sporting Association	Yes	A	100%	100%	100%
206689	Moranbah B.M.X Club Incorporated	Yes	A	100%	N/A	N/A
206704	Moranbah Darts Association Inc	Yes	A	100%	100%	100%
210250	Moranbah Hawks Football Federation Incorporated	Yes	A1	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
206252	Moranbah Hockey Association Inc	Yes	A	100%	100%	100%
206711	Moranbah Horse and Pony Club Inc	Yes	A	100%	N/A	N/A
207810	Moranbah Junior Dirt Drag Club Inc	Yes	A1	100%	100%	N/A
206709	Moranbah Kart Racing Association	Yes	A	100%	100%	N/A
206707	Moranbah Motorcycle Riders Club Inc	Yes	A	100%	N/A	N/A
101118	Moranbah Neighbourhood Centre Association Inc	Yes	A	100%	100%	100%
210382	Moranbah Netball Association Inc	Yes	A	100%	100%	100%
206706	Moranbah Pistol Club Inc	Yes	A	100%	N/A	N/A
100686	Moranbah Neighbourhood Centre Association Inc	Yes	A	100%	100%	100%
101100	Moranbah Race Club Incorporated	Yes	A1	100%	100%	N/A
206712	Moranbah Rodeo Association Inc & Moranbah Campdrafting Assoc Inc	Yes	A1	100%	100%	N/A
101350	Moranbah Rugby League Football Club Inc	Yes	C	50%	N/A	N/A
206710	Moranbah Speedway Association Inc	Yes	A	100%	100%	N/A
206759	Moranbah Tennis Association Incorporated	Yes	A	100%	100%	100%
210291	Moranbah Touch Football Association Inc	Yes	A	100%	N/A	N/A
210290	Moranbah X-Fit Inc	Yes	A	100%	N/A	N/A
200515	Nebo Community Sport & Recreation Club Inc.	Yes	A1	100%	100%	100%
100608	Queensland Mines Rescue Service Limited	No		100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
100422	Returned & Service League of Australia (Qld Branch) Clermont	Yes	A	100%	100%	100%
203864	Sporting Shooters Association of Australia (Middlemount Branch) Inc	Yes	A	100%	N/A	N/A
206531	Sporting Shooters Association Australia Dysart Branch Inc	No		100%	N/A	N/A
102673	St Vincent De Paul Society Queensland	Yes	A	N/A	100%	100%
103245	The Clermont Race Club Inc.	Yes	C	50%	N/A	N/A
202229	The Corporation of The Diocesan Synod of Nth Queensland	Yes	A	N/A	100%	N/A
204490	The Corporation of the Synod of the Diocese of Rockhampton	Yes	A	N/A	100%	N/A
202259	The Roman Catholic Trust Corporation For the Diocese of Rockhampton	Yes	A	N/A	100%	N/A
100714	The Corporation of the Trustees of The Grand Lodge of the Royal Antediluvian Order	Yes	A	100%	100%	100%
206082	The Creche and Kindergarten Association Limited	Yes	A	100%	100%	100%
202853	The Creche and Kindergarten Association Limited	Yes	A	100%	100%	100%
200590	The Glenden Town Club Ltd	Yes	A	100%	100%	100%
200011	The Queensland Country Women's Association	Yes	A	N/A	100%	100%
100389	The Scout Association of Australia Queensland Branch Inc.	Yes	A	100%	100%	100%
202233	The Scout Association of Australia Queensland Branch Inc.	Yes	A	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
102012	The Scout Association of Australia Queensland Branch Inc	Yes	A1	100%	100%	100%
100865	The Trustees of the Moranbah Lodge No. 516…	Yes	A	100%	100%	100%
103336	The Trustees of Peak Downs Lodge No. 32 of Antient Free and Accepted Masons of Queensland	Yes	A	100%	100%	100%
203861	The Trustees Of The Middlemount Moto Cross Club	Yes	A	100%	N/A	N/A
206705	Theresa Creek Water Sports Club Inc	Yes	A	100%	N/A	N/A
103677	Twin Hills Campdraft Association In	Yes	A	100%	N/A	N/A

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

9.11 POLICY UPDATE - LOBBYING AND LOBBYIST ACTIVITY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Policy - Lobbying and Lobbyist Activity Policy and new supporting documents.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)

2. Adopt the updated 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)

3. Endorse the 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103)

Resolution No.: CGFS0593

Moved: Cr Viv Coleman **Seconded: Cr Sandy Moffat**

That the Committee recommends that Council:

1. Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)

2. Adopt the updated 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)

3. Endorse the 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103)

Carried

BACKGROUND

Ethical lobbying is a legitimate activity and an important part of the democratic process. Lobbyists can help individuals and organisations communicate their views on matters of public interest to the government and opposition and, in doing so, improve outcomes for the community as a whole.

Generally, lobbying is a very broad term. For the purposes of the *Integrity Act 2009* (Qld), the term 'lobbying' means any attempt to influence the decision-making of a government or opposition representative in the exercise of their official functions on behalf of a third party, for a fee or other reward. Under the *Integrity Act 2009* (Qld) lobbyists who act on behalf of a third-party clients must register with the Integrity Commissioner before they contact a state or local government representative for the purpose of lobbying activities.

A 'lobbyist' is an entity that carries out a lobbying activity for a fee or other reward for a third-party client, or whose employees or contractors carry out a lobbying activity for a third-party client.

Under section 41(2) of the *Integrity Act 2009* (Qld), a 'third party client' is an entity that engages another entity to provide services such as lobbying for a fee or other reward

It is timely to review Council's Lobbying and Lobbyist Activity' Policy and while acknowledging the existing Policy meets the requirements an extensive review has been undertaken to ensure compliance with the legislation, to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

Accordingly, a Procedure has been developed to support the Policy, while streamlining the Policy itself as a position statement.

The update 'Lobbying and Lobbyist Activity' Policy and the accompanying new Contact with Lobbyists Procedure sets out a transparent process for Councillors and Council Employees to deal with lobbyists in a legal, ethical and impartial way in accordance with the local government principles and the requirements of the *Integrity Act 2009*.

Council recognises that ethical lobbying is a legitimate activity and an important part of the democratic process. The Policy and Procedure ensures that Council is complying with its legislative obligations to record all contact with lobbyists, which is provided to the Integrity Commissioner upon request.

Also attached is the updated Lobbyist Contact Form for information.

IMPLICATIONS

Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and aimed to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

CONSULTATION

- Chief Executive Officer
- Director Corporate, Governance and Financial Services
- Executive Leadership Team
- Manager Liveability and Sustainability
- Manager Economy and Prosperity
- Senior Advisor
- Coordinator - Executive Support

BASIS FOR RECOMMENDATION

- Updating the Policy and implementing the Procedure will improve the transparent and accountable way both Councillors and Council staff engage with the community and the organisation. The documents ensure compliance with the legislation, strengthen Councils' governance and integrity frameworks, and improve transparency and accountability.

- Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement.

ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the Corporate Policy Register is updated, including IRIS and the website, and communicated to stakeholders.

KEY MESSAGES

The policy provides a guide to best practice activities in Council operations, in line with legislative requirements.

Demonstrates Council's commitment to continuous improvement, transparency and accountability.

Report Prepared By:	**Report Authorised By:**
LIZA PERRETT **Manager Governance and Corporate Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 19 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 – 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109) – updated
- Attachment 2 – 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103) - new
- Attachment 3 – Lobbyist Contact Form – updated (CPR-FRM-404)

REFERENCE DOCUMENT

- Corporate Policy Framework
- *Integrity Act 2009*

POLICY

LOBBYING AND LOBBYIST ACTIVITY POLICY

APPROVALS

POLICY NUMBER	CORP-POL-109	**DOC.ID**	4656200
CATEGORY	Statutory		
POLICY OWNER	Manager Governance & Corporate Services		
APPROVAL DATE	Insert	**RESOLUTION NUMBER**	Insert

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OBJECTIVE

The purpose of this policy is to assist Councillors and employees in complying with requirements of the *Integrity Act 2009* as it pertains to Lobbyists and Lobbying Activity.

SCOPE

The policy applies to:

- All Councillors and employees of Isaac Regional Council.
- All contractors of the Isaac Regional Council.

DEFINITIONS

Under the *Integrity Act 2009* the following definitions will apply.

TERM / ACRONYM	MEANING
Contact	Includes telephone contact, email contact, written mail contact and face-to-face contact.
Councillor	Is a Councillor of the Local Government, including the Mayor, within the meaning of the *Local Government Act 2009.*
Developer	An applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.
Former Senior Government Representative	a. a Councillor b. a Public Senior Officer
Government Representative	Each of the following people is a government Representative – a. the Premier or another Minister; b. a Parliamentary Secretary; c. a councillor; d. a public sector officer; e. a ministerial staff member; f. a parliamentary secretary staff member.
Incidental Lobbying Activities	An entity carries out incidental lobbying activities if the entity undertakes or carries on a business primarily intended to allow individuals to undertake,

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	a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example: an entity carrying on the business of providing architectural services as, or by using, a practising architect under the *Architects Act 2002*.
Lobbying Activity	Is contact with a government representative in an effort to influence State or local government decision-making, including – a. the making or amendment of legislation; and b. the development or amendment of a government policy or program; and c. the awarding of a government contract or grant; and the allocation of funding; and d. the making of a decision about planning or giving of a development approval under the *Sustainable Planning Act 2009*. However, the following contact is not a lobbying activity – a. contact with a committee of the Legislative Assembly or a local government; b. contact with a member of the Legislative Assembly, or a councillor, in his or her capacity as a local representative on a constituency matter; c. contact in response to a call for submissions; d. petitions or contact of a grassroots campaign nature in an attempt to influence a government policy or decision; e. contact in response to a request for tender; f. statements made in a public forum; g. responses to requests by government representatives for information; h. incidental meetings beyond the control of a government representative; *Example – A Minister speaks at a conference and has an unscheduled*

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	discussion with a lobbyist who is a conference participant. i. contact on non-business issues, for example, issues not relating to a client of the lobbyist or the lobbyists' sector. j. Contact only for the purpose of making a statutory application.
Lobbyist	1. Is an entity that carries out a lobbying activity for a third-party client or whose employees or contractors carry out a lobbying activity for a third party client. To remove any doubt, it is declared that a lobbying activity may be carried out for a third-party client even though no fees are payable for carrying out the lobbying activity. 2. However, none of the following entities is a lobbyist – a. a non-profit entity; b. an entity constituted to represent the interests of its members; *Examples –* • *an employer group* • *a trade union* • *a professional body, for example, the Queensland Law Society* c. members of trade delegations visiting Queensland; d. an entity carrying out incidental lobbying activities; e. an entity carrying out a lobbying activity only for the purpose of representing the entity's own interests. 3. Also – a. an employee or contractor of, or person otherwise engaged by, an entity mentioned in subsection (2) (a) to (d) is not a lobbyist in relation to contact carried out for the entity; and

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	b. an employee of an entity mentioned in subsection (2)(e) is not a lobbyist in relation to contact carried out for the entity.
Lobbyist Code of Conduct	Is the code, approved under section 68 of the Act, of conduct for lobbyist in relation to lobbying activities. The code operates in addition to the act and provides for standards of conduct with which lobbyist must comply.
Lobbyist Register	Is the register under section 49, of lobbyist registered under this Act.
Public Sector Officer	Is the chief executive of, or a person employed by, one of the following entities – a. a department; b. a public service officer; c. a registry or other administrative office of a court or tribunal; d. a local government.
Related Lobbying Activity	For a senior government representative means a lobbying activity relating to the former senior government representative's official dealings as a government representative in the two years before becoming a former senior government representative.
Senior Executive Equivalent	Means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.
Submitter	As defined in the *Planning Act 2016*. Submitter, for a development application or change application, a person who makes a properly made submission about the application.
Third party client	A third party client is an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

POLICY STATEMENT

BACKGROUND AND CONTEXT

Under the *Integrity Act 2009* Council is required to ensure that it does not participate in "lobbying activities" with unregistered lobbyists, and/or participate in "related lobbying activities" with unregistered lobbyists

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and/or, participate in “related lobbying activities” with a former senior government representative” of less than two years post government employment separation.

Under section 71(2) of the *Integrity Act 2009* (the Act) a government representative must not knowingly meet with an entity that is not a registered lobbyist if the entity intends to carry out lobbying activity for a third party.

A Councillor or Council Officer who knowingly and intentionally participates in lobbying activities with a person who is not on the lobbyist register may be deemed to have breached section 71 of the *Integrity Act 2009*.

The overall purpose of the Act is to encourage confidence in public institutions by –

a. helping Ministers, members of the Legislative Assembly, and others to deal appropriately with ethics or integrity issues; and

b. regulating contact between lobbyists and State or local government representatives so that lobbying is conducted in accordance with public expectations of transparency and integrity.

PROCEDURES

Under the Act the following procedures regarding contact and dealing with lobbyists are to apply.

Dealing with Lobbyists

Councillors and employees must ensure that their meetings with lobbyists comply with the requirements of the Act. However, it may not always be evident whether employees of lobbyists or consultants come within the Act’s scope. Therefore, all staff should follow the protocol set out below when any representative seeks to meet them.

- Inform them that council is bound by the Integrity Act.
- Ask them if they or others attending the meeting are the lobbyist and if so, are they registered on the lobbyist register?
- Ask if any other representative attending were senior government representatives within the past two years and if yes, ask if they are on the lobbyist register?
- Check and ensure they are on the lobbyist register.

If the person seeking to carry out lobbying activities is not a registered lobbyist, and the officer has reasonable suspicion that the entity is carrying out a lobbying activity , Councillors and Council officers must decline to have further contact with them until they are included on the lobbyist register.

Where to check the register

Councillors and Council officers are encouraged to check that the details provided by the lobbyist are correct by checking the lobbyist register http://www.integrity.qld.gov.au to confirm that the person and client in question are registered.

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Recording contact with a lobbyist

Council is required under the *Integrity Act 2009* to maintain a record of all contact with both registered and unregistered lobbyists.

All staff and Councillors are to take responsibility for monitoring their contact with registered and unregistered lobbyists:

1. **Staff members working in the Planning and Development Division -** are to report the contact to the Manager of ~~Development and Compliance~~Liveability and Sustainability for recording in Council's lobbyist contact register.
2. **All other staff and Councillors -** are to report the contact with lobbyists to the ~~Assistant~~Coordinator – Executive Support for recording in Council's the lobbyist contact register.
3. **Information to be recorded includes:**
   - Date/time of Contact.
   - Name and Title of Department Officer.
   - Method of contact - (for example, face to face meeting, telephone call, exchange of emails or exchange of correspondence).~~.~~
   - Purpose of contact.
   - List of all other Public Officials present.
   - Name of Registered Lobbyist (including all lobbyists present).
   - Client of lobbyist (including the name of all present).
   - Brief description of the issue/summary of the matters raised.~~.~~
   - Outcome of contact/summary of the response.~~.~~

~~**REFER BELOW TO THE "REGISTER FORM" TO RECORD CONTACT DETAILS**~~

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LEGISLATIONS AND RELATED GUIDELINES

- Queensland Contact with Lobbyists Code of Conduct
- Councillors Code of Conduct
- *Integrity Act 2009*
- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*
- *Public Service Act 2008*

REFERENCES

ID	NAME
CORP-POL-079	Code of Conduct
CORP-PRO-103	Contact with Lobbyist Procedure
CORP-FRM-404	Lobbyist Contact Form

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PROCEDURE

LOBBYING AND LOBBYIST ACTIVITY

APPROVALS

PROCEDURE NUMBER	CORP-PRO-103	**DOC. ID**	4709119
DATE EFFECTIVE	Insert		
PROCEDURE OWNER:	Manager Governance & Corporate Services Manager		
APPROVED BY THE DIRECTOR	ELT		
ENDORSED BY	ELT		
POLICY REFERENCE NUMBER	CORP-POL-109		

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DOCUMENT ID/NAME	**11**

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AIM

This Procedure provides ethical guidance to Councillors and Council employees when dealing with lobbyists and lobbying activity to ensure that all contact is properly recorded and occurs in accordance with the requirements of the *Integrity Act 2009*.

It the aim of Council to ensure that all decisions are legal, ethical and impartial in line with the local government principles in section 4 the *Local Government Act 2009* and the responsibilities of Councillors in section 12 of that Act. Providing a policy and procedure as to how Councillors and Council employees should identify and deal with lobbyists and lobbying activity will assist in better decision-making where lobbyists have contacted Council.

ROLES & RESPONSIBILITIES

The Chief Executive Officer has designated the following roles and responsibilities for managing contact with lobbyists:

Councillors

- Ensure you are complying with the *Integrity Act 2009* at all times when dealing with lobbyists.
- Ensure all contact with lobbyists – whether registered or unregistered – is appropriately documented in accordance with this Procedure.
- Report all contact with lobbyists to the Office of the CEO within 48 hours of the contact.

Council employees

- Ensure you are complying with the *Integrity Act 2009* at all times when dealing with lobbyists.
- Ensure all contact with lobbyists – whether registered or unregistered – is appropriately documented in accordance with this Procedure.
- Report all contact with lobbyists to the Office of the CEO within 48 hours of the contact.

Office of the CEO

- Keep Council's Register of Contact with Lobbyists.
- Report all contact with unregistered lobbyists to the Integrity Commissioner.

DEFINITIONS

TERM	MEANING
Contact	Includes telephone contact, email contact, written mail contact and face-to-face contact.
Councillor	Is a Councillor of the Local Government, including the Mayor, within the meaning of the *Local Government Act 2009.*

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Developer	An applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.
Former Senior Government Representative	a. a Councillor b. a Public Senior Officer
Government Representative	Each of the following people is a government Representative – a. the Premier or another Minister; b. a Parliamentary Secretary; c. a councillor; d. a public sector officer; e. a ministerial staff member; f. a parliamentary secretary staff member.
Incidental Lobbying Activities	An entity carries out incidental lobbying activities if the entity undertakes or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example: an entity carrying on the business of providing architectural services as, or by using, a practising architect under the *Architects Act 2002*.
Lobbying Activity	Is contact with a government representative in an effort to influence State or local government decision-making, including – a. the making or amendment of legislation; and b. the development or amendment of a government policy or program; and c. the awarding of a government contract or grant; and the allocation of funding; and d. the making of a decision about planning or giving of a development approval under the *relevant State planning legislation*. However, the following contact is not a lobbying activity – a. contact with a committee of the Legislative Assembly or a local government;

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b. contact with a member of the Legislative Assembly, or a councillor, in his or her capacity as a local representative on a constituency matter;

c. contact in response to a call for submissions;

d. petitions or contact of a grassroots campaign nature in an attempt to influence a government policy or decision;

e. contact in response to a request for tender;

f. statements made in a public forum;

g. responses to requests by government representatives for information;

h. incidental meetings beyond the control of a government representative;

Example – A Minister speaks at a conference and has an unscheduled discussion with a lobbyist who is a conference participant.

i. contact on non-business issues, for example, issues not relating to a client of the lobbyist or the lobbyists' sector.

j. Contact only for the purpose of making a statutory application

Lobbyist

1. Is an entity that carries out a lobbying activity for a third-party client or whose employees or contractors carry out a lobbying activity for a third party client. To remove any doubt, it is declared that a lobbying activity may be carried out for a third-party client even though no fees are payable for carrying out the lobbying activity.
2. However, none of the following entities is a lobbyist –

a. a non-profit entity;

b. an entity constituted to represent the interests of its members;

Examples –

- *an employer group*
- *a trade union*
- *a professional body, for example, the Queensland Law Society*

c. members of trade delegations visiting Queensland;

d. an entity carrying out incidental lobbying activities;

e. an entity carrying out a lobbying activity only for the purpose of representing the entity's own interests.

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	3. Also – a. an employee or contractor of, or person otherwise engaged by, an entity mentioned in subsection (2) (a) to (d) is not a lobbyist in relation to contact carried out for the entity; and b. an employee of an entity mentioned in subsection (2)(e) is not a lobbyist in relation to contact carried out for the entity.
Lobbyist Code of Conduct	Is the code, approved under section 68 of the Act, of conduct for lobbyist in relation to lobbying activities. The code operates in addition to the act and provides for standards of conduct with which lobbyist must comply.
Lobbyist Register	Is the register under section 49, of lobbyist registered under this Act.
Public Sector Officer	Is the chief executive of, or a person employed by, one of the following entities – a. a department; b. a public service officer; c. a registry or other administrative office of a court or tribunal; d. a local government.
Related Lobbying Activity	For a senior government representative means a lobbying activity relating to the former senior government representative's official dealings as a government representative in the two years before becoming a former senior government representative.
Senior Executive Equivalent	Means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.
Submitter	As defined in the *Planning Act 2016*. Submitter, for a development application or change application, a person who makes a properly made submission about the application.
Third party client	A third party client is an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

PROCEDURE

WHAT IS LOBBYING?

Free and open access to Councillors, and Council itself, is vital to efficient and effective local government. It is accepted that Councillors and Council Officers may be approached or lobbied by members of the community on a broad range of issues. However, there is a difference between the type of lobbying carried out by members of the community representing their own interests and professional lobbyists engaged by a third-party client for a fee or reward to influence local government decision-making.

The activities of professional lobbyists is regulated by the *Integrity Act 2009* which defines lobbying and related concepts, places limitations on lobbying activities and also requires the registration of professional lobbyists with the Integrity Commissioner.

A clear definition of who is a lobbyist and what constitutes lobbying activity is provided in the *Integrity Act 2009* and is reproduced in Council's Contact with Lobbyists Policy.

LOBBYIST'S OBLIGATIONS

It is the responsibility of lobbyists to register on the Lobbyists' Register held by the Integrity Commissioner and to ensure that all lobbying is conducted in accordance with the Lobbyists Code of Conduct, as approved by the Integrity Commissioner.

When a lobbyist makes initial contact with a Councillor or Council employee in order to carry out a lobbying activity, that lobbyist must inform the Councillor or Council employee that they are:

- A lobbyist currently listed on the register of registered lobbyists held by the Integrity Commissioner; or
- A listed person for a lobbyist who is currently on the register of registered lobbyists; and
- Making contact on behalf of a third party; and
- The name of the third party; and
- The nature of that third party's issues; and
- The reasons for the approach.

When a lobbyist who was a former senior government representative (including a former Councillor) less than two years earlier makes contact with a Councillor or Council Officer, they must indicate all of the following:

- That they are a former senior government representative;
- When they became a former senior government representative; and
- That the matter is not a 'related lobbying activity' - an activity prohibited under the *Integrity Act 2009*.

In addition to the above, the Integrity Commissioner requires a lobbyist to record details of any lobbying contact made with a Councillor or Council Officer. The *Integrity Act 2009* contains all of the requirements and processes imposed upon lobbyists and it is the responsibility of the lobbyist to ensure they comply with the legislation.

COUNCILLOR AND COUNCIL EMPLOYEE OBLIGATIONS

Both Councillors and Council employees have obligations under the legislation. In accordance with the requirements of the *Integrity Act 2009*:

- A Councillor or Council employee must not knowingly permit an entity that is not a registered lobbyist to carry out a lobbying activity for a third-party client.

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- If a Councillor or Council employee becomes aware that an entity seeking to carry out a lobbying activity for a third-party client is not a registered lobbyist, Council is required to advise the Integrity Commissioner as soon as practicable.
- For 2 years after a person becomes a former senior government representative the person must not carry out a related lobbying activity for a third-party client and a Councillor or Council employee must not knowingly permit a related lobbying activity. If a Councillor or Council Officer is aware that an entity seeking to carry out a lobbying activity for a third-party client is not a registered lobbyist, the details must be provided to the CEO and the Integrity Commissioner is to be advised as soon as practicable.

WHAT TO DO IF APPROACHED BY A LOBBYIST

Lobbyists need to be registered before they contact a Councillor or Council employee for the purposes of lobbying activities.

Under section 71(2) of the *Integrity Act 2009*, a Councillor or Council employee must not knowingly meet with an entity that is not a registered lobbyist if the entity intends to carry out a lobbying activity for a third party client.

Lobbyists are required to inform the person they are contacting of their lobbyist status when initially seeking to meet with them.

While the onus is on the lobbyist to supply the required information, you should also check that the details provided are correct by checking the Register of Lobbyists on the Integrity Commissioner's website at www.integrity.qld.gov.au to confirm the person and their third-party client in question are listed.

Councillor and Council employees' obligations if contacted by a lobbyist

If a Councillor or Council employee is contacted by someone who appears to wish to engage in lobbying activity they must:

- Advise the person that:
  - this contact maybe a "lobbying activity" under the *Integrity Act 2009*;
  - you are required under this Act to seek some clarification as to the person's standing as an unregistered lobbyist under the Act; and
  - you can no longer discuss with this person any lobbying activity matters until you have confirmed whether they are a registered lobbyist under the Act.
- Make a note of the person's details and circumstances of the lobbying activity (time, date and place of contact, the name of the person who made contact and how you believe this was a lobbying activity)
- Check the Register of Lobbyists on the Integrity Commissioner's website at www.integrity.qld.gov.au to confirm the person and their third-party client in question are registered lobbyists.
- Completed a Lobbyist Contact Form and submit to the Office of the CEO within 48 hours.

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Where the person is a registered lobbyist

If the Councillor or Council employee has followed the steps above and has confirmed that the person who has contacted you is a registered lobbyist, when speaking or meeting with the lobbyist the Councillor or Council employee must:

- Advise the person that Council is bound by the *Integrity Act 2009*;
- Ensure you record the following information:
  - Date of contact;
  - Name and title of key people involved in the contact;
  - List of other people involved in the contact;
  - Name and contact details of the lobbyist;
  - Method of contact (ie telephone, email, letter, meeting);
  - Purpose of the contact (ie introduction, awarding a contract, allocation of funding, development decision);
  - Issues discussed; and
  - Outcome from the contact (i.e. no action required, provided follow-up contact information, provided advice on a Council policy or decision, referred to the appropriate department, not a Council matter).
- Report the contact (including a copy of your notes of the contact) to the Office of the CEO within 48 hours for inclusion in Council's Register of Contact with Lobbyists.

Other helpful information when meeting with Lobbyists

Meeting or Exchanging other Communication with Potential Developers and Lobbyists (where no proposal presently before Council)

Councillors or employees may encourage responsible and appropriate development in Council's area. Councillors or employees should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, in dealings with potential developers and lobbyists (for a potential development), Councillors and employees:

a. Can provide general information on the application process but cannot give definitive advice about the chances of success;

b. Should suggest that the developer or lobbyist seeks independent professional advice;

c. If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council employees; and

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d. Must state that any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the potential application.

Similarly, in relation to potential submitters to a development application, Councillors and employees should not feel inhibited about discussing what is publicly known about a potential development application. Councillors and employees:

a. Can provide general information on the application process but cannot give definitive advice about the chances of success;

b. Should suggest that the submitter seeks independent professional advice; and

c. Must state that any opinions expressed by the Councillor or relevant employee are personal and do not in any way represent the Council's possible attitude to the potential application.

Meetings (after a development application has been lodged)

If a Councillor or employee engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist or submitter (where they are seeking the Councillor's or employee's support or opposition, as the case may be, to a development application), any such response from the Councillor or employee shall include the following statements:

a. That any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the development application;

b. In relation to Council's possible decision on the application, that the Councillor's or employee's principal obligation is to serve the public interest by ensuring that his/her decision is:

   i. Consistent with planning legislation, Council's planning scheme and policies;

   ii. Made after having appropriate regard to any Council employee's (or Council appointed consultant's) advice; and

   iii. Not influenced by any other irrelevant or inappropriate consideration; and

c. Councillors and employees shall keep a written record of any such communications.

Where the person is a not a registered lobbyist

If the Councillor or Council employee has followed the steps above and has confirmed that the person who has contacted you is not a registered lobbyist, the Councillor or Council employee must:

- Advise the person that Council is bound by the *Integrity Act 2009*;
- Advise the person that you cannot discuss any lobbying matters with the person as they are not a registered lobbyist;
- Ensure you record the following information:
  - Date of contact;

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- Name and contact details of the lobbyist;
- Method of contact (i.e. telephone, email, letter, meeting);
- Purpose of the contact (i.e. introduction, awarding a contract, allocation of funding, development decision);
- Outcome from the contact (i.e. you provided advice that you cannot discuss lobbying matters).

- Discontinue contact with the person on any activity related to lobbying. This does not mean you cannot assist the person with other matters that would not be classed as lobbyist activity;
- Report the contact (including a copy of your notes of the contact) to the Office of the CEO within 48 hours for inclusion in Council's Register of Contact with Lobbyists.

The Office of the CEO will provide the lobbyist's details and details of the contact to the Integrity Commissioner.

REFERENCES AND RELATED DOCUMENTS

- Queensland Contact with Lobbyists Code of Conduct
- Councillors Code of Conduct
- *Integrity Act 2009*
- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*
- *Public Service Act 2008*

DOCUMENT ID/NAME

ID	NAME
CORP-POL-109	Lobbying and Lobbyist Activity Policy
CORP-POL-079	Code of Conduct
CORP-FRM-404	Lobbyist Contact Form

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LOBBYIST CONTACT FORM

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

DATE/TIME OF CONTACT	
NAME & TITLE OF DEPARTMENTAL OFFICER	
METHOD OF CONTACT	☐ Email (exchange) ☐ Letter ☐ Telephone/Video Conference ☐ Meeting/Face to Face
REASON FOR CONTACT	☐ Introduction ☐ Making or amendment of legislation ☐ Development or amendment of a government policy or program ☐ Awarding of a government contract or grant ☐ Allocation of funding ☐ Making a decision about planning or giving of a development approval under the *Sustainable Planning Act 2009* ☐ Relationship management ☐ Other

PROVIDE A BRIEF DESCRIPTION OF THE ISSUE

LIST ALL OF THE OTHER PUBLIC OFFICIALS PRESENT

NAME OF THE REGISTERED LOBBYIST (INCLUDE THE NAMES OF ALL LOBBYISTS PRESENT)

CLIENT OF LOBBYIST (INCLUDE THE NAMES OF ALL PRESENT

OUTCOME OF CONTACT	☐ No action taken ☐ Provided contact information ☐ Issue noted ☐ Provided advice on Government policy	☐ Referred to formal processes ☐ Referred to a relevant department ☐ Not a matter for Council ☐ Other _____

If you require more room to complete this form, please attach additional sheets and tick this box ☐

Forward this completed form to the Coordinator – Executive Support in the Office of the CEO

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Robert Kane
AUTHOR POSITION	Chief Information Officer

9.12 POLICY UPDATE – RECORD KEEPING POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Record Keeping Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. Repeal the 'Record Keeping' Policy (CGFS-095)

2. Adopt the updated 'Record Keeping' Policy (CORP-POL-026)

Resolution No.: CGFS0594

Moved: Cr Lyn Jones **Seconded: Cr Viv Coleman**

That the Committee recommends that Council:

1. Repeal the 'Record Keeping' Policy (CGFS-095)

2. Adopt the updated 'Record Keeping' Policy (CORP-POL-026)

Carried

BACKGROUND

As part of the Corporate Policy review, the Record Keeping policy has undergone an extensive review and it has been updated to align with best practice. In addition, all procedural content has been removed and a specific procedure developed alongside another supporting document being the Recordkeeping Business Rules.

The aim of this Policy is to ensure that full and accurate records which document the activities and decisions of Council are created, managed and disposed of appropriately; ensuring Council's organisational need and accountability requirements are met.

The Policy aims to meet minimum recordkeeping requirements as set out by the foundation principles listed in the Queensland Government Chief Information Office's Records Governance Policy April 2019.

The purpose of the Policy and supporting documents also aim to ensure that all recordkeeping practices take into consideration the Guideline on Creating and Keeping Records for the Proactive Protection of Vulnerable Persons, in addition to all other recordkeeping responsibilities required under the *Public Records Act 2002*.

The procedure has been developed to assist all Council staff, Councillors, contractors and volunteers to meet their recordkeeping responsibilities. The procedure should be read in conjunction with the IRC Recordkeeping Business Rules.

The updated Policy and supporting documents have been reviewed and endorsed by the Executive Leadership Team at its meeting on 21 December 2020.

To ensure that all staff and are aware of the updated documents and of their responsibilities on record management, a communication plan and awareness/training program will be established and rolled out.

IMPLICATIONS

Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and aimed to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

CONSULTATION

- Director Corporate, Governance and Financial Services
- Executive Leadership Team
- Manager Governance and Corporate Services

BASIS FOR RECOMMENDATION

- Updating the Policy and implementing the supporting documentation will improve awareness of the responsibilities and requirements for good record keeping by all staff. The documents ensure compliance with the legislation and strengthen Councils' governance frameworks.
- Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement.

ACTION ACCOUNTABILITY

Chief Information Officer will ensure that the updated Policy and supporting procedure and business rules are communicated to all staff and ensure compliance.

The Manager Governance and Corporate Services will ensure the Corporate Policy Register is updated, including IRIS and the website.

KEY MESSAGES

The policy provides a guide to best practice activities in Council operations, in line with legislative requirements.

Demonstrates Council's commitment to continuous improvement, transparency and accountability.

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Report Prepared By:	Report Authorised By:
ROBERT KANE **Chief Information Officer**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 25 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 – 'Record Keeping Policy (CGFS-095)
- Attachment 2 – 'Record Keeping' Policy (CORP-POL-026) – updated

REFERENCE DOCUMENT

- Corporate Policy Framework
- *Public Records Act 2002*
- IRC Record Keeping Procedure
- IRC Recordkeeping Business Rules
- IRC Naming Convention Register

POLICY TITLE: **RECORD KEEPING**

POLICY NUMBER: **CGFS-095**

CATEGORY: **IRC Policy**

CLASSIFICATION: **Statutory**

Approved by IRC	Meeting number and date	
22 July 2014	22 July 2014	
	Resolution number	
	3713	
Approved by CEO	22 July 2014	
Effective date	Review date	
30 May 2014	30 May 2016	
Policy Author		
Information Services		
Endorsed by		
Director Corporate Governance and Financial Service		
Responsible Position		
Manager Business Application Solutions		
Current Incumbent	Contact number	Email address
Bill Blair	4846 3103	bill.blair@isaac.qld.gov.au

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1. Purpose

This policy is to establish a framework for the creation and management of records within Isaac Regional Council (IRC).

Records are a corporate asset. They form the corporate memory and support accountability by providing evidence. They assist IRC to make use of organisational knowledge and experience, contribute to informed decision-making and better performance of business activities, improved customer service and program delivery and risk management.

The systematic creation and capture of administrative records is therefore fundamental to the efficient and effective functioning of IRC processes and to protecting its corporate memory. Business activities of IRC will be documented, recorded and managed to protect the integrity, enhance proficiency and preserve the history of IRC.

IRC is bound by existing legislative and policy guidelines which mandate the management of information. The *Local Government Act 2009* requires the collection, use and management of information while also ensuring its confidentiality and safe custody. Under the *Public Records Act 2002* records must be created where there is a need to be accountable for decisions, actions, outcomes or processes. Records should be created and maintained in a manner that ensures they are clearly identifiable, accessible and retrievable in order to be available when required.

The IRC recognises that records are a vital asset to:

- Support its program delivery, management and administration
- Provide evidence of actions and decisions and precedents for future decision making thereby demonstrating best practice in terms of transparency and accountability
- Protect the rights and interests of Government, IRC and the community

2. Scope

This policy applies to all IRC officials and relates to both physical and electronic records, all aspects of organisational business, all records created during business transactions, and all business applications used to create records including email, database applications and websites.

3. Definitions

For the purposes of this policy and any other recordkeeping policy and any documentation of IRC's Records Management Program, the definitions which form Appendix 1 apply.

IRC means Isaac Regional IRC

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4. Policy Provisions

There are seven mandatory principles of Information Standard which are:

Principle 1: Public authority recordkeeping must be compliant and accountable
Principle 2: Recordkeeping must be monitored and audited for compliance
Principle 3: Recordkeeping activity must be assigned and implemented
Principle 4: Recordkeeping must be managed
Principle 5: Recordkeeping systems must be reliable and secure
Principle 6: Recordkeeping must be systematic and comprehensive
Principle 7: Full and accurate records must be made and kept for as long as they are required for business, legislative, accountability and cultural purposes.

4.1 Records Management Program

To comply with the relevant requirements, IRC will establish and maintain a records management program for the organisation. This is an identifiable organisational program directed towards achieving relevant corporate objectives. These objectives are that:

- IRC maintains records to support its ongoing business activity and customer services, meeting accountability requirements and community expectations
- Records are managed as efficiently and effectively as possible
- Records are stored using a method of appraisal and classification and able to be retrieved and used in a way which meets IRC's needs
- IRC complies with all external requirements concerning its records and records management practices including legal obligations pursuant to the Records Act, the Local Government Act and other relevant legislation.

4.2 Creation and Control

- Records must be created in all instances where there is a need for IRC or an individual to be accountable for, and/or provide evidence of, decisions made or actions taken.
- Records should be uniquely identified, classified and registered on the corporate records management system as soon as they are received/created.
- Records security requirements should be maintained in accordance with established procedures.
- The physical movement of records should be documented sufficiently to ensure that physical items can be located as required.
- The records management system should be monitored regularly to ensure that the identification and retrieval of information meets the needs of the organization.
- Mail handling procedures should ensure that mail is dealt with in a timely manner and that the flow of correspondence throughout the organization is as efficient as possible.

4.3 Storage and Retrieval

- Records must be stored in conditions which ensure that they are accessible and retrievable in appropriate timeliness for the length of time they are retained.
- Records which are no longer required for the day-to-day access, which have been identified as having a specified temporary retention period (via the disposal schedule) should be removed from the working office area.
- To ensure their longevity, records which have been identified as having permanent or continuing value should be stored in conditions which satisfy minimum standards for permanent records.
- Records should be stored in conditions which take into account their physical characteristics, sensitivity, retention period and expected access rate.

4.4 Retention and Disposal

- Disposal of IRC records is undertaken in accordance with a valid disposal authority approved by the State Archivist
- IRC records identified as being of enduring value and no longer required for current business purposes will be transferred to Queensland State Archives
- All disposal decisions will be recorded, authorized and monitored
- All disposal actions will take place through an accountable process and be fully documented
- The disposal of electronic records in electronic recordkeeping systems is fully auditable
- IRC records stored or maintained in business and records systems will be protected and managed in accordance with legal, administrative, cultural and business requirements during the maintenance and disposal process of those systems

4.5 Electronic Mail – E-mail Management

- Email messages that provide evidence of IRC's business and activities, documents advice given, decisions or recommendations made, or are needed for use by others must be kept as IRC records
- IRC personnel sending or receiving emails are responsible for deciding if those email messages are records of IRC's business activities and decisions
- IRC personnel are responsible for ensuring email messages and the attachments included in messages(where applicable) are registered and managed as records of IRC
- The retention of email messages is undertaken in accordance with disposal authorities approved by the State Archivist

4.6 Digitisation

- Digitised records will be created in a trustworthy manner. Digital imaging hardware and software will be routinely checked to ensure they accurately and reliably reproduce all original documents
- IRC will ensure the reliability of its document and information management systems to prevent the manipulation of the stored record
- Digitisation processes will be performed in accordance with appropriate standards and adequate quality control procedures
- The digitised images will be managed in electronic document management systems with the required recordkeeping features. The electronic document management systems must prove the inviolability of the record and provide audit logs of access history
- Disposition of digitised records will only be undertaken in accordance with Queensland State Archives policies and guidelines

4.7 Access and Security

- Access to information and records will be managed to ensure that privacy and confidentiality are maintained
- IRC personnel who have access to confidential information will protect it from inappropriate release or disclosure
- Security will reflect the sensitivity and criticality of the information to the operation of IRC
- Records and business systems will be secured against unauthorised access, destruction, misuse or damage to ensure the integrity and accuracy of IRC's information and records
- IRC personnel will be responsible for the security and safe custody of records in their possession to ensure their availability, accessibility and retention for as long as they are required to meet legal, administrative and operational needs

4.8 Disaster Recovery

- All reasonable steps are to be taken to ensure that IRC's records are at minimal risk of damage or loss due to accident or disaster.
- IRC will develop and maintain a disaster recovery plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures.
- In the event of an accident or disaster IRC will take all reasonable steps to ensure records are conserved according to current best practice.

4.9 Ownership

- All Records which are made or received by IRC, or its Officers, during the conduct of IRC's business are corporately owned by IRC and, consequently are subject to the record-keeping practices and procedures of IRC.
- The contractual agreement for any operation or service contracted out by IRC must include a consideration of record-keeping issues.

5. Authorities and Accountabilities

5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the Isaac Regional IRC complies with the Public Records Act 2002 and any regulations with respect to local government recordkeeping requirements.

5.2 Corporate Records Management

Formal responsibility for the records management program has been assigned to the Manager of Business Application Solutions and this person will perform the role of the corporate records manager, which is to:

- Prepare for the approval of the Chief Executive Officer, records management policies for both physical and electronic records for the organisation as a whole
- Prepare for the approval from the Chief Executive Officer, corporate standards for recordkeeping and records management
- Monitor performance of records users within all groups against established standards
- Provide advice on all records management issues to all groups
- Work with other accountability stakeholders, including auditors, FOI officers and executive management, to ensure that recordkeeping systems support organisational and public accountability
- Ensure that those functions which are performed by the records business unit are undertaken efficiently and effectively

5.3 Chief Information Officer

The Chief Information Officer has responsibility for ensuring:

- The integrity of corporate electronic recordkeeping systems and the integrity and authenticity of information contained within them.
- The corporate record keeping policies and practices are integrated with the organisation's broader information technology regime (including business systems and knowledge management).

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5.4 General Obligations for Records Users

IRC officials must follow IRC policy and authorised procedures to:

- Ensure that all appropriate records, including electronic documents and electronic messages, are captured into the recordkeeping systems
- Carry out any other records management functions

IRC must use the corporate recordkeeping system to document all substantive official business, unless using an authorised specific purpose recordkeeping system. Care should be exercised in the titling of records which should be adequate to enable their future retrieval.

IRC must ensure any documents captured in the records keeping system are also captured in physical form and placed on the relevant central file if required.

IRC must not to maintain individual or separate files or recordkeeping systems or unmanaged electronic records for the purpose of capturing, storing or accessing IRC's corporate records. Unmanaged electronic records include the corporate e-mail system, networked shared drives (including 'H' Drive) and PC hard-drives.

All formal documents generated, including outwards correspondence, should bear a file reference number.

The location of every file should be kept accurately and up to date in the EDMS at all times. General staff are responsible for recording location changes by notifying a member of the records business unit.

Files should not leave IRC premises, except where normal administrative practice permits (Building site inspections).

IRC shall not alienate, relinquish control over, or destroy records without authorisation to do so. General Staff (other than Records staff) are not authorised to destroy IRC records, which are defined as 'State Records'. Disposal of ephemeral or facilitative records, some draft documents and some 'working papers' and certain other classes of records is permitted.

IRC must handle physical records with care and respect to avoid loss or damage to the records and prolong their existence.

IRC will refrain from accessing corporate records, whether physical or electronic, except in accordance with the functions of their position or those available to them as to any other member of the public.

5.5 Employee/Employer Obligations

Section 47 Public Records Act 2002 states:-

Public authority to comply with request:

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(1) An officer or employee of a public authority who is responsible for the management of the authority's records must, if asked by an authorised officer:

- Produce the authority's records, or a particular type or sample of records, for the officer's inspection
- Give the officer access to the authority's records, or a particular type or sample of records in the reasonable way requested by the officer
- Allow the officer to examine the authority's systems for making, keeping and preserving records.

Section 42 of the Act:

(1) Appropriately qualified, for a member of the staff of the archives or an officer, employee of a public authority, includes having the qualifications, experience or standing appropriate to exercise the power.

6. Related Documentation

Relevant legislation with which this policy complies includes:

- Public Records Act 2002
- Electronic Transactions (Queensland) Act 2001
- Information Standard 40: Recordkeeping
- Financial Management Standard 1997
- Freedom of Information Act 1992
- Evidence Act 1997
- Queensland State Archives Retention and Disposal Schedule
- Isaac Regional IRC Recordkeeping Program
- Local Government Act 2009

7. Communication Channels

The Record Keeping Policy will be communicated throughout the IRC via:

- An announcement on the IRIS intranet
- Online Policy Library

8. References and Related Documents

- Local Government Act 2009
- Local Government Regulation 2012

9. Appendix

- Definitions

Appendix 1 - Definitions

Accountability
The principle that an individual, organisations and the community are required to be accountable to others, for their actions. Organisations and their employees must be able to account to appropriate regulatory authorities, to shareholders or members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.

Administrative Records
These records include all aspects of IRC's internal administration, including budget and finance matters, general correspondence, staff matters, Ministerial and Parliamentary papers, accommodation and management information systems, and its own agendas, minutes and business papers.

Appraisal
The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

Archive
The whole body of records of continuing value of IRC, sometimes calls 'corporate memory'.

Business Activity
Umbrella term covering all the functions, processes, activities and transactions of IRC and its employees.

Records that document business activity are vital for supporting informed decision making, corporate memory and ensuring accountability.

Email containing evidence of business transactions such as:
- A directive or approval for a particular course of action
- Formal communications between internal officers or external agencies
- Final versions of reports
- Policy documents and statements
- Formal minutes of committee meetings

which are not captured in any other form e.g. hard copy format or faxes should be captured into the records management system

This material is distinct from:
- Information only messages
- Duplicates or working copies
- Private messages or personal comments between officers

which would not provide evidence or be required for accountability purposes.

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Classification
The process of devising and applying schemes based on the business activities which generate records, whereby they are categorised in systematic and consistent ways to facilitate the capture, retrieval, maintenance and disposal.

Classification includes determining document or file naming conventions, user permission and security restrictions on records.

IRC Official
Includes Councillors, members of IRC staff and delegates.

Disposal
A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

Documents
Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.

Electronic Mail – (Email)
Email is a computer-based message sent over a communications network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images, digitised voice and video or computer programs.

Evidence
Information that tends to prove a fact. Not limited to the legal sense of the term.

File
Files are a collection of documents on a specific subject, located within a file cover, which show organisational activities through an identifiable sequence of transactions. Documents are arranged in chronological order; the most recent document is placed on top.

Functional Records
Records relating to the functional activities of IRC.

Inactive Records
Records that are no longer required for use by IRC in the conduct of its activities and functions.

Recordkeeping
Making and maintain complete, accurate and reliable evidence of business transactions in the form or record information.

Recordkeeping Systems
Information systems, which capture, maintain and provide access to records over time.

Record
Means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.

Records
Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Records Disposal Authority
A systematic functional listing of records created by an organisation which plans the life of those records from their creation to their disposal.

Records Management
The discipline and organisational function of managing records to meet operational business needs, accountability requirement and community expectations.

Registration
The act of giving a record a unique identity in a recordkeeping system.

Storage
The function of storing records for future retrieval and use.

Tracking
Capturing and maintaining information about the movement and uses of records.

Transaction
The smallest unit of business activity, uses of records are themselves transactions.

RECORDKEEPING

APPROVALS

POLICY NUMBER	CORP-POL-026	**DOC.ID**	4538772
CATEGORY	Statutory		
POLICY OWNER	Information & Communications Technology		
APPROVAL DATE		**RESOLUTION NUMBER**	

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OBJECTIVE

The purpose of this policy is to:

- Establish a framework for the creation and management of records within Isaac Regional Council (IRC)
- Ensure business activities of IRC are documented, recorded and managed; to protect the integrity, enhance proficiency and preserve the history of IRC.
- Ensure IRC records are collected, used, managed and protected in accordance with legislative and policy guidelines that binds IRC.

This policy should be read in conjunction with the IRC Recordkeeping Guideline, and IRC Recordkeeping Business Rules.

SCOPE

This policy applies to all IRC employees; including contractors, councillors, work experience, trainees, volunteers and any other employee as defined by the *Public Service Act 2008.*

This policy relates to all corporate records, including both physical and electronic; over every aspect of organisational business.

This includes all records created by:

1. Business transactions.
2. Business communications.
3. Software applications including emails, hosted data base applications, cloud-based applications, websites, external hard drives and data storage devices.

This policy covers public records created, commissioned, or received by IRC or entities with which IRC has legislative responsibility.

DEFINITIONS

TERM / ACRONYM	MEANING
Accountability	The responsibility of each individual staff member to justify actions and decisions to appropriate regulatory authorities, shareholders, members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.
Business Activity	Umbrella term covering all the functions, processes, activities and transactions of IRC and its employees.

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Classification	The process of categorising or grouping records by activity; facilitating the capture, retrieval, maintenance and disposal of records. Classification includes determining document or file naming conventions, user permission and security restrictions on records.
Correspondence	Any communication exchanged by two or more parties.
Corporate Memory	The accumulation of information, knowledge and records which are created during an organisation's existence.
Destruction	The process of irreversibly deleting or disposing of records that do not have continuing value.
Disposal	The process of selling, transferring or destroying IRC or public records.
Disposal Authority	A document issued by the State Archivist which lists records created by an organisation, outlines a timeframe for retention and authorises the disposal of records after timeframes are met.
Document	An item in hard copy or electronic format which includes writing, meaningful marks, symbols, figures or any other recorded information.
Employee	Employees, contractors, councillors, work experience, trainees, volunteers or IRC official.
Evidence	Information that tends to prove a fact. Not limited to the legal sense of the term.
File	A collection of documents on a specific subject, located within a file cover, which show organisational activities through an identifiable sequence of transactions. Documents are arranged in chronological order; the most recent document is placed on top.
Information	A collection of data in any format which is maintained and may be transmitted, altered and stored. Records are the subset of information which accounts for the evidence of activities.
IRC	Isaac Regional Council.
Public Record	Any document defined as a public record under Section 6 of the *Public Records Act 2002*. Public records include: • Any record made, received or held by a public authority throughout the course of business or conduct of their affairs. • A ministerial record.

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	• A record of an Assistant Minister. • A duplicate or copy of a public record. • A part, extract or piece of a public record or a copy of a public record.
Record	Any form of recorded information which has been compiled, received or stored during the course of duty; which provides evidence of decisions and actions of Isaac Regional Council. A record covers any format including electronic and hard copy, and includes: • Anything which includes writing (electronic or physical). • Anything which includes symbols, marks, figures etc which has meaning to people, including only people qualified to interpret them. • Anything which includes sounds, images, film or writings. • Any maps, plans, drawings, photographs or technical files.
Recordkeeping	Making and maintaining complete, accurate and reliable evidence of business transactions in the form or record information.
Recordkeeping Systems	Information systems, which capture, maintain and provide access to records over time. Approved recordkeeping systems are listed in the IRC Recordkeeping Business Rules.
Registration	The act of giving a record a unique identifier and meta data within a recordkeeping system.
Sentencing	The process of analysing, classifying and applying the disposal action on records according to the disposal authority.
Tracking	Capturing and maintaining information about the movement and uses of records.
Vulnerable Person/s	A Child or children; or an individual aged 18 years or above who is or may be unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

POLICY STATEMENT

IRC recognises that records are a vital asset which:

- Support its program delivery, management and administration.

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- Provide evidence of actions and decisions and precedents for future decision making thereby demonstrating best practice in terms of transparency and accountability.
- Protect the rights and interests of Government, IRC and the community.

IRC acknowledges records as a corporate asset. The systematic creation and capture of administrative records is therefore fundamental to efficient and effective functioning of IRC processes and to protecting its corporate memory.

IRC is bound by existing legislative and policy guidelines which mandate the management of information. The *Local Government Act 2009* and *Local Government Regulation 2012* requires complete and reliable public records to be made and kept as part of any undertaken business activity, or business decision. All records must be saved into the Council's Corporate Records Management System, approved business system or IRC controlled software application.

All IRC employees, councillors, contractors, or officials must take reasonable steps to ensure all records and information is captured as per the Recordkeeping Procedure and IRC Recordkeeping Business Rules; and that captured records are relevant, accurate, complete and meaningful.

IRC is committed to adhering to the *Queensland Government Chief Information Office Records Governance Policy*. The policy outlines six foundation principles of recordkeeping (Information Standards), which provide the minimum recordkeeping requirements which Queensland local government agencies are obliged to meet.

IRC acknowledges the importance of creating, keeping and maintaining records; and the direct impact it has on the community's strategy for proactive protection of vulnerable people. IRC understands that the creation of complete and reliable records is vital in:

- Identifying the risk of vulnerable people to abuse and the ability to respond appropriately
- Protecting the rights and entitlements of victims and survivors of abuse.

LEGISLATIONS AND RELATED GUIDELINES

- *Public Records Act 2002*
- *Electronic Transactions (Queensland) Act 2001*
- *Financial Management Standard 1997*
- *Evidence Act 1997*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act 2009*
- *Information Privacy Act 2009*
- Queensland State Archives Retention and Disposal Schedule

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- General Retention and Disposal Schedule
- Right to Information and Privacy Guidelines
- Queensland State Archives Guideline on Creating and Keeping Records for the Proactive Protection of Vulnerable Persons 2020
- Queensland Government Chief Information Office Records Governance Policy
- Crime and Corruption Commission Queensland Corruption Prevention Advisory “Management of Public Records – Advice for all Employees of a Public Authority” July 2017

REFERENCES

ID	NAME
CORP-PRO-089	Recordkeeping Procedure
CORP-MISC-087	Recordkeeping Business Rules

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

9.13 2020-2021 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 2020, on the progress towards implementing the 2020-2021 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receive and note the 2nd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 December 2020.

Resolution No.: CGFS0595

Moved: Cr Sandy Moffat **Seconded: Cr Viv Coleman**

That the Committee recommends that Council:

1. Receive and note the 2nd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 December 2020.

Carried

BACKGROUND

Council adopted the 2020-2021 Annual Operational Plan at it is meeting held 29 July 2020 (resolution number 6715).

The Annual Operational Plan outlines programs, activities and targets that Isaac Regional Council will deliver within the 2020-2021 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 2020-2021 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 Report. Attached to this report is the 2nd Quarter Performance Report:

October to December 2020, providing Council with a performance review highlighting the progress in implementing the priorities and projects identified in the 2020-2021 Annual Operational Plan.

Following its adoption, the 2nd Quarter Performance Report: October to December 2020 will be made available on Councils website.

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:	**Report authorised by:**
LIZA PERRETT **Manager Governance and Corporate Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 19 January 2021	Date: 27 January 2021

ATTACHMENTS

- Attachment 1 – 2nd Quarterly Annual Operational Plan Performance Report – as at 31 December 2020

REFERENCE DOCUMENT

- 2020-2021 Annual Operational Plan

2020-2021 | helping to energise the world

Annual Operational Plan Performance Report

Isaac Regional Council

2nd Quarter Performance Report
Period Ending 31 December 2020
Resolution Number XXXX

ISAAC REGION

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ANNUAL OPERATIONAL PLAN PERFORMANCE REPORTING OVERVIEW

Council adopted its 2020-2021 Annual Operational Plan on 29 July 2020 (resolution number 6715). 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 2020-2021 Annual Operational Plan for the period ending 31 December 2020.

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	123
Monitor	22
Below Target	3
Not Proceeding	2
Completed	10
TOTAL	160

HIGHLIGHTS OF THE 2ND QUARTER PERFORMANCE – OCTOBER TO DECEMBER 2020

Continued development of an Animal Management Education Plan.

Unmet Youth Needs Study commenced. Face-to-face and online engagement undertaken in November and December and will continuing into the 3rd quarter.

Library Wall Artwork with Barada Barna Corporation officially unveiled at the NAIDOC event in Town Square on 25 October 2020

Revitalisation of the Clermont Saleyards & Showgrounds Stage 1 projects complete, Clermont Saleyards & showground shelter projects progressing.

Small Business month activities were undertaken in October (having been postponed from May 2020 due to COVID-19).

Councils first Social Sustainability Policy was adopted

Received ministerial approval for the Local Government Infrastructure Plan, which allows Council to formally adopt the Proposed Isaac Planning Scheme in really 2021.

Council won several awards:

- Institute of Public Works Engineering Australasia (Queensland) 'Statewide Environment and Sustainability' Award
- Planning Institute of Australia Planning Excellence Awards for categories 'Hard Won Victories' and 'Over All Planning Excellence' for Queensland for 2020 (Council is then a National Planning Excellence Nominee for 2021)

COVID-19 RESPONSE

Council progressed its COVID Recovery program with the continued implementation of the Strategic & Tactical COVID-19 Response Framework.

COVID Strategic Recovery Plan was adopted during the quarter.

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
COMMUNITIES							
C1 Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost effective services							
Library Operations	Provide a modern and engaged library service, including program delivery	100% Attendance at Library Programs	On Target	In-house library programming restored mid-October operating under COVIDSafe framework.	Engaged Communities - Community Hubs	30-Jun-21	50%
		A well utilised library service	On Target	Average patron numbers across library network of eight branches is 4554. Patrons on average borrowed 6.3 items at any one time. 41% per cent of borrowings were from digital collections. (note statistical data for the libraries is delayed by one month so data reflects 3 months to November).	Engaged Communities - Community Hubs	30-Jun-21	50%
		50% of population that are library members	On Target	359 new patrons joined the library in the period 1 July-30 November 2020 bringing membership to 10,002 or approx. 47.5% of the permanent population. Of these 38 were online memberships.	Engaged Communities - Community Hubs	30-Jun-21	50%
IRC Halls & Centres Recreation Halls and Gyms	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	On Target	Service delivery at all sites is consistent, however, remains prone to the various Covid 19 restrictions. Service delivery is compliant and all client requirements are currently being met. A renewed focus on the development of new business and community usage is being planned for 21/22.	Community Facilities	30-Jun-21	50%
	Provide effective and timely solutions to maintenance issues	90% compliance	On Target	Reactive maintenance is addressed within prescribed timeframes.	Community Facilities	30-Jun-21	50%
	Deliver annual capital works program	Scheduled program delivered by 30 June 2020	On Target	Departmentally administered Capital Works remain on track for completion on or before June 2021 – several work awards are imminent.	Community Facilities	30-Jun-21	50%
Airstrips	Provide efficient and timely solutions to maintenance issues	90% compliance	On Target	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken.	Economy & Prosperity	30-Jun-21	50%
IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	On Target	Inspections and audits will be conducted concurrently to monthly leasing meetings.	Community Facilities	30-Jun-21	50%
	One (1) x Customer surveys per year	65% + customer satisfaction	Monitor	Customer survey under development and scheduled for release during January 2021.	Community Facilities	30-Jun-21	40%
	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	Departmentally administered Capital Works remain on track for completion on or before June 2021 – several work awards are imminent.	Community Facilities	30-Jun-21	50%
Recreational Infrastructure	Provide access to well-maintained recreational facilities	90% of Council's Service Level Standards met	On Target	Water restrictions eased by onset of rainy season. Access and availability once again on target.	Parks & Recreation	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
	Continue to deliver capital and operational program, renewal and compliance activities on our parks, open spaces, recreational facilities etc	> 90 % of budget expended with 90% of projects within +/- 10% of Budget > 90% of Projects delivered	On Target	Capital projects predominantly on target - some short-term delays due to operational requirements, COVID and unexpected site conditions.	Parks & Recreation	30-Jun-21	50%
C2 Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities							
Museums & Galleries	Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests	An Annual Calendar of exhibitions	On Target	New exhibition to be installed in Clermont Historical Centre during seasonal closure in Feb-March 2021.	Engaged Communities - Community Hubs	30-Jun-21	50%
	Provide culturally supportive and historically relevant museum and gallery services at regional venues	30-June-2021	On Target	Work in progress on digitising museum collections with 3 collections one target to be included in launch on public online access catalogue at end of Q3.	Engaged Communities - Community Hubs	30-Jun-21	50%
Cultural development	Collaborate on cultural development through initiatives	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	On Target	Timing of FY20-21 RADF grant rounds revised by Council resolution in October to provide more time for applicants to submit. Applications to considered at January Ordinary meeting. Safety Circus tour of schools in Isaac Region supported as an initiative via Council's RADF strategic budget in partnership with Central Qld Regional Arts Services Network with positive feedback including media coverage.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
		Facilitate the bi-annual Queensland Music Festival (QMF)	Monitor	Discussions undertaken with Queensland Music Festival in November and December regards changes to the organisation's business model due to COVID19 and significant implications for bi-annual partnership. Further discussions to be undertaken in January 2021 regards options for an agreed delivery model with objective of Q4 project implementation.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	35%
Community Education	Develop and implement a Community Education and Compliance Regime	30-June-2021	On Target	Animal Management Education Plan Developed.	Community Education & Compliance	30-Jun-21	40%
Youth Services	Undertake Unmet Needs of Isaac Youth Study	30-June-2021	On Target	Unmet Youth Needs Study commenced in Q2 with delivery as per project timetable. Face-to-face and online engagement undertaken in November and December, continuing into Q3.	Engaged Communities - Community Engagement	30-Jun-21	50%
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	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Community Engagement	Deliver best practice community engagement initiatives	Effectivley Support other Isaac Regional Council business areas to develop and deliver other engagement programs virtually and in community.	On Target	Continued delivery on online engagement activities via the SpeakUp Isaac platform.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	On Target	**Round 1** completed at end of Quarter One (1). Major = $41,020 8 Minor = $4,854.00 5 Bursaries = $2,100.00 **Round 2** completed at end of Quarter Two (2). 3 Major = $20,000 14 Minor = $12,680.50 (+2 in-kind minor to value of $2000) 8 Bursaries = $2250	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
C4 Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region							
Social Infrastructure	Adopt a Social Infrastructure Strategy	30-June-2021	On Target	Social Sustainability Policy adopted by Council on 16 December 2020. Resolution no. 7019. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-Jun-21	50%
Regulatory Compliance	Approved Inspection program	30-June-2021	Not Proceeding	Due to frugal budget, will reconsider at second quarter budget review.	Community Education & Compliance	30-Jun-21	0%
Plan, Design and Project Manage	2020-21 Technical Services Capital Works Program (new, renewal & upgrades)	Projects completed by 30 June 2020 + / - 10% budget	On Target	43% expenditure of total allocated budget for capital works including commitments.	Infrastructure Planning and Technical Services	30-Jun-21	50%
Private Works	Process permits & applications	<10 working days	On Target	All applications processed within stipulated timeframes.	Infrastructure Planning and Technical Services	30-Jun-21	50%
Traffic/Vehicle Permits	Assess and approve Heavy Vehicle Permit applications	<10 working days	On Target	All applications processed within stipulated timeframes.	Infrastructure Planning and Technical Services	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
C5 Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities							
Supporting Diversity	Develop and deliver programs, events, projects supported by external organisations, groups that celebrate all of our community and cultures facilities etc	30-June-2021	On Target	Isaac Region Australia Day Awards attracted almost 70 nominations for 2021. Supported reactivation of community events as per objectives of COVID recovery plan including town Christmas parties in Nebo and Middlemount, Christmas Carols in Clermont, Moranbah Miners' Memorial, Moranbah Markets, Nebo Bush Poets Smoko. Working with community to deliver COVIDSafe events. NAIDOC events supported in Moranbah, Dysart, Middlemount and St Lawrence. Dry Lands to High Hopes drought support events staged in Mackenzie River and Moranbah.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
Indigenous Relations	Adopt Indigenous relations framework	Adopt Indigenous relations policy, Develop MOUs on engagement and Develop a Reconciliation Action Plan	On Target	Initial briefing to Council occurred in November. Next stages of reaching out to Isaac Region first nations peoples and an EOI for a working group occurring in January/February.	Office of Director Planning Environment and Community Services	30-Jun-21	30%
Cultural Heritage	Stage 2 Library Wall Artwork with Barada Barna Corporation	30-October-2020	Completed	Officially unveiled at NAIDOC event in Town Square on 25 October 2020	Engaged Communities - Community Engagement, Programs & Events	30-Oct-20	100%
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).							
Recovery & Resilience	Maintain and ensure currency and awareness for the Isaac Recovery Plan	Implement Isaac Recovery Plan initiatives	On Target	Strategic Recovery Plan adopted in October, recruitment for Community Resilience & Business Resilience roles completed, business community engagement plan developed for February to April 2021.	Engaged Communities Economy & Prosperity	30-Jun-21	50%
C7 Improved engagement /partnerships with service providers to improve outcomes for the region							
Procurement	Review and monitor the Local Preference Policy	30-June-2021	On Target	Reporting tool under development to identify spend by vendor postcode and will be aligned by regional proximity of the local preference scale.	Contracts & Procurement	30-Jun-21	50%
Community Leasing	Deliver the community leasing program to support efficient and effective use of community facilities	Adopt updated Leasing Strategy with associated Policies	On Target	The strategy and associated policies are the subject of regular change and modification. Nearing a steady state and submissions will be made within the next quarter.	Community Facilities	30-Jun-21	40%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Community Education	Develop and adopt a Risk & Outcome Based Compliance Policy to support compliance activities with industry (building, environmental health, food, plumbing, etc)	30-June-2021	Completed	Community Education and Compliance Policy adopted - resolution No.7013.	Community Education & Compliance	30-Jun-21	100%
ECONOMY							
EC1 Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development.							
Economic Development	Develop and deliver a sub-brand and marketing strategy to promote Isaac as a place to live, work, invest and do business	30-June-2021	On Target	Investment Attraction Framework finalised and workshopped with stakeholders and being presented to Council for adoption. Marketing collateral continuing with Industry & Tourism profile documents completed. Further works continuing Q3.	Economy & Prosperity	30-Jun-21	50%
Asset Management	Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	On Target	Engagement plan completed, procurement of consultant completed and project progressing Q3/Q4.	Economy & Prosperity	30-Jun-21	50%
	Deliver the Revitalisation of the Clermont Saleyards & Showgrounds	All funded projects delivered on time and to budget +/- 90%	Completed	Stage 1 projects complete, PAG project on Saleyards renewal progressing, Clermont Saleyards & showground shelter projects progressing, 4th run horse stables construction complete.	Economy & Prosperity	30-Jun-21	100%
	Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	On Target	Proactive and reactive maintenance activities being delivered with delivery of the PAG Capital renewal project in Q3 a proactive highlight.	Economy & Prosperity	30-Jun-21	50%
EC2 Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality							
External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Draft scope completed, further engagement with stakeholders to progress.	Office of Director Planning Environment and Community Services	30-Jun-21	50%
Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Engagement with stakeholders continuing, business community engagement/networking events progressing in Q3 for recovery and progression of this project.	Economy & Prosperity	30-Jun-21	45%
Procurement	Review and refresh the panels of preferred and pre-qualified suppliers	30-June-2021	On Target	Ongoing review of preferred supplier arrangements. Commenced review of cleaning and washroom supplies. Other categories targetted in the new year are; fuels and lubricants, trade supplies, PPE.	Contracts & Procurement	30-Jun-21	50%
EC3 Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development							
Economic Development	Implement the Economic Development Strategy Framework	Action Plan developed and delivered to plan	On Target	Recovery plan adopted and onboarding of additional recovery resourcing and advisor role to further inform, delivery timing of actions within the strategy. Updated delivery plan proposed end of Q3.	Economy & Prosperity	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	On Target	October Small Business month activities completed, with planning for May Small Business activities progressing.	Economy & Prosperity	30-Jun-21	65%
Investment Attraction	Develop and adopt: Investment Attraction Policy, Investment Facilitation Guideline and industry-based investment prospectus	30-June-2021	On Target	Investment Attraction Framework, finalised and workshopped with stakeholders. To be presented to Council for adoption at January 2021 Ordinary Meeting. Marketing collateral continuing with Industry & Tourism profile documents completed.	Economy & Prosperity	30-Jun-21	65%
EC4 Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity							
Land Development	Through the Land Development Advisory Committee identify commercial opportunities	30-June-2021	On Target	Continued actions and reportable items to the Committee being met, real estate engagement and renewed economic indicator reports and industry profile delivered in Q2.	Liveability & Sustainability	30-Jun-21	50%
Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	On Target	Standing business item at Clermont Saleyards Advisory Committee meetings. Continued engagement with the committee, local agents, and increased revenue and throughput and increased cattle sale bookings for 2021 has shown demonstrated outcomes.	Economy & Prosperity	30-Jun-21	50%
Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	On Target	Internal review of contract and marketing occurring, no sales enquiries received. Increased marketing Q3/Q4.	Economy & Prosperity	30-Jun-21	50%
EC5 Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region							
Tourism	Develop and implement the Tourism Strategy	30-June-2021	Monitor	Some internal & external resourcing impacts to delivery, with delayed recruitment of the funded Mackay tourism development officer, but with finalised onboarding in early Q3 will support delivery. Renewed visitors guide a highlight from Q2.	Economy & Prosperity	30-Jun-21	40%
	Conduct master planning for Council's Theresa Creek Dam	30-June-2021	Monitor	Resourcing did delay delivery with scoping and engagement to occur Q3.	Economy & Prosperity	30-Jun-21	15%
	Raise the Isaac Region's Tourism profile	30-June-2021	On Target	Ongoing development occurring, renewed visitor guide and recruitment of funded Mackay tourism position highlights.	Economy & Prosperity	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
EC6 Proactively promote and support local businesses within the region							
Local Business Support	Implementation of Local Business Support Strategy	Implement and promote Isaac businesses through the Shop Isaac, Buy Local Program	On Target	Program support continuing with completion of 2020 incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-Jun-21	65%
		Support Isaac region business in recovery of COVID-19 impacts	On Target	Strategic Recovery Plan adopted in October, recruitment of Business Resilience Coordinator completed, and business community engagement plan completed for Q3 implementation.	Economy & Prosperity	30-Jun-21	50%
	Host small business week and delivery of education program	30-June-2021	On Target	October 2020 Small Business month activities completed, with planning for May 2021 Small Business activities progressing.	Economy & Prosperity	30-Jun-21	65%
INFRASTRUCTURE							
I1 Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities							
Road Management	Adopt a Roadside Vegetation Management Strategy	30-June-2021	Below Target	In progress, scope of project was extended to include bio-diversity. First draft presented and currently working on integrating feedback received prior to further review by Executive Leadership Team before presenting to Council for adoption.	Infrastructure Planning and Technical Services	30-Jun-21	30%
Road Infrastructure	Continue to deliver the capital program, including maintenance on our transport infrastructure: e.g. Saraji Road Rehabilitation, Regional rural reseal program, Carmila Beach campground upgrade	Schedule delivered +/- 10% budget	Below Target	Delay in Tender advertising for Saraji Road Pavement Rehabilitation project. Expected release of Tender in early February 2021. Rural Rehabilitation works remain as per Quarter 1 update, remaining works of program to be completed by IRC internally with expected commencement of works early March 2021. Carmilla beach campground remains as per Quarter 1, with project 95% complete and awaitng final delivery of fluro fencing wire to finalise works.	Infrastructure	31-May-21	35%
Bridge Renewal/ Replacement Program	Conduct Bridge inspection and maintenance program	Monitor and manage standard of service with appropriate intervention levels as required	On Target	Grosvenor Creek bridges under investigation, outcome report expected mid February 2021. Bully Creek replacement bridge design grant as well as contruction grants approved. Design in progress. Request For Quotations documentation for bridge maintenance in progress.	Infrastructure Planning and Technical Services	30-Jun-21	60%
I2 Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance							
	Refer Water & Waste Update				Water Operations	30-Jun-21	30%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
I3 Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.							
Parks, Open Spaces and Recreational Areas	Implement the Recreation and Open Space Strategy	Schedule delivered +/- 10% budget	On Target	Two Recreation and Open Space Strategy actions being implemented for 20/21 financial year - EOI's underway. Further resources to be requested for 21/22 financial year.	Parks & Recreation	30-Jun-21	50%
Community Infrastructure	Foot path renewal and extension works	30-June-2021	On Target	Local Roads and Community Infrastructure and School Transport Infrastructure Program funded footpath renewal and construction works awarded, expected completion of works by 30 April 2020. Tender awarded for construction works in various areas. Applications for funding submitted to Department of Transport & Main Roads for extensions. Aiming to apply for funding through Local Roads and Community Infrastructure fund, School Transport Infratructure Program when opened. Application for Building Better Regions Fund (BBRF) program in preparation.	Infrastructructure	30-Jun-21	50%
Asset Management	Foot path renewal and extension works	Schedule delivered +/- 10% budget	On Target	Local Roads and Community Infrastructure and School Transport Infrastructure Program funded footpath renewal and construction works awarded, expected completion of works by 30 April 2020.	Galilee & Bowen Basin	30-Jun-21	50%
I4 Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure							
Disaster Management	Continue to liaise, consult and strengthen relationships with all key stakeholders for emergency management (state government agencies, SES, QPS, key community groups, etc)	30-June-2021	On Target	Establishment of subcommittees to occur in first part of 2021. This will increase relationship building with local groups.	Organisational Safety	30-Jun-21	50%
Resilience/ Recovery	Disaster Recovery Funding Arrangements (DRFA) - Cyclone Trevor Infrastructure works	30-June-2021	On Target	Delivery of works to be complete by 30 March 2021 with all close out documentation submitted by 30 June 2021.	Galilee & Bowen Basin	30-Jun-21	95%
Disaster Management – Local Disaster Management Plan (LDMP)	Review and update Local Disaster Management Plan & Sub Plans	30-October-2020	Completed	Local Disaster Management Plan was updated and endorsed in December 2020, to be included in agenda for adoption by Council in January 2021	Organisational Safety	30-Oct-20	100%
Disaster Management – Community preparedness and awareness	Communication program to inform the community of Get Ready programs (October - March)	30-March-2020	On Target	A new communication plan to be developed and rolled out.	Organisational Safety	30-Mar-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
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							
Asset Management	Continue to develop the Capital Works program Development process (Project Accountability Gateway)	2021/22 Project Budget Bids taken through PAG process	On Target	Budget bids being prepared by directorates.	Strategic Asset Management	30-Jun-21	50%
	Maintain the Asset Management Framework, including development of the Asset Registers	30-June-2021	On Target	Work tasks being set against new asset numbers in operational asset register.	Strategic Asset Management	30-Jun-21	50%
	Development of a Strategic Asset Management Plan	30-December-2020	Completed	The Strategic Asset Management Plan is completed and was adopted by Council on 16 December 2020.	Strategic Asset Management	30-Jun-21	100%
Tenancy / Housing Asset Management	Residential and Facility Upgrade and Renewal Program	Implement the strategic acquisition and disposal program 5 – 10 year	On Target	The strategic acquisition and disposal plan is part of a draft Residential Housing Strategy which identifies this initiative and offers actions for implementation, the draft strategy will be workshopped with Council in Feb/March 2021, pending workshop outcome, the endorsement of this strategy will enable the inception of the Acquisition and Disposal plan.	Corporate Properties	30-Jun-21	60%
Corporate Properties - Capital Delivery	Delivery Capital Works Program within Budget and timeframes	Programmed works completed +/- 10% of budget	On Target	Corporate properties are on track to deliver proposed Capital Works within budget and time frames, this is only subject to contactor availability and manufacturing lead times.	Corporate Properties	30-Jun-21	70%
I6 Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.							
Road Infrastructure	Implement the Roads Upgrade Prospectus	Review Prospectus and identify funding opportunities	Monitor	Finalisation of Roads Hierarchy in progress to be used in review exercise, in order to establish and focus on high priority road improvements, renewals and upgrades.	Infrastructure Planning and Technical Services	30-Jun-21	25%
	Deliver road infrastructure capital works programs	Programmed capital/maintenance works completed within Financial Year +/- 10% budget	On Target	Capital Works program currently averages 65% of construction projects which are now completed. As part of the program the projects identified in Quarter One (1) The Surfacing Renewal Program which formed part of the Bowen Basin Regional Roads Transport Group has been completed on time and under budget as at Quarter Two (2). Similarly, the Eaglefield Pave and Seal project under the (TIDS) funding arrangement was completed as expected in Quarter Two (2). Other significant projects such as the Rural Resheeting program is progressing with remaining works expected to remain on track for completion in early Quarter Four (4).	Infrastructure	30-Jun-21	65%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
TV and Radio Broadcasting - Glenden and the Isaac coast	Develop a TV/Radio service transition strategy (coastal regions)	Community consultation in Q3 2020/21	Monitor	Working with Planning, Environment and Community Services Directorate on potential community engagement survey. It is intended for the survey to be released in Q3 and data will then be analysed in Q4 and will inform the strategy.	Information Services	30-Jun-21	15%
Asset Management - Fleet, Plant	Develop long term capital replacement program (Facilities and Fleet & Plant)	30-June-2021	On Target	Long term Capital Replacement Program for Fleet and Plant has been completed (Ten (10) Year Fleet Replacement Program). Long term renewals for Facilities (Depots and Administration) is complete (Five (5) Year Facilities Renewal Programme). A proposed Facilities Replacement program is yet to be established. This action is required to be re-assigned to Community Facilities Department.	Corporate Properties & Fleet	30-Jun-21	65%
Infrastructure Agreements	Liaise with industry and negotiate appropriate agreements (i.e. Compensation agreements, road infrastructure agreements)	Maintain strong relationships with industry and ensure appropriate agreements and approvals are met for the security and support of the community	On Target	All resource proponents actively engaged as requirements are identified. Ongoing review of historical agreements being undertaken to establish resourcing requirements to maintain compliance with obligations.	Galilee & Bowen Basin	30-Jun-21	50%
Recoverable Works	Maintenance of State Controlled Roads through Council's Roads Maintenance Performance Contract (RMPC)	Deliver RMPC Contract for State Controlled Roads	Monitor	Overall Contract expenditure is currently at 30% of RMPC Contract amount. Delay in advertising Tender for Stabilisation Works for RMPC Contract. Request for Tender expected to be released by early February 2021 with commencement of works anticipated to commence in early April. Contract for Vegetation & Slashing activities for State Controlled network has been awarded with works currently progressing.	Infrastructure	30-Jun-21	30%
ENVIRONMENT							
EN1 Adopt responsible strategic land use planning to balance community, environmental and development outcomes							
Land Planning	Finalise and adopt IRC Planning Scheme – including final state interest checks and community consultation	31-October-2020	On Target	Ministerial approval to adopt the planning scheme was provided in September 2020. Pending adoption by Council early 2021	Liveability & Sustainability	31-Oct-20	90%
	Finalise and adopt the Local Government Infrastructure Plan (LGIP) – including final state interest checks and community consultation	31-January-2021	On Target	Ministerial approval to adopt the LGIP was received on 17 December 2020. Package for final adoption progressing to February 2021 Council Meeting.	Liveability & Sustainability	31-Jan-21	85%
Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020-2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – to be presented to February 2021 Council Meeting for adoption.	Liveability & Sustainability	31-Dec-20	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	On Target	Social Sustainability Policy adopted by Council on 16 December 2020 - resolution no. 7019. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-Jun-21	35%
EN2 Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner							
Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy	Monitor	Awaiting finalisation of phase 4-5 to commence development of adaptation options.	Liveability & Sustainability	30-Jun-21	40%
Natural Resources	Develop and adopt a Climate Change policy and strategy	30-June-2021	On Target	Initial briefing to Council occurring in January 2021. Next stages to establish a working group to create a white paper followed by a policy and strategy.	Office of Planning, Environment and Community Services	30-Jun-21	15%
EN3 Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs							
	Refer Water & Waste Update				Waste Services	30-Jun-21	0%
EN4 Advocate to all forms of government on matters which impact on the health, wellbeing and sustainability of our region's natural environment							
Advocacy	Continue advocacy activities with State and Federal Government	30-June-2021	On Target	Developed Advocacy Strategy for the lead up to the 2020 State Government Elections. Continue to advocate priorities at every opportunity, which includes requests for deputations and/or response to invitations on matters of regional importance.	Office of the CEO	30-Jun-21	50%
EN5 Partner with industry and community to minimise environmental harm through appropriate education and regulation							
Compliance	Community compliance education	Develop and adopt a Compliance Policy	Completed	Community Education and Compliance Policy adopted - resolution no. 7013.	Community Education & Compliance	30-Jun-21	100%
Compliance	Community compliance education	Develop and implement a community compliance education program	On Target	Animal Management Education Plan Developed	Community Education & Compliance	30-Jun-21	85%
Wildlife Management	Develop programs to educate community and manage wildlife	Implement Flying Fox Education Program	On Target	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity.	Liveability & Sustainability	30-Jun-21	60%
		Undertake Pest Control Activities - two (2) rounds per annum	On Target	1080 baiting program delivered in Q1. Q3 program scheduled for March 2021.	Liveability & Sustainability	30-Jun-21	50%
EN6 Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment							
Community Compliance	Develop and implement engaging education and awareness program to ensure the community is aware of both the rules that apply throughout the Region	30-June-2021	On Target	Pilot program completed. Community Education and awareness raising is ongoing.	Community Education & Compliance	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	Program roll out is in progress.	Community Education & Compliance	30-Jun-21	50%
GOVERNANCE							
G1 Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement							
Media Relations	Effective and regular media and communication activities	Number of proactive/positive media stories per month - 8/month	On Target	This quarter saw a large number of media stories, including media releases, media statements and positve stories shared to social media far exceed 8 per month	Brand, Media & Communications	30-Jun-21	50%
Community Satisfaction	Undertake the biennial Community Satisfaction Survey	30-June-2021	Monitor	Aiming to release tender in Quarter 3 for delivery Quarter 4.	Brand, Media & Communications	30-Jun-21	15%
External Communication - Proactive external publications	Continue to delivery organisational and community publications to inform our stakeholders	Publish Isaac News editions delivered to all residents Clermont Rag editions and analytics	On Target	Two editions of Isaac News were published Quarter 2, and the Clermont Rag was delievered weekly.	Brand, Media & Communications	30-Jun-21	40%
G2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness							
Annual Operational Plan	Adopt the 2021-2022 Annual Operational Plan	30-June-2021	On Target	1st draft of Department Business Plans to be completed with Director sign off end 2nd quarter, as per Corporate Calendar, which wil influence drafting of Annual Operational Plan during 3rd quarter.	Governance & Corporate Services	30-Jun-21	50%
Corporate Plan	Develop interim new 5-year Corporate Plan	31-December-2020	On Target	Council endorsed (18 December 2020) approach for development of interim Corporate Plan which will be adopted by June/July 2021. Reference to May 2020 Council resolution #6616	Governance & Corporate Services	30-Jun-21	50%
Workplace Health & Safety	Maintain and implement Workplace Health & Safety programs and activities as a priority – Safety First	30-June-2021	On Target	Wellbeing group to be initiated in February. Risk workshops are planned for later in the year.	Organisational Safety	30-Jun-21	25%
	Workplace Health & Safety Strategic Committee	Workplace Health & Safety Committee meetings to be held at least quarterly (includes regular review of policies, procedures and audits)	Completed	The meetings are progresses effectively and there is a schedule for their occurrence.	Organisational Safety	30-Jun-21	100%
Advocacy	Continue advocacy program across all areas of Council, the community and for the local industries	Review and promote IRC's Advocacy Strategy	On Target	Continuing to progress Advocacy Strategy priorities with all stakeholders. All three motions to the LGAQ annual conference in October 2020 were supported - Proactive planning and mitigation of threat of bushfires; Digital Connectivity - Availability and Reliability; Importance of regional press. Currently reviewing approach to review of Advocacy Strategy, with a view to a report being submitted to the January 2021 Council meeting to reenergise the advocacy platforms.	Office of the CEO	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Controlled Entities - Governance	Oversight and identify improved policy positions on controlled entities	30-June-2021	On Target	Progressing actions while establishing appropriate strategies and governance oversight.	Office of the CEO	30-Jun-21	45%
Community Compliance	Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	Completed	Food Act Strategy adopted - resolution no. 7014.	Community Education & Compliance	30-Jun-21	100%
Compliance	Review of local laws	Commence planning of systematic review of local laws, which will include community engagement activities	Monitor	Preliminary planning has commenced with internal stakeholders to capture issues/gaps and priorities. Project plan will be developed to recognise priorities and options by late in the 3rd quarter.	Governance & Corporate Services	30-Jun-21	25%
Human Resources	Continue to develop and implement key human resources organisational policies and frameworks to support one of our most important assets, e.g. Attraction and Retention Strategy, Performance Management Framework	30 June 2021	On Target	A Recruitment & Selection Procedure and Employee Grievance and Complaints Handling Procedure have been developed and are undergoing consultation with relevant advisory and consultative committees. The disciplinary procedure has been reviewed and is undergoing consultation with relevant advisory and consultative committees. Following Council adoption, the Flexible Work Arrangement Policy has been implemented with employees now participating in the framework. An Ingenious Pathways program has been developed in collaboration with Glencore and currently being considered by ELT. The Learning & Development platform has begun transitioning to SMART to align with our Organisational Safety system to better enable integration of our competency framework to our organisational safety requirements.	People & Performance	30-Jun-21	35%
Customer Service	Review innovative customer service opportunities	Review and develop an updated Customer Service Strategy	Monitor	Project transferred to Manager Strategic & Business Development for review of prior work. Undergoing internal engagement prior to developing the Project brief for ELT sign off.	Engaged Community's - Community Hubs	30-Jun-21	15%
Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline	30-June-2021	On Target	Social sustainability policy adopted by Council on 16 December 2020 - resolution no. 7019. Action plan being developed to guide engagement and implementation into social impact assessment guideline.	Liveability & Sustainability	30-Jun-21	45%
G3 Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk							
Risk Management	Develop Business Continuity Plan (as per project plan)	30-June-2021	On Target	1st draft provided for comment and awaiting peer review. Further refinement is required, including information capture. Information Technology BCP is being developed to compliment/support the organisational BCP.	Governance & Corporate Services	30-Jun-21	40%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Risk Management	Review and monitor Strategic and Operational Risk Registers	30-June-2021	On Target	Regular ongoing monitoring with reporting to the Audit & Risk Committee.	Governance & Corporate Services	30-Jun-21	50%
Contract /Tender Management	Quarterly percentage of tender documents that are compliant	100%	On Target	All contracts for tenders compliant with Local Government Regulations 2012.	Contracts & Procurement	30-Jun-21	50%
Plant & Fleet	Plant & Fleet optimisation	Conduct a Plant & Fleet review and develop a Fleet, Plant and Equipment Acquisition and Disposal program (10-year Replacement Plan and Strategy)	On Target	The fleet and plant review is currently underway with expected completion at the end of Jan 2021, a draft fleet and plant strategy will be completed by February 2021. The Ten (10) year acquisition disposal plan Ten (10) Year fleet replacement programme is completed and is update annually in line with the Project Accountability Gateway (PAG) process timing.	Fleet	30-Jun-21	65%
Financial Management	Financial Asset Management	Timely reporting and depreciation methodology reviewed and applied	On Target	All statutory reporting requirements delivered in timely fashion, with Budget adoption and Financial Statement completion being carried out within required timeframes. Depreciation methodolgy review is starting in January 20211 with each of the respective managers of Council's asset classes. This is to be finalised by the end of the March 2021 quarter.	Financial Services	30-Jun-21	50%
Information Technology	IT Strategy	Review and maintain the implementation of the IT Strategy IT Steering Committee to meet regularly	On Target	Information Technology Steering Committee monitor the actions of the IT Strategy. Information Technology Steering Committee meet quarterly, with the second quarter meeting to be held 4 February 2021.	Information Services	30-Jun-21	50%
Risk Management	Continue to enhance the Enterprise Risk Management Framework reporting regime	Improve/enhance reporting regime	On Target	Ongoing review for improvements and opportunities to ensure best practice is being followed. This includes options for an appropriate system to facilitate.	Governance & Corporate Services	30-Jun-21	50%
Procurement (Compliance)	Adopt a Strategic Procurement Framework	30-June-2021	Monitor	Preliminary planning has commenced, however due to loss of key staff it has been delayed. New staff member still new to role and requires ongoing training. Targeted for third quarter.	Contracts & Procurement	30-Jun-21	15%
G4 Deliver unique customer focused and responsive services that are based upon a program of continuous improvement							
Customer Service	Frontline customer service delivery and effective relationship management	30-June-2021	On Target	On average 2333 calls per month were managed via 1300 ISAACS customer contact centre in period September to November. On average 2092 transactions were undertaken by customer service staff in the period September to November (note 1 month delay due to reporting deadlines).	Engaged Communities - Community Hubs	30-Jun-21	50%
Customer Service /Communications	Digital Communication - Enhance corporate website and expand social media presence	30-June-2021	On Target	Continue to update the website and social media, with a measurable increase in site visits.	Brand, Media & Communications	30-Jun-21	50%

Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Information Technology	Continue to improve how we do business internally and with our customers using best practice and new technology	Maintain robust information technology systems and applications, including regular audits/assessments	On Target	Unplanned service outages remain low across all platforms - Tech1, Citrix, email, WAN, etc. and are currently at the lowest levels experienced. A schedule of planned outages has been developed to document scheduled outages for security updates etc and this is currently going to plan for ICT and systems.	Information Services	30-Jun-21	50%
Customer Satisfaction	Biennial Community Satisfaction Survey	Conduct the Biennial Community Satisfaction Survey	Monitor	Aiming to release tender in Quarter 3 for delivery Quarter 4.	Brand, Media & Communications	30-Jun-21	15%
G5 Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve							
Internal Audit	Review/Adopt Three-year Rolling Internal Audit Annual Program	30-August-2020	Completed	Three-Year Rolling Internal Audit Plan endorsed by Audit & Risk Committee and Council.	Governance & Corporate Services	30-Jun-21	100%
Internal Audit	Conduct four (4) internal audits as per approved internal audit plan	100%	On Target	Planned Audits scheduled and on track. Three audits planned and undertaken during Quarter Two. Awaiting draft reports for management responses. Unplanned audit commenced concerning a Probity audit on the COVID Grant Funding Programs. Findings anticipated early 3rd quarter.	Governance & Corporate Services	30-Jun-21	35%
Audit and Risk Program	Hold at least four (4) Audit & Risk Committee Meetings	30-June-2021	On Target	Planned Audit Meetings held as per schedule.	Governance & Corporate Services	30-Jun-21	50%
Annual Report	Publish the adopted 2019/2020 Annual Report	30-November-2020	Completed	2019/2020 Annual Report adopted by Council on 18 November 2020 and published on Council's website on 31 November 2020.	Governance & Corporate Services	30-Jun-21	100%
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 time frames and legislative requirements	100%	On Target	All reporting for the 2nd Quarter met targets All areas of reporting continue to work on improvements in reporting with continued discussions at Executive Leadership Team Meetings and Committees to ensure continued reporting improvement and to meet the requirements of stakeholders.	Office of the CEO	30-Jun-21	50%
	Production of appropriate legislative and statutory reporting (budget, operational plan performance reports, annual report)	30-June-2021	On Target	All reporting for the 2nd Quarter met targets	Governance & Corporate Services	30-Jun-21	50%
Strategy	Establish integrated planning framework	30-June-2021	Monitor	Planning for development of an integrated planning framework progressing alongside other related projects	Governance & Corporate Services	30-Jun-21	25%

WATER & WASTE - ANNUAL PERFORMANCE PLAN 2020/21

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
Directorate oversight							
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Supply Agreements	Maintain water supply arrangements with third parties	Negotiate water supply agreements target 30 June 2021	On Target	Raw water Preferred Supplier Arrangement for Moranbah is complete. Signed contracts in progress with successful tenders. Stanmore agreement signed late 2020. Water purchased from Sunwater for MBH to allow future claim to AngloAmerican. Middlemount and Moranbah Agreement progressing with AngloAmerican.	Ongoing	50%
G5 - Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve	Safety Management	Manage safety incidents	Restricted Work Injury (RWI) - target <5 Per annum Lost Time Incident (LTI) - target <2 Per annum	On Target	0 - RWIs 0 - LTIs W&W very close to meeting WHS KPI's and performance curve shows continual improvement.	Ongoing	50%
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		Ensure safety management of water and waste sites and observation of Workplace Health & Safety procedures	Repeat of Non-conformances - target <2 Per annum	On Target	Seven non-conformances identified. No repeat of non-conformances, confirming corrective actions are appropriate. Outstanding incidents being actively managed. Training matrix updated to reflect current status of competence for all staff in W&W.	Ongoing	50%
Business Services							
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Safety & Environmental management	Ensure there is appropriate Safety & Environmental Interactions & Management, including reporting environmental incidences	Safety KPIs - target >360 pa	Monitor	Overall performance by Water & Waste is trending up and getting closer to meeting corporate targets. Currently tracking at ≥ 95%	Ongoing	50%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
C1 -Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost-effective services	Customer Service	Miwater system and Taggle enquiries investigated and customer provided a response	Response time (business day) target <7 Days	On Target	All MiWater system and Taggle enquiries have been responded to by the Business Services Team within 7 days. There are 3 enquiries that require further action (taggle replacement). Customer was informed same day 2/12/2020 that the issue is expected to be rectified February 2021. Delay is necessary due to water bill process. Taggle reads increased 75% of total (25% read manually) for December 2020. A plan for increasing reliance on AMR's has been approved internally	30-Jun-21	50%
		W&W emergent works – task created, and customer provided a response	Response time (business day) - target: within same business day	On Target	All emergent works were responded to by the Business Services team within the same business day.	30-Jun-21	50%
G2 - Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness		Water and Wastewater five-year price plan	Review, update and maintain the Water and Wastewater five-year price plan target 30 June 2021	On Target	Review of Sewerage Utility Charges being progressed with a report to Council in Q3. Water price path to be further explored once normalisation of access charge occurs in 2021/22.	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Water rates notice errors due to incorrect data input	No. of remissions - target <10 Per annum	On Target	Credit issued for one (1) property for billing period ending June 2020 processed due to incorrect previous read.	30-Jun-21	50%
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	Integrated Management System	Ensure appropriate compliance and maintain the implementation of the Integrated Management System for Water and Waste	Maintain certification target 30 June 2021	On Target	Surveillance audit undertaken in November 2020. Certification maintained for 14001:2015, 9001:2015, 4801:2001 and new certification attained for 45001:2018.	Ongoing	50%
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Environmental management	Effective environmental management including Observance of Environmental procedures & Field Audits	Field Audits - target >10 per annum	On Target	Five day external IMS Surveillance Audit completed in November 2020. 13 Safety and Environmental Field Audits completed. A warning was received from Department of Environment & Science (DES) for Moranbah Waste Facility and actions are being undertaken to address.	Ongoing	50%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
Operations and Maintenance							
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Services	Water mains breaks	Per 100 km / annum - target <40	Monitor	Through to the end of Decemeber there has been 52 main breaks. 240km = 52/(277/100) = 18.8.	30-Jun-21	50%
		Water quality related complaints	Per 1,000 connections - target <20 per annum	On Target	5 in total through to and including December. 9100 connections = 5/9100/1000 = 0.55.	30-Jun-21	50%
		Drinking water quality	% of samples tested with no E. coli detection / annum - target 98%	On Target	No samples containing ecoli; 100% compliant	30-Jun-21	50%
		Construct/activate a new water connection within the following timeframes once the invoice has been paid by the property owner	A standard water connection - target: Within 30 business days	On Target	On Target - 7 standard connections installed within 30 days of 2nd quarter.	30-Jun-21	50%
			A non-standard water connection target: within 50 business days	On Target	One (1) non-standard connection requested early November 2020. Customer is to install meter with Council inspect once installed. Meter has not yet been installed by customer at the end of 2nd quarter	30-Jun-21	50%
		Compliance with Australian Drinking Water Guidelines	Compliance with the elements of the ADWG - target 95% compliance	On Target	> 95% - There have had some asthetic values higher than normal associated with discolouration in Clermont however we continued to meet all health guidelines of the Australian Drinking Water Guidelines (ADWG). Target has been met based on total number of samples collected v's results out of target	30-Jun-21	55%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Incidents of unplanned interruptions	Per 1,000 connections / annum - target <70	On Target	36 in total through to and Including December. IRC has 9100 water connections = 36/(9100/1000) = 4.	30-Jun-21	50%
		Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours - target <4 hours	On Target	All urgent water incidents have been responded to within 4 hours.	30-Jun-21	50%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Recycled Water	Supply of safe and reliable recycled water	Reportable environmental incidents - target <10 per annum	On Target	On Target - There were three notifications relating to Nebo Waste Water Treatment Plant (WWTP) associated with exceeding the elctrical conductivity (EC) limits which is being managed under the Transitional Environmental Plan (TEP). We have on occasion exceeded the EC limit approved within the TEP and need to manage peak discharges from the Nebo Water Treatment Plant (WTP). We have engaged an external resource to assist with the solution for Nebo WTP EC impact. Environmental Protection Order (EPO) for Clermont WWTP closed out, Dysart Environmental Undertaking (EU) being progressed and a time extension has been granted. Nebo TEP renegotiated after timeframes for reporting not met associated with staff turnover. Extension granted for reporting on the Moranbah WWTP Effluent Storage Dams (ESD) annual Dam Safety Inspection	Ongoing	50%
	Wastewater Services	Sewer mains breaks and chokes (blockages)	Per 100 km - target <40 per annum	On Target	25 in total through to and Including December. 235km = 25/(235/100) = 10.6.	30-Jun-21	50%
		Sewerage complaints – overflow on properties and odour	Per 1,000 connections - target <15 per annum	On Target	16 in total through to and Including December = 16 (9100/1000) = 1.8.	30-Jun-21	50%
		Construct/activate a new connection within the following timeframes once the invoice has been paid by the property owner	A standard water connection - target: Within 30 business days	On Target	On Target - 0 sewer connections requested.	30-Jun-21	50%
			A non-standard water connection - target: within 50 business days	On Target	One (1) non-standard sewer connection application logged late November 2020 under CRM #RRW20/2188. To be installed by customer and inspected by Council once complete. Sewer connection	30-Jun-21	50%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
					has not yet been installed as at end 2nd Quarter.		
C1 - Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services		Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours - target <4 hours	On Target	On Target. . All urgent wastewater incidents have been responded to within 4 hours.	30-Jun-21	50%
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	Monitor	Target being met however requires ongoing oversight with statutory timeframes. 3 nonconformances for this quarter with electrical conductivity from the Nebo WWTP. We also received warnings for MBH waste facility and a request for information for TCD dam safety requirements.	30-Jun-21	25%
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	Water and Wastewater Services	Provision of reliable water supply and wastewater services	Water & Wastewater Service Area Review - target 30 June 2021	Not Proceeding	Current service areas meet criteria as per the Water Act 2000. Water quality at extremities of systems being checked and hydraulic capacity to be analysed. Clermont asset register to be checked to ensure all water mains are identified. User agreements for properties outside of authorised service areas to be entered into.	30-Jun-21	15%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Total water and sewerage complaints (any nature)	Per 1,000 water connections - target <100 per annum	On Target	89 in total through to and Including December = 89/(9100/1000) = 9.8.	30-Jun-21	50%
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	Asset Management	Ensure proactive Asset Management of water and waste assets	Review & progress all Asset Management Plans target 31 March 2021	Monitor	Water network assets management plan still being developed but will be a template for other plans going forward.	30-Mar-21	25%
		Asset Register and Condition Assessments	All assets inspected and identified as not meeting condition or serviceability standards included in operational and capital works plans Priority needs addressed through maintenance, 10-year plans updates, 20/21 PAG proposals developed target 30 June 2021	Monitor	Priority needs have been assessed and new 10-year Capital Works Plan has been developed in consultation with Operational Staff. Waste has been developed by external consultant and all future liabilities identified. Water and Wastewater developed internally via workshopping. These plans will be incorporated in draft Long Term Financial Forecast for Waste, Water and Waste Water. Waste LTFF and rehabilitation plan workshopped with	Ongoing	25%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
					Council in November 2020. All plans will be utilised for PAG 21/22.		
I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.		Effective asset management with the implementation of programmed (preventive) maintenance across all key assets (WTP/WWTP/SPS)	Work orders produced by computer maintenance management system - target >2 new tasks developed per quarter	On Target	Strategic priorities have been reviewed and identified in consultation with operational staff and Management confirming high priority items. Compliance actions reviewed and additional items progressed.	Ongoing	50%
Waste Services							
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation	Waste Services	Illegal Dumping	Collaborate cross-departmentally on a pilot for an Illegal Dumping Strategy - target 30 June 2021	On Target	A strategy to address was developed as a cross directorate project involving PECS, E&I as well as Waste staff. This strategy was supported by Council and is in the process of being implemented	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	Waste Collection Services	Missed services	Number of missed services / month - target <10 per 5000 services	On Target	Total number of bins serviced in Q2 - 204,638. Total number of missed services in Q2 - 91.	30-Jun-21	50%
		Collection of missed services	Response time for collection of missed services - target 90% within 36 hours	On Target	Total number reported missed services in Q2 - 91. Total number rectified within 36 hours - 83. Percentage rectified within 36 hours - 91%.	30-Jun-21	50%
		Bin repair / replacement requests	Response time to repair / replacement requests - target 90% within 5 working days	Below Target	Total number of repair/replacement requests in Q2 - 34. Total number completed within 5 days - 28. Percentage completed within 5 days - 82%.	30-Jun-21	50%
EN3- Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Landfills & Transfer Stations	Diversion of Waste from Landfill	Percentage of all IRC-managed waste diverted from landfill target >25%	Monitor	The average percentage of waste diverted from landfill via our nine Resource Recovery Areas (RRAs) and kerbside recycling combined is 20% for Q2. Performance at RRAs was 20% for Q1 and Q2 combined while kerbside collection was only 13% due to the impact of the Container Refund Scheme	30-Jun-21	50%

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	Monitor	October round of environmental monitoring completed in December. Waste Levy submissions up to date. One Formal warning received from DES in relation to Moranbah.	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Notice of scheduled site closures	Public notices - target >7 days	On Target	All released within target timeframe. Christmas Day 2020 25/12/2020, Boxing Day holiday 28/12/2020, New Years Day 01/01/2021.	30-Jun-21	50%
	Complaints	Customer complaints non-price related	Number of complaints / 1,000 transactions / site - target <10 per annum	On Target	Complaints - Middlemount bins at capacity which was investigated and not supported. Concrete Disposal Cost Clermont complaint that quoted different prices over time.	30-Jun-21	50%
		Nuisance complaints (odour / litter)	Number of complaints / 1,000 transactions / site - target <20 per annum	On Target	One (1) complaint regarding a Waste Management Facility (WMF). Neighbouring property Moranbah WMF.	30-Jun-21	50%
Planning Projects							
I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.	Project & Delivery (Internal)	Ensure inclusion of O&M staff in all design aspects	Sign off by O&M staff on designs of all projects - target 100%	On Target	All projects for the quarter have had engagement of the Operations team.	30-Jun-21	50%
G3 - Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk	Project & Delivery (External)	Complaints from the community on Capital Works projects	Interruption >4 hours above planned outage - target <5 per annum	On Target	No complaints received for the quarter.	30-Jun-21	50%
		Project delivery	% of Annual Capital Program (Actuals + committed) - target >90%	On Target	Quarter 2 actuals (as at 6/1/2021) $6,000,148 with commitments is $12,082,379 of the total $19,957,562. As part of the Q2 review forward delivery and program will be assessed for the remainder of the year.	30-Jun-21	50%

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Mary-Anne Uren
AUTHOR POSITION	Senior Advisor

9.14 2021 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Nominate Councillors [____] to attend the 2021 Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021.***
2. ***Delegate to Councillors [_____] voting rights on behalf of Isaac Regional Council at the 2021 Australian Local Government Association National General Assembly of Local Government.***

Resolution No.: CGFS0596

Moved: Cr Sandy Moffat **Seconded: Cr Viv Coleman**

That the Committee recommends that Council:

1. **Nominate Councillors [____] to attend the 2021 Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021.**
2. **Delegate to Councillors [_____] voting rights on behalf of Isaac Regional Council at the 2021 Australian Local Government Association National General Assembly of Local Government.**

Carried

BACKGROUND

The National General Assembly of Local Government (NGA) is an important opportunity for councils to influence the national policy agenda. The conference is convened annually by the Australian Local Government Association (ALGA) and is a peak annual event on the Local Government calendar, attracting in excess of 800 Mayors and Councillors each year. Due to Covid-19 the National General Assembly was not held in 2020.

To assist councils to identify motions that address the theme of the 2021 NGA, the ALGA Secretariat has prepared a short discussion paper. Council's motions can address one or more of the issues identified in the discussion paper.

The focus of the NGA is on partnerships, working together and resilience. The discussion paper looks to focus on how local governments can work in partnership with the Australian Government to address the challenges communities face, or the opportunities that are arising to build back after the pandemic.

There are key Senate Inquiry Reports which may facilitate the formulation of motions in this context and will be presented under a separate report to Council in February with the assistance of the Advocacy Working Group and key staff.

The 2021 National General Assembly will be held in Canberra from 20 to 23 June 2021. It will consider what Councils can do today to get ready for the challenges, opportunities and changes that lie ahead. The theme for this year's Assembly is 'Working Together for our Communities'.

At the time of writing this report, no Assembly Agenda had been published. As soon as the agenda is available it will be circulated for information of Councillors.

IMPLICATIONS

Upon initial review of Council business calendars attendance to the June Ordinary Meeting of Council will be impacted.

Financial implications are as follows;

- Full Early Bird Registration $989
- Flights are approximately $926 to $1,221 per person return
- Accommodation is approximately $915 per person for a four night stay

Total approximate cost = $2,830 to $3,125 per person.

CONSULTATION

Office of the CEO Staff for cost estimates

BASIS FOR RECOMMENDATION

Isaac Regional Council traditionally send representatives to this event to vote and participate on Council's behalf and is an opportunity for Council to influence the national policy agenda.

ACTION ACCOUNTABILITY

Chief Executive Officer to delegate registration and all travel arrangements to the staff of the Office of the Mayor and Chief Executive Officer.

KEY MESSAGES

Isaac Regional Council supports the professional development of its Elected Members and staff.

The National General Assembly provides opportunities for direct advocacy at a Federal level on key issues common for regional Australia.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

Report prepared by:	**Report authorised by:**
MARY-ANNE UREN **Senior Advisor**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 28 January 2021	Date: 4 February 2021

ATTACHMENTS

- Attachment 1 – ALGA Working Together For Our Communities NGA21 – Call For Motions Discussion Paper

REFERENCE DOCUMENT

- Nil

WORKING TOGETHER FOR OUR COMMUNITIES NGA21

Call for Motions

20 - 23 June 2021
National Convention Centre Canberra

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

KEY DATES

16 November 2020
Opening of Call for Motions

26 March 2021
Acceptance of Motions Close

20 - 23 June 2021
National General Assembly

To submit your motion go to:
alga.asn.au

SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

The 2020 NGA "Working Together for Our Communities" was unfortunately cancelled due to COVID-19 but the ALGA Board has decided to retain the theme and emphasise the importance of partnerships to building and maintaining resilience in our councils and our communities.

To assist you to identify motions that address the theme of the 2021 NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships, working together, and resilience so your questions could focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising to build back better.

Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic national importance and should be discussed at a national conference;
3. be consistent with the themes of the NGA;
4. complement or build on the policy objectives of your state and territory local government association;
5. be submitted by a council which is a financial member of their state or territory local government association;
6. propose a clear action and outcome i.e. call on the Australian Government to do something;
7. be a new motion that has not already been debated at an NGA in the preceding two years; and
8. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows: This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

To ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 26 March 2021.

Please note that for every motion it is important to complete the background section on the form. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. There is a word limit of 150 for the motion and 200 for the national objective and 300 for the key arguments.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government and whether the motions meet all the criteria detailed above.

Please note that motions should not be prescriptive in directing how the matter should be pursued.

With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, the ALGA Secretariat will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local, state or territory issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any council that submits a motion will be present at the National General Assembly to move and speak to the motion.

INTRODUCTION

2020 has been a year like no other. A year that many individuals and organisations, including councils, would wish to forget. While the drought lessened its hold on parts of the country to be replaced by floods, more than 110 local government areas were severely impacted by the Black Summer (2019-20) bushfires - and no one was spared the effects of the battle against COVID-19. The 2020-21 storm and fire season may add to the sense that it was a year of disasters.

Friedrich Nietzsche said: “That which does not kill us, makes us stronger.” So how can councils become stronger after 2020? How can we ensure that our communities are stronger and more resilient? How do we work together and with our partners to ensure that we build back better from the series of unprecedented events that have marked 2020?

COUNCIL RESILIENCE

In the first quarter of 2020, state and territory Governments closed facilities where people gathered in numbers to reduce the probability that hospitals would be overwhelmed by a rise in COVID-19 cases. This included a substantial number of council owned and operated revenue generating facilities which had flow-on effects for other revenue- generating enterprises such as paid parking. Major funding gaps rapidly emerged in many councils that typically generated significant amounts of own revenue.

Councils that cannot generate significant amounts of the own revenue are typically dependent on grant funding from other levels of government, including Financial Assistance Grants from the Australian Government. These councils tend to service rural, regional and remote communities that are often large in area but small in terms of population. The capacity of these councils to deliver all their required services and infrastructure can be severely strained at any time.

With local government funding under pressure across the nation, and other levels of government facing fiscal constraints, councils may need to do more with less in the near term and be innovative with both budgeting, service delivery, balancing competing demands and longer term financial planning. Services may need to be scaled down or delivered in innovative ways. Asset management and maintenance programs may need to be varied. Working collaboratively with neighbouring councils or forming alliances may be a way of achieving efficiencies and enhancing service delivery along with fostering innovation, cutting red tape, and working in partnership with third parties may be others.

Digital service delivery and working from home - adopted during the height of the pandemic - may become the new norm. This may increase opportunities for councils to innovate, work together and share resources, and fill long term skill gaps. New challenges may emerge including how staff are supported and how productivity, collaboration and motivation maintained. There may be significant consequences for local democracy and council's ability to engage authentically with their communities. Digital transformation and technology modernisation will be essential for some councils. Even already well-established adopters of digital technology may need to rethink their approach.

Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?

What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?

Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Government

COMMUNITY RESILIENCE

Community resilience is the capicity of communities to respond to, withstand, and recover from adverse situations including natural disasters, persistent drought, pandemics, fluctuations in global trade, recession, and a rise in inequality. In some circumstances in response to these pressures and stresses, local communities are not able to recover to their previous state. Instead they need to adapt to cope with long term stresses. But ideally, we want all communities to not only survive but thrive.

Local governments play a critical role in building resilient and sustainable communities and helping to buffer people and places against social, economic, and environmental disruptions and overcome adversity. One critical area is through the provision of resilient infrastructure. Councils' infrastructure should meet the community's current and future demand, be built to contemporary standards, be affordable for both the council and the user, and be reliable with appropriate asset management practices in place to ensure maximum return on investment.

In addition to physical infrastructure, social infrastructure is also vital for resilience. Social infrastructure is broader than just buildings, it includes the individuals and groups, places, and institutions, including councils, that foster community cohesion and social support. Communities and individuals with good social networks and connections demonstrate greater resilience.

The loneliness epidemic is challenging social resilience. Research produced before the coronavirus pandemic revealed that one in four adult Australians are experiencing loneliness with over half the nation reporting they feel lonely for at least one day each week. In addition to its impacts on community resilience, feeling lonely can pose a bigger risk for premature death than smoking or obesity and can be associated with depression, poorer cardiovascular health and, in old age, a faster rate of cognitive decline and dementia.

Communities that are more vulnerable to shocks and disasters are often reliant on only one industry, have minimal redundancy or no backups for essential services and infrastructure such as only one source of water, one powerline or one access road. They also often only have few voluntary or charitable organisations working in the community. Often community leadership is weak or fails to inspire, engage, and unleash the power of other leaders and critical social networks.

Community resilience cannot be built and then left to its own devices. It needs to be strengthened continuously, not just in times of crisis. It involves people getting together to create sustainable links within their community and the community and its leaders having the ability to learn from experience and improve over time.

How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?

What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?

What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?

COLLABORATION AND PARTNERSHIPS

Creating a resilient community and ensuring a resilient and sustainable council requires partners. Councils can work with partners in different ways to find local solutions to local problems. They can partner with a wide range of organisations including other councils, other levels of government, the voluntary and community sector or business and research sector organisations. The aims of these partnerships are typically to improve services and deliver changes to benefit the local area.

Collaboration and partnerships with other councils and public or private organisations can also bring benefit from economies of scale in providing services or purchasing in bulk for example. Procurement partnerships have been a particularly successful example of this. Working in partnership can make a considerable contribution to efficiency improvements, such as through cost savings in back-office functions or sharing of plant and equipment.

Other benefits associated with partnerships and collaboration include opening the way for local communities to share ideas and connect with others. Partnerships enhance the ability of a council to access innovation, enhance skills development, work across council boundaries to address regional issues, and maximise competitive advantage in the delivery of major infrastructure projects.

Strategic collaboration is not just about savings and sharing resources. It is also about maximising capacity in addressing community expectations, or working with members of the community to overcome challenges and seize opportunities. For example, building and maintaining productive partnerships with Aboriginal and Torres Strait Islander people and communities is critical for councils committed to Closing the Gap and involving Aboriginal and Torres Strait Islander communities in decision-making and service development and delivery.

Collaboration and partnerships that work well are underpinned by good governance, an agreed purpose, and mutual benefit.

There is a long history of local government partnering with the Australian Government to deliver projects and programs that benefit local communities, achieve fairness and equity across the nation, and support local delivery of services and infrastructure. In the absence of constitutional change, how do we further build and strengthen this partnership with the Australian Government?

How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?

What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?

How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?

AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Mary-Anne Uren
AUTHOR POSITION	Senior Advisor

9.15 ISAAC REGIONAL COUNCIL – PARTICIPATION IN 2021 KEEP AUSTRALIA BEAUTIFUL SUSTAINABLE COMMUNITIES TIDY TOWNS AWARDS PROGRAM

EXECUTIVE SUMMARY

This report is provided for discussion regarding participation by Isaac Regional Council in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Endorses participation in the 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program as follows:***
   a. ***Department Directors to facilitate potential applications in relevant categories for the Tidy Towns Awards;***
   b. ***The Chief Executive Officer to report back to Council with recommendations on number of applications and categories at the Ordinary Council Meeting in March 2021.***

Resolution No.: CGFS0597

Moved: Cr Lyn Jones Seconded: Cr Viv Coleman

That the Committee recommend that Council:

1. **Endorses participation in the 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program as follows:**
   a. **Department Directors to facilitate potential applications in relevant categories for the Tidy Towns Awards;**
   b. **The Chief Executive Officer to report back to Council with recommendations on number of applications and categories at the Ordinary Council Meeting in March 2021.**

Carried

BACKGROUND

The Keep Australia Beautiful Sustainable Communities Tidy Towns Award began in 1968 in Western Australia and have been running nationally since 1990.

The awards have evolved to encompass projects and initiatives with a focus on environmental sustainability and resource management to reflect a growing awareness of the importance of community-led environmental action.

The awards encourage, motivate and celebrate the sustainability achievements of grassroots rural and regional communities across Australia.

Each year, state and territory winners from the Keep Australia Beautiful network are announced between August and December. They then receive a visit from the Australian Sustainable Communities Tidy Town Judge, with the Awards presented between March and May.

The awards event, often hosted over two days, consists of networking with sustainability leaders around Australia, finalist presentations showcasing their entries, as well as highlights and suggestions from the Australian Sustainable Communities Tidy Towns Judge. If the event is hosted by the town of the previous winner, attendees are invited to tour their projects, sustainable solutions and initiatives to learn firsthand what earned them the iconic Australian Title.

The Sustainable Communities Tidy Towns Awards Program rewards and celebrates the achievements of Queensland groups, businesses and individuals in keeping Queensland sustainable.

The awards are open to rural, regional and coastal towns and villages across Queensland with populations of 100,000 or less.

Category entrants can include (but are not limited to):

- Tidy Towns Groups
- Individuals
- Progress Associations and CWA’s
- Youth Organisations
- Landcare Groups
- Chambers of Commerce
- Local Authorities/Councils
- Tourism Associations
- Schools
- Businesses
- Small Enterprises and Industry
- Registered Clubs and Service Groups

The Overall State winner goes on to be the Queensland finalist for the 2022 Australian Sustainable Communities Tidy Towns Award. The more categories entered increased chances to win the Overall Queensland Award.

The categories for submission are:

1. Dame Phyllis Frost Litter Prevention
2. Resource Recovery and Waste Management

3. Young Legends
4. Environmental Sustainability – Energy
5. Environmental Sustainability – Natural Environment Management
6. Community Health, Wellbeing and Interest
7. Heritage and Culture
8. Environmental Communication and Engagement
9. Environmental Sustainability – Water
10. Overall Queensland Winner (towns who enter four or more categories automatically qualify to be considered for the Overall Queensland State Award.

IMPLICATIONS

Entries for the Keep Australia Beautiful Queensland Sustainable Communities Tidy Towns Awards Program 2021 opened on 1 January 2021 and close on 1 October 2021. Judging for the Queensland Tidy Towns Awards will be in October/November 2021, with winners announced in December 2021. There will be required human resources from departments submitting projects for categories in compiling the application. Projects currently in place could be considered for nomination for the Tidy Towns Program. Projects which are pre-existing/have been created in the past two years or have commenced are acceptable however if the project is older than two years it needs to have had an improvement to be entered. There are no application fees to enter.

CONSULTATION

The Executive Leadership Team were briefed on the requirements of the 2021 Sustainable Communities Tidy Towns Awards Program at a meeting on 18 January 2021. Directors will discuss potential applications with relevant Department Managers.

BASIS FOR RECOMMENDATION

The awards encourage, motivate and celebrate sustainability achievements of grassroots rural and regional communities across Australia. Participation in the Tidy Towns awards has always been synonymous with community pride, cohesion and community action. There has been indicated interest from Council staff in participation in the Tidy Towns awards.

ACTION ACCOUNTABILITY

The Chief Executive Officer and Senior Advisor are accountable to facilitate the process.

KEY MESSAGES

Council is committed to environmental sustainability and resource management demonstrated by community pride, cohesion and community action to ensure sustainability of its communities.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

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Report prepared by:	**Report authorised by:**
MARY-ANNE UREN **Senior Advisor**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 27 January 2021	Date: 27 January 2021

ATTACHMENTS

- Attachment 1 - Keep Australia Beautiful, Queensland, Sustainable Communities Tidy Towns Awards Program 2021 – Application Guide

REFERENCE DOCUMENT

Nil

Keep Australia Beautiful QLD

SUSTAINABLE COMMUNITIES TIDY TOWNS

Sustainable Communities Tidy Towns Awards Program 2021

Application Guide

Entries close **Friday 1 October 2021**
Winners announced **December 2021**

IS IT YOUR TOWN'S TURN IN 2021?

Showcase your town's sustainability achievements by entering the Keep Australia Beautiful Queensland 2021 Sustainable Communities Tidy Towns Awards.

Keep Australia Beautiful Queensland is pleased to launch the 2021 Sustainable Communities Tidy Towns Awards Program.

The Sustainable Communities Tidy Towns Awards Program rewards and celebrates the achievements of Queensland groups, businesses and individuals in keeping our state sustainable.

This annual awards program recognises projects that reduce litter, minimise waste, encourage recycling, promote heritage and culture, habitat, celebrate community spirit and many other environmental areas.

All regional towns, councils, community groups, businesses, schools and individuals are invited to take part in this program by submitting an entry in one or more of the nine categories. There is no fee for entries to the awards.

The Overall State Winner will go on to be the Queensland finalist for the 2022 Australian Sustainable Communities Tidy Towns Award.

Key Dates

Entries Open:	1 January 2021
Entries Close:	1 October 2021
Judging:	Oct/Nov 2021
Winners Announced:	December 2021

Details of award presentation / announcement will be provided in the second half of 2021.

CLICK HERE TO GO TO THE ENTRY FORM

https://survey.alchemer.com/s3/6075416/KABQ2021

Cover Image: 2020 Overall Winner, Rockhampton Regional Council

Who can enter the Sustainable Communities Tidy Towns Awards?

The Sustainable Communities Tidy Towns Awards are open to rural, regional and coastal towns and villages across Queensland with populations of 100,000 or less.

Category entrants include (but are not limited to) Tidy Towns groups, Individuals, Progress Associations and CWA's, Youth Organisations, Landcare Groups, Chambers of Commerce, Local Authorities/ Council's, Tourism Associations, School's, Pre Schools, Businesses, Small Enterprises and Industry, Registered Clubs and Service groups.

Before you begin preparing your submission think about what makes your entry stand out from the pack. How have you gone above and beyond a business-as-usual approach? How is your work leading and innovative? How have you engaged and partnered with a range of stakeholders from community, business and government?

Guidelines for inclusion of existing and new programs.

- A project should indicate if it is pre-existing/has been created in the past two years or if it is a new project.
- If a project is older than two years - in order to be entered into a category, it needs to have had an improvement or something added to it to be re-entered. (Information should be provided outlining the pre-existing project and what addition/improvement has been made to it in the past two years or has been commenced.

Dame Phyllis Frost Litter Prevention

This award recognises innovation and achievements in litter prevention or reduction through education, effective litter management or behaviour change. It is for projects or programs that reduce or prevent litter and could involve behaviour change techniques, the creation of partnerships or networks or the development of effective infrastructure and place design.

Resource Recovery and Waste Management

This award recognises innovation and achievements in reducing and managing materials that would otherwise go to waste including programs that promote resource reduction, recovery and recycling.

Young Legends

This award recognises achievements by an individual or group/s of young people (under 25) who have demonstrated significant commitment to the environment and/or have made significant contributions to any of the other categories.

Environmental Sustainability – Energy

This award recognises leadership and innovation in energy conservation and management in the face of a changing environment.

Environmental Sustainability – Natural Environment Management

This award recognises the protection, conservation and enhancement of the natural environment (including waterways, flora, fauna, corridors, roadsides and recreation areas)

Community Health, Wellbeing and Interest

This award recognises initiatives for the health and well-being of a community. (e.g. programs and interest groups for various age groups including sporting facilities, community gardens, cycling/walking trails, fitness programs, men's sheds, lifestyle programs etc) building a strong, healthy vibrant and accessible community...)

Heritage and Culture

This award recognises outstanding commitment to the conservation and celebration of a community's indigenous and non-indigenous heritage and culture.

Environmental Communication & Engagement

This award recognises outstanding achievements in raising awareness in environmental sustainability, leading to empowerment and behavior change amongst the target audience. Open to projects from both formal and informal educational institutions e.g. community groups, business, childcare centres etc

Environmental Sustainability – Water

This award recognises leadership and innovation in water conservation and management for the future.

Overall Queensland Winner

All towns who enter four or more categories automatically qualify to be considered for the Overall Qld State Award.

Before you begin completing the online form, we recommend you collate your submission material so that you can simply copy and paste/ upload the respective content into the form. Please refer to the list below for the required information.

Supporting documents such as reports, pamphlets and newspaper articles may be submitted in PDF format to support your submission. Please ensure they are annotated and referenced in the 450 words written for the related category.

We request that you submit up to four high quality images per category to support your submission. As these photos will be used in printed and online materials to publicise your (potentially award-winning) entry, we appreciate your efforts to ensure these are high resolution (e.g. 300dpi or minimum file size of 1MB) and include both landscape and portrait options. All photos submitted to Keep Australia Beautiful Queensland may be used for promotion and marketing purposes and you must ensure that you have permission from all individuals featured in any photographs prior to submitting your entry.

The more categories you enter increases your chances to win the Overall Queensland Award.

REQUIRED INFORMATION

Entrant Details

- Town/Applicant Name
- Population of your town
- What local government area is your town in?
- Organisation/Program/Council Logo (prefer EPS or AI format)
- Town/Applicant Hero Image (landscape format, files greater than 1MB please)
- Please provide a brief description for your town (25 words max). For eamples visit https://www.sustainablecommunities.com.au/2020-awards-event/2020-finalists/
- Primary Contact (Name, Role, Contact Number, Email)
- Media Contact (Name, Role, Contact Number, Email)
- Social Media Tags (Twitter, Facebook, LinkedIn, Instagram)
- Please list your local newspaper(s) (it would be very helpful if you can provide their social media tags)
- Please list your local radio station(s) (it would be very helpful if you can provide their social media tags)
- How many volunteers have worked on the projects in your submission?

For Each Award Category

- Program/Project Title
- Up to 450 words text
- Supporting documents in PDF format (optional)
- Up to 4 high resolution photographs or images. *Please include both landscape and portrait options.*

CLICK HERE TO GO TO THE ONLINE SUBMISSION FORM

https://survey.alchemer.com/s3/6075416/KABQ2021

KEY DATES

Entries Open:	1 **January 2021**
Entries Close:	**1 October 2021**
Judging:	**October/November 2021**
Winners Announced:	**December 2021**

FURTHER INFORMATION

Please contact us at info@kabqld.org.au or phone 1300 421 065.

Australian Sustainable Communities Tidy Towns Awards

The Overall State Winner will have the opportunity to enter the 2022 Australian Tidy Towns Awards which will be hosted by the 2021 Australian winner. In the lead up to the event, the National Sustainable Communities Tidy Towns judge, will visit each State winner to score each entrant against the national awards criteria.

Judging will commence from December 2022 and conclude by April 2022. The date for the judge's visit will be determined by the judge in conjunction with the winning town. Each entrant will be judged for a maximum of 12 hours. Either one full day or two half days. The categories will be judged as priority, if there is time to explore other aspects of the town this will be done however, this will not have any bearing on the judging results.

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Robert Perna
AUTHOR POSITION	Director Engineering and Infrastructure

9.16 ENGINEERING AND INFRASTRUCTURE 2020/2021 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 2020/2021 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receive and notes the monthly Engineering and Infrastructure 2020/2021 Capital Projects Progress Report.***
2. ***Receive and notes works awarded under the 2020/2021 Engineering and Infrastructure Procurement Plan.***
3. ***Receive and notes the 2020/2021 Engineering and Infrastructure Procurement Plan Report (detailing local contractor content).***

Resolution No.: **E&I0468**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Sandy Moffat**

That the Committee recommends that Council:

1. **Receive and notes the monthly Engineering and Infrastructure 2020/2021 Capital Projects Progress Report.**
2. **Receive and notes works awarded under the 2020/2021 Engineering and Infrastructure Procurement Plan.**
3. **Receive and notes the 2020/2021 Engineering and Infrastructure Procurement Plan Report (detailing local contractor content).**

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2020/2021 Engineering and Infrastructure Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

Engineering and Infrastructure has undertaken to report local content in contracts awarded through the Procurement plan.

IMPLICATIONS

The attached Engineering and Infrastructure 2020/2021 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects. A red flag indicates either a time or budget issue, yellow indicates the projects is of concern and green indicates no issues. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or community no additional commentary is provided. Where risks are significant separate commentary is provided in the Engineering and Infrastructure Issues Report.

Compliance

To ensure that the Engineering and Infrastructure 2020/2021 Capital Works Program is achieved within the identified timeframes of the 2020/2021 financial year.

Per Resolution number 6763 (2020/2021 Engineering and Infrastructure Strategic Procurement Plan), the activities of the previous month's Procurement Plan under the Chief Executive Officer's delegation will be noted in this report.

Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2020/2021 Capital Program. This report communicates risks/failure/delays that have been identified within the Engineering and Infrastructure 2020/2021 Capital Works program.

CONSULTATION

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

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2020/2021 Capital Projects Progress Summary 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 2020/2021 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:	**Report authorised by:**
ROBERT PERNA **Engineering and Infrastructure**	GARY STEVENSON **Chief Executive Officer**
Date: 28 January 2021	Date: 4 February 2021

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – 2020/2021 Capital Project Progress Summary Spreadsheet
- CONFIDENTIAL Attachment 2 – Subcontractor Utilisation Report

REFERENCE DOCUMENT

- Nil

PAGES 296 TO 303 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Richard Madden
AUTHOR POSITION	Manager Infrastructure Planning and Technical Services

9.17 HEAVY VEHICLE AND CARAVAN SET DOWN AREA AND PROPOSED TRANSFER OF FUNDING

EXECUTIVE SUMMARY

This report is to advise Council that the proposed Heavy Vehicle Lay Down area and overnight rest area project in Moranbah is to be cancelled. In lieu of construction of a specific site the management of heavy vehicles parking in the town centre is to be controlled through development and implementation of appropriate Local Laws and the installation of signage and compliance measures. Currently Isaac Regional Council has no local parking law and this is to be developed.

It is proposed that the project funding for CW212912 Moranbah Heavy Vehicle Set Down Area be transferred to CW212923 Road Safety Audit Pro-active Treatment to increase the number of proactive safety projects.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Approves Project CW212912 Moranbah Heavy Vehicle Set Down Area be cancelled and removed from the 2020-2021 Capital Budget, and***
2. ***Approves the available funding on CW212912 be transferred to CW212923 Road Safety Audit Proactive Treatments.***

Resolution No.: **E&I0469**

Moved: **Cr Greg Austen** **Seconded:** **Cr Sandy Moffat**

That the Committee recommends that Council:

1. **Approves Project CW212912 Moranbah Heavy Vehicle Set Down Area be cancelled and removed from the 2020-2021 Capital Budget, and**
2. **Approves the available funding on CW212912 be transferred to CW212923 Road Safety Audit Proactive Treatments subject to there being no budget funding shortfall in the delivery of the Moranbah dump point.**

Carried

BACKGROUND

Funding for preparation of an engineering design for a heavy vehicle set down area was approved within the 2020/21 Capital works budget (CW212912- $80,000). Various possible locations for the set down area were tabled and considered at the briefing session of Council in September 2020, where it was confirmed not to progress with the project. It is intended to restrict trucks and caravans parking overnight within the town centre precinct through development of Local Laws and compliance enforcement. Accordingly, the project funding is no longer required.

This report seeks to transfer the $80,000 funding to project CW212923 Road Safety Audit Proactive Treatments.

The scope of CW212923 Road Safety Audit Proactive Treatment is for implementation of safety treatments around schools based on previous safety audits and/or complaints received. Currently $50,000 is allocated to this project however there are additional works that can be undertaken should the $80,000 be transferred. A full list of the intended projects is attached to this report with the additional funding to be used for linemarking and signage through Nebo and installation of a bus shelter and signage in Clairview.

IMPLICATIONS

Cancelling this project requires action to be taken on developing an appropriate Local Law for parking to limit further issues associated with heavy vehicles parking in the town centre.

Transferring of the assigned funds to pro-active safety treatments will enhance the safety around school zones.

CONSULTATION

- Manager Infrastructure Planning and Technical Services
- Compliance and Integration Manager
- Manager Economy and Prosperity
- Capital and Project Program Manager
- Director Engineering and Infrastructure

BASIS FOR RECOMMENDATION

Control of heavy vehicles parking in the town centre can be enforced through the drafting of an appropriate local law.

Transferring of the savings to Proactive safety works around schools based on the priorities from previous Road Safety Audits is an effective use of funds.

ACTION ACCOUNTABILITY

The Manager Financial Services (CFO) to amend the 2020/2021 Capital Program with the removal of project CW212912 Heavy Vehicle Set Down Area and transferring available funding to CW212923.

The Manager Infrastructure Planning and Technical Services to plan and arrange the installation of proactive road safety treatments.

The Community Education and Compliance team to draft local parking laws for implementation.

KEY MESSAGES

The parking of heavy vehicles within the town centre can be controlled through development of local laws and this is the preferred method to address the issue. Diverting the savings from not constructing a specific parking site to safety works will improve safety around schools and this is considered an effective use of funds.

Report prepared by:	**Report authorised by:**
RICHARD MADDEN **Manager Infrastructure Planning and Technical Services**	ROBERT PERNA **Director Engineering and Infrastructure**
Date: 29 January 2021	Date: 29 January 2021

ATTACHMENTS

- Attachment – 1 Proposed list of proactive treatments as identified through road safety audit

REFERENCE DOCUMENT

- Nil

PROPOSED LIST OF PROACTIVE TREATMENTS AS IDENTIFIED THROUGH ROAD SAFETY AUDITS

NO.	SAFETY TREATMENT	TOWN	STREET	REFERENCE	DETAILED SCOPE	APPROX COST ESTIMATE
1	Moranbah East State School (MESS) – Disable Parking and footpath	MBH	William Street	Request from MESS	Line Marking for parking lot, Construct concrete slab between existing footpath and kerb, relocate existing signs (in progress - not yet complete)	$ 5,000.00
2	Kerb Ramp and connection to footpath – near Workers club	MBH	Bacon Lane	RSA-Moranbah Roads-Ref No 4	- Install Kerb Ramp to connect to existing footpath	$ 4,000.00
5	Bus shelter and appropriate bus stop signage	C/VIEW	Colonial Drive	RSA Coastal A1	Install bus shelter 1.6km north of Bruce High way intersection, with "W8-Q03, AND TC9944 SIGNS	$ 45,000.00
					SUBTOTAL CAPITAL WORKS	$ 54,000.00
3	Intersection control (STOP/GIVEWAY) for the side streets approaching Mills Avenue	MBH	Mills Avenue - intersections with connecting streets	RSA-Moranbah Roads-Ref No 20	Install STOP/GIVEWAY signs, Install STOP/GIVEWAY line marking (10nos - will provide more details on the locations to be installed)	$ 10,000.00
4	Centreline marking at Hershel Street	CLM	Hershel Street	RSA-Clermont Roads-Ref No 4	- Provide centreline marking on Hershel Street from East Street Intersection to Tropic Street intersection	$ 2,000.00
6	Nebo School Line Marking and Signage	NEBO		QPS URGENT REQUEST	Line marking, yield and "Children" signage	$ 8,000.00
7	St Law School Signage	STL	Macartney Street	RSA Coastal	Pedestrian/bicycle, children signage. kerbing	$ 8,000.00
8	Signage and intersection control	MBH	Various Streets	RSA MBH Ref 8, 9-11, 16,	Yield signage, line marking,	$ 14,000.00
9	Drop-off zone poor delineation	CLM	Douglass Street	RSA CLM Ref 7	Line mark centre line, entire length, reline mark all faded marking	$ 5,000.00
10	Road condition	CLM	Jelicoe Street	RSA CLM Ref 17	Line mark centre line over crest, provide guideposts around curve	$ 9,000.00
11	Signage	CLM	French and Monash Courts	RSA CLM Ref 14	Provide new obstruction markers(D4-5) signs to indicate end of street AS PER MUTCD Cl 4.6.7.2 part 2	$ 4,000.00
12	Bus stop signage	CARMILLA	Music Street	RSA Coastal	Line marking, yield and "Children" signage	$ 8,000.00
					SUBTOTAL OPERATIONAL WORKS	$ 68,000.00
					SUBTOTAL ALL WORKS	$ 122,000.00
					Contingency	$ 8,000.00
					TOTAL	$ 130,000.00

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Sean Robinson
AUTHOR POSITION	Manager Galilee and Bowen Basin Operations

9.18 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ROAD TRANSPORT ADVISORY GROUP UPDATE

EXECUTIVE SUMMARY

This report seeks to provide an update on the activity of the Local Government Association of Queensland (LGAQ), Road Transport and Advisory Group (RTAG).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

1. ***Notes the meeting minutes of the LGAQ Road Transport and Advisory Group (RTAG) meeting held on the 3 December 2020.***
2. ***Notes the upcoming LGAQ RTAG meeting to be held on 11 February 2021.***

Resolution No.: **E&I0470**

Moved: **Cr Greg Austen** **Seconded:** **Cr Viv Coleman**

That the Committee recommends that Council:

1. **Notes the meeting minutes of the LGAQ Road Transport and Advisory Group (RTAG) meeting held on the 3 December 2020.**
2. **Notes the upcoming LGAQ RTAG meeting to be held on 11 February 2021.**

Carried

BACKGROUND

In accordance with Resolution 6886:

That Council:

1. *Endorse the nominations listed below to the following Local Government of Queensland (LGAQ) Advisory Groups:*
    - *Director Planning, Environment and Community Services to the Climate Risk Management and Resilience LGAQ Advisory Group.*
    - *Cr Gina Lacey to the Future Workforce LGAQ Advisory Group.*

- *Cr Kelly Vea Vea to the Regional and Economic Development LGAQ Advisory Group.*
- *Manager Waste Services to the Waste Management and Resource Recovery LGAQ Advisory Group.*
- *Director Water and Waste to the Water and Wastewater Management LGAQ Advisory Group.*

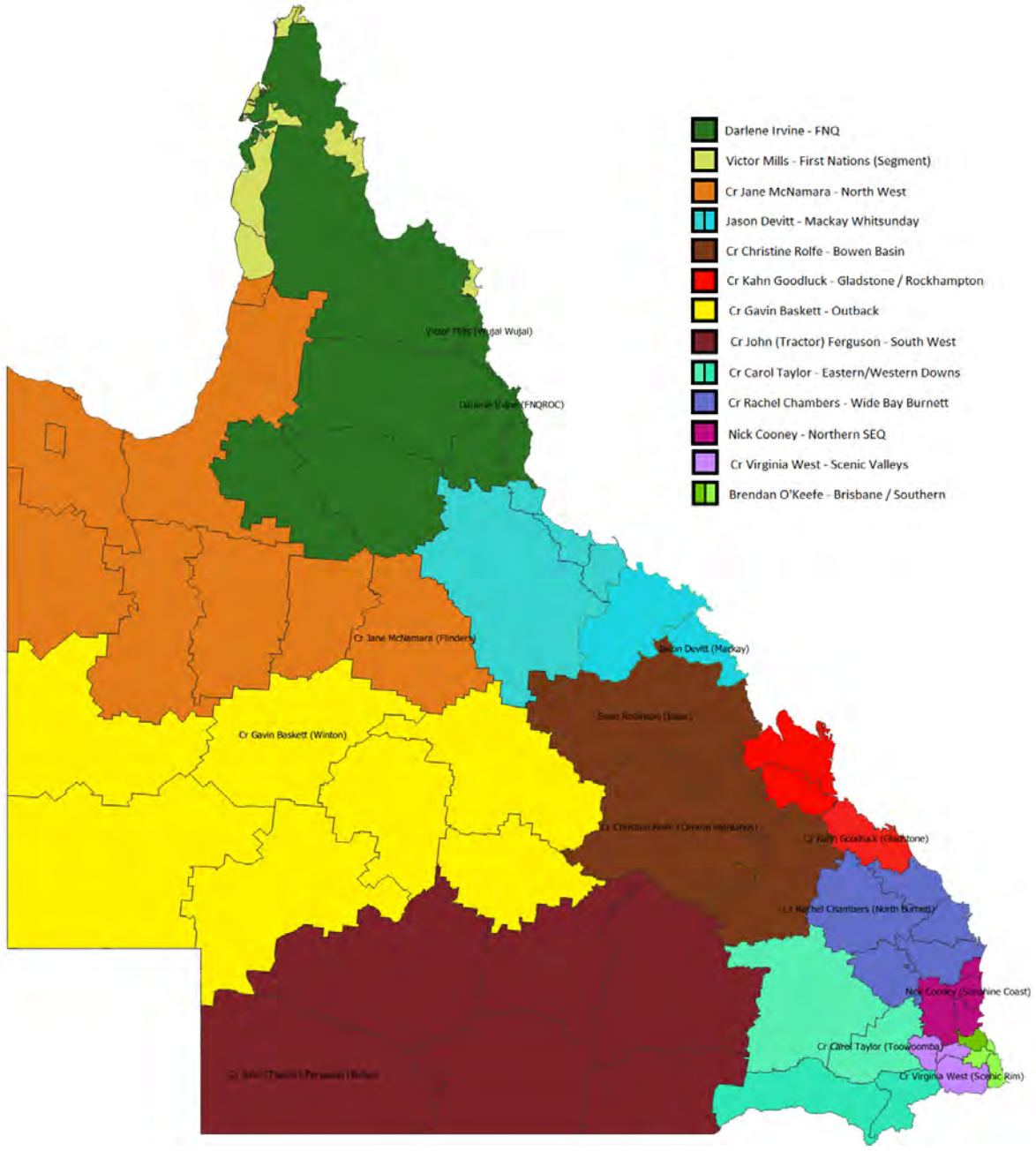
2. *Endorse Mayor Anne Baker's nomination for any LGAQ Advisory Groups should she wish to nominate*.

Sean Robinson, Manager Galilee & Bowen Basin Operations was nominated by Mayor Anne Baker and subsequently accepted to participate on the Road Transport Advisory Group (RTAG).

The RTAG role is to:

1. Assist the Local Government Association of Queensland (LGAQ) to identify emerging issues of strategic importance to local government.
2. Make recommendations on strategic policy and advocacy priorities to the LGAQ Policy Executive.
3. Provide advice to LGAQ professional officers regarding emerging issues that require an urgent policy response.

The RTAG is comprised of Local Government Representatives including Elected Members and Council Officers across Queensland as represented below:



The group meets quarterly with the first meeting held on 3 December 2020. Further to the attached meeting minutes, attendees were required to identify the top three issues that were impacting the operation of the Road and Transport assets in their region. Following internal consultation, the below three points were nominated from within the Isaac Region:

- Exclusion of non-resident traffic for the Calculation of the Identified Roads Grant (Financial Assistance Grants).
- Exclusion of the impacts of light vehicles and Oversize Overmass vehicles as part of the Pavement Impact Assessment as described under DTMR's Guide to Traffic Impact Assessment.
- Opportunity for a cost recovery mechanism for Oversize Overmass permit assessment, approval and compliance management.

The next meeting is scheduled to be held on the 11 February 2021 with the main agenda item being the RTAG Advocacy Action Plan. The agenda is expected to discuss:

- RTAG Advocacy Action Plan
- Traffic Management at road construction works
- Heavy Vehicle Road Reform

IMPLICATIONS

Issues within the Isaac Region are able to be tabled at a State-wide forum routinely.

CONSULTATION

- Director Engineering and Infrastructure
- Chief Executive Officer
- Cr Pickels – Chair Engineering and Infrastructure Standing Committee

BASIS FOR RECOMMENDATION

Develop policies, strategic plans and processes to address local and regional road and transport issues, through continued advocacy and representation within the Roads Transport Advisory Group.

ACTION ACCOUNTABILITY

Manager Galilee and Bowen Basin Operations to continue to represent Isaac Regional Council on the Road Transport Advisory Committee.

KEY MESSAGES

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.

Report prepared by:	**Report authorised by:**
SEAN ROBINSON **Manager Galilee and Bowen Basin Operations**	ROBERT PERNA **Director Engineering and Infrastructure**
Date: 25 January 2021	Date: 29 January 2021

ATTACHMENTS

- Attachment 1 - RTAG Meeting Outcomes 3 December 2020 meeting

REFERENCE DOCUMENT

- RTAG Terms of Reference

Roads and Transport Advisory Group

MEETING OUTCOMES

Thursday 3 December 2020
9:30am – 12:00 pm
Microsoft Teams – Video Conference

Attendees: Cr Jane McNamara – Chair (Flinders)
Cr Rachel Chambers (North Burnett), Cr John (Tractor) Ferguson (Bulloo), Cr Gavin Baskett (Winton), Cr Christine Rolfe (Central Highlands), Cr Kahn Goodluck (Gladstone), Cr Carol Taylor (Toowoomba), Cr Virginia West (Scenic Rim), Jason Devitt (Mackay), Sean Robinson (Isaac), Victor Mills (Wujal Wujal), Nick Cooney (Sunshine Coast), Darlene Irvine (FNQROC), Brendan O'Keefe (Brisbane)
Lau Chean (LGAQ), Robert Chow (LGAQ)

Apologies: Nil

Agenda Item 1 - Welcome and Introductions

- The Chair, Cr Jane McNamara, welcomed attendees and general introductions were undertaken.
- There were no apologies.

Agenda Item 2 – Roles, Responsibilities and Terms of Reference

- The group discussed the Terms of Reference, including the roles and responsibilities.
- The Terms of Reference were endorsed by the group.

Agenda Item 3 – LGAQ Update

- Robert Chow's presentation provided an update of the LGAQ current work program:
  - LGAQ's Federal Advocacy
  - LGAQ's State Advocacy
  - Heavy Vehicle National Law Review – Regulation Impact Statement – LGAQ Submission
  - LGAQ Annual Conference Motions
  - Strategic Local Government Asset Assessment Project – Collaboration
- Robert Chow provided an overview of current and emerging issues and opportunities.

ACTION:

1. *LGAQ to provide a copy of the update presentation slides to RTAG members*
2. *LGAQ to provide latest QTRIP update- https://www.tmr.qld.gov.au/About-us/Corporate-information/Publications/Queensland-Transport-and-Roads-Investment-Program*
3. *LGAQ seeking feedback from RTAG members on how LG is viewing/spending Local Roads and Community Infrastructure (LRCI) Program money?*
4. *LGAQ/RTAG to research how the road safety fund of approx. $500m will be received/spent?*
5. *Add the need for business case studies to assist council prepare/get access to shovel ready projects including the need for a bucket of funding to plan detailed design for further discussion at future RTAG meetings.*
6. *Provide RTAG Members update of key project outcomes and progress from 2019 RTAG meetings.*

Agenda Item 4 – Members Issues

The chair asked members for their top three issues. Issues noted below:

Cr Jane McNamara – Chair (Flinders)

- Need to seal key corridors and connectors (concerns around road safety – HVs competing with tourists and other road users on narrow roads/unsealed)
- Single lane and narrow bridges on key freight routes and road safety concerns on those roads
- Promotion of E-mobility/Pedestrian and Cyclists in regional centres

Cr Rachel Chambers (North Burnett Regional Council)

- Varying levels of asset management data/information/knowledge across QLD councils. Makes it difficult to achieve state-wide planning of strategic networks or planning for funding over multiple years if councils don't fully understand/appreciate the demands of their own network.
- Lack of a funding bucket for lower order state roads outside of TIDS, which as we know isn't big enough for even our higher order local road network. We haven't had any great conversations around why this is the case, and what the TMR plan is to maintain them into the future.
- Sharing of information across the LG Sector. There are many doing fabulous work which should be shared freely. How do we do this?

Cr John (Tractor) Ferguson (Bulloo)

- Lack of capital road funding i.e. Warri Gate Road and right across South West QLD. There needs to be a 5-year plan for capital road funding so that council can budget and for employment. Shovel ready funding does not work here because we don't have the staff and is costs a substantial amount without committed funding.
- Gravel pits. Council is required to contact many departments just to get approval to extract gravel and all the onerous conditions required.
- TIDS not enough. It is the same each year.

Cr Christine Rolfe (Central Highlands)

- Asset assessment of road networks by councils, and data collection to inform all levels of government departments. We are all aware of the impact of such data as CSIRO TraNSIT – unlocking options for efficient logistics infrastructure in Australian agriculture.
- Continuing discussion of NHVR Oversize Overmass regulations and requirements - impact of Heavy Vehicles on roads built 50 years ago.
- Connectivity across the state road network – (e.g. QCNfibre) This would be continuation of a discussion paper from the previous advisory group.

Cr Virginia West (Scenic Rim)

- Funding the infrastructure shortfalls that most Council's face.
- DTMR not seeming to be willing to preserve future Road Corridors as they have in the past. Example Canungra By-pass SRRC
- Welcome the planning funding for a review of the infrastructure link for Freight to Bromelton. Note the need for this to continue as Bromelton is a SDA.

Cr Kahn Goodluck (Gladstone)

- An A-double heavy vehicle access route to the Gladstone Port from central and western Queensland.
- Link the inland rail to the Port of Gladstone
- Gladstone Port access road upgrade Stage 2 - Option B

Cr Carol Taylor (Toowoomba)

- Impact of Inland Rail due to the many road/rail and utility interfaces and other challenges to be overcome. Need to work with the Queensland State Government to leverage these opportunities this project brings, and upgrade associated State road and rail infrastructure (and similarly support local governments) to maximise the opportunities now and into the future.
- Heavy Vehicle (freight) Movement – there is a number of associated matters that both the State and Federal Governments need to further progress, namely:
    - Need for funding to renew and upgrade aging and low standard infrastructure to enable regional economies to prosper.
    - Support to 'First and Last Mile' initiatives to assist local governments to better manage the ever-increasing freight task.
    - Support implementation of Road User Charging to ensure local government receive an equitable share of transport revenue.
- Need to improve public transport in regional Queensland

Cr Gavin Baskett (Winton)

- Need to seal key connectors to roads to support tourism, freight and road safety
- Need for sole tendering – difficult to manage and sustain workforces without certainty of work
- Lobbying for extension of funding to ensure all work is delivered and that local workforces are sustained

Jason Devitt (Mackay)

- Condition of assets – particularly assets that encounter high heavy vehicle traffic
- Roads off Alignment issues
- Forward planning for what the transport network will look like in 10-15 years

Sean Robinson (Isaac)

- Exclusion of non-resident traffic for the Calculation of the Identified Roads Grant (Financial Assistance Grants)
- Exclusion of the impacts of light vehicles and Oversize Overmass vehicles as part of the Pavement Impact Assessment as described under DTMR's Guide to Traffic Impact Assessment
- Opportunity for a cost recovery mechanism for Oversize Overmass permit assessment, approval and compliance management.

Victor Mills (Wujal Wujal)

- WWASC due to the size of our road network, we receive minimal grant from TIDS, approx. 147k over 5 years, insufficient funds to carry out maintenance and upkeep of the road network, due to lack of funds the carriageways are at the point where they will become Capital works.

- WWASC is not a rateable Council, dependant on funding and can't meet some funding requirement such as 60/40% contribution by Council.

- Need to improve state-controlled network for better connectivity and road safety

Nick Cooney (Sunshine Coast)

- Issues stemming from growth with around 8,500 extra persons/year – Increased demand, leading to congestion.
  - Need for State Government investment in major infrastructure.

- Need for travel behaviour change: Council has an aspirational mode split of 70:20:10 (cars : active : public transport) Currently sits at 85:12:3. Council is currently developing a comprehensive mid to long term Travel Behaviour Change program which will need community and State Government buy-in. Otherwise we are heading for an unaffordable and unsustainable future investment in road infrastructure.

- Need to work with TransLink/TMR to offer viable alternatives to the car. A change to what and how public transport is provided is required, together with improved levels of service. Offering the same type and level of service is not working and a different mindset is required. Can't be one size fits all (Brisbane City versus regional centres)

Darlene Irvine (FNQROC)

- Current deficiencies on our heavy vehicle network – if you include LG roads it is $531mil. From one TMR business case this looks to be a significant underestimation.
  a. within the deficiencies you can bundle road safety issues with many sections above the average for fatalities/100mil VKT and hospitalisations/100 mil VKT, and
  b. RMPC as that is a contributor to the deficiencies.

- Strategic Joint planning with TMR (it does appear the Fed Govt is helping with that, forcing RRTGs to agree on an investment strategy for ROSI corridor has meant TMR has had to come to the party with information previously not forth coming)

- In understanding our deficiencies, the difficult thing we are tackling as a region is prioritising where the funding should go first. Clinically, we can use our PPT or the BCA but this doesn't take into consideration things such as 'lifeline routes', 'recurrent flood rectification works', LG roads vs State Road investment, crash locations.

Brendan O'Keefe (Brisbane)

- Need for an E-mobility Strategy (Safety concerns around increased use of electric scooters etc.)

- Need for economic stimulus – BCC investing in a lot of major projects

- Need for Strategic Planning – Growth challenges

Next Meeting Date and Close

- Next Meeting date to be determined in due course noting timing of the pending State Budget and other key dates.

There being no further business, the Chair thanked all members for their attendance and closed the meeting at 11:35am.

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Sean Robinson
AUTHOR POSITION	Manager Galilee and Bowen Basin Operations

9.19 MANAGING THE IMPACTS OF LARGE RESOURCE PROJECTS ON LOCAL GOVERNMENT TRANSPORT INFRASTRUCTURE

EXECUTIVE SUMMARY

This report seeks to present the technical paper identifying the issues that are currently apparent in managing the impacts of Large Resource Projects on Local Government Transport Infrastructure.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

1. ***Notes the technical paper as presented at the Institute of Public Works Engineering Australasia Queensland State Conference.***
2. ***Endorses the use of the concepts to inform future advocacy and education regarding Resource Projects and associated impacts.***

Resolution No.: **E&I0471**

Moved: **Cr Sandy Moffat** **Seconded:** **Cr Gina Lacey**

That the Committee recommends that Council:

1. **Notes the technical paper as presented at the Institute of Public Works Engineering Australasia Queensland State Conference.**
2. **Endorses the use of the concepts to inform future advocacy and education regarding Resource Projects and associated impacts.**

Carried

BACKGROUND

The Isaac Regional Council covers an approximate area of 58,000km2 and maintains over 3200km of sealed and unsealed road network. The extractive industry is a major economic driver for the community. A key component is the coal industry with 26 active coal mines, 1 under construction and an additional 5 projects in various stages of approval.

The Isaac Region gross coal output accounts for 55% of total coal output in Queensland. The consequence of this economic benefit is the impacts that need to be managed on the local and state road and transport network. The development of the Galilee Basin has extended the impact of the resource industry into an area of road network that previously was only fit for the purpose of limited agricultural traffic. The emerging thin seam mining technology is driving development of projects currently being considered as “Boutique Mines”. These less than 2 million tonnes per annum mines are being established in areas of the Bowen Basin and the expected impact on the networks as they expand through construction into operational phases has never been included in long term planning.

The Isaac Regional Council is supportive of responsible planned development within the resource industry; however communities should not be negatively affected by resource projects. The introduction of the *Strong and Sustainable Resource Communities Act* 2017 (Qld) has introduced two key concepts:

- The Cumulative Impact of a Project
- Nearby Impacted Resource Communities.

These concepts have prompted the need to adapt the way projects are assessed and impacts are mitigated while providing net benefit for the broader community.

While there are active signs of adaption following the introduction of the Resource Communities Infrastructure Fund, current funding models for State and Federal funding, remain limited in the consideration and mitigation of the impacts on resource communities including the type of traffic and the impact of a non-resident population.

The concepts included within this technical paper are applicable to all developments where an associated impact is required to be mitigated by agreement. This includes but not limited to extractive, renewable and gas projects.

IMPLICATIONS

Galilee and Bowen Basin Operations department to provide suitable resources to ensure future impacts are mitigated within Council’s accepted risk profile

Galilee and Bowen Basin Operations to undertake assessment of existing agreements to establish resource requirements to ensure compliance.

CONSULTATION

- Director Engineering and Infrastructure
- Chief Executive Officer
- Senior Advisor
- Manager Governance and Corporate Services
- McCullough Robertson

BASIS FOR RECOMMENDATION

Develop policies, strategic plans and processes to address local and regional road and transport issues, through continued advocacy.

ACTION ACCOUNTABILITY

Director Engineering and Infrastructure and Manager Galilee and Bowen Basin Operations to continue to coordinate, assess and negotiate mitigation strategies in response to the impacts of resource industry.

KEY MESSAGES

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.

Report prepared by:	**Report authorised by:**
SEAN ROBINSON **Manager Galilee and Bowen Basin Operations**	ROBERT PERNA **Director Engineering and Infrastructure**
Date: 27 January 2021	Date: 29 January 2021

ATTACHMENTS

- Attachment 1 – Managing the Impacts of Large Resource Projects on Local Government Transport Infrastructure

REFERENCE DOCUMENT

Nil

MANAGING THE IMPACTS OF LARGE RESOURCE PROJECTS ON LOCAL GOVERNMENT TRANSPORT INFRASTRUCTURE

Current as at 25.01.2021

Presented by **Sean Robinson, Manager Galilee and Bowen Basin Operations**

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ABSTRACT

The Isaac Region is ideally situated to provide critical resources to feed power and energise the world. With 25 operating coal mines in the Bowen Basin, one under construction in the Galilee Basin and another five major projects at various stages of approval it is critical to understand the impact that a resource project may have on road and transport assets. Following the introduction of the *Strong and Sustainable Resource Communities Act* 2017(QLD), Council has had to adapt its assessment methodology and monitoring schedules to incorporate key concepts, particularly around mitigating cumulative impacts

BACKGROUND

The Isaac Regional Council covers an approximate area of 58,000km2 and maintains over 3200km of sealed and unsealed road network. The extractive industry is a major economic driver for the community. A key component is the coal industry with 26 active coal mines, 1 under construction and an additional 5 projects in various stages of approval.

The Isaac Region gross coal output accounts for 55% of total coal output in Queensland. The consequence of this economic benefit is the impacts that need to be managed on the local and state road and transport network. The development of the Galilee Basin has extended the impact of the resource industry into an area of road network that previously was only fit for the purpose of limited agricultural traffic. The emerging thin seam mining technology is driving development of projects currently being considered as “Boutique Mines”. These less than 2 million tonnes per annum mines are being established in areas of the Bowen Basin and the expected impact on the networks as they expand through construction into operational phases has never been included in long term planning.

The Isaac Regional Council is supportive of responsible planned development within the resource industry; however communities should not be negatively affected by resource projects. The introduction of the *Strong and Sustainable Resource Communities Act* 2017 (Qld) has introduced two key concepts:

- The Cumulative Impact of a Project
- Nearby Impacted Resource Communities.

These concepts have prompted the need to adapt the way projects are assessed and impacts are mitigated while providing net benefit for the broader community.

While there are active signs of adaption following the introduction of the Resource Communities Infrastructure Fund, current funding models for State and Federal funding, remain limited in the consideration and mitigation of the impacts on resource communities including the type of traffic and the impact of a non-resident population.

LEGISLATIVE FRAMEWORK

STATE DEVELOPMENT AND PUBLIC WORKS ORGANISATION ACT 1971 (Qld)[SDPWO Act]

A proponent of a project with one or more of the following characteristics may apply to have it declared a 'coordinated project' under the *SDPWO Act* if the project includes any of the following:

- complex approval requirements, involving local, state and federal governments
- significant environmental effects
- strategic significance to the locality, region or state, including for the infrastructure, economic and social benefits, capital investment or employment opportunities it may provide
- significant infrastructure requirements.

A coordinated project declaration does not imply government approval of, support for or commitment to the project in question.

Rather, it means the project requires a rigorous impact assessment involving whole-of-government coordination, either by a comprehensive Environmental Impact Statement (EIS) or a targeted Impact Assessment Report (IAR).

The declaration does not exempt the project proponent from the need to:

- obtain necessary development approvals
- comply with relevant planning and environment laws and planning instruments.

The Coordinator General's Report about the EIS may include conditions requiring road impacts to be addressed, including by way of an agreement with the relevant roads authority. These conditions can be critically important for the roads and other outcomes in the local government area. Council's preference is for a mechanism, such as an agreement supported by State conditions, that enables Council to deal directly with the proponent in responding to the impacts on Council's roads and other infrastructure.

ENVIRONMENTAL PROTECTION ACT 1995 (Qld) [EP Act]

A high-impact resource project may be required to be assessed through an EIS process under chapter 3, part 1 of the *EP Act*. Key triggers for large resource projects includes a requirement for the ore/coal removal to be greater than or equal to two million tonnes per annum. (Department of Environmental Science, 2019). Upon completion of the EIS process, there is an opportunity for a project to be conditioned regarding the level of impact that they may have on a local road including mitigation strategies.

With the introduction of boutique mining practices, where the production is generally less than the applicable trigger, there is no requirement to undertake any formal EIS assessment for the project. This imposes a risk to road and transport assets when either:

- The project is accessed by a lower order road, and/or
- When cumulatively considered with other adjacent resource projects.

Instead, local government must rely on other mechanisms, as discussed below, to respond to these impacts.

MINERAL RESOURCES ACT 1989 (Qld)

The *Mineral Resources Act* 1989 (Qld) provides opportunity for Local Government to be reimbursed for the loss of surface rights over land owned/controlled by the entity, including road or camping reserves, freehold land owned by Council. The limitation with this however is if the mining lease does not have a surface disturbance area impact over a road reserve, reserve in which the LGA is a trustee or land owned by LGA, there is no provision for the Local Government to negotiate for the mitigation of impacts under this legislation.

MINERAL AND ENERGY RESOURCES (COMMON PROVISIONS) ACT 2014 (Qld) [*MERCP*]

Section 26 of the *MERCP* provides context and guidance regarding the reimbursement of Local Governments for the impacts that a specific identified activity may have on the road, however this is limited to the impact of the notifiable road use (i.e. coal haulage on roads) only not the overall project impacts.

*NATIONAL HEAVY VEHICLE NATIONAL LAW 2012 (*Qld*)*

The National Heavy Vehicle Act provides opportunity that should a law provide for a fee, a Road Manager shall be able to apply a fee to undertake a route assessment. The State Legislation however is silent on the mechanism for calculating and applying the fee. This framework has the potential to assist in managing the impacts of extractive industry traffic, but it currently has limited teeth.

LOCAL GOVERNMENT ACT 2009 (Qld)

Section 72 'Assessment of impacts on roads from certain activities' of the *Local Government Act* 2009 (Qld) states, where a local government considers a particular activity *is having, or will have, a significant adverse impact on a road:*

> *The local government may require the entity that is conducting the activity to provide information, within a reasonable time, that will enable the local government to assess the impact of the activity on the road.*

After assessing the impact, a Local Government may require the entity to carry out work or to pay an amount as compensation for the Impact.

The section is limited in that a regulation must prescribe an activity for this section, the *Local Government Regulation* 2012 (Qld) currently provides no detail on prescribed activity.

STRONG AND SUSTAINABLE RESOURCE COMMUNITIES ACT 2017 (QLD) [*SSRC ACT*]

The introduction of the *SSRC Act* in 2017 has introduced key concepts which have framed the evolution in assessment of Large Resource Project impacts including road and transport impacts. These key concepts principally are:

- Assessing the cumulative impacts (Office of the Coordinator General, September 2020)
- Introduction of nearby Regional Communities.

The *SSRC Act* provides guidance on the impact assessment, mitigation and provision of net benefit to nearby regional communities, when considering social impacts are changes in one or more of the following:

- People's way of life – how they live, work and play;
- Their culture – shared beliefs, values and customs;
- Their community – cohesion, stability, character, services and facilities;
- Their political systems – participation and how decisions are made;
- Their environment – air and water quality, availability and quality of food, dust and noise, safety and sanitation, access to and control over resources;
- Their health and wellbeing – physical, mental and spiritual, not just absence of disease;
- Their personal and property rights – economic impact, disadvantage and violation of civil liberties;
- Their fears and aspirations – perceptions about safety and fears for future and future of their children. *(Source: adapted from Vanclay 2003)*

It may then be understood that a change in the condition of and/or congestion of the surrounding road and transport can easily influence any of the above. With the introduction of a Nearby Regional Communities under the *SSRC Act*, Local Governments need to be strategic in planning the broader transport network to ensure there is no disadvantage to residents of the applicable communities when seeking employment from Large Resource Projects.

Council has to date been at the forefront in its advocacy for the development and implementation of the SSRC Act. This includes that the opportunity for genuine choice on where an employee decides to base themselves while employed at a large resource project needs to be from the beginning of the recruitment process. Policies and opportunity need to be reactive enough that allow for an employee to change their living arrangements throughout their term of employment, In the Isaac region, this includes the provision of proponent owned housing stock. With this however comes with a degree of uncertainty regarding the overall project impacts and as such the assessment and monitoring methodology needs to suit

CURRENT FUNDING AVAILABILITY

RATES

As part of the Isaac Regional Council 2020-21 Annual Budget (Isaac Regional Council, 2020), rating categories have been included for coal mining industries where a rate is calculated based on the land valuation and number of employees and /or contractors employed at the project.

It is noted however that rates revenue derived by a Local Government relate to its assets as a whole with rates applicable to resource projects considered to be cash flow associated with Council's broader assets and services supplied. (Ernst & Young, 2015)

FINANCIAL ASSISTANCE GRANTS

Local Governments are required to make a submission to the Australian Bureau of Statistics including key metrics of performance across the Local Government Area. These metrics are then utilised to calculate the annual Financial Assistance Grants that is received by a Local Government. Financial Assistance Grants are split into two categories of which both are untied and may be used for any legitimate Council purpose:

- General Purpose Grant,
- Identified Roads Grant
  - The identified road grant should be allocated to local governing bodies as far as practicable on the basis of the relative needs of each local governing body for roads expenditure and to preserve its road assets. In assessing road needs, relevant considerations include length, type and usage of roads in each local governing area.

Included in these metrics is the length of road network maintained by the Local Government, categorised by traffic volume across urban and rural areas. The recent introduction (2019/20 submission) of heavy vehicle multipliers indicates a level of adaption of the funding model to account for impacts associated with heavy industry. (Queensland Local Government Grants Commission, 2019)

However there still remains factors which result in Local Governments becoming reliant on third party contributions including:

- The provision of population statistics to calculate the Identified Roads Grant causes a misrepresentation by not accounting for the traffic impacts associated with non-resident population;
- While multipliers identify heavy vehicles similar to classes identified under the *Austroads Guide to Traffic Monitoring*, it does not specifically address the impacts associated with Oversize/ Overmass dimension vehicles;
- The decision under recent Federal budgets since 1995 to limit the indexation and associated overall value of the grant available to Local Governments across Australia.

RESOURCE COMMUNITIES INFRASTRUCTURE FUND

In 2020, the Queensland Government announced the establishment of the Resource Communities Infrastructure Fund. The program is to be funded by State Government and Resource Proponents. The fund provides for $100m over a three-year period, specifically for resource communities. The risk with this fund given the limited value is that resource proponents may see this as an offset contribution towards the impacts associated with their projects rather than the fund being utilised to fund existing legacy infrastructure shortfalls that have resulted from over 50 years of cumulative impacts or providing genuine benefit for Resource Communities.

CURRENT ASSESSMENT PRACTICES

Current assessment of traffic impacts is guided by the Department of Transport and Main Roads *Guide to Traffic Impact Assessment ["Guide"]*. The Guide follows six key principles in evaluating the impacts of a resource project as follows:

1. Development must not compromise safety on the State Controlled Network;
2. Development should seek to achieve no worsening to safety or infrastructure condition and no net worsening to efficiency across the impact assessment area;
3. Development should seek to adopt a mitigation hierarchy (in order of precedence) avoiding, managing and mitigating impacts;
4. Development access locations and permitted turning movements are consistent with the function and access limitation of the road being accessed;
5. Development proponents are responsible for all access and frontage works;
6. Development proponents are responsible for all works required to connect out of sequence development to the current and future State Controlled Network while not compromising the implementation of planned transport infrastructure.

LIMITATIONS AND RISK

Data reliance

Local Government is wholly reliant on the accuracy of the information/modelling included within the Traffic Impact Assessment prepared by the proponent. This risk is mitigated by the requirement for a Registered Professional Engineer of Queensland to sign off on the final version of the Traffic Impact Assessment, however there still remains a risk linked to various assumptions that need to be made within the early stages of the project modelling.

Light vehicle impact

While the SSRC Act eliminates the opportunity for a 100% Fly in-Fly Out [FIFO] workforce, the workforce should be provided genuine choice to relocate and live in the region. When provided with genuine choice there will always be some element of non-resident workforce and the location and travel requirements/impacts for this non-resident workforce should be considered. For example, historically in the Isaac Region, of 26 operating mines a portion of each workforce live in the Mackay-Whitsunday Region. The cumulative impact of light vehicles travelling before and after rostered days on has not fully been accounted for when proponents have undertaken their Traffic Impact Assessment and subsequently is resulting in a deteriorating asset in which the related resource proponent is not required to contribute and mitigate.

Overall net efficiency

The concept of no reduction in net efficiency of the network allows for individual elements of the road and transport network to reduce in efficiency as a result of a resource project (Department of Transport and Main Roads, 2018). This reduction in efficiency results in a number of unintended consequences including:

- Road user frustration;
- Road user fatigue;
- Delays to heavy vehicles including livestock movement.

These factors all impact the overall safe operation of the transport network and may also be considered social impacts. It is noted that the first principle of the Guide is that the project should not compromise the safety of the transport network.

Pavement Impact Assessment (PIA)

The basis of the calculation of the contribution of a proponent impact as a result of accelerated degradation of the State Controlled Assets, is calculated utilising the Standard Axle Repetitions (SAR) combined with the Freight Axle Mass Limits Investigation Tool (FAMILT) to calculate an overall cost contribution for the life of the project. (Department of Transport and Main Roads, 2018) Further to the discussion above regarding the non-resident workforce and associated light vehicles, the current PIA methodology excludes the impact of light vehicles.

One of the key transport impacts associated with the resource industry is the necessity for Oversize/Overmass loads. While evolving technology and transport configurations is emerging to limit the individual axle mass for the required combination, the overall load, particularly on structures is increasing as industry develops. This impact is not currently accounted for in the 10 Austroads Classes utilised when calculating the overall project SAR.

While extensive work has been undertaken across the State Controlled Network to develop, quantify and support the outputs of the current methodology, similar work has not been undertaken on much, if not at all for the Local Government network. This creates a knowledge gap in how to consistently address a projects impact on Local Government road and transport assets

Considering the various limitations identified above, alternate arrangements need to be undertaken to ensure that Local Government roads are not negatively impacted as a result of resource projects including but not limited to:

- Short term maintenance contributions;
- Long term upgrade strategy and maintenance contributions;
- Pre and post dilapidation surveys including delivery of remediation works;
- Allocation and direction of maintenance responsibilities.

WHOLE OF PROJECT IMPACTS AND RISKS

REGIONAL IMPACTS

Nearby Regional Communities

The *SSRC Act* has introduced the concept of Nearby Regional Communities, whereby resource projects are to employ, or not discriminate against, people from Nearby Regional Communities. The definition of a Nearby Regional Community unless determined otherwise under the discretion of the Coordinator General is, a town that has a population more than 200 people and is within a 125km radius of the main access to the project *(Sch. 1 SSRC Act).*

Proponents of new resource projects need to ensure that the development of the Traffic Impact Assessment is directly integrated with the workforce modelling required as part of the Social Impact Assessment.

For existing resource projects, State and Local Governments need to work strategically with Proponents to ensure the transport links from Nearby Regional Communities to a project are safe and effective in order to achieve the true objective of the *SSRC Act.*

Non-resident workforce

For the non-resident workforce identified as part of the workforce modelling, the Proponent should consider the travel requirements and the subsequent impacts that the contingent of workforce requires, this may include:

- Private vehicle travel before and after rostered days on;
- Impact of additional bus movements on the broader regional network;
- Impact of additional flights on existing airport operations.

OPERATIONAL IMPACTS

Use of appropriate legal instruments to address impacts

Isaac Regional Council employs a suite of legal instruments negotiated between Council and resource proponents to address the impacts road and transport network impacts of a resource project. These legal instruments are utilised to recognise the impact and outline the rights and obligations of each party with respect to identified impacts. The nature of the agreement is dependent on the legislative framework, level of risk and level of impact associated with the project.

Definition of project traffic

To ensure the impacts from the project are identified holistically across the community, including the road and transport assets, a vital requirement is a clear understanding of what constitutes project related traffic. The definition adopted by Isaac Regional Council is:

> ***Project Traffic*** *means the aggregate of all vehicle movements on Roads generated by the construction and operation of the Project, including but not limited to:*
>
> *a) Light Vehicles;*
> *b) Heavy Vehicles;*
> *c) vehicles for access to and from site;*
> *d) workforce buses;*
> *e) private vehicles;*
> *f) construction deliveries;*
> *g) mining equipment deliveries;*
> *h) heavy wide loads;*
> *i) fuel deliveries;*

j) hazardous materials deliveries;
k) service vehicles; and
l) OSOM Vehicles.

For the purposes of this definition, the Roads are specifically identified by name and chainage length.

Scope of Works

The scope of the works will depend on the level of impact predicted and the status of the current road; regardless however the base supporting guidelines are able to be consistently applied.

Safety

If a road is to remain in an unsealed state, a key risk associated with repeated heavy vehicle loading is the surface condition and excess dust. Local Governments should seek to include applicable dust mitigation provisions when establishing the scope of works required. An inclement weather clause should also be considered with applicable measurable triggers that allow the protection of the road and transport assets during times of wet weather.

Maintenance

The adoption of the Department of Transport and Main Roads Routine Maintenance Guidelines including the Intervention Level and Response Times has allowed Isaac Regional Council to consistently identify and manage the maintenance requirements of resource project impacted roads. It must be noted that these guidelines should be accompanied by an Asset Maintenance Management Plan in order to provide unsealed surface intervention requirements e.g. roughness.

Upgrade

Upgrade works need to be clearly defined and understood by all parties to ensure that there is no ambiguity. Dependant on the level of traffic impacts, the guiding documents used by Isaac Regional Council for Unsealed upgrades are:

- Capricorn Municipal developmental Guidelines (CMDG);
- DTMR Route Assessment Guidelines for Multicombination Vehicles.

Under the CMDG, the trigger point relevant to Isaac Regional Council for a road to be upgraded from unsealed to sealed is 100 vehicles per day (Capricorn Municipal Development Guidelines, 2020)[OBJ].

Key design standard documents for the upgrade on a sealed road include -

- CMDG;
- Austroads Guide to Road Design.

Key criteria that should be explicitly identified to ensure there is no misinterpretation by either party include:

1. Design Speed;
2. Flood Immunity;
3. Any variations to the default standards under the road standard e.g. kerb and channel

With the identification of design speed, the Local Government should be clear as to the responsibility to provide for the applicable road reserve to cater for the design of the road required. Generally, this would be the Proponent's responsibility however Local Governments may potentially assist under legislative powers.

Delivery of Works

When considering the delivery of works, including the responsible parties, the Local Government should reflect upon its ability to resource the delivery of the works. Required resources include:

- Construction Resources – water including pavement materials;
- Monitoring and compliance requirements;
- Construction Resources.

Construction Resources

Local Governments should consider the resources required to undertake and deliver the works including the current climatic conditions specific to that region. Given the current climatic conditions and an intent to avoid any form of agency relationships, Isaac Regional Council has included within current agreements that where a proponent is required to undertake works on a road, that Council does not consent to the proponent accessing water as an agent of Council as a constructing authority under the exemption provided within *section 99* of the *Water Act* 2000 (Qld).

In order to limit liability and manage associated risk regarding access to and management of gravel pits, Council has further identified that the proponent is not able to extract material from its registered gravel pits.

Monitoring compliance with obligations

Upon the execution of the agreement, the level of resourcing required to monitor the delivery and compliance of the proponent, will be determined by a number of factors including:

- Development timeframe for the project;
- Construction methodology and responsibility;
- Identified risk of the project assessed in accordance with the Local Government's Enterprise Risk Framework.

Project Change

The expected duration of large resource projects is generally beyond the 10 - 50 year period with some extending as far as greater than 60 years, it cannot be expected that the impacts in 60 years time with the change in technology and community needs. Accordingly, the agreement should contain a mechanism that allows for project change. This can include a quantifiable trigger which is actioned when it is identified that a road not previously contemplated as being impacted is subsequently impacted by the project, allow for terms of further contribution and upgrade to become applicable to the proponent.

Recognising the very low levels of background traffic on the remote regional roads, Isaac Regional Council has identified and accepted a deviation from the 5% included within the DTMR Guide to Traffic Impact Assessment and has identified a trigger of 20% increase over the background traffic for a sustained period of two months. This has been identified in an effort to provide a level of reasonableness and certainty and to avoid excessive unwarranted contractual administration.

FINANCIAL AND LIABILITY IMPACTS

Allocation of Responsibility

Where a single resource project is impacting an identified road, it is acceptable to assume that all responsibility for the impact is that of the proponent. However, when there are multiple projects in differing stages of development/operation impacting the same road, an equitable method of calculating and apportioning the cost of undertaking mitigation measures needs to be established. This is currently carried out by Isaac Regional

Council through various means, however, most commonly this is through measurement by short term traffic counters. This is a cost effective method but limited to measuring the impact directly adjacent to the project point of access and does not account for seasonal fluctuations in traffic numbers throughout the year, a risk to both proponent and the road authority. That said, where it is observed that a fluctuation may be due to a change in project operation or a more intensive, short term change of operations, either the project change provisions or additional, stand-alone provisions can be employed.

Depreciation

Isaac Regional Councils Accounting Policy is to measure infrastructure assets on the revaluation basis (at fair value). Council then uses depreciated replacement cost as its valuation technique when estimating fair value.

Following receipt of external advice, Isaac Regional Council presented its position to Queensland Audit Office and Queensland Treasury that a proponent should be required to pay a depreciation contribution to Council, particularly where the road would not otherwise be upgraded on Council's planning horizon. After extensive review and evaluation, it was identified that the position was both reasonable and responsible.

The inclusion that the proponent shall make an annual depreciation contribution for a constructed asset throughout the life of the project is a key concept in ensuring the general rate payer is not impacted by developments, works and upgrades necessitated by a resource project. The major supporting ideologies of this concept include:

- Council would not have considered upgrading the asset based on current usage;
- Councils major revenue stream being rates and levies relate to its assets as a whole;
- Rates applicable to the user of the asset are considered cashflows in respect to the broader Council assets and services supplied not directly applicable to a specific road.

If this contribution was not included, the cost of recognising the differential depreciation replacement value for the upgraded asset would be deferred and split among all of the ratepayers within the Local Government Area as part of its General Rates.

Insurance and indemnity

Isaac Regional Council has utilised a suite of standard clauses relating to liability indemnities and insurance obligations and largely considers these clauses to outline a non-negotiable position. These obligations relate specifically to circumstances where there is an identified impact on the road and proposed works, upgrade or maintenance obligations built into an agreement. Simply, these clauses support Council to maintain a risk adverse position, particularly where a risk is identified as connected with a particular resource project. Generally, the indemnity clauses require the resource company to indemnify Council for upgrade and maintenance works undertaken, any other obligations under the agreement. In certain circumstances the indemnities outlined exist beyond the particular period relevant to the document.

The insurance clauses are independent of the indemnity obligations. Generally, the public liability insurance obligations are a requirement for evidence of insurance from a reputable insurer and of a value relative to the risk and value of works. Specific clause guides the types of insurance applicable and specific requirements, inclusions and exclusions required in the policy. Notably, Isaac Regional Council prefers a policy clause that specifically names Council as an insured enabling Council to deal directly with the resource company's insurer. This position emanates the requirements of Council's liability insurer for a phrase that Council is a named insured.

It is important that provision be made for evidence of compliance with the insurance provisions to provide certainty that obligations are being met and thus a local government is protected in the manner intended.

MITIGATION

In order to mitigate the impacts of large resource projects, Local Governments need to enter into applicable agreements with proponents the nature and composition of the agreement and mitigation strategies varies dependent on the level of impact and the foreseeable duration of the project and resulting impacts.

SHORT TERM IMPACT

Sealed Road

While the Road Authority generally retains control of maintenance and is subsequently reimbursed by the proponent, impacts may be mitigated through the implementation of:

- Road Safety Audit;
- Routine Joint inspection;
- Pre and Post dilapidation audits;
- Road use/Traffic Management Plans.

The proponent would be responsible for implementing any measures and undertaking any works associated with mitigating the project impact.

Key terms for inclusion would be:

- Ability to cease the project activity during times of inclement weather:
  - For heat, the provision to cease project impacts or provide additional mitigation strategies when the temperature is expected to exceed 45 degrees, as has been representative of the Isaac Region's climate;
- Emergency maintenance – The ability for a Road Authority to undertake emergency repairs caused by the project and have those costs reimbursed;
- Monitoring requirements to confirm the level of impact;
- Security – Financial security, by either bank guarantee or cash funds, should be held against the proponent with Council having the ability to draw down if the proponent does not reimburse applicable costs.

Unsealed Road

Short term impacts on unsealed roads can be mitigated through two main avenues:

- Road Authority retains maintenance control and costs are reimbursed;
- Maintenance Responsibilities are transferred to the applicable project proponent.

Care needs to be taken when assessing the identified avenue, particularly if Council is to retain control. Consideration of whether the applicable resources exists within the Council to both undertake the work and monitor the condition of the asset throughout the period of impact. This is particularly relevant in a region the size of the Isaac Region where some unsealed roads require a full days travel to inspect. Upon confirmation of the applicable responsibility the following should be considered and included to inform the terms of the agreement:

- Road Safety Audit;
- Routine Joint inspection;
- Pre and Post dilapidation audits;
- Road use/Traffic Management Plans.

Key terms for inclusion would be:

- Ability to issue a direction that the project related traffic on an identified road cease during times of inclement weather:
  - For heat, the provision to cease project impacts or provide additional mitigation strategies when the temperature is expected to exceed 45 degrees as has been representative of the Isaac Region's climate;
  - For wet weather, identifying an applicable Frequency/Duration from the IFD tables prepared for the location by the Bureau of Meteorology. Isaac Regional Council has identified a storm greater than Q2 (50%AEP) and 5 minutes in duration;
- Emergency maintenance – The ability for a Local Government to undertake emergency repairs caused by the project and have those costs reimbursed;
- Monitoring requirements to confirm the level of impact;
- Security – Financial security, by either bank guarantee or cash funds, should be held against the proponent with Council having the ability to draw down if the proponent does not reimburse applicable costs;
- If there are significant upgrades required, consideration needs to be given to the ongoing depreciation requirements or a requirement that the proponent shall reinstate the road to the condition prior to the project impacting the asset.

LONG TERM IMPACT

Existing Sealed Road

Where it has been identified that a project shall have an impact on an existing sealed road, the impacts may generally be mitigated through the implementation of a number of techniques within the agreement including:

- Routine monitoring to establish the quantum of the impact when compared to non-project traffic volumes;
- Regular Road Safety Audits throughout the impact;
- Routine joint inspections to quantify the expected work to be undertaken during the upcoming period.

Key objective maintenance standards should be established such as including the DTMR Routine Maintenance Guidelines with the scope of work being applicable for the full extent of the road corridor.

Key terms for inclusion would be:

- Ability to cease the project activity during times of inclement weather:
  - For heat, the provision to cease project impacts or provide additional mitigation strategies when the temperature is expected to exceed 45 degrees as has been representative of the Isaac Region's climate;
- Emergency maintenance – The ability for a Road Authority to undertake emergency repairs caused by the project and have those costs reimbursed;
- Monitoring requirements to confirm the level of impact, including via permanently installed traffic monitoring cameras or traffic counters or period traffic counts undertaken at specified intervals;
- Security – Security should be held against the proponent with Council having the ability to draw down if the proponent does reimburse applicable costs.

Upgrade Required

Where a road expected to be impacted by a resource project will require an upgrade to a road, the timing will initially be driven from a commercial aspect by the proponent. However, Local Governments need to critically identify an acceptable level of risk that balances the proponent's commercial requirements, while not compromising the road safety for general road users. While the road remains unsealed, impacts can be mitigated through two main avenues:

- Road Authority retains maintenance control and costs are reimbursed;
- Maintenance Responsibilities are transferred to the applicable project proponent.

Care needs to be taken when assessing the identified avenue, particularly if Council is to retain control, whether the applicable resources at Council are available to both undertake the work and monitor the condition of the asset throughout the period of impact. This is where permanently installed traffic monitoring cameras can assist. Upon confirmation of the applicable responsibility, the following should be considered and included to inform the terms of the agreement:

- Road Safety Audit;
- Routine Joint inspection;
- Road use/Traffic Management Plans.

Key terms for inclusion would be:

- Ability to cease the project activity during times of inclement weather:
  - For wet weather, identifying an applicable Frequency/Duration from the IFD tables prepared for the location by the Bureau of Meteorology. Isaac Regional Council has identified a storm greater than Q2 (50%AEP) and 5 minutes in duration;
- Emergency maintenance – The ability for a Local Government to undertake emergency repairs caused by the project and have those costs reimbursed;
- Monitoring requirements to confirm the level of impact;
- Security – Financial security, by either bank guarantee or cash funds, should be held against the proponent with Council having the ability to draw down if the proponent does not reimburse applicable costs.

Within the agreement, clearly defined design and construction standards should be identified to ensure there is no ambiguity. Once the road is upgraded, the impacts may generally be mitigated through the implementation of a number of techniques within the agreement including:

- Routine monitoring to establish the quantum of the impact when compared to non-project traffic volumes;
- Regular Road Safety Audits throughout the impact;
- Routine joint inspections to quantify the expected work to be undertaken during the upcoming period.

Key objective maintenance standards should be established such as including the DTMR Routine Maintenance Guidelines with the scope of work being applicable for the full extent of the road corridor.

Key terms for inclusion would be:

- Ability to cease the project activity during times of inclement weather:
  - For heat, the provision to cease project impacts or provide additional mitigation strategies when the temperature is expected to exceed 45 degrees as has been representative of the Isaac Region's climate;
- Emergency maintenance – The ability for a Road Authority to undertake emergency repairs caused by the project and have those costs reimbursed;
- Monitoring requirements to confirm the level of impact;
- The Proponent shall be required to make an annual depreciation contribution to cover the costs of the asset value in accordance with the Local Governments Accounting Policy;
- Security – Financial security, by either bank guarantee or cash funds, should be held against the proponent with Council having the ability to draw down if the proponent does not reimburse applicable costs.

MONITORING FRAMEWORK

EXISTING BASE LEVEL MONITORING

Base level monitoring includes the use of tube counters and other similar methodologies. These often are installed intermittently as part of a rolling program or as part of a targeted assessment. These methodologies are able to capture a snapshot of the impact and require extensive analysis to identify impacts related to a specific project. The data is also generally restricted to the asset directly adjacent to the project.

PROPONENT OWNED PERMANENT MONITORING

Isaac Regional Council has established standard conditioning within its agreements with resource projects that there is a requirement for the proponent to install permanent traffic monitoring devices at key areas of risk. These monitoring devices may include cameras as well. A base assumption within the agreement is that any increase above the accepted baseline traffic volumes is assumed to be project related. The data from the fixed monitoring devices is routinely reported to Council by the proponent.

The potential for multiple projects impacting a road provides a complexity and increases the data analysis to accurately define what portion of the increase is related to the project. While this methodology provides an expanded level of monitoring it is unable to capture unauthorised project changes outside of the identified at risk road assets. Concerns with this model include that the Council does not have access to the raw data which may enable further analysis.

INTELLIGENT TRANSPORT SYSTEM

In order to account for the cumulative impact that multiple projects are having on the local government controlled road network, a concept is currently being investigated to identify the feasibility for the installation of an Intelligent Transport System. The system, by way of point to point cameras installed at resource project access points onto a road reserve and on key strategic links, will allow the automatic tracking of a project's impact across the broader road and transport network. Additionally, such a system will improve data accuracy with respect to overall traffic monitoring and achieve a reduction in the requirement for detailed data analysis.

The overall intent of this system will allow for an accurate and equitable representation of the cumulative impact of resource projects across the region. Options currently being explored are either through partnership with governing bodies such as Department of Transport and Main Roads or Australian Roads Research Board or through the development of a bespoke Isaac Regional Council specific system.

CONCLUSION

While legislation is in place to provide mitigation to the impacts of the resource industry on nearby infrastructure, there is still identified areas where unless a local government has a clear detailed understanding of the project and associated impacts, there are opportunities for Proponents to cause unintended impacts with the associated risk eventually being transferred across to the general rate payer. This includes but not limited too:

- Deteriorating road and transport assets;
- Increase in social impact to community;
- Financial responsibility for the ongoing maintenance, upgrade and renewal of assets that are only required for an identified resource project.

These risks are generally influenced by limited application and assessment of the true impact that a resource project may have on a nearby regional community including the surrounding road and transport assets. Local Governments have limited control on the influences and the risk is generally determined by the State & Federal Government in calculating grant assistance or the Proponent in the presentation of an accurate Traffic Impact Assessment.

Local Governments can however be proactive in their response as the identified risks become apparent by ensuring;

- Road and Transport Asset Registers are accurate
- A level of proactiveness in the monitoring of base level traffic on both existing resource impacted roads and across its broader region
- Ensuring that the traffic impact assessment provides for the full project impact of the resource project and is directly linked to the Social Impact Assessment including its workforce modelling
- Having clear and established development and design standards that do not allow for differential interpretation

REFERENCES

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Robert Perna
AUTHOR POSITION	Director Engineering and Infrastructure

9.20 ENGINEERING AND INFRASTRUCTURE PROJECTS FOR CONSIDERATION FOR INCLUSION IN THE LOCAL ROADS AND COMMUNITY INFRASTRUCTURE GRANT AND THE BUILDING BETTER REGIONS FUND

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Engineering and Infrastructure Director for council's consideration for submission to the Local Roads and Community Infrastructure grant funding and the Building Better Regions Fund.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.***

Engineering and Infrastructure projects for consideration for Local Roads and Community Infrastructure funding			
Title	**Description**	**Estimate**	**Comment on "readiness"**
Clairview	Upgrade of interior of Amenities Block (toilet suites, painting, change table, hooks, rolls, locks, guttering, fascia board, new urinal etc)	$60,000	21/22 PAG bid
Footpath Extension - Dysart	Footpath along the Dysart Middle mount road between Graham Drive and Queen Elizabeth drive	$315,000	Typical section, relatively easy to develop documents. PAD bid prepared
Lake Elphinstone	Solar Lighting at Amenities Block and Entrance Points (6 in total) Shade Structure 7mx7m and 2 x picnic tables and BBQ	$110,953	21/22 PAG bid
Moranbah and Middlemount	Fencing around sporting fields and top-dressing fields	$200,000	Chain wire fence around eastern sporting precinct and bollard and chain around Middlemount. Top dress fields
Moranbah Footpaths	Construction of a footpath along Grosvenor Drive from Isaac Way to Cunningham Way	$270,000	Typical section, relatively easy to develop documents.

Capella Street upgrade program	Continuation of footpath upgrades along Capella street Clermont - footpath, pram ramps and public art	$540,000	Continuation concept plan for Capella St upgrade. 2x blocks at $200K each and some public art
Regional	Flagtrax Banner system	$84,000	Installation of Flagtrax system to allow promotional banners to be installed on lighting poles. Significantly reduces the risk of installing
	Total	$1,579,953	
	Funding available	$1,579,953	
	Difference	$0	

2. ***Considers the following list of projects, in conjunction with lists recommended by other Standing committees, for inclusion in Councils' submission for Round 5 of the Building Better Regions Fund.***

Proposed identified projects for BBRF list TOURISM			
Title	**Description**	**Estimate**	**Comment**
Upgrade of Carmila Camping/caravan sites	Upgrade of Water Tank and Tank Stands x 2 at Hardstand Caravan Parking Provide Solar lighting Amenities Upgrade / installation Continuation of demarcation/delineation fencing Walking trails Construct all weather roads and formalise entry Signage and visitor information boards Environmental "buffer" plantings	$2,900,000	This substantially implements the master plan
Proposed identified projects for BBRF list INFRASTRUCTURE			
Title	**Description**	**Estimate**	**Comment**
Peakvale Road upgrade of floodway at Drummond Creek	Upgrade of the remaining floodway between Clermont and Theresa creek dam. Improves immunity to tourist destination. Existing structure is in poor condition and needs replacement	$1,800,000	Design Complete – shovel ready
New Accommodation 52 Utah Street	Construction of new units at 52 Utah street to provide executive unit accommodation to address housing shortage in Moranbah	$1,200,000	Duplication of existing units at 50 Utah Street
Construct new floodways along unsealed networks	Improved access and reduced maintenance after rain events - 20 sites @ $95,000 each average. Various roads, various locations.	$1,900,000	Standard design profile, prioritise listing available.
	Total – Infrastructure and Tourism Projects	$7,800,000	
	Council Contribution	$3,900,000	
	BBRF Contribution	$3,900,000	

Resolution No.: **E&I0480**

Moved: **Cr Sandy Moffat** **Seconded:** **Cr Gina Lacey**

That the Committee recommends that Council:

1. **Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant with projects prioritised under this funding that will enhance the recovery strategy of Council.**

Engineering and Infrastructure projects for consideration for Local Roads and Community Infrastructure funding				
Title	**Description**	**Estimate**	**Comment on "readiness"**	**Priority**
Clairview	Upgrade of interior of Amenities Block (toilet suites, painting, change table, hooks, rolls, locks, guttering, fascia board, new urinal etc)	$60,000	21/22 PAG bid	Priority 1
Lake Elphinstone	Solar Lighting at Amenities Block and Entrance Points (6 in total) Shade Structure 7mx7m and 2 x picnic tables and BBQ	$110,953	21/22 PAG bid	Priority 1
Moranbah and Middlemount	Fencing around sporting fields and top-dressing fields	$200,000	Chain wire fence around eastern sporting precinct and bollard and chain around Middlemount. Top dress fields	Priority 1
Regional	Flagtrax Banner system	$84,000	Installation of Flagtrax system to allow promotional banners to be installed on lighting poles. Significantly reduces the risk of installing	Priority 1
Footpath Extension - Dysart	Footpath along the Dysart Middle mount road between Graham Drive and Queen Elizabeth drive	$315,000	Typical section, relatively easy to develop documents. PAG bid prepared	Priority 2
Moranbah Footpaths	Construction of a footpath along Grosvenor Drive from Isaac Way to Cunningham Way	$270,000	Typical section, relatively easy to develop documents.	Priority 2
Capella Street upgrade program	Continuation of footpath upgrades along Capella street Clermont - footpath, pram ramps and public art	$540,000	Continuation concept plan for Capella St upgrade. 2x blocks at $200K each and some public art	Priority 2
	Total	$1,579,953		
	Funding available	$1,579,953		
	Difference	$0		

2. Considers the following list of projects, in conjunction with lists recommended by other Standing committees, for inclusion in Councils' submission for Round 5 of the Building Better Regions Fund.

Proposed identified projects for BBRF list INFRASTRUCTURE			
Title	**Description**	**Estimate**	**Comment**
Peakvale Road upgrade of floodway at Drummond Creek	Upgrade of the remaining floodway between Clermont and Theresa creek dam. Improves immunity to tourist destination. Existing structure is in poor condition and needs replacement	$1,800,000	Design Complete – shovel ready. Investigate whether this project can be funded under Tourism Stream
New Accommodation 52 Utah Street	Construction of new units at 52 Utah street to provide executive unit accommodation to address housing shortage in Moranbah	$1,200,000	Duplication of existing units at 50 Utah Street
Construct new floodways along unsealed networks	Improved access and reduced maintenance after rain events - 20 sites @ $95,000 each average. Various roads, various locations.	$1,900,000	Standard design profile, prioritise listing available.
	Total – Infrastructure and Tourism Projects	$4,900,000	
	Council Contribution	$2,450,000	
	BBRF Contribution	$2,450,000	

3. Further development of business case would be required prior to endorsing the following project:

Proposed identified projects for BBRF list TOURISM			
Title	**Description**	**Estimate**	**Comment**
Upgrade of Carmila Camping/caravan sites	Upgrade of Water Tank and Tank Stands x 2 at Hardstand Caravan Parking Provide Solar lighting Amenities Upgrade / installation Continuation of demarcation/delineation fencing Walking trails Construct all weather roads and formalise entry Signage and visitor information boards Environmental "buffer" plantings	$2,900,000	This substantially implements the master plan

Carried

BACKGROUND

The Queensland government has provided Isaac Regional council with a 100% funded grant totalling $1,579,953 for improvements to road and community infrastructure under the Local Roads and Community Infrastructure grant (LRCI). Eligible works include general roadworks to footpaths, park facilities and other

community infrastructure. Master planning and studies are not eligible. The Engineering and Infrastructure Directorate have provided a list of projects for the Standing Committee to consider for submission to the full council so a prioritised program can be developed across all Directorates. Critically project must be delivered by 30 December 2021 so projects must be substantially “shovel ready” or be relatively simple to design to meet the construction completion deadlines. Projects nominated include road, park and community infrastructure and are included in the attached spreadsheet. The list below includes projects to the value of the full grant and alternate projects for the Standing Committee to consider should they deem them a higher priority. It is acknowledged that other Directorates will have projects for consideration and potentially not all projects will be from the Engineering and Infrastructure Directorate. Consideration was given to providing an allocation for sealing of unsealed roads and/or realigning short sections of unsealed road to improve the safety and amenities for the residents that are close to the road however councils policy position is still being developed and the submission requires nomination of locations. This will be considered in future submissions.

Engineering and Infrastructure projects for consideration for Local Roads and Community Infrastructure funding			
Title	**Description**	**Estimate**	**Comment on "readiness"**
Clairview	Upgrade of interior of Amenities Block (toilet suites, painting, change table, hooks, rolls, locks, guttering, fascia board, new urinal etc)	$60,000	21/22 PAG bid
Footpath Extension - Dysart	Footpath along the Dysart Middle mount road between Graham Drive and Queen Elizabeth drive	$315,000	Typical section, relatively easy to develop documents. PAD bid prepared
Lake Elphinstone	Solar Lighting at Amenities Block and Entrance Points (6 in total) Shade Structure 7mx7m and 2 x picnic tables and BBQ	$110,953	21/22 PAG bid
Moranbah and Middlemount	Fencing around sporting fields and top-dressing fields	$200,000	Chain wire fence around eastern sporting precinct and bollard and chain around Middlemount. Top dress fields
Moranbah Footpaths	Construction of a footpath along Grosvenor drive from Isaac way to Owen Cunningham	$270,000	Typical section, relatively easy to develop documents.
Capella Street upgrade program	Continuation of footpath upgrades along Capella street Clermont - footpath, pram ramps and public art	$540,000	Continuation concept plan for Capella St upgrade. 2x blocks at $200K each and some public art
Regional	Flagtrax Banner system	$84,000	Installation of Flagtrax system to allow promotional banners to be installed on lighting poles. Significantly reduces the risk of installing
	Total	$1,579,953	
	Funding available	$1,579,953	
	Difference	$0	

Other projects for consideration			
Glenden	Upgrade irrigation at madden oval (currently manual irrigator used)	$215,000	Has the dual purpose of assisting Water and waste "use up" waste water
Upgrade unseal floodway's	Construction of new concrete invert crossing on a number of unseal roads (6No)	$600,000	Location to be based on agreed priority list. This amount can be increased or decrease to suit budget requirements. Approx. 970 sites at approx. $95,000 each
Moranbah	Ted Rolfe oval lighting upgrade and connection to cloudmaster	$200,000	Allows for lighting to be turned on and off automatically and upgrade to resolve issue of black outs under high demand

The Australia government has opened round 5 of the Building Better Regions Fund (BBRF). It is a $200M nationwide grant aimed at driving economic growth and building stronger regional communities. Notably the grant has $100M isolated for tourist related projects. Eligible projects can receive between $500K and $1M from the grant on a 50/50 base. The Engineering and Infrastructure Director has nominated projects in both the Tourism category and the Infrastructure category. Projects will be evaluated by the Federal Government on merit. There is no set limit per council.

Proposed identified projects for BBRF list TOURISM			
Title	**Description**	**Estimate**	**Comment**
Upgrade of Carmila Camping/caravan sites	Upgrade of Water Tank and Tank Stands x 2 at Hardstand Caravan Parking Provide Solar lighting Amenities Upgrade / installation Continuation of demarcation/delineation fencing Walking trails Construct all weather roads and formalise entry Signage and visitor information boards Environmental “buffer” plantings	$2,900,000	This substantially completes the master plan
Proposed identified projects for BBRF list INFRASTRUCTURE			
Title	**Description**	**Estimate**	**Comment**
Peakvale Road upgrade of floodway at Drummond Creek	Upgrade of the remaining floodway between Clermont and Theresa creek dam. Improves immunity to tourist destination. Existing structure is in poor condition and needs replacement	$1,800,000	Design Complete – shovel ready
New Accommodation 52 Utah Street	Construction of new units at 52 Utah street to provide executive unit accommodation to address housing shortage in Moranbah	$1,200,000	Duplication of existing units at 50 Utah Street
Construct new floodways along unsealed networks	Improved access and reduced maintenance after rain events - 20 sites @ $95,000 each average. Various roads, various locations.	$1,900,000	Standard design profile, prioritise listing available.

Total – Infrastructure and Tourism Projects	$7,800,000
Council Contribution	$3,900,000
BBRF Contribution	$3,900,000

IMPLICATIONS

The LRCI grant is 100% subsidy so has not impact on councils' budget however it must be expended by 30 December 2021 so it will require careful review of programs to ensure delivery.

The BBRF is a 50/50 split so council will need to fund 50% of all nominated projects. The BBRF is over a 2-year period which allows council to spread its cash contribution over a number of financial years. The 2-year period also allows for larger projects with a design lead in time to be submitted (ie design year 1 and construct year 2).

CONSULTATION

Projects have been discussed with the Executive Leadership team.

BASIS FOR RECOMMENDATION

The nominated projects are required by council and fit the eligibility criteria for the respective funds.

ACTION ACCOUNTABILITY

Once approved the Director of Engineering and Infrastructure is accountable for ensuring any projects submitted by council and subsequently approved by the funding authority are delivered to the budgets within the timeframes.

KEY MESSAGES

Council in combination with the Queensland State Government and the Australian Federal government are investing in our communities to provide valuable infrastructure and enhance our regional communities.

Report prepared by:	**Report authorised by:**
ROBERT PERNA **Director Engineering and Infrastructure**	GARY STEVENSON **Chief Executive Officer**
Date: 3 February 2021	Date: 4 February 2021

ATTACHMENTS

- Attachment 1 – FINAL Report Carmila Beach Development Plan
- Addendum – Correction to Report 5.5 of the Engineering and Infrastructure Standing Committee Agenda

REFERENCE DOCUMENT

- Drummond Creek Design Plans and Report

Carmila Beach Landscape Development Plan

Carmila Beach – much enjoyed and challenged yesterday and today.

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Introduction

Introduction

In June 2017 Isaac Regional Council engaged U PLAN Landscape Architects to prepare a Development Landscape Master Plan for the Carmila Beach Reserve.

This brief report represents the results of this project.

Acknowledgements.

U PLAN Landscape Architects must acknowledge and thank Shane Bisseker and Glynn Mihan of Isaac Regional Council for their advices and direction throughout this project. Glynn's assistance with some extras photographs is also appreciated.

The historical photographs related to Carmila Beach presented on the front cover were sourced from the internet, and various Queensland archive sources including the State Library.

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Toilet Facilities including Dump Point
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Landscape Concept Plans

The following Plans are included within this report.

Carmila Village Overview
Day Use Master Plan
RV and Larger Van (Typical) Concept Plan
Camper Trailer (Typical) Concept Plan
Tent/ Car only (Typical) Concept Plan
End of Reserve & Carmila Coastal Walk

Section 1 – Planning context and Vision Statement

Overview

Carmila Beach Village, Day Use area and Camping Ground is located at the eastern end of Carmila Beach Road, approximately 75 kilometers south of Sarina.

The Day Use area including a (small) boat ramp, park and playground and the camping areas are with the Carmila Beach Reserve (Lot 56 on MC70 and Lot 63 on MC434. A Gazetted Esplanade (30m wide) borders the high water mark extent of the Reserves.

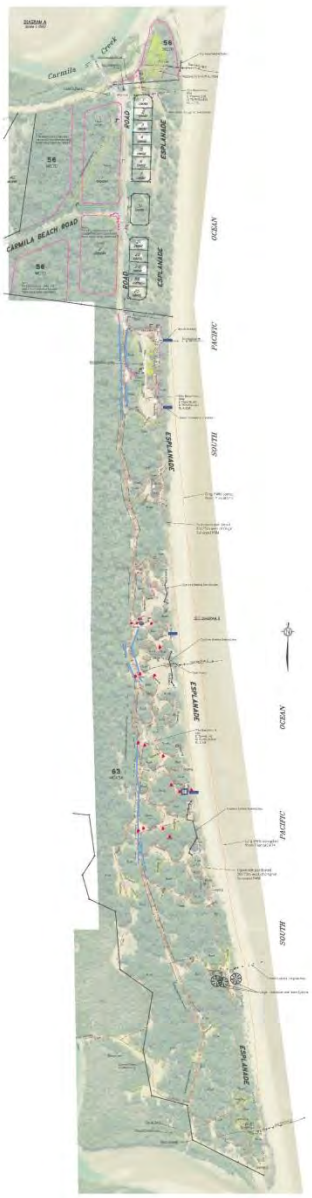
This very linear Beach Reserve follows the Coral Sea coast for approximately 2 kilometers and as a consequence camping and other activities have occurred adjacent to the beach accessed along a single primary track inter connected with an ad hoc and informal series of undefined sandy tracks and expanses.

Camping along this reserve is popular with travelers and visiting locals from the region. The popularity of camping here, the diversity and size of towed or motorized camping accommodation (RV's, Large Van to Camper Trailers and tents) as resulted in much damage and illegal expansion of areas accessed by campers.

This valuable Council and environmental asset is under significant pressure and requires definitive on ground and administrative action to reverse the current and evident deterioration.

Late March 2017, Severe Cyclone Debbie further unleashed destruction throughout this and other fragile coastal Reserves. The High Water Mark is now approximately 30m west of its pre cyclone surveyed location. Vegetative debris from the cyclone pushed well into the low coastal dune areas.

Refer Project Plan, as follows.



SOURCE: Isaac Regional Council

CARMILA BEACH PROJECT PLAN

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Isaac Regional Council Managing Agency

The Beach Reserve is zoned Open Space or Rural, and primarily owned and managed by Isaac Regional Council. A number of discrete Reserves around the Village area are the responsibility of the Department of Mines and Natural Resources.

Isaac Council operates an internet based booking service for this Reserve, however on site numbers seem not to equate with the volume of payments, an issue exacerbated by the on line booking system being in an area with identified poor or intermittent internet access.

Identification of the Reserve as being managed by Isaac Regional Council is ad hoc and minimal. In addition no camping site or zones are identified, and there is little information regarding appropriate use and behavior within the Reserve.

The extent of Ranger or Managing Agency engagement with people camping, fishing and otherwise enjoying the Reserve is minimal. The majority of Council's most evident current role is maintenance, and with other groups, support of occasional revegetation initiatives through provision of fencing and plant materials.

Site Significance and Planning Context

Across the geographic diversity of Isaac Regional Council the Carmila Beach Reserve provides a special place to visit within 'The Isaac Coast'. In contrast to the places along 'The Mining Trail' and 'The Great Inland Way' the 5 coastal all offer an up close to nature and the environmental experience.

The southern section of the Coastal Reserve is a designated Turtle nesting site (source?). As such lights and especially uncontrolled 4WD beach access, as commonly occurs pose a significant threat and potential impact. Closure of the 4WD tracks to the southern end of this Reserve is proposed, the exception being for Management and Emergency vehicles.

Council in recognising the significance of the Carmila Coastal Reserve for its conservation values, requested that a 'Conservation Advice Statement' be prepared by Reef Catchments. The Conservation Advice identifies that areas of Remnant vegetation existing throughout the Reserve including critically endangered Regional Ecosystem (R.E.8.2.2). The Advice states that the 'major threat to vegetation in the coastal zone is manual removal by campers'. The Advice goes onto discuss pollution (including human waste), fires, weed invasion, ad hoc access and damaged infrastructure, issues of destruction of wildlife habitat and erosion and climate change.

The practical and open assessment of the deteriorating condition of the Coastal Reserve as stated in the Conservation Advice concludes with four key areas of recommendation namely signage to detail best camping practices, development of a management plan for camping locations, the designation of camping and non camping zones, and upgrading the northern (day use) recreational facilities.

This Development Plan report and accompanying plans incorporates all the recommendations of the Conservation Advice.

As Reserve Managers today the challenge for Council is to maintain the natural qualities of these places and accommodate changing trends and forms of site use and visitation.

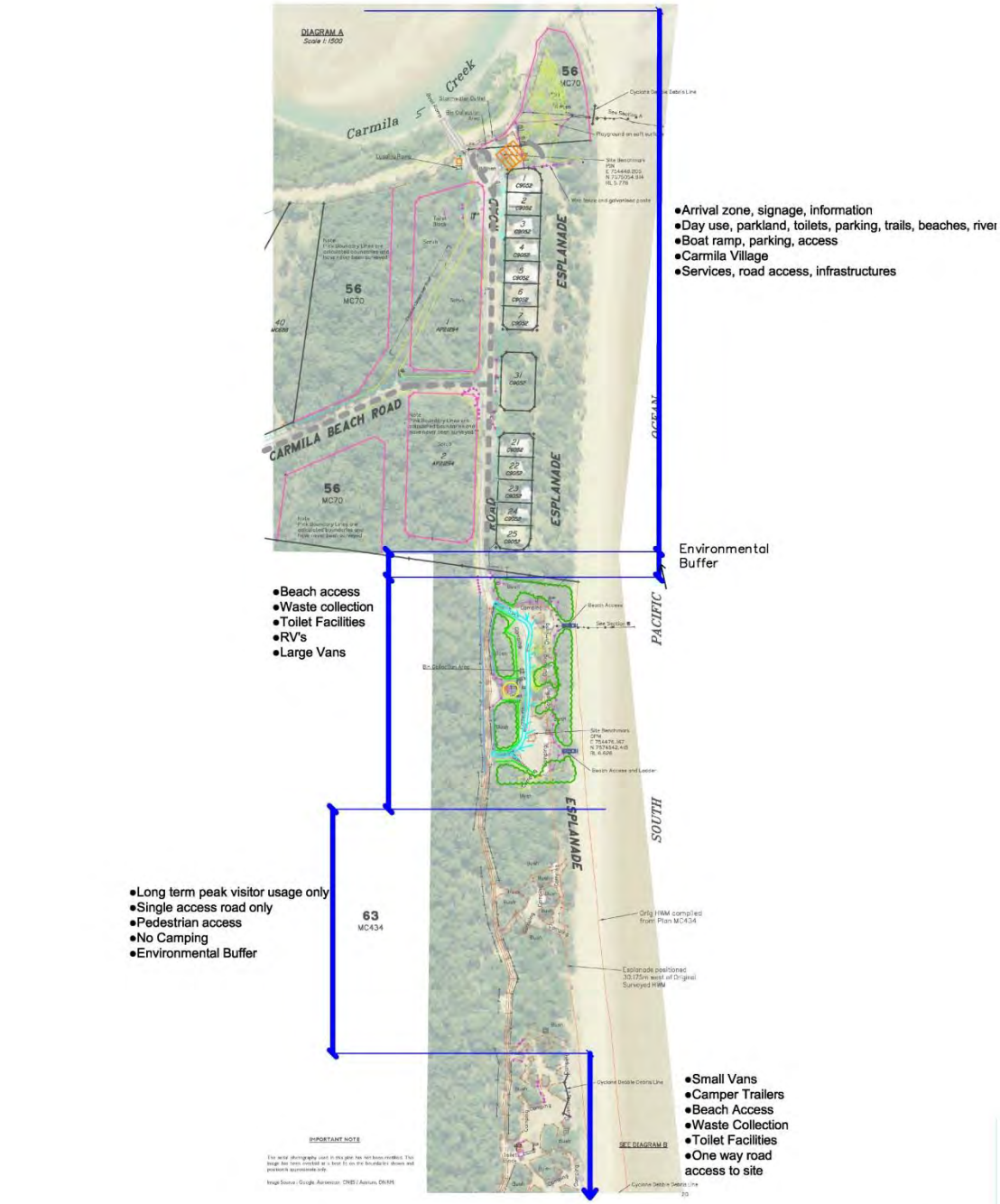
Into the future:

To retain and enhance this Reserve into the future by repairing some of the impacts, a maximum number of designated camping sites is proposed.

Most importantly three key camping zones or designated areas (by camping type (eg camper trailers, or RVs) have been recommended for the Reserve. Each zone is separated by an environmental and no development or active use buffer. Each zone also has accessible key items of service and infrastructure (only) including a toilet, solar lighting, a waste collection facility and defined clear nodes of beach access. Each separate zone is also identified by way of a clear designated colour signage system.

A number of areas are also recommended for permanent closure (the southern section near the designated Turtle nesting sites), and some areas recommended for general closure but maybe opened only during identified peak visit periods, eg Easter. These Peak Period areas should also not be reopened until required re vegetation works has been completed, and vehicle access identified and sites clearly defined.

Refer to Activity Zones with Environmental Buffer plans as follows.



CARMILA BEACH PROJECT PLAN Activity Zones with Environment Buffers

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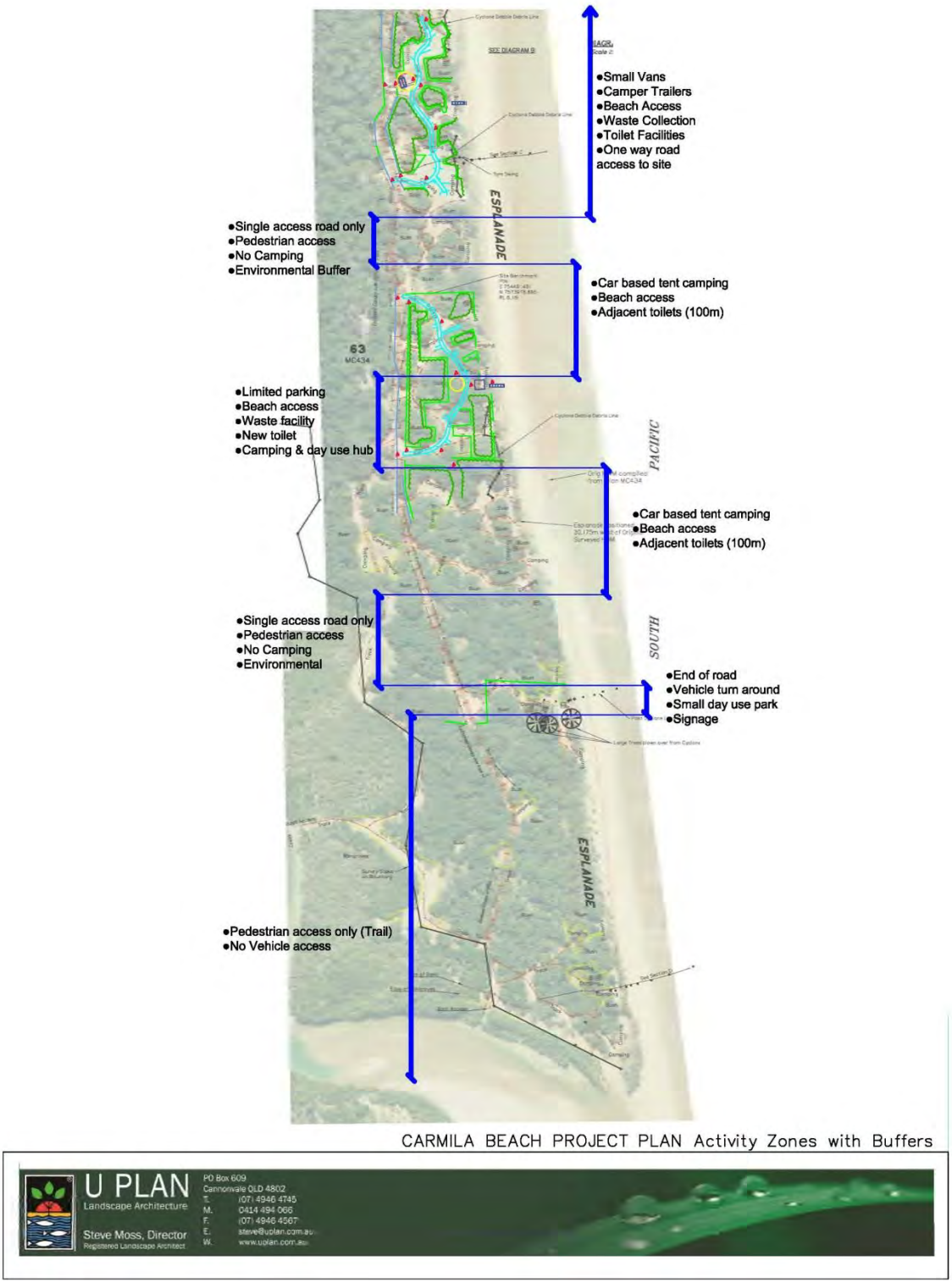

CARMILA BEACH PROJECT PLAN Activity Zones with Buffers

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Prepared for Isaac Regional Council by U PLAN Landscape Architects (Nov 2017)

Summary of Trends in Camping in Queensland

There are a number of Government reports that discuss the emerging trends with regard to camping in Queensland. One such report is the 'Queensland camping options toolkit 2014, and helpful planning guide for local Government and others.

The toolkit summarises a few important trends that are highly relevant to Carmila Beach.

Guiding principles

This toolkit is designed to help local governments effectively manage camping alternatives in their communities and provide tourists with a more predictable approach to non-commercial camping across Queensland.

The overarching principle is to grow the drive tourism market in Queensland through developing and promoting a wide variety of camping options. In short, Queensland needs to meet the needs of an ever-widening range of markets from families to grey nomads, from international backpackers to four-wheel drive enthusiasts and everyone in between.

Throughout the industry and community consultation, five core principles emerged (see below). The managers of public and private camping sites across Queensland need to ensure the sites are safe places to camp, are in healthy environments where impacts are minimised, offer quality experiences and are developed with the local community and industry in mind.

Finally, and most importantly, the decisions that support the development of new facilities need to be made in a transparent process with accountability for cost and benefit.

Safe places

Manage all places where visitors stay overnight in a way that does not compromise visitor safety. This is achieved through effective design and adherence to a common set of principles for compliance that apply equally to the public and private sector.
The camping options offered should not compromise the safety or enjoyment of local residents.

Encourage innovation

Seek to meet the needs of the broadest range of consumers by finding innovative solutions that support local businesses and thriving local economies without compromising visitor safety or the protection of natural assets. This approach needs to be explained to visitors so they understand and become ambassadors for the Queensland way of camping.

Transparency

Make decisions about where and when local governments engage in the support and/or provision of camping options in consultation with industry and the community, adopting an open and transparent approach.

Healthy environments

Manage all places where visitors are encouraged to stay overnight in a way that ensures the health and wellbeing of the people staying in them and also ensures environmental values are not compromised.

Quality experiences

Offer quality camping experiences to a broad range of markets, and enforce the rules for illegal camping to ensure those offering a quality experience are not impacted by those who choose to break the rules.

This toolkit is designed recognising travellers could adopt a 'leave no trace' philosophy. This provides an opportunity to review the base infrastructure for both commercial and non-commercial camping grounds, recognising a trend towards 'self-containment', which provides some flexibility in the way Queensland delivers camping options.

10

What does the future hold?

The emergence of two markets

The future of camping appears to have two main directions:

- a market looking for greater comfort and facilities that provide for their needs, including a growing family market
- a market looking to keep it simple and keep the cost down.

The majority of consumers of the camping lifestyle are generally **demanding better facilities and a higher standard of accommodation**, whether in park cabins or in their own caravan or motorhome. They also wish to be able to experience non-degraded natural and constructed landscapes, and are more environmentally conscious.

Across the state the camping market is forecast to increase by between 70 000 visitors (TFC forecast) and 224 000 visitors (2020 stretch target) by 2020.

Simple wants and needs

Many visitors are just looking for:

- a dump point (with toilets if possible) and a tap to refill freshwater tanks
- a welcome and an appreciation of their business (so a friendly, hospitable town atmosphere is a must-have, especially for RV tourists)
- good tourism information that clearly shows all attractions and facilities (ideally with facilities easily accessible and open 7 days a week)
- short-term parking close to the general shopping area
- somewhere to park and stay longer term that is safe and quiet but slightly away from the main population.

Source: Balfour Consulting, 2010

Creating and effecting Change

Based on the extent of documented significant and widespread site deterioration across the Carmila Beach Reserve, significant use pressure and growing demand two clear responses are required.

Firstly a response to demonstrate a strong site management presence through information, signage and on going enforcement, secondly a very evident and dramatic change in site layout and presentation of the day use, camping and other areas.

These two types of response both management and on site response are required in order to change behavior (especially of existing/repeat visitors), and to clearly direct/inform and lead new visitors to the appropriate zones and camp sites.

Project Vision

The project vision for the Carmila Beach Development Landscape Plan is to:

"To provide a sustainable and highly natural environment as the setting for a quality and valued camping and outdoor recreational experience for regional residents, travelers and tourists visiting Carmila Beach and the surrounding Isaac Coast."

Section 2 – Landscape Development Master Plan

Overview

The resultant Landscape Development Plans have been developed in consultation with Council Officers. The plans display the spatial intent of the details and recommendations of this Master Plan report.

Landscape Development Master Plan Summary

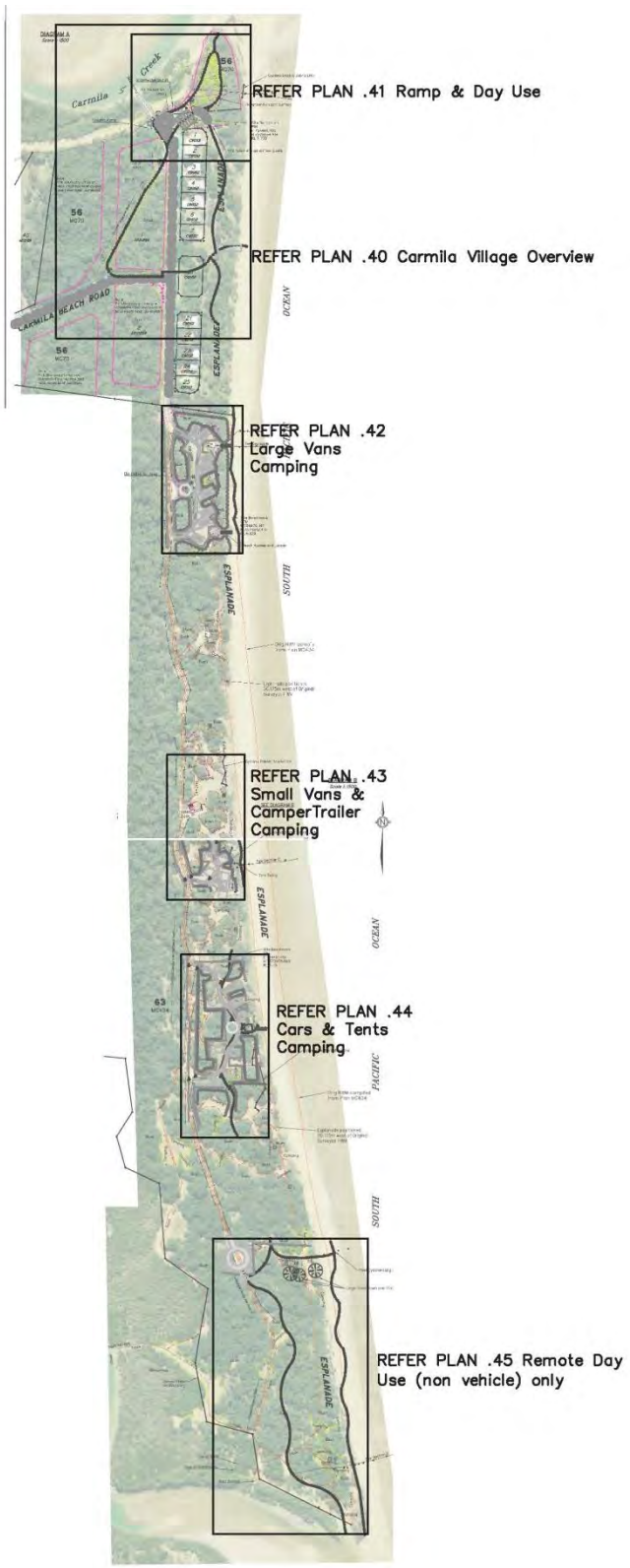
Key themes and outcomes of the Master Plans include:

- Creating a low key coastal camping setting and experience, not a commercial van park,
- Providing a minimum of 30 and preferably up to 40 (in total) high quality bush style campsites
- Ensuring that a full range of camper types are accommodated including RV, Large Van, Camper Trailers and Tents.
- Providing better spaced (more private) and larger sites to accommodate modern campers while clustering camp sites around existing infrastructure and service nodes (toilets, waste facility, solar lighting). Power and water is not to be provided to any camp sites
- Establishing environmental buffers between each camper type zone and other site land uses
- Improving and clustering services and infrastructure points.
- Upgrading the existing boat ramp with improved road, turn around and parking provision. Rationalize the waste and fish cleaning facilities.
- Providing some limited opportunity for group camping
- Undertaking a major program of track closure, revegetation and camp site development and definition
- Undertaking an on going program of re vegetation along the immediate fore dune and beach edge zone
- Reviewing and implementing an improved program and range of Visitor and Reserve user documentation to both promote the facilities and experience of the Reserve, but also provide advice and guidelines regarding appropriate (and some new) behaviors and practices.

- Providing improved internet connectivity especially within the Day use and arrival areas to site
- Investigating the long term location and option of a Reserve Caretaker in Residence
- Developing the opportunity to rest and restore areas and create Peak Period only camp sites
- Relocating the Dump Station facility to a more accessible location for both use and maintenance.
- Upgrading the Day Use facilities in the northern park including a looping beach access track, additional shelters and dedicated park access car park
- Providing improved access and uniform signage defining all beach access points, and critically each camping zone and all camp sites
- Implementing an improved system of camp site booking and management
- Undertake regular and ad hoc management visits and patrols to the Reserve to both educate and enforce appropriate usage and behaviors.

The landscape plans:

The following pages outline in text, graphics and sketches further details of the Development Master Plan by specific area or site item. A summary of the key plan areas defined is as follows:



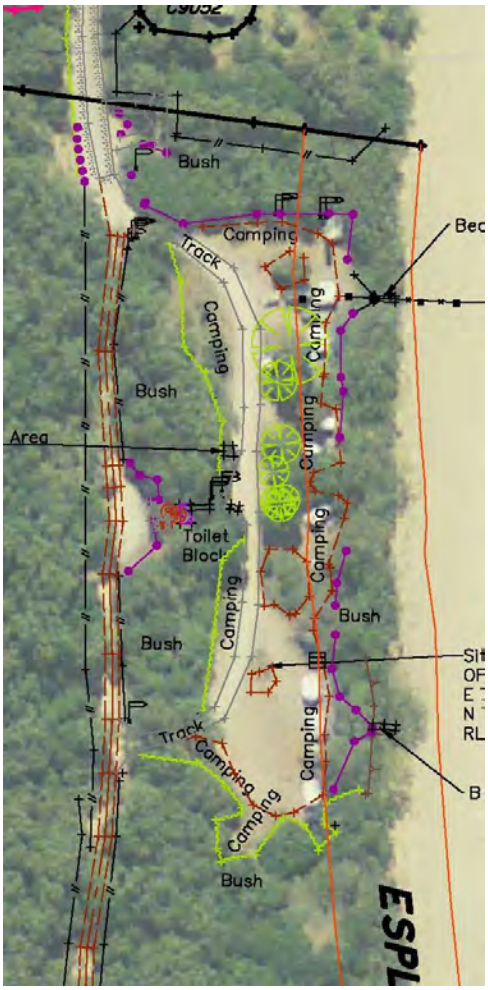
Prepared for Isaac Regional Council by U PLAN Landscape Architects (Nov 2017)

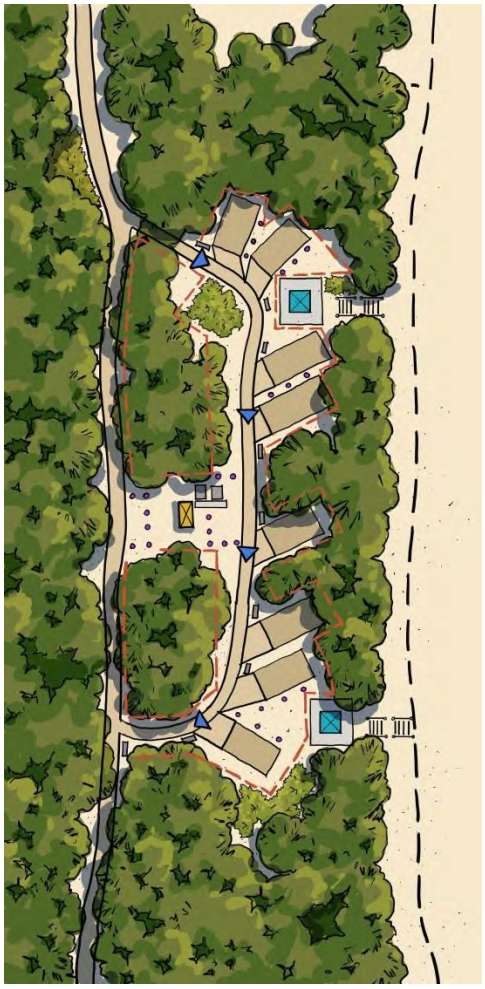
PLEASE NOTE:

As illustrated on the following pages all the Concept plans are based as accurately as possible on the site survey and aerial photograph resources prepared and provided by Council. It is important to note the plans and details are still conceptual, and it is recommended that more detailed construction or works focused plans be prepared as a basis for accurate costings and specific site works.

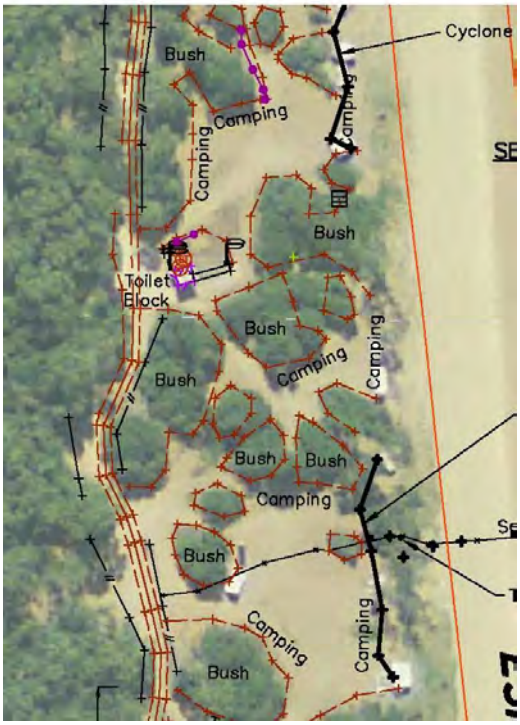
The aerial and site survey base, presented to the left is clearly evident in the prepared concept plans on right.

RV and Larger Van Zone



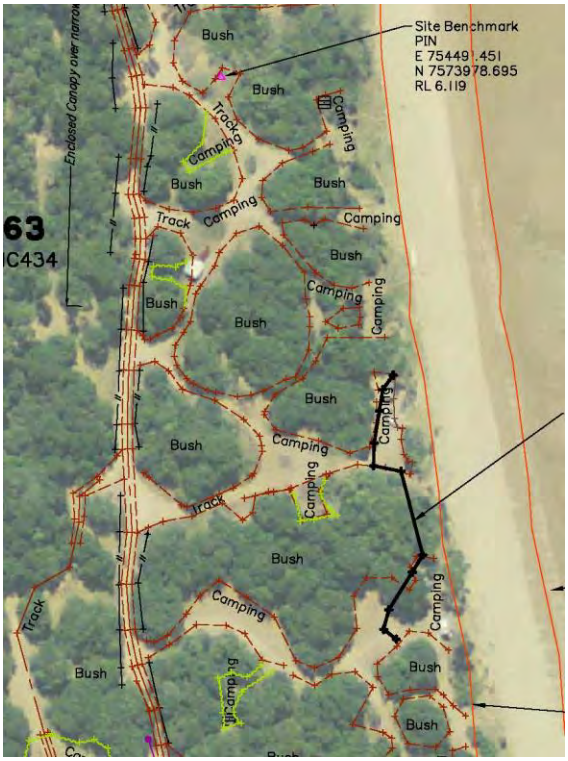


Camper Trailer Zone



Source: IRC survey plan on aerial photograph

Tent Zone



Source: IRC survey plan on aerial photograph

Carmila Beach Village

The 'Village' area consists of twelve private lots, private and informal beach houses are the dominant form of development. The main access road permits access to the properties which are bordered then on the beach side by the Esplanade Reserve. The vegetation through this reserve is reasonably intact and respected.

The Development plan seeks to establish an informal walking track through this Reserve to the rear of these properties and above the beach zone.

Clear signage including destination identification and some themed street tree plantings creates a cost effective opportunity in the future to casually develop the Village while retaining its essential low key and informal character.

Carmila Beach Day Use Parkland and Trails

To the northern end of the Carmila Beach Reserve is a popular coastal park with some existing shelters, play equipment and established beach access

A new walking trail is proposed to loop around this Parkland area, connecting with the beach access point, the proposed Carmila Coastal Walk and loop around along the top of the embankment above the creek. Over time additional trees and native coastal vegetation should be planted generally around the borders of this park.

The current undefined area of asphalt and gravels at the road end will be upgraded to establish a formalized 12 bay carpark for day use visitors.

The upgrade concept plan also allows the opportunity to improve drainage, infrastructure, extent of signage and bollards.

It is recommended that following community consultations, an engineering review and further design development of the road and the day use parking area be undertaken.

Further details please refer to the Carmila Beach Overview

Prepared for Isaac Regional Council by U PLAN Landscape Architects (Nov 2017)

LEGEND

- IRC Managed Public Park–Day use & open spaces
- Car parking
- Walking Trails
- Access Road
- Village (Private) Properties
- IRC managed Esplanade Coastal Reserve
- DMNR Open Space

1 Main road entry and point of arrival to Carmila Beach Village & surrounds. Establish clear location or destination signage (Carmila Beach), and IRC management identification. Improve definition of carriageway and minimise verges

2 Future option to close existing tree canopied road through DMNR reserve, and convert to interpreted walking and cycle trail only

3 Proposed location of relocated sewage Dump Point facility, with associated roadside parking and safe zone

4 Second tier of Carmila Beach destination signage, and clear directional signage. Short term option of map and activity location overview signage and/or brochure.

5 Future small information centre set in coastal bushland. Focus point for community programs and environmental awareness. Trail head for access to linear coastal walk and immediate beach access. Small carpark and unisex toilet facility also proposed.

6 Managed beach access including signage and clear pathway definition. Design to allow emergency vehicle access only

7 Linear coastal walk along coastal Esplanade reserve. Trail to be developed in stages from Carmila Creek Day Use area to southern creek (approx. 2.0 kilometres to south)

8 Carmila Road maintain and enhance. Designate areas suitable for small trailer and carparking along western (inland) verge

9 Improve efficiency of boat preparation standing area, and parking associated with toilet facility

10 Boat ramp, primarily vehicle access, parking and surrounds to be improved

11 Clearly defined and improved Day Use (only) car parking area, promoting access to walking trails and existing coastal parkland

12 Upgrade coastal parkland

13 Proposed coastal and top of creek embankment walking trail look around Day Use area and parkland

14 Managed beach access including signage and clear pathway definition.

15 Staged re vegetation works to occur in consultation with adjacent property owners

16 Option of small look out platform (Check role and use of loading ramp?)

17 Unused road reserve through coastal vegetation

18 Incorporate improvements to existing waste facility, storm water management and other service and infrastructure elements in Landscape Master plan

NOTE: Refer further detailed Landscape Master Plan for Day Use and boat ramp areas

CARMILA BEACH PROJECT PLAN Carmila Village Overview

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Carmila Beach Information Node

At the visual termination, and key arrival and orientation point on approach to Carmila Village is located a designated Open Space Reserve, currently managed by DMNR. This site is ideally located for future development of a low key tourist and visitor information Kiosk, a small roadside short term parking area and additional coastal bushland picnic area with shelters.

As the use developed a single unisex toilet facility would also be recommended.

Designed and designated access to the beach would also be provided from this vistor orientation area, including pedestrian access to the proposed Carmila Coastal Walking Trail.

In the longer term this highly visible and accessible lot within the coastal Reserve would also be ideally located for the establishment of a Caretakers or On Site Managers residence and office.

With careful road turnaround definition this focus area should also be the location of strong and consistent wireless internet connection, if the on line internet access camp site payment and booking system continues.

Carmila Coastal Walking Trail loop

Commencing at the northern Day Use park area, following the Esplanade Reserve, and extending for approximately 2 kilometers to the southern creek, and informal coastal walking trail is proposed. The Trail would be sign posted with consistent arrows and distances and some environmental interpretation at key points and views. The gentle graded trail would adopt a meander course through the coastal vegetation, passing with minimal conflict through each camping zone, and offer beach access connections, and a return along the beach or back through the vegetated dune system. The track surface would be combinations of mulch or sand, using discrete totem style signage to assist with way finding and route definition as required.

Carmila Beach Boat Ramp and Parking

The boat launching ramp will also be improved by way of a formalized turn around area, and boat preparation (short term) standing zone. It is recommended that vehicles and empty trailers be encouraged to park along the (inland/ western) side of the main Village roadway. The upgrade concept plan also allows the opportunity to improve drainage, infrastructure and waste management facilities.

It is recommended that following consultations, an engineering review and further design development of the access road and turn around areas be undertaken.

Further details please refer to the Concept Development Plan- Ramp and Day Use Area

1 Main road within Carmila Beach Village. Establish clear location or destination signage (Carmila Village Day Use Area), and IRC management identification

2 Trail head for access to short looping coastal walk around park and along upper edge of nearby creek. Also provides immediate beach access using existing path and barriers.

3 Clearly defined and consolidated day use only gravel car park

4 Managed beach access including signage and clear pathway definition. Design to allow emergency vehicle access only

5 Start of linear coastal walk along coastal Esplanade reserve. Trail to be developed in stages from Carmila Creek Day Use area to southern creek (approx. 2.0 kilometres to south)

6 Designate areas suitable for small trailer and carparking along western (inland) verge of Carmila Road

7 Improve efficiency of boat preparation standing area, and parking associated with toilet facility

8 Boat ramp, primarily vehicle access, parking and surrounds to be improved

9 Upgrade the existing coastal parkland in terms of locational and IRC management signage, additional seating, recreational shelter, re vegetation works, and re alignment of an improved bollard and barrier system reflecting the new layout or design. A further and more detailed Landscape Master Plan specific to this area is suggested

10 Proposed coastal and top of creek embankment walking trail look around Day Use area and parkland

11 Staged re vegetation works to occur in consultation with adjacent property owners

12 Option of small look out platform (Check role and use of loading ramp?)

13 Incorporate improvements to existing waste facility, storm water management and other service and infrastructure elements

CARMILA BEACH PROJECT PLAN Ramp & Day Use

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Overnight stay Arrival, Orientation and Registration

In the short and longer term an improved (and obvious) point of arrival to the Carmila Beach Reserve is fundamental.

Clear signage, including identification of Isaac Council as managing Agency should be prominent and well landscaped.

Reliable internet connection should also be established if the current internet/remote based method of registration is preferred and continued

Visitors need information on arrival.

It is recommended that a new colourful (2 sided) brochure be provided free of charge for all visitors on arrival. The brochure could be housed in an 'all weather' box, and should advise people where to camp by Zones. The publication should also explain both the reasons for, and the new required behaviors and camping practices that will ensure the longevity of the Reserve and its threatened environment.

The brochure and other information would also be available via Council's website, and through regional outlets and businesses including for example at the Carmila Service Station on the Carmila Beach Road and Bruce Highway intersection.

Roadways and access

Critical to the success of implementing any of the recommendations and intent of this Landscape Development Plan and report is the community acceptance of, and Council's ability to rationalize the maze of vehicle access tracks by successfully closing and revegetating all unwanted and diversionary tracks.

The rationale and urgency of undertaking these changes must be promoted, some closures will need significant resistant strength, enforcement should undertaken, and the benefits and gains or success promoted to show the 'gains achieved through some initial pain'.

Design details will need to be developed to establish appropriate barrier system, track rehabilitation methods, and retained track upgrade/consolidation specifications.

Within the Carmila Village area there is an option to close to vehicles the current tree lined narrow road that runs diagonally through a conservation/open space reserve from the first 'Y' intersection through to near the existing day use area toilet block. Closure of this alignment to vehicles could create a shady shared walking and cycle track, linked to other tracks proposed throughout the Reserve.

This closure also has the great benefit of bringing all vehicle traffic forward to the main 'T' intersection where Reserve Entry and Orientation signage can be well established. This approach and inter section is also aligned with a small Reserve recommended as a the location for a future Information shelter, track trail commencement point, and key point of camper information and registration.

Environmental and Recreational Buffers

Between each Camper type zone there are a series of fenced and defined environmental buffer zones. These areas require removal of all tracks and current camping activity and staged and managed revegetation. In the future these areas may appropriately be reopened to accommodate camping in peak periods, only after the revegetation works have been completed and established. These peak period (only) camping areas would also require defined access and site identification and management.

Refer to the previous Carmila Beach Overview.

RV and large Van Campsites

A minimum width (3 – 4m) one way consolidated vehicle access track or road will lead into and through the designated RV and larger Van zone. Clear signage at both entry and exit will advise on vehicle travel.

The signage for each camping type will be uniquely coloured and each 'reverse in access' camp site will be clearly numbered and identified with signage of the consistent zone colour.

Eight (8) only designated large vehicle and/or large Van camping sites will be established.

A general minimal allocation of 8 x 14 metres per site is proposed. In all cases fencing and bollards to define this space will respond to both existing vegetation locations, and be aligned to demonstrate site usage and vehicle orientation in particular.

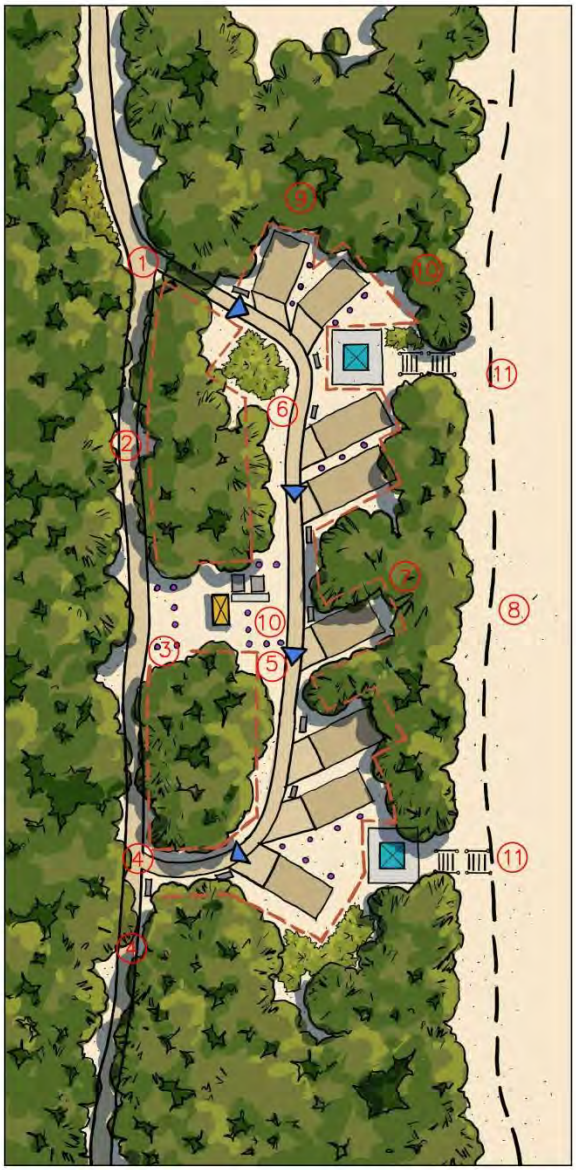
Along the main Reserve sandy access road (two way) adequate passing areas will be provided, and the existing pole and wire fence designation of protected re vegetation and no access areas will be maintained and progressively installed to new priority areas. Alongside the main access road, and adjacent to the existing toilets a two bay designated short term parking (visitor) zone will be established with bollards.

The existing toilet facilities will be retained and the surrounds upgraded and defined. A service small waste unit will be established in a defined space, and solar powered lighting provided. No tap water will be available other than associated with toilet facilities, and none of the sites will be powered. One significant factor influencing the number of recommended sites is the distance of the sites from the toilet and other facilities. All sites will be within approx.. 50 metres of the centrally located existing toilets

Fires will not be permitted within this zone.

The two informal points of existing beach access will be retained and upgraded with complaint signage, Reserve information and clear pathway definition.

Further details please refer to the Concept Development Plan- RV Zone



LEGEND

- Consolidated sand one way access roadway (average 4m width)
- Designated, consolidated and uniquely numbered large van/vehicle sites (8 x 14m) with consolidated access apron from access road
- Clearly defined toilet, waste collection, solar lit services node for location (all sites within 70m max from facility node)
- Carmila Coastal Walk pathway system (1.5 - 2.0m wide, limited signage where required)
- Existing site bollards, retained where feasible, and remove and realigned as required to clearly define new structured spaces
- Key camp usage zone signage including colour coded location /permitted use signage, directional signage, beach access signage and individual site numbered signage
- Pedestrian beach access
- Designated re vegetation areas - all defined with low visual impact fencing & advisory signage
- Existing re vegetation pole and wire fencing system, retained and connected to new barriers as nominated
- Designated Beach access node including small shelter, information, location identification, defined beach access way, safety , casual seating and clear spatial definition (bollards)

1 One way road point of access into designated RV and larger Van (SB define?) location. Clear location and IRC management identification. Improve definition of carriageway and minimise verges

2 Main sandy access road (two way) along linear reserve. Ensure adequate passing areas are provided, and maintain and upgrade existing pole and wire fence designation of protected re vegetation and no access areas.

3 Designated passing or short term park (visitor) zone, all with bollards

4 Exit only road intersection, signed and bollard protected

5 Edge and define facilities node retaining toilet, provide serviced waste management, and solar powered lighting (no tap water available other than associated with toilet facilities)

6 On a location by location basis some open areas of sand or other should be retained to allow occasional small boat trailer parking, or overflow vehicle parking. All these areas must be defined with a bollard system, most importantly aligned to demonstrate appropriate use and orientation

7 Existing pockets of existing trees where possible are retained and protected

8 Protect and minimise use, and access to the fore dune areas

9 Maximise vegetation buffer in zone towards private property

10 Evaluate and remove unnecessary and out of theme signage. Retain enforcement signage, as required

11 Retained existing beach access including signage and clear pathway definition. Emergency vehicle access only (TBD)

Implementation:

Generic landscape design details are provided to define location and construction specifics for the range of landscape infrastructure and site elements referred to on these plans.

The layout of all spaces and elements must also respond the unique attributes of each space or activity allowing adjustments in response to a tree, landform, or other site location specific feature or circumstance.

U PLAN offers on site layout or set out services to maximise design intent and ensure maximum site responsiveness for all our projects.

CARMILA BEACH PROJECT PLAN Large Vans–Camping

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Artist impression of typical new site

Camper Trailer Campsites

A minimum width (3 – 4m) one way consolidated vehicle access track or road will lead into and through the designated Camper Trailer zone. Clear signage at both entry and exit will advise on vehicle travel, and the nature of permitted vehicle types

The signage for each camping type will be uniquely coloured and each 'reverse in access' camp site will be clearly numbered and identified with signage of the consistent zone colour.

Approximately twelve (12) only designated Camper Trailer camping sites will be established.

A general minimal allocation of 10 x 10 metres per site is proposed. In all cases fencing and bollards to define this space will respond to both existing vegetation locations, and be aligned to demonstrate site usage and vehicle orientation in particular. This always results in a larger area being available per site.

Along the main Reserve sandy access road (two way) adequate passing areas will be provided, and the existing pole and wire fence designation of protected re vegetation and no access areas will be maintained and progressively installed to infill gaps and protect new priority areas. Alongside the main access road, and adjacent to the existing toilets a two bay designated short term parking (visitor) zone will be established, signed and defined with bollards.

The existing toilet facilities will be retained and the surrounds upgraded and defined. A service small waste unit will be established, and solar powered lighting provided. No tap water will be available other than associated with toilet facilities, and none of the sites will be powered.

It is recommended that the Sewage Dump Point station currently located here, be relocated to a more serviceable and accessible location, near to the Reserve entry/exit.

One significant factor influencing the number of recommended sites is the distance of the sites from the toilet and other facilities. All sites will be within approximately 100 metres of the centrally located existing toilets

Fires will not be permitted within this zone.

Within this and the other camping zones, a few small areas adjacent to the zone access, should be left open and retained for small boat and trailer storage.

The single existing beach access point, located near to the toilet facilities and central to the proposed Camper Trailer zone layout, will be retained and upgraded with complaint signage, Reserve information and further clear pathway definition.

Existing areas of coastal vegetation will be enhanced through protective fencing and infill local species plantings.

Further details please refer to the Concept Development Plan- Camper Trailer Zone

1 Entry to one way road point of access into designated camper trailer zone located to north. Clear location and IRC management identification is provided

2 Sewage dump point facility relocated to near entry of Carmila Beach Village, refer other plans

3 Designated passing or short term park (visitor) zone, all with bollards

4 Main sandy access road (two way) along linear reserve. Ensure adequate passing areas are provided, and maintain and upgrade existing pole and wire fence designation of protected re vegetation and no access areas.

5 Exit only road intersection, signed and bollard protected

6 Edge and define facilities node retaining toilet, provide serviced waste management, and solar powered lighting (no tap water available other than associated with toilet facilities)

7 On a location by location basis some open areas of sand or other should be retained to allow occasional small boat trailer parking, or overflow vehicle parking. All these areas must be defined with a bollard system, most importantly aligned to demonstrate appropriate use and orientation

8 Existing pockets of existing trees where possible are retained and protected

9 Protect and minimise use, and access to the fore dune areas

10 Evaluate and remove unnecessary and out of theme signage. Retain enforcement signage, as required

Emergency vehicle access only (TBD)

11 Option of group clustered sites

Implementation:

Generic landscape design details are provided to define location and construction specifics for the range of landscape infrastructure and site elements referred to on these plans.

The layout of all spaces and elements must also respond the unique attributes of each space or activity allowing adjustments in response to a tree, landform, or other site location specific feature or circumstance.

U PLAN offers on site layout or set out services to maximise design intent and ensure maximum site responsiveness for all our projects.

LEGEND

- Consolidated sand meandering access roadway (one way and average 3 - 4m width)
- Designated, consolidated and uniquely numbered camper trailer sites (nom. 10 x 10m) with consolidated min width access apron from access road
- Clearly defined toilet, waste collection, solar lit services node for location (all sites within 70m max from facility node)
- Carmila Coastal Walk pathway system (1.5 - 2.0m wide, limited signage where required)
- Existing site bollards, retained where feasible, and remove and realigned as required to clearly define new structured spaces
- Key camp usage zone signage including colour coded location /permitted use signage, directional signage, beach access signage and individual site numbered signage
- Connecting pathways lead to designated Beach access
- Designated re vegetation areas - all defined with low visual impact fencing & advisory signage
- Existing re vegetation pole and wire fencing system, retained and connected to new barriers as nominated . Series of gaps within existing fencing system are fenced around high use and activity nodes
- Shelter, information, location identification, defined dune access way, safety , casual seating and clear spatial definition (bollards)
- New vehicle bollard system to define camping spaces

CARMILA BEACH PROJECT PLAN Camper Trailer–Camping

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Artist impression of typical new site

Tent Campsites

A minimum width (3 – 4m) one way consolidated vehicle access track or road will lead into and through the designated tent only camping zone. Clear signage at both entry and exit will advise on vehicle travel, and appropriate usage.

The signage for each camping type will be uniquely coloured and each camp site will be clearly numbered and identified with signage of the consistent zone colour.

Approximately 10 - 12 only designated tent and single vehicle (only) camping sites will be established.

A general minimal allocation of 10 x 8 metres per site is proposed. In all cases fencing and bollards to define this space will respond to both existing vegetation locations, and be aligned to demonstrate site usage and vehicle orientation in particular.

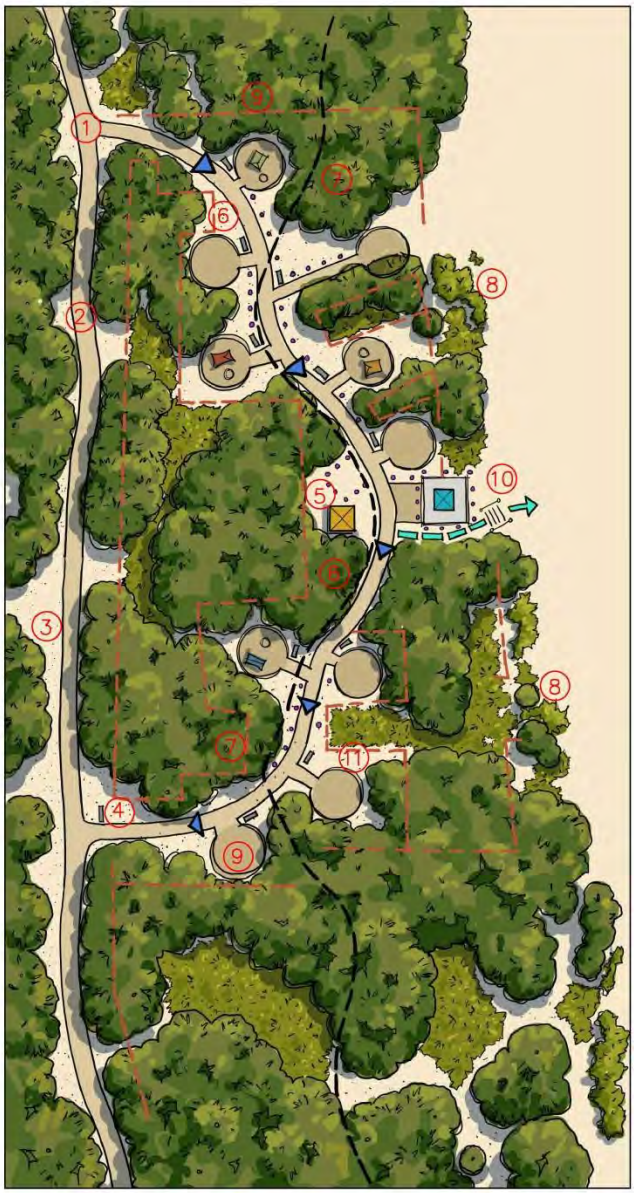
Along the main Reserve sandy access road (two way) adequate passing areas will be provided, and the existing pole and wire fence designation of protected re vegetation and no access areas will be maintained and progressively installed to new priority areas.

New environmental friendly toilet facilities will need to be established, and the surrounds defined. A service small waste unit will also be established, and solar powered lighting provided. No tap water will be available other than associated with toilet facilities, and none of the sites will be powered. One significant factor influencing the number of recommended sites is the distance of the sites from the toilet and other facilities. All sites will be within approximately 60 meters of the centrally located new toilets.

Fires will only be permitted within this zone within clearly defined

A new single existing beach access point, located near to the new toilet facilities and central to the proposed Tent Camping zone layout, is proposed. The beach access point will require complaint signage, Reserve information and clear pathway definition.

Further details please refer to the Concept Development Plan- Tents only Zone



LEGEND

- Consolidated sand meandering access roadway (one way and average 3 - 4m width)
- Designated and uniquely numbered car based tent sites (nom. 10m radius) with consolidated min width access apron from access road
- Clearly defined toilet, waste collection, solar lit services node for location (all tent camp sites within 7 0 - 80m max from facility node)
- Carmila Coastal Walk pathway system (1.5 - 2.0m wide, limited signage and only where required)
- Existing site bollards, retained where feasible, and remove and realigned as required to clearly define new activity spaces
- Key camp usage zone signage including colour coded location /permitted use signage, directional signage, beach access signage and individual site numbered signage
- Connecting pathways lead to single designated Beach access
- Designated re vegetation areas - all defined with low visual impact fencing & advisory signage
- Existing re vegetation pole and wire fencing system, retained and connected to new barriers as nominated . Series of gaps within existing fencing system are fenced around high use and activity nodes
- Shelter, information, location identification, defined dune access way, safety , casual seating and clear spatial definition (bollards)

1 Entry to one way road point of access into designated based camping (tent only) zone. Clear location and IRC management identification is provided

2 Designated passing zone, all with bollards

3 Main sandy access road (two way) along linear reserve. Maintain and upgrade existing pole and wire fence designation of protected re vegetation and no access areas.

4 Exit only road intersection, signed and bollard protected

5 Edge and define new small facilities node containing enviro. toilet, serviced waste management, and solar powered lighting (no tap water available other than associated with toilet facilities)

6 On a location by location basis some open areas of sand or other should be retained to allow occasional small boat trailer parking, or overflow vehicle parking. All these areas must be defined with a bollard system, most importantly aligned to demonstrate appropriate use and orientation

7 Existing pockets of existing trees where possible are retained and protected

8 Protect and minimise use, and access to the fore dune areas

9 Clearly confine camp site zone to defined extents by establishing strong fence partitions at extents

10 Emergency vehicle access only (TBD)

11 Option of group or clustered tent sites

Implementation:

Generic landscape design details are provided to define location and construction specifics for the range of landscape infrastructure and site elements referred to on these plans.

The layout of all spaces and elements must also respond the unique attributes of each space or activity allowing adjustments in response to a tree, landform, or other site location specific feature or circumstance.

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CARMILA BEACH PROJECT PLANTent based camping

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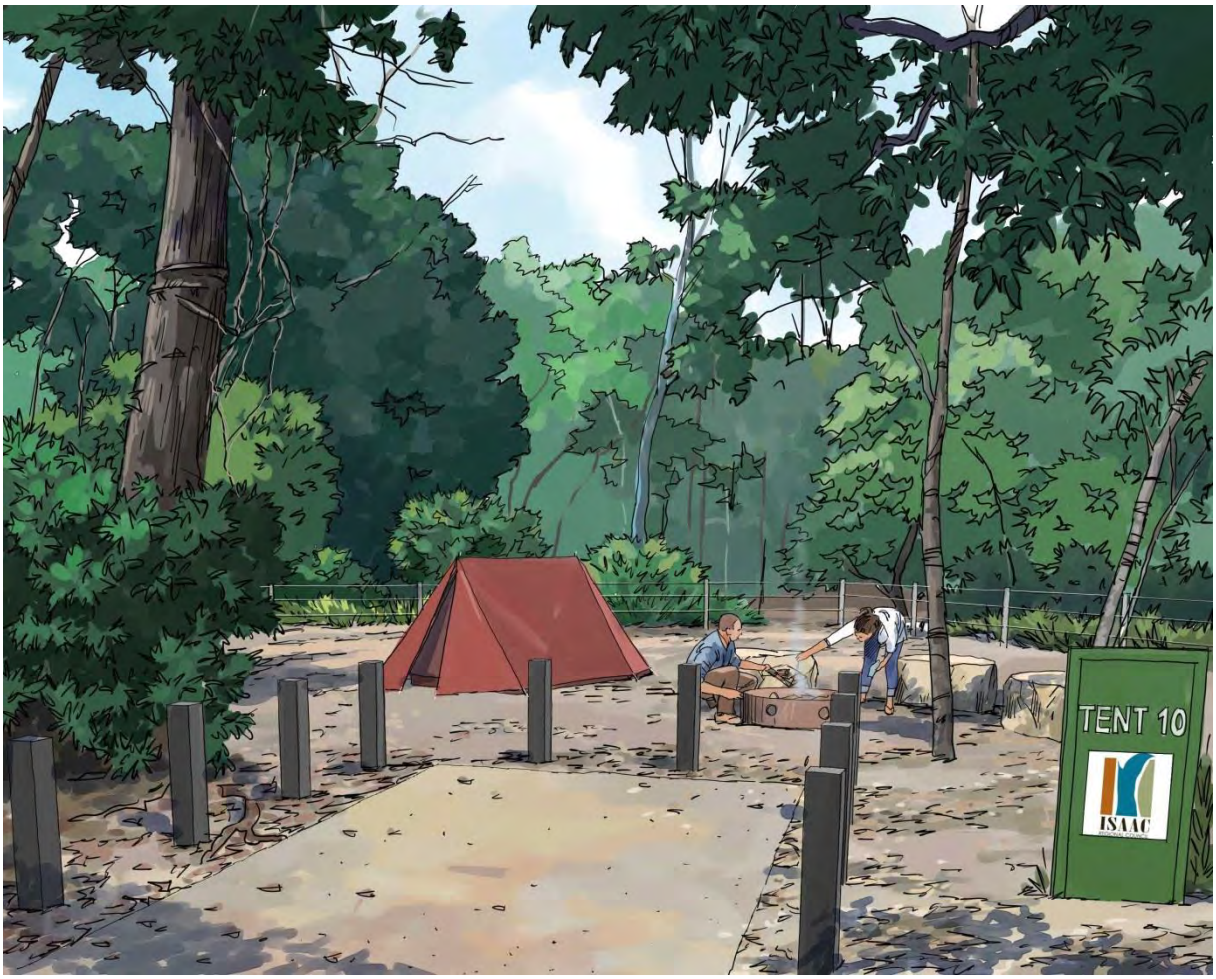
Artist impression of typical new site



Prepared for Isaac Regional Council by U PLAN Landscape Architects (Nov 2017)

End of Reserve – Day Use only

The main Reserve sandy access road terminates at the start of this southern section of the Reserve.

A small Day Use only carpark is provided, and an easy to use turnaround road structure must be established.

Council will need to negotiate this significant change especially with regional and local fishers who have for years access the southern creek system through this roadway.

The southern section of the Reserve has significant environmental qualities and is under major threat from over use and unmanaged beach vehicle access.

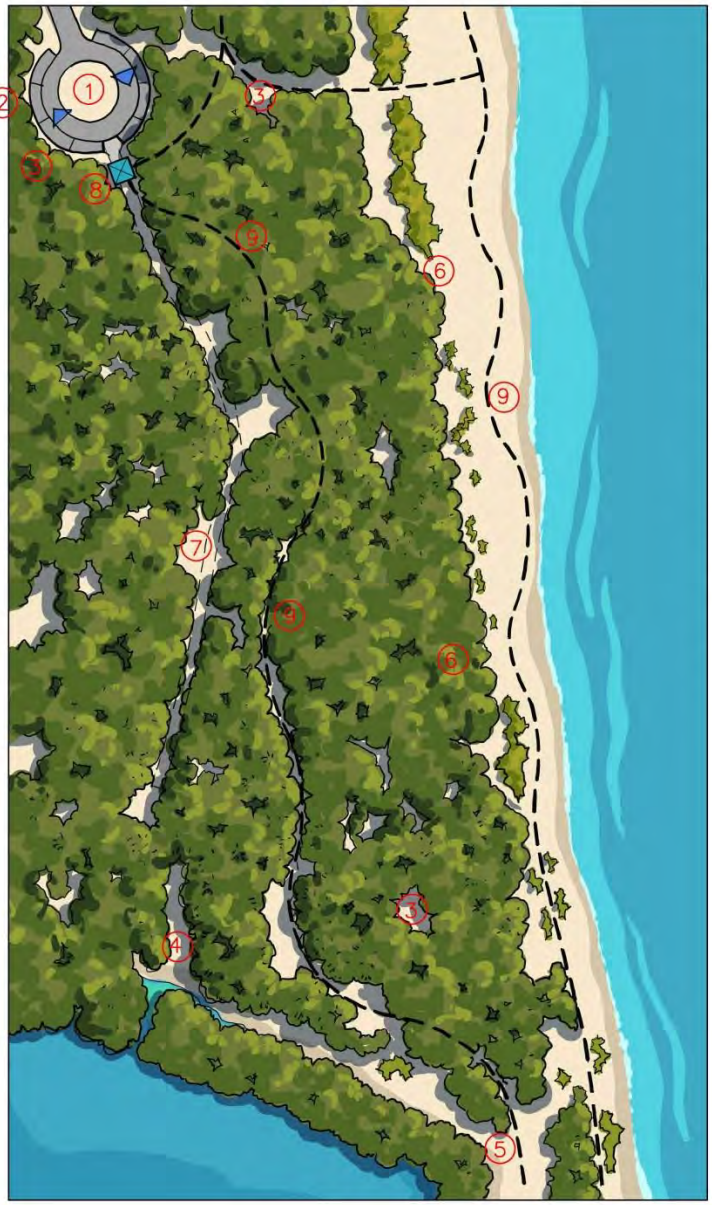
Signage, strong barriers and enforcement and Council management presence will also required.

The existing pole and wire fence designation of protected re vegetation and no access areas must be maintained and progressively installed to this new priority area.

A new single existing beach access point, located across from the road termination point is proposed. This beach access point will also require complaint signage, Reserve information and clear pathway definition.

The Carmila Beach Coastal walk loops through this section of the Reserve.

Further details please refer to the Concept Development Plan- End of Reserve – Day Use only



1End point and turn around area of main sandy access road (two way) along linear reserve from Carmila Village. Maintain and upgrade existing pole and wire fence designation of protected re vegetation and no access areas.

2 Provide day use parking (8 spaces) around cul de sac or at adjacent and clearly defined node

3 No camping is permitted beyond the turn around

4 No boat launching access or facilities are permitted beyond the turn around

5 No 4WD or other vehicles permitted on beach or south of the closure.

6 Protect and minimise use, and all access to the fore dune areas

7 Existing track alignment is retained to minimal extent for management and emergency vehicle access only. Access is via steel (solid and strong) locked gates with extensive side fence sections at both ends of transect

8 Small information kiosk

9 The Carmila Coastal walk loops around here in a 1 kilometre bush, riparian and beach walk circuit

Implementation:

Generic landscape design details are provided to define location and construction specifics for the range of landscape infrastructure and site elements referred to on these plans.

The layout of all spaces and elements must also respond the unique attributes of each space or activity allowing adjustments in response to a tree, landform, or other site location specific feature or circumstance.

CARMILA BEACH PROJECT PLAN End of Park–Day Use

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Toilet Facilities including Dump Point

There are three existing toilet facilities within the Reserve, two within the coastal camping areas and one adjacent to the Day Use and boat ramp area. Access and visibility of this facility could be improved.

The two facilities within the camping areas are to be retained, and have become the central node around which the new camp zone designs have been created. The new camp site designations spread out from these facilities to a max of 60 – 80m to ensure they are within an acceptable distance from each site. In additional where a beach access point is required, these have also been aligned close to the more inland position of the toilet facilities.

These two existing facilities need urgent site works to improve their appearance, access and use, and maintenance.

Based on the same central location intent within all the proposed camping zones, a new eco friendly toilet facility will be required within the tent camp zone.

The Sewage Dump Point station currently located within the proposed Camper Trailer zone, is recommended for relocation to a more serviceable and accessible location immediately adjacent to Carmila Beach Road, near to the Reserve entry/exit. Refer to the Carmila Village Overview Plan

Waste Management

It is suggested that both general waste and recycled waste receptacles be sited adjacent to the toilet facility within each camping zone. The bins require regular servicing, and may need additional bins or serving in busier times.

Solar Powered Lighting

It is recommended that all toilet facilities within the camping zones be equipped with activated solar powered lights for safety and ease of use, and display minimal lighting to assist with way finding from within the camping zones

Natural Vegetation and Revegetation

It is vital to protect and progressively work towards the re establishment of this coastal and threatened vegetation.

Signage Hierarchy and System

The Reserve requires a revised and new signage hierarchy and system, an issue key to the successful implantation of the Landscape Development Plan.

As a minimum the following signage systems are required:

Carmila Beach Village Entry with IRC identification as management Agency

General Directional signage especially to Day Use area, and to Camping Zone Arrival/Orientation area

Carmila Beach Day Use Area Entry sign

Camping Zone Arrival/Orientation signage with internet connectivity and information regarding access, use, capacity of the three Camping zones (by colour)

RV and large Van Camping Zone identification featuring a large totem (Blue sign), and a matching (smaller) totem sign with each sites unique number

Identical totem Camper Trailer (Dark Grey), and Tent Camp zone (Green) signage system

Revegetation in Action and rationale signage

There are also a series of enforcement and compliance or regulatory signs which Council should re assess and implement to the required minimum

Complementary Development

A small food and supplies kiosk, an on Site Manager, environmental, fishing or other guided tours are all options that should be encouraged and given consideration into the future.

Section 3 – Implementation and Management

Overview

This section of the Report provides a guide regarding a range of tasks, issues and opportunities recommended to assist Council manage the Reserve into the future and implement the recommendations of this report.

It is suggested a Carmila Beach Working Group be established to focus action and facilitate an open discussion and decision process of a range of professional opinions and expertise. Community contribution could be also engaged within this process.

Implementation Program

To implement the works and tasks identified in this Report a staged and costed program should be developed.

Some tasks will be easily achieved through Council's on going and current maintenance and other programs.

Other tasks, such as the on site works will require further planning and design. It is suggested however that extensive plans are not required in many instances, as camper site zones layout definitions can for example, be best done on site with professional guidance and support.

Maintenance

On going maintenance is essential and further resourcing will be required.

A maintenance presence achieves two immediate goals, namely the condition and appearance of all facilities will be improved, and if issues emerge, these will be quickly addressed and fixed, eg rubbish removal. The second goal is that a greater profile, level of visitation, enforcement and visibility will have many education and 'creating change' benefits.

Community Consultation and Engagement

There has been no community consultation in the development of this report.

Into the future a program of community information and engagement will be important to ensure community support, and or acceptance of the necessary changes within the Reserve.

Enforcement

As the Reserve is developed, and the new site layouts implemented, some visitors may not respect the changes and the urgency and importance (long term) of these changes.

Council will be required to issue notices, and fines for inappropriate actions, such as illegal tree clearing for camp fires, and various waste (sewage) disposal actions. Such practices are still very common and rapidly leading to the further deterioration of this Reserve.

Communications including Internet

The Reserve currently experiences 'patchy' and in many areas no wireless internet connection. Within the Day Use and Village areas, internet connection exists but is unreliable . This may not be an issue for many visitors once enjoying their camping experience, however Council's reliance on an internet based camp site booking and payment system requires evaluation and improvement. It is anticipated that annual camp night numbers based on received payments, as compared with actual visitation numbers would be at variance.

Managing Peak Visitation

The Carmila Beach Reserve experiences peak visitation periods throughout the year, as do most camping and recreational reserves across the State.

Implementing this Development Plan will mean for a number of years (3- 5 years), that the Reserve will not be able to accommodate visitors in these peak periods. Alternative reserves and other options will need to be identified, and people advised before or in planning their trip.

The proposed total site numbers of (RV - 8 , Camper Trailer - 12, and Tent sites - 10) should accommodate average night year round visitation , but will not accommodate visitor numbers experienced over Christmas and Easter holiday periods.

Pets

It is proposed that dogs will continue to be permitted, subject to on lead requirements of Council

Fires

It is proposed that fires not be permitted with in RV and Large Van camper zone

One or two defined fire paces within the Camper Trailer zone will be provided for shared use

Small fire places will be provided within 50% of the tent site zone, and randomly spread throughout.

The collection of firewood will not be permitted within the coastal Reserve; firewood can either be bought, or will need to be sourced beyond the Reserve.

Natural Resource Management (Pest & Weed Management)

A structured, urgent and expansive program of revegetation works, integrated with a pest and weed management plan is required.

Revenue and Budgets

Based on the proposed Implementation Plan a costed Plan of Development should be developed.

Opportunities for increased revenue, grants and other funding initiatives should also be identified and obtained.

Marketing and Promotion

The Reserve, both Day Use facilities and Camping Zones also require revised promotional materials. IRC has some excellent publications, and web site information including for example the “Experience Isaac” package.

Additional information is required specific to Carmila Beach Reserve to advise Visitors regarding the booking and payment system, and will be required in the future regarding the proposed new designated camper zones, and rationale for these improvements.

Information is also required for travelers and should be available at major arrival points eg the Carmila Service Station complex on the Bruce Highway.

Thank you

Steve Moss
U PLAN Landscape Architects

ADDENDUM

DATE	11 February 2021
FROM	Sean Robinson, Manager Galilee & Bowen Basin Operations
SUBJECT	Addendum to Report 5.5 of the Engineering and Infrastructure Standing Committee Agenda – Meeting held 10 February 2021

The body of the report incorrectly identifies that the Local Roads and Community Infrastructure grant is a State Government Grant. This addendum seeks to serve as a correction to identify that the Local Roads and Community Infrastructure grant is provided by the Federal Government.

Yours faithfully,

Sean Robinson
Manager Galilee & Bowen Basin Operations

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Lisa Tonkin
AUTHOR POSITION	Manager Business Services

9.21 INTEGRATED MANAGEMENT SYSTEM CERTIFICATION UPDATE

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the Water and Waste Integrated Management System (IMS) certification, including compliance with ISO 45001:2018 Occupational Health and Safety requirements.

OFFICER'S RECOMMENDATION

That the committee recommend to Council to:

1. ***Note the Water and Waste Directorate's attainment of ISO 45001:2018 Occupational Health and Safety certification.***
2. ***Note the Water and Waste Integrated Management System Audit Report following an external surveillance audit in November 2020.***

Resolution No.: **W&W0290**

Moved: **Cr Lyn Jones** **Seconded:** **Cr Viv Coleman**

That the Committee recommend to Council to:

1. **Note the Water and Waste Directorate's attainment of ISO 45001:2018 Occupational Health and Safety certification.**
2. **Note the Water and Waste Integrated Management System Audit Report following an external surveillance audit in November 2020.**

Carried

BACKGROUND

The Water and Waste Directorate (W&W) has achieved certification for its Integrated Management System (IMS) complying with the international standards for Environment ISO 14001:2015, Quality ISO 9001:2015 and Australian Standards for Occupational Health and Safety AS/NZS 4801:2001.

As part of its certification requirements, W&W undertake regular external surveillance audits through its certification body, Equal Assurance Pty Ltd, to confirm compliance and provide confidence in W&W's safety, quality and environmental management system.

In November 2020, W&W as part of its external surveillance audit, sought to attain additional certification to the International Standards of ISO 45001:2018 Occupational Health and Safety. The new certification was required due to scheduled expiry of AS/NZS 4801:2001 and the requirement to transition to ISO 45001:2018 by September 2021.

The Audit Report has been provided. The audit identified six Findings (opportunities for improvement) which were rated in relation to the level of perceived risk. The risk ratings are (Level 1) acceptable, (Level 2) low, (Level 3) medium, (Level 4) high and (Level 5) extreme. A Level 1 Finding signals that a previous Finding has been closed.

The audit identified one Level 3 Finding and five Level 2 Findings.

The Level 3 Finding noted “Site inspections revealed multiple hazards present on sites relating to contractors and contractor activity”.

As a result of the Level 3 Finding, W&W were required to develop an Action Plan to address the Finding to the satisfaction of the Lead Auditor. This is in line with certification practices to ensure corrective actions are implemented. This requirement has been completed and W&W has maintained certification with its existing certification standards of ISO 14001:2015, ISO 9001:2015, AS/NZS 4801:2001, and in addition has attained certification to ISO 45001:2018.

The Action Plan developed in consultation with Organisational Safety builds on the contractor management project work completed in late 2020 and will ensure improvements are implemented within W&W and across Isaac Regional Council.

W&W have until the next audit (scheduled October 2021) to implement corrective actions for the five minor Findings, which were:

- Give consideration to placing more emphasis on opportunity management within the risk management framework (Level 2).
- Ensure competence of worker’ knowledge and skills needed to identify hazards and deal with Occupational Health and Safety (OH&S) risks associated with their work and workplace. Referring to persons performing site inspections (Level 2).
- Site specific competency verification could be improved with regard to plant operations (Level 2).
- Give consideration to extending mentoring time during induction handover periods. (Level 2).

As part of the audit, two previous Findings were closed as a result of corrective actions being implemented. These were:

- Adding the environmental inspections for Waste Services to the maintenance waste register.
- Compliance with Council’s documented processes for vaccination record keeping.

Positive observations were noted during the audit including the work undertaken to close the loop of the Risk Register, the data analysis being performed within the Waste Services team, and the re-opening of incident investigations and diligent follow-up.

Also noted was “the excellent leadership commitment to review of IMS management issues and to ensure continued improvement from the outputs generated from the meeting”.

IMPLICATIONS

Financial: W&W completed a Request for Quotation in September 2019 and awarded Equal Assurance Pty Ltd a contract of twelve (12) months with two (2) extension options, both of twelve (12) months, exercisable at the sole discretion of Council. W&W are currently tracking to have six (6) sites audited annually at a cost of approximately $12,000 per year.

While the IMS certification is a cost, it offers financial benefits by preventing negative and unwanted outcomes through continuous improvement and documented process development.

Service Levels: The IMS allows for a systematic approach to managing customer service standards for waste, water and wastewater. This assists IRC to deliver improved services to the community and supports the Water and Waste Annual Performance Plan and IRC's Annual Operational Plan deliverables.

Risks: The IMS takes a risk-based approach by addressing both risks and opportunities.

Compliance: The IMS supports compliance with regulations by providing consistency in managing processes, incidents and non-conformances through continual improvement.

Benefits: In summary, the IMS provides a system of improvement resulting in internal efficiency and cost savings. The reward and benefits are being seen through improvements in quality, environment and health and safety performance. This in turn delivers improved performance to customers.

CONSULTATION

Director Water and Waste
Executive Leadership Team
Manager Organisational Safety
Manager Governance and Corporate Services
IMS Coordinator – major contributor to the body of this report
Learning and Development Coordinator
People and Performance Business Partner

BASIS FOR RECOMMENDATION

The certification of the IMS within the Water and Waste Directorate is producing quantifiable outcomes and streamlined processes to ensure continuous improvement.

ACTION ACCOUNTABILITY

Coordinated by the Manager Business Services, it is the responsibility of the entire Water and Waste Directorate to ensure IMS certification is maintained.

KEY MESSAGES

W&W is rapidly adopting continuous improvement through its IMS. Aligning the IMS to ISO 45001:2015 Occupational Health and Safety requirements puts Council at the forefront of best safety practice.

Report Prepared By:	Report Authorised By:
LISA TONKIN **Manager Business Services**	GARY MURPHY **Director Water and Waste**
Date: 20 January 2021	Date: 27 January 2021

ATTACHMENTS

Nil

REFERENCE DOCUMENT

- Audit Report, Audit Number ISCQ01-02 Surveillance Audit (Partial Remote) on Isaac Regional Council (Water and Waste Directorate) quality, occupational health and safety and environmental management systems, 2-6 November 2020
- ISO 45001:2018 Occupational Health and Safety Management System Certificate
- ISO 9001:2015 Quality Management System Certificate
- ISO 14001:2015 Environmental Management System Certificate
- AS/NZS 4801:2001 Occupational Health and Safety Management System Certificate

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Neville Bell
AUTHOR POSITION	Assets and Compliance Officer

9.22 DRINKING WATER BLUE-GREEN ALGAE MANAGEMENT PLAN

EXECUTIVE SUMMARY

This report seeks the adoption of the revised Drinking Water Blue-Green Algae Management Plan to achieve the outcomes required by Council's Drinking Water Quality Management Plan and other statutory obligations to provide safe and reliable water.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council to:

1. ***Adopt the Drinking Water Blue-Green Algae Management Plan (DWBGAMP).***

Resolution No.: **W&W0291**

Moved: **Cr Greg Austen** **Seconded:** **Cr Viv Coleman**

That the Committee recommend to Council to:

1. Adopt the Drinking Water Blue-Green Algae Management Plan (DWBGAMP).

Carried

BACKGROUND

Drinking water service providers are required under the Water Supply (Safety and Reliability) Act 2008 to manage the quality of drinking water to protect public health, including the management of any risks posed by Harmful Algal Blooms (HABs) – including the treatment of algae affected water used for drinking water supplies. The purpose of the Drinking Water Blue-Green Algae Management Plan is to assist Council with managing the water quality when environmental conditions are conducive to blue-green algae blooms. Prior to the development of the DWBGAMP there were no set guidelines for monitoring, response, roles and responsibilities. The current Australian Drinking Water Guidelines (ADWG) provide parameters and levels but no clear guideline on management during Algae Blooms. This document was developed initially with the assistance of City Water Technology and has been updated to meet the requirements of Council's formatting, style guide and current requirements of all the regulatory bodies. The references used for the update are as follows (also located in Attachment 1 under references):

- Water Directorate - Blue-Green Algae Management Protocols – 2014

- Queensland Water Directorate - Management Strategies for Cyanobacteria (blue-green algae): A Guide for Water Utilities – Research Report 74
- Queensland Government - Harmful algae - Queensland Government Response Plan
- Queensland Government - Harmful Algal Bloom Response Plan and Operational Procedures
- Australian Government National Health and Medical Research Council Natural Resource Management Ministerial Council
- Nation Water Quality Management Strategy, Australian Drinking Water Guidelines 6 2011, Version 3.5 Updated August 2018

IMPLICATIONS

Financial

There will be some operational cost increases to existing sample testing budgets but only in the event of a Blue-Green Algal Bloom. Staff training is expected to be carried out in house at no cost. Should there be difficulty with the training there may be a need to outsource and this will have a financial implication of minor costs.

Compliance

Council will have clear guidelines to follow during Algal Blooms in raw water supplies that enable Council to meet the current ADWG.

Benefits

Management of raw water quality and operational improvements.

CONSULTATION

Manager Operations and Maintenance

Governance

Executive Leadership Team

Director Water and Waste

BASIS FOR RECOMMENDATION

To provide safe and reliable water and to improve business processes within Council's Water and Waste Directorate by providing more appropriate and relevant operational monitoring and reporting.

ACTION ACCOUNTABILITY

Water and Wastewater Operations Manager and Assets and Compliance Officer to ensure the DWBGAMP guidelines are followed.

KEY MESSAGES

That Council has a clear and concise management plan for use during blue green-algae bloom events for water treatment and monitoring to provide safe and reliable water to its community.

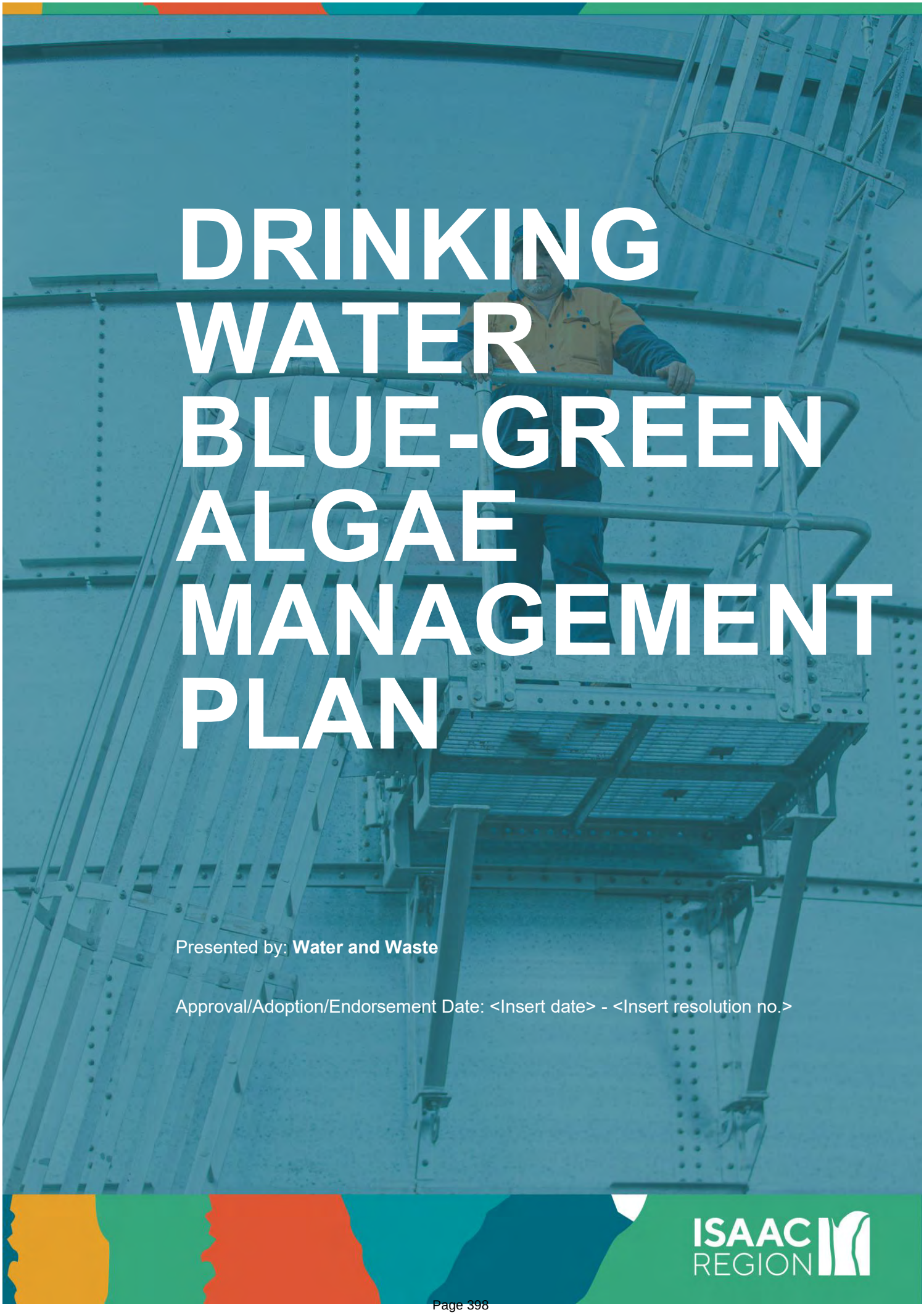
Report prepared by:	Report authorised by:
NEVILLE BELL **Assets and Compliance Officer**	GARY MURPHY **Director Water and Waste**
Date: 20 January 2021	Date: 27 January 2021

ATTACHMENTS

- Attachment 1 – Drinking Water Blue-Green Algae Management Plan

REFERENCE DOCUMENT

- Nil



DRINKING WATER BLUE-GREEN ALGAE MANAGEMENT PLAN

Presented by: **Water and Waste**

Approval/Adoption/Endorsement Date: <Insert date> - <Insert resolution no.>

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INTRODUCTION

Blue-Green Algae (BGA), also known as cyanobacteria, become problematic for water treatment plants when their cell density dramatically increases because they are able to release toxins in the water which require special treatment to remove. In general, a cyanobacteria bloom is said to have occurred when the cell density is greater than 6,500 cells/mL

The purpose of this document is to provide a framework to assist Isaac Regional Council (IRC) management and operational staff in managing BGA outbreaks in raw water sources. This protocol is used to determine response levels and subsequent actions required following the detection of a BGA bloom.

SCOPE

The protocols outlined in this document apply to each of IRC's raw water sources. IRC operates 8 water supply systems, each with its own water source. These water supplies that are storage based may be owned and operated by Sunwater or IRC or the resources sector. Thus, a BGA risk arises from both the source water as well as storages in the supply systems:

- Carmila – shallow bores (2) adjacent to Carmila creek delivered through IRC infrastructure to the Carmila WTP. The bore field is replenished via a shallow weir upstream of the bores.
- Clermont – Theresa Creek Dam (TCD) owned and operated by IRC delivered through IRC infrastructure to the Clermont WTP.
- Dysart – Bingegang Weir on the Mackenzie River (operated by Sunwater) via Billington Mitsubishi Alliance **(**BMA's) Calvert's Dam and Dysart storage (onsite turkeys nest dam, offtake and supply infrastructure for all sources owned and operated by BMA). Raw water delivered to raw water storage tank at Dysart WTP.
- Glenden – Bowen River (offtake and supply infrastructure owned by Sunwater) via Newlands mine, owned and operated by Glencore. Raw water delivered through Glencore pipeline to the Glenden WTP.
- Middlemount – Bingegang Weir on the Mackenzie River (operated by Sunwater) via Tralee Dam (offtake and supply infrastructure owned and operated by Anglo American).
- Moranbah – Burdekin dam and/or Eungella dam (both dams are owned and operated by Sunwater) via Sunwater, BMA and IRC infrastructure to the Moranbah WTP.
- Nebo – IRC Nebo bores (6) drawing from the Nebo Aquifer and delivery to the Nebo WTP
- St Lawrence – IRC St Lawrence Creek Weir via IRC offtake infrastructure to the St Lawrence WTP.

Algae is unlikely to cause issues for Carmila or Nebo water sources as both these supplies use bore water. If, however, algal contamination is identified by customer complaints and subsequent laboratory analysis, the same response protocols can be applied as outlined in this management plan.

The protocols, roles and responsibilities outlined in this document apply to each of IRC's raw water sources as outlined above. They are to be implemented by IRC managers, coordinators and operations and maintenance staff nominated herein.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the various stakeholders for the IRC water supply systems are outlined in Table 1. Communication and cooperation between all parties is critical to ensure that drinking water quality and/or supply security is not compromised.

Table 1: Summary of Stakeholder Roles and Responsibilities

RESPONSIBILITIES	IRC	BMA	ANGLO AMERCIAN	GLENCORE	SUNWATER	DOH	DOR
Receive inquiries from the public	Y	Y	Y	Y	Y	Y	Y
Provide general advice	Y	N	N	N	N	Y	Y
Inspect the bloom	Y	Y	Y	Y	Y	Y	N
Analyse the bloom	Y	Y	Y	Y	Y	Y	N
Communicate the findings	Y	N	N	N	Y	Y	Y
Mitigation and management	Y	Y	Y	Y	Y	N	N

Isaac Regional Council

Drinking water service providers are required under the *Water Supply (Safety and Reliability) Act 2008* to manage the quality of drinking water to protect public health, including the management of any risks posed by Harmful Algal Blooms (HABs) – including the treatment of algae affected water used for drinking water supplies. IRC own and operate the Teresa Creek Dam which supplies the Clermont Township. IRC also own the St Lawrence Creek Weir that supplies St Lawrence Township and licenced bores that supply Carmila and Nebo Townships. In addition, water service providers provide:

- Routine monitoring of HAB's in supplemented freshwater systems under their control (e.g. reservoirs, weir pools, irrigation systems).
- Community and stakeholder information relating to their operations (e.g. signage, website, fact sheets, brochures).
- Management of public health risks associated with HABs in recreational lakes.

Under the *Sustainable Planning Act 2009*, Local Governments are also responsible for the planning and regulation of development activities to maintain local social, economic and environmental values. Also, IRC have the responsibility for local management of water quality issues as part of the *Environmental Protection Act 1994* where Local Government Development Application review and approval processes in line with the *Sustainable Planning Act 2009*.

Anglo American

Anglo American is the owner of the offtake and storage infrastructure that supply raw water to Middlemount. This infrastructure is maintained by Anglo American

Billington Mitsubishi Alliance (BMA)

BMA is the owner of the offtake and storage infrastructure that supply raw water to Dysart.

Glencore

Glencore is the owner of the offtake and storage infrastructure that supply raw water to Glenden.

Sunwater

Sunwater own and operate the Burdekin and Eungella storage dams which supply the Moranbah Township. Sunwater also owns and operates the Bingegang Weir storage on the Mackenzie River for supply to Dysart and Middlemount.

Mackay Regional Council Laboratory

Mackay Regional Council Laboratory receives all water samples and stores results within a data storage system called Monitor Pro. All samples unable to be measured for certain parameters are outsourced to other laboratories with the required capabilities. Alerts are provided via email indicating current level of alert to be adhered to.

Queensland Department of Health (DoH)

Public health risks associated with HABs in drinking water storages are to be managed by the drinking water service provider. The DoH or the relevant Public Health Unit may provide advice on assessing and managing the public health risk posed by a HAB in a drinking water storage and may take enforcement action under the *Public Health Act 2005* where the drinking water service provider fails to adequately manage the risk.

DoH Forensic and Scientific Services may provide analytical services for the identification and enumeration of HABs (primarily for drinking water storages) and the detection and quantification of HAB toxins (in fresh and marine waters).

In addition, DoH or the local Public Health Unit may provide the following:

- Advice to the managers of a drinking water storage, or a drinking water service provider drawing from a surface water affected by a HAB, on assessing and managing the associated public health risks.
- Advice to the relevant parties regarding the public health risks associated with eating fish, shellfish and crustaceans caught in waters affected by a HAB, or irrigating food crops with water affected by a HAB.

Department of Resources (DOR)

DOR is responsible under the *Water Act 2000* for the management of the State's non-tidal waters and the regulation of resource operation licence holders and water service providers. It is also the lead agency for the management of catchment resources such as land and vegetation. Through its responsibilities DOR provides the following services:

- Detection response measures, assessment and evaluation of HABs in un-supplemented freshwater systems.
- Advice to individuals, the community, stakeholders and other government agencies on issues related to the monitoring of and management of freshwater HABs.
- Community and stakeholder information (e.g. web site, fact sheets, brochures).

DOR is also responsible under the *Water Act* for drinking water service providers (such as local governments) who are responsible for ensuring public health is protected by managing water quality risks associated with HABs in their service in accordance with their approved Drinking Water Quality Management Plan (DWQMP) (as required under the *Water Supply (Safety and Reliability) Act 2008)*.

If a drinking water service provider detects algal toxins above the Australian Drinking Water Guideline (ADWG) health guideline value in the treated drinking water or are concerned about their ability to manage the impacts of the HAB under the approved drinking water quality management plan, they must report the incident or event to the Queensland Water Supply Regulator (QWSR) within DOR. DoH is subsequently advised of these incidents.

Where issues related to HABs have not been identified and managed through the DWQMP and are relevant to the service being supplied, the drinking water service provider may, with approval, amend the DWQMP. Where a drinking water service provider has not adequately assessed and managed the risk associated with HABs, DOR may require an amendment to their DWQMP. If necessary, DOR can also direct a drinking water service provider to undertake particular measures to ensure the protection of public health.

RESPONSE PROTOCOLS

Prevention is better than treatment for the management of algal blooms. Effective preventative actions include catchment and source water management, reducing nutrient loading, and changing reservoir stratification and mixing.

Dam management (under IRC control) through silt removal, that harbour organics that can release algae, must be incorporated into maintenance programs as prevention measures.

Other key issues include protection of soils from erosion, public awareness of the effects of phosphorus-containing products, nutrient management strategies, water quality monitoring and the management of point and diffuse sources of nutrients.

Despite the use of preventative actions blooms may still occur. In order to minimise the impact of algal blooms on the community, the Drinking Water Blue-Green Algae Management Plan (DWBGAMP) includes actions to manage cyanobacteria blooms.

Identifying and Responding to a Blue-Green Algal Bloom

BGA blooms require a quick, well-planned and coordinated response to limit the risk of a negative impact on public health. Cooperation from all relevant stakeholders and an appropriate monitoring program are key to ensuring algal growth is identified early and bloom potential is mitigated where possible.

The different responses to algal blooms are based on the identification of algal type, counts and the presence of toxins. Where laboratory results are not available immediately, field assessments (such as visual inspection) will be useful to determine the possibility of risk associated with a potential bloom. Regular visual monitoring of raw water sources for algae is advisable particularly during high risk periods. Algal concentrations and distribution can change rapidly under favourable conditions and changes of wind direction so inspection may be necessary on a daily basis.

Testing for total algal levels are conducted weekly in raw water and if levels are detected ≥500 cells/mL algal toxins are then measured. Toxins in the treated water is conducted monthly at Clermont, Dysart, Glenden, Middlemount, St. Lawrence and Moranbah WTPs through Mackay Regional Council (MRC) NATA Laboratory. Council and are notified of any detections of cells (≥500 cells/mL) or toxins as soon as practicable.

Classification of Response Levels

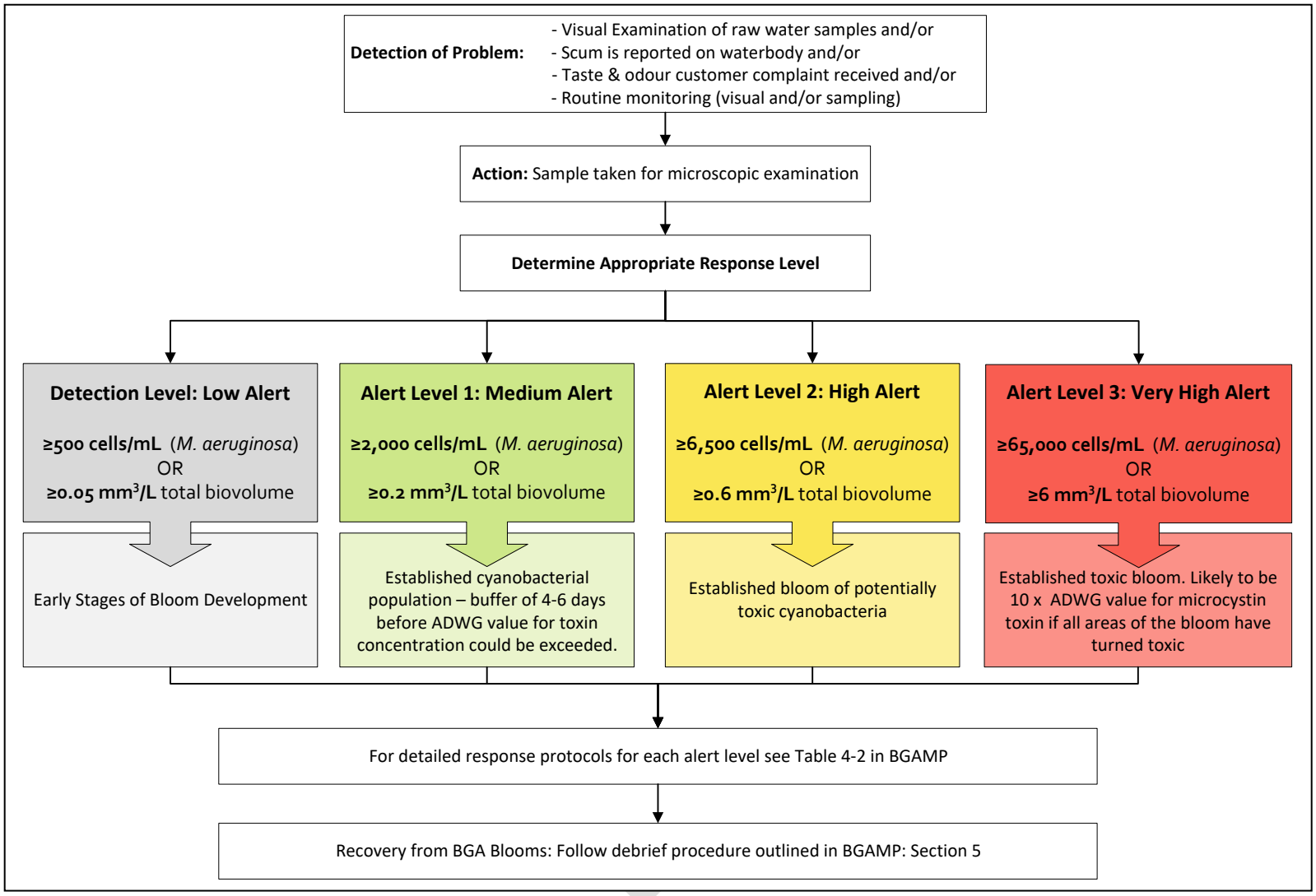
ADWG recommends that water authorities use the following cyanobacteria cell density targets to determine the next course of action. Threshold cell counts are based on tracking worst case, potentially toxic *Microcystis aeruginosa* populations whereas biovolumes account for equivalent total concentrations of other cyanobacteria species.

1. DETECTION LEVEL: Low Alert
    - ≥500 cells/mL (*M. aeruginosa*) or ≥0.05 mm^3/L (total cyanobacteria biovolume)
      This indicates the early stages of bloom development. Tastes and odours may be present in the water and regular inspection and testing should be commenced to monitor population growth and potential bloom development.
2. ALERT LEVEL 1: Medium Alert
    - ≥ 2,000 cells/mL (*M. aeruginosa*) or ≥0.2 mm^3/L (total cyanobacteria biovolume)
      This describes an established cyanobacterial population which may have localised high cell counts. A cell density in this range is expected to provide a buffer of 4-6 days before the ADWG value for toxin concentration could be exceeded (depending on growth activity and presence of potentially toxic species).
3. ALERT LEVEL 2: High Alert

- ≥ 6,500 cells/mL (*M. aeruginosa*) or ≥0.6 mm^3/L (total cyanobacteria biovolume)
  These cell numbers indicate an established bloom of potentially toxic cyanobacteria.

4. ALERT LEVEL 3: Very High Alert
   - ≥ 65,000 cells/mL (*M. aeruginosa*) or ≥6 mm^3/L (total cyanobacteria biovolume)
     This describes an established toxic bloom and is likely to be 10 times the ADWG value for the microcystin toxin if all areas of the bloom have turned toxic. These conditions are indicative of a significant increase in the risk of adverse human health effects. If at this level treatment is insufficient and toxins are passing through to the treated water supply, a contingency water source may be required (e.g. alternate raw water source or delivery of tankered water).
     Immediate notification of Health authorities is required if this has not already occurred at lower alert levels.

Response Level Flow Chart



The flowchart on the following page outlines the processes required to determine the correct BGA response level. The flowchart should be consulted each time new test results are received.

Bloom Response Plan Details

Table 2: Alert Level Response Protocols (Water Quality Research Australia, 2010

LEVEL	THRESHOLD DEFINITION	RECOMMENDED ACTIONS	RESPONSIBLE PERSON(S)
Detection Level	**LOW ALERT** ≥500 cells/mL (*M. aeruginosa*) OR ≥0.05 mm^3/L total biovolume	• Retest to confirm detection • Continue weekly sampling at offtake • Regular visual inspection of water surface for scums adjacent to offtakes	WTP Operator
		• Notify the WTP Operator to increase visual inspection of water source to twice weekly • Consider the need for sampling at other locations around the water source or upstream water storages • Monitor biovolume/cell counts for changes in required response level • Notify MO&M Water and Wastewater of algae detection and provide weekly status updates	Water and Wastewater Supervisor/Process Engineer / Water and Waste Assets and Compliance Officer (A&CO)
		• Notify IRC (Supervisors. Process Engineer, MO&M and A&CO) via an Exception notification when either threshold value is exceeded • Continue weekly algae identification and cell counts and report results	MRC Laboratory
Alert Level 1	**MEDIUM ALERT** ≥2,000 cells/mL (*M. aeruginosa*) OR ≥0.2 mm^3/L total biovolume	• Continue weekly sampling at offtake and add second sample from a representative location in source water	WTP Operator
		• Establish variability of the offtake sample over time • Monitor biovolume/cell counts for changes in required response level • Notify MO&M Water and Wastewater of Alert Level concentration	Water and Wastewater Supervisor/ Process Engineer/ A&CO

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LEVEL	THRESHOLD DEFINITION	RECOMMENDED ACTIONS	RESPONSIBLE PERSON(S)
		• Notify health authorities and agencies as appropriate • Decide on requirement for toxicity assessment or toxin monitoring • Liaise with BMA/Anglo-American/Glencore/Sunwater (if appropriate) to commence visual inspection and testing of upstream water storages owned and/or operated by external stakeholders. Remedial action should be taken if required (e.g. adjust draw-off level, destratification, biomanipulation, alternate sources, etc.) • Investigate cause of elevated algae levels – liaison with external stakeholders may be required	Manager Operations and Maintenance (MO&M)/Water and Wastewater A&CO
		• Notify IRC (Supervisors. Process Engineer, MO&M and A&CO) via an Exception notification when either threshold value is exceeded (if not already notified for the same incident) • Continue weekly algae identification and cell counts and report results • Manage subcontracting of toxicity testing if required	MRC Laboratory
Alert Level 2	**HIGH ALERT** ≥6,500 cells/mL (*M. aeruginosa*) OR ≥0.6 mm^3/L total biovolume	• Increase monitoring to twice weekly at offtake and a representative sample as per Level 1 • Begin weekly sampling for toxin monitoring in the raw and treated water • Increase visual inspection of water source to daily	WTP Operator
		• Continue monitoring biovolume/cell counts for changes in required response level • Notify Manager Water and Wastewater of Alert Level concentration	Water and Wastewater Supervisor/Process Engineer/ A&CO
		• Seek advice from health authorities on risk to public health, i.e. health risk assessment considering toxin monitoring data, sample type and variability, effectiveness of available treatment • Advise consumers that potentially toxic BGA levels are rising and water restrictions or alternate supplies may be enforced if necessary • If toxin monitoring (of treated water) is recommended by relevant health authorities, coordinate this with MRC for inclusion in analysis • Liaise with external stakeholders (if necessary) to implement remedial strategies to improve source water quality or change water source • Notify all relevant persons – CEO, Mayor etc.	Manager Operations and Maintenance (MO&M)/ Water and Wastewater A&CO/ Director Water and Waste

DRAFT

LEVEL	THRESHOLD DEFINITION	RECOMMENDED ACTIONS	RESPONSIBLE PERSON(S)
		• Notify IRC (Supervisors. Process Engineer, MO&M and A&CO) via an Exception notification when either threshold value is exceeded • Perform twice weekly algae identification and cell counts and report results • Perform algae identification and cell counts for additional sites as required • Manage subcontracting of toxicity testing if required	MRC Laboratory
Alert Level 3	**VERY HIGH ALERT** ≥65,000 cells/mL (*M. aeruginosa*) OR ≥6 mm^3/L total biovolume	• Continue monitoring of source water as per Level 2	WTP Operator
		• Notify relevant health authorities immediately for advice on risks to public health • Assess effectiveness of available treatment and consider switching to an alternate water source for supply • Advise consumers that potentially toxic BGA levels are rising and water restrictions or alternate supplies may be enforced if necessary (if not already done) • Liaise with external stakeholders (if necessary) to implement remedial strategies to improve source water quality or change water source (if not already in progress) • Notify all relevant persons – CEO, Mayor etc.	Manager Operations and Maintenance (MO&M)/ Water and Wastewater A&CO/ Director Water and Waste
		• Notify IRC (Supervisors. Process Engineer, MO&M and A&CO) via an Exception notification when either threshold value is exceeded • Continue twice weekly algae and toxin testing and reporting as per Level 2 • Perform weekly toxin monitoring in source and treated water if not already done • Continue toxin monitoring after cell numbers significantly decline	MRC Laboratory

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Declining Cell Count

As the cell count and/or biovolume of a bloom declines, the response level may be lowered accordingly. To safely lower a response level, the following requirements must be met:

1. Raw water BGA samples must be within the limits of the lower response level for cell count and total biovolume **for 2 consecutive weeks**.
2. Toxicity testing (if conducted) must return a zero result **for 3 consecutive weeks**.

Algal cell and toxin levels can fluctuate rapidly given the right conditions, so it is necessary that sufficient time has passed to ensure any changes in concentrations have stabilised before reductions in response levels are made.

If the response level is being lowered to below the Detection Level, follow the recovery actions detailed in the Section below.

RECOVERY FROM BGA BLOOM

This section identifies the various steps that must be undertaken after an incident has occurred, such as reviewing the performance of staff and Protocols, restoration of public confidence and rectification of infrastructure.

Debrief

The information gathered during the investigation should be collated and reviewed with recommendations made for improving the incident process to:

- Investigate the cause of the incident.
- Evaluate the effectiveness of the response plan.
- Identify aspects of the response effort that worked well and areas for improvement.
- Note any additional issues that arose and may need to be considered further.

Investigate the Cause

The Supervisors. Process Engineer, MO&M and A&CO Water and Wastewater should investigate the cause of the incident. This will involve interviewing operational staff and external stakeholders to determine the source of the contamination, identify any inputs from human/industry activities (e.g. farming, mining, etc.) reason for contributing conditions.

Analysis environmental factors (such as air and water temperatures, rainfall, wind speed and direction) in the lead up to and during the incident should be conducted to identify any trends which may be used to recognise early warning signs for potential future events.

Review of Performance

The information gathered during the investigation should be collated and reviewed with recommendations made for improving the incident management plan and staff performance. A debrief meeting (workshop or phone conference) should be held to discuss the outcomes of the data review, assess the response protocols to acknowledge successful implementation by staff and identify any areas requiring improvement.

An action list of recommendations should be developed with timeframes and responsible persons assigned to each action. Recommendations may include staff training, capital works and/or operational changes.

Restoration of Public Confidence

Following an incident, media releases should be issued to inform consumers that the incident has ended. A summary of the actions taken to achieve this result and minimise the impact on consumers should be included to further help restore public confidence. Personal correspondence should also be sent to consumers that were significantly impacted by the incident.

Infrastructure Recovery

Any changes to infrastructure during the incident will need to be rectified once it has ended. Additional chemical dosing lines and mobile package chemical systems (if required) should be removed to restore the site to its original condition. Any warning signs or access restrictions placed in public areas should also be removed.

Debrief Report

A debrief report should be prepared following an incident as a record of the event and actions taken. The report should include:

- Event title/location, date(s) of event occurrence, date of debrief meeting
- List of meeting attendees
- Description of the event including the impact
- Summary of issues, actions taken, proposed course of action, persons responsible for follow up actions and timeframe for completion
- Distribution list – should include all meeting attendees and relevant stakeholders
- Appendices – should include testing reports and a timeline of the event

MONITORING

Regular monitoring is important to ensure that algal growth is identified early so that effective treatment strategies can be commenced to minimise the risk to public health. A range of parameters should be included in routine monitoring to track conditions which could lead to an algal event. The frequency and scope of sampling should be increased during bloom conditions to monitor algae growth and decline.

Monitoring Purposes and Parameters

Monitoring has a range of purposes according to the following categories:

- **Operational monitoring (O)** → used to assess WTP processes and equipment. Data used as triggers for immediate short-term corrective action to improve water quality. Not typically used to assess compliance with agreed levels of service.
- **Drinking Water Quality Monitoring (DWQ)** → verification of water quality in the distribution system and as supplied to the consumer (performance monitoring). Data used to assess compliance with agreed levels of service and regulations.
- **Monitoring of Consumer Satisfaction (CS)** → assessment of consumer comments and complaints, which can provide valuable information on potential problems that have not been identified by performance monitoring.
- **Investigative and Research Monitoring (I&R)** → strategic programs designed to increase understanding of a water supply system, to identify and characterise potential hazards, and to fill gaps in knowledge. Includes baseline and emergency response monitoring.

Water quality monitoring parameters recommended for inclusion in the DWBGAMP are shown in Table 3.

Table 3: Summary of Water Quality Monitoring Parameters for DWBGAMP

MONITORING PARAMETERS	RAW WATER	TREATED WATER	CRITICAL VALUES/ CONDITIONS
Nutrient levels	O, I&R	-	• Phosphorus >0.35 µg/L promotes algae growth • Nitrogen >1000 µg/L promotes algae growth • Can be useful in locating pollution sources in catchment area
DO	O, I&R	-	• >4 mg/L at all depths is recommended
Algae Count and Identification	O, I&R	O, DWQ	
pH	O, I&R	O, DWQ	• pH >8.0-8.5 is linked to algae growth
Turbidity	O, I&R	O, DWQ	
Light attenuation (Secchi depth)	I&R	-	
Water Depth	I&R	-	• Data required for modelling
Water Temperature	O, I&R	O	• 20ºC, or greater than 2ºC stratification, promotes algae growth • Data required for modelling
Total chlorophyll	I&R	O, DWQ	
Wind Speeds	I&R		• Calm, non-turbulent conditions promote algae growth • Data required for modelling
Odour and taste compounds	-	O, CS, DWQ	• Varies according to compound and testing method
Algae Toxins	O, I&R	O, CS, DWQ	
WTP Flowrates	O	O	

Routine Monitoring

Routine monitoring of raw water sources should be conducted year-round. Monitoring should include:

- Weekly visual inspection of the water sources
- Monthly sampling for algal counts and identification

During high risk periods, such as late spring and summer, sampling for algal analysis should be conducted weekly.

An agreement should be made between IRC and the relevant owners and operators of raw water supply infrastructure for Dysart, Glenden, Middlemount and Moranbah WTPs detailing monitoring responsibilities, frequencies and notification protocols for privately owned offtakes and storages.

Bloom Monitoring

Once bloom conditions have been reached (Alert Level 2), monitoring should be increased to twice weekly at the offtake and a representative sample point (this may change depending on bloom location and wind conditions).

Visual and Odour Based Assessment

Visual and odour-based assessments are an important monitoring tool that can be used to identify the presence of algae before sampling results are available. These assessments should be performed by an operator trained to recognise the presence and types of algae at low concentrations. Even at very low concentrations BGA can produce earthy, musty and grassy odours, therefore careful odour assessment can detect the presence of algae before it is easily visible and before levels become dangerous. Algae colonies will typically form scums on the surface of the water source and give the water a green tinge as the bloom develops.

While conducting these assessments, the operator should note any likely contributors to algal growth conditions. These may include:

- Decomposing organic matter
- Stagnant waters
- Agricultural run-off
- Shallow and narrow areas

Where possible, action should be taken to minimise the impact of these hazards on the water source.

Sampling

It is important that the BGA cell counts measured are representative of the entire area. An effective sampling program should consider factors such as:

- Seasonal variations
- Weather conditions
- Equipment and staff availability
- Requirements of laboratory analysis

Sampling Procedure

Integrated depth sampling provides the most representative sample of a water source at the sampling location, however if equipment is not available surface samples can be collected. When sampling is being conducted, gloves should be worn at all times to avoid direct to skin contact with the algae.

Water sampling procedure:

- Avoid contact with the suspect water as acute skin and respiratory irritation can occur after short-term exposure to water containing cyanotoxins.
- Wear gloves and wash hands afterwards.
- Collect water in a watertight plastic or glass bottle with a wide mouth. A clean, disposable water bottle is suitable if no other containers are available.
- Clearly identify each sample container.
- Sample surface water where the bloom is most dense (100 millilitres is sufficient, no more than 500mL). Ensure sufficient space is left at the top of the container to allow mixing.
- Thoroughly wash the exterior of the bottle with clean water.

- Samples should reach the laboratory within 24 hours and be kept at approximately 4°C during transport (an ice brick and small esky is usually adequate).
- Do not freeze the water as algal cells may be damaged making identification difficult.

If possible, samples should be taken in the late afternoon will then be couriered to the MRC Laboratory for analysis. If required to enable accurate laboratory testing, samples should be preserved according to the protocols developed by MRC Laboratory.

BGA Identification

Samples will be analysed at the MRC Laboratory to determine algal cell counts and speciation. Upon detection of BGA in the sample, the relevant Water and Wastewater Operations Team Leader will be notified (the IRC Manager Water and Wastewater will also be notified directly if the Alert Level 3 threshold is breached) and a summary report issued outlining total and species cell counts.

BGA species can appear similar to harmless green algae species and may or may not be toxic so identification is necessary to determine the correct response protocol is implemented. If a bloom is detected by visual and odour assessment, the operator shall take a sample of the suspected outbreak for analysis by MRC.

Sample Variability

Cell counts determined from sampling can be highly variable. When collecting samples and reviewing cell count results, wind conditions, dispersion of colonies/scums and a variation allowance of ±20% for cell counts (already incorporated into the response level thresholds) should all be considered.

As a result of this variability, a declining cell count can only be confirmed after 2 consecutive weeks of cell count results in a lower response level. To minimise the effects of cell count variations on sampling, samples should be taken from the same location and at a similar time each day. Any adverse weather or site conditions at the time of sampling should be noted in the operator log sheet.

REFERENCES

ID	NAME
Water Directorate	Blue-Green Algae Management Protocols – 2014
Queensland Water Directorate	Blue Green Algae Management Protocols
Water Quality Research Australia	Management Strategies for Cyanobacteria (blue-green algae): A Guide for Water Utilities – Research Report 74
Queensland Government	Harmful algae – Queensland government response plan
Queensland Government	Harmful algal bloom response plan and operational procedures
Australian Government National Health and Medical Research Council Natural Resource Management Ministerial Council	Nation Water Quality Management Strategy, Australian Drinking Water Guidelines 6 2011, Version 3.5 Updated August 2018

APPENDIX A: BGA ALERT CONTACT LIST

ORGANISATION	CONTACT NAME	CONTACT DETAILS
IRC	Isaac Regional Council	watersewer.enquiry@isaac.qld.gov.au (07) 4846 3500 or 1300 ISAACS
BMA	Brett Garner (Moranbah & Dysart)	0417 712 009 or (07) 48858891
GLENCOREIELD	Brisbane Office	(07) 3833 8500
SUNWATER	Ray Benson (Moranbah) 0407 541 700 Jason Smith (Dysart) 0455 372 600 Main Office (Glenden) Jason Smith (Middlemount) 0455 372 600	Main Office contact (07) 3120 0000
MRC LABORATORY	Kimberly Giles 0475 835 373	(07) 49619042
QUEENSLAND HEALTH	Mackay	(07) 4885 5800
DOR	General enquiries	13QGOV (13 74 68)13QGOV13

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Linda Roberts
AUTHOR POSITION	Manager Planning and Projects

9.23 EXTERNAL FUNDING OPPORTUNITIES – BUILDING BETTER REGIONS FUND (ROUND 5)

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Water and Waste Directorate for Council's consideration for submission to the Building Better Regions Fund (Round 5).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund.***

TITLE	DESCRIPTION	ESTIMATE	COMMENT
CARAVAN DUMP POINTS	The townships of Moranbah and Middlemount currently have no facilities to allow for caravans to dispose of septic waste. This project is the installation of these facilities at each town. The location of each new facility has been identified with tender documents being.	$80,000	Currently funded project this FY. Construction achievable within 12 weeks. Grant process may delay delivery awaiting application outcome.
DYSART STP ELECTRICAL/SCADA UPGRADE	New switchboard to service the plant and installation of PLC/SCADA network across the plant. This will allow a fully automated operation of the plant to improve quality and efficiency of the plant.	$350,000	Currently being scoped, partially funded.
CLERMONT WTP – SECOND CLARIFIER	The existing clarifier is in poor condition and rehabilitation works are required. However, there is only 1 clarifier and so is not able to be taken offline as this will impact water production.	$3,000,000	Identified in LTFP, multistage project over 2 years.
DYSART STP – SECOND ESD	There is limited storage capacity (40ML) of treated effluent. A water balance analysis has been completed demonstrating risk.	$2,500,000	Multistage project design year 1 and construction year 2. $1M contained in 10yr for FY22/23.

			Marginally uplift in ongoing opex costs.
MORANBAH CELL 2 DESIGN AND CONSTRUCT	Master plan for landfill includes the construction of cell 2.	$2,400,000	Timing of need is FY22/23 expenditure is over 2 years. Reasonably confident with planning work and scope. Currently included in LTFF.

Resolution No.: **W&W0292**

Moved: **Cr Lyn Jones** **Seconded:** **Cr Greg Austen**

That the Committee recommends that Council:

1. **Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund.**

TITLE	DESCRIPTION	ESTIMATE	COMMENT	PRIORITY
Moranbah Cell 2 Design and Construct	**Master plan for landfill includes the construction of cell 2.**	**$2,400,000**	**Timing of need is FY22/23 expenditure is over 2 years. Reasonably confident with planning work and scope. Currently included in LTFF**	**Priority 1**
Clermont WTP – Second Clarifier	**The existing clarifier is in poor condition and rehabilitation works are required. However, there is only 1 clarifier and so is not able to be taken offline as this will impact water production.**	**$3,000,000**	**Identified in LTFP, multistage project over 2 years.**	**Priority 2**
Dysart STP Electrical/SCADA upgrade	**New switchboard to service the plant and installation of PLC/SCADA network across the plant. This will allow a fully automated operation of the plant to improve**	**$350,000**	**Currently being scoped, partially funded.**	**Priority 3**

	quality and efficiency of the plant.			

2. Be provided information on the urgency of the priority projects

Carried

BACKGROUND

There are two imminent sources of external funding that are relevant to a range of future Council projects. They are the Local Roads and Community Infrastructure Grant Phase 2 (LRCI) and the Building Better Regions Fund (Round 5) (BBRF5). The Executive Leadership Team has considered potential projects from all Directorates and has proposed that each Directorate which has project proposals, submits lists of candidate projects to their respective Standing Committees for initial consideration, prior to Council determining a consolidated whole-of-Council approved project list.

Local Roads and Community Infrastructure Grant Phase 2

There are no projects which meet the criteria for this funding opportunity and hence no projects are included for this funding consideration.

Building Better Regions Fund Round 5

The Australia government has opened round 5 of the Building Better Regions Fund (BBRF). It is a $200M nationwide grant aimed at driving economic growth and building stronger regional communities. Notably the grant has $100M isolated for tourism- related projects focussed on mitigating the economic impacts of COVID-19.

There are two funding streams available generally on a 50:50 basis – *Infrastructure Projects Stream* of new, upgraded or beneficial replacement of infrastructure (grants of $20,000 to $10 million); and *Community Investment Stream* for new or expanded events, strategic regional plans, leadership and capability strengthening activities that provide economic and social benefits (grants of $5,000 to $1 million). For remote areas and other demonstrated hardship, the grant component can be up to 75% for both streams. For small Community Investment Stream projects of $20,000 or less, grant funding can be up to 100% of eligible project costs.

The Water and Waste Directorate has nominated projects in the Infrastructure streams only. Applications close on 5 March 2021 and involve a substantial amount of work and analysis to demonstrate the beneficial social and economic merits with credible evidence. Projects will be evaluated by the Federal Government on merit. There is no set limit per Council.

PROPOSED IDENTIFIED PROJECTS FOR BBRF LIST COMMUNITY INVESTMENT

Description	Estimate	Comment
None		

PROPOSED IDENTIFIED PROJECTS FOR BBRF LIST INFRASTRUCTURE

Description	Estimate	Comment

CARAVAN DUMP POINTS	The townships of Moranbah and Middlemount currently have no facilities to allow for caravans to dispose of septic waste. This project is the installation of these facilities at each town. The location of each new facility has been identified with tender documents being currently developed.	$80,000	Currently funded project this FY. Construction achievable within 12 weeks. Grant process may delay delivery awaiting application outcome.
DYSART STP ELECTRICAL/SCADA UPGRADE	New switchboard to service the plant and installation of PLC/SCADA network across the plant. This will allow a fully automated operation of the plant to improve quality and efficiency of the plant.	$350,000	Currently being scoped, partially funded.
CLERMONT WTP – SECOND CLARIFIER	The existing clarifier is in poor condition and rehabilitation works are required. However, there is only 1 clarifier and so is not able to be taken offline as this will impact water production	$3,000,000	Identified in LTFP, multistage project over 2 years. Would be some additional opex costs associated with second clarifier, however not significant.
DYSART STP – SECOND ESD	There is limited storage capacity (40ML) of treated effluent. A water balance analysis has been completed demonstrating risk.	$2,500,000	Multistage project design year 1 and construction year 2. $1M contained in 10yr for FY22/23. Marginally uplift in ongoing opex costs.
MORANBAH CELL 2 DESIGN AND CONSTRCUT	Master plan for landfill includes the construction of cell 2.	$2,400,000	Timing of need is FY22/23 expenditure is over 2 years. Reasonably confident with planning work and scope. Currently included in LTFF.
	Total – Infrastructure Projects	$8,330,000	
	Council Contribution	$4,165,000	
	BBRF Contribution	$4,165,000	

IMPLICATIONS

The BBRF is a 50/50 split so Council will need to fund 50% of all nominated projects. The current year project for the Dump Points has been fully funded so the 50% contribution of $40K has already budgeted for. The other current project Dysart STP electrical/SCADA upgrade project has been allocated funding with delivery likely to occur into next Financial Year. Both of these projects would result in in minimal operational costs.

The larger projects have been identified in the forward capital program, with the Moranbah Landfill Cell 2 project being most advanced. Current PAG submission for consideration. The Master Plan has established the need and timing of the requirement for Cell2. There will be a transferral of existing Cell operational costs to new Cell 2 when constructed. The 2-year period also allows for larger projects with a design lead in time to be submitted (i.e. design year 1 and construct year 2). The Clermont second clarifier, Dysart ESD additional storage,

CONSULTATION

Projects have been discussed with the Executive Leadership Team and the Water and Waste Leadership Team.

BASIS FOR RECOMMENDATION

The nominated projects are required by Council and fit the eligibility criteria for the respective funds.

ACTION ACCOUNTABILITY

Once approved the Director of Water and Waste is accountable for ensuring any projects submitted by Council and subsequently approved by the funding authority are delivered by respective managers, to the budgets and within the submitted timeframes.

KEY MESSAGES

Council in combination with the Queensland State Government and the Australian Federal government are investing in our communities to provide valuable infrastructure and enhance our regional communities.

Report Prepared By:	**Report Authorised By:**
LINDA ROBERTS **Director Water and Waste**	GARY MURPHY **Director Water and Waste**
Date: 2 February 2021	Date: 3 February 2021

ATTACHMENTS

Nil

REFERENCE DOCUMENT

Nil

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

10.1 ISAAC REGIONAL COUNCIL SPECIAL COMMUNITY GRANTS STANDING COMMITTEE MEETING MINUTES – MONDAY 14 DECEMBER 2020 AND MONDAY 8 FEBRUARY 2021

EXECUTIVE SUMMARY

The purpose of this report is to present the Minutes from the Special Community Grants Standing Committee Meeting held on Monday 14 December 2020 and Monday 8 February 2021.

OFFICER'S RECOMMENDATION

That Council:

1. ***Notes the Minutes and Actions from the Special Community Grants Standing Committee held Monday 14 December 2020 and Monday 8 February 2021.***
2. ***Receive and note the findings of the probity audit on the Administration of the Community Chest Fund and Special Emergency Grant***

BACKGROUND

In recognition of the impact of the COVID-19 pandemic on the Isaac Region, Council has established a Special Community Grants Standing Committee to receive and consider grant/funding opportunities and applications to implement the Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Framework and Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Guideline; Isaac Region - Special Emergency Community Grants.

The minutes from the Special Community Grants Standing Committee meetings held 14 December 2020 and 8 February 2021 are attached for noting by Council. The Special Community Grants Standing Committee has delegated authority whereby resolutions of the Committee are resolutions of Council and are to be acted on as soon as practical to support the Regions businesses and community.

Council are reminded that the Special Community Grants Standing Committee term was extended to the end of March 2021. The Committee is investigation options on the future of temporary Standing Committee and funding programs and will provide a report to the March 2021 Council meeting for its consideration.

In acknowledgement of the external and public funding used to administer both the Isaac Region Community Chest Fund and The Special Emergency Community Grant, the Chief Executive Officer requested that a probity audit be conducted on the administration of these funding programs. The probity

audit was to provide an independent assessment to seek assurance that the evaluation panel, administrators of the grants and members of the Special Community Grants Standing Committee acted with integrity, fairness and honesty and compliance to Council's policies, procedures and systems.

Attached is the final Audit report. It is noted that the Auditor advised that there was "*nothing has come to our attention to indicate that probity principles were not adhered to during the evaluation, awarding and distribution of funds to successful applicants through the Community Chest Fund and Special Emergency Community Grant."*

IMPLICATIONS

Budget

To ensure that the funds in the programs are administered as per the relevant Frameworks and probity adhered.

The Community Chest Fund is funded from external parties. They will need to be engaged to seek support for the proposal and final recommendation/resolution of Council

Community

The Special Standing Committee will ensure there is transparency to the evaluation of applications, distribution of funds and consideration of other initiatives to support the general community, community groups and small-medium businesses to assist with their business continuity.

CONSULTATION

- Special Community Grants Standing Committee
- Chief Executive Officer
- Senior Advisor, Office of the Mayor and Chief Executive Officer
- Manager Governance and Corporate Services
- Director Planning, Environment and Community Services
- Manager Liveability and Sustainability
- Manager Engaged Communities
- Manager Economy and Prosperity

BASIS FOR RECOMMENDATION

- To implement the stimulus packages based on the short and long-term planning framework established by the Chief Executive Officer.
- Progress Council's resolution to develop stimulus packages and initiatives to support for Community and Business in the face of the COVID-19 pandemic.

ACTION ACCOUNTABILITY

- Through the Chief Executive Officer, ensure immediate payment of funds as per final resolution to successful applicants

KEY MESSAGES

- Council is committed to transparent decision making.
- Successful communities need both a strong community and strong economy.
- Implement stimulus packages that seek to support the community and regional small to medium businesses through consistent and diligent application of the frameworks/guidelines.

- Council intends to provide support to the community and small-medium businesses through this difficult time.
- These initial initiatives aim is to support these foundation blocks and core of the regions social and economic base of the Isaac region, to keep things going.

Report Prepared By:	**Report Authorised By:**
LIZA PERRETT **Manager Governance and Corporate Services**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 11 February 2021	Date: 12 February 2021

ATTACHMENTS

- Attachment 1 - Confirmed Minutes - Special Community Grants Standing Committee - Monday 14 December 2020
- Attachment 2 - Unconfirmed Minutes - Special Community Grants Standing Committee - Monday 8 February 2021
- CONFIDENTIAL Attachment 3 - Probity Audit - Administration of Community Chest Fund and Special Emergency Community Grant

REFERENCE DOCUMENT

- Nil

CONFIRMED MINUTES

SPECIAL COMMUNITY GRANTS STANDING COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
MONDAY, 14 DECEMBER 2020
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM
Chief Executive Officer

Committee Members:
Mayor Anne Baker (Chair)
Cr Greg Austen
Cr Gina Lacey
Cr Jane Pickels
Cr Viv Coleman

ISAAC REGIONAL COUNCIL

CONFIRMED MINUTES OF THE

SPECIAL COMMUNITY GRANTS

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON MONDAY 14 DECEMBER 2020

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ISAAC REGIONAL COUNCIL

CONFIRMED MINUTES OF THE

SPECIAL COMMUNITY GRANTS

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON MONDAY 14 DECEMBER 2020

COMMENCING AT 9.00AM

ATTENDEES
Mayor Anne Baker (Chair)
Cr Gina Lacey, Division Three *(by video conference)*
Cr Jane Pickels, Division Seven *(by teleconference)*
Cr Viv Coleman, Division Eight *(by video conference)*

OFFICERS PRESENT
Mr Gary Stevenson PSM, Chief Executive Officer
Mrs Mary-Anne Uren, Senior Advisor
Mr Shane Brandenburg, Acting Director Planning, Environment and Community Services
Mrs Jana Hesketh, Acting Manager Engaged Communities *(by video conference)*
Mrs Nicole Money, Executive Assistant

1. OPENING

The Chair declared the Special Community Grants Standing Committee meeting open at 9.01am and welcomed all in attendance.

ATTENDANCE

Cr Jane Pickels ended her video conference at 9.02am and re-joined the meeting by teleconference at 9.04am

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

Resolution No.: **SCG0147**

Moved: **Cr Gina Lacey** **Seconded:** **Cr Viv Coleman**

That the Committee accepts Cr Gina Lacey and Cr Viv Coleman's participation in the meeting by video conference and Cr Jane Pickels participation in the meeting by teleconference.

Carried

2. APOLOGIES

An apology has been received from Cr Greg Austen

Resolution No.: **SCG0148**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Viv Coleman**

That the Committee accepts the apology received from Cr Greg Austen.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Special Community Grants Standing Committee Meeting held by video conference, Moranbah on Monday 9 November 2020.

Resolution No.: **SCG0149**

Moved: **Cr Gina Lacey** **Seconded:** **Cr Jane Pickels**

That the Minutes of the Special Community Grants Standing Committee Meeting held by video conference on Monday 9 November 2020 be confirmed.

Carried

ATTENDANCE

Ms Glenda Kosters, Asset Officer joined the meeting by video conference at 9.07am

5. OFFICERS REPORTS

5.1 Isaac Regional Council Community Chest Fund Update – 14 December 2020

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the outcomes of previously adopted resolutions on Community Chest Applications, update on contributors and a running total of the Community Chest Fund.

OFFICER'S RECOMMENDATION

That the Committee:

1. Note the update on the Community Chest Fund and related matters.

Resolution No.: SCG0150

Moved: Cr Gina Lacey Seconded: Cr Viv Coleman

That the Committee:

1. Note the update on the Community Chest Fund and related matters.

Carried

5.2 Isaac Regional Council Community Chest Fund - Applications

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received for the Isaac Regional Council Community Chest Fund.

OFFICER'S RECOMMENDATION

That the Committee:

1. Approve the following application for assistance via the Community Chest Fund as follows:
   a. CF0097 for $4,343.37.
2. That the Chief Executive Officer arrange for immediate transfer of funds as per clause 1 above.

Resolution No.: SCG0151

Moved: Cr Jane Pickels Seconded: Cr Viv Coleman

That the Committee:

1. Approve the following application for assistance via the Community Chest Fund as follows:
   a. CF0097 for $4,343.37.
2. That the Chief Executive Officer arrange for immediate transfer of funds as per clause 1 above.

Carried

Note: The Committee noted that Cr Jane Pickels had been consulted.

5.3 Special Emergency Community Grants – Application

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received for the Special Emergency Community Grants.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Approve the application for assistance via Special Emergency Community Grants to Carmila Sports Reserve Association Inc to the value of $2750 to assist with payment of invoices including insurance, electricity and other costs funded by events postponed due to COVID.***

2. ***That the Chief Executive Officer arrange for transfer of funds as per clause 1.***

Resolution No.: SCG0152

Moved: Cr Gina Lacey **Seconded: Cr Viv Coleman**

That the Committee:

1. **Approve the application for assistance via Special Emergency Community Grants to Carmila Sports Reserve Association Inc to the value of $2750 to assist with payment of invoices including insurance, electricity and other costs funded by events postponed due to COVID.**

2. **That the Chief Executive Officer arrange for transfer of funds as per clause 1.**

Carried

6. GENERAL BUSINESS

6.1 Update on Unsuccessful Applications

Mr Shane Brandenburg provided an update on communications with the two unsuccessful applicants from the previous Standing Committee Meeting. Mr Brandenburg confirmed that correspondence had been sent to the two applicants as well as follow-up phone calls, however Mr Brandenburg advised the Committee he has not been able to make verbal contact with the unsuccessful applicants.

6.2 Economic and Business Resilience Coordinator

Mr Shane Brandenburg provided the Committee with an update on the recruitment of an Economic and Business Resilience Coordinator.

6.3 Thank you from Special Community Grants Chair

The Chair thanked the Committee and Officers for their efforts throughout the year and acknowledged their hard work and dedication and wished everyone a safe and enjoyable Christmas.

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 9.24am.

These minutes were confirmed by the Committee at the Special Community Grants Standing Committee Meeting held in Moranbah Council Chambers on Monday 8 February 2021.

……..... ….. / ….. / ……..
CHAIR DATE

UNCONFIRMED MINUTES

SPECIAL COMMUNITY GRANTS STANDING COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
MONDAY, 8 FEBRUARY 2021
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM
Chief Executive Officer

Committee Members:
Mayor Anne Baker (Chair)
Cr Greg Austen
Cr Gina Lacey
Cr Jane Pickels
Cr Viv Coleman

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

SPECIAL COMMUNITY GRANTS

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON MONDAY 8 FEBRUARY 2021

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

SPECIAL COMMUNITY GRANTS

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON MONDAY 8 FEBRUARY 2021

COMMENCING AT 9.00AM

ATTENDEES	Mayor Anne Baker (Chair) Cr Greg Austen, Division One *(by video conference)* Cr Jane Pickels, Division Seven *(by video conference)* Cr Viv Coleman, Division Eight *(by video conference)*
OFFICERS PRESENT	Mr Gary Stevenson PSM, Chief Executive Officer Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services Mr Shane Brandenburg, Manager Economy and Prosperity Ms Liza Perrett, Manager Governance and Corporate Services Mrs Jana Hesketh, Manager Community Engagement, Programs and Events Ms Glenda Kosters, Asset Officer Mr Michael St Clair, Economic and Tourism Development Officer Mrs Nicole Money, Executive Assistant

1. OPENING

The Chair declared the Special Community Grants Standing Committee meeting open at 9.01am and welcomed all in attendance.

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

Resolution No.: **SCG0153**

Moved: **Cr Greg Austen** **Seconded:** **Cr Viv Coleman**

That the Committee accepts Cr Austen, Cr Pickels and Cr Coleman's participation in the meeting by video conference.

Carried

2. APOLOGIES

An apology has been received from Cr Gina Lacey.

Resolution No.: **SCG0154**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Greg Austen**

That the Committee accepts the apology received from Cr Gina Lacey.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

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

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Special Community Grants Standing Committee Meeting held by video conference, Moranbah on Monday 14 December 2020.

Resolution No.: **SCG0155**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Viv Coleman**

That the Minutes of the Special Community Grants Standing Committee Meeting held by video conference on Monday 14 December 2020 be confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Community Chest Fund Update – 8 February 2021

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the outcomes of previously adopted resolutions on Community Chest Applications, update on contributors and a running total of the Community Chest Fund.

OFFICER'S RECOMMENDATION

That the Committee:

1. Note the update on the Community Chest Fund and related matters.

Resolution No.: SCG0156

Moved: Cr Greg Austen Seconded: Cr Jane Pickels

That the Committee:

1. Note the update on the Community Chest Fund and related matters.

Carried

5.2 Isaac Regional Council Community Chest Fund Applications - 8 February 2021

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received for the Isaac Regional Council Community Chest Fund.

OFFICER'S RECOMMENDATION

That the Committee:

1. Determine the following applications as unsuccessful, with a view that they will be consulted to provide an explanation on why their application was unsuccessful:
   a. CF0098 for $5,000.00
   b. CF0099 for $10,000.00.

Resolution No.: SCG0157

Moved: Cr Jane Pickels Seconded: Cr Viv Coleman

That the Committee:

1. Determine the following applications as unsuccessful, with a view that they will be consulted to provide an explanation on why their application was unsuccessful:
   a. CF0098 for $5,000.00
   b. CF0099 for $10,000.00.

Carried

5.3 Special Emergency Community Grants Applications - 8 February 2021

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received for the Special Emergency Community Grants.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Approve the application for assistance via Special Emergency Community Grants to Moranbah Hawks Football Federation to the value of $5000 to assist with the COVIDSafe delivery of an invitational soccer event to reactivate the sport in Moranbah following suspension of competition in 2020 due to COVID pandemic.***
2. ***Condition the approved funds to only be expended only on service provision, products and functions which can be demonstrably linked to COVIDSafe event compliance and delivery.***
3. ***Authorise the Chief Executive Officer arrange for transfer of funds as per clause 1.***

Resolution No.: SCG0158

Moved: Cr Jane Pickels **Seconded: Cr Greg Austen**

That the Committee:

1. **Approve the application for assistance via Special Emergency Community Grants to Moranbah Hawks Football Federation to the value of $5000 to assist with the COVIDSafe delivery of an invitational soccer event to reactivate the sport in Moranbah following suspension of competition in 2020 due to COVID pandemic.**
2. **Condition the approved funds to only be expended only on service provision, products and functions which can be demonstrably linked to COVIDSafe event compliance and delivery.**
3. **Authorise the Chief Executive Officer arrange for transfer of funds as per clause 1.**

Carried

5.4 Update - Special Emergency Community Grants Expenditure

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on expenditure under the Special Emergency Community Grants initiative.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Note the report and summary of expenditure.***

Resolution No.: SCG0159

Moved: Cr Viv Coleman **Seconded: Cr Greg Austen**

That the Committee:

1. **Note the report and summary of expenditure.**

Carried

5.5 Probity Audit - Administration of Community Chest Fund and Special Emergency Community Grant

EXECUTIVE SUMMARY

The purpose of this report is to table the recently completed probity audit on the administration of the COVID related Community Grants.

OFFICER'S RECOMMENDATION

That the Committee:

1. Receive and note the findings of the probity audit on the Administration of the Community Chest Fund and Special Emergency Grant.

Resolution No.: SCG0160

Moved: Cr Jane Pickels **Seconded: Cr Viv Coleman**

That the Committee:

1. Receive and note the findings of the probity audit on the Administration of the Community Chest Fund and Special Emergency Grant.
2. Supports providing the probity audit results to the Community Chest Funding Partners.

Carried

5.6 Special Community Grant Standing Committee - Terms of Reference

EXECUTIVE SUMMARY

The purpose of this report is to recommence discussions on the continuation of the Special Community Grant Standing Committee and related funding programs.

OFFICER'S RECOMMENDATION

That the Special Community Grant Standing Committee:

1. Endorses the approach to contact the contributors to the Community Chest Fund to seek their position on maintaining the trust account to support any future COVID-19 outbreaks, with a review of this position to be undertaken by July 2021.
2. That a further report on options will be brought to the Special Community Grant Standing Committee in March 2021, which will be subsequently tabled with Council for its determination.

Resolution No.: SCG0161

Moved: Cr Jane Pickels **Seconded: Cr Viv Coleman**

That the Special Community Grants Standing Committee:

1. Endorses the approach to contact the contributors to the Community Chest Fund to seek their position on maintaining the trust account to support any future COVID-19 outbreaks, with a review of this position to be undertaken by July 2021.

2. That a further report on options will be brought to the Special Community Grant Standing Committee in March 2021, which will be subsequently tabled with Council for its determination.

Carried

6. GENERAL BUSINESS

6.1 Special Community Grants – Application Update

Manager Economy and Prosperity provided further information to the Committee on Community Chest Fund application CF0098.

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 9.29am.

These minutes were confirmed by the Committee at the Special Community Grants Standing Committee Meeting held in Moranbah Council Chambers on Monday 8 March 2021.

……..... ….. / ….. / ……..
CHAIR DATE

PAGES 438 TO 443 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

10.2 LAND DEVELOPMENT ADVISORY COMMITTEE MEETING UNCONFIRMED MINUTES – THURSDAY 18 FEBRUARY 2021

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Land Development Advisory Committee Meetings held on Thursday 18 February 2021.

OFFICER'S RECOMMENDATION

The Committee recommends that Council:

1. ***Receive and note the unconfirmed minutes from the Land Development Advisory Committee Meeting held on Thursday 18 February 2021.***
2. ***Endorses the following recommendations of the Land Development Advisory Committee:***
   - ***a) Receives and notes the Regional Intelligence Report.***
   - ***b) Requests that the communications plan, including the scoping for various documents within the plan, be reported at the next Land Development Advisory Committee Meeting.***
   - ***c) Receive and note the information provided in the Real Estate Engagement Update report.***
   - ***d) Receive further updates on the outcomes of meetings with the remaining real estate agents operating in the broader region.***

BACKGROUND

Council endorsed at its June 2018 Ordinary Meeting to establish a Land Development Advisory Committee (LDAC) to oversee planning and development of land for housing and related matters in the context of an apparent escalation of economic activity and potential housing demand.

A Meeting of the Land Development Advisory Committee was held on Thursday 18 February 2021.

IMPLICATIONS

Associated tasks of planning and implementing land and housing development projects have major capital and operational implications.

CONSULTATION

Land Development Advisory Committee

BASIS FOR RECOMMENDATION

Endorsement of Committee Recommendations to allow Council Officers to action next stage of work plan.

ACTION ACCOUNTABILITY

Chief Executive Officer, Senior Advisor and Director Planning, Environment and Community Services will facilitate the next stages of the Work Plan and other actions in preparation for the next Committee meeting and subsequent meetings.

KEY MESSAGES

- Council is getting ahead of the anticipated escalation of economic activity.
- Council is committed to transparent decision making, identifying and managing its risks and continuous improvement.

Report prepared by:	**Report authorised by:**
GARY STEVENSON PSM **Chief Executive Officer**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 18 February 2021	Date: 18 February 2021

ATTACHMENTS

- Attachment 1 - Unconfirmed Minutes - Land Development Advisory Committee – Thursday 18 February 2021

REFERENCE DOCUMENT

- Nil

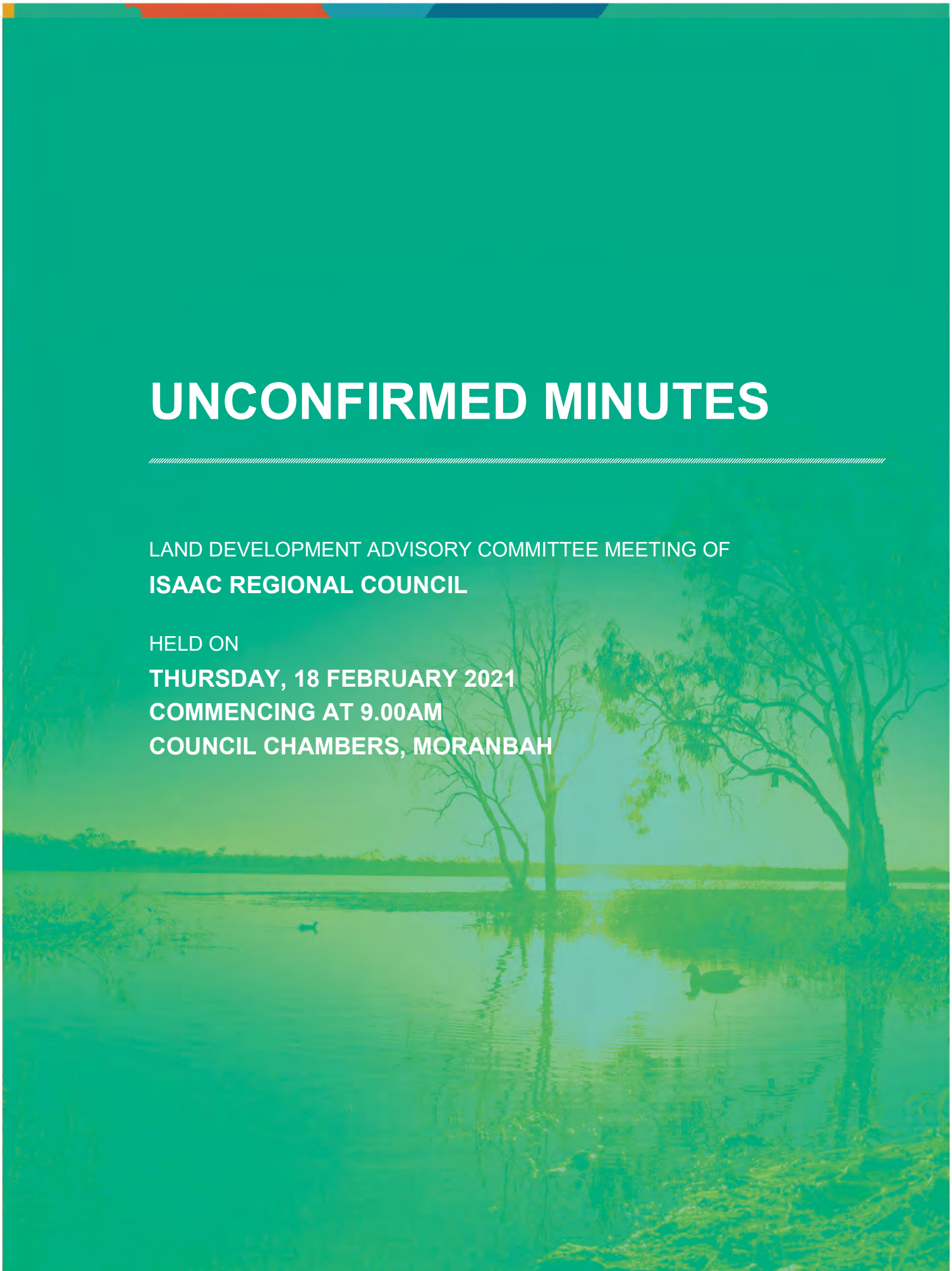
UNCONFIRMED MINUTES

LAND DEVELOPMENT ADVISORY COMMITTEE MEETING OF

ISAAC REGIONAL COUNCIL

HELD ON

THURSDAY, 18 FEBRUARY 2021
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH



ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

LAND DEVELOPMENT ADVISORY COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON THURSDAY 18 FEBRUARY 2021

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

LAND DEVELOPMENT ADVISORY COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON THURSDAY 18 FEBRUARY 2021 COMMENCING AT 9.00AM

ATTENDANCE

Cr Gina Lacey, Division Three, Chair
Mayor Anne Baker
Cr Kelly Vea Vea, Division Five
Cr Jane Pickels, Division Seven *(by video conference)*
Mr Gary Stevenson PSM, Chief Executive Officer
Mr Darren Fettell, Director Corporate, Governance and Financial Services
Mr Robert Perna, Director Engineering and Infrastructure

OFFICERS PRESENT

Mr Shane Brandenburg, Manager Economy and Prosperity
Mr Dan Wagner, Manager Liveability and Sustainability
Ms Linda Roberts, Manager Planning and Projects
Mr Michael St Clair, Economic and Business Resilience Coordinator
Mr Joel Redden, Economic and Tourism Development Advisor
Mrs Nicole Money, Executive Assistant

1. OPENING

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

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

Mayor Anne Baker was not present at the commencement of the meeting.

Resolution No.: **LDAC0112**

Moved: **Cr Kelly Vea Vea** **Seconded:** **Mr Robert Perna**

That the Committee accepts Cr Jane Pickels' participation in the meeting by video conference.

Carried

2. APOLOGIES

Apologies were received from Cr Simon West, Mr Jeff Stewart-Harris, Mr Gary Murphy and Mrs Mary-Anne Uren.

Resolution No.: **LDAC0113**

Moved: **Cr Kelly Vea Vea** **Seconded:** **Cr Jane Pickels**

That the Committee accepts the apologies received from Cr Simon West, Mr Jeff Stewart-Harris, Mr Gary Murphy and Mrs Mary-Anne Uren.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No Conflict of Interests declared this meeting.

4. CONFIRMATION OF MINUTES

Confirmation of Minutes from the Land Development Advisory Committee Meeting held on Thursday 10 December 2020 at 9.00am in Council Chambers, Moranbah

Resolution No.: **LDAC0114**

Moved: **Cr Kelly Vea Vea** **Seconded:** **Mr Darren Fettell**

1. **That the Committee confirms the Minutes from the Land Development Advisory Committee Meeting held on Thursday 10 December 2020 at 9.00am in Council Chambers, Moranbah.**

Carried

5. OFFICERS REPORTS

5.1 Regional Intelligence Report

EXECUTIVE SUMMARY

This report presents the Regional Intelligence Report to inform the Committee of real estate trends, industry development and planning enquiries.

OFFICER'S RECOMMENDATION

That the Committee:

1. Receives and notes the Regional Intelligence Report.

Resolution No.: **LDAC0115**

Moved: **Cr Kelly Vea Vea** **Seconded:** **Cr Jane Pickels**

That the Committee:

1. Receives and notes the Regional Intelligence Report.
2. Requests that the communications plan, including the scoping for various documents within the plan, be reported at the next Land Development Advisory Committee Meeting.

Carried

ATTENDANCE

Mr Gary Stevenson left the meeting room at 9.55am and returned to the meeting room at 9.58 am
Mr Robert Perna left the meeting room at 9.57am and returned to the meeting room at 9.58am

As the meeting was inquorate the Chair did not progress with the meeting until a quorum was restored.

5.2 Real Estate Engagement Update

EXECUTIVE SUMMARY

This report provides a summary of the outcomes of a meeting held with local Clermont real estate agents to inform them of the workings of the Land Development Advisory Committee and build a connection with the agents due to the role they play in the residential market.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Receive and note the information provided in the Real Estate Engagement Update report.***
2. ***Receive further updates on the outcomes of meetings with the remaining real estate agents operating in the broader region.***

Resolution No.: LDAC0116

Moved: Cr Jane Pickels **Seconded: Cr Kelly Vea Vea**

That the Committee:

1. **Receive and note the information provided in the Real Estate Engagement Update report.**
2. **Receive further updates on the outcomes of meetings with the remaining real estate agents operating in the broader region.**

Carried

6. GENERAL BUSINESS

6.1 Revaluation of Properties in Isaac Region

The Chief Executive Officer advised the Committee of correspondence received from the State Government advising of the revaluation of all properties across Isaac Region.

ATTENDANCE

Mrs Mary-Anne Uren, Senior Advisor entered the meeting room at 10.06am

6.2 Engagement with National Australia Bank (NAB)

The Chief Executive Officer provided the Committee with an update on engagement with NAB Regional Manager and NAB Moranbah Loans Manager in early February.
Intention of meeting for NAB to gain further knowledge on local economic indicators, to understand the triggers and what the local issues are and to take back information to their corporate office.

Director Planning, Environment and Community Services to provide NAB with further data following the meeting.

ACTION: MANAGER ECONOMY AND PROSPERITY TO FOLLOW UP WITH DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

ACTION: MANAGER ECONOMY AND PROSPERITY TO CONTINUE ENGAGEMENT WITH FINANCIAL INSTITUTIONS AND PROVIDE UPDATE AT THE NEXT LAND DEVELOPMENT ADVISORY COMMITTEE MEETING

ATTENDANCE

Mayor Anne Baker entered the meeting room at 10.17am
Mr Gary Stevenson left the meeting room at 10.18am
Mrs Mary-Anne Uren left the meeting room at 10.21am

6.3 Commercial Space

Cr Kelly Vea Vea enquired on the process for businesses making enquiries about commercial space noting they are difficult to come by leaving only residential options.

Manager Economy and Prosperity confirmed the first point of contact should be Economy and Prosperity Team and further advised of the communication plan being developed around the point of contact for developing, planning and building business in the Isaac Region.

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.28am.

These minutes were confirmed by the Committee at the Land Development Advisory Committee Meeting held in Moranbah on Tuesday 27 April 2021.

……..... ….. / ….. / ……..
Chair DATE

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

10.3 CONTROLLED ENTITIES FINANCIAL STATEMENTS

EXECUTIVE SUMMARY

Council has received the audited financial statements for the Moranbah Early Learning Centre Pty Ltd (MELC), Isaac Affordable Housing Trust (IAHT) and the Isaac Affordable Housing Fund Pty Ltd (IAHF) for the year ended 30 June 2020. As per Section 213 (B) (3) the *Mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government*.

OFFICER'S RECOMMENDATION

That Council:

1. Receive the financial statements from MELC, IAHT and IAHF for the period ended 30 June 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s213B).

BACKGROUND

This report is prepared on behalf of the Mayor, pursuant to Section 213 (B) (3) of the *Local Government Regulation* 2012, to present a copy of the audited financial statements at the next ordinary meeting of the local government.

Council received the signed financial statements for MELC, IAHT and IAHF on the 16th of February 2021.

IMPLICATIONS

With the receipt of the audited financial statements Council will meet the relevant compliance requirements as per the *Local Government Regulation* 2012 by:

- Presenting the statements to the next ordinary of Council,
- Publishing the statements, or a link to the copy, on the Council's website

CONSULTATION

- Mayor
- Councillor
- Chief Executive Officer
- Director Corporate, Governance and Financial Services

BASIS FOR RECOMMENDATION

Local Government Regulation 2012

213B Local government to obtain copy of audited financial statements of controlled entities

(1) This section applies if the financial statements of a controlled entity of a local government are audited under the *Auditor-General Act 2009.*

(2) The local government must obtain a copy of the audited financial statements of the controlled entity from —

(a) the controlled entity; or

(b) if the controlled entity is subject to the control of another entity and the other entity is subject to the control of the local government—the other entity.

(3) The mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government.

(4) The local government must ensure that, within 14 days after the copy of the audited financial statements is presented at the meeting, the copy is, or a link to the copy is, published on the local government's website.

ACTION ACCOUNTABILITY

Manager Financial Services to facilitate the statements, or a link to the copy, being published on the Council website within 14 days.

KEY MESSAGES

Council is meeting its regulatory obligations by presenting audited financial statements of controlled entities to the next ordinary meeting of Council and publishing the statements to the Council website.

Report Prepared By:	**Report Authorised By:**
MICHAEL KRULIC **Manager Financial Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 17 February 2021	Date: 18 February 2021

ATTACHMENTS

- Attachment 1 – Signed Financial Statements 30.06.2020 – Moranbah Early Learning Centre Pty Ltd
- Attachment 2 – Isaac Affordable Housing Trust – Financial Statements for the Year Ended 30 June 2020
- Attachment 3 – Isaac Affordable Housing Fund – Financial Report for the Year Ended 30 June 2020

REFERENCE DOCUMENT

Nil

Moranbah Early Learning Centre Pty Ltd
A.C.N. 154 322 308

Financial Statements for the year ended 30 June 2020	**Page**
Directors' Report	2
Auditors Independence Declaration	4
Statement of Comprehensive Income	5
Statement of Financial Position	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
Notes to and forming part of the Financial Statements	10
Directors Declaration	17
Independent Auditor's Report	18

The Financial Statements of the Moranbah Early Learning Centre Pty Ltd are special purpose financial reports prepared in accordance with the prescribed requirements per Note 1 of the financial statements.

Moranbah Early Learning Centre Pty Ltd
A.C.N. 154 322 308

DIRECTORS' REPORT

Your directors present their report on the company for the financial year ended 30 June 2020.

Directors

The names of the directors in office at any time during, or since the end of the year are:

Mrs Gina Therese Lacey
Mrs Anne Michelle Baker
Mrs Melissa Anne Westcott
Mrs Kelly Maree Vea Vea

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Review of Operations

The income of the company for the financial period after providing for income tax amounted to a profit of $269,704

Significant changes in the State of Affairs

No significant changes in the company's state of affairs occurred during the financial period.

Principal Activities

The principal activities of the company during the financial period were the operation of a child care facility and provision of Outside School Hours Care (OSHC).

Events Subsequent to the End of the Reporting Period

No events have occurred subsequent to the end of the reporting period up to the date of this report which impact up on amounts recognised or disclosures made within the financial statements.

Environmental Regulation

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

Dividends

There were no dividends paid throughout the year.

Options

No options over issued shares or interests in the company were granted during or since the end of the financial year and there were no options outstanding at the date of this report.

No shares were issued during or since the end of the year as a result of the exercise of an option over unissued shares or interests.

Moranbah Early Learning Centre Pty Ltd
A.C.N. 154 322 308

DIRECTORS' REPORT

Indemnification of Officers

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company.

Proceedings on Behalf of the Company

No person has applied for leave of court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the period.

Signed in accordance with a resolution of the Board of Directors:

Director:.....
Mrs Anne Baker

Director:.....
Mrs ~~Gina Lacey~~ KELLY VEA VEA

Dated this 16TH day of FEBRUARY 2021.

Moranbah Early Learning Centre Pty Ltd
Statement of Comprehensive Income
For the year ended 30th June 2020

	Notes	2020 $	2019 $
Income			
Revenues			
Childcare Fees		1,170,251	1,297,722
Fundraising Income		-	1,697
Government Assistance		1,221,017	1,015,676
Grants and Donations		88,277	37,115
Other Income - Cashflow Boost & State Government		188,500	-
Miscellaneous Income		31,764	6,000
Total income		**2,699,809**	**2,358,210**
Expenses			
Advertising		7,521	3,800
Astute Fees		54,886	54,037
Audit Fees		18,196	13,400
Bank Charges		2,926	2,638
Centre Purchases	3	151,333	135,175
Cleaning		1,569	4,398
Computer Expenses		(56)	4,872
Consumables		14,441	23,032
Administration and Accounting Fees	2	32,752	41,869
Depreciation		6,062	2,542
Discounts Taken		-	181
Donations and Sponsorships		-	829
Electricity		28,911	20,770
Entertainment		948	-
First Aid Supplies		983	524
Freight		252	74
Gardening Supplies		2,382	-
Gas		490	465
Immediate Write Off		6,240	-
Insurance		409	-
Interest	4	5,809	(2,035)
Kitchen Expenses		7,593	84
Lease Fees		2,897	2,553
Licenses		1,181	1,681
Meeting Expenses		556	-
Motor Vehicle Expenses		142	145
Office Supplies		-	2,356
Pest Control		-	740
Postage & Delivery		313	66
Printing and Stationery		8,977	2,295
Professional Fees		45,000	39,600
Qikclicks Help		2,150	27,205
Rates		12,059	13,499
Repairs and Maintenance		90,709	18,244
Rent - 8/17 Utah Drive		11,040	10,280
Rent - 44/17 Utah Drive		11,880	11,934
Room Hire - OSHC		11,391	-
Rubbish Bin Removal		13,050	11,147
Safety/Fire Inspections		581	-
Safety Equipment & First Aid		51	-
Salaries and Wages	5	1,649,472	1,544,788
Staff Gifts		294	-
Staff Migration Expense		10,635	-
Staff Uniforms		1,582	4,949
Subscriptions		9,842	11,235
Sundry Expenses		6,901	2,177
Superannuation		149,316	140,342

Telephone	4,905	6,554
Training	17,306	11,135
Travel and Accommodation	3,658	500
Water	1,045	1,150
WorkCover	19,985	13,472
Total expenses	**2,430,565**	**2,184,702**
Operating Surplus/(Deficit) from Continuing Operations	**269,244**	**173,508**
Total comprehensive income	**269,244**	**173,508**

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes

Moranbah Early Learning Centre Pty Ltd
Statement of Financial Position
As at 30th June 2020

	Notes	2020 $	2019 $
Current assets			
Cash at Bank	6	410,860	265,267
Receivables	7	156,208	16,818
Total current assets		567,068	282,085
Non current assets			
Property, Plant and Equipment	8	17,921	20,033
Preliminary Expenses		-	460
Total non current assets		17,921	20,493
Total assets		584,989	302,578
Current liabilities			
Payables	9	64,446	82,011
Payroll Liabilities	10	170,182	145,259
Current Portion of Unsecured Loan	11	95,168	-
Total current liabilities		329,796	227,270
Non current liabilities			
Unsecured Loan	11	642,351	731,710
Total non current liabilities		642,351	731,710
Total liabilities		972,147	958,980
Net liabilities		(387,158)	(656,402)
Equity			
Issued Capital	12	10	10
Accumulated Losses		(656,412)	(829,920)
Current Year Operating Surplus/(Deficit)		269,244	173,508
Net equity		(387,158)	(656,402)

The Statement of Financial Position should be read in conjunction with the accompanying notes

Moranbah Early Learning Centre Pty Ltd
Statement of Changes in Equity
For the year ended 30th June 2020

	Issued Capital	Retained Profits/ (Accumulated Losses)	Total
	$	$	$
Balance at 1 July 2018	10	(829,920)	(829,910)
Operating Surplus/(Deficit)	-	173,508	173,508
Balance as at 30 June 2019	**10**	**(656,412)**	**(656,402)**

	Issued Capital	Retained Profits/ (Accumulated Losses)	Total
	$	$	$
Balance at 1 July 2019	10	(656,412)	(656,402)
Operating Surplus/(Deficit)	-	269,244	269,244
Balance as at 30 June 2020	**10**	**(387,168)**	**(387,158)**

Moranbah Early Learning Centre Pty Ltd
Statement of Cash Flows
For the year ended 30th June 2020

	Notes	2020 $	2019 $
Cash flows from operating activities			
Inflows			
Receipts from Customers		1,219,882	1,278,830
Grants		79,309	37,115
Government Assistance		1,221,017	1,015,676
Reimburse Paid Parental Leave		-	12,948
Cash Flow Boost		50,000	-
Miscellaneous Income		31,764	6,000
GST Collected		8,968	3,931
Outflows			
Payment to Suppliers and Employees		(2,411,347)	(2,130,541)
GST Paid		(50,050)	(34,483)
Net cash provided by/(used in) operating activities	13	**149,543**	**189,476**
Cash flows from investing activities			
Outflows			
Payments for Property Plant and Equipment		(3,950)	-
Net cash provided by/(used in) investing activities		**(3,950)**	**-**
Total increase/(decrease) in cash		**145,593**	**189,476**
Cash at beginning of financial year		**265,267**	**75,791**
Cash at end of financial year	6	**410,860**	**265,267**

Moranbah Early Learning Centre Pty Ltd
Notes to and forming part of the Financial Statements
For the year ended 30th June 2020

1. Summary of Significant Accounting Policies

(a) Basis of Preparation

In the directors' opinion, the company is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. This special purpose financial report has been prepared to meet the reporting requirements of the Australian Charities and Not-for-profits Commission Act 2012 (the Act).

The financial report has been prepared in accordance with the Act, the recognition and measurement requirements specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of the following standards:

- AASB 101 Presentation of Financial Statements
- AASB 107 Statement of Cashflows
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1048 Interpretation of Standards
- AASB 1054 Australian Additional Disclosures

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The amounts presented in the financial statements have been rounded to the nearest dollar.

(b) New and revised accounting standards adopted during the year

The company adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019. The following accounting standards are applicable for the first time in the preparation of these financial statements:

- AASB 15 Revenue from Contract with Customers
- AASB 1058 Income of Not-for-profit Entities
- AASB 16 Leases

AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-profit Entities
These standards have resulted in changes to the company's accounting policies for revenue as described in note 1(c), however have not resulted in any adjustments to the timing of revenue recognised by the company during the year and therefore to the amounts of revenue recognised in the financial statements.

AASB 16 Leases
AASB 16 introduced a single lease accounting model requiring lessees to recognise right-of-use assets and lease liabilities on the balance sheet for all leases with a term of greater than 12 months, unless the underlying asset is of low value.

The company has applied the following practical expedients in applying the new standard:

- Right-of-use assets for leases under which the fair value of the consideration payable per the lease agreement is substantially below market value (known as "peppercorn" leases) are measured at cost rather than fair value. Accordingly, no lease liabilities or right-of-use assets are recognised in respect of these leases.
- Right-of-use assets and lease liabilities were not recognised for leases that end within 12 months of the date of initial application and leases of low value assets. The company's principal place of business is leased under a peppercorn lease arrangement as described in Note 17. The company also periodically leases residential property under short-term leasing arrangements, and equipment under a low value leasing arrangement. As a result of the application of the practical expedients described above, there has been no change in the accounting for the company's leasing arrangements on initial application of the new standard.

(c) Revenue recognition

Childcare services

Revenue from the provision of childcare services is recognised over time, as the related services are provided.

Grants and subsidies

From 1 July 2019

Where grant revenue is earned under an agreement that is enforceable and contains sufficiently specific performance obligations for the company to transfer goods or services to a third-party on the grantor's behalf, the transaction is accounted for under AASB 15 Revenue from Contracts with Customers. In this case, revenue is recognised as the performance obligations are satisfied.

Where the above conditions are not satisfied, revenue is accounted for under AASB 1058 Income of Not-for-profit Entities, whereby revenue is recognised upon receipt of the grant funding, except where the funding is received to construct or acquire a recogniseable non-financial asset which will subsequently be controlled by the company. Such grants are recognised as revenue when (or as) the non-financial asset is acquired or constructed.

Prior to 1 July 2019

Grants, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the company obtains control over them. Where grants are received that are reciprocal in nature, revenue is accrued over the term of the funding arrangements. Contributed assets are recognised at their fair value.

(d) Contract assets and contract liabilities

Where a performance obligation is satisfied by transferring a promised good or service to the customer before consideration is received or an entitlement to invoice for consideration arises under the terms of the contract/funding agreement, a contract asset is recognised, reflecting the revenue recognised to date in accordance with the accounting policy described in note 1(c).

When consideration is received in advance of performance obligations being satisfied, any excess of consideration received over revenue recorded is presented as a contract liability.

(e) Cash Assets

For the purpose of the Statement of Financial Position and the Statement of Cash Flows, 'cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions.

(f) Receivables

Receivables are recognised initially at fair value and are subsequently measured at amortised cost less any provision for impairment. Most sales are made on the basis of normal credit terms and are not subject to interest. Where credit is extended beyond normal credit terms and is more than 12 months, receivables are discounted to their present value.

Allowance is made for expected credit losses on receivables applying the simplified approach prescribed in AASB 9. Under this approach, the company determines the allowance for credit losses for receivables on the basis of the lifetime expected credit losses of the financial asset. Lifetime expected credit losses represent the credit losses that are expected to result from default events over the expected life of the financial asset. As the company does not have a material level of receivables at 30 June 2020, no allowance for credit losses has been recognised.

The gross carrying amount of a receivable is written off (i.e., reduced directly) when the counterparty is in severe financial difficulty and the trust has no realistic expectation of recovery of the financial asset. Financial assets written off remain subject to enforcement action by the company. Recoveries, if any, are recognised in profit or loss. All known bad debts have been written off as at 30 June.

(g) Property, Plant and Equipment

Property, plant and equipment is stated at cost less accumulated depreciation and any impairment in value. Depreciation and amortisation is calculated on a straight-line basis over the estimated useful life of the asset as follows:

- Motor vehicles - 8 to 10 years
- Leasehold improvements – 2 to 15 years and
- Plant and equipment – 2 to 15 years.

The asset's residual values, useful lives and amortisation methods are reviewed, and adjusted if appropriate at each financial year end.

(h) Payables

Trade creditors are recognised on receipt of the goods or services ordered and are measured at the agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

(i) Financial Instruments

Initial Recognition and Measurement
Financial assets and liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument. For financial assets, this is the equivalent to the date that the Company commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit and loss immediately.

Classification and Subsequent Measurement
Financial instruments are subsequently measured at either fair value or cost. Fair value represents the amount for which an asset could be exchanged or liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are issues to determine fair value.

(j) Taxation
The Company is registered as Income Tax Exempt under s 50.5 of the Income Tax Assessment Act 1997.

GST credits receivable from or payable to the Australian Taxation Office are recognised and accrued.

(k) Insurance
The Company's risks are insured through Qld Local Govt Mutual Liability Pool. The premium is paid as part of Isaac Regional Council's combined insurance package.

(l) Judgements and Assumptions
The Directors have made no judgements or assessments that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(m) Comparatives
Where required by the Accounting Standards comparative figures have been adjusted to conform with changes in the presentation in the current financial period.

(n) Date of Authorisation
The financial report was authorised for issue on the date it was submitted to the Auditors for final signature. This is the date the Director's Declaration is signed.

(o) Currency
The Company uses the Australian dollar as its functional currency and its presentation currency.

(p) Leases

Accounting policy from 1 July 2019
At the commencement date of a lease (other than leases of 12-months or less and leases of low value assets), the company recognises a right-of-use asset representing its right to use the underlying asset, and a lease liability representing its obligation to make lease payments.

Leases of 12-months or less and leases of low value assets
Lease payments made in relation to leases of 12 months or less and leases of low value assets (for which a right-of-use asset and a lease liability has not been recognised) are recognised as an expense on a straight-line basis over the lease term.

Leases for below market value
Right-of-use assets for leases under which the fair value of the consideration payable per the lease agreement is substantially below market value (known as "peppercorn" leases) are measured at cost rather than fair value. Accordingly, no lease liabilities or right-of-use assets are recognised in respect of these leases.

Accounting policy prior to 1 July 2019
Leases are classified at their inception as either operating or finance leases based on the economic substance of the agreement so as to reflect the risks and benefits incidental to ownership. The group was not a party to any finance leasing arrangements in the comparative period.

Operating leases
Lease payments for operating leases are recognised as an expense on a straight-line basis over the term of the lease. Lease incentives received under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(q) Rounding off of amounts
Amounts in the Financial Reports have been rounded to the nearest dollar, unless otherwise stated.

(r) Going Concern

The financial report has been prepared on a going concern basis. At 30 June 2020, the company had a deficiency in net assets of $387,158. Although the company returned to profitability in 2019 and 2020, reporting a profit of $269,244 in 2020, the company incurred 2 years of significant losses in 2017 and 2018 which seriously affected its cash reserves.

The Directors have reviewed the business outlook and forecast cashflows and are of the opinion that the company will be able to continue as a going concern, having regard to the following:

- The deficiency in net assets is due to a long-term loan provided by Isaac Regional Council. The loan terms are interest only with a principal repayment start date of July 2020.
- The board undertook significant changes during the 2019 financial year to rectify the company's financial performance and position, including sizeable increase of fees, significant work on building enrolments, and significant work on employing staff rather than relying on consultants. The board believes these changes will contribute to continued profitability of the company as well as enabling the company to rebuild its cash reserves within a suitable timeframe, as is reflected by the profitability of the company in 2020.
- The company's cash flow forecast for FY21 and beyond is positive
- Since year end, the company has traded profitable and met all commitments as and when they have fallen due. At 31 January 2021 the company had cash reserves of $1,052,122 net current assets of $1,063,714, and recorded profit for the seven month period ended 31 January of $185,996.
- There is no evidence to suggest that the COVID-19 pandemic will result in any going concern issues or inability of the company to maintain its services at the time of preparation of these accounts. A summary of the impacts of the pandemic on the company is provided in note 1 (s).

Should the company be unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the ordinary course of business, and at amounts that differ from those stated in the financial statements.

The financial report does not include any adjustments relating to the recoverability and classification of recorded asset amounts or the amounts or classification of liabilities and appropriate disclosures that may be necessary should the company be unable to continue as a going concern.

(s) New Accounting Standards of Application in Future Periods

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The directors have decided not to early adopt any of the new and amended pronouncements. There are no such standards or interpretations expected to have a significant impact on the financial statements of the company in the period of initial application.

(t) Impacts from the COVID-19 Pandemic

The company has assessed the impact of the COVID-19 global pandemic and found there were no material implications on the value of assets recognised on the company's balance sheet at 30 June 2020. The following impacts and grant funding arrangements were observed as a result of the Commonwealth government's response to the pandemic:

- Child-care services were made fee-free for families for a period of 14 weeks commencing 6 April 2020. During this time a weekly "business continuity payment" of approximately 50% of the company's revenue in the fortnight preceding 2 March 2020 was paid to the company by the Commonwealth government
- The company successfully applied for exceptional circumstances relief funding of $126,000 in consideration of its ineligibility for the JobKeeper wage subsidy scheme and the negative impact of the pandemic on the company's revenues.
- The company has recognised grant funding income of $62,500 under the Cash Flow Boost scheme.

2. Administration and accounting fees

	2020 $	2019 $
Accountant Services	32,752	41,869
	32,752	41,869

3. Centre purchases

Food	75,126	56,465
Art and Craft Supplies	1,848	25,266
Equipment	74,359	53,444
	151,333	135,175

4. Interest Paid

Interest Paid is detailed below

Isaac Regional Council Purchase of Business Loan	5,809	14,061
Reversal of prior period interest	-	(16,096)
	5,809	(2,035)

5. Wages & Salaries

Wages & Salaries are detailed below

Salaries & Wages	1,607,448	1,546,876
Adjustment for Annual Leave	30,563	1,405
Adjustment of EOY Wages	(3,588)	9,455
Adjsutment for Long Service Leave	15,049	-
Reimburse Paid Parental Leave	-	(12,948)
	1,649,472	1,544,788

6. Cash at Bank

Cash at bank is detailed below

ANZ - Trading Account	410,670	265,267
ANZ - OSHC Trading Account	190	-
	410,860	265,267

7. Receivables

Receivable are detailed below

	2020 $	2019 $
Australian Taxation Office	9,623	8,096
Fees in Arrears - MELC	6,211	4,840
Fees in Arrears - OSHC	1,874	3,882
Receivables - Government Grants	138,500	-
	156,208	16,818

8. Property, Plant and Equipment

Plant & Equipment at Cost	121,152	117,202
Accumulated Depreciation	(103,231)	(97,169)
	17,921	20,033

9. Payables

Trade creditors are recognised upon receipt of goods and services at the invoiced amount to be paid for the goods and service.

Trade Creditors	13,351	27,959
Accrued Audit Fees	12,200	15,300
Fees in Advance - MELC	30,433	34,638
Fees in Advance - OSHC	6,184	1,507
ANZ Credit Card	2,278	2,606
	64,446	82,011

10. Payroll Liabilities

Payroll Liabilities are held for accrued wages and employee entitlements

PAYG	23,526	25,988
Superannuation Payable	29,478	44,116
Annual Leave Accrual	71,349	40,787
End of Year Wages Accrual	30,780	34,368
Long Service Leave Accrual	15,049	-
	170,182	145,259

11. Unsecured Loan

Isaac Regional Council has made an unsecured loan to the Company. Interest is to be calculated using the Queensland Treasury Corporation indicative rates.

Current portion of Borrowings from Isaac Regional Council

Purchase of Business Structure	95,168	-
	95,168	-

Non-current portion of Borrowings from Isaac Regional Council

Purchase of Business Structure	642,351	731,710
	642,351	731,710

12. Issued Capital

10 Ordinary Shares Held	10	10
	10	10

13. Reconciliation of Operating Surplus to Net Cash provided by Operating Activities

	2020 $	2019 $
Operating Surplus/(Deficit)	269,244	173,508
Non Cash Operating Items		
Depreciation	6,062	2,542
Write-off preliminay expenses	460	-
Interest - capitalised to loan balance	5,809	(2,035)
Change in Assets and Liabilities-		
(Increase)/Decrease in Receivables	(139,390)	19,331
Increase/(Decrease) in Payables	(17,565)	(32,388)
Increase/(Decrease) in Payroll Liabilities	24,923	28,515
Net cash used in operating activities	**149,543**	**189,476**

14. Contingencies

The company received a total of $62,500 under the Commonwealth Government's Cash Flow Boost scheme during the year ended 30 June 2020. It is unclear as to whether the company meets the eligibility criteria under the scheme. Should the Australian Taxation Office subsequently determine that the company was not eligible to receive the Cash Flow Boost, the company may be required to repay the amounts received in a future period.

15. Events after Balance Date

There were no material financial adjusting events after balance date. The results of operations for the five months to the expected finalisation date of 16th February 2021 are consistent with those reported for the year ended 30 June 2020.

16. Related Party Transactions

As at 30 June 2020, the statement of financial position includes an unsecured loan of $737,519 from the Isaac Regional Council. MELC must abide by the following:

(1) The Principal sum must be repaid by 30 June 2028
(2) The mortgagor must pay the interest on the principal sum calculated on a monthly basis
(3) Interest on the principal sum accrues from 1 July 2012
(4) Monthly payments of interest are being accrued against the loan
(5) The monthly required principal and interest payment is $7,931 commenced 1 July 2020

Interest Calculation:
Resolution 3246 states that interest to be charged at a rate equal to the lowest investment rate.
Lowest Investment Rate of QTC Cash Fund in June 2020 is 0.791%

MELC is 100% owned by Issac Regional Council

As per lease agreement dated 17/09/2019 MELC is to be treated like other childcare centres in the area as the building is owned by IRC and has a peppercorn lease agreement of $1.

17. Company Details

The business address of Moranbah Early Learning Centre Pty Ltd is located at:
221-227 Mills Avenue, Moranbah, Qld, 4744.
The registered office is located at :
Grosvenor Complex, Batchelor Parade, Moranbah Qld, 4744.

Directors' Declaration
For the year ended 30th June 2020

The Directors of the Moranbah Early Learning Centre Pty Ltd declare that in their opinion:
(a) the financial statements and notes of the entity are in accordance with the subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Act 2012,* including:
(i) giving a true and fair view of the entity's financial position as at 30 June 2020 and of its performance for the period ended on that date; and
(ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Australian Charities and Not-for-profit Commission Act 2012*;
(b) there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Directors.

Anne Baker — Director

~~Gina Lacey~~ Kelly Vea Vea — Director

Date — 16TH FEBRUARY 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Moranbah Early Learning Centre Pty Ltd

Opinion

We have audited the financial report of Moranbah Early Learning Centre Pty Ltd (the company), which comprises the balance sheet as at 30 June 2020, the statement of profit or loss for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the company as at 30 June 2020 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 : Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Empahasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to satisfy the requirements of the company's constitution and meet the needs of members. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Directors for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the constitution and the needs of members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

– Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

– Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.

– Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

– Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.

– Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

D A STOLZ FCPA
(as Delegate of the Auditor-General of Queensland)

Queensland Audit Office
Brisbane

ISAAC AFFORDABLE HOUSING FUND PTY. LTD.
A.C.N. 147 492 993

AS TRUSTEE FOR

ISAAC AFFORDABLE HOUSING TRUST

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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The Financial Statements of the ISAAC AFFORDABLE HOUSING TRUST are special purpose financial reports prepared in accordance with the prescribed requirements per Note 2 of the financial statements.

ISAAC AFFORDABLE HOUSING TRUST
Statement of Comprehensive Income
For the year ended 30th June 2020

	Notes	2020	2019
Income			
Revenues			
Rent Received		139,328	140,000
Interest Income		26,976	45,874
National Rental Affordability Scheme Income		108,209	42,113
Miscellaneous Income		2,592	7,500
Total Income		**277,105**	**235,487**
Expenses			
Audit Fees- Building		9,240	-
Bank Fees		255	267
Depreciation		37,112	37,008
Fees & Subscriptions		267	263
Interest		23,439	68,756
Land Tax		-	2,592
Legal Fees		2,193	-
Property Management	4	119,658	67,714
QAO Audit Fees		7,000	6,900
Rates		91,342	90,893
Research Projects		15,000	7,500
Secretarial and Accounting Fees	3	56,317	44,230
Valuation Fees		-	7,430
Total Expenses		**361,823**	**333,553**
Operating Deficit from Continuing Operations		**(84,718)**	**(98,066)**
Other Comprehensive Income			
Items that will not be reclassified to operating deficit			
Decrease in asset revaluation surplus		-	-
Total Other Comprehensive Income		-	-
Total Comprehensive Income		**(84,718)**	**(98,066)**

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes

ISAAC AFFORDABLE HOUSING TRUST
Statement of Financial Position
As at 30th June 2020

	Notes	2020	2019
Current Assets			
Cash on Hand		10	10
Cash at Bank		2,175,790	2,292,637
Receivables	5	3,010	6,230
Contract Assets		108,209	-
Total Current Assets		2,287,019	2,298,877
Non Current Assets			
Property, Plant and Equipment	6	2,837,355	2,835,987
Total Non Current Assets		2,837,355	2,835,987
Total Assets		5,124,374	5,134,864
Current Liabilities			
Accrued Expenses	7	7,000	22,000
Payables	8	6,793	8,157
Total Current Liabilities		13,793	30,157
Non Current liabilities			
Secured Loan	9	4,855,466	4,832,027
Total non Current Liabilities		4,855,466	4,832,027
Total Liabilities		4,869,259	4,862,184
Net Assets		255,115	272,680
Equity			
Settlement Sum		10	10
Retained Earnings		255,105	272,670
Net Equity		255,115	272,680

The Statement of Financial Position should be read in conjunction with the accompanying notes

ISAAC AFFORDABLE HOUSING TRUST
Statement of Changes in Equity
For the year ended 30th June 2020

	Settlement Sum	Asset Revaluation Reserve	Retained Earnings	Total
	$	$	$	$
Balance at 1 July 2018	10	-	370,736	370,746
Operating Deficit	-	-	(98,066)	(98,066)
Balance as at 30 June 2019	**10**	**-**	**272,670**	**272,680**

	Settlement Sum		Retained Earnings	Total
	$		$	$
Balance at 1 July 2019	10	-	272,670	272,680
Adjustment on initial application of AASB 15/ AASB 1058 (Note 2(b))	-	-	67,153	67,153
Restated balance at 1 July 2019	10	-	339,823	339,833
Operating Deficit	-	-	(84,718)	(84,718)
Balance as at 30 June 2020	**10**	**-**	**255,105**	**255,115**

ISAAC AFFORDABLE HOUSING TRUST
Statement of Cash Flows
For the year ended 30th June 2020

	Notes	2020 $	2019 $
Cash flows from operating activities			
Inflows			
Receipts from Customers		142,057	134,785
Interest		26,976	45,874
Grants, Subsidies, Contributions and Donations		67,153	42,113
Miscellaneous Income		2,592	7,500
Net GST Received		13,158	5,297
Outflows			
Operating Expenses		(330,303)	(230,577)
Net cash provided by operating activities	10	**(78,367)**	**4,992**
Cash flows from investing activities			
Outflows			
Payments for Property, Plant and Equipment		(38,480)	-
Net cash provided by investing activities		**(38,480)**	**-**
Net increase in cash and cash equivalents		**(116,847)**	**4,992**
Cash at beginning of financial period		**2,292,637**	**2,287,645**
Cash at end of financial period		**2,175,790**	**2,292,637**

The Statement of Cash Flows should be read in conjunction with the accompanying notes

ISAAC AFFORDABLE HOUSING TRUST
Notes to and forming part of the Financial Statements
For the year ended 30th June 2020

1. Objectives of the Trust

The Isaac Affordable Housing Trust was settled on the 25th November 2010 for the purpose of receipting all gifts of money, or real and personal property for the following objectives of the Trust:

(a) The establishment of affordable housing for low to middle income tenants.
(b) The construction and development of the said affordable housing.
(c) To establish and maintain a public fund to be called the "Isaac Affordable Housing Fund" for the specific purpose of supporting the objectives of the Trust. The Trust is established to receive all gifts of money or property for this purpose and any money received because of such gifts must be credited to it's bank account in accordance with section 30-E of the *Income Tax Assessment Act 1997*.

2. Summary of Significant Accounting Policies

(a) Basis of Preparation

In the trustee's opinion, the trust is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. This special purpose financial report has been prepared to meet the reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (*the Act).

The financial report has been prepared in accordance with the Act, the recognition and measurement requirements specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of the following standards:

AASB 101 Presentation of Financial Statements

AASB 107 Statement of Cashflows

AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors

AASB 1048 Interpretation of Standards

AASB 1054 Australian Additional Disclosures

(b) New and revised accounting standards adopted during the year

The Trust adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019. The following accounting standards are applicable for the first time in the preparation of these financial statements:

AASB 15 Revenue from Contract with Customers

AASB 1058 Income of Not-for-profit Entities

AASB 16 Leases

AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-profit Entities
The Trust has applied the modified retrospective transition method and has not restated comparative information for the year ended 30 June 2019. Comparative information has therefore been presented in accordance with the previously applicable accounting standards and interpretations on revenue. All adjustments on initial application of AASB 15 and AASB 1058 have been recognised directly in retained earnings at the date of transition (1 July 2019).

The only income of the Trust which is captured under these standards is funding income received under the National Rental Affordability Scheme (NRAS). The application of the new standards from 1 July 2019 has resulted in a change in the timing of recognition of NRAS income, whereby revenue is now recognised over time as the related performance obligations (delivery of affordable housing) are satisfied. Revenue was previously recognised at the point of receipt of funding. The changes in accounting policy arising from the application of the new standards are described in note 2(c).

At 1 July 2019, the Trust recognised a contract asset for 2018-19 NRAS income of $67,153.

AASB 16 Leases
The initial application of AASB 16 Leases has not impacted on the Trust's financial statements, as the Trust is not a lessee under any lease arrangements. The lessor accounting requirements under the previously applicable accounting standards (AASB 117 Leases) have been substantially carried forward to AASB 16.

(c) Revenue Recognition

Grants and subsidies
From 1 July 2019
Where grant revenue is earned under an agreement that is enforceable and contains sufficiently specific performance obligations for the Trust to transfer goods or services to a third-party on the grantor's behalf, the transaction is accounted for under AASB 15 Revenue from Contracts with Customers. In this case, revenue is recognised as the performance obligations are satisfied. This includes revenue received by the Trust under the National Rental Affordability Scheme (NRAS) where the Trust is required to provide affordable housing under the terms of the funding.

Where the above conditions are not satisfied, revenue is accounted for under AASB 1058 Income of Not-for-profit Entities, whereby revenue is recognised upon receipt of the grant funding, except where the funding is received to construct or acquire a recogniseable non-financial asset which will subsequently be controlled by the Trust. Such grants are recognised as revenue when (or as) the non-financial asset is acquired or constructed.

Prior to 1 July 2019
Grants, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the Trust obtains control over them. Where grants are received that are reciprocal in nature, revenue is accrued over the term of the funding arrangements. Contributed assets are recognised at their fair value.

Rent
Revenue received under property leasing arrangements is recognised on a straight-line basis over the term of the lease.

Interest
Interest income is recognised when it is earned.

(d) Contract assets and contract liabilities
Where a performance obligation is satisfied by transferring a promised good or service to the customer before consideration is received or an entitlement to invoice for consideration arises under the terms of the contract/funding agreement, a contract asset is recognised, reflecting the revenue recognised to date in accordance with the accounting policy described in note 1(c).

When consideration is received in advance of performance obligations being satisfied, any excess of consideration received over revenue recorded is presented as a contract liability.

(e) Cash Assets
For the purpose of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions.

(f) Receivables
Receivables arise from the trust's transactions with its customers and are normally settled within 30 days. Consistent with both the trust's business model for managing the financial assets and the contractual cash flow characteristics of the assets, receivables are subsequently measured at amortised cost.

Allowance is made for expected credit losses on receivables applying the simplified approach prescribed in AASB 9. Under this approach, the trust determines the allowance for credit losses for receivables on the basis of the lifetime expected credit losses of the financial asset. Lifetime expected credit losses represent the credit losses that are expected to result from default events over the expected life of the financial asset. As the trust does not have a material level of receivables at 30 June 2020, no allowance for credit losses has been recognised.

The gross carrying amount of a receivable is written off (i.e., reduced directly) when the counterparty is in severe financial difficulty and the trust has no realistic expectation of recovery of the financial asset. Financial assets written off remain subject to enforcement action by the trust. Recoveries, if any, are recognised in profit or loss. All known bad debts have been written off as at 30 June.

(g) Property, plant and equipment
Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Acquisition of Assets
Actual cost is used for the initial recording of all non-current physical assets acquisitions. Cost is determined as the value given as consideration.

Depreciation

The depreciable amount of all fixed assets, excluding freehold land, is depreciated on a straight line basis over the asset's useful life to the trust commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Buildings	1.90%
Land	N/A

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Valuations

Land and improvements and buildings are measured on the revaluation basis, at fair value, in accordance with AASB 116 *Property, Plant and Equipment* and AASB 13 *Fair Value Measurement*. Other plant and equipment and work in progress is measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of the Trust's assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection. In the intervening years the trust engages independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate asset class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class. On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identifiable components of assets are measured on the same basis as the assets to which they relate.

Land and building assets were valued at 30 June 2019 by Assetic Pty Ltd and APV Valuers and Asset Management respectively. All land and building values have been determined using level 2 valuation inputs. The most significant inputs into this valuation approach are price per square metre, determined by reference to sales prices of comparable assets having due regard to differences in key attributes such as zoning and property size. Sales evidence was sourced through RP Data Pty Ltd and the web site realestate.com.au.

Assets were not revalued at 30 June 2020 as based on the board's review of regional economic and market factors, there was no indication that asset values provided by independent valuers at 30 June 2019 are no longer reflective of fair value.

(h) Payables

Trade creditors are recognised on receipt of the goods or services ordered and are measured at the agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

(i) Borrowings

Borrowings and other financial liabilities are recognised initially at fair value, net of transaction costs incurred and are subsequently stated at amortised cost. Interest is calculated at commercial rate of interest using Queensland Treasury Corporation rates as the basis. The Loans are from Isaac Regional Council and are secured over the land and assets of the Trust.

(j) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the trust becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the trust commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value adjusted for transaction costs, except where the instrument is classifed as fair value through profit or loss, in which case transaction costs are immediately recognised as expenses in profit or loss.

Classification

The trust's only financial assets are cash and receivables, which are subsequently measured at amortised cost. Financial liabilities of the trust, being payables and secured loan debt, are subsequently measured at amortised cost.

(k) Taxation

The Trust is subject to Goods and Services Tax (GST) and as such, GST credits receivable from/payable to the Australian Taxation Office are recognised and accrued. The Trust has endorsement as an Income Tax Exempt Charity and is not liable for income tax.

(l) Critical accounting judgements and key sources of estimation uncertainty

In the application of the trust's accounting policies, the trustee is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and associated assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

The only judgements, estimates and assumptions that have a potential significant effect on the financial statements are those relating to valuation and depreciation of property, plant and equipment. Further information regarding these is provided in note 1(g).

(m) Comparatives

Where required by the Accounting Standards comparative figures have been adjusted to conform with changes in presentation in the current financial period.

(n) Date of authorisation

The financial report was authorised for issue on the date it was submitted to the Auditors for final signature. This is the date the trustees declaration is signed.

(o) Currency

The Trust uses the Australian dollar as its functional currency and its presentation currency.

(p) Leases

The Trust as a lessee

The Trust is not a lessee under any leasing arrangements.

The Trust as a lessor

Each lease is classified as either an operating lease or a finance lease. A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset.

The Trust has not entered into any finance leases.

Underlying assets subject to operating leases are presented in the statement of financial position according to the nature of the underlying asset.

Lease payments from operating leases are recognised as income on either a straight-line basis or another systematic basis, if that basis is more representative of the pattern in which benefit from the use of the underlying asset is diminished.

(q) Rounding off of amounts

Amounts in the financial report have been rounded to the nearest dollar, unless otherwise stated.

(r) New Accounting Standards of Application in Future Periods

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The trustee has decided not to early adopt any of the new and amended pronouncements. There are no such standards or interpretations expected to have a significant impact on the financial statements of the Trust in the period of initial application.

(s) Impacts from the COVID-19 pandemic

The Trust has assessed the impact of the COVID-19 global pandemic and found there were no material implications on the value of assets recognised on the Trust's balance sheet at 30 June 2020. In response to the pandemic, the Trust provided the following relief arrangements for tenants:

- 100% Rent Relief for certain highly impacted tenants
- Rent reduction for all other tenants

These arrangements have resulted in a reduction of $11,960 to revenue which would otherwise have been recognised.

ISAAC AFFORDABLE HOUSING TRUST
Notes to and forming part of the Financial Statements
For the year ended 30th June 2020

	2020 $	2019 $
3. Secretarial and Accounting Fees		
Accounting Monthly Fee	24,000	24,000
Secretarial Services	32,317	20,230
	56,317	44,230
4. Property Management		
Cleaning	7,307	1,254
Consulting - Valuers	1,440	3,600
Maintenance & Repairs	110,911	62,197
Pest Control	-	663
	119,658	67,714
5. Accounts Receivable		
Accounts receivable detailed below.		
Australian Taxation Office	2,599	2,214
Rental Arrears	411	4,016
	3,010	6,230
6. Property, Plant and Equipment		
Land - Fair Value	964,000	964,000
Buildings - Fair Value	1,946,003	1,946,003
less Accumulated Depreciation	(111,128)	(74,016)
	1,834,875	1,871,987
Work in Progress	38,480	-
Total Property, Plant and Equipment	2,837,355	2,835,987
7. Accrued Expenses		
Queensland Audit Office	7,000	22,000
	7,000	22,000

Audit fees are paid to the Queensland Audit Office in relation to the audit of the financial statements. No non-audit services were provided. Total audit fees quoted by the Queensland Audit Office relating to the audit of the 2019-20 financial statements are $7,000 (2019 - $6,900).

8. Payables		
Trade Creditors	5,959	6,447
Rent received in advance	834	1,710
	6,793	8,157
9. Secured Loan		
Isaac Regional Council has made secured loans to the Trust.		
Borrowings from Isaac Regional Council		
Opening balance	4,832,027	4,763,271
Interest Charged	23,439	68,756
	4,855,466	4,832,027

ISAAC AFFORDABLE HOUSING TRUST
Notes to and forming part of the Financial Statements
For the year ended 30th June 2020

10. Reconciliation of Operating Surplus to Net Cash Provided by Operating Activities

	2020	2019
	$	$
Operating Deficit	(84,718)	(98,066)
Non-Cash Operating Items		
Depreciation	37,112	37,008
Interest	23,439	68,756
Change in assets and liabilities-		
(Increase)/Decrease in Contract Assets	(41,056)	-
(Increase)/Decrease in Receivables	3,220	(2,216)
Increase/(Decrease) in Accruals	(15,000)	6,900
Increase/(Decrease) in Payables	(1,364)	(7,390)
Net cash provided by (used in) operating activities	**(78,367)**	**4,992**

11. Contingencies

As at 30 June 2020 there were no known contingent assets or liabilities of a material nature (2019:nil).

12. Events after balance date

There were no material financial adjusting events after balance date. The results of operations for the seven months to the expected finalisation date of 16 February 2021 are consistent with those reported for the year ended 30 June 2020. The trust has continued to investigate options for the future development of vacant land held by the trust, however at this stage no difinitive decisions have been made.

13. Related party transactions

As at 30 June 2020, the statement of financial position includes a unsecured loan of $4,855,466 from the Isaac Regional Council. The mortgagor (IAHT) must abide by the following:

(1) The Principal sum must be repaid by 1 July 2024
(2) The mortgagor must pay the interest on the principal sum calculated on a monthly basis
(3) Interest on the principal sum accrues from 1 July 2012
(4) The loan was interest free prior to 1 July 2014. Interest is payable on the first day of each month but is permitted to be capitalised into the outstanding loan balance.

Interest Calculation:
Resolution 3246 states that interest to be charged at a rate equal to the lowest investment rate.
Lowest Investment Rate of QTC Cash Fund in June 2020 is 0.484% (2019: 1.43%).

Isaac Regional Council is the parent entity of the Isaac Affordable Housing Fund Pty Ltd. Isaac Regional Council has the Power of Appointment of the trustee under the terms of the Trust Deed.

Isaac Regional Council representatives are also the Directors of the trustee company Isaac Affordable Housing Fund Pty Ltd.

14. Trust Details

The business address of Isaac Affordable Housing Trust is located at:
Grosvenor Complex, Batchelor Parade, Moranbah, Qld, 4744.

ANNUAL DECLARATION OF THE TRUSTEE
For the year ended 30th June 2020

The trustee of Isaac Affordable Housing Trust declare that in their opinion:

(a) the financial statements and notes of the entity are in accordance with the subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Act 2012*, including:

(i) giving a true and fair view of the entity's financial position as at 30 June 2020 and of its performance for the period ended on that date; and

(ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Australian Charities and Not-for-profit Commission Act 2012*;

(b) There are reasonable grounds to believe the entity will be able to pay its debts as and when they become due and payable.

Trustee's Declaration

The Annual Resolution of the Trustee for the year ended 30th June 2020 be approved and signed by Anne Baker and Gina Lacey, Directors of the Trustee Company on behalf of the Trustee Company.

Anne Baker

Director

Gina T Lacey

Director

Date

16TH FEBRUARY 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Isaac Affordable Housing Fund Pty Ltd as trustee for the Isaac Affordable Housing Trust

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report of Isaac Affordable Housing Trust, which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the directors' declaration.

Directors' Responsibility for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 2 (a) to the financial report is appropriate to meet the requirements of the *Corporations Act 2001* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the company's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised.

The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

In conducting the audit, the independence requirements of the *Corporations Act 2001* have been complied with. I confirm that the independence declaration required by the *Corporations Act 2001,* which has been given to the directors of Isaac Affordable Housing Trust, would be in the same terms if given to the directors as at the time of this auditor's report.

Opinion

Basis for Qualified Opinioin

As disclosed in note Xx to the financial statements, the entity identified material prior period errors in the valuation of land and buildings. The value of land and buildings as at the start of the comparative period, being 1 July 2016, have not been restated for the effects of these errors, as it is not considered practicable to do so. As the opening balance of buildings enters into the calculation of depreciation expenditure and therefore operating results of the entity, a material misstatement exists in depreciation expenditure reported for the year ended 30 June 2019.

Qualified Opinion

I have audited the accompanying financial report of Isaac Affordable Housing Trust.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the financial report:

a) gives a true and fair view of the trust's financial position as at 30 June 2020, and its financial performance and cash flows for the year then ended

b) complies with the Australian Charities and Not-for-profits Commission Act 2012, the Australian Charities and Not-for-profits Commission Regulation 2013 and the financial reporting framework described in Note 1.

The financial report comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including summaries of significant accounting policies and other explanatory information, and the trustees' declaration.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, attention is drawn to Note 2 (a) to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities under the *Corporations Act 2001*. As a result, the financial report may not be suitable for another purpose.

D A STOLZ FCPA
(as Delegate of the Auditor-General of Queensland)

Queensland Audit
Office Brisbane

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2020

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

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ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

DIRECTORS REPORT

Your directors present their report on the company for the financial year ended 30 June 2020.

Directors

The names of the directors in office at any time during, or since the end of, the year are:

Mrs Anne M Baker
Mrs Kelly M Vea Vea (Resigned 21/04/2020)
Mr Delville R Wheeler (Resigned 21/04/2020)
Mrs Gina T Lacey
Ms Lynette E Jones (Appointed 21/04/2020)
Ms Sandra F Moffat (Appointed 21/04/2020)

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Review of Operations

The profit of the company for the year after providing for income tax amounted to $Nil (2019:$Nil).

Significant changes in the State of Affairs

No significant changes in the company's state of affairs occurred during the year.

Principle Activity

The principle activity of the company during the year was to act as trustee of the Isaac Affordable Housing Trust.

No significant change in the nature of these activities occurred during the year.

Events Subsequent to the End of the Reporting Period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in the future years.

Environmental Regulation

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

Dividends

There were no dividends paid throughout the year (2019:Nil).

Options

No options over issued shares or interests in the company were granted during or since the end of the financial year and there were no options outstanding at the date of this report.

No shares were issued during or since the end of the year as a result of the exercise of an option over unissued shares or interests.

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

DIRECTORS REPORT

Indemnification of Officers

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company.

Proceedings on Behalf of the Company

No person has applied for leave of court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the year.

Signed in accordance with a resolution of the Board of Directors:

Director:.....
Mrs Anne Baker

Director:.....
Mrs Gina T Lacey

Dated this 16TH day of FEBRUARY 2020.

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2020

	2020 $	2019 $
Profit before income tax	-	-
Income tax expense	-	-
Profit after income tax	-	-
Total Comprehensive Income	-	-

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	2020 $	2019 $
CURRENT ASSETS		
Cash and cash equivalents	1	1
TOTAL CURRENT ASSETS	1	1
TOTAL ASSETS	1	1
NET ASSETS	1	1
EQUITY		
Issued capital	1	1
TOTAL EQUITY	1	1

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

STATEMENT OF CHANGES IN EQUITY
AS AT 30 JUNE 2020

	$	$	$
	Retained Earnings	Issued Capital	Total
Balance at 1 July 2017	-	1	1
Operating Surplus/(Deficit)	-	-	-
Balance at 30 June 2019	-	1	1
Balance at 1 July 2019	-	1	1
Operating Surplus/(Deficit)	-	-	-
Balance at 30 June 2020	-	1	1

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

STATEMENT OF CASH FLOWS
AS AT 30 JUNE 2020

	2020 $	2019 $
Cash Flows from operating Activities		
Inflows	-	-
Outflows	-	-
Net Cash Provided By (used by) operating Activities	-	-
Net increase (decrease) in cash and cash equivalents	-	-
Cash at beginning of financial period	-	-
Cash at end of financial period	-	-

1 Summary of Significant Accounting Policies

Basis of Preparation

The directors have determined that the company is not a reporting entity on the basis that, in the opinion of the directors, there are unlikely to exist users of the financial report who are unable to command the preparation of reports tailored so as to satisfy, specifically, all of their information needs. Accordingly, this is a special purpose financial report, which has been prepared to satisfy the company's financial reporting requirements to its members.

Isaac Affordable Housing Fund Pty Ltd is a company limited by shares, incorporated and domiciled in Australia. Isaac Affordable Housing Fund Pty Ltd is a not-for-profit entity for the purpose of preparing the financial statements.

The financial report was approved by the directors as at the date of the directors' declaration.

The financial report has been prepared in accordance with the recognition and measurement requirements of all Australian Accounting Standards and Interpretations, and the disclosure requirements of:

- AASB 101: Presentation of Financial Statements
- AASB 107: Statement of Cash Flows
- AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1054: Australian Additional Disclosures

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial report.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The accounting policies that have been adopted in the preparation of these statements are as follows:

a. Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

b. Trust Liabilities and Right of Indemnity

The company acts solely as trustee of a trust and liabilities have been incurred on behalf of that trust in the company's capacity as corporate trustee.
Liabilities incurred on behalf of the trust are not recognised in the financial statements if it is not probable that the company will have to meet any of the trust liabilities from its own resources. If the company becomes obligated to meet trust liabilities, the trustee has a right to be indemnified from trust assets. If it is probable that there will be a deficiency in trust assets, a liability is recognised by the company to the extent of the deficiency. Details of the trust liabilities, the offsetting right of indemnity and any deficiency in the right of indemnity are disclosed by the way of notes to the financial statements.

2 Trust Liabilities and Right of Indemnity

Liabilities of Isaac Affordable Housing Trust not recorded in the financial statements of the company were:

	2020 $	2019 $
Current Liabilities		
Accrued Expenses	7,000	22,000
Payables	6,793	8,157
Total Current Liabilities	13,793	30,157
Non Current Liabilities		
Secured Loan	4,855,466	4,832,027
Total Non Current Liabilities	4,855,466	4,832,027
Total Liabilities	4,855,466	4,832,027
Rights of indemnity for liabilities incurred by the company on behalf of Isaac Affordable Housing Trust not recorded in the financial statements were:	4,869,259	4,862,184

The assets of the trust, which lie behind the right of indemnity, are not directly available to meet any liabilities of the company acting in its own right. The assets of the trust were sufficient to discharge all liabilities of the trust at 30 June 2020.

3 Contingent Liabilities

A contingent liability exists relative to any future claims which may be made against the company arising from dealings on behalf of the trust. No such claims have been made against the company as at the date of these financial statements.

4 Related Party Transactions

The company is a controlled entity of Isaac Regional Council. There were no related party transactions with this entity during the financial year.

5 Remuneration of Directors

The total remuneration of directors of the company during the year was nil. (2019: Nil)

6 Entity Details

The principal place of business is:

ISAAC AFFORDABLE HOUSING FUND PTY LTD

Batchelor Parade

Moranbah Qld 4744

ISAAC AFFORDABLE HOUSING FUND PTY LTD
ACN: 147 492 993

DIRECTORS DECLARATION

The directors have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in note 1 to the financial statements.

1. In the directors opinion, the financial statements give a true and fair view of the company's financial position as at 30 June 2020 and performance for the year ended on that date in accordance with the accounting policies described in note 1 to the financial statements; and

2. In the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

Director: .....
Mrs Anne Baker

Director:.....
Mrs Gina T Lacey

Dated this 16TH **day of** FEBRUARY **2020.**

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

10.4 BUILDING BETTER REGIONS GRANT APPLICATIONS

EXECUTIVE SUMMARY

The report seeks endorsement by Council of projects for submission to the Commonwealth Government for funding under the Building Better Regions (Round 5) program.

OFFICER'S RECOMMENDATION

That Council:

1. ***Endorses the following projects for submission to Commonwealth Government for funding under the Building Better Regions (Round 5) program;***
   - ***Infrastructure Projects Stream – Moranbah Landfill Cell 2 Design and Construction at a total cost of $2.4m (Priority 1) seeking 50%.***
   - ***Infrastructure Projects Stream (tourism) – Upgrade of Peakvale Road floodway at Drummond Creek (access road to Theresa Creek Dam) at a total cost of $1.8m (Priority 2) seeking 75%.***
   - ***Community Investment Stream – Strategic Regional Trails Strategy at a total cost of $250,000 (Priority 1) seeking 75%.***
   - ***Community Investment Stream – Resources Social and Environmental Excellence Hub at a total cost of $250,000 (Priority 2) seeking 50%.***
2. ***Acknowledges that if the grant application is successful, Council will be required to contribute up to 50% of the project funding for each project.***
3. ***Authorises the Chief Executive Officer to negotiate, execute and vary the Funding Agreement if the grant application is successful.***

BACKGROUND

The Commonwealth Government has opened round 5 of the Building Better Regions Fund (BBRF). It is a $200M nationwide grant aimed at driving economic growth and building stronger regional communities. Notably the grant has $100M isolated for tourism-related projects focussed on mitigating the economic impacts of COVID-19. Applications close on 5 March 2021.

There are two funding streams available generally on a 50:50 basis – *Infrastructure Projects Stream* of new, upgraded or beneficial replacement of infrastructure (grants of $20,000 to $10 million); and *Community Investment Stream* for new or expanded events, strategic regional plans, leadership and capability strengthening activities that provide economic and social benefits (grants of $5,000 to $1 million).

IMPLICATIONS

The applications for funding if successful will reduce Council's capital commitment to projects that are unavoidable hence saving considerable costs and will facilitate strategic planning for vital future economic recovery and development.

If successful Council will be obliged to enter into a Funding Agreement with the Commonwealth Government and contribute up to 50% of the project cost.

A lesser contribution (as low as 25%) is possible for remote locations.

It is understood that Peakvale Road is in a zone classified by Commonwealth Government as being 'Remote Australia' (see attachment) and therefore eligible for a 75% grant.

Moranbah is classified as 'Outer Regional' (see attachment) hence the Moranbah Landfill project and the Resources Excellence Hub project are only eligible to receive 50% funding.

The Strategic Regional Trails project covers practically the entire region. The predominant remoteness classification for the region is "Remote Australia" and the western flank is classified as "Very Remote Australia" (see attachment), both of which are eligible for a grant of 75%. While parts of the Isaac Region are not so classified it is considered reasonable to seek the higher funding.

For the Infrastructure Stream Tourism component Council will be asked to demonstrate the impact the COVID-19 pandemic has had on the region's tourism industry and how the project will provide benefits to the tourism industry to assist in mitigating the impact from the COVID-19 pandemic. It is considered that improving accessibility to Theresa Creek Dam is relevant to this objective.

CONSULTATION

Following consultation with relevant officers, the Executive Leadership Team collated a list of potential projects.

Each Director submitter his respective projects to his Standing Committee. Each Standing Committee deliberated and resolved its recommendations for Council regarding preferred projects.

At Strategic Briefing Session on 17 February 2021 the Mayor and Councillors reviewed the Committee recommendations and identified priority projects.

BASIS FOR RECOMMENDATION

Attraction of capital funding is financially advantageous.

ACTION ACCOUNTABILITY

The CEO will submit the application to the Commonwealth Government.

KEY MESSAGES

Council seeks Commonwealth Government funding for important projects for the benefit of the community.

Report prepared by:	Report authorised by:
GARY STEVENSON PSM **Chief Executive Officer** Date: 18 February 2021	GARY STEVENSON PSM **Chief Executive Officer** Date: 18 February 2021

ATTACHMENTS

- Attachment 1 – Summary of Potential Projects
- Attachment 2 – Building Better Regions Fund Eligibility and Remoteness Classifications – Moranbah Landfill
- Attachment 3 – Building Better Regions Fund Eligibility and Remoteness Classifications – Peakvale Road
- Attachment 4 – Building Better Regions Fund Eligibility and Remoteness Classifications – Regional Trails

REFERENCE DOCUMENT

Building Better Regions (Round 5) Infrastructure Projects Guidelines ref; https://www.business.gov.au/Grants-and-Programs/Building-Better-Regions-Fund-Infrastructure-Projects-Stream

Building Better Regions (Round 5) Infrastructure Projects Guidelines ref; https://www.business.gov.au/Grants-and-Programs/Building-Better-Regions-Fund-Community-Investments-Stream

Local Roads and Community Infrastructure Funding Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
PECS	Nebo Showgrounds	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	$250,000	FY2022 PAG Bid, can be mobilised quickly	
PECS	Tourism Public Facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness	
PECS	Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district	$150,000	FY2022 PAG Bid, can be mobilised quickly	
PECS	Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	$95,000	FY2022 PAG Bid	
PECS	St Lawrence Hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project $80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of $29,820 for the kitchen component	$51,000	FY2022 PAG Bid	
E&I	Clairview Amenities Block	Upgrade of interior of Amenities Block (toilet suites, painting, change table, hooks, rolls, locks, guttering, fascia board, new urinal etc)	$60,000	21/22 PAG Bid	
E&I	Lake Elphinstone Amenities Block and Entrance Points and Shade Structure	Solar Lighting at Amenities Block and Entrance Points (6 in total) Shade Structure 7mx7m and 2 x picnic tables and BBQ	$110,953	21/22 PAG Bid	
E&I	Moranbah and Middlemount Sporting Fields	Fencing around sporting fields and top-dressing fields	$200,000	Chain wire fence around eastern sporting precinct and bollard and chain around Middlemount. Top dress	Priority 1
E&I	Regional Banner System	Flagtrax Banner System	$84,000	Installation of Flagtrax system to allow promotional banners to be installed on lighting poles. Significantly reduces the risk of installing	Priority 1
E&I	Footpath Extension - Dysart	Footpath along the Dysart Middle mount road between Graham Drive and Queen Elizabeth Drive	$315,000	Typical section, relatively easy to develop documents. PAG bid	Priority 2
E&I	Moranbah Footpaths	Construction of a footpath along Grosvenor Drive from Isaac Way to Cunningham Way	$270,000	Typical section, relatively easy to develop documents.	Priority 2
E&I	Capella Street upgrade program	Continuation of footpath upgrades along Capella street Clermont - footpath, pram ramps and public art	$540,000	Continuation concept plan for Capella St upgrade. 2x blocks at $200K each and some public art	Priority 2
Total Projects Prioritised by Standing Committees			$2,245,953		
Total Funding Available			$1,579,953		

Shortfall in available funding	**$666,000**

Building Better Regions Fund – Community Investment Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
PECS	Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community.	$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation	
PECS	Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities.	$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place	
PECS	Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities.	$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan	

Total – Community Investment Projects	**$600,000**
Council Contribution	**$300,000**
BBRF Contribution	**$300,000**

Building Better Regions Fund – Infrastructure Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
E&I	Peakvale Road upgrade of floodway at Drummond Creek	Upgrade of the remaining floodway between Clermont and Theresa creek dam. Improves immunity to tourist destination. Existing structure is in poor condition and needs replacement	$1,800,000	Design Complete – shovel ready. Investigate whether this project can be funded under Tourism Stream	
E&I	New Accommodation 52 Utah Street	Construction of new units at 52 Utah street to provide executive unit accommodation to address housing shortage in Moranbah	$1,200,000	Duplication of existing units at 50 Utah Street	
E&I	Construct new floodways along unsealed networks	Improved access and reduced maintenance after rain events - 20 sites @ $95,000 each average. Various roads, various locations.	$1,900,000	Standard design profile, prioritise listing available.	
W&W	Moranbah Cell 2 Design and Construct	Master plan for landfill includes the construction of cell 2.	$2,400,000	Timing of need is FY22/23 expenditure is over 2 years. Reasonably confident with planning work and scope. Currently included in LTFF	Priority 1
W&W	Clermont WTP – Second Clarifier	The existing clarifier is in poor condition and rehabilitation works are required. However, there is only 1 clarifier and so is not able to be taken offline as this will impact water production.	$3,000,000	Identified in LTFP, multistage project over 2 years.	Priority 2
W&W	Dysart STP Electrical/SCADA upgrade	New switchboard to service the plant and installation of PLC/SCADA network across the plant. This will allow a fully automated operation of the plant to improve quality and efficiency of the plant.	$350,000	Currently being scoped, partially funded.	Priority 3
Total – Infrastructure Investment Projects			$10,650,000		
Council Contribution			$5,3250,000		
BBRF Contribution			$5,325,000		

Projects not Endorsed for Funding Submission for LRCIF or BBRF:

Directorate	Title	Description	Estimate	Comment on "readiness"	Alternative Funding Option
PECS	Tourism Signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan	Proposed that this be funded from Council's Recovery Reserve
PECS	Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	$120,000	FY2022 PAG Bid	As an established Council strategy, the community hub should be funded from Council's own source fund or Works 4 Queensland
PECS	Water Park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021	Propose that this project be considered for alternative funding in the FY2022 budget including consideration from Works 4 Queensland if available
E&I	Upgrade of Carmila Camping/caravan sites	Upgrade of Water Tank and Tank Stands x 2 at Hardstand Caravan Parking Provide Solar lighting Amenities Upgrade / installation Continuation of demarcation/delineation fencing Walking trails Construct all weather roads and formalise entry Signage and visitor information boards Environmental "buffer" plantings	$2,900,00	This substantially implements the master plan (Further development of business case required prior to endorsing)	Future BBRF (Tourism)

BBRF Eligibility

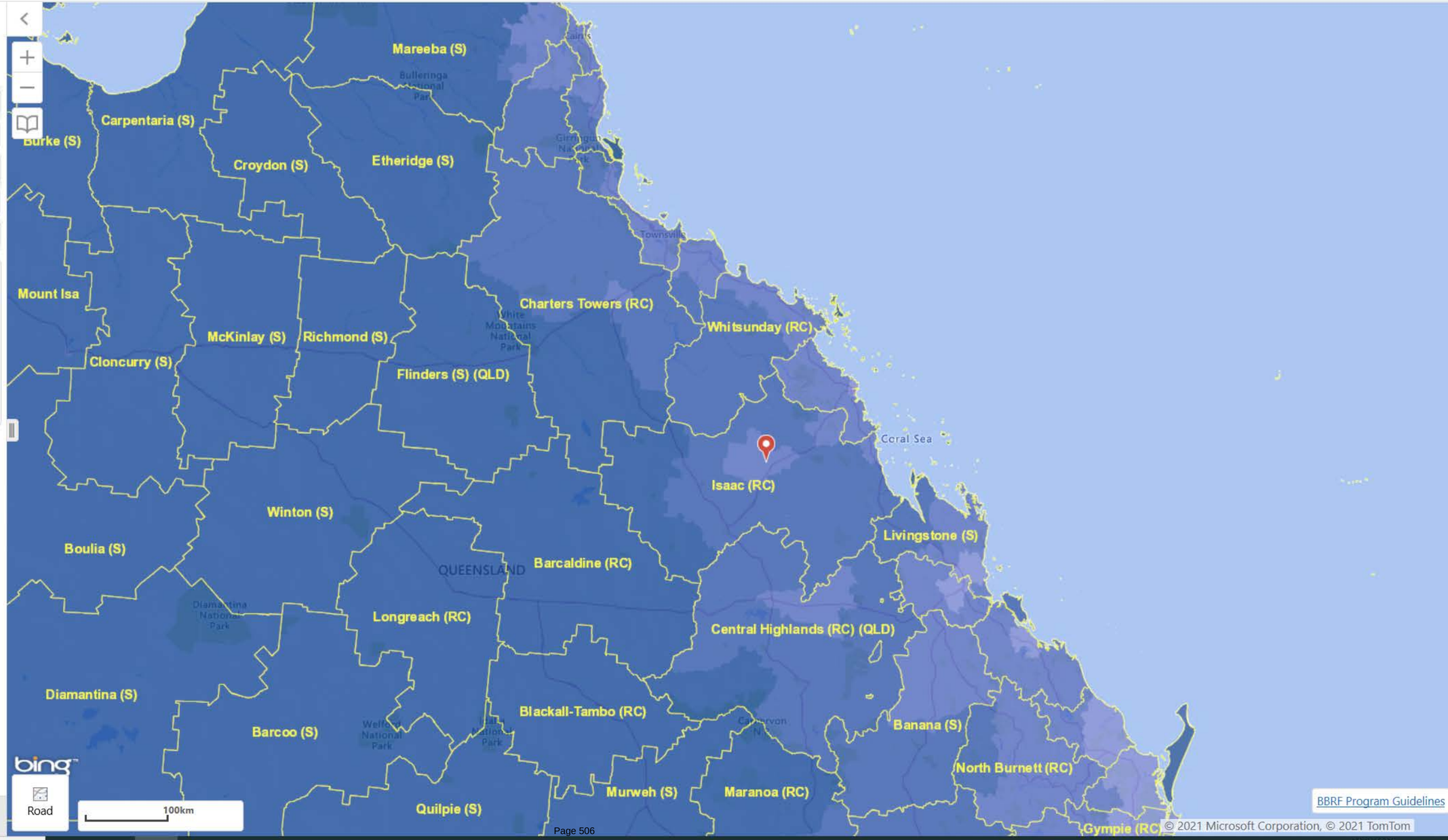
Building Better Regions Fund Eligibility and Remoteness Classification

Eligibility	Included Area - Outer Regional
Remoteness classification	Outer Regional Australia
Project latitude and longitude	-21.98621,148.09371
Local Government Area	Isaac (RC)
Postcode	4744

Record your remoteness classification in your application form.

You will be required to contribute co-funding of at least $1 for every $1 of grant funding requested, unless:

a. you are seeking a co-funding exemption due to exceptional circumstances or
b. your total project value is less than $20,000 in the Community Investment Stream.



BBRF Program Guidelines

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Department of Infrastructure, Regional Development and Cities

Building Better Regions Fund

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BBRF Eligibility

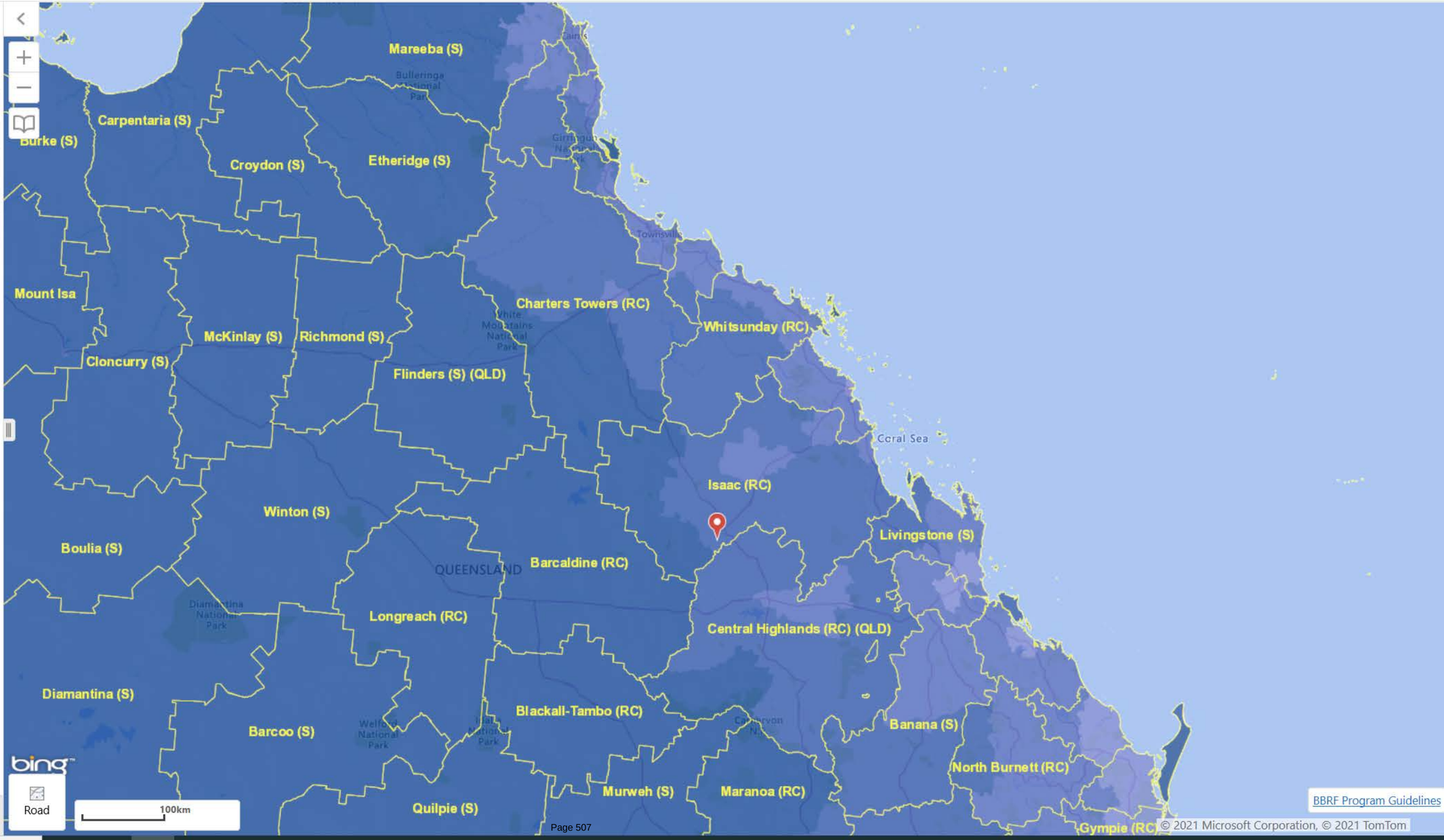
Building Better Regions Fund Eligibility and Remoteness Classification

Eligibility	Included Area - Remote
Remoteness classification	Remote Australia
Project latitude and longitude	-22.87983,147.53341
Local Government Area	Isaac (RC)
Postcode	4721

Record your remoteness classification in your application form.

You will be required to contribute co-funding of at least $1 for every $3 of grant funding requested, unless:

a. you are seeking a co-funding exemption due to exceptional circumstances or
b. your total project value is less than $20,000 in the Community Investment Stream.



BBRF Program Guidelines

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Australian Government
Department of Infrastructure, Regional Development and Cities

Building Better Regions Fund

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BBRF Eligibility

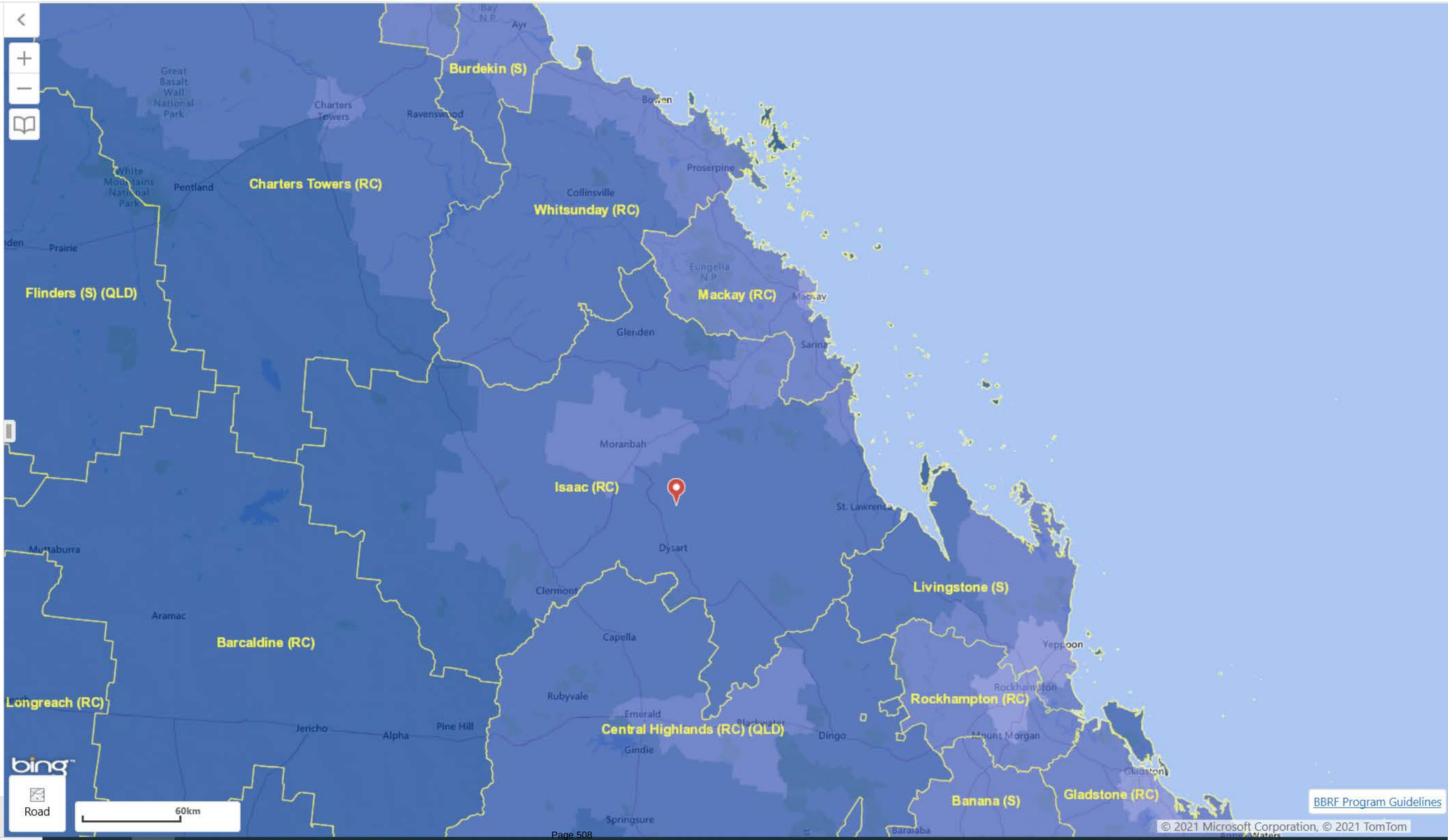
Building Better Regions Fund Eligibility and Remoteness Classification

Eligibility	Included Area - Remote
Remoteness classification	Remote Australia
Project latitude and longitude	-22.35247,148.36562
Local Government Area	Isaac (RC)
Postcode	4745

Record your remoteness classification in your application form.

You will be required to contribute co-funding of at least $1 for every $3 of grant funding requested, unless:

a. you are seeking a co-funding exemption due to exceptional circumstances or
b. your total project value is less than $20,000 in the Community Investment Stream.



BBRF Program Guidelines

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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

10.5 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

EXECUTIVE SUMMARY

The report seeks endorsement by Council of projects for inclusion in the already granted Commonwealth Government funding under the Local Roads and Community Infrastructure (Phase 2) program.

OFFICER'S RECOMMENDATION

That Council:

1. ***Endorses the following projects for inclusion in the already granted Local Roads and Community Infrastructure (Phase 2) Program;***
    - ***Nebo Showgrounds kitchens' upgrade at a cost of $250,000.***
    - ***Clermont Civic Centre kitchen upgrade at a cost of $150,000.***
    - ***Middlemount Community Hall evaporative coolers' replacement at a cost of $95,000.***
    - ***St. Lawrence Centenary Hall refurbishment at a cost of $51,000 (contributing to a total cost of $80,000).***
    - ***Clairview amenities block upgrade at a cost of $60,000.***
    - ***Lake Elphinstone solar lighting, shade structure and other improvements at a cost of $111,000.***
    - ***Moranbah and Middlemount sporting fields fencing and top-dressing at a cost of $200,000.***
    - ***Dysart footpath extension (Dysart-Middlemount Rod between Graham Drive and Queen Elizabeth Drive) at a cost of $315,000.***
    - ***Moranbah shared path extension (Goonyella Road between Binda Park and Mills Avenue) at a cost of $94,950***
    - ***Regional banner display facilities at a cost of $84,000.***
    - ******* at a cost of $169,003.***

BACKGROUND

In May 2020 the Australian Government announced a new $500 million Local Roads and Community Infrastructure Program (LRCI).

Through the 2020–21 Budget, the Australian Government announced a $1 billion extension of the LRCI Program (Phase 2), following strong community and local government support.

The extension of the LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the first funding round for the LRCI Program, Council can select a broad range of projects to fund. The Commonwealth Government expects that Council will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

Funding allocations for Phase 2 were determined by formula and take into account road length and population.

The Commonwealth Government has since confirmed funding of $1,579,953.

Eligible works include general roadworks to footpaths, park facilities and other community infrastructure. Master planning and studies are not eligible.

IMPLICATIONS

This funding obviates the need for Council's capital commitment to these important projects however allows Council to invest in other capital projects.

It should be noted however that under LRCI Phase 2, Council is required to maintain its overall capital spending on roads and community infrastructure, funded by its own revenue, at or above its 2020-21 capital spending level.

Proof of maintaining capital expenditure will be a requirement for Council to receive its full Phase 2 Allocation.

Critically all projects must be delivered by 30 December 2021 so projects must be substantially "shovel ready" or be relatively simple to design to meet the construction completion deadlines.

Projects proposed have all been subjected to the Project Accountability Gateways (PAG) process.

The FY2021 PECS capital program has grown significantly since the adoption of the budget. In order to take full advantage of the LRCI funding before the end of December 2021, it may be necessary to review the capital program and consciously defer some of the existing projects to bring forward some of these in order to properly service the delivery of the program. This will be subject to quarterly budget review.

CONSULTATION

Following consultation with relevant officers, the Executive Leadership Team collated a list of potential projects.

Each Director submitted his respective projects to his Standing Committee. Each Standing Committee deliberated and resolved its recommendations for Council regarding preferred projects.

At Strategic Briefing Session on 17 February 2021 the Mayor and Councillors reviewed the Committee recommendations and identified preferred projects.

The Director Engineering and Infrastructure was requested to clarify the scope of the Moranbah footpath project. He consulted with the Deputy Mayor and Cr Lacey and recommended that the scope of project be clarified as follows;

- Shared Path from Binda Park to Mills Avenue along/beside Goonyella Road ($94,950)

From the recommended project list, this therefore leaves a balance amount of $169,003.

Council is therefore requested to determine the project or projects to which this balance amount should be applied in addition to endorsing the recommended project list.

The following projects which were unsuccessful in Committee and Briefing Session deliberations are recommended for Council's reconsideration;

- Mt Britton modular amenities at a cost of $120,000.
- Capella Street (Clermont) footpath upgrade at a cost of $540,000.
- Dysart Community Hub establishment at a cost of $120,000.
- Regional Tourism signage at a cost of $100,000.

The Director also identified a shared path project in Moranbah complimentary to the Goonyella Road shared path project which might be considered;

- Upgrade/widening of shared path on Federation Walk (Moranbah) to meet standards at a cost of $211,000.

BASIS FOR RECOMMENDATION

A wide range of projects will benefit many communities.

ACTION ACCOUNTABILITY

The CEO will submit the endorsed project list to the Commonwealth Government for ratification.

KEY MESSAGES

Council applies Commonwealth Government funding for important projects for the benefit of the community.

Report prepared by:	**Report authorised by:**
GARY STEVENSON PSM **Chief Executive Officer**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 18 February 2021	Date: 18 February 2021

ATTACHMENTS

- Attachment 1 – Summary of Potential Projects

REFERENCE DOCUMENT

Local Roads and Community Infrastructure Program (Phase 2) Guidelines ref; https://investment.infrastructure.gov.au/files/local-roads-community-infrastructure-program/local-roads-and-community-infrastructure-grant-guidelines.pdf

Local Roads and Community Infrastructure Funding Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
PECS	Nebo Showgrounds	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	$250,000	FY2022 PAG Bid, can be mobilised quickly	
PECS	Tourism Public Facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness	
PECS	Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district	$150,000	FY2022 PAG Bid, can be mobilised quickly	
PECS	Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	$95,000	FY2022 PAG Bid	
PECS	St Lawrence Hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project $80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of $29,820 for the kitchen component	$51,000	FY2022 PAG Bid	
E&I	Clairview Amenities Block	Upgrade of interior of Amenities Block (toilet suites, painting, change table, hooks, rolls, locks, guttering, fascia board, new urinal etc)	$60,000	21/22 PAG Bid	
E&I	Lake Elphinstone Amenities Block and Entrance Points and Shade Structure	Solar Lighting at Amenities Block and Entrance Points (6 in total) Shade Structure 7mx7m and 2 x picnic tables and BBQ	$110,953	21/22 PAG Bid	
E&I	Moranbah and Middlemount Sporting Fields	Fencing around sporting fields and top-dressing fields	$200,000	Chain wire fence around eastern sporting precinct and bollard and chain around Middlemount. Top dress	Priority 1
E&I	Regional Banner System	Flagtrax Banner System	$84,000	Installation of Flagtrax system to allow promotional banners to be installed on lighting poles. Significantly reduces the risk of installing	Priority 1
E&I	Footpath Extension - Dysart	Footpath along the Dysart Middle mount road between Graham Drive and Queen Elizabeth Drive	$315,000	Typical section, relatively easy to develop documents. PAG bid	Priority 2
E&I	Moranbah Footpaths	Construction of a footpath along Grosvenor Drive from Isaac Way to Cunningham Way	$270,000	Typical section, relatively easy to develop documents.	Priority 2
E&I	Capella Street upgrade program	Continuation of footpath upgrades along Capella street Clermont - footpath, pram ramps and public art	$540,000	Continuation concept plan for Capella St upgrade. 2x blocks at $200K each and some public art	Priority 2
Total Projects Prioritised by Standing Committees			$2,245,953		
Total Funding Available			$1,579,953		

Shortfall in available funding	**$666,000**

Building Better Regions Fund – Community Investment Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
PECS	Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community.	$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation	
PECS	Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities.	$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place	
PECS	Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities.	$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan	

Total – Community Investment Projects	**$600,000**
Council Contribution	**$300,000**
BBRF Contribution	**$300,000**

Building Better Regions Fund – Infrastructure Projects for Consideration:

Directorate	Title	Description	Estimate	Comment on "readiness"	Priority
E&I	Peakvale Road upgrade of floodway at Drummond Creek	Upgrade of the remaining floodway between Clermont and Theresa creek dam. Improves immunity to tourist destination. Existing structure is in poor condition and needs replacement	$1,800,000	Design Complete – shovel ready. Investigate whether this project can be funded under Tourism Stream	
E&I	New Accommodation 52 Utah Street	Construction of new units at 52 Utah street to provide executive unit accommodation to address housing shortage in Moranbah	$1,200,000	Duplication of existing units at 50 Utah Street	
E&I	Construct new floodways along unsealed networks	Improved access and reduced maintenance after rain events - 20 sites @ $95,000 each average. Various roads, various locations.	$1,900,000	Standard design profile, prioritise listing available.	
W&W	Moranbah Cell 2 Design and Construct	Master plan for landfill includes the construction of cell 2.	$2,400,000	Timing of need is FY22/23 expenditure is over 2 years. Reasonably confident with planning work and scope. Currently included in LTFF	Priority 1
W&W	Clermont WTP – Second Clarifier	The existing clarifier is in poor condition and rehabilitation works are required. However, there is only 1 clarifier and so is not able to be taken offline as this will impact water production.	$3,000,000	Identified in LTFP, multistage project over 2 years.	Priority 2
W&W	Dysart STP Electrical/SCADA upgrade	New switchboard to service the plant and installation of PLC/SCADA network across the plant. This will allow a fully automated operation of the plant to improve quality and efficiency of the plant.	$350,000	Currently being scoped, partially funded.	Priority 3
Total – Infrastructure Investment Projects			$10,650,000		
Council Contribution			$5,3250,000		
BBRF Contribution			$5,325,000		

Projects not Endorsed for Funding Submission for LRCIF or BBRF:

Directorate	Title	Description	Estimate	Comment on "readiness"	Alternative Funding Option
PECS	Tourism Signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan	Proposed that this be funded from Council's Recovery Reserve
PECS	Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	$120,000	FY2022 PAG Bid	As an established Council strategy, the community hub should be funded from Council's own source fund or Works 4 Queensland
PECS	Water Park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021	Propose that this project be considered for alternative funding in the FY2022 budget including consideration from Works 4 Queensland if available
E&I	Upgrade of Carmila Camping/caravan sites	Upgrade of Water Tank and Tank Stands x 2 at Hardstand Caravan Parking Provide Solar lighting Amenities Upgrade / installation Continuation of demarcation/delineation fencing Walking trails Construct all weather roads and formalise entry Signage and visitor information boards Environmental "buffer" plantings	$2,900,00	This substantially implements the master plan (Further development of business case required prior to endorsing)	Future BBRF (Tourism)

1MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

10.6 MAJOR GRANT APPLICATION – MIDDLEMOUNT COMMUNITY SPORTS ASSOCIATION

EXECUTIVE SUMMARY

This report seeks Council's approval to provide a major grant to the Middlemount Community Sports Association.

OFFICER'S RECOMMENDATION

That Council:

1. ***Approve the major grant application from Middlemount Community Sports Association to the value of $3813.70 (excluding GST) from the Division 7 Community Grants Operational Budget to support a fundraising gala, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

Middlemount Community Sports Association (MCSA), incorporated association IA39708, has made application under Council's Community Grants program for $4,048.80 in financial assistance as a co-contribution towards the staging of a gala community evening and fundraiser for the association at the Middlemount Community Hall on Saturday 27 February 2021. The event, hosted by MCSA Gymnastics, will include guest speakers, live band, seated meal, fundraising and bar service. Anticipated attendance of 150 persons represents a significant activation of community. The application included a request for assistance with public liability insurance coverage costs of $234.38, which is an ineligible expense and was withdrawn by the applicant, amending the total grant request to $3813.70. This application was to have been considered in Round 3 of the Community Grants program, due for consideration by Council in March, however, the timing of the event and its potential for community activation warrants consideration out of round.

IMPLICATIONS

The major grant application will be funded from the Division 7 Community Grants Operational Budget. The table below outlines FY20-21 Community Grants expenditure and commitments against budget as at 17 February 2021.

Division	Allocation	YTD Actuals Major	YTD Actuals Minor	Multi Year Commitments	Total Spend	Proposal	Budget Remaining
One	2,000.00	2,500.00	1,900.00	12,500.00	16,900.00		25,100.00
Two	42,000.00	-	4,250.00	-	4,250.00		37,750.00
Three	42,000.00	1,173.60	2,314.92	9,833.32	13,321.84		28,678.16
Four	42,000.00	1,173.60	2,314.90	9,833.33	13,321.83		28,678.17
Five	42,000.00	1,173.60	2,314.98	9,833.35	13,321.93		28,678.07
Six	42,000.00	5,500.00	4,950.00	7,500.00	17,950.00		24,050.00
Seven	42,000.00	19,775.85	4,434.50	4,000.00	28,210.35	3,813.70	9,975.95
Eight	42,000.00	5,000.00	7,350.00	-	12,350.00		29,650.00
TOTAL	**336,000.00**	**36,296.65**	**29,829.30**	**53,500.00**	**119,625.95**	**3,813.70**	**212,560.35**

CONSULTATION

Internal

Councillor Division 7

Director Planning, Environment and Community Services

Manager Community Engagement Programs and Events

Community Relations Officer Middlemount

External

Middlemount Community Sports Association

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds capacity of local sporting organisations.

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by:	Report authorised by:
JIM HUTCHINSON **Manager Engaged Communities**	JEFF STEWART-HARRIS **Director Planning, Environment and Community Services**
Date: 17 February 2021	Date: 18 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Middlemount Community Sports Association_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MINOR OR MAJOR GRANTS APPLICATION FORM

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

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

INTRODUCTION

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities which benefit the community across the following categories:

- Community Development
- Community Events
- Community Facilities
- Sport, Recreation and Healthy Living
- Cultural Development - refer to Regional Arts Development Funding (RADF) program

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

☐ **MINOR GRANT** **(Maximum $1,000)** **This application category remains open year round**	☐ Community Development ☐ Community Facilities ☐ Community Events ☐ Sport, Recreation and Healthy Living
☑ **MAJOR GRANT** **(Maximum $5,000)** **This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.**	☐ Community Development ☐ Community Facilities ☑ Community Events ☑ Sport, Recreation and Healthy Living **NOTE:** *Applications in this category seeking a multi-year funding agreement or requesting amounts over $5,000 must first contact council's communities administration officer prior to completing an application.*

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Middlemount Community Sports Association
ADDRESS	PO BOX 133
	Middlemount QLD 4746
PHONE	[redacted]
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	☑ Yes - Incorporation No: IA39708 ☐ No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). ☐ No – Exempt from incorporation under legislation (i.e. P&C Associations)

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	☑ Yes - ABN Number: 13229128978 ☐ No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	☑ Yes ☐ No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	☑ Yes - Please provide a copy of the current policy. ☐ No

SECTION 2 – AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

NOTE: *If this application is being auspiced by another group/organisation, please provide their details below*

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	☐ Yes - ABN Number: ☐ No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	☐ Yes ☐ No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	☐ Yes – Please provide a copy of the current policy. ☐ No

MINOR OR MAJOR GRANTS APPLICATION FORM

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SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[redacted]
POSITION TITLE	Gymnastics Co-ordiantor
PHONE	[redacted]
EMAIL	[redacted]
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

NOTE: *For all applications related to a Community Event, an Event Plan must accompany your application. An Event Plan template can be found on the Council website: www.isaac.qld.gov.au/isaac-community-grants*

PROJECT/ACTIVITY NAME	2021 Fundraising Gala
PROJECT/ACTIVITY LOCATION	Middlemount Community Hall
PROJECT/ACTIVITY DATE/S	27/2/2021
DESCRIPTION OF YOUR PROPOSAL:	Middlemount Community Sports Association (MCSA) are seeking to fundraise for the development and improvement of our clubs. The gala event will be hosted by MCSA Gymnastics in order to provide funding for future improvements and contribute to the rennovations and projects undertaken by MCSA. We are seeking a grant to cover the cost of the entertainment for the evening as well as the Community Hall Hire Cost - this will ensure our ticket price is kept reasonable while still allowing the club to host a successful event that will still provide significant funds to MCSA. For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: **http://www.isaac.qld.gov.au/isaac-community-grants**
FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over $5,000 must first contact Council's Communities Administration Officer prior to completing this application.	TOTAL $4048.08

MINOR OR MAJOR GRANTS APPLICATION FORM

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MINIMUM CO-FUNDING REQUIREMENT (%):	22%
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget): Please provide evidence of co-Funding contributions.	Cash contribution: In-kind: Volunteer labour: Grants: Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	$18,311.08
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	$3500 - Entertainment BAND $313.70 - Middlemount Community Hall Hire Fee $234.38 - Event Public Liability Insurance
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	☐ Contribute towards positive engagement of the aged ☐ Enhance mental health awareness ☐ Engage Aboriginal and Torres Strait Islander peoples ☐ Target, include or engage youth ☐ Multicultural communities ☐ Promote access and inclusion ☐ Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	☑ Yes - please indicate who: Jane Pickles November 2020 Date: ☐ No

MINOR OR MAJOR GRANTS APPLICATION FORM

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SECTION 5 – APPLICATION CATEGORY

CATEGORY Which of the following categories does your project or activity most align with? (tick one)	CATEGORY OUTCOMES Which category outcomes will your project or activity deliver? (tick all that apply)
COMMUNITY DEVELOPMENT	☑ Promote social inclusion ☐ Enhance cultural awareness and diversity ☐ Enhance cultural awareness and diversity ☐ Enhance community safety ☑ Encourage community engagement, participation and volunteerism ☐ Engage with the community to encourage sustainability within the Isaac region
COMMUNITY EVENTS	☐ Supporting and building capacity of local event management talent and suppliers ☑ Contribute to local economy by planning events which attract a broad range of patrons and participants ☑ Demonstrate sound event management principles and planning ☑ Promoting a vibrant, diverse and fun place to live and visit ☑ Contribute to building strong communities: inclusive, connected, engaged, healthy and active ☐ Demonstrate a commitment to the development of local creative skills and cultural pursuits ☐ Increase access and engagement with cultural heritage, including aboriginal culture ☐ Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment ☑ Celebrate and contribute to our lifestyle, diversity and culture
COMMUNITY FACILITIES	☐ Provide well maintained and accessible community facilities which enable opportunities for social interaction ☐ Promote the principles of access and equity ☐ Address issues of risk management or compliance with Australian standards ☐ Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	☑ Contribute to building healthy and active communities ☑ Contribute to building healthy and active communities ☑ Improve the sustainability of sport and recreation clubs

	☐ Encourage healthy eating and the availability of fresh, healthy foods ☑ Engage a broad spectrum of the community ☑ Provide access for all abilities ☑ Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? **Clearly demonstrate the need for the project or activity**	Our event will rasie needed funds to directly improve MCSA and all that we offer to the Middlemount Community. All of MCSA will benefit from this event as we are looking to fundraise for major projects such as Netball, Tennis, and the expansion of our Gymnastics program. Our Netball team, the Warriors are also aiming to compete at the state age championships in 2021 which we hope to support. When possible, Gymnastics will provide more classes and days, new programs such as Ninja, BabyGym and Acro. We also are aiming to have our own space and a permanent set up with our own shed. Each year our classes are full, and continue to run at capacity, MCSA gymnastics are also provide an alternative to traditionally male sports available in our community, with a increasing number of males enrolling each year. We are also currently the only sport in town for 2yrs to kindy to participate in, as well being the only sport that runs year-round. MCSA also has plans to restart Cricket, Soccer and Tennis in 2021. With this event we will be able to have funding to progress plans for MCSA projects and also generate excitment and particiption for the community to attend a social event and see the benfits they can contribute to and benefit from.
IS YOUR PROJECT OR ACTIVITY SUPPORTED BY THE BROADER COMMUNITY AND/OR REGION? **(Please provide letters of support or registration on interested individuals / parties)**	Letters of support are attached. Our increasing need for more coaches and more classes provides evidence that MCSA provides a benefical and essential service to the Middlemount Community.

HOW WILL YOUR PROJECT OR ACTIVITY BENEFIT THE PEOPLE AND COMMUNITY OF THE ISAAC REGION?	In the first instance, this project will help cater for our expanding numbers, and provide safe activities and equipment for our sports teams + athletes. By providing these activities and opportunities locally, we are building a healthier, energetic community, and a more engaged and livable community, which encourages our young families in particular, to make Isaac their home, and give them a reason to stay. Our event will also provide a much needed social evening for our community and surrounds - after everyone has experience a different 2020 we feel that this event will help to bring our communit together in a fun and engaging way, provide excitment for the year ahead and promote involvement in our club. We expect to accomodate our surrounding communities and properties with this event and show insight to the facilites, varitey and provided by MCSA. We also wish to celebrate all that we have achieved and generate enthuasim for future plans.

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

NOTE: *Funds for successful applicants will not be released without proof of lodgement (receipts) for all relevant local and state government permits/approvals*

WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?	☑ Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) ☐ No - To verify requirement please refer to the following link: https://publications.qld.gov.au/dataset/food-safety-for-non- profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	☑ Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) ☐ No - To verify requirement please refer to the following link: https://publications.qld.gov.au/dataset/charitable-and-non- profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True

DOES YOUR PROJECT OR ACTIVITY HAVE THE NECESSARY LOCAL AND STATE PLANNING OR BUILDING PERMITS/APPROVALS?	☐ Yes – please provide a copy or proof of lodgement (receipt) ☑ No

SECTION 8 – FINANCIAL MANAGEMENT

As Council's Community Grants program is funded by public funds Council requires evidence of your group/organisation's financial prudence and compliance. Your group/organisation is required to present its latest audited financial report and a budget is mandatory for your project or activity.

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	☐ Yes – Please provide a copy ☐ No - Please provide an explanation: **NOTE:** Your group / organisations audited financial report will have been adopted at your most recent Annual General Meeting and presented to the Office of Fair Trading as part of your Annual Return (Form 32).
ARE YOU ABLE TO PROVIDE A BUDGET FOR YOUR PROJECT/EVENT/ACTIVITY?	☑ Yes – Please provide a copy. *On the following page is an example budget template.* ☐ No – This application is not eligible **NOTE:** 1. Please indicate in your budget the level of co-funding contributed by applicant and/or others towards the project (e.g.grants from other funding bodies, sponsorship or in-kind support). 2. Please specify in your budget which expenditure item/s you would like Council to fund by placing an asterisk (*) beside the item/s in your project/event/activity budget. • For items valued below $1,500 it will be advantageous to include at least one written quote. • For items valued over $1,500 two written quotes are required.

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EXAMPLE BUDGET TEMPLATE

A Budget template can be found on the Council website: **www.isaac.qld.gov.au/isaac-community-grants**

Clear budget information will allow the panel to better understand your project.

Volunteer in-kind hours should be calculated at the appropriate rate of $20 per hour.

The income should be equal to the expenses.

Please account for all expenses and income; monetary and voluntary. This includes all items listed in the income column, including in-kind, sponsorship and the amount requested from Council.

Round up each item to the nearest dollar value - do not include cents.

Expenditure Please list all costs for the proposed activity All amounts include GST		**Income** Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	4048.08
		Co-funding amount contributed by your group / organisation	
Venue hire	313.70 *	- Cash contributions	
Other equipment hire	543.00	- In-kind	
Bar expenses	2500.00	- Volunteer labour	
Catering expenses	7220.00	- Grants	
Promotional materials		- Sponsorships	
Event Liability Insurance	234.38 *	Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker	2000.00	- Cash contributions	
Workshop facilitator		- In-kind	
Travel/accommodation		- Volunteer labour	
Permit/approvals costs		- Grants	
Photographer	500.00	- Sponsorships	
Donations		Ticket sales	21000.00
Prizes and gifts		Bar sales	2000.00
Material expenses	1000.00	Food sales	
Other expenses	500.00	Other income	
BAND	3500.00 *	Raffel	$1500
Total Expenditure:	$ 18,311.08	**Total Income:**	$28,548.08

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SECTION 9 – SUPPLIER REQUEST DETAILS (REQUIRED FOR PAYMENT TO GROUP / ORGANISATIONS)

NOTE: *Electronic Funds Transfer (EFT) is Isaac Regional Council's preferred method of payment. To ensure that payments are made to the correct bank account, please provide a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead.*

GROUP/ORGANISATION NAME	Middlemount Community Sports Association
TRADING NAME	As above
ABN	13229128978
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) **Use of personal or business contact details is not recommended**	
NAME	[redacted]
POSITION TITLE	Treasurer
ADDRESS	PO BOX 119 Middlemount QLD 4746
PHONE	[redacted]
FAX	
EMAIL	[redacted]
PREFERRED METHOD OF REMITTANCE TO BE SENT	☑ Email ☐ Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Middlemount Community Sports Association
BANK	[redacted]
BSB (6 DIGITS)	[redacted]
ACCOUNT NUMBER	[redacted]

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AUTHORISATION

I declare the supplier details information provided is true and correct.

SUPPLIER	Signature	**DATE**	
	Print Name [redacted]		

SECTION 10– APPLICATION CHECKLIST

ANSWER THE FOLLOWING QUESTIONS IN RELATION TO YOUR GROUP/ ORGANISATION	YES	NO	N/A
Does your group/organisation operate within the Isaac Regional Council local area?	✓		
Is your group/organisation free of debt with Isaac Regional Council?	✓		
Have you acquitted any previous grants obtained from Isaac Regional Council?	✓		
Have you provided a valid public liability certificate? (Section 1)	✓		
Have you provided an Event Plan? (Section 4)	✓		
Have you met the minimum co-funding requirements? (Section 4)	✓		
Have you provided evidence of confirmed co-funding contributions? (Section 4)	✓		
Have you provided letters of support or registration of interested parties? (Section 6)			
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)			
Have you provided the most recent audited financial report? (Section 8)			
Have you completed a Budget? (mandatory) (Section 8)	✓		
Have you provided written quotes? (Section 8)			
Have you provided a copy of banking verification? (Section 9)			

PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE	

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AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	☑ The statements made in this application are true. ☑ All necessary permits/approvals will be obtained prior to the beginning of the project. ☑ The project will be covered by appropriate insurance. ☑ All relevant health and safety standards will be met. ☑ I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	☑ Ensure that acquittal requirements are met within 12 weeks of the project completion date. ☑ Accept the terms of the community grant in accordance with Council requirements. ☑ Provide proof of other successful co-funding (if unconfirmed) within six months of notification. ☑ Complete the project within twelve months of receiving Council funding.
AUTHORISED PERSON	Signature [redacted] Print Name [redacted] Position Title PRESIDENT **DATE** 14/12/2022

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature _____ Date Print Name

ISAAC REGION
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MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

10.7 MORANBAH 50TH ANNIVERSARY CELEBRATIONS 2021

EXECUTIVE SUMMARY

This report seeks to affirm Council's support for a rescheduled program of events and activities celebrating Moranbah's 50th anniversary on the May long weekend 2021, facilitated by way of civic and community grants, and further assistance from Council via direct financial and in-kind support for service delivery.

OFFICER'S RECOMMENDATION

That Council:

1. ***Approve allocation of $25,000 in grants from the FY20-21 Civic Events Budget, reflective of Resolution 6497, as follows:***
   - i. ***$5000 - Moranbah Motorcycle Riders' Club***
   - ii. ***$5000 - Moranbah Arts (auspicing for Moranbah The Good Old Days)***
   - iii. ***$4000 - Moranbah Bulldogs AFL Club***
   - iv. ***$2500 - Moranbah Netball Club***
   - v. ***$2500 - Moranbah Bowls Club***
   - vi. ***$3000 - Moranbah Hawks Soccer Club***
   - vii. ***$1000 - 4RFM Moranbah***
   - viii. ***$2000 - Moranbah East State School P&C for combined Moranbah schools***
2. ***Approve allocation of $2000, reflective of Resolution 6497, shared between the Community Grants budgets of Divisions 3, 4 and 5 as follows:***
   - i. ***$1000 ELAM Inc. – May Day Scooter-Skateboard Competition***
   - ii. ***$1000 4RFM Moranbah – May Day Outside Broadcast***
3. ***Approval of grants listed in points 1 and 2 are subject to the applicants confirming their capacity to reinstate an agreed grant-funded activity and undertaking the event/activity in accordance with the applicable COVIDSafe framework provisions. In the event, the applicant cannot do so, the grant offer lapses and funds made available for reallocation.***
4. ***Authorises the Chief Executive Officer to:***
   - i. ***Approve variations to the proposed scope of agreed events/activities for the purposes of COVIDSafe compliance and maximising the potential for event delivery and community activation.***
   - ii. ***Provide further assistance by way of services and materials, funded from the Special Emergency Community Grants budget, to assist with COVIDSafe compliance in accordance with Objective CR2 of the COVID19 Strategic Recovery Plan.***
5. ***Authorises the Mayor and Chief Executive Officer to:***
   - i. ***Approve additional grants from the $25,000 funding pool, where available as per point 3, to support emergent 50th anniversary community events/activities on the May long weekend where urgency precludes consideration by the Council in a timely manner.***

ii. Negotiate and approve a support package with the proponents of the Moranbah The Good Old Days reunion event, to be auspiced via an eligible entity where required, reflective of the in-kind support afforded under Resolution 6445.

6. Notes that the Moranbah 50th Anniversary Internal Working Group, comprising representation from relevant Council departments, will be reconvened to facilitate event preparation and engagement on the May long weekend.

BACKGROUND

At its December 2019 Ordinary Meeting, Council resolved to support a community-driven event model for the planned 50th anniversary celebrations for Moranbah on the May long weekend 2020, with Council acting in a support role, enabling events and activities through financial assistance and in-kind support. The community-driven event was proposed by Mark and Toni Hollands, founders of the "Moranbah The Good Old Days" Facebook community and organisers of a similar celebration event in 2015.

$50,000 was funded in the FY19-20 Civic Events budget for the 50th anniversary program, inclusive of $25,000 in grants allocated to assist community groups and organisations to stage events and activities in conjunction with the anniversary program.

As a result of the COVID-19 pandemic, the scheduled 2020 anniversary event was postponed due to public health directives in effect at the time, with the intent of rescheduling to a later date. Grant recipients were advised at the time that should the program be rescheduled, and they were still able to deliver their proposed supporting event, that their grant approval would be honoured. This would also be conditional on COVIDSafe event delivery.

Subsequent to this, an ongoing dialogue has been maintained stakeholders regards the viability of rescheduling the event, nominally on the May long weekend 2021. This timing has attracted interest from other potential event organisers who did not engage with the 2020 event. The 2020 program was to have culminated in the Labour Day Festival in Town Square, however, at this time, it is noted this festival will not be proceeding in 2021.

Whilst the timeframe for the restoration of the 50th anniversary program in 2021 is short, effectively two months, a great deal of preparation work was undertaken in 2020, such as the administration of the special grants program mentioned above, which can be drawn upon to scale up this program quickly. It would represent a significant reactivation of community consistent with the objectives of Council's COVID19 Strategic Recovery Plan.

Given the time constraints involved it is requested that Council consider authorising the Mayor and Chief Executive Officer to make decisions under delegation, where it is not possible for Council to address the issue in a timely manner, to ensure effective and efficient event preparation which maximise the potential for community activation and provide certainty to stakeholders.
A summary of Council's key decision-making in 2020 and the implications for the 2021 event are summarised below:

Resolution 6445 – in-kind support for Moranbah Good Old Days reunion event

Dotpoint 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."

Pre-COVID, this event was originally to have catered to up to 800 guests at a reunion on the Saturday night. Presently, the capacity of the Moranbah Community Centre is limited to approximately 350 persons spread across all public areas of the venue (hall 1, hall 2, the chapel and foyer), so an event of the scale originally proposed is not feasible.

The proponent has suggested an alternate delivery model to hold the reunion event both indoors and outdoors at the community centre to increase crowd capacity whilst maintaining physical distancing requirements. Following discussions with the Manager Community Facilities, as asset owner, and a review of Queensland Government's COVIDSafe Framework it has been determined that this is not COVIDSafe compliant.

Indoor/outdoor events need to consider the safe movement of patrons between the indoor and outdoor spaces, and the crowd control of groups in the event of scenarios such as inclement weather. As such, the total indoor capacity limit applies to both the community centre and surrounding external precinct for the purpose of event delivery.

Council officers will continue to work with the proponent to either scale the event to comply with capacity limits of the community centre or identify potential alternate venues. It is noted the potential costs associated with managing a COVID compliant outdoor event (max. 1500 persons under a COVIDSafe event checklist) in council-controlled open space would likely exceed the available program budget.

It is recommended an alternate support package which reflects the intent of Resolution 6445 be negotiated with the event proponent in the event a reunion is not held at the community centre.

Resolution 6497 – administration of 50th anniversary grants program

The table below summaries the 50th anniversary grants awarded by Council in February 2020 under Resolution 6497 and the present willingness of applicants to proceed with an event on the May long weekend 2021.

APPLICANT	SUMMARY OF EVENT	AMOUNT APPROVED FY19-20	FY20-21 STATUS
Moranbah Motorcycle Riders' Club	Welcome to Moranbah function, including live entertainment and catered dinner, and opening the grounds to caravan accommodation. *(camping subject to COVIDSafe requirements)*.	$5000	Wish to proceed
Moranbah Arts (auspicing	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	TBA

for The Good Old Days)			
Moranbah Bulldogs AFL Club	Celebrating 45 years of AFL in Moranbah and 50 years of community. Scheduled home games, local legends match, social day and family amusements *(Note: activities accessible for other users of Eastern Sports Fields)*	$4000	Wish to proceed
Moranbah Netball Club	Evening mini-carnival with matches for all ages/abilities, memorabilia display history of netball in Moranbah and celebrating success of grassroots players with guest speaker.	$2500	Wish to proceed pending committee discussion
Moranbah Hawks Soccer Club	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 *(camping subject to COVIDSafe requirements)*.	$3000	Wish to proceed
Moranbah Bowls Club	"Cheers to 50 years" Memorabilia display celebrating 47 years of bowls in Moranbah, community barefoot bowls, barbecue, amusements (jumping castle) and live entertainment.	$2500	Wish to proceed
Moranbah East State School P&C (auspicing for all schools)	"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	$2000	TBA – Education Qld COVID rules may not allow
4RFM Community Radio	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.	$1000 civic grant for Miners Games $1000 minor grant for broadcast as per previous years	Wish to proceed, but outside broadcast may be rescoped
ELAM Inc.	May Day scooter and skateboard competition at Ted Rolfe Oval skate park.	$1000 minor grant as per previous years	TBA
TOTALS		**$25,000 civic grants $2,000 minor grants**	

IMPLICATIONS

$50,000 has been provided in the FY20-21 Civic Events Budget to facilitate the revised Moranbah 50th anniversary program.

CONSULTATION

Internal
Mayor
Councillor Divisions 3
Councillor Divisions 4
Councillor Divisions 5
Councillor Divisions 7
Director Planning Environment and Community Services
Manager Community Facilities
Acting Manager Brand Media and Communications
Manager Engaged Communities
Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Chief Financial Officer

External
FY19-20 50th Anniversary Grant Applicants
Mark Hollands – Moranbah The Good Old Days

BASIS FOR RECOMMENDATION

To affirm Council's support for a rescheduled program of events and activities celebrating Moranbah's 50th anniversary on the May long weekend 2021, facilitated by way of civic and community grants, and further assistance from Council by way of direct financial and in-kind support.

ACTION ACCOUNTABILITY

Manager Engaged Communities

KEY MESSAGES

Council's Community Events continues to build communities in line with the Isaac Vision.

Report prepared by:	**Report authorised by:**
JIM HUTCHINSON **Manager Engaged Communities**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 17 February 2021	Date: 18 February 2021

ATTACHMENTS

Nil

REFERENCE DOCUMENT

- Moranbah 50th Anniversary Grants guidelines (as adopted January 2020)

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

10.8 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY MOTIONS

EXECUTIVE SUMMARY

The National General Assembly (NGA) of Local Government is being held in Canberra from 20-23 June 2021. NGA motions need to be lodged electronically by 26 March 2021. This report seeks Isaac Regional Council's endorsement of its 2021 motions.

OFFICER'S RECOMMENDATION

That Council endorses the following motions and authorises its delegates to pursue their successful carriage at the National General Assembly:

Motion 1:

Action to Address Regional Inequality

"That this National General Assembly of the Local Government Association of Australia calls on the Australian Government to urgently implement Recommendations 1 and 2 of The Senate Economics Reference Committee December 2020 Final Report on the Inquiry into the indicators of, and impact of, regional inequality in Australia.

Recommendation 1 recommends the Australian Government fundamentally re-examine its regional infrastructure spending plan and make an expanded infrastructure programme the basis for its stimulus plan for Australia's economic recovery from the impacts of the COVID-19 pandemic; and

Recommendation 2 recommends, in order to achieve the most appropriate response for regional investment, the Australian Government undertake a series of round table consultations with:

- ***Commonwealth departments and agencies;***
- ***State and local governments;***
- ***Regional associations; and***
- ***Community organisations."***

Motion 2:

Stronger Rural Health Strategy – Is it hitting the mark?

"That this National General Assembly of the Local Government Association of Australia calls on the Australian Government to urgently conduct an Inquiry and engage rural communities to assess the effectiveness of the 2019 Stronger Rural Health Strategy and in particular to identify any anomalies in the strategy that reflect are symptomatic of the diversity of rural Australia and its health service needs. Further the Inquiry should examine the economic impacts of sub-standard health services."

BACKGROUND

In preparing motions, Local Governments are required by ALGA to ensure motions address one or more of the following issues;

Council Resilience

- Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?
- What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?
- Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Australian Government …?

Community Resilience

- How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?
- What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?
- What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?

Collaboration and Partnerships

- How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?
- What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?
- How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?

At its January 2021 Ordinary Meeting Council resolved as follows;

"Resolution No.: 7086
That Council endorses the following process in relation to continued development of a Strategic Advocacy Framework as follows:

1. *Chief Executive Officer to facilitate workshops for Councillors and Senior Officers to generate ideas and initiatives for advocacy campaigns as required.*
2. *Delegates to the Mayor in consultation primarily with the Deputy Mayor Councillor Kelly Vea Vea and Councillors Gina Lacey and Viv Coleman (the Advocacy Working Group) to be convened at the discretion of the Mayor, to develop draft priorities and assist with key tasks under the Strategic Advocacy Framework, with assistance of the Chief Executive Officer and relevant officers.*
3. *The Chief Executive Officer reports back to Council with proposed draft advocacy priorities for endorsement as required."*

The Advocacy Working Group developed two motions for the National Congress.

The following background relates to each motion respectively;

Motion 1;

The Economic References Committee draw reference to the many previous inquiries into regional Australia. In the Select Committee on Regional Development and Decentralisation report tabled on 28 June 2018 a very extensive list of parliamentary inquiries conducted in the past 20 years as well as major research was attached. Currently a further Select Committee is being administered by the House of Representatives – the Select Committee on Regional Australia which is due to report on 31 March 2021. In the past three years there have been three Commonwealth parliamentary inquiries into regional Australia.

Given the extensive research conducted into regional Australia, now is the time to take stock of the findings and advance a positive regional development program, as recommended by the Senate Economics References Committee. A program that builds on what has been learned through the many inquiries and the expertise of those who live in the regions.

Close analysis of the effectiveness of Regional Development Australia and The Office of Northern Australia will also be useful to determine if current Government approach to managing and developing regional Australia is optimal.

The recommendations provide an opportunity for collaborative partnerships between all levels of government and the regions and will contribute to community and council resilience for the regions which is the underlying focus of the indicators of, and impact of, regional inequality in Australia final report.

Motion 2;

In December 2019 Council resolved as follows;

"Resolution No.: 6392

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 (i.e. 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. *Requests the Chief Executive Officer to prepare a promotional document advocating the lifestyle and other advantages of the region for the purpose of attracting medical and allied health professionals and their families to the Isaac Region.*
8. *Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions."*

The Australian Institute of Health and Welfare report published in October 2019 concluded as follows;

"On average, Australians living in rural and remote areas have shorter lives, higher levels of disease and injury and poorer access to and use of health services, compared with people living in metropolitan areas.

Poorer health outcomes in rural and remote areas may be due to multiple factors including lifestyle differences and a level of disadvantage related to education and employment opportunities, as well as access to health services.

Findings from this report:

- *In 2016, people in Remote areas were more likely to report barriers accessing GPs and specialists than Major cities*
- *In 2015, the total disease burden rate in Remote and very remote areas was 1.4 times as high as Major cities*
- *In 2015–2017, life expectancy for both males and females decreased as remoteness increased*
- *In 2017–18, potentially preventable hospitalisation rates in Very remote areas were 2.5 times as high as Major cities"*

The Australian Government implemented the "Stronger Rural Health Strategy" in 2019. At the Department of Health website at https://www1.health.gov.au/internet/main/publishing.nsf/Content/stronger-rural-health-strategy-factsheets it states;

"The Stronger Rural Health Strategy aims to build a sustainable, high quality health workforce that is distributed across the country according to community need particularly in rural and remote communities. To meet the challenge of redistributing the workforce, the Strategy includes a range of incentives, targeted funding and bonding arrangements and will give doctors more opportunities to train and practice in rural and remote Australia. It will also enable a stronger role for nurses and allied health professionals in the delivery of more multidisciplinary, team-based models of primary health care.

- HeaDS UPP- Health Workforce Planning Tool
- Junior doctor training
- Strengthening the role of the nursing workforce
- Overseas trained doctors in areas of doctor shortage
- Reformed bonded medical programs
- Royal Flying Doctor Service
- Rural bulk billing incentives
- Streamlining General Practice Training
- Support for Aboriginal and Torres Strait Islander Health Professional Organisations
- The Murray-Darling Medical Schools Network
- Workforce Incentive Program"

Despite the range of worthy initiatives in the Strategy, the local anecdotal evidence is that it is not cutting through.

IMPLICATIONS

It is essential that Council continue to advocate at all levels for improvements to funding models if Council is to represent its communities on the issues that are fundamental to their quality of life and socioeconomic sustainability.

CONSULTATION

The Advocacy Working Group consulted with all Councillors and senior officers in Strategic Briefing Session.

BASIS FOR RECOMMENDATION

These resolutions are consistent with the advocacy undertaken by IRC in recent years and particularly in relation to Council's resolution regarding Health Services advocacy in December 2019.

ACTION ACCOUNTABILITY

The Chief Executive Officer has accountability for submitting the resolutions to the ALGA for consideration by the National General Assembly.

KEY MESSAGES

These resolutions build upon the strong advocacy undertaken by Council in respect of Strong and Sustainable Resource Communities legislation and the high cost of aviation services to and from Moranbah.

Report prepared by:	**Report authorised by:**
GARY STEVENSON PSM **Chief Executive Officer**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 18 February 2021	Date: 18 February 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2019 Isaac Regional Council Priority Policy Issues for Federal Election
- Working Together for Our Communities NGA21 – Call For Motions Discussion Paper;
- ALGA Conference 2021 – Research for Motions (this includes 3 Federal Senate Reports, their recommendations and Government Responses) – Mary-Anne Uren Senior Advisor Isaac Regional Council
- Senate Economic References Committee December 2020, Inquiry into the Indicators of, and Impact of, Regional Inequality in Australia
- Australian Institute of Health and Welfare “Rural and Remote Health Report” October 2019
- House of Representatives Select Committee on Regional Development and Decentralisation Report on Regions at the Ready: Investing in Australia’s Future which is a June 2018 report.

MEETING DETAILS	**Ordinary Meeting** Wednesday 24 February 2021
AUTHOR	Bruce Wright
AUTHOR POSITION	Manager Community Facilities

10.9 PROPOSED AMENDMENTS TO FEES AND CHARGES FOR BOOKINGS FOR GREG CRUICKSHANK AQUATIC CENTRE – SWIMMING LESSONS

EXECUTIVE SUMMARY

This report seeks Council's approval of revised fees and charges for swimming lessons at the Greg Cruickshank Aquatic Centre.

OFFICER'S RECOMMENDATION

That Council:

1. ***Approves amendments to the 2020/2021 Schedules of Fees and Charges to include the provision for swimming lessons at the Greg Cruickshank Aquatic Centre with immediate effect:***
   - ***i. $108 – 9 week term – Babies***
   - ***ii. $135 – 9 week term – Toddlers and upwards***
   - ***iii. $40 – 20 minute – Private Session***

BACKGROUND

On 1 September 2018, Isaac Regional Council entered a trustee lease with Vital Group Services Pty Ltd to manage the Greg Cruickshank Aquatic Centre (GCAC) for a period of three (3) years. In September 2020, the lease between Isaac Regional Council and Vital Group Services Pty Ltd was dissolved under mutual agreement.

Council re-entered the facility and resumed control of all GCAC operations.

Following the successful recruitment of qualified staff at the GCAC, Council are now in a position to offer swimming lessons at GCAC.

IMPLICATIONS

No financial implication will apply to Council.

Council retains responsibility for operating costs that include utilities, chemical and maintenance.

All cited fees are GST inclusive and not cost recoverable.

CONSULTATION

Internal

Director Planning Environment and Community Services

Director Corporate Governance and Financial Services

Chief Financial Officer

Manager Budgets and Statutory Reporting

BASIS FOR RECOMMENDATION

The swimming lesson fees and charges reflect fair and reasonable market price and meet associated operating costs. The fees and charges are demonstrative of Council's commitment to the sport of swimming, development of safe swimming pool practices and also serve to provide relief to families with children that were unable to undertake lessons due to extended GCAC closures.

ACTION ACCOUNTABILITY

Manager Financial Services and Manager Community Facilities to progress.

KEY MESSAGES

Council is taking a considered and logical approach to the fee structure and operation of the Region's aquatic facilities.

Report Prepared By:	**Report Authorised By:**
BRUCE WRIGHT **Manager Community Facilities**	GARY STEVENSON PSM **Chief Executive Officer**
Date: 17 February 2021	Date: 18 February 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2020/2021 Schedules of Fees and Charges

PAGES 544 TO 558 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS