

# NOTICE OF MEETING

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Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF  
**ISAAC REGIONAL COUNCIL**

TO BE HELD ON  
**WEDNESDAY, 24 APRIL 2024**  
**COMMENCING AT 9.00AM**  
**COUNCIL CHAMBERS, MORANBAH**

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**KEN GOULDTHORP**  
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.

##### Section 254K Participating in meetings by audio link or audio visual link

- (1) A local government may allow a person to take part in a meeting of the local government by audio link or audio visual link.
- (2) A committee of a local government may allow a person to take part in a meeting of the committee by audio link or audio visual link.
- (3) A councillor or committee member who takes part in a local government meeting under subsection (1) or (2) is taken to be present at the meeting if the councillor or member was simultaneously in audio contact with each other person at the meeting.
- (4) In this section—  
**audio link** see the [Evidence Act 1977](#), [section 39C](#).  
**audio visual link** see the [Evidence Act 1977](#), [schedule 3](#).

##### 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 APRIL 2024**  
**COMMENCING AT 9.00AM**  
**COUNCIL CHAMBERS, MORANBAH**

**AGENDA**

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

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### **1. OPENING OF MEETING**

### **2. APOLOGIES AND LEAVE OF ABSENCES**

### **3. CONDOLENCES**

- HAUFE, Sean Peter late of Clermont
- HILL, Anita late of Moranbah
- DRAPER, Rodney late of Dysart
- HUTCHINSON, Beverley Joan late of Nebo
- HINCHLIFFE, Cohen Harvey formerly of Moranbah
- DENNIS, Ross William formerly of "Urella" Clermont
- CAMM, David Albert late of "Natal Downs" Charters Towers
- PHILLIS, Ivan later of "Carlo Creek" Mackenzie River
- DAVIDSON, Neville late of "Roper Downs" Middlemount
- LUCK, Joanne late of "Junee" Mackenzie River
- ROBERTS, Jennifer Joy formerly of Moranbah
- CLANFIELD, George Henry formerly of Moranbah
- DANIELS, Ian Neil formerly of Moranbah
- BINNEKAMP, Hans Robert late of Moranbah

### **4. DECLARATION OF CONFLICTS OF INTEREST**

### **5. DEPUTATIONS**

### **6. CONSIDERATION OF NOTICE OF MOTION**

## 7. CONFIRMATION OF MINUTES

- Statutory (Post-Election) Meeting of Isaac Regional Council held at Isaac Regional Council Chambers, Moranbah on Friday 5 April 2024 at 9.00am.

## 8. 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 STATEMENTS AS AT 31 MARCH 2024

#### EXECUTIVE SUMMARY

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

### 10.2 SAFETY AND RESILIENCE UPDATE

#### EXECUTIVE SUMMARY

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

### 10.3 AUDIT AND RISK COMMITTEE MEETING MINUTES – WEDNESDAY 6 MARCH 2024

#### EXECUTIVE SUMMARY

The purpose of this report is to present to Council the unconfirmed minutes of the Audit and Risk Committee Meetings held on Wednesday, 6 March 2024.

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with the updated 2023-2024 Annual Operational Plan, and the 1st, 2nd and 3rd quarterly performance report, for the quarterly periods up to 31 March 2024, on the progress towards implementing the 2023-2024 Annual Operational Plan.

**EXECUTIVE SUMMARY**

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

**EXECUTIVE SUMMARY**

The purpose of this report is to obtain ongoing approval for using the community issue reporting mobile application Snap Send Solve as an exception to the competitive bidding requirements under s235 (a) and (b) of the Local Government Regulations 2012 for medium or large sized contractual arrangements.

**EXECUTIVE SUMMARY**

The purpose of this report is to seek Isaac Regional Council's endorsement of the terms of the draft consent determination orders recognising the Barada Kabalbara and Yetimarala People as the holders of certain native title rights and interests in the QUD13/2019 claim area.

**EXECUTIVE SUMMARY**

The Australian Local Government Association (ALGA) National General Assembly (NGA) is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials. This report is to propose attendance for the 2024 NGA to be held in Canberra from 2 to 4 July 2024.

**10.9**

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2024 - 2028**

**EXECUTIVE SUMMARY**

Nominations are being called for the election of District Representatives to the Local Government Association of Queensland Executive for District No. 7 – Whitsunday which incorporates the Mackay, Isaac and Whitsunday regions. This report is to endorse nomination of Isaac Regional Council representative.

**10.10**

**ISAAC REGIONAL COUNCIL ADVISORY COMMITTEES AND WORKING GROUPS COUNCILLOR MEMBERSHIP**

**EXECUTIVE SUMMARY**

The Councillor membership of all Isaac Regional Council Advisory Committees and Working Groups is to be resolved by Council following the post-quadrennial election.

**10.11**

**EXTERNAL COMMITTEES AND GROUPS REPRESENTED BY COUNCIL**

**EXECUTIVE SUMMARY**

Confirmation of the Council Representatives on External Committees and Groups throughout the Isaac and surrounding regions is to be resolved by Council following the post-quadrennial election.

**10.12**

**MINOR COMMUNITY GRANTS SUMMARY MARCH 2024**

**EXECUTIVE SUMMARY**

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

**10.13**

**MAJOR GRANT APPLICATIONS SUMMARY ROUND THREE FY2023-2024**

**EXECUTIVE SUMMARY**

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round three (3) of the Community Grants Program for FY2023-2024. A total of 11 applications were received for Round Three.

**10.14**

**PROPOSED MULTI-YEAR FUNDING AGREEMENT – CLERMONT  
RODEO AND SHOW SOCIETY INCORPORATED**

**EXECUTIVE SUMMARY**

Clermont Rodeo and Show Society Incorporated – Clermont Show Committee is seeking support of \$30,000 per annum to assist with costs associated in hosting the three (3) day Isaac Regional show event.

**10.15**

**PROPOSED MULTI-YEAR FUNDING AGREEMENT - HEART OF  
AUSTRALIA PTY LTD**

**EXECUTIVE SUMMARY**

Heart of Australia is seeking support to assist with costs associated in delivering of specialist cardiac and gynaecology care in Moranbah and Middlemount via its mobile service.

**10.16**

**PROPOSED MULTI-YEAR CO-CONTRIBUTION REGIONAL ARTS  
AND DEVELOPMENT FUND**

**EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement for Council's co-contribution commitment for the FY2024-2025 to FY2027-2028 Regional Arts Development Fund period.

**10.17**

**ST LAWRENCE WETLANDS WEEKEND EVENT TEMPORARY  
DESIGNATED PUBLIC PLACE (WET AREA)**

**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of the camping areas at St Lawrence to have Temporary Designated Public Place (Wet Area) approval as per Section 173C of the *Liquor Act 1992* for the St Lawrence Wetlands Weekend 2024 event.

**10.18**

**ST LAWRENCE WETLANDS WEEKEND 2024 ADDITIONAL FEES  
AND CHARGES**

**EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of Fees and Charges for the 2024 St Lawrence Wetlands Weekend related to the events workshops, food experiences and festival merchandise. This is in addition to the Fees and Charges previously adopted for the event at the Ordinary Meetings of Council on 25 October 2023 and 22 November 2023.

**10.19**

**OUTCOME OF THE BODY-WORN CAMERA TRIAL TO IMPROVE OFFICER SAFETY**

**EXECUTIVE SUMMARY**

This report aims to provide the outcome of the body-worn camera (BWC) trial undertaken by Authorised Officers employed within the Community Education and Compliance Department relating to Authorised Officer safety enhancement and recommendations.

**10.20**

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES FY2023-24 CAPITAL PROJECTS PROGRESS REPORT AS AT 31 MARCH 2024**

**EXECUTIVE SUMMARY**

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2023-2024 Capital Works Program.

**10.21**

**ENGINEERING AND INFRASTRUCTURE 2023/2024 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 2023/2024 Capital Works Program.

**10.22**

**EXTRACTIVE MATERIALS QUOTE OR TENDER CONSIDERATION PLAN**

**EXECUTIVE SUMMARY**

The purpose of this report is to seek a Council Resolution to adopt a Quote or Tender Consideration Plan for the procurement activities associated with purchasing of extractive materials (gravel) from local landowners, as an exception to the Default Contracting Procedures of the Local Government Regulation 2012 under section 230(1)(a).

**10.23**

**WATER AND WASTE 2023-24 CAPITAL PROJECTS PROGRESS REPORT**

**EXECUTIVE SUMMARY**

This report aims to update the Water and Waste Standing Committee and Council on the advancements in the Water and Waste 2023/24 Capital Works Program.

**EXECUTIVE SUMMARY**

The Board Membership of the Isaac Affordable Housing Fund Pty Ltd as trustee for the Isaac Affordable Housing Trust and Moranbah Early Learning Centre Pty Ltd are to be resolved by Council following the quadrennial election.

**11. CONFIDENTIAL REPORTS**

No Confidential Reports this meeting.

**12. INFORMATION BULLETIN****12.1****OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION  
BULLETIN – APRIL 2024****EXECUTIVE SUMMARY**

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

**13. COUNCILLOR QUESTION TIME****14. CONCLUSION**

# UNCONFIRMED MINUTES

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## STATUTORY (POST-ELECTION) MEETING OF ISAAC REGIONAL COUNCIL

HELD ON

**FRIDAY, 5 APRIL 2024**

**COMMENCING AT 9AM**

HELD AT

**ISAAC REGIONAL COUNCIL**

**COUNCIL CHAMBERS, MORANBAH**

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# UNCONFIRMED MINUTES

## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE STATUTORY (POST-ELECTION) MEETING

#### HELD AT ISAAC REGIONAL COUNCIL

#### COUNCIL CHAMBERS, MORANBAH

ON FRIDAY 5 APRIL 2024

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# UNCONFIRMED MINUTES

## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE STATUTORY (POST-ELECTION) MEETING

#### HELD AT ISAAC REGIONAL COUNCIL,

#### COUNCIL CHAMBERS, MORANBAH

ON FRIDAY 5 APRIL 2024

COMMENCING AT 9.00AM

#### **ATTENDANCE**

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

#### **OFFICERS PRESENT**

Mr Darren Fettell, Acting Chief Executive Officer  
Mr Dan Wagner, Director Planning, Environment and Community Services  
Mr Robert Perna, Director Engineering and Infrastructure  
Mr Scott Casey, Director Water and Waste  
Mrs Tricia Hughes, Coordinator Executive Support

### **1. OPENING**

The Mayor declared the first meeting of the term open at 9.00am and welcomed all in attendance to the Statutory Post-Election Meeting.

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

# UNCONFIRMED MINUTES

## 2. APOLOGIES

No apologies this meeting.

## 3. CONDOLENCES

- DENNIS, Ross William formerly of "Urella" Clermont
- SMITH, Phillip Mitchell formerly of Moranbah
- WALMSLEY, Anne formerly of Moranbah
- LONERGAN, Dustin (Dusty) late of Clermont

## 4. DECLARATION OF CONFLICTS OF INTEREST

No Conflict of Interests declared this meeting.

### NOTE:

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

## 5. DEPUTATIONS

No deputations this meeting.

# UNCONFIRMED MINUTES

## 6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

## 7. CONFIRMATION OF MINUTES

**Ordinary Meeting of Isaac Regional Council held in Isaac Regional Council Chambers, Moranbah,  
Wednesday 13 March 2024**

**Resolution No.: 8680**

**Moved: Cr Coleman**

**Seconded: Cr Pickels**

**The Minutes of the Ordinary Meeting held in Isaac Regional Council Chambers, Moranbah on  
Wednesday 13 March 2024 are 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 Appointment of Deputy Mayor – 2024 Local Government Elections

#### EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Act 2009* this report is intended to facilitate Council's consideration in appointing the Deputy Mayor.

**Resolution No.: 8681**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Viv Coleman**

**That Council:**

- 1. Appoints Councillor Jane Pickels as Deputy Mayor.**

**Carried**

### 10.2 Isaac Regional Council Standing Committees (Statutory) Membership

#### EXECUTIVE SUMMARY

The membership of all Standing Committees is to be resolved by Council at its first Statutory meeting, post- quadrennial election and will be in place until the next quadrennial election.

**Resolution No.: 8682**

**Moved: Cr Jane Pickels**

**Seconded: Cr Melissa Westcott**

**That Council:**

- 1. Confirms the continuation of the following Standing Committees with respective Terms of Reference as attached to the Isaac Regional Council Standing Committees (Statutory) Membership report:**
  - a) Corporate, Governance and Financial Services Standing Committee**
  - b) Planning Environment and Community Services Standing Committee**

# UNCONFIRMED MINUTES

c) Engineering and Infrastructure Standing Committee

d) Water and Waste Standing Committee

2. Appoint Chairs and membership of the Standing Committees as tabulated below until the next quadrennial election unless amended by Council Resolution earlier;

Committee Name	Number of Representatives	Chairperson	Membership
Corporate, Governance and Financial Services Standing Committee	Mayor 4 x Councillors	Chairperson: 1. Cr Melissa Westcott	2. Cr Jane Pickels 3. Cr Vern Russell 4. Cr Terry O'Neill Mayor
Planning, Environment and Community Services Standing Committee	Mayor 4 x Councillors	Chairperson: 1. Cr Viv Coleman	2. Cr Melissa Westcott 3. Cr Alaina Earl 4. Cr Terry O'Neill Mayor
Engineering and Infrastructure Standing Committee	Mayor 6 x Councillors	Chairperson: 1. Cr Jane Pickels	2. Cr Viv Coleman 3. Cr Alaina Earl 4. Cr Simon West 5. Cr Rachel Anderson 6. Cr Terry O'Neill Mayor
Water and Waste Standing Committee	Mayor 4 x Councillors	Chairperson: 1. Cr Simon West	2. Cr Vern Russell 3. Cr Rachel Anderson 4. Cr Viv Coleman Mayor

Carried

# UNCONFIRMED MINUTES

## 10.3

### Isaac Regional Council Audit and Risk Committee Councillor Membership

#### EXECUTIVE SUMMARY

The Councillor membership of the Isaac Regional Council Audit and Risk Committee is to be resolved by Council following the post- quadrennial election.

**Resolution No.: 8683**

**Moved: Cr Melissa Westcott**

**Seconded: Cr Terry O'Neill**

**That Council:**

- 1. Confirm the Councillor Membership for the Isaac Regional Council Audit and Risk Committee:**

Committee Name	Number of Representatives	Council Representatives
Audit and Risk Advisory Committee	2 x Councillors 2 x Proxy	1. Cr Jane Pickels 2. Cr Melissa Westcott Proxy: 3. Mayor Kelly Vea Vea 4. Cr Viv Coleman

**Carried**

## 10.4

### Isaac Local Disaster Management Group (LDMG) Councillor Membership

#### EXECUTIVE SUMMARY

In accordance with s29 of the *Disaster Management Act 2003*, Council is required to establish Local Disaster Management Group (LDMG). The LDMG is a statutory group (or committee) with the functions, objectives and authority articulated in the *Disaster Management Act 2003* and regulations. The purpose of this report is to appoint the Councillor representatives to the LDMG. Traditionally the Mayor is the Chair of the LDMG and the Deputy Mayor is the Deputy Chair.

# UNCONFIRMED MINUTES

Members of the group must have the necessary expertise or experience. To this end specific training is provided by the State Government.

**Resolution No.: 8684**

**Moved: Cr Jane Pickels**

**Seconded: Cr Alaina Earl**

**That Council:**

1. Confirm the appointment of the Mayor as the Chair of the Local Disaster Management Group and Deputy Mayor as the Deputy Chair of the group.
2. In recognition of the heightened risk of natural disaster events, and large area covered, Division 8 Councillor be added as an additional Councillor representative.
3. Note that the Local Disaster Coordinator is appointed by the Chair in consultation with the Chief Executive Officer in accordance with s35 of the *Disaster Management Act 2003*.
4. Authorise the Chief Executive Officer, in consultation with the Chair, to appoint staff representatives to the relevant Council Officer positions as required from time to time.

**Carried**

## 10.5

### **Schedule of Ordinary Meetings and Standing Committee Meetings of Council – April 2024 to December 2024**

#### **EXECUTIVE SUMMARY**

Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period April to December 2024.

**Resolution No.: 8685**

**Moved: Cr Melissa Westcott**

**Seconded: Cr Viv Coleman**

**That Council:**

# UNCONFIRMED MINUTES

1. Adopt the following meeting schedule for Ordinary Meetings of Council for the period of April 2024 to December 2024.

## ORDINARY MEETINGS

MEETING DATE	TIME	LOCATION
Wednesday 24 April 2024	9.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 28 May 2024	10.00am	Isaac Regional Council, 25 Daintree Street, Clermont– Board Room
Wednesday 26 June 2024	9.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 24 July 2024	10.00am	Isaac Regional Council, 10 Reynolds St, Nebo – Board Room
Wednesday 28 August 2024	9.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 25 September 2024	10.00am	Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room
Wednesday 30 October 2024	10.00am	Clarke Creek Community Hall, 36 May Downs Road, Clarke Creek
Wednesday 27 November 2024	9.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 11 December 2024	9.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

2. Adopt the following meeting schedule for Standing Committee Meetings of Council for the period of May 2024 to December 2024.

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING COMMITTEE MEETINGS FOLLOWED BY PLANNING, ENVIRONMENT AND COMMUNITY SERVICES STANDING COMMITTEE MEETINGS

MEETING DATE	TIME	LOCATION
Wednesday 22 May 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 19 June 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 17 July 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 21 August 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 18 September 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

# UNCONFIRMED MINUTES

Wednesday 16 October 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 20 November 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

## ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE MEETINGS FOLLOWED BY WATER AND WASTE STANDING COMMITTEE MEETINGS

MEETING DATE	TIME	LOCATION
Wednesday 22 May 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 19 June 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 17 July 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 21 August 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 18 September 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 16 October 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 20 November 2024	1.00pm to 4pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

Carried

## 11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

## 12. INFORMATION BULLETIN

No information bulletin reports this meeting.

# UNCONFIRMED MINUTES

## 13. COUNCILLOR QUESTION TIME

No Councillor Questions this meeting.

## 14. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 9.23am.

These minutes will be confirmed by Council at the Ordinary Meeting to be held in Moranbah on Wednesday 24 April 2024.

.....  
MAYOR

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

<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 24 April 2024
<b>AUTHOR</b>	Michael Krulic
<b>AUTHOR POSITION</b>	Manager Financial Services

## 10.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 MARCH 2024

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That Council:*

- 1. Receives the financial statements for the period ended 31 March 2024 pursuant to, and in accordance with, the Local Government Regulation 2021(s204).*

### BACKGROUND

#### Statutory Obligation Table – Isaac Regional Council

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

Requirement	Date
Budget 2023/2024	Budget adopted 28 June 2023
Financial Statements 2022/2023	Financial statements adopted 22 November 2023

### IMPLICATIONS

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

### CONSULTATION

Financial Services.

### BASIS FOR RECOMMENDATION

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

### ACTION ACCOUNTABILITY

Not Applicable.

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## KEY MESSAGES

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

<b>Report prepared by:</b>	<b>Report authorised by:</b>
MICHAEL KRULIC	DARREN FETTEL
<b>Manager Financial Services</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 3 April 2024	Date: 5 April 2024

## ATTACHMENTS

- Attachment 1 - Monthly Financial Statements 31 March 2024

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 March 2024

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



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

## EXECUTIVE SUMMARY

At the end of March, the operating result is \$3,666,664 ahead of budgeted operating position, noting the actual result is a loss of \$28,847,565. The positive result is due to the timing of operational expenditure.

Capital Revenue for March year to date was \$10,369,470 which combined with the Operating Position leads to a deficit \$18,478,094 (noting Council operating result will be budgeted as a loss until the rates invoices are issued during the April period).

PRELIMINARY MARCH FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	71,146,765	72,863,919	(1,717,154)	140,728,334	50.6%
Total operating expenses	99,994,330	105,378,147	5,383,818	140,720,021	71.1%
<b>Operating position</b>	<b>(28,847,565)</b>	<b>(32,514,229)</b>	<b>3,666,664</b>	<b>8,313</b>	<b>(347008.3%)</b>
Capital revenue	10,369,470	8,098,256	2,271,214	15,971,798	64.9%
<b>Net result</b>	<b>(18,478,094)</b>	<b>(24,415,973)</b>	<b>5,937,878</b>	<b>15,980,111</b>	<b>(115.6%)</b>

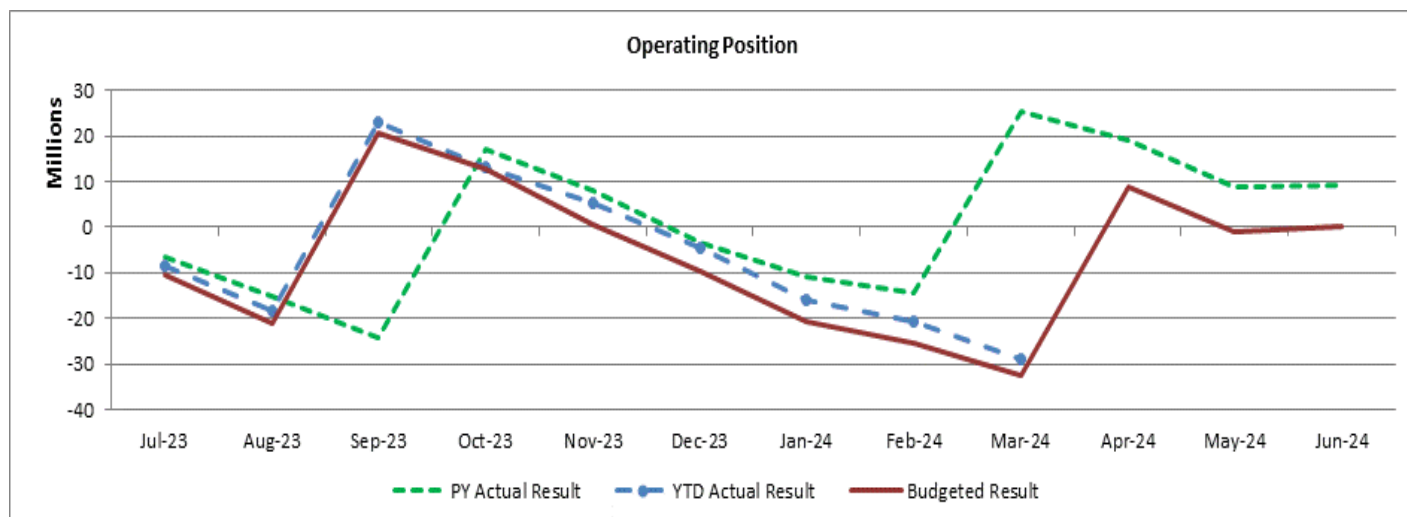
## BACKGROUND

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

Council is cognisant of the current economic climate and will be paying particular attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be monitored to ensure that Council remains within budget and delivers efficient and effective services to the community. It is also noted that revenue and expenditure items will be reassessed through the Quarter 3 Budget Review and monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

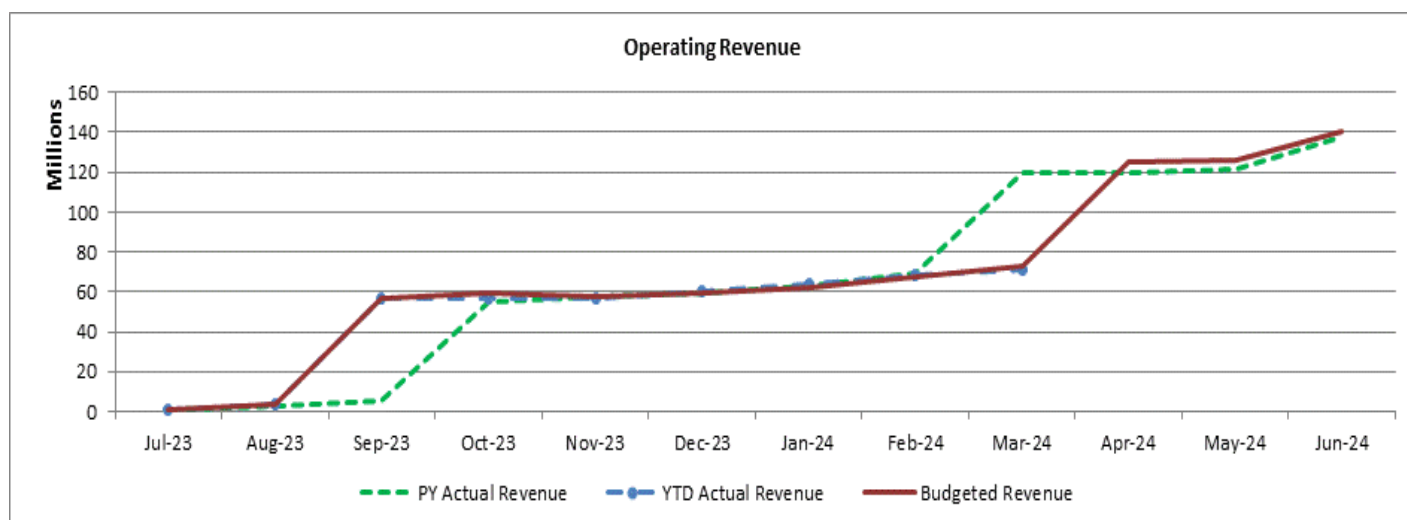
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for March year to date has resulted in a deficit of \$28,847,565. This is favourable when compared to the YTD budget by \$3,666,664. Operating Revenue is \$1,717,154 unfavourable compared to YTD budget offset by Operating Expenses which are \$5,383,818 favourable when compared to YTD budget.

## OPERATING REVENUE

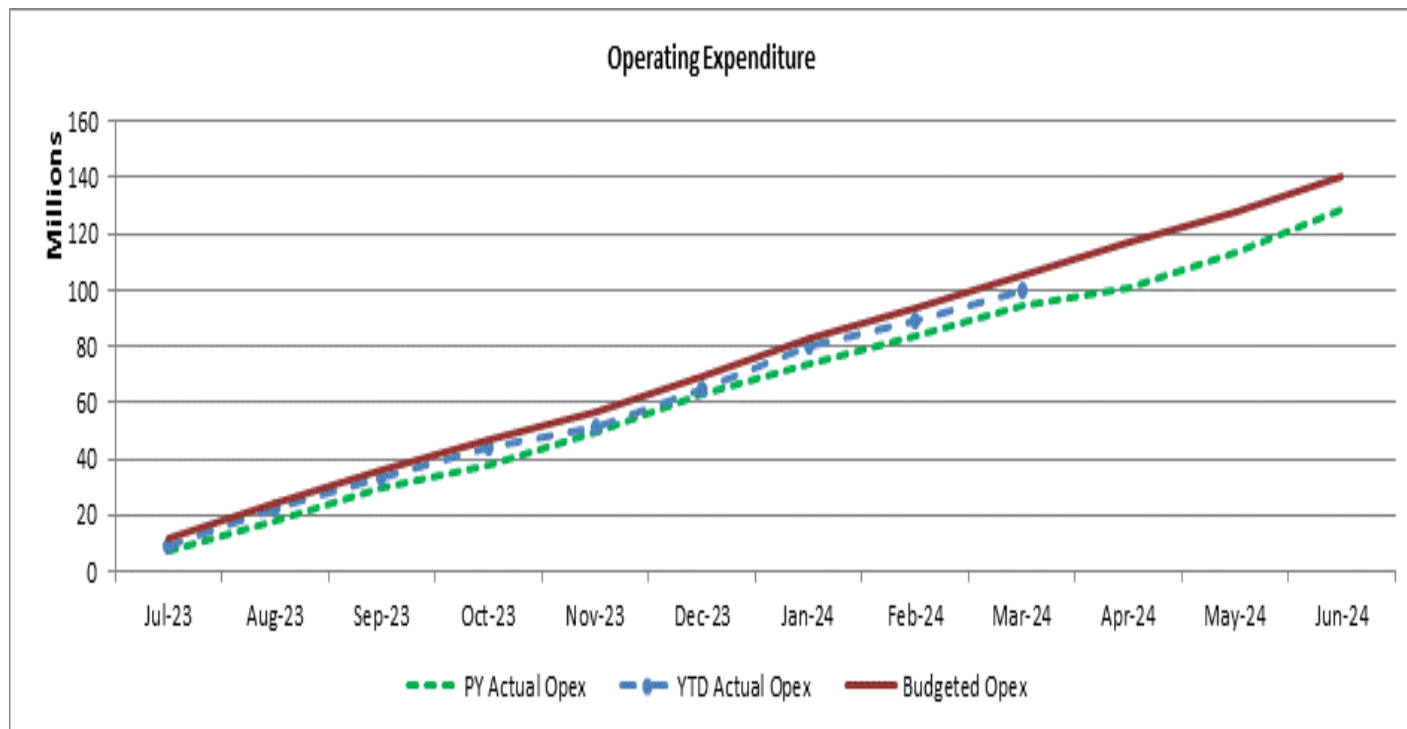


Operating Revenue comprises the following items – Rates & Utility Charges, Fees & Charges, Rental Income, Interest Received, Sale of Contract & Recoverable Works, Operating Grants, Subsidies & Contributions and Other Recurrent Revenue.

The operating revenue for March year to date was \$71,146,765 which is unfavourable when compared to the budget by \$1,717,154. This unfavourable position is predominately due to the cashflowing of the RMPC revenue (which historically corrects itself over the remainder of the financial year), waste services yet to issue invoicing for March which are partially offset by higher than anticipated water and sewerage access charges, potable water sales and the issuing of backflow invoices in March (cashflowed for April).

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

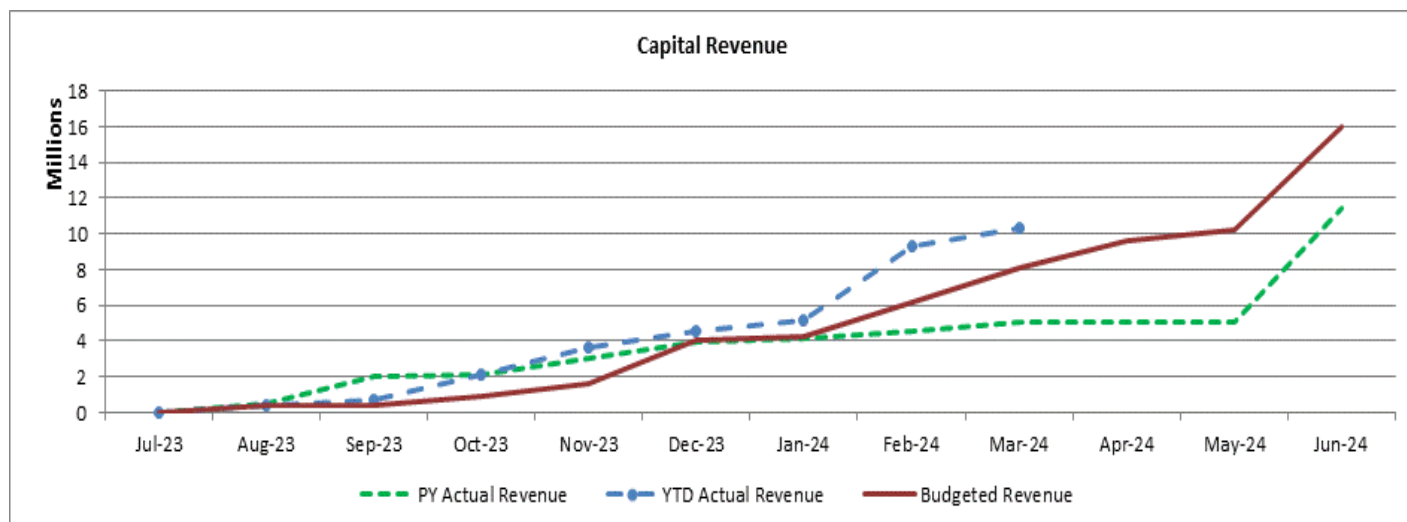


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for March year to date was \$99,994,330 which is favourable to budget by \$5,383,818. This favourable result is mainly due to the allocation of budgeted cashflow.

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

## CAPITAL REVENUE

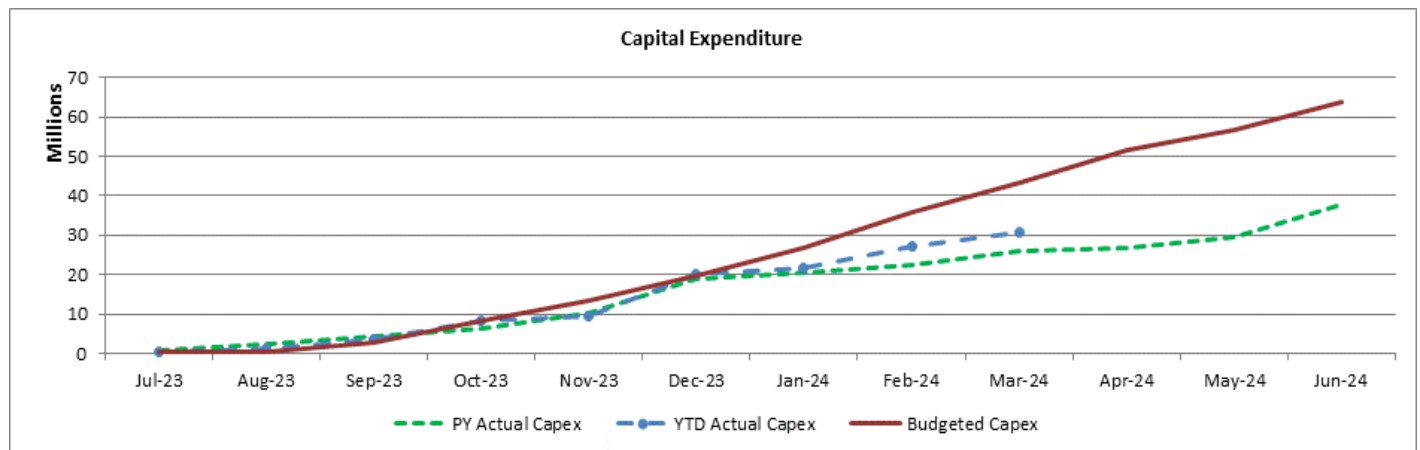


Capital Revenue for March year to date is \$10,369,470 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance of \$2,271,214 is due to the cashflowing of receipts from grants.

Budgeted capital revenue for 2023/2024 is detailed below:

Grants	Revised Budget	YTD Actuals
Resource Community Infrastructure Fund	5,700,000	4,500,000
Local Roads & Community Infrastructure Grants	1,677,916	1,197,045
Transport Infrastructure Development Scheme	1,477,035	833,928
Local Government Grants and Subsidies Program	1,196,446	273,150
Heavy Vehicle Safety & Productivity Program	1,217,398	730,398
Roads to Recovery Program	1,157,910	1,092,778
Sale of Plant and Equipment	1,145,410	814,841
Building our Regions	907,232	255,142
Levy Ready Grant Program	605,000	181,500
Developer Contributions	323,259	323,257
Queensland Resilience and Risk Reduction Fund	121,193	-
Other various Minor Grants	442,999	167,431
<b>Total</b>	<b>15,971,798</b>	<b>10,369,470</b>

## CAPITAL EXPENDITURE



Capital expenditure (\$30.8M) is under YTD budget excluding commitments, noting that when the \$29.9M of commitments are included, the capital expenditure is at 95.1% of annual budget. It should be noted that approximately \$10M of commitments relate to the Moranbah Community Centre Refurbishment, \$4.1M for Golden Mile Road Rehabilitation and \$4.1M for project management costs, and that some commitments may relate to future years for multi-year projects.

Major budgeted projects for 2023/2024 financial year are:

Project	Revised Budget	YTD Actuals	YTD Commitments
MBH Community Centre - Refurbishment	10,002,850	2,217,891	10,031,132
Moranbah Landfill Phase 2 Stage 2	8,857,097	7,623,895	1,000,232
Fleet / Plant replacement program	5,840,645	4,469,961	1,328,864
Golden Mile Road Rehab Pavement, Drainage	4,157,747	1,197,408	4,110,360
Rural Network Resheeting	3,560,000	683,488	1,995,145
Regional Reseals	2,909,877	2,588,743	-
Moranbah 400ML raw water dam - remediation	2,333,990	1,456,463	643,805
St Lawrence Water Storage & Raw Water Main	1,765,250	660,724	80,608
CORP Sewer Relining	1,621,194	255,174	1,127,222
Clermont WMF Weighbridge Installation	1,391,635	249,547	935,510
Moranbah Asphalt Renewals	1,338,000	1,234,792	694
Regional Floodways Construction Program	1,200,000	973,129	174,893
MBH WTP - roof replacement	972,667	62,294	800,548
NBO Water Network Augmentation	965,598	280,699	642,746

## CAPITAL FUNDING AND PROJECT COMMITTALS

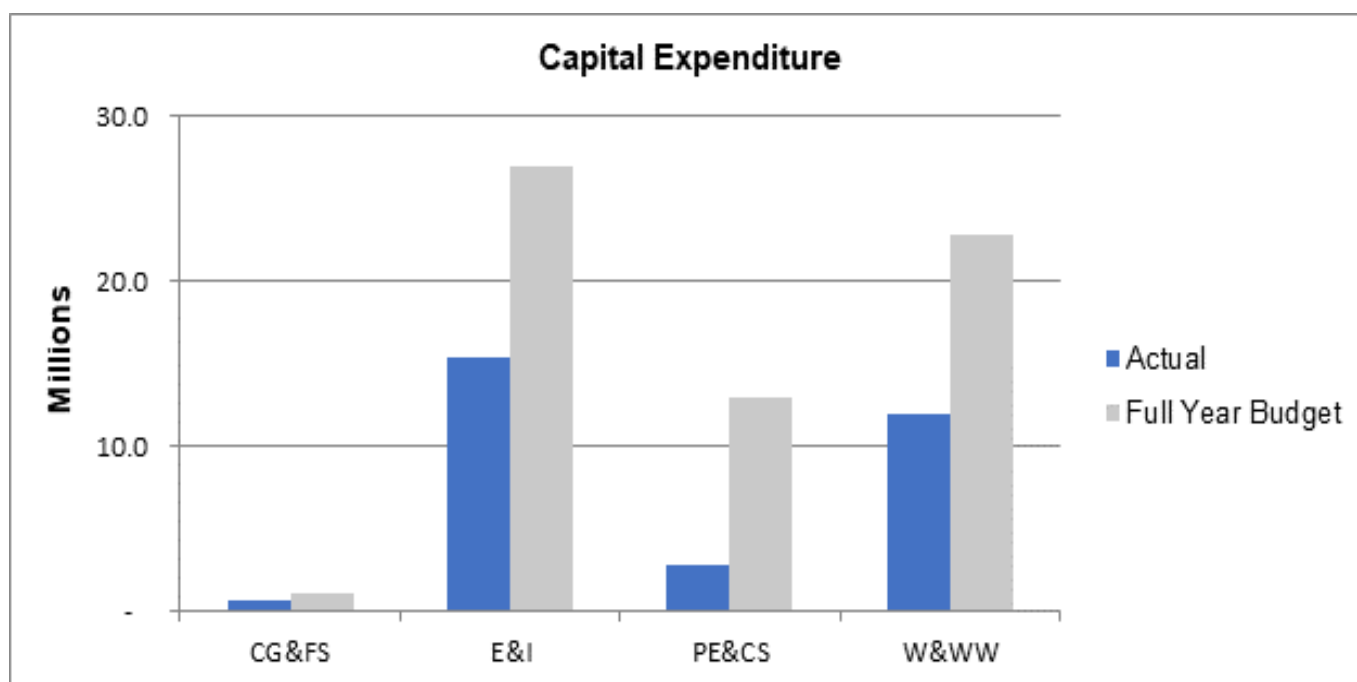
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 March 2024.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete	% Complete
					(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	677,654	19,360	697,014	1,137,838	59.6%	61.3%
E&I	15,370,667	11,212,141	26,582,808	26,980,295	57.0%	98.5%
PE&CS	2,798,229	11,472,648	14,270,877	12,906,995	21.7%	110.6%
W&WW	11,987,015	7,203,975	19,190,990	22,818,187	52.5%	84.1%
<b>TOTAL</b>	<b>30,833,565</b>	<b>29,908,124</b>	<b>60,741,689</b>	<b>63,843,315</b>	<b>48.3%</b>	<b>95.1%</b>

The following graph illustrates the data above.



# STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the following financial sustainability ratios have been provided.

The ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure the prudent management of financial risks.

Ratio	Description	Formula	YTD Actual Result	Bench mark	Within Limits	FY Budget
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	Net operating surplus	-41.35%	0 - 10%	No	0.94%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-25.50%	<=60%	Yes	-5.54%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	64.06%	>90%	No	70.54%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	-3.8	2	No	10.33
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	5.79 Months	3 Months	Yes	7.19 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a loss of \$28,847,565 the ratio is currently negative 41.35%, which is outside Council's budget and benchmark range. It is noted that this ratio is expected to improve with the issuing of Council's half yearly rates in April and expected to remain within benchmark range for the remainder of the year.
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 25.50%.
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%, however the budget for the financial year is 70.54% (due to significant buildings renewals being carried out during the year, however not included within budget percentage calculation). The ratio is at 64.06% for March YTD which is below target benchmark. This ratio is expected to improve throughout the remainder of the financial year, taking into account significant grant funded projects.
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 negative 3.8 and indicates that Council has insufficient operating cash flow to cover its loan repayments. It is noted that this ratio will improve with the issuing of Council's half yearly rates in April.
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 5.79 months as at 31 March 2024. This is above the targeted benchmark of three (3) months.

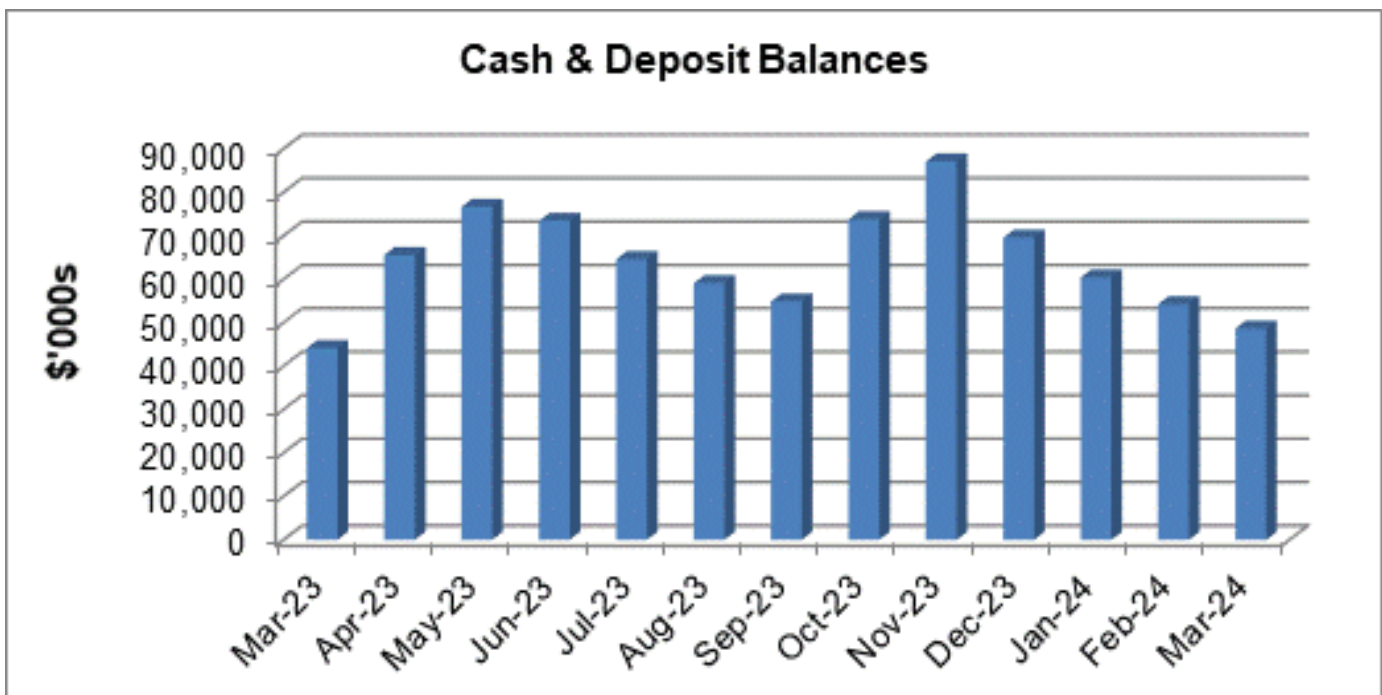
## INVESTMENTS AND CASH BALANCES

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

ISAAC REGIONAL COUNCIL Investments For the Period Ended 31 March 2024					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
5016-001-1124	Police & Nurses Ltd Term Deposit	PNU	10,000,000	22/06/2023	5.25%
10-000-1113	Cash at Bank - ANZ	ANZ	160,951		
10-000-1114	Cash at Bank NAB	NAB	28,864		
10-000-1116	QTC Operating Fund	QTC	34,592,030		4.95%
10-000-1117	ANZ Business Premium Saver	ANZ	3,818,044		4.30%
10-000-1131	Petty Cash		2,800		
10-000-1132	Floats		4,280		
Total Investments			48,606,970		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	71.17%	No Limit
National Australia Bank	AA-	0.06%	Maximum 60%
ANZ Banking Group	AA-	8.20%	Maximum 60%
Police & Nurses Ltd (P&N Bank	A2	20.57%	Maximum 30%

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



## LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 March 2024							
						Repayment Due 14 Jun 2024	
Loan Name	Balance as at 31 March 2024	Rate as at 31 March 2024	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$9,577,742	5.1	20	8.72	\$218,840	\$122,092	\$340,932
Land Development Moranbah	\$7,380,731	4.37	20	9.22	\$162,944	\$80,634	\$243,578
Waste Loan	\$2,218,134	2.22	20	17.22	\$26,483	\$12,283	\$38,766
<b>Total</b>	<b>\$19,176,606</b>				<b>\$408,267</b>	<b>\$215,010</b>	<b>\$623,277</b>

Debt service repayments are made quarterly. The third repayment for 2023/2024 financial year was made on 15 March 2024. The next repayment for the 2023/2024 financial year is due on 14 June 2024.

## ACCOUNTS RECEIVABLE

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

Accounts Receivable Ageing Analysis at 31 March 2024			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	469	2,454,461.91	35.45%
30 Day	44	3,147,378.69	45.46%
60 Day	15	62,955.21	0.91%
90 Day	134	1,258,917.79	18.18%
<b>Total</b>	<b>662</b>	<b>6,923,713.60</b>	<b>100.00%</b>

The Accounts Receivable balance at 31 March 2024 is \$6,923,713.60 which has decreased from 29 February 2024 balance of \$8,496,284.76 due to large grant / progress claim invoices being paid.

- 30 day balances have increased this month due to a large grant invoice becoming overdue.
- 60 day balances have decreased due to a mining compensation invoice ageing to 90 Days.
- 90 days and over receivables have decreased due to 2 large grant invoices being paid. There are 134 invoices totalling \$1,258,917.79 in 90 Days which are made up of the following charges:
  - 1 Invoice totalling \$519,363.54 relates to a Capital Works Project that is currently subject to legal proceedings.
  - 2 Invoices totalling \$591,900.72 relate to mining compensation invoices that are under review by the Engineering & Infrastructure department and subject to legal advice.
  - 1 Invoice totalling \$55,324.50 relates to historic planning/infrastructure charges which is currently being assessed by Liveability & Sustainability.
  - 40 Invoices totalling \$34,061.97 relate to Compliance invoices in various stages of recovery.
  - 2 Invoices totalling \$33,356.76 relate to historical water charges. Company is in liquidation and its unlikely Council will recover these funds.
  - 66 Invoices totalling \$12,759.28 relate to Housing invoices. The management and recovery of housing invoices is the responsibility of Corporate Properties. Majority relates to affordable housing, community housing and aged care. There are process in place to recover these arrears including engaging debt recovery services. This will continue to be reviewed and monitored by the responsible department.
  - 1 Invoice totalling \$8,341.48 relates to Planning charges which is currently subject to a Payment arrangement.
  - The remaining 21 Invoices totalling \$3,809.54 relate to other charges in various stages of collection.

A review will be carried out by Account Receivable with relevant departmental managers to determine if outstanding balances are deemed recoverable as part of the end of financial year process.

## ACCOUNTS PAYABLE

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

Accounts Payable Ageing Analysis at 31 March 2024			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	184	883,475.70	88.20%
30 Day	15	54,051.22	5.40%
60 Day	7	25,973.52	2.59%
90 Day	13	38,136.13	3.81%
<b>TOTAL</b>	<b>219</b>	<b>1,001,636.57</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 31st March 2024 was \$1,001,636.57. The 30, 60 & 90 day aging accounts total \$118,160.87

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

- 30-day balances – \$54,051.22 (15 invoices) remain unpaid with 7 invoices (\$26,929.17) awaiting approval, 1 Invoice (\$129.58) in dispute with discussions being held with the supplier and 7 Invoices (\$26,992.47) received late from the supplier
- 60-day balances – \$ 25,973.52 (7 Invoices) are unpaid with 1 invoice (\$25,850.00) awaiting approval, 2 invoices (\$1,548.60) received late from supplier, 2 Invoices (\$2,295.87) waiting on goods to be delivered and 2 Credits (\$3,720.95) yet to be taken up.
- 90-day balances - \$38,136.13 (13 invoices) 4 invoices (\$25,759.34) awaiting approval, 1 Invoice (\$1,998.00) waiting on goods to be delivered, 3 Invoices (\$8,614.71) in dispute with discussions being held with the suppliers, 4 invoices (\$1,438.48) have since been approved and 1 invoice (\$325.60) entered in error.

## YEAR TO DATE RATES REPORT

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

Rates Balancing Report As At 31 March 2024		
	31 Mar 2024	YTD 31 Mar 2023
Opening Balance	2,486,266	4,175,810
<b>Rates Charges</b>		
Rates Levied	57,035,170	101,818,486
Interest	283,515	306,783
Refunds	1,157,789	225,031
<b>Total Rates</b>	<b>58,476,474</b>	<b>102,350,300</b>
<b>Discounts and Receipts</b>		
Discounts	(3,672,012)	(3,225,871)
Receipts	(54,988,580)	(50,623,872)
Government Subsidy	(37,334)	(75,244)
Council Subsidy	(114,143)	(223,785)
Remissions	(43,429)	(12,320)
Write Offs	(180)	(147)
<b>Total Discounts &amp; Receipts</b>	<b>(58,855,679)</b>	<b>(54,161,241)</b>
Legal	49,854	88,820
<b>Closing Balance</b>	<b>2,156,914</b>	<b>52,453,689</b>

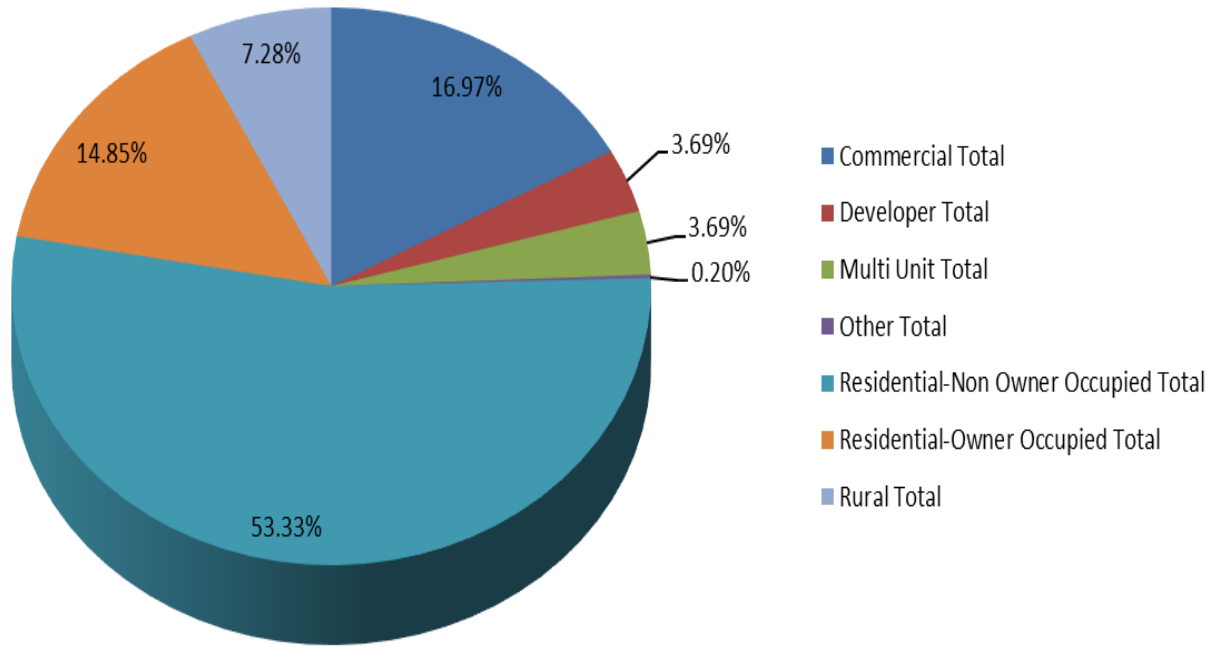
Rates Breakdown	As At 31 Mar 2024
Rates in Credit	(1,460,761)
Rates Not Due Yet	11,139
Rates In Arrears	3,606,537
<b>Total Rates Balance</b>	<b>2,156,914</b>

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

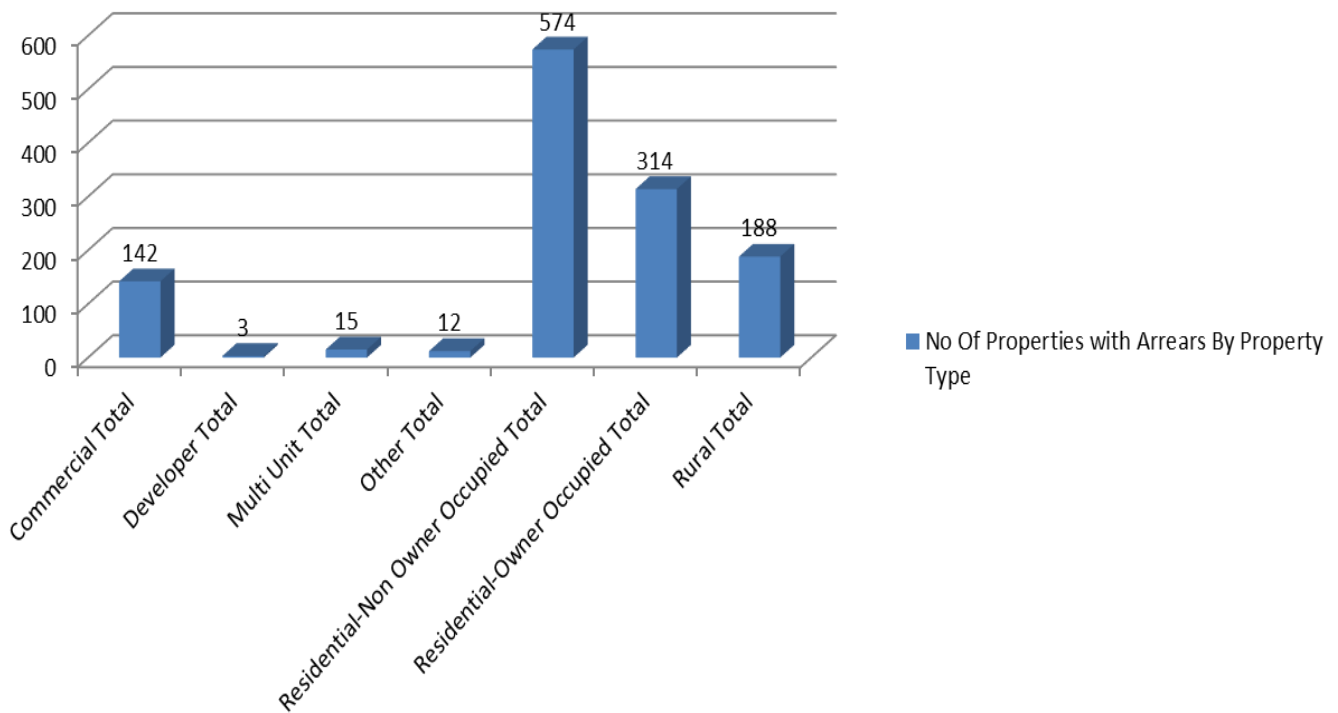
### Rate Arrears – Aged by Year

Prior 2020	2020/21	2021/22	2022/23	2023/24	TOTAL
1,451,163	266,836	311,441	418,297	1,158,800	3,606,537
40.24%	7.40%	8.64%	11.60%	32.13%	100.00%

## Percentage of Arrears By Property Type



## No Of Properties with Arrears By Property Type



## APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 March 2024. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

- **Statement of Comprehensive Income** – Displays Council's year to date profit and loss up to the period end.
- **Statement of Financial Position** – Summarises Council's assets, liabilities and community equity up to the period end.
- **Statement of Cash Flows** – Summarises the changes in the Council's cash and cash equivalents by operating, investing, and financing activities.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 March 2024**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	50,531,351	-	50,531,351	50,342,083	189,269	98,761,423	51.2%
Fees & Charges	2	3,565,783	-	3,565,783	3,158,777	407,006	4,181,608	85.3%
Rental Income		1,441,082	-	1,441,082	1,441,788	(706)	1,899,050	75.9%
Interest Received		2,641,769	-	2,641,769	2,587,581	54,188	3,476,610	76.0%
Sales of Contract & Recoverable Works	3	1,487,186	-	1,487,186	3,562,761	(2,075,575)	6,876,368	21.6%
Operating Grants, Subsidies & Contributions		3,486,925	-	3,486,925	3,519,302	(32,377)	14,073,065	24.8%
Other Recurrent Revenue	4	7,992,669	-	7,992,669	8,251,629	(258,959)	11,460,210	69.7%
		<b>71,146,765</b>	<b>-</b>	<b>71,146,765</b>	<b>72,863,919</b>	<b>(1,717,154)</b>	<b>140,728,334</b>	<b>50.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	5	34,977,275	-	34,977,275	35,687,668	(710,393)	48,992,689	71.4%
Materials & Services	6	40,595,390	19,303,747	59,899,138	45,388,545	14,510,593	59,268,475	101.1%
Finance Costs		755,433	-	755,433	781,133	(25,700)	1,097,789	68.8%
Depreciation and Amortisation	7	23,666,231	-	23,666,231	23,520,801	145,431	31,361,068	75.5%
		<b>99,994,330</b>	<b>19,303,747</b>	<b>119,298,077</b>	<b>105,378,147</b>	<b>13,919,930</b>	<b>140,720,021</b>	<b>84.8%</b>
<b>Operating Position Before Capital Items</b>		<b>(28,847,565)</b>	<b>(19,303,747)</b>	<b>(48,151,312)</b>	<b>(32,514,229)</b>	<b>(15,637,083)</b>	<b>8,313</b>	<b>(579213.7%)</b>
<b>Capital Revenue</b>								
Capital Revenue	8	9,554,629	-	9,554,629	7,318,256	2,236,373	14,826,388	64.4%
Proceeds from Sale of Land & PPE		814,841	-	814,841	780,000	34,841	1,145,410	71.1%
		<b>10,369,470</b>	<b>-</b>	<b>10,369,470</b>	<b>8,098,256</b>	<b>2,271,214</b>	<b>15,971,798</b>	<b>64.9%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(18,478,094)</b>	<b>(19,303,747)</b>	<b>(37,781,842)</b>	<b>(24,415,973)</b>	<b>(13,365,869)</b>	<b>15,980,111</b>	<b>(236.4%)</b>
<b>Total Comprehensive Income</b>		<b>(18,478,094)</b>	<b>(19,303,747)</b>	<b>(37,781,842)</b>	<b>(24,415,973)</b>	<b>(13,365,869)</b>	<b>15,980,111</b>	<b>(236.4%)</b>
Council's operating position at month end is a \$28.8M deficit								

1. **Net Rates & Utility Charges** are \$189,269 favourable when comparing actuals to revised budget. The favourable variance is predominately due to higher than anticipated water and sewerage access charges. This variance will be reviewed at the Quarter 3 Budget Review after the issuing of the second rates run for the financial year.
2. **Fees & Charges** are \$407,006 favourable when comparing actuals to revised budget. The predominant reason for this favourable variance is higher than anticipated revenue from Potable Water Sales, issuing of backflow invoices in March (cashflowed for April), application fees for Works within a Road Corridor and development fees. The budgeted amount for these revenue streams will be reviewed during the Quarter 3 Budget Review.
3. **Sales of Contract & Recoverable Works** are unfavourable to the budget by \$2,075,575. This unfavourable variance is predominately due to the cashflowing of the revenue from RMPC. This variance has historically corrected itself over the remainder of the financial year.
4. **Other Recurrent Revenue** for the year to date is \$7,992,669 being \$258,959 unfavourable to budget. This unfavourable variance is due to waste revenue which is yet to issue invoices for the March period.
5. **Employee Expenses** are favourable to the revised budget by \$710,393. This favourable variance is due to employee vacancies within Departments some of which are currently being backfilled through Agency Temp Staff (current actuals \$1.4M and commitments of \$884K).
6. **Materials & Services** actual expenses for the year to date are \$40,595,390 with \$19,303,747 being recorded in commitments, resulting in an unfavourable variance to adopted budget by \$14,510,593. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$4.8M below YTD budget. Large commitments to note are \$5.9M Galilee & Bowen Basin Operations (multi-year commitments), \$2.3M RMPC, \$1.3M Waste Levy, \$1.1M Water purchases and \$669K Contractors at IRC's landfills.
7. **Depreciation** for the year to date is \$23,666,231 which is unfavourable to revised budget by \$145,431. This is primarily due to depreciation for the Plant and Equipment asset class. The 2023/2024 projected depreciation will be reviewed as part of the Quarter 3 Budget.
8. **Capital Revenue** for the year to date is \$9,554,629 which is favourable to revised budget by \$2,236,373. This favourable variance is due to the invoicing of the advance payment for RCIF milestone 3 and the receipt of the Roads to Recovery funding (cashflowed to be received in April).

<b>ISAAC REGIONAL COUNCIL</b> <b>Statement of Financial Position</b> <b>For the Period Ended 31 March 2024</b>				
	Notes	Actual YTD	30 June 2023	Variance
		\$	\$	%
<b>Current Assets</b>				
Cash & Cash Equivalents		48,606,970	73,414,123	(33.8%)
Trade & Other Receivables		10,241,573	15,249,240	(32.8%)
Inventories		1,277,097	1,315,591	(2.9%)
Contract assets		900,392	3,403,805	(73.5%)
Other assets		1,022,754	4,174,416	(75.5%)
Total Current Assets		62,048,786	97,557,175	(36.4%)
<b>Non-Current Assets</b>				
Receivables		5,286,713	5,286,713	0.0%
Inventories		18,437,891	18,437,891	0.0%
Property, Plant and Equipment		1,217,340,197	1,212,097,666	0.4%
Intangible assets		785	1,641	(52.2%)
Total Non-Current Assets		1,241,065,586	1,235,823,911	0.4%
<b>TOTAL ASSETS</b>		<b>1,303,114,372</b>	<b>1,333,381,086</b>	<b>(2.3%)</b>
<b>Current Liabilities</b>				
Trade & Other Payables		3,645,593	11,831,347	(69.2%)
Provisions		9,357,203	9,374,593	(0.2%)
Borrowings		408,267	1,689,710	(75.8%)
Contract liabilities		3,162,681	2,774,645	14.0%
Other liabilities		206,118	922,126	(77.6%)
Total Current Liabilities		16,779,863	26,592,421	(36.9%)
<b>Non-Current Liabilities</b>				
Trade and other payables		90,727	44,730	102.8%
Provisions		22,339,537	22,365,985	(0.1%)
Borrowings		20,560,604	20,476,214	0.4%
Contract liabilities		180,041	180,041	0.0%
Other liabilities		2,391,182	2,424,892	(1.4%)
Total Non-Current Liabilities		45,562,092	45,491,862	0.2%
<b>TOTAL LIABILITIES</b>		<b>62,341,955</b>	<b>72,084,283</b>	<b>(13.5%)</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,240,772,417</b>	<b>1,261,296,803</b>	<b>(1.6%)</b>
<b>Community Equity</b>				
Retained surplus		861,363,951	892,229,267	(3.5%)
Asset revaluation reserve		306,859,814	306,888,354	(0.0%)
Other reserves		72,548,652	62,179,182	16.7%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,240,772,417</b>	<b>1,261,296,803</b>	<b>(1.6%)</b>

<b>ISAAC REGIONAL COUNCIL</b> <b>Statement of Cash Flows</b> <b>For the Period Ended 31 March 2024</b>			
	Actual YTD	30 June 2023	Variance
	\$	\$	%
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	82,577,555	135,071,774	61.1%
Payments to suppliers and employees	(85,567,123)	(95,723,091)	89.4%
Cash provided by / (used in) net result	(2,989,568)	39,348,684	(7.6%)
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(1,202,916)	(7,756,733)	15.5%
Grants, subsidies, contributions and donations	9,556,133	10,112,259	94.5%
Payments for property, plant and equipment	(28,936,441)	(35,021,604)	82.6%
Net cash provided by investing activities	(20,583,224)	(32,666,079)	63.0%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	(1,605,319)	0.0%
Repayment of borrowings	(1,234,361)	69,125	(1785.7%)
Net cash provided by financing activities	(1,234,361)	(1,536,194)	80.4%
<b>Net Increase / (Decrease) in Cash Held</b>	(24,807,154)	5,146,411	(482.0%)
Cash at the beginning of the period	73,414,123	68,267,713	107.5%
<b>Cash at the end of the Reporting Period</b>	<b>48,606,970</b>	<b>73,414,123</b>	<b>66.2%</b>

## Appendix 2 – Preliminary Executive Level Reports

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

Actual amounts and commitments are compared against the year to date Revised Budget.

Commitment balances are reported at a point of time and will continue to be reviewed as the year progresses. It should be noted that commitments are not currently able to be cash flowed across the financial year.

<p style="text-align: center;"><b>ISAAC REGIONAL COUNCIL</b>  <b>Statement of Comprehensive Income</b>  <b>For the Period Ended 31 March 2024</b></p>								
<b>Office of the CEO</b>								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Operating Grants, Subsidies & Contributions		372,446	-	372,446	275,000	97,446	275,000	135.4%
		<b>372,446</b>	<b>-</b>	<b>372,446</b>	<b>275,000</b>	<b>97,446</b>	<b>275,000</b>	<b>135.4%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		3,662,897	-	3,662,897	3,654,088	8,809	4,826,784	75.9%
Materials & Services	1	1,187,958	213,323	1,401,281	1,600,797	(199,516)	1,979,896	70.8%
Corporate Overheads & Competitive Neutrality Costs		(3,168,029)	-	(3,168,029)	(3,168,029)	-	(4,224,039)	75.0%
		<b>1,682,825</b>	<b>213,323</b>	<b>1,896,149</b>	<b>2,086,856</b>	<b>(190,707)</b>	<b>2,582,641</b>	<b>73.4%</b>
<b>Operating Position Before Capital Items</b>		<b>(1,310,379)</b>	<b>(213,323)</b>	<b>(1,523,703)</b>	<b>(1,811,856)</b>	<b>288,153</b>	<b>(2,307,641)</b>	<b>66.0%</b>
<b>Capital Revenue</b>		-	-	-	-	-	-	0.0%
<b>Net Result Attributable to Council in Period</b>		<b>(1,310,379)</b>	<b>(213,323)</b>	<b>(1,523,703)</b>	<b>(1,811,856)</b>	<b>288,153</b>	<b>(2,307,641)</b>	<b>66.0%</b>
<b>Total Comprehensive Income</b>		<b>(1,310,379)</b>	<b>(213,323)</b>	<b>(1,523,703)</b>	<b>(1,811,856)</b>	<b>288,153</b>	<b>(2,307,641)</b>	<b>66.0%</b>

**1. Materials & Services** for the financial year to date are \$199,516 favourable with \$1,187,958 of actual expenditure and \$213,323 in commitments against YTD budget of \$1,600,797.

<b>ISAAC REGIONAL COUNCIL</b> <b>Statement of Comprehensive Income</b> <b>For the Period Ended 31 March 2024</b>								
<b>Corporate, Governance &amp; Financial Service</b>								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		33,418,263	-	33,418,263	33,389,868	28,396	67,135,744	49.8%
Fees & Charges		82,005	-	82,005	94,487	(12,483)	125,238	65.5%
Rental Income		1,350	-	1,350	1,350	-	1,350	100.0%
Interest Received		2,482,806	-	2,482,806	2,432,683	50,123	3,271,100	75.9%
Sales of Contract & Recoverable Works		66,416	-	66,416	60,000	6,416	80,000	83.0%
Operating Grants, Subsidies & Contributions		208,292	-	208,292	208,269	23	5,501,840	3.8%
Other Recurrent Revenue		68,829	-	68,829	57,500	11,329	290,000	23.7%
		<b>36,327,961</b>	<b>-</b>	<b>36,327,961</b>	<b>36,244,157</b>	<b>83,804</b>	<b>76,405,272</b>	<b>47.5%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	6,367,152	-	6,367,152	5,891,823	475,329	9,310,229	68.4%
Materials & Services	2	10,908,427	1,939,351	12,847,777	10,865,013	1,982,764	13,410,089	95.8%
Finance Costs		400,808	-	400,808	387,145	13,663	543,028	73.8%
Depreciation and Amortisation		759,388	-	759,388	722,004	37,384	962,672	78.9%
Corporate Overheads & Competitive Neutrality Costs		(10,826,775)	-	(10,826,775)	(10,826,775)	-	(14,435,700)	75.0%
		<b>7,609,001</b>	<b>1,939,351</b>	<b>9,548,351</b>	<b>7,039,211</b>	<b>2,509,140</b>	<b>9,790,317</b>	<b>97.5%</b>
<b>Operating Position Before Capital Items</b>		<b>28,718,960</b>	<b>(1,939,351)</b>	<b>26,779,610</b>	<b>29,204,946</b>	<b>(2,425,336)</b>	<b>66,614,954</b>	<b>40.2%</b>
<b>Capital Revenue</b>								
Capital Revenue		-	-	-	73,800	(73,800)	105,413	0.0%
		<b>-</b>	<b>-</b>	<b>-</b>	<b>73,800</b>	<b>(73,800)</b>	<b>105,413</b>	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>28,718,960</b>	<b>(1,939,351)</b>	<b>26,779,610</b>	<b>29,278,746</b>	<b>(2,499,136)</b>	<b>66,720,367</b>	<b>40.1%</b>
<b>Total Comprehensive Income</b>		<b>28,718,960</b>	<b>(1,939,351)</b>	<b>26,779,610</b>	<b>29,278,746</b>	<b>(2,499,136)</b>	<b>66,720,367</b>	<b>40.1%</b>

**1. Employee Expenses** for the financial year are unfavourable compared to budget by \$475,329. Excluding the Corporate Employee expenses (which is consolidated for the whole of Council in this Directorate), the position would be \$54,781 favourable. This unfavourable variance is due to under-recovery on budgeted oncosts (noting this should be offset by a decrease in individual Directorates wages) and the consolidation of Workcare expenses within this Directorate for the whole of Council of \$153K.

**2. Materials & Services** for the financial year to date are \$1,982,764 unfavourable with \$10,908,427 in actual expenditure and \$1,939,351 in commitments against the YTD budget of \$10,865,013. This unfavourable variance is due to the consolidation of Sundry Creditors for the whole of Council within this Directorate of \$409K and the inclusion of commitments which relate to future reporting periods.

<b>ISAAC REGIONAL COUNCIL</b> <b>Statement of Comprehensive Income</b> <b>For the Period Ended 31 March 2024</b>								
<b>Engineering &amp; Infrastructure Services</b>								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		334,198	-	334,198	267,302	66,895	363,070	92.0%
Rental Income		1,237,362	-	1,237,362	1,206,165	31,197	1,608,220	76.9%
Interest Received		3,060	-	3,060	3,060	-	3,060	100.0%
Sales of Contract & Recoverable Works	1	1,420,771	-	1,420,771	3,502,761	(2,081,990)	6,796,368	20.9%
Operating Grants, Subsidies & Contributions		1,590,009	-	1,590,009	1,652,582	(62,572)	6,688,387	23.8%
Other Recurrent Revenue		41,433	-	41,433	33,405	8,029	33,405	124.0%
		<b>4,626,834</b>	<b>-</b>	<b>4,626,834</b>	<b>6,665,275</b>	<b>(2,038,441)</b>	<b>15,492,510</b>	<b>29.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		11,403,534	-	11,403,534	11,468,331	(64,797)	15,291,108	74.6%
Materials & Services	2	12,005,746	10,531,155	22,536,901	12,306,955	10,229,946	16,667,686	135.2%
Depreciation and Amortisation		12,890,619	-	12,890,619	12,807,290	83,328	17,076,387	75.5%
Corporate Overheads & Competitive Neutrality Costs		7,504,769	-	7,504,769	7,504,769	-	10,006,358	75.0%
		<b>43,804,668</b>	<b>10,531,155</b>	<b>54,335,823</b>	<b>44,087,345</b>	<b>10,248,478</b>	<b>59,041,540</b>	<b>92.0%</b>
<b>Operating Position Before Capital Items</b>		<b>(39,177,834)</b>	<b>(10,531,155)</b>	<b>(49,708,989)</b>	<b>(37,422,070)</b>	<b>(12,286,919)</b>	<b>(43,549,029)</b>	<b>114.1%</b>
<b>Capital Revenue</b>								
Capital Revenue	3	3,984,126	-	3,984,126	3,146,439	837,687	5,894,664	67.6%
Proceeds from Sale of Land & PPE		814,841	-	814,841	780,000	34,841	1,145,410	71.1%
		<b>4,798,967</b>	<b>-</b>	<b>4,798,967</b>	<b>3,926,439</b>	<b>872,528</b>	<b>7,040,074</b>	<b>68.2%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(34,378,867)</b>	<b>(10,531,155)</b>	<b>(44,910,022)</b>	<b>(33,495,631)</b>	<b>(11,414,391)</b>	<b>(36,508,955)</b>	<b>123.0%</b>
<b>Total Comprehensive Income</b>		<b>(34,378,867)</b>	<b>(10,531,155)</b>	<b>(44,910,022)</b>	<b>(33,495,631)</b>	<b>(11,414,391)</b>	<b>(36,508,955)</b>	<b>123.0%</b>

- Sales of Contract & Recoverable Works** are unfavourable to the budget by \$2,081,990. This unfavourable variance is predominately due to the cashflowing of the revenue for the RMPC. This variance has historically corrected itself over the remainder of the financial year.
- Materials & Services** for the financial year to date are \$10,229,946 unfavourable with \$12,005,746 of actual expenditure and \$10,531,155 in commitments against YTD budget of \$12,306,955. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Large commitments to note are \$2.3M for RMPC works and \$5.9M Galilee and Bowen Basin recoverable works.
- Capital Revenue** for the financial year is \$837,687 favourable when compared to revised budget. This favourable variance is due to the receipt of Roads to Recovery funding which was cashflowed to be received in April.

<p style="text-align: center;"><b>ISAAC REGIONAL COUNCIL</b>  <b>Statement of Comprehensive Income</b>  <b>For the Period Ended 31 March 2024</b></p>								
<b>Planning, Environment &amp; Community Service</b>								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges	1	2,187,345	-	2,187,345	1,945,195	242,150	2,491,300	87.8%
Rental Income		149,670	-	149,670	183,208	(33,538)	244,277	61.3%
Operating Grants, Subsidies & Contributions		761,028	-	761,028	828,753	(67,725)	1,053,140	72.3%
Other Recurrent Revenue		16,853	-	16,853	21,026	(4,172)	62,526	27.0%
		<b>3,114,896</b>	<b>-</b>	<b>3,114,896</b>	<b>2,978,181</b>	<b>136,715</b>	<b>3,851,242</b>	<b>80.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	8,086,076	-	8,086,076	8,880,513	(794,437)	11,840,684	68.3%
Materials & Services	3	5,160,343	1,422,787	6,583,130	6,326,821	256,308	8,511,259	77.3%
Finance Costs		318,978	-	318,978	358,569	(39,591)	504,758	63.2%
Depreciation and Amortisation		1,645,289	-	1,645,289	1,638,274	7,015	2,184,365	75.3%
Corporate Overheads & Competitive Neutrality Costs		2,305,496	-	2,305,496	2,305,496	-	3,073,995	75.0%
		<b>17,516,181</b>	<b>1,422,787</b>	<b>18,938,968</b>	<b>19,509,673</b>	<b>(570,705)</b>	<b>26,115,061</b>	<b>72.5%</b>
<b>Operating Position Before Capital Items</b>		<b>(14,401,285)</b>	<b>(1,422,787)</b>	<b>(15,824,072)</b>	<b>(16,531,492)</b>	<b>707,420</b>	<b>(22,263,818)</b>	<b>71.1%</b>
<b>Capital Revenue</b>								
Capital Revenue	4	4,685,823	-	4,685,823	3,045,627	1,640,196	5,942,743	78.8%
		<b>4,685,823</b>	<b>-</b>	<b>4,685,823</b>	<b>3,045,627</b>	<b>1,640,196</b>	<b>5,942,743</b>	<b>78.8%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(9,715,462)</b>	<b>(1,422,787)</b>	<b>(11,138,249)</b>	<b>(13,485,865)</b>	<b>2,347,616</b>	<b>(16,321,075)</b>	<b>68.2%</b>
<b>Total Comprehensive Income</b>		<b>(9,715,462)</b>	<b>(1,422,787)</b>	<b>(11,138,249)</b>	<b>(13,485,865)</b>	<b>2,347,616</b>	<b>(16,321,075)</b>	<b>68.2%</b>

- Fees & Charges** are \$2,187,345 compared to the revised budget of \$1,945,195 resulting in a favourable variance of \$242,150. The predominant reason for this favourable variance is higher than anticipated revenue from building and development fees and the issuing of backflow invoices in March, which were cashflowed to be issued in April. The budgeted amounts for revenue streams will be reviewed during the Quarter 3 Budget Review.
- Employee Expenses** are favourable compared to the revised budget by \$794,437. This favourable variance is predominately due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals \$360K and commitments of \$211K).
- Materials & Services** for the financial year to date are \$256,308 unfavourable with \$5,160,343 of actual expenditure and \$1,422,787 in commitments against YTD budget of \$6,326,821. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.
- Capital Revenue** for the year to date is \$4,685,823 which is favourable to budget by \$1,640,196. This favourable variance is due to the invoicing of the advance payment for RCIF Milestone 3.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 March 2024**

**Water & Waste**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	17,113,088	-	17,113,088	16,952,215	160,873	31,625,679	54.1%
Fees & Charges	2	962,235	-	962,235	851,792	110,443	1,202,000	80.1%
Rental Income		52,700	-	52,700	51,065	1,635	45,203	116.6%
Interest Received		155,903	-	155,903	151,838	4,065	202,450	77.0%
Operating Grants, Subsidies & Contributions		555,149	-	555,149	554,698	451	554,698	100.1%
Other Recurrent Revenue	3	7,865,554	-	7,865,554	8,139,698	(274,145)	11,074,280	71.0%
		<b>26,704,628</b>	<b>-</b>	<b>26,704,628</b>	<b>26,701,306</b>	<b>3,323</b>	<b>44,704,310</b>	<b>59.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	4	5,457,615	-	5,457,615	5,792,913	(335,297)	7,723,884	70.7%
Materials & Services	5	11,332,917	5,197,132	16,530,049	14,288,958	2,241,090	18,699,545	88.4%
Finance Costs		35,647	-	35,647	35,419	228	50,004	71.3%
Depreciation and Amortisation		8,370,936	-	8,370,936	8,353,233	17,703	11,137,644	75.2%
Corporate Overheads & Competitive Neutrality Costs		4,184,540	-	4,184,540	4,184,540	-	5,579,386	75.0%
		<b>29,381,654</b>	<b>5,197,132</b>	<b>34,578,786</b>	<b>32,655,063</b>	<b>1,923,724</b>	<b>43,190,462</b>	<b>80.1%</b>
<b>Operating Position Before Capital Items</b>		<b>(2,677,026)</b>	<b>(5,197,132)</b>	<b>(7,874,158)</b>	<b>(5,953,757)</b>	<b>(1,920,401)</b>	<b>1,513,848</b>	<b>(520.1%)</b>
<b>Capital Revenue</b>								
Capital Revenue	6	884,681	-	884,681	1,052,390	(167,709)	2,883,568	30.7%
		<b>884,681</b>	<b>-</b>	<b>884,681</b>	<b>1,052,390</b>	<b>(167,709)</b>	<b>2,883,568</b>	<b>30.7%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(1,792,346)</b>	<b>(5,197,132)</b>	<b>(6,989,477)</b>	<b>(4,901,367)</b>	<b>(2,088,111)</b>	<b>4,397,416</b>	<b>(158.9%)</b>
<b>Total Comprehensive Income</b>		<b>(1,792,346)</b>	<b>(5,197,132)</b>	<b>(6,989,477)</b>	<b>(4,901,367)</b>	<b>(2,088,111)</b>	<b>4,397,416</b>	<b>(158.9%)</b>

1. **Net Rates & Utility Charges** is \$160,873 favourable, with actuals of \$17,113,088 compared to a revised budget of \$16,952,215. The favourable variance is predominately due to higher than anticipated water and sewerage access charges. This variance will be reviewed at the Quarter 3 Budget Review after the issuing of the second rates run for the financial year.
2. **Fees & Charges** are \$962,235 compared to YTD budget of \$851,792, resulting in a favourable variance of \$110,443. This favourable variance is due to higher than expected revenue for Potable Water Sales at Middlemount and Moranbah. The budgeted amount for this revenue will be reviewed during the Quarter 3 Budget Review.
3. **Other Recurrent Revenue** for the year to date is \$7,865,554 being \$274,145 unfavourable to budget. This unfavourable variance is due to waste revenue which is yet to issue invoices for the March period.
4. **Employee Expenses** are favourable compared to the revised budget by \$335,297. This favourable variance is predominantly due to employee vacancies some of which are currently being backfilled through Agency Temp Staff (current actuals \$721K and commitments of \$335K).
5. **Materials & Services** for the financial year to date are \$2,241,090 unfavourable, with \$11,332,917 in actual expenditure and \$5,197,132 in commitments against YTD budget of \$14,288,958. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (large commitments are noted for waste levy \$1.3M, water purchases \$1.1M and contractors at IRC's landfills \$669K).
6. **Capital Revenue** for the year to date is \$884,681 which is unfavourable to budget by \$167,709. This unfavourable variance is due to the timing of budgeted cashflow of grant fund receipts which are budgeted to be aligned with the delivery of capital projects.

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Warren Clough

## AUTHOR POSITION

Senior Safety Resilience Partner

## 10.2

## SAFETY AND RESILIENCE UPDATE

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

#### *That Council:*

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

### BACKGROUND

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

It is noted that the Executive Leadership Team is in the process of reviewing the measures and reporting associated with the monthly Lead Performance Indicators. This has commenced given it is an appropriate time for review given time since introduction, recognition of questioning and discussions with the CGFS Standing Committee and Council, and preparations for upcoming Workplace, Health and Safety audits.

### IMPLICATIONS

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

### CONSULTATION

The following consultation as relevant to the attachment reports:

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

### BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update.

## ACTION ACCOUNTABILITY

Manager Safety and Resilience.

## KEY MESSAGES

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

### Report prepared by:

WARREN CLOUGH

**Senior Safety and Resilience Partner**

Date: 3 April 2024

### Report authorised by:

DARREN FETTELL

**Director Corporate, Governance and Financial Services**

Date: 5 April 2024

## ATTACHMENTS

- Attachment 1 – Safety and Resilience Monthly Report March 2024

## REFERENCE DOCUMENT

- Nil

# SAFETY AND RESILIENCE MONTHLY REPORT

DATE	March 2024
TO	April 2024 Standing Committee
FROM	Senior Safety and Resilience Partner

## 1. SUMMARY

March has been a busy month for the Safety and Resilience team, supporting staff that are returning to the Clermont office. Both the Senior Safety Resilience Partner and Safety and Resilience Partner aligned to PECS, participated in a teams meeting arranged by Local Government Workcare, introducing their new Workplace Health and Safety Consultant.

The Safety and Resilience team attended sites and facilities within Glenden and Nebo, following up on the previous photographic audit, establishing improvements or if further action is required. A Workplace Health and Safety Operational Committee meeting was held in Dysart both in person and utilising Microsoft Teams participation.

### Explanatory Note:

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

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

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

## 2. BEST PRACTICE SYSTEM

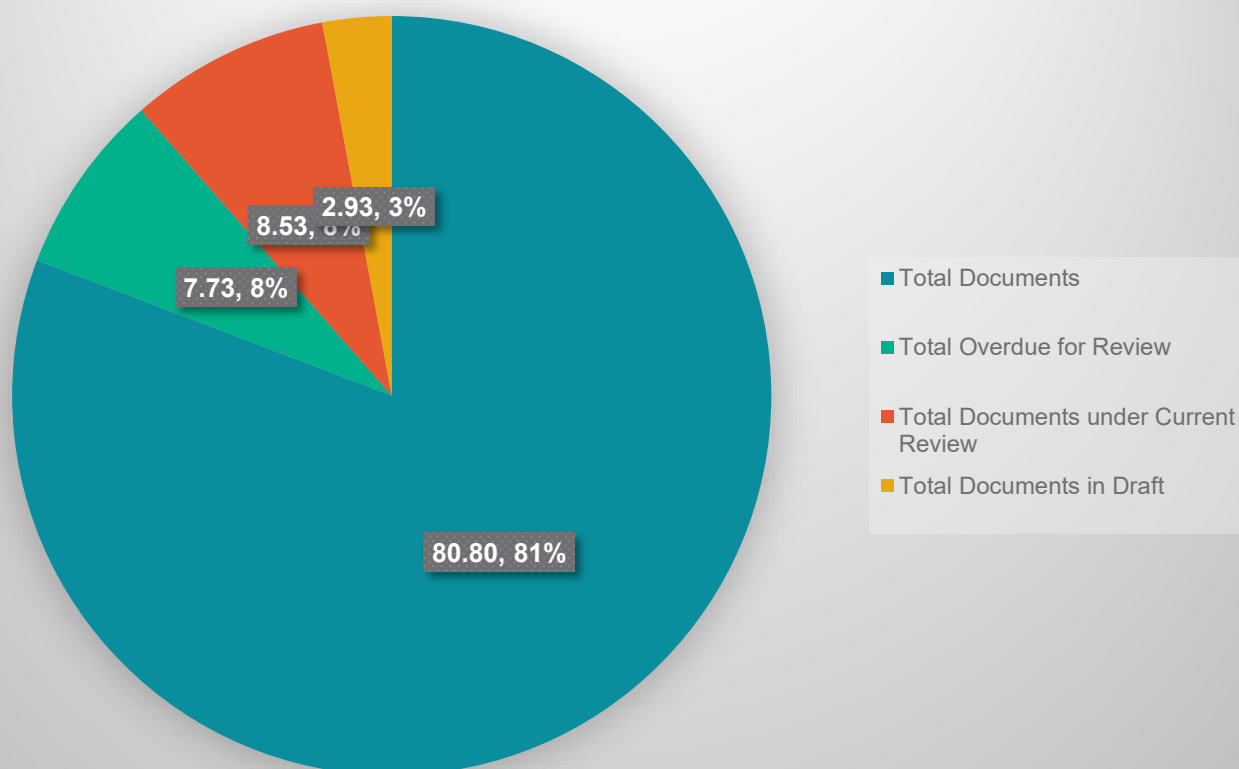
*Know about safety matters, monitoring and continuously improving our systems, aiming for best practice documentation.*

**OBJECTIVE** To review all Policies, Procedures, and work instructions biannually or on a risk basis.

**TARGET** 100% of documents reviewed within required time limits.

**STATUS:** Ongoing document review continuing, with focus on staff engagement and consultation.

## Percentage of Safety Management System documents under review - March 2024



## 1.2 LEGISLATIVE OR OTHER CHANGES

Nil updates.

## 2. OBJECTIVES AND TARGETS

*This is how we ensure due diligence to compliance with obligations.*

**OBJECTIVE** To establish annual LPIs to support the policy and maintain the HSW improvement plan.

**TARGET** Complete quarterly review of the HSW improvement plan. Set Lead Performance Indicators and monitor.

**STATUS:** Lead Performance Indicators are being actively monitored refer to section 8 of this report for current compliance with Lead Performance Indicators.

## 3. EFFECTIVE RISK MANAGEMENT

*Monitor hazards, risks, and incidents and ensure they are managed promptly.*

# SAFETY AND RESILIENCE MONTHLY REPORT

## 3.1 RISK ASSESSMENTS

The Safety and Resilience Partners have been supporting our staff within the Clermont Parks and Recreations team with a safe work method statement for excavation and trenching, high risk works permit and work instruction.

## 3.2 HAZARD HUNTER

**OBJECTIVE** to ensure risk management activities completed by identifying hazards.

TARGET: Number of hazards reported and rectified.

**STATUS** 5 hazards were identified for March, and 1 has been fully managed.

Consistent reporting of hazards for March, whilst this reflects a good result, the Safety and Resilience Partners are continuing to promote the importance of managing hazards at the source and ensuring reports are followed through Lucidity until closure. All remaining hazards are being addressed with no high risk issues identified.

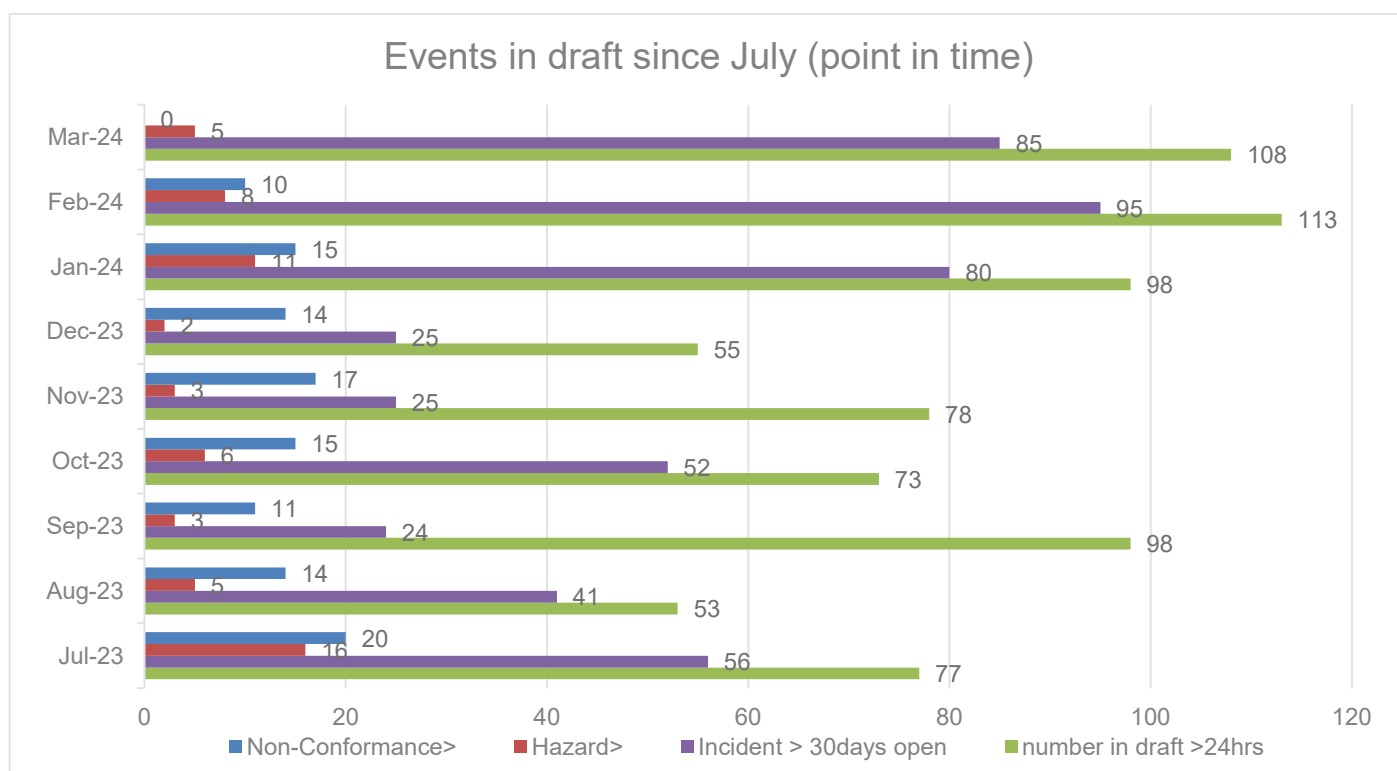
## 3.3 EVENT REVIEW

**OBJECTIVE** Risk management activities to support our systems and investigate accidents promptly.

TARGET # number of events in DRAFT after 24 hours (as EOM).

**STATUS** 108 events in draft for all date range.

This graph shows the trending of events still in draft >24-hour, showing a slight decrease and an improvement in incidents open >30 days from the February report. Reports of non-conformance relating to water operations through their Integrated Management System continue to be reviewed.



# SAFETY AND RESILIENCE MONTHLY REPORT

## 3.4 EVENT FORMAL INVESTIGATIONS

Formal investigations completed and forwarded for approval to the Manager and Executive Leadership Team to endorse proposed corrective actions. **48** events were entered during the month of March.

One highlighted example was a back injury after an employee fell to the ground, whilst slowly backing away from a snake.

## 3.5 EMERGENCY MANAGEMENT COMMITTEE

The Clermont office rectifications have been completed and staff are relocating back into their offices.

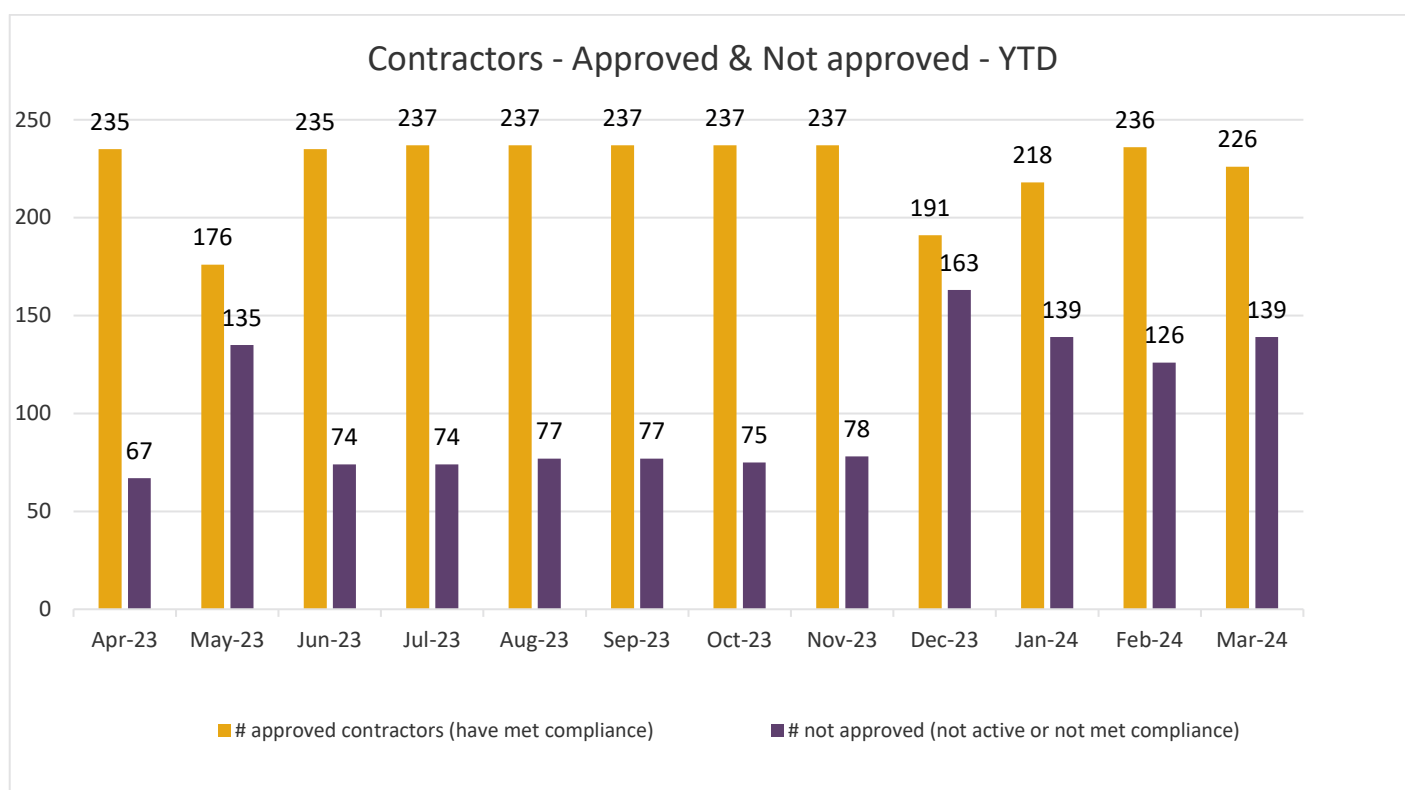
## 3.6 CONTRACTOR MANAGEMENT

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

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

**STATUS: # APPROVED contractor companies – 226 # NOT APPROVED – 139**

The Safety and Resilience team is continuously working with our contractors to assist them in maintaining compliance. There is a slight increase in contractors not being approved in March, due to expiring documentation. The team is working at identifying these contractors and following up with reminders. Note that only contractors with compliance requirements which have been met, are currently engaged.



## 4. IMPROVING WORKER CONSULTATION

*This is how we seek to understand the nature of operations by engaging with the workforce.*

### 4.1 HEALTH, SAFETY, AND WELLBEING COMMITTEES

The 2024 Health, Safety and Wellbeing meeting schedule including strategic meetings is currently being developed in consultation with OCEO. Once approved it will be posted on IRIS and on the Lucidity Home Page News Items. A Workplace Health and Safety Operational Committee meeting was held in Dysart during March.

**OBJECTIVE** Completed schedules of meetings.

**TARGET** 100% of meetings completed against a target at end of the year.

**STATUS** The meeting schedule specifically attendance at the Health Safety and Wellbeing strategic committee is being monitored for Tier 1 compliance for Executive Leadership Team.

## 5. WELLBEING & CAPACITY TO WORK

*Ensuring we understand, resource, and monitor employee's health and wellbeing at work.*

### 5.1 VACCINATIONS

We continue to monitor the vaccination register to ensure all workers who are required to have vaccination as part of their employment are reminded and scheduled to receive vaccination.

### 5.2 DRUG & ALCOHOL TESTING

Three Safety and Resilience team members and two Disaster Emergency Management members are qualified to facilitate Drug and Alcohol testing. Training has been scheduled in April, for our new Safety Resilience Partner, who is based in Middlemount. The team has been discussing a plan that will allow for more regular testing of individual departments within our towns, rather than whole of town testing.

**5** tests were completed for March. **1** non-negative test reported. Tests were undertaken through specific request. Outcome handled through standard procedures.

### 5.3 FIT TESTING - RESPIRATORY FACE MASK

Nil completed for March; however, plans are being put in place for ongoing fit testing across the region over the next several months.

### 5.4 WORKERS' COMPENSATION AND REHABILITATION

The Wellbeing and Resilience Partners actively monitor all work and non-work-related injuries and illnesses. Ongoing support is provided to staff rehabilitation cases.

### 5.5 MEDICALS/SKIN CHECKS/FOLLOW UPS AND FLU SHOTS

The Wellness and Resilience Partners continue to advocate this initiative, with 2 skin checks completed during March.

# SAFETY AND RESILIENCE MONTHLY REPORT

## 6. AUDIT/ INSPECTIONS

*Conducting audits and inspections ensures we comply with our compliance requirements and verify the council's activities.*

Audit schedule for 2024 is currently being developed and will be published on IRIS.

**OBJECTIVE** Develop an audit schedule considering the risks of individual sites.

TARGET 100% of audits completed against the plan.

**STATUS:** 0 WHS &/OR Environmental Audits completed for March against the plan.

## 7. CONTINUOUS IMPROVEMENT

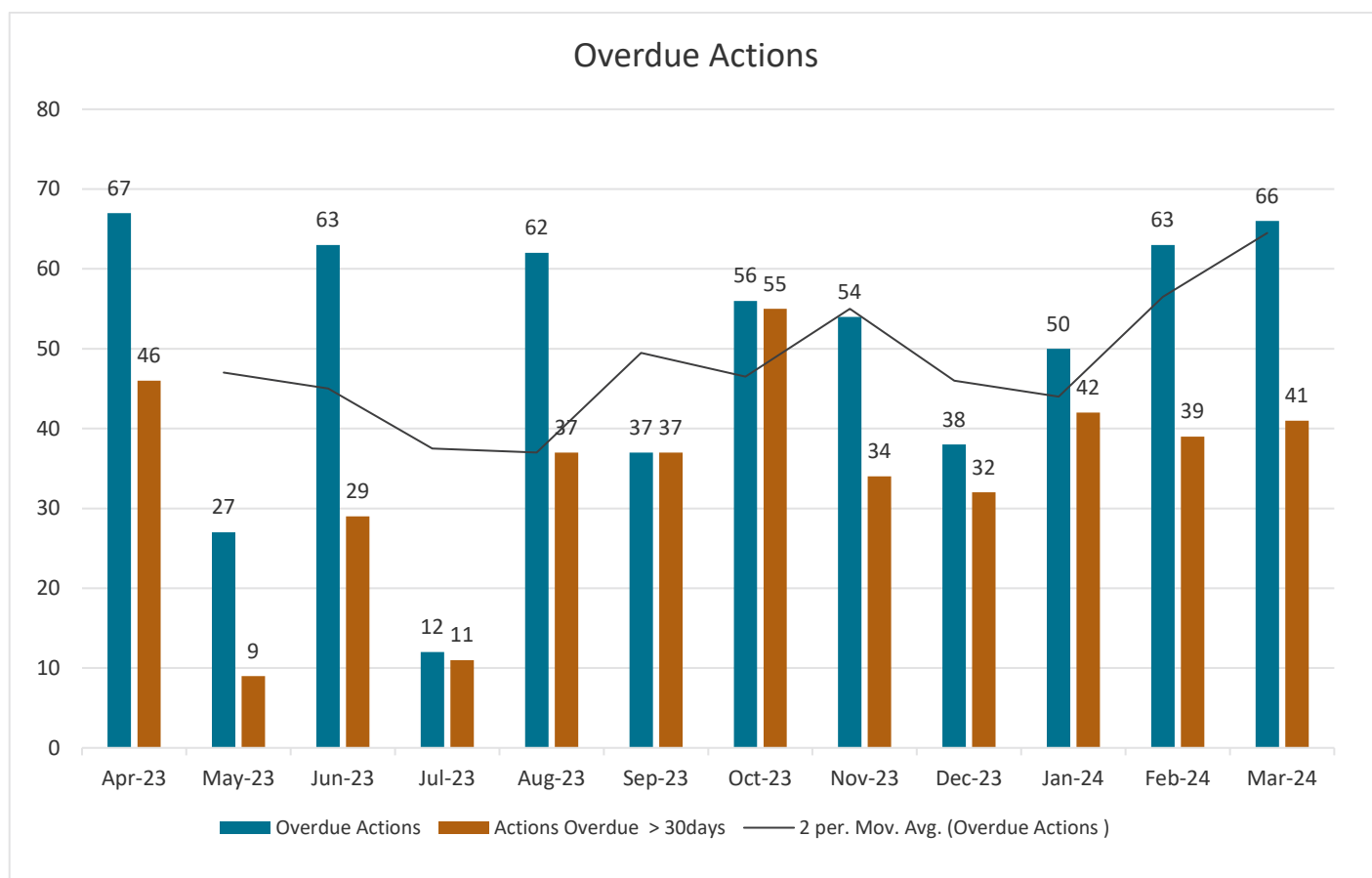
*This is the ongoing verification of due diligence activities.*

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

**OBJECTIVE** Ensure identified corrective actions followed to completion.

TARGET 0 actions greater than >30 days overdue

**STATUS** Total 66 overdue actions, 41 overdue >30 days. This is a slight increase for overdue actions from last month, whilst noting the number above >30 days has also slightly increased.



# SAFETY AND RESILIENCE MONTHLY REPORT

## 8. EMPOWERING AND SUPPORTING LEADERSHIP

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

**OBJECTIVE** Establish LPIs for individual managers.

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

**TIER 3 Lead Performance Indicators – Executive Leadership Team, Senior Leadership Team & Operational Leadership Team Members**

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

TIER 3 LEAD PERFORMANCE INDICATORS ELT, SLT and OLT members - 2 per month - 24 per year									
Lead a Team Talk with your team	Lead a Prestart Talk with your team	Conduct and record a Safety Chat	Provide feedback on HSW procedure or policy	Conduct and record a Post Project Supplier Evaluation form	Conduct and record a Project Monitoring Inspection form	Conduct and record a Site Hazard Inspection	Conduct and record a Wellness Chat	Conduct a coaching session	Conduct a Leadership Activities Report

All tier 3 measures and requires are under review, future reporting is to be shared with Council once reviewed and updated. It is noted that safety awareness and recording of actions continues whilst a review of the measures and associated reporting requirements are reviewed by ELT with the Safety team. For information purposes only it is noted that this month's reporting was in line with previous months. It is noted that vacancies and an earlier data capture for reporting, due to the Easter period and leave impacted the monthly results, and it is also noted that allowances for leave are made when looking at annual targets.

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

John Nyawo

## AUTHOR POSITION

Manager Governance and Corporate Services

## 10.3

## AUDIT AND RISK COMMITTEE MEETING MINUTES – WEDNESDAY 6 MARCH 2024

## EXECUTIVE SUMMARY

The purpose of this report is to present to Council the unconfirmed minutes of the Audit and Risk Committee Meetings held on Wednesday, 6 March 2024.

## OFFICER'S RECOMMENDATION

### *That Council :*

1. ***Receives and notes the Minutes of the Audit and Risk Committee Meeting held on 6 March 2024.***
2. ***Adopts the recommendations of the Audit and Risk Committee, specifically:***
  - ***The appointment of O'Connor Marsden and Associates (OCM) as the Single Internal Audit Service Provider for a period of up to 3 years, following the IRCT-ALL2-092-298 tender evaluation process and endorsement by the Audit and Risk Committee.***
  - ***The CEO negotiates terms and executes the relevant contract.***

## BACKGROUND

Pursuant to section 211 of the *Local Government Regulation 2012* an Audit Committee must as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The Audit and Risk Committee (ARC) met on 6 March 2024 for their first scheduled meeting for the 2024 calendar year in accordance with Council's audit workplan. The minutes for the meeting are attached for Council's information and consideration.

## IMPLICATIONS

The proposed actions ensure compliance with the *Local Government Act 2009* and relevant Regulations related to audit committees and internal audit.

## CONSULTATION

- Audit and Risk Committee Chairperson
- Audit and Risk Committee
- Chief Executive Officer
- Director Corporate, Governance and Financial Services

- Governance and Corporate Services Officers

## BASIS FOR RECOMMENDATION

Consideration and adoption of Audit and Risk Committee Minutes is required by the *Local Government Regulation 2012*.

## ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the approved Minutes are stored in corporate memory and the actions recorded and registered for follow-up.

## KEY MESSAGES

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

<b>Report prepared by:</b> JOHN NYAWO <b>Manager Governance and Corporate Services</b>  Date: 8 April 2024	<b>Report authorised by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 8 April 2024
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## ATTACHMENTS

- CONFIDENTIAL Attachment - Unconfirmed Minutes - Audit and Risk Committee Meeting – 6 March 2024.

## REFERENCE DOCUMENT

- Nil

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## **UNCONFIRMED MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD WEDNESDAY 6 MARCH 2024 COUNCIL CHAMBERS, MORANBAH**

## AUDIT AND RISK COMMITTEE MEETING OF

### ISAAC REGIONAL COUNCIL

HELD ON WEDNESDAY 6 MARCH 2024

COUNCIL CHAMBERS, MORANBAH

#### 1. OPENING MEETING

The Chairperson declared the meeting open, the time being 8:32am and welcomed all in attendance.

#### 2. ATTENDANCE

##### COMMITTEE

Mr Stephen Coates	Independent Chairperson (Sustainable Strategy Deployment)
Mr Peter Sheville	External Member (PSSP Company Limited)
Ms Kerry Phillips	External Member (Kerry Ann Phillips)
Cr Anne Baker	Mayor (Ex Officio) (Alternate Member)
Cr Sandy Moffat	Councillor (Division 2)

##### OBSERVERS

Mr Scott Casey	Director Water and Waste
Mr Darren Fettell	Director Corporate Governance and Financial Services
Mr Jason Frost	Acting Director Engineering and Infrastructure
Mr Daniel Wagner	Director Planning, Environment and Community Services
Mr Paul Simonds	Head of People and Capability (Via videoconference)
Mr John Nyawo	Manager Governance and Corporate Services
Ms Teika Kirkman	Minute Taker (Executive Assistant – Office of the CEO)
Ms Samatha Crisp	Governance Officer - Administration

#### ATTENDANCE

Cr Anne Baker, Mayor, was not present when the meeting commenced in the Council Chambers at 8:32am.

Mr Dan Wagner, Director Planning Environment and Community Services was not present when the meeting commenced in the Council Chambers at 8:32am.

Mr Sam Spellacy, Pitcher Partners (External Auditor) was present via videoconference when the meeting commenced in the Council Chambers at 8:32am.

Ms Donna Sinanian, Crowe (Internal Auditor) was present via videoconference when the meeting commenced in the Council Chambers at 8:32am.

Mr Wayne Gorrie, OCM (Internal Audit) was present via videoconference when the meeting commenced in the Council Chambers at 8:32am.

# MEETING MINUTES

6 March 2024

Mr James Turner, OCM (Internal Audit) was present via videoconference when the meeting commenced in the Council Chambers at 8:32am.

Ms Nicole Short, Queensland Audit Office (QAO) via videoconference when the meeting commenced in the Council Chambers at 8:32am.

Mr Michael Krulic, Manager Financial Services was present when the meeting commenced in the Council Chambers at 8:32am.

Ms Dannett Barfield, Legal and Governance Officer was present when the meeting commenced in the Council Chambers at 8:32am.

## 3. APOLOGIES

Resolution No.:	Action:	Acting Chief Executive Officer
Mover:	Stephen Coates	Seconded: Agreed by consensus
That the Audit and Risk Committee recommends:		
1. To accept the apology received from Cr Gina Lacey, Councillor (Division 3).		
		Carried

## 4. DECLARATION OF CONFLICT OF INTEREST

### Declaration of Material Personal Interest

Mayor Anne Baker declared a material personal interest for the discussion relating to Isaac Affordable Housing Trust and Moranbah Early Learning Centre, during discussions for Items 15.1 and 15.2, as defined by *Local Government Act 2009, section 175B*. Mayor Baker is a board member and Chair of the Isaac Affordable Housing Trust (IAHT) and the Moranbah Early Learning Centre (MELC).

### Declaration of Material Personal Interest

Cr Sandra Moffat declared a material personal interest for the discussion relating to the Isaac Affordable Housing Trust for Item 15.1, as defined by *Local Government Act 2009, section 175B*. Cr Moffat is a board member of the Affordable Housing Trust (IAHT).

Members will declare their conflict of interest at the time of the discussion of the agenda item.

## 5. CONFIRMATION OF MINUTES

### 5.1. Minutes of the Audit and Risk Committee from Tuesday, 14 November 2023

Receipt and confirmation of minutes from the Audit and Risk Committee Meeting Tuesday, 14 November 2023, at the Council Chambers, Bachelor Parade, Moranbah.

# MEETING MINUTES

6 March 2024

<b>Resolution No.:</b>	<b>Action:</b>	<b>Minute Secretary</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by Consensus</b>
<b>That the Audit and Risk Committee recommends:</b>		
<b>1. To confirm the Minutes of the Isaac Regional Council Audit and Risk Committee Meeting held on Tuesday, 14 November 2023, at Isaac Regional Council, Council Chambers, Batchelor Parade, Moranbah.</b>		
		<b>Carried</b>

## ATTENDANCE

Mr Dan Wagner, Director Planning Environment and Community Services entered the Council chambers at 8:36am.

### 5.2. Minutes of the Audit and Risk Committee from Thursday, 7 December 2023.

Receipt and confirmation of minutes from the Audit and Risk Committee Meeting from Thursday, 7 December 2023, at the Council Chambers, Bachelor Parade, Moranbah.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Minute Secretary</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by Consensus</b>
<b>That the Audit and Risk Committee recommends:</b>		
<b>2. To confirm the Minutes of the Isaac Regional Council Audit and Risk Committee Meeting held on Tuesday, 7 December 2023, at Isaac Regional Council, Council Chambers, Batchelor Parade, Moranbah.</b>		
		<b>Carried</b>

## ATTENDANCE

Mayor Anne Baker entered the Council Chamber's at 8:50am.

Mr Michael Krulic, Manager Financial Services left the Council Chamber's at 8:51am and returned to the Chambers at 8:54am.

### 6. INTERNAL AUDIT

#### 6.1. Financial Sustainability Internal Audit

To present to the Audit and Risk Committee the Internal Audit status report for Financial Sustainability.

# MEETING MINUTES

6 March 2024

<b>Resolution No.:</b>	<b>Action:</b>	<b>Crowe - Partner</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. That the Internal Audit status report for Financial Sustainability be received and noted.</b>		
<b>2. That the recommendations and agreed management responses from the internal audit report be captured in the Internal Audit Action Register.</b>		
		<b>Carried</b>

- 6.2. Legislative Compliance – Regulatory Services Internal Audit**  
To present to the Audit and Risk Committee the Internal Audit status report for Legislative Compliance – Regulatory Services.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Crowe - Partner</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. That the Internal Audit status report for Legislative Compliance – Regulatory Services be received and noted.</b>		
<b>2. That the final report including revised management responses, be circulated to the Committee out of session.</b>		
<b>3. That the recommendations and agreed management responses from the internal audit report be captured in the Internal Audit Action Register.</b>		
		<b>Carried</b>
<b>Note:</b>		
<ul style="list-style-type: none"><li><b>The committee discussed and suggested that a benchmarking exercise be conducted internally, focussing on the recommendations in the Internal Audit report.</b></li></ul>		

## ATTENDANCE

Ms Donna Sinanian, Crowe (Internal Auditor) left the meeting at 9:07am.

- 6.3. Procurement – Data Analytics and Computers Assisted Audit Techniques (CAATS) Internal Audit**

# MEETING MINUTES

6 March 2024

To present to the Audit and Risk Committee the Internal Audit status report for Procurement - Data Analytics and CAATS.

<b>Resolution No.:</b>	<b>Action:</b>	<b>OCM - Partner</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b> <b>Agreed by consensus</b>

**That the Audit & Risk Committee recommends:**

- 1. That the Internal Audit status report for Procurement - Data Analytics and CAATS be received and noted.*
- 2. That the recommendations and agreed management responses from the internal audit report be captured in the internal audit action register.*

**Carried**

**Note:**

- The Committee questioned and discussed the report with Internal Auditors and Management.*
- The Committee noted that the two main issues to be addressed on a risk basis were;*
  - 1. Purchase orders being raised after invoice dates and,*
  - 2. Potential invoice/order splitting.*
- The Committee noted actions already underway prior to the audit, including implementation of Eftsure and requested an update on progress against the data analytics test results table included in the report for the next Committee meeting.*

## ATTENDANCE

Mr Wayne Gorrie, OCM (Internal Audit) left the meeting at 9:26am.

Mr James Turner, OCM (Internal Audit) left the meeting at 9:26am.

## 7. EXTERNAL AUDIT

### 7.1. External Audit Briefing Paper

To provide the Audit and Risk committee with an update on reports and resources, as at 19 February 2024. It provides an overview of the information relevant to your entity, including learnings from our tabled reports to parliament, newly published resources such as our blog articles and fact sheets, and an update on our audits that are in progress.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Pitcher Partners &amp; Queensland Audit Office</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b> <b>Agreed by consensus</b>

# MEETING MINUTES

6 March 2024

**That the Audit & Risk Committee recommends:**

- 1. That the Isaac Regional Council Audit Briefing Paper as at 19 February 2024 be received and noted.***

**Carried**

**Note:**

- The Committee requested that Management review the Auditor General's Reports and consider potential impacts / opportunities for Council, with response to be reported to future Audit & Risk Committee meetings.***

## ATTENDANCE

Mr Peter Sheville, External Member left the Council Chambers at 9:37am.

Mr Peter Sheville, External Member returned to the Chambers at 9:39am.

### 7.2. External Audit Plan 2024 FY

To provide the Audit and Risk committee with the external audit plan for Isaac Regional Council for the financial year ending 30 June 2024. The purpose of our audit is to express opinions on the 2024 financial statements and current year financial sustainability statement.

**Resolution No.:**

**Action:**

**Pitcher Partners & Queensland  
Audit Office**

**Mover:**

**Stephen Coates**

**Seconded:**

**Agreed by consensus**

**That the Audit & Risk Committee recommends:**

- 2. That the external audit plan for Isaac Regional Council for the financial year ending 30 June 2024 be received and noted.***

**Carried**

## ATTENDANCE

Mr Sam Spellacy, Pitcher Partners (External Auditor) left the meeting at 10:02am.

Ms Nicole Short, Queensland Audit Office (QAO) left the meeting at 10:02am.

Mr Ken Gouldthorp, Chief Executive Officer left the Council Chambers at 9:44am.

Mr Paul Simonds, Head People and Capability left the Council Chambers at 9:44am.

# MEETING MINUTES

6 March 2024

Mr Dan Wagner, Director Planning, Environment and Community Services left the Council Chambers at 9:44am.  
Mr Darren Fettell, Director Corporate Governance and Financial Services left the Council Chambers at 9:44am.  
Mr Scott Casey, Director Water and Waste left the Council Chambers at 9:44am.  
Mr Jason Frost, Acting Director Engineering and Infrastructure left the Council Chambers at 9:44am.  
Mr Michael Krulic, Manager Financial Services left the Council Chambers at 9:44am.  
Mr John Nyawo Manager Governance and Corporate Services left the Council Chambers at 9:44am.  
Ms Teika Kirkman, Executive Assistant left the Council Chambers at 9:44am.  
Ms Samantha Crisp, Governance Officer – Administration left the Council Chambers at 9:44am.  
Ms Dannette Barfield, Legal and Governance Officer left the Council Chambers at 9:44am.

## 8. AUDIT COMMITTEE MEMBERS & AUDITORS SESSION

The External Auditors and Audit and Risk Committee Members conducted a closed session.

## ATTENDANCE

Mr Ken Gouldthorp, Chief Executive Officer entered the Council Chambers at 10:02am.  
Mr Darren Fettell, Director Corporate Governance and Financial Services entered the Council Chambers at 10:02am.  
Mr Scott Casey, Director Water and Waste entered the Council Chambers at 10:02am.  
Mr Jason Frost, Acting Director Engineering and Infrastructure entered the Council Chambers at 10:02am.  
Mr Michael Krulic, Manager Financial Services entered the Council Chambers at 10:02am.  
Mr John Nyawo Manager Governance and Corporate Services entered the Council Chambers at 10:02am.  
Ms Teika Kirkman, Executive Assistant entered the Council Chambers at 10:02am.  
Ms Samantha Crisp, Governance Officer – Administration entered the Council Chambers at 10:02am.  
Ms Dannette Barfield, Legal and Governance Officer entered the Council Chambers at 10:02am.  
Mr Paul Simonds, Head People and Capability was not present when the meeting recommenced in the Council Chambers.  
Mr Dan Wagner, Director Planning, Environment and Community Services was not present when the meeting recommenced in the Council Chambers  
The meeting was adjourned in the Council Chambers for morning tea at 10:02am.  
The meeting recommenced in the Council Chambers at 10:07am.  
Ms Zoe Behrendt, Acting Manager Business Services entered the Council Chambers at 10:19am.

# MEETING MINUTES

6 March 2024

## 9. FINANCIAL COMPLIANCE AND INTERNAL CONTROLS

### 9.1. Financial Statements – As at 31 January 2024

To provide, for the information of the Committee, the latest monthly financial report received by Council.

**Resolution No.:** **Action:** **Manager Financial Services**

**Mover:** **Stephen Coates** **Seconded:** **Agreed by consensus**

**That the Audit & Risk Committee recommends:**

- 1. That the Statutory Financial and Treasury Reports for the period ending 31 January 2024 be received and noted.*

**Carried**

**Note:**

- The Committee received high level verbal update on February financial reporting and budget review.*
- The Committee requested for future cover reports to provide advice or confirmation of reports which have been submitted to Council prior to the Committee and note any key discussion points raised.*

## ATTENDANCE

Mayor Anne Baker left the Council Chambers at 10:24am.

### 9.2. Financial Performance Monitoring - Analytics

To provide the Audit and Risk Committee with financial analytics for period 1 November 2023 to 31 January 2024.

**Resolution No.:** **Action:** **Manager Financial Services**

**Mover:** **Stephen Coates** **Seconded:** **Agreed by consensus**

**That the Audit & Risk Committee recommends:**

- 1. That the Financial Performance Monitoring – Analytics report be received and noted.*

# MEETING MINUTES

6 March 2024

**Carried**

## ATTENDANCE

Mr Paul Simonds, Head People and Capability entered the Council Chambers at 10:29am.

### 10. BUSINESS ARISING FROM PREVIOUS MEETING

#### 10.1. Action List

The Audit and Risk Committee noted the status update on Actions and the completed items as per the items on the agenda.

**Resolution No.:** **Action:** **Manager Governance and Corporate Services**

**Mover:** **Stephen Coates** **Seconded:** **Agreed by consensus**

**That the Audit and Risk Committee recommends:**

**1. The attachment "Audit and Risk Action Item List" be received and noted.**

**Carried**

## ATTENDANCE

Mayor Anne Baker entered the Council Chambers at 10:35am.

### 10.1.2. WW Internal Audit Report

To present to the Audit and Risk Committee's, noting an Integrated Management System (IMS) overview and the Drinking Water Management Plan, prepared by Bligh Tanner as per the Committee's request (Resolution A001341) at the 14 November 2023 Committee Meeting.

**Resolution No.:** **Action:** **Director Water and Waste**

**Mover:** **Stephen Coates** **Seconded:** **Agreed by consensus**

**That the Audit and Risk Committee recommends:**

**1. That the Integrated Management System (IMS) overview and the Drinking Water Management Plan (DWQMP) prepared by Bligh Tanner be received and noted.**

**Carried**

## ATTENDANCE

Ms Zoe Behrendt, Acting Manager Business Services left the Council Chambers at 10:40am.

# MEETING MINUTES

6 March 2024

## 10.2. Audit and Risk Committee Annual Work Plan

Noted that this agenda item is used as a tracking tool, capturing all the matters the Committee wish to cover and tied to the relevant IRC Policy and Charter and guidance from the QAO to set out a work plan.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Manager Governance and Corporate Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit and Risk Committee recommends:</b>		
<b>1. That the Annual Work Plan is received and noted.</b>		
<b>Carried</b>		

## 11. LEGAL AND LEGISLATIVE MATTERS

### 11.1. Legal and Legislative Matters Update (Verbal)

The Chief Executive Officer, with input from Directors, to provide a verbal report on the following:

- Infrastructure Access Agreement – Update provided on current legal process being progressed and high-level risks associated with the matter.
- Planning application – Update provided on objection to refusal for planning application submitted for a significant expansion of a worker camp.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Chief Executive Officer</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit and Risk Committee recommend:</b>		
<b>2. That the Chief Executive Officer's verbal update on Legal and Legislative matters be received and noted.</b>		
<b>Carried</b>		

## ATTENDANCE

Mr Dan Wagner, Director Planning, Environment and Community Services entered the Council Chambers at 10:45am.

# MEETING MINUTES

6 March 2024

## 11.2. CEO Report (Verbal)

The Chief Executive Officer provided a brief verbal report:

- 2023/2024 Capital Works Program – The main focus is completing this program as we are nearing the end of the financial year. Preparation has also commenced for the 2024/2025 Capital Works Program.
- 2024 Elections – Council currenting in caretaker mode and assisting election process with Electoral Commission Queensland (ECQ). CEO provided update on contested and uncontested Divisions. A draft Councillor onboarding program is underway and will be delivered to both Councillors elect and returned Councillors.
- CEO organisation update –The CEO provided the Committee with a high-level overview of discussions with Council around organisational alignment and performance, from his initial review undertaken late last year. Council will consider options provided in future planning.

Resolution No.:		Action:	Audit and Risk Committee Chairperson
Mover:	Stephen Coates	Seconded:	Agreed by consensus
That the Audit and Risk Committee recommend:			
1. <i>Receive and note the Chief Executive Officer's verbal report update.</i>			
			Carried

## 12. BUSINESS ARISING FROM PREVIOUS MEETING

### 12.1. Emerging Risk / Ongoing Issues (Verbal)

- Human Rights Act – There are issues currently arising in QLD in regarding Community Groups claiming against the Human Rights Act in relation to Council development approvals.
- Resilience – It is important to stay vigilant and be proactive when it comes to cyber security, digital disruption, and business continuity planning within organisations.
- Fraud – An international cyber security paper for infrastructure is to be distributed out of session by the External Members for the Committee and Management's information.

# MEETING MINUTES

6 March 2024

- Artificial Intelligence (AI) – AI is evolving rapidly and being embedded rapidly into our day-to-day life. Organisations should look at the significant risks involved. Possible mitigation of risk including targeted policies and procedures and firewall protection were discussed.
- Fraud utilising AI - Increased sophistication for social engineering is now being considered a large threat and should be considered through cyber security protection.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Audit and Risk Committee Chairperson</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit and Risk Committee recommend:</b>		
<b>1. To receive and note the verbal update provided on the emerging risks and/or ongoing issues arising since the last Audit and Risk Committee Meeting.</b>		
<b>Carried</b>		
<b>Note:</b>		
<ul style="list-style-type: none"><li>• <b>Chair and Committee gave thanks to Mayor Anne Baker, Cr Sandy Moffat and Cr Gina Lacey for their service and contributions to Community, Council and Committee during their term.</b></li></ul>		

## 13. GOVERNANCE

### 13.1 Governance Update

To provide an overview and update of Governance activities and other corporate matters since November 2023 and future priorities.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Manager Governance and Corporate Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. That the Status Governance Report be received and noted.</b>		
<b>Carried</b>		

# MEETING MINUTES

6 March 2024

## Note:

- *The Committee noted the intention to provide a close out Cyber Security Incident Report to the next Audit and Risk Committee Meeting, Tuesday 21 May 2024.*
- *The Committee noted the intention to provide the Combined Internal and External Audit Register, following review of actions and process by ELT to the next Audit and Risk Committee Meeting.*
- *The Committee requested a review of the internal audit plan table around progress to date and remaining audits for the current financial year to ensure achievable and effective outcomes.*
- *Timing and scope of the previously postponed cyber security audit to be reviewed*
- *The Committee received a verbal update from Peter Sheville and Darren Fettell on the review of the Digital Strategy planning and reporting.*
- *The Committee requested an update report on the Digital Strategy to the next Audit and Risk Committee Meeting.*

## 13.2. IRCT-ALL2-0922-298 Single Internal Audit Service Provider Recommendation

To present the Procurement Officer Recommendation Report, following the tender process to revert to a Single Internal Audit Service Provider (IRCT-ALL2-0922-298 to replace the Internal Audit Services Panel (IRCT2082-01210215) comprising of Crowe (Findex), KPMG and O'Connor Marsden and Associates (OCM) which expired on 31 May 2023.

**Resolution No.:**

**Action:**

**Manager Governance and  
Corporate Services**

**Mover:**

**Stephen Coates**

**Seconded:**

**Agreed by consensus**

**That the Audit & Risk Committee recommends:**

1. *That the IRCT-ALL2-092-298 Single Internal Audit Service Provider Recommendation be received and noted.*
2. *The appointment of O'Connor Marsden and Associates (OCM) the Single Internal Audit Service Provider for a period of up to 3 years.*
3. *CEO negotiates terms and executes the relevant contract.*

**Carried**

## 13.3. Enterprise Risk Management Register Update

To provide an overview and update of Risk Management as per the work plan.

**Resolution No.:**

**Action:**

**Manager Governance and  
Corporate Services**

# MEETING MINUTES

6 March 2024

**Mover:** Stephen Coates **Seconded:** Agreed by consensus

**That the Audit & Risk Committee recommends:**

**1. That the Risk Management Update be received and noted.**

**Carried**

**Note:**

- The Committee requested that changes in risk ratings for items be highlighted and explained as exception reporting for the information of the Committee.**

## **13.4. Insurance Update – As at 31 January 2024**

To provide the Audit and Risk Committee with claims status report for the period 1 November 2023 to 31 January 2024.

**Resolution No.:** **Action:** **Manager Governance and Corporate Services**

**Mover:** Stephen Coates **Seconded:** Agreed by consensus

**That the Audit & Risk Committee recommends:**

**1. That the Insurance Update as at 31 January 2024 be received and noted.**

**Carried**

## **ATTENDANCE**

Mr Michael Krulic, Manager Financial Services entered the Council Chambers at 11:40am.

Mr Peter Sheville, External Member left the Council Chambers at 11:49am.

Mr Peter Sheville, External Member entered the Council Chambers at 11:52am.

Mr Stephen Coates, Chairperson left the Council Chambers at 11:59am.

Mr Stephen Coates, Chairperson entered the Council Chambers at 12:02pm.

## **14. PROJECT DELIVERY & MAJOR PROJECT RISKS**

### **14.1. Capital Project Expenditure as at 31 January 2024**

To provide the Audit and Risk committee an overview of all the Directorates capital projects as at 31 January 2024.

# MEETING MINUTES

6 March 2024

<b>Resolution No.:</b>	<b>Action:</b>	<b>Manager Financial Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. <i>That the Capital Project Delivery – Completion V Budget status report be received and noted.</i></b>		
		<b>Carried</b>

## 14.1.1. Capital Project Delivery – Corporate Governance & Financial Services – As at 29 February 2024

To provide an update on the Capital Expenditure for Corporate, Governance and Financial Services Directorate as at 29 February 2024 on an exception basis.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Director Corporate, Governance and Financial Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. <i>That the Capital Expenditure status report for the Corporate, Governance and Financial Services Directorate as at 29 February 2024, be received and noted.</i></b>		
		<b>Carried</b>

## 14.1.2. Capital Project Delivery – Planning Environment & Community Services – As at 29 February 2024

To provide an update on the Capital Expenditure for Planning, Environment and Community Services Directorate as at 29 February 2024, on an exception basis.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Director Planning, Environment and Community Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded: Agreed by consensus</b>

# MEETING MINUTES

6 March 2024

**That the Audit & Risk Committee recommends:**

- 1. To receive and note the status report the Capital Expenditure for Planning, Environment and Community Services Directorate as at 29 February 2024.***

**Carried**

## **14.1.3. Capital Project Delivery – Water & Waste – As at 31 January 2024**

To provide an update on the Capital Expenditure for Water and Waste Directorate at 31 January 2024, on an exception basis.

**Resolution No.:**

**Action:**

**Director Water and Waste**

**Mover:**

**Stephen Coates**

**Seconded:**

**Agreed by consensus**

**That the Audit & Risk Committee recommends:**

- 1. That the Capital Expenditure status report for Water and Waste Directorate as at 31 January 2024, be received and noted.***

**Carried**

## **14.1.4. Capital Project Delivery – Engineering & Infrastructure – As at 29 February 2024**

To provide an update on the Capital Expenditure for Engineering and Infrastructure Directorate as at 29 February 2024, on an exception basis.

**Resolution No.:**

**Action:**

**Acting Director Engineering and Infrastructure**

**Mover:**

**Stephen Coates**

**Seconded:**

**Agreed by consensus**

**That the Audit & Risk Committee recommends:**

- 1. That the status report be received and noted for Engineering and Infrastructure as at 29 February 2024.***

**Carried**

## **15. PEOPLE AND CAPABILITIES, SAFETY & ICT**

### **15.1. Safety and Resilience Update Report**

# MEETING MINUTES

6 March 2024

To provide an update and overview on Health, Safety and Wellbeing as well as Disaster Management activities.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Director Corporate, Governance and Financial Services</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. That the Safety and Resilience status report be received and noted.</b>		
		<b>Carried</b>

## 16. GENERAL BUSINESS

### 16.1.1 Controlled Entities/Community Boards - Isaac Affordability Housing Trust

To present to the Audit & Risk Committee the Isaac Affordable Housing Trust Financial Report as at 31 January 2024.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Chief Executive Officer</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b>
		<b>Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. That the Isaac Affordable Housing Trust Financial Report as at 31 January 2024 be received and noted</b>		
		<b>Carried</b>
<b>Note:</b>		
<ul style="list-style-type: none"><li><b>The Committee questioned and discussed the report and received a verbal update around Council workshops and resolutions related to requests for support from IAHT.</b></li></ul>		

### 16.2. Controlled Entities/Community Boards - Moranbah Early Learning Centre

To present to the Audit & Risk Committee the Moranbah Early Learning Centre Financial Report as at 31 January 2024.

# MEETING MINUTES

6 March 2024

<b>Resolution No.:</b>	<b>Action:</b>	<b>Chief Executive Officer</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b> <b>Agreed by consensus</b>
<b>That the Audit &amp; Risk Committee recommends:</b>		
<b>1. To receive and note the Moranbah Early Learning Centre Financial Report as at 31 January 2024.</b>		
<b>Carried</b>		
<b>Note:</b>		
<b>The Committee questioned and discussed the report and received a verbal update around requests for support from MELC.</b>		

## 16.3. Committee Member Feedback Session (verbal)

The Committee discusses what aspects of the meeting bring value to the committee members. (How can we focus on making them more valuable?)

- CEO proposed limiting attendance of Executives to times required for specific reports or requests from the Committee going forward.
- CEO, with Chairperson, proposed restricting attachments to monthly reports provided as information be limited to the latest report prior to meeting agenda preparation.
- Chairperson proposed review of agenda structure, including but not limited to:
  1. Agenda item 10 - Business arising to follow agenda item 5.
  2. Capital works reporting to be on exception basis only, consideration to value, risk, and complexity thresholds.
  3. Clear identification of reports provided for information only purposes.
  4. Proposed time limits for agenda items.
- Committee members to consider induction packs to include: best practice tips and tricks, and how elected members can be engaged with role and responsibility of the Audit and Risk Committee.

<b>Resolution No.:</b>	<b>Action:</b>	<b>Chief Executive Officer</b>
<b>Mover:</b>	<b>Stephen Coates</b>	<b>Seconded:</b> <b>Agreed by consensus</b>

# MEETING MINUTES

6 March 2024

That the Audit & Risk Committee recommends:

1. *That the discussion on what adds value to the committee be received and noted.*

Carried

## 17. NEXT MEETING & CLOSURE

- 17.1. **Next Meeting** – Tuesday, 21 May 2024 to commence at 8:30am.

Resolution No.:

Action:

Chief Executive Officer

Mover:

Stephen Coates

Seconded:

Agreed by consensus

That the Audit & Risk Committee recommends:

1. *That the next Audit and Risk Committee Meeting scheduled for Tuesday, 21 May 2024.*

Carried

There being no further business the Chair closed the meeting at 12:33PM.

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Darren Fettell

## AUTHOR POSITION

Director Corporate Governance and Financial Services

## 10.4

### 2023-2024 ANNUAL OPERATIONAL PLAN – 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> QUARTER PERFORMANCE REPORTING

## EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the updated 2023-2024 Annual Operational Plan, and the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarterly performance report, for the quarterly periods up to 31 March 2024, on the progress towards implementing the 2023-2024 Annual Operational Plan.

## OFFICER'S RECOMMENDATION

### *That Council:*

1. ***Receive and endorse the updated 2023-2024 Annual Operational Plan.***
2. ***Receive and note the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarterly performance reporting on the updated 2023-2024 Annual Operational Plan, for quarterly periods up to 31 March 2024.***

## BACKGROUND

Section 104 of the *Local Government Act 2009* requires Council to prepare and adopt an Annual Operational Plan for each financial year.

Council adopted the 2023-2024 Annual Operational Plan at its meeting held 28 June 2023 (resolution number 8381). Council also authorised the CEO to undertake a review of the 2023-2024 Annual Operational Plan, for alignment and implementation of the Isaac Regional Council Community – Corporate Plan 2024-2029 when adopted, with updates as appropriate to be presented to Council for endorsement.

In adopting the Annual Operational Plan the following key points were noted at the time:

- The draft 2023-2024 Annual Operational Plan was developed in consultation with Council, Managers and the Executive Team and directly links to Isaac Regional Councils current five-year Corporate Plan, Isaac 2022.
- The Operational Plan contains actions which work towards achieving the key strategies of the Corporate Plan during the 2023-2024 financial year. In addition, the Operational Plan informs the community of our key focus areas and commitment to the sustainability of our region.
- It was noted that Council was simultaneously progressing with development of the Isaac's Community-Corporate Plan 2024-2029 which when adopted should lead to a review / update of the annual operational plan as appropriate. The draft 2023-2024 Annual Operational Plan does have strong alignment to the directions contained in the Draft Isaac Community-Corporate Plan 2024-2029, however

a formal review of the Annual Operational Plan should be done for completeness to make that alignment explicit.

Council adopted the Isaac Community-Corporate Plan 2023-2028 at its meeting held 23 August 2023 (resolution number 8476) in accordance with the Local Government Act 2009 and Local Government Regulation 2012. Adoption of the plan superseded the previous Corporate Plan – Isaac 2017-2022 and the Community Strategic Plan Isaac 2035 – Isaac’s 20 Year Vision.

In adopting the Isaac Community-Corporate Plan the following key points were noted at the time:

- In 2021, Council committed to undertaking a simultaneous review of both the Corporate and Community Plans ahead of the expiry of Council’s interim five-year *Corporate Plan – Isaac 2017-2022*. This led to a combined Community and Corporate Plan to streamline and better connect the Community’s and Council’s long-term vision with the organisation’s short-medium-term operational planning.
- The following process and methods were used to inform the Draft Isaac Community-Corporate Plan:

## Information Gathering and Internal Workshopping

IRC continually conducts community engagement as part of their regular delivery of services to the community. Similarly, staff and elected representatives sit on numerous committees, boards, and representative groups. These all create important opportunities for dialogue. Rather than starting with large blank canvas or survey to start the Draft Isaac Community-Corporate Plan, Councillors and staff consolidated their knowledge of both Council and Community strengths, weaknesses, opportunities, and threats and categorised these into 6 broad themes. These themes were then extensively reviewed and tested at a range of internal workshops between staff and elected representatives. Priorities were roughly identified and tested.

## Desktop Review

An extensive desktop review was conducted which saw the collation and analysis of the following against the pre-determined themes:

- Existing Isaac Regional Council internal strategies, frameworks, policies and programs.
- Internal statistical collation on Council’s services.
- External statistical collation on the region including demographics, economic and environmental figures.
- State and federal governments and their agencies’ strategic documents which directly impact local government.
- The *Local Government Act 2009 and Local Government Regulation 2012*.
- The community and corporate plans of other local governments across Queensland.
- Our Future World – CSIRO’s leading document on global megatrends.
- Isaac Youth Unmet Needs Report.
- This desktop review enabled the vision, goals, and priorities of each theme to be better defined and more relevant to the working environment.

## Face to Face Community Engagement and Draft Isaac Community-Corporate Plan Survey

Face to face community engagement and the draft Isaac Community-Corporate Plan Survey were conducted concurrently. While the information gathering, internal workshops and desktop reviews focussed on collecting and defining what we as an organisation knew, the face-to-face community engagement and draft Isaac Community-Corporate Plan Survey were designed to ground-truth the vision, goals and priorities and provide both qualitative and quantitative data behind this.

### First Peoples yarns

Numerous informal yarns were held with the region's seven first people's communities regarding the plan and their priorities for the future of the region. While feedback was overwhelmingly positive there was specific recommendations and feedback submitted were duly considered and incorporated where possible.

In line with the resolution adopting the original Annual Operational Plan, a review has subsequently been undertaken for alignment and implementation of the Isaac Regional Council Community – Corporate Plan 2024-2029. It should be noted that Council operations have been undertaken all the while in line with both plans and activities included in Departmental Business Plans which formed the basis of the Annual Budget.

A review has also been undertaken of the measures used to report on the progress of the Annual Operational Plan at the request of Council to ensure that reporting is both reliably measurable and meaningful. This has resulted in more concise reporting of measures of success and targets aligned with strategic themes from the Community-Corporate Plan.

It is acknowledged that with a new Council these activities and targets will be further reviewed and amended as part of the strategic planning and budgeting for the 2024-2025 financial year.

### IMPLICATIONS

It is legislative requirement (*Local Government Act 2009, Local Government Regulations 2012*) that Council prepares and adopts an Annual Operational Plan and that Council receives a written assessment of Council's progress towards implementing the Annual Operational Plan on a quarterly basis.

### CONSULTATION

Significant internal and external consultation was conducted as part of the Community-Corporate Plan project.

Executive Leadership Team

All Managers

### 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 the updated 2023-2024 Annual Operational Plan and Performance Reports to be published on Council's website.

### KEY MESSAGES

Council undertook a simultaneous review of both the Community and Corporate Plans.

Five-year Corporate Plans are a statutory requirement under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Significant internal and external consultation was undertaken in relation to the Draft Isaac Community-Corporate Plan 2023 - 2028.

From the seven Traditional Custodian groups to the residents of our seventeen unique communities, the passion for the future of the Isaac region was apparent.

The Isaac Community-Corporate Plan will set the organisation's strategic direction and informs budgetary and other resourcing decisions for the next five years.

Council is demonstrating transparency on how it is performing against the Annual Operational Plan.

**Report prepared by:**

DARREN FETTELL

**Director Corporate, Governance and Financial Services**

Date: 10 April 2024

**Report authorised by:**

DARREN FETTELL

**Director Corporate, Governance and Financial Services**

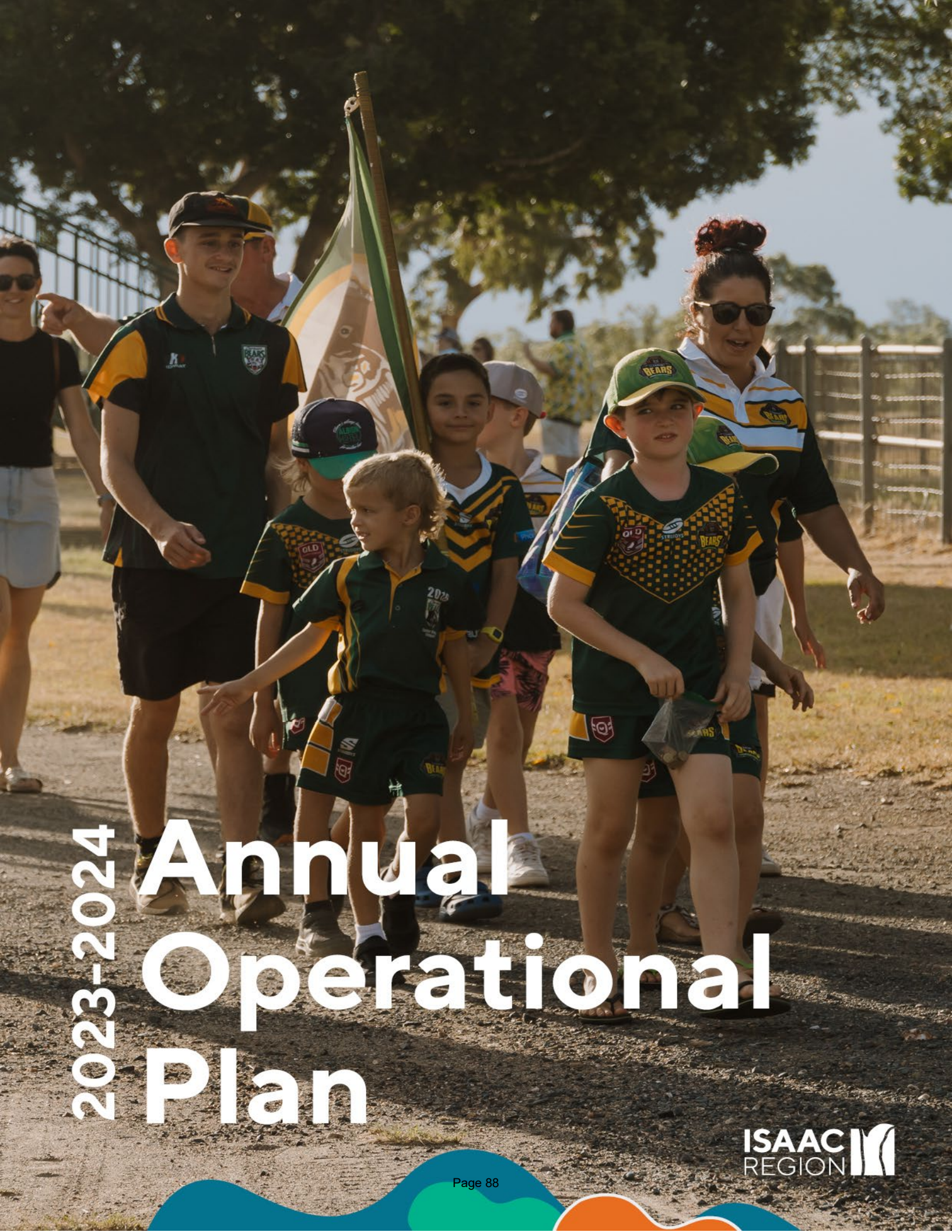
Date: 10 April 2024

**ATTACHMENTS**

- Attachment 1 – Updated 2023-2024 Annual Operational Plan.
- Attachment 2 – 3<sup>rd</sup> Quarterly Annual Operational Plan Performance Report – as at 31 March 2024.

**REFERENCE DOCUMENTS**

- Community Consultation Report – Isaac Community-Corporate Plan 2023 – 2028.



# 2023-2024 Annual Operational Plan

# ACKNOWLEDGEMENT TO COUNTRY

We acknowledge the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Wirdi Peoples as the Traditional Custodians of the lands and waters throughout the Isaac region and their enduring cultural connection to country and community.

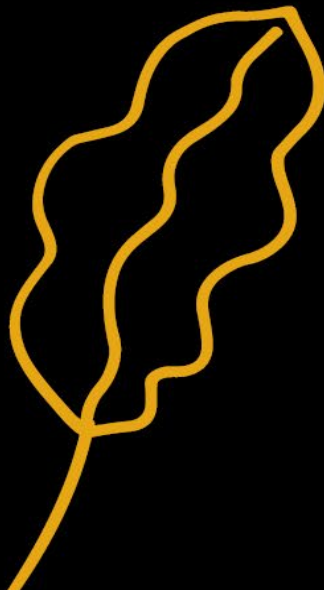
We pay our respect to the Elders past, present and emerging for they hold the stories, culture, and traditions of Aboriginal and Torres Strait Islander Peoples.

Our relationship with Traditional Custodians and neighbouring First Peoples communities will shape a shared future that celebrates First Peoples history and culture as the foundation of our region's collective identity.

Electronic copies of this plan are available, free of charge, on Council's website [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

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Adopted by Council on XXXXX  
Resolution #



## GOAL

To pursue long-term sustainable futures for Isaac's communities.

## VISION

Helping to energise the world.

A region that feeds, powers and builds communities, now and for the future.

## VALUES

### Community focus

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

### Caring

We are committed to working safely and caring for the safety and wellbeing of our people and communities. We believe that people matter.

### Teamwork

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

### Positive work ethic

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do. We practice the knowledge that how we do things is just as important as what we do.

**At Isaac, the how matters.**

## OUR CULTURE

Council have adopted a reference guide for the Intentional Culture of Isaac Regional Council which includes the following seven elements:

### Our people

### Living the values

### Beyond the values, the how matters

### How leaders lead

### Great delivery and performance

### Context, rather than control

### Highly aligned, intentionally held



## DELIVERING IN A CHANGING WORLD IS OUR FOCUS FOR OUR FUTURE

**advocacy**  
in a changing world

**securing community futures**  
in a changing world

**ensuring sustainability**  
in a changing world

**protecting community assets**  
in a changing world

Isaac Regional Council is committed to ensuring we focus on strategies to respond to the range of future-facing challenges we are dealing with, in addition to the normal delivery of all Council works and services.

## ADVOCACY

Local government is uniquely placed to deliver on crucial community needs; however, some critical services and facilities that make our communities thrive, require support from other levels of government.

This is where Council-led advocacy plays a vital role on behalf of residents to access and secure Queensland and Commonwealth Government funding or legislation changes to provide infrastructure, facilities, and services.

Through the Advocacy and External Affairs Unit, Council will continue to actively advocate for government funding and delivery of services to meet the community's current and future needs.

We will do this by:

Securing budgeted commitments for our community infrastructure.

Engaging with the local State and Federal Members of Parliament on key issues, policies and challenges facing our community.

Strategic partnerships with businesses.

Active involvement in peak industry bodies – Australian Local Government Association and Local Government Association of Queensland.

Participating in strategic partnerships with appropriate organisations or associations

– Australian Mining Cities Alliance, Queensland Beef Corridors, Road Accident Action Group, Mackay Isaac Tourism, Greater Whitsunday Alliance and Resource Centre of Excellence.

## STRONG AND RESILIENT COMMUNITIES

Local government is the closest level of government to the community.

It is also responsible for a third of all public infrastructure despite only having access to 3 per cent of the public funding.

Maintaining such an extensive portfolio poses unique challenges and requires considerable funding and resources.

Council is committed to developing, maintaining, and advocating for community assets that add to the region's liveability, social wellbeing, and economic sustainability.

To alleviate the challenges caused by industry usage of community assets, Council works with industry to ensure they financially contribute to the maintenance and repair of community assets to prevent residents from being financially burdened with covering the costs associated with industry usage.

Our community assets and infrastructure support our way of life.

Some of our community's assets include:

- 19 community facilities (civic centres, recreation centres, museums, galleries, halls and showgrounds)
- 8 aquatic facilities
- 99 parks and open spaces
- 4,500km of sealed and unsealed roads





## SUSTAINABILITY

At Isaac Regional Council, we are changing how we do business by applying the principles of social sustainability to all of our decision-making with the aim to building a thriving region that offers a bright future for our residents.

We are focusing on making strategic social investments, promoting public policies that support social sustainability and partnering with other businesses and levels of government to improve the lives of our community members.

Practically we will deliver this by:

- Prioritising measures which address barriers that impact genuine choice for people to permanently reside in the Isaac region.
- Supporting measures which add value or expand existing local collaborative programs improving social sustainability within the Isaac region in preference to multiple in-silo initiatives.
- Enhancing planning approaches based on demographics and population projections.
- Council encourages social investment models which deliver social value beyond compliance and contribute to a positive and socially sustainable future for Isaac communities.

## PROTECTING COMMUNITY ASSETS

Whether it is the impacts created by mine closures, industry downturns or changing community needs, our goal is to secure a prosperous future for all towns across the Isaac.

Through partnerships with community, business, industry and all levels of government, Isaac Regional Council is working hard to preserve the Isaac way of life and respond to the emerging and rapidly changing world.

In order to give our communities the best chance at a sustainable future we are supporting local economic development, seeking additional industries, encouraging place-based community programs and implementing innovative strategies for dealing with our changing world.

Council will continue to look for opportunities and deliver projects, policies and initiatives designed to help give our 17 Isaac communities every opportunity for a thriving future.

Key focus areas include:

- Legislated change such as the Strong and Sustainable Resource Communities.
- Agreements with industry – Infrastructure Access Agreements.
- Projects that support innovation and future industry – Isaac Resource Excellence Hub (Subject to executing a Federal Funding Agreement. Construct utility services to prepare the site for development).
- Community engagement to drive sustainable futures – Glenden Futures.
- Funding to support our region – Resource Communities Infrastructure Fund.



Under the *Local Government Act 2009*, Isaac Regional Council (Council) is required to produce an Annual Operational Plan.

This Annual Operational Plan details how Council will deliver on the priorities identified in Council’s five-year Corporate Plan, in the current financial year.

Each year, Council undertakes an important business planning process to fine-tune annual work commitments, ensuring there is a right mix of

enhancements with ongoing maintenance requirements region-wide.

The Annual Operational Plan is the foundation of Council’s 2023-2024 annual budget which provides resourcing for the identified programs and activities.

A quarterly performance report and an annual report is presented to Council and the community. These are our report cards which inform how we deliver the Annual Operational Plan.

## MAJOR INITIATIVES FOR 2023-2024

- Completion of flood studies and amendments to the Isaac Regional Planning Scheme
- Completion of revocation process for the Moranbah Priority Development Area
- Deliver Stage 2 review of the Clermont Saleyards and Showgrounds revitalisation project
- Design planning for new Community Hubs in Dysart and St Lawrence
- Implementation of renewed Illegal Dumping Framework
- Isaac Regional Council Emissions Reduction Framework
- Enterprise Risk Management Framework
- Isaac Regional Council Digital Strategy
- Infrastructure works planning and delivery of Isaac Resources Excellence Precinct
- Isaac Region Youth Unmet Needs Snapshot implementation action plan
- Moranbah Community Centre Revitalisation
- Nebo Showgrounds Revitalisation Stage 1 (subject to finalisation of funding agreements with the Australian Government)
- 2023-2028 Community-Corporate Plan
- Reconciliation Action Plan
- Strategic Asset Management Plan
- St Lawrence Wetlands Weekend June 2024 event

- Theresa Creek Dam Catchment Management Plan

## OUR KEY THEMES

The Annual Operational Plan reflects the Community-Corporate Plan's six strategic themes.

The Community-Corporate Plan is Council's blueprint for the future and is considerably different to previous iterations.

It considers the strategic direction of Council and defines how the Organisation's services support the community.

Section 104 (5) of the *Local Government Act 2009* and Section 175 of the Local Government Regulation 2012 sets out the requirements and content for an operational plan.

The regulation provides that the operational plan must:

- Be consistent with the annual budget
- State how Council will:
  - Progress the implementation of the five-year corporate plan and
  - State how a Council will manage operational risks.

The Operational Plan has been prepared consistent with these requirements; however it is a pared-back plan allowing organisation time to adjust and refocus towards the new Community-Corporate Plan.

Not all the plans, activities, services and projects are listed, however a robust performance report will be provided to the community each quarter providing an update on how we are meeting our commitments against the Community-Corporate Plan for 2023-2028.



leading and enabling a changing world



engaged communities



inclusive growth for a progressive economy



liveability through design and infrastructure



vibrant natural assets



governance for accountability

## OUR ANNUAL OPERATING PLAN'S PRIORITY ACTIONS

AOP #	Program Title	Description	KPI	Due	Department	Comm-Corp Alignment Theme and Priority	
AOP 01	Social Infrastructure	**Adopt a Social Infrastructure Strategy Guideline, Procedure and Processes.	Social Investment Strategy, Guideline, Procedure and Prospectus is developed, and implementation has begun across the organisation.	Q4	Strategic Policy and Projects	Leading and Enabling in a Changing World	LW6
AOP 02	Sustainability Framework	Implement Climate Change Response Policy Framework	Develop and implement a climate change response policy framework	Q4	Strategic Policy and Projects	Leading and Enabling in a Changing World	LW7
AOP 03	Emergency Management Exercise	Engage a consultant to facilitate an emergency exercise to address internal and disaster management arrangements.	An emergency exercise is facilitated to address internal and disaster management arrangements.	Q4	Safety and Resilience	Leading and Enabling in a Changing World	LW8
AOP 04	Human Resources Policies	**Develop and implement key organizational policies to support our people.	<p>The workplace trends and attraction and retention strategy are completed.</p> <p>A range of supporting policies and frameworks have commenced development to support Council's workforce.</p>	<p>Q4</p> <p>Q4</p>	Human Resources	Leading and Enabling in a Changing World	LW8
AOP 05	Local Disaster Management Plans (LDMP)	Review, update and implement Disaster Management Plans and sub-plans.	<p>Disaster Management Plans are under review by Q2.</p> <p>Disaster Management plans are adopted by the LDMG</p>	<p>Q2</p> <p>Q4</p>	Safety and Resilience	Engaged Communities	EC2
AOP 06	IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment.	<p>Inspections undertaken quarterly at all facilities to ensure a high standard of delivery.</p> <p>Audit results provide feedback for improvement.</p>	<p>Q1</p> <p>Q2</p> <p>Q3</p> <p>Q4</p>	Community Facilities	Engaged Communities	EC3

<b>AOP 07</b>	IRC Community Hubs	Completion of detailed site designs for new Community Hubs in Dysart and St Lawrence to support integrated service delivery of library and customer service functions.	Site designs are developed, consulted, and endorsed by community and Council	Q4	Capital Delivery	Engaged Communities	EC3
<b>AOP 08</b>	Community Grants Program	Provide a range of community arts and cultural support initiatives which empower our communities to celebrate their stories, cultures and identities.	Our Community Grants and Donations Program and the Regional Arts Development Fund are administered in accordance with their respective guidelines to the benefit of the community.	Q4	Engaged Communities	Engaged Communities	EC7
<b>AOP 09</b>	Nebo Showgrounds Revitalisation Project Stage 1	Deliver Stage 1 projects of the Nebo Showgrounds Master Plan in accordance with the Commonwealth funding agreement.	Funding is secured.  Stage 1 is delivered in line with funding agreement's key deliverables and timeframes.	Q4	Economy and Prosperity	Engaged Communities	EC7
<b>AOP1 0</b>	Theresa Creek Dam Master Plan	**Develop the master plan for Theresa Creek Dam (TCD)	The Theresa Creek Dam master plan is adopted.	Q2	Economy and Prosperity	Engaged Communities	EC7
<b>AOP1 1</b>	Youth Services	*Identify, understand, and respond to youth unmet needs report.	Youth Unmet Needs engagement framework and summit to be held by Q3.  Commence the development of a youth services roadmap (as informed by the Youth Summit)	Q3  Q4	Engaged Communities	Engaged Communities	EC8
<b>AOP1 2</b>	Regional mature tree risk audit	Develop and implement an audit process for the assessment of mature trees in urban centres	Completion of tree audits for major urban centres in the region	Q4	Infrastructure Parks and Recreation	Liveability through design and Infrastructure	LI5

<b>AOP1 3</b>	Unsealed roads gravel re-sheeting program	Development and delivery of the unsealed roads gravel re-sheeting program	Delivery of 90% 23/24 unsealed roads gravel re-sheeting works	Q4	Infrastructure Parks & Recreation/Infrastructure Planning & Technical Services	Liveability through design and Infrastructure	LI2
			Development of 24/25 unsealed roads gravel re-sheeting program and five year indicative program	Q4			
<b>AOP1 4</b>	Sealed roads reseal program	Development and delivery of the sealed roads reseal program	Delivery of the 23/24 reseal works	Q4	Infrastructure Parks and Recreation Infrastructure Planning and Technical Services	Liveability through design and Infrastructure	LI2
			Development of 24/25 sealed roads reseal program and 10-year indicative program	Q4			
<b>AOP1 5</b>	Road maintenance performance contract (RMPC) for Transport and Main Roads	Enter and successfully complete the RMPC contract for Transport and Main Roads	Maintain the state-controlled road network within budget and KPI's	Q4	Infrastructure Parks and Recreation	Liveability through design and Infrastructure	LI2
<b>AOP1 6</b>	Upgrade lighting in regional parks, sports fields and precincts	Development of a prioritised works program and upgrade of lighting infrastructure in regional parks, sporting fields and precincts	Delivery of the 23/24 planned lighting upgrade	Q4	Galilee and Bowen Basin Operations	Liveability through design and Infrastructure	LI5
<b>AOP1 7</b>	Regional roads floodways	Improve the regions roads by constructing floodways through the Queensland Governments transport infrastructure Development Scheme	Delivery of the 23/24 planned Floodway upgrade works	Q4	Galilee and Bowen Basin Operations	Liveability through design and Infrastructure	LI2 / LI6

<b>AOP1 8</b>	Glenden Water and Wastewater Treatment Optimisation Studies	**Undertake a Water & Wastewater Treatment Optimisation Study for Glenden	2 x studies completed	Q4	Water and Wastewater	Liveability through design and Infrastructure	LI7
<b>AOP1 9</b>	Meter Reading Strategic Plan	**Finalise the 3-Year Meter Reading Strategic Plan.	Actions completed	Q4	Business Services	Liveability through design and Infrastructure	LI7
<b>AOP2 0</b>	Environmental Land Management	*Finalise the Biosecurity Strategy 2024-2027.	The Biosecurity Strategy and implementation plan is adopted.	Q4	Liveability and Sustainability	Vibrant Natural Assets	VA2
<b>AOP2 1</b>	Tourism Trail	Develop the Isaac Tourism Trail's Strategic Plan Initiative	Strategic Plan is developed and endorsed by Council	Q4	Economy and Prosperity	Vibrant Natural Assets	VA9
<b>AOP2 2</b>	Enterprise Asset Management	**Implement the Strategic Asset Management Plan and supporting Asset Class Asset Management Plans.	Asset Class Asset Management Plans are endorsed by ELT.	Q3	Asset Management	Governance for Accountability	GA2
<b>AOP2 3</b>	W&W Telecommunications Leasing Program	**Execute W&W Telecommunications Leases.	Leases are in place for+B3:Y87 all current facilities and opportunities for new leases have been promoted.	Q4	Business Services	Governance for Accountability	GA2
<b>AOP2 4</b>	Asset Management - Fleet, Plant	**Maintain long-term capital replacement program for facilities, fleet, and plant.	A replacement fleet is ordered.  70% of fleet replacement is delivered.	Q2 Q4	Corporate Properties and Fleet	Governance for Accountability	GA4
<b>AOP2 5</b>	Council Website	**Enhance Council's Corporate website.	New corporate website is launched.	Q1	Brand, Media, and Communication	Governance for Accountability	GA6
<b>AOP2 6</b>	Risk Management	Review and update the master corporate-wide Business Continuity Plan including the ICT Business Continuity Plan.	Business Continuity Procedures are up to date and endorsed by the EMC.	Q4	Governance and Corporate Services	Governance for Accountability	GA8

AOP2 7	Risk Management	Review and update Risk Management Framework and Processes.	Council adopts a risk appetite statement.	Q2	Governance and Corporate Services	Governance for Accountability	GA8
			Risk Registers to be updated against the risk appetite.	Q4			
AOP2 8	TechOne SaaS	Transition and rebuild of existing TechOne platform to cloud based system including review and reengineering of business processes and reporting.	Phase 1 of the TechOne platform uplift of data to the cloud completed.	Q2	Information Services	Governance for Accountability	GA1 0
			Commencement of module implementation.	Q4			

## **MANAGING RISK AND ASSETS**

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### **STRUCTURE**

Council has knowledgeable and experienced elected members who work closely with the Executive Leadership Team. The organisational structure has five functional areas that work together to deliver the Annual Operational Plan. Council has a strong Governance focus that supports its decision-making and risk management. This is supported by a robust and effective committee structure, including an Audit and Risk Committee.

### **RISK MANAGEMENT**

Embedding a risk management approach, as well as good project management and business principles, is supported and driven by Council and the Executive Leadership Team. Council has strong External and Internal Audit Programs, with oversight by the Queensland Audit Office.

These ensure that Council's systems, processes and operations are effective and transparent in delivering its commitments under the Annual Operational Plan and Corporate Plan. Through the development of Departmental Business Plans, staff can identify risks linked to their activities with a view to assessing, mitigating and managing risks within acceptable levels through strategic and operational risk registers.

### **ASSET MANAGEMENT**

The effective and sustainable management of Council's assets is achieved through the Strategic Asset Management Framework.

This provides the structure, parameters, and line of sight between strategic and operational asset management.

Council is committed to enhancing its Strategic Asset Management Plan (SAMP) and Framework, with the aim of ensuring asset sustainability. Further practical application is progressing through the development of Asset Class Asset Management Plans.

Our Asset Management Framework ensures a combination of management, financial, economic, engineering, and other practices are applied to assets to provide the required level of service in the most cost-effective manner. This ethos informs how we manage our community's assets in our care and ownership.

This includes the following policies:

- Asset Management Policy
- Asset Management Strategy and Framework
- Strategic Asset Management Plans and Asset Management Plans.

## **REPORTING**

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The Operational Plan 2023-2024 provides the basis for reporting to Council and the community on the progress towards achieving corporate plan goals each quarter.

Departments provide progress information and highlights regarding: one operational plan activities, two services and three significant projects.

The quarterly reports are presented to Council and published on Council's website. Highlights and overall performance for the year are also reported in Council's Annual Report.

AO+A1:12P#	Service Area	Description	Measure of success	Department	Directorate	Community Corporate Plan Link		Measure of Success Due	1st Quarter Commentary - As at September 2023	Measure Tracking to Date	2nd Quarter Commentary - As at December 2023	Measure Tracking to Date	3rd Quarter Commentary - As at March 2024	Measure Tracking to Date	4th Quarter Commentary - As at June 2024	Measure Tracking to Date
AOP01	Social Infrastructure	**Adopt a Social Infrastructure Strategy Guideline, Procedure and Processes.	Social investment Strategy, Guideline, Procedure and Prospectus is developed, and implementation has begun across the organisation.	Strategic Policy and Projects	PECS	Leading & Enabling in a Changing World	LW6	Q4	Major Project Approvals Management Framework drafted	On Target	Social Infrastructure Agreements motion developed and presented to LGAQ Conference	On Target	Social Infrastructure framework 80% drafted. Requires Community Engagement to complete needs analysis and prioritise actions. Engagement plan drafted. Options paper for existing Customer Satisfaction Survey to be revised to better capture community aspirations to inform forward planning for infrastructure being drafted for Council consideration.	On Target		
AOP02	Sustainability Framework	Implement Climate Change Response Policy Framework	Develop and implement a climate change response policy framework	Strategic Policy and Projects	PECS	Leading & Enabling in a Changing World	LW7	Q4	Isaac Climate Change Response Policy White Paper drafted	On Target	Isaac Climate Change Response Policy adopted by resolution	On Target	Isaac Climate Change Response Policy Action Plan submitted to director - awaiting ELT presentation.	On Target		
AOP03	Emergency Management Exercise	Engage a consultant to facilitate an emergency exercise to address internal and disaster management arrangements.	An emergency exercise is facilitated to address internal and disaster management arrangements.	Safety and Resilience	CGFS	Leading & Enabling in a Changing World	LW8	Q4		Not Required	Disaster Management Plans reviewed and tested through October fire event with LDMG going to alert and Guardian IMS Training undertaken for LDCC staff.	On Target	LDMG moved to lean forward in January for Cyclone Jasper and Cyclone Kirilly, resulting in review and preparation testing of disaster management plans.	On Target		
AOP04	Human Resources Policies	**Develop and implement key organizational policies to support our people.	The workplace trends and attraction and retention strategy are completed. A range of supporting policies and frameworks have commenced development to support Council's workforce.	Human Resources	OCEO	Leading & Enabling in a Changing World	LW8	Q4	On going work and review.	Monitor	On going work and review.	Monitor	On going work and review.	Monitor		
					OCEO			Q4	Ongoing work and review.	Monitor	On going work and review.	Monitor	On going work and review.	Monitor		
AOP05	Local Disaster Management Plans (LDMP)	Review, update and implement Disaster Management Plans and Sub-plans.	Disaster Management Plans are under review by Q2.	Safety and Resilience	CGFS	Engaged Communities	EC2	Q2	Updates to the Local Disaster Management Plan have been completed, and shared with the LDMG to review and provide feedback.	On Target	The Local Disaster Management Plan has been endorsed by the LDMG, and is pending sign off from the District Disaster Coordinator.	On Target		Completed		
			Disaster Management plans are adopted by the LDMG		CGFS			Q4	The Local Disaster Management Plan review is underway.	On Target	The Local Disaster Management Plan has been signed off, and now adopted by Council.	On Target	The 2023 review of the Local Disaster Management Plan has been uploaded to the IRC website for public accessibility.	Completed		
AOP06	IRC Aquatic Centers	Undertake regular audits to ensure an efficiently run and customer service focused environment.	Inspections undertaken quarterly at all facilities to ensure a high standard of delivery.	Community Facilities	PECS	Engaged Communities	EC3	Q1 - Q4	Inspections completed at each aquatic centre.	On Target	The site inspection schedule has been maintained with a number of corrective actions administered to Lessees.	On Target	Inspections remain ongoing at each site. Formal reporting of inspection findings and corrective actions are provided for Council's information. A revised schedule of inspections and methodologies will be presented for 2024/2025	On Target		
			Audit results provide feedback for improvement.		PECS			Q1 - Q4	Corrective actions list provided to lessee, identifying responsibility. Follow up until completed	On Target	Action lists provided are followed up to ensure compliance with lease and safety.	On Target	Corrective actions list provided to lessee, identifying responsibility. Follow up until completed	On Target		
AOP07	IRC Community Hubs	Completion of detailed site designs for new Community Hubs in Dysart and ST Lawrence to support integrated service delivery of library and customer service functions.	Site designs are developed, consulted, and endorsed by community and Council	Capital Delivery	PECS	Engaged Communities	EC3	Q4	Isaac Regional Council Community Hub Model Paper developed to inform future steps in the project	On Target	Qualified consultant engaged through procurement process to undertake Needs and gap analysis. Contractor to also provide options analysis and concept proposals	On Target	Needs and gap analysis completed. Options analysis and concept proposals completed with Councilor and community consultation in initial planning stages	On Target		
AOP08	Community Grants Program	Provide a range of community arts and cultural support initiatives which empower our communities to celebrate their stories, cultures and identities.	Our Community Grants and Donations Program and the Regional Arts Development Fund are administered in accordance with their respective guidelines to the benefit of the community.	Engaged Communities	PECS	Engaged Communities	EC7	Q4	Community Grants: From July to September 2023 *33 Major & Multiyear Applications were received and approved for \$186,113.41 *28 Minor grants applications were received and approved for \$24,750.00 *Total of \$210,863.41  RADF Grants RADF Grants continued to be administered in accordance with their guidelines. Projects with a Tradition Owner lense are a major focus of RADF projects.	On Target	Community Grants: From October to December 2023 *8 Major Applications were received and 7 approved for \$45,000.00 *21 Minor grants applications were received and approved for \$15,907.00 *Total of \$60,907.00  RADF Grants Grant Rounds have been changed for 2023/2024 to include two large Grant Rounds. Round One is now open and closes on Wednesday 10 April, 2024. To be eligible for funding under Round One, the events, programs and activities must happen after Saturday, 1 June 2024 and be completed by Saturday, 31 May 2025. Round Two opens on Thursday, 11 April 2024 and closes on Friday, 3 May 2024. To be eligible for funding under Round Two, the events, programs and activities must happen after Thursday, 1 August 2024 and be completed by Thursday, 31 July 2025.	On Target	Community Grants: From January to March 2024 - (March data cannot be confirmed until OMC on 24 April) * 11 Major Applications were received for \$53,000.00 * 3 Minor grants applications were received and approved for \$2,400  RADF Grants The guidelines and application process for RADF Grants have been updated and will be presented at the April 24 Council Meeting for approval. Engagement Communities is requesting approval for co-contribution towards 2024-2028 Arts Queensland RADF Grants.	On Target		
AOP09	Nebo Showgrounds Revitalisation Project Stage 1	Deliver Stage 1 projects of the Nebo Showgrounds Master Plan in accordance with the Commonwealth funding agreement.	Funding is secured.	Economy and Prosperity	PECS	Engaged Communities	EC7	Q4	Q1 highlights were the submission of grant funding application to Investing in our Communities funding application, and developing initial scope of works in consultation with the Nebo Showgrounds Advisory Committee (NSMPAC)	Not Required		Completed		Completed		
			Stage 1 is delivered in line with funding agreement's key deliverables and timeframes.		PECS					Monitor	Q2 Successful funding outcomes achieved and execution of the grant agreement and milestones for delivery	Monitor	Q3 highlights being progression of scoping for Stage 1 works with Aecom as project management support consultants and NSMPAC working group	Monitor		
AOP10	Theresa Creek Dam Masterplan	**Develop the master plan for Theresa Creek Dam (TCD)	The Theresa Creek Dam master plan is adopted.	Economy and Prosperity	PECS	Engaged Communities	EC7	Q2	Undertook internal consultation and review of feedback, drafting of consultation report and rescoping the implementation plan for staged delivery	Monitor	Q2 briefings to ELT and Council - TCD Concept Development plan adoption December 2024	Monitor	Q3 Public notification occurred and progressing scoping of priority projects to shovel ready for delivery i.e. TCD Septic, playground, boat ramp & digital infrastructure	Monitor		
AOP11	Youth Services	*Identify, understand, and respond to youth unmet needs report.	Youth Unmet Needs engagement framework and summit to be held by Q3.	Engaged Communities	PECS	Engaged Communities	EC8	Q3	Council investigating suppliers capable of designing and facilitating a Isaac Youth Summit	Monitor	Councillors and ELT were given the opportunity to meet with two potential external consultants in October to hear their vision and scope for the delivery of the Isaac Youth Summit.  Project Concept Brief created proposes to re-engage Great Whitsunday Communities (GWC) as Council's Regional Partner to take the role of project lead, developing and delivering the Isacc Youth Summit.	Monitor	This project has been challenged by resourcing constraints in the Engaged Communities Department. Following completion of recruitment for this team, project planning and delivery will resume	Below Target		
			Commence the development of a youth services roadmap (as informed by the Youth Summit)		PECS			Q4	Dependent on the delivery of the Youth Summit	Monitor	Dependent on the delivery of the Youth Summit	Monitor	Dependent on the delivery of the Youth Summit	Below Target		
AOP12	Regional Mature tree risk audit	Develop and implement an audit process for the assessment of Mature trees in urban centres	Completion of tree audits for major urban centres in the region	Infrastructure Parks and Recreation	E&I	Livability through design and Infrastructure	LI5	Q4		Not Required		Not Required	Arborists have been engaged through the year on select trees as needed. A long term schedule still to be developed	On Target		
AOP13	Unsealed roads gravel and re-sheeting program	Development and delivery of the unsealed roads gravel re-sheeting program	Delivery of 90% 23/24 unsealed roads gravel re-sheeting works	Infrastructure Parks and Recreation	E&I	Livability through design and Infrastructure	LI2	Q4		Not Required		Not Required	Resheeting works currently scheduled following the resolution of material sourcing and water supply. Most works have been scheduled, however there is a risk of not achieving target 90% expenditure	Monitor		
			Development of the 24/25 unsealed roads gravel re-sheeting program and five year indicative program							Not Required		Not Required	Under development	On Target		
AOP14	Sealed roads reseal program	Development and delivery of the sealed roads reseal program	Delivery of the 23/24 reseal works	Infrastructure Parks and Recreation	E&I	Livability through design and Infrastructure	LI2	Q4		Not Required		Not Required	Completed	Completed		
			Development of the 24/25 sealed roads reseal program and 10 year indicative program							Not Required		Not Required	Completed	Completed		
AOP15	Road maintenance and performance contract (RMPC) for Transport and Main Roads	Enter into and successfully complete the RMPC contract for Transport and Main Roads	Maintain the state controlled road network within budget and KPIs	Infrastructure Parks and Recreation	E&I	Livability through design and Infrastructure	LI2	Q4		Not Required		Not Required	Works are being managed within the contracted budget, where response times cannot be achieved as a result of budget limitations, these defects are being escalated to DTMR for consideration	On Target		
AOP16	Upgrade lighting in regional parks, sports fields and precincts	Development of a prioritised works program and upgrade of lighting infrastructure in regional parks, sporting fields and precincts	Delivery of the 23/24 planned lighting upgrade	Galilee and Bowen Basin Operations	E&I	Livability through design and Infrastructure	LI5	Q4		Not Required		Not Required	Contract has been awarded with the works scheduled to commence June 2023	On Target		
AOP17	Regional roads floodways	Improve the regions roads by constructing floodways through the Queensland Governments Transport Infrastructure Development Scheme	Delivery of the 23/24 planned Floodway upgrade works	Galilee and Bowen Basin Operations	E&I	Livability through design and Infrastructure	LI2 / LI6	Q4		Not Required		Not Required	5 out of 7 floodways completed, final two to be delivered in April/May as per tender program	On Target		
AOP18	Glenden Water & Wastewater Treatment Optimisation Studies	**Undertake a Water & Wastewater Treatment Optimisation Study for Glenden	2 x studies completed	Water and Wastewater	PECS	Liveability through design and Infrastructure	LI7	Q4		Not Required		Not Required	Two (2) studies were proposed - one (1) for the Water Treatment Plant and one (1) for the Wastewater Treatment Plant. The WTP study has been completed utilising internal resources and the WWTP study is expected to be completed on time.	On Target		
AOP19	Meter Reading Strategic Plan	**Finalise the 3-Year Meter Reading Strategic Plan.	Actions completed.	Business Services	W&W	Livability through design and Infrastructure	LI7	Q4		Not Required	Aqualus training has been provided by Mackay Regional Council and an Isaac Plumber has started inputting data into the Aqualus system onsite, reducing the need for administrative double handling.	On Target	Progress continues to be made to improve our meter reading practices however it is predicted that four (4) of 26 planned actions will need to be amended and/or continued into the 24/25 financial year.	Monitor		

AOP20	Environmental Land Management	*Finalise the Biosecurity Strategy 2024-2027.	The Biosecurity Strategy and implementation plan is adopted.	Liveability and Sustainability	PECS	Vibrant Natural Assets	VA2	Q4	Biosecurity Plan under development.	On Target	Biosecurity Plan under development. Internal consultation undertaken.	On Target	The Biosecurity Plan 2024-2027 was adopted by Council in January 2024. The development of the Implementation Plan is currently on track for delivery end of Financial Year.	On Target		
AOP21	Tourism Trail	Develop the Isaac Tourism Trail's Strategic Plan Initiative	Strategic Plan is developed and endorsed by Council.	Economy and Prosperity	PECS	Vibrant Natural Assets	VA9	Q4	Q1 Review of draft documents with DR tourism and Mackay Isaac tourism	Monitor	Q2 highlights internal and consultation and briefing presentations to ELT & Council with approval to undertake public consultation achieved	Monitor	Q3 Public consultation occurred and feedback collated for final briefing presentation to Council and adoption pending in Q4	Monitor		
AOP22	Enterprise Asset Management	**Implement the Strategic Asset Management Plan and supporting Asset Class Asset Management Plans.	Asset Class Asset Management Plans are endorsed by ELT.	Asset Management	CGFS	Governance for Accountability	GA2	Q3	Draft ACAMPs proposed by Asset Team through engagement with Asset Owners	On Target	Draft ACAMPs prepared by Asset Team through engagement with Asset Owners	On Target	Asset Seeting Committee Scheduled to finalise and enable ELT endorsement	Monitor		
AOP23	W&W Telecommunications Leasing Program	**Execute W&W Telecommunications Leases.	Leases are in place for+B3:Y87 all current facilities and opportunities for new leases have been promoted.	Business Services	W&W	Governance for Accountability	GA2	Q4	Due to resourcing constraints, limited progress has been made on the W&W Telecommunications Leasing Project.	Below Target	Due to resourcing constraints, limited progress has been made on the W&W Telecommunications Leasing Project.	Below Target	Due to resourcing constraints, limited progress has been made on the W&W Telecommunications Leasing Project. A temporary resource has been proposed until December 2024 while a permanent solution is determined.	Below Target		
AOP24	Asset Management - Fleet, Plant	**Maintain long-term capital replacement program for facilities, fleet, and plant.	A replacement fleet is ordered. 70% of fleet replacement is delivered.	Corporate Properties and Fleet	E&I E&I	Governance for Accountability	GA4	Q2 Q4		Not Required Not Required		Not Required Not Required	Ordering for Plant and fleet 2023-24 program is nearing completion Forecast delivery however dependent on suppliers	On Target Monitor		
AOP25	Council Website	**Enhance Council's Corporate website.	New corporate website is launched.	Brand, Media, and Communication	OCEO OCEO	Governance for Accountability	GA6	Q1	This is completed and launched in Q1. Further enhancements will be made to accommodate easier reporting of enquiries and issues for customers. This is completed and launched in Q1. Further enhancements will be made to accommodate easier reporting of enquiries and issues for customers.	Completed Completed		Completed Completed	This is completed and launched in Q1. Further enhancements will be made to accommodate easier reporting of enquiries and issues for customers. This is completed and launched in Q1. Further enhancements will be made to accommodate easier reporting of enquiries and issues for customers.	Completed Completed		
AOP26	Risk Management	Review and update the master corporate-wide Business Continuity Plan including the ICT Business Continuity Plan.	Business Continuity Procedures are up to date and endorsed by the EMC.	Governance and Corporate Services	CGFS	Governance for Accountability	GA8	Q4	ICT Business Continuity Plan updated through cyber security incident.	On Target	ICT Business Continuity Plan updated through cyber security incident. Lessons learnt, exerise undertaken.	On Target		On Target		
AOP27	Risk Management	Review and update Risk Management Framework and Processes.	Council adopts a risk appetite statement. Risk Registers to be updated against the risk appetite.	Governance and Corporate Services	CGFS CGFS	Governance for Accountability	GA8	Q2 Q4	Not commenced	Monitor On Target	Risk survey results and risk appetite statement recommendations were not progressed on time. Delivery at risk due to dependency on Council's adoption of the risk appetite statement	Below Target Monitor	Final draft of the risk appetite statement is to be presented to ELT for endorsement in April 2024 prior to Council adoption. Planning work will commence but risk register reviews and updates are unlikely to be completed this financial year, noting that this is a new process requiring a change to risk management practices.	Below Target Monitor		
AOP28	TechOne SaaS	Transition and rebuild of existing TechOne platform to cloud based system including review and reengineering of business processes and reporting.	Phase 1 of the TechOne platform uplift of data to the cloud completed. Commencement of module implementation.	Information Services	CGFS CGFS	Governance for Accountability	GA10	Q2 Q4	SaaS contracts signed and preparations for data transfer underway Familiarisation training underway	On Target On Target	IRC switched to the cloud-based system on Nov 31 The original target date of Feb 24 has been revised to July 1 2024	Completed Below Target	Major issues uncovered in original implementation plan. That plan now under review	Completed Below Target		

MEETING DETAILS	Ordinary Meeting Wednesday 24 April 2024
AUTHOR	John Nyawo
AUTHOR POSITION	Manager Governance and Corporate Services

## 10.5

## ASSOCIATED STANDING ORDERS AND MEETING PROCEDURES

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That Council:*

- 1. Repeals the current Conduct of Council Meeting Policy (STAT-POL-043) – V3*
- 2. Adopts the updated Conduct of Council Meeting Policy (STAT-POL-043) – V4*
- 3. Repeals the current Standing Orders and Meeting Procedures (STAT-PRO-025) – V3*
- 4. Adopts the updated Standing Orders and Meeting Procedures (STAT-PRO-025) – V4*

### BACKGROUND

On 16 November 2023, the Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023 passed through parliament. There is a requirement for Council's to include the following in their meeting policies and procedures are: -

- Publication of a decision made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report must be included in the minutes together with a statement of reasons for the inconsistency.
- A copy of the investigation report (with necessary redactions for non-Councillor details) must be made publicly available within 10 business days of the decision.
- Process for dealing with unsuitable meeting conduct by a chairperson.
- Council is required to maintain a disclosure log of councillor conduct matters.

Accordingly, the Conduct of Council Meetings and Standing orders and Meeting Procedures have been amended. This report seeks to update the policy and these procedures.

### IMPLICATIONS

- Ensuring Council is meeting legislative requirements.

### CONSULTATION

Governance

## BASIS FOR RECOMMENDATION

Implementation of the Standing Orders and Meeting Procedures will align to Council values: improving outcomes for the business, personnel, environment and customers. It is also a legislative requirement.

## ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the Corporate Policy Register is updated, including IRIS and the website.

## KEY MESSAGES

The policy and procedure provides a guide to best practice activities in Council operations.

Demonstrates Council's commitment to continuous improvement and transparency.

### Report prepared by:

JOHN NYAWO

**Manager Governance and Corporate Services**

Date: 12 March 2024

### Report authorised by:

KEN GOULDTHORP

**Chief Executive Officer**

Date: 15 April 2024

## ATTACHMENTS

- Attachment 1 – Letter to CEO - Update to the Model Meeting Procedures and Standing Orders
- Attachment 2 – (Updated) Conduct of Council Meetings Policy (STAT-POL-043)
- Attachment 3 – (Updated) Procedure - Standing Orders and Meeting Procedures (STAT-PRO-025)

## REFERENCE DOCUMENT

- Nil

Our reference: DGBN23/508

12 January 2024

Mr Ken Gouldthorp  
Acting Chief Executive Officer  
Isaac Regional Council  
ceo@isaac.qld.gov.au



Office of the  
Director-General

Department of  
Housing, Local Government,  
Planning and Public Works

Dear Mr Gouldthorp

As you are aware, the *Local Government Act 2009* (LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures. The MMP document is now being published on the Department of State Housing, Local Government, Planning and Public Work's (the department) website. In addition, the department has a best practice example - Standing Orders document published on the website that demonstrates how the MMP can be incorporated into existing standing orders.

I am writing to advise that the *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023* passed through parliament on Wednesday 16 November 2023, introducing new amendments relating to the model meeting procedures in relation to council investigations and other matters.

Key amendments made to the model meeting procedures are identified below, and a marked-up version of the MMP identifying new provisions highlighted in yellow has been attached to this letter, however we encourage all councils to review the legislation in its entirety:

- The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to local governments by the Office of the Independent Assessor (IOA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.
- A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.
- When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)
- A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.
- Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act or another Act provides that the local government must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.

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Queensland 4001 Australia

- Unsuitable meeting conduct by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.
- If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the local government is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.

If you require any further information, please contact Ms Louisa Lynch, Director, Governance and Capability in the department, by telephone on 0499 833 689 or by email at [Louisa.Lynch@dsdilgp.qld.gov.au](mailto:Louisa.Lynch@dsdilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely



Matthew Nye  
**Acting Director-General**

Encl.

## POLICY



### CONDUCT OF COUNCIL MEETINGS

#### APPROVALS

<b>POLICY NUMBER</b>	STAT-POL-043	<b>DOC.ID</b>	3633284
<b>CATEGORY</b>	Statutory		
<b>POLICY OWNER</b>	Chief Executive Officer		
<b>APPROVAL DATE</b>	<del>29 June 2022</del> 24 May 2024	<b>RESOLUTION NUMBER</b>	<del>7910</del>

Doc Number: STAT-POL-043  
Date Effective: ~~29/06/2022~~  
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Version ~~3~~  
~~4~~ Page 1 of 3

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## POLICY



### OBJECTIVE

The purpose of this Policy is to set out certain procedures to ensure the Local Government principles are reflected, and arrangements that govern the conduct of business and proceedings, are clearly documented on the expectations of the conduct of Council meetings and committee meetings.

### SCOPE

This policy applies to Council and Committee meetings of IRC and sets out the principles and standards of behaviour expected of Councillors and Mayors.

The Policy needs to be read in conjunction with the *Local Government Act 2009*, *Local Government Regulations 2012*, Code of Conduct for Councillors in Queensland and Councillor Conduct Examples for Queensland Local Governments.

### DEFINITIONS

TERM / ACRONYM	MEANING
Act	<i>Local Government Act 2009</i>
Chairperson	The person presiding at the meeting
IRC/Council	Isaac Regional Council
Regulation	<i>Local Government Regulation 2012</i>

### POLICY STATEMENT

The purpose of this Policy is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Council and committee meetings.

Council is committed to the local government principles of the Act (s4(2)):

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of councillors and local government employees.

Council is committed to ensuring that its Council and Committee meetings are conducted to the expected standards against the *Local Government Act 2009* and *Local Government Regulations 2012*. Accordingly, all meetings will be held and governed by the Procedure - Standing Orders and Meeting Procedures as adopted by Council.

## POLICY

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This Policy will provide:

- Standing Orders
  - rules for the conduct of meetings of the Isaac Regional Council (IRC) and where applicable, Committee meetings of the local government (Standing Orders).
- Meeting procedures
  - the process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
  - the process for how unsuitable conduct of a Chairperson of a Local Government meeting may be dealt
  - the process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

This Policy and supporting documents have been developed in reference to the model meeting procedures and best practice guides as supplied by the Department of Local Government, Racing and Multicultural Affairs.

## LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Code of Conduct for Councillors in Queensland (Department of State Development Local Government, and Racing-Infrastructure & Multicultural Affairs)
- Councillor Conduct Examples for Queensland Local Governments (Department of State Development and Infrastructure) (Department of Local Government, Racing & Multicultural Affairs)

## REFERENCES

ID	NAME
STAT-POL-042	Investigation Policy
STAT-PRO-025	IRC Meeting Standing Orders & Meeting Procedures

## PROCEDURE



### STANDING ORDERS & MEETING PROCEDURES

#### APPROVALS

PROCEDURE NUMBER	STAT-PRO-025	DOC. ID	3633305
DATE EFFECTIVE	<del>25-24 April</del> January 2024 <del>3</del>		
PROCEDURE OWNER:	Chief Executive Officer		
APPROVED BY COUNCIL	Resolution No. <del>8496</del>		
POLICY REFERENCE NUMBER	STAT-POL-043		

Doc Number: STAT-PRO-025  
Date Effective: 25/01/2023  
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## PROCEDURE



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## PROCEDURE



### DEFINITIONS

TERM	MEANING
CEO	Chief Executive Officer
LGA/Act	Means the <i>Local Government Act 2009</i>

### INTRODUCTION

These standing orders and meeting procedures apply to all meetings of Council and any standing Committees.

### STANDING ORDERS FOR COUNCIL MEETINGS INCLUDING STANDING COMMITTEES

#### 1. Standing Orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

### PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

#### 2. Presiding Officer

- 2.1 The mayor will preside at a meeting of local government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairperson for a committee meeting. This chairperson will normally preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

## PROCEDURE

### 3. Order of Business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
- attendances;
  - apologies and granting of leaves of absence;
  - confirmation of minutes;
  - officers' reports.

**Note:** The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

### 4. Agendas

- 4.1 The agenda may contain:
- notice of meeting;
  - minutes of the previous meetings;
  - business arising out of previous meetings;
  - business which the mayor wishes to have considered at that meeting without notice;
  - matters of which notice has been given;
  - committees' reports referred to the meeting by the Chief Executive Officer (CEO);
  - officers' reports referred to the meeting by the CEO;
  - deputations and delegations from the community that are approved to attend;
  - any other business the council determines by resolution be included in the agenda.
- 4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

## PROCEDURE

- 4.3 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.
- 4.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

### 5. Petitions

- 5.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures;
  - include the name and contact details of the principal petitioner (i.e. the key contact);
  - include the postcode of all petitioners; and
  - have the details of the specific request/matter appear on each page of the petition.
- 5.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received;
  - received and referred to a committee or officer for consideration and a report to the council, or
  - not be received because it is deemed invalid.
- 5.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

### 6. Deputations

- 6.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 6.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting;

## PROCEDURE

- the time period allowed for a deputation has expired; or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

### 7. Public Participation at Meetings

- 7.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 7.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government.
- 7.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 7.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee;
  - deal with the matter immediately;
  - place the matter on notice for discussion at a future meeting;
  - note the matter and take no further action.
- 7.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.
- 7.6 Any person who is considered by the local government or the mayor to be unsuitably dressed may be directed by the mayor or chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

### 8. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 8.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 8.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- 8.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

## PROCEDURE

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
  - if it arises because of an application or submission, the subject of the application or submission;
  - the name of any entity other than the councillor that has an interest in the matter;
  - the nature of the councillor's relationship with the entity that has an interest in a matter;
  - details of the councillor's and any other entity's interest in the matter.
- 8.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 8.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

### 9. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest
- 9.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest;
  - if it arises because of the councillor's relationship with a related party:
    - i. the name of the related party to the councillor;
    - ii. the nature of the relationship of the related party to the councillor;
    - iii. the nature of the related party's interest in the matter;
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - i. the name of the other person;

## PROCEDURE

- ii. the nature of the relationship of the other person to the councillor or related party;
  - iii. the nature of the other person's interest in the matter;
  - iv. the value of the gift or loan and the date the gift or loan was made.
- 9.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 9.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 9.6 The other non-conflicted councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 9.7 In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 9.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 9.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust?
  - how close or remote is the councillor's relationship to the related part?
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received?
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them?
  - how does the benefit or detriment the subject councillor stands to receive compare to others in the community?

## PROCEDURE

- how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting?
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 9.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 9.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 9.12 In making the decision under 9.6 and 9.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 9.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

### 10. Reporting a suspected conflict of interest

- 10.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 10.2 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 10.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

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### 11. Loss of Quorum

- 11.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA;
  - defer the matter to a later meeting;
  - not decide the matter and take no further action in relation to the matter.
- 11.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 11.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 11.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

### MOTIONS

#### 12. Motion to be moved

- 12.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 12.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 12.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion.
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 12.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote occur.
- 12.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## PROCEDURE

### 13. Absence of Mover of Motion

- 13.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
  - deferred to the next meeting.

### 14. Motion to be seconded

- 14.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded, with the exception of procedural motions.

### 15. Amendment of Motion

- 15.1 An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 15.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 15.3 Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

### 16. Speaking to motions and amendments

- 16.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 16.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 16.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 16.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 16.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 16.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 16.7 In accordance with section 254H of the *Local Government Regulation 2012* (LGR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an

## PROCEDURE

advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

### 17. Method of taking vote

- 17.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 17.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 17.3 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

**Note:** If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

### 18. Withdrawing a motion

- 18.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

### 19. Repealing or amending resolutions

- 19.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 19.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three (3) months.

### 20. Procedural motions

- 20.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting;
  - that the motion or amendment now before the meeting be adjourned;
  - that the meeting proceeds to the next item of business;
  - that the question lie on the table;
  - a point of order;

## PROCEDURE

- a motion of dissent against the chairperson's decision;
  - that this report/document be tabled;
  - to suspend the rule requiring that (insert requirement);
  - that the meeting stands adjourned.
- 20.2 A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 20.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 20.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 20.5 A procedural motion that the question lie on the table, will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 20.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
  - is in contravention of the legislation; or
  - is beyond the jurisdiction power of the council meeting.

**Note:** Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

## PROCEDURE

- 20.7 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 20.8 The motion that this report/document be tabled may be used by a councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 20.9 A procedural motion, 'to suspend the rule requiring that.....', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 20.10 A procedural motion, that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

### 21. Questions

- 21.1 A councillor may at the local government meeting ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 21.2 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 21.3 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

### MEETING CONDUCT

#### 22. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 22.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.

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- 22.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 22.7.
- 22.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - apologising for their conduct;
  - withdrawing their comments.
- 22.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 22.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 22.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 22.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 22.3, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct;
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 22.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 22.9 Following the completion of the meeting, the chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting;
  - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct;
  - the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 22.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 22.1, 22.7 and 22.8 above.

**Note:** Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious

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breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the [Office of the Independent Assessor \(OIA\)](#) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

### 23. General conduct during meetings

- 23.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 23.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 23.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 23.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

### 24. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.

24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

24.3 The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.

24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.

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24.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.

24.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.

24.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

### **254. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

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- 254.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.
- 254.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor by the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 254.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 9. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 254.4 The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 254.5 If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 254.6 The council may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
  - an order reprimanding the councillor for the conduct;
  - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
  - an order that the councillor be excluded from a stated council meeting;

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- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee;
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

254.7 A local government may not make an order that the councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a councillor.

254.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

254.9 The chairperson must ensure the meeting minutes reflect the resolution made.

24.10 When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)

### 265. Disorder

265.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor. On resumption of the meeting, the chairperson will move a motion to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## ATTENDANCE AND NON-ATTENDANCE

### 26. Attendance of public and the media at meeting

26.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

26.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded.

### 27. Closed session

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- 27.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO;
  - industrial matters affecting employees;
  - the council's budget (this does not include the monthly financial statements);
  - rating concessions;
  - legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
  - matters that may directly affect the health and safety of an individual or a group of individuals;
  - negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
  - negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*;
  - a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- 27.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 27.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
- delegate the matter;
  - decide by resolution to defer to a later meeting;
  - decide by resolution to take no further action on the matter.
- Note:** None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.
- 27.4 To take a matter into a closed session the council must abide by the following:
- pass a resolution to close the meeting;
  - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
  - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
  - not make a resolution while in a closed meeting (other than a procedural resolution).

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### 28 Teleconferencing of meetings

28.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council or committee meeting by teleconference.

**Note:** There is no legislative requirement for a resolution by council to allow a councillor to participate by teleconference meaning the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by teleconference.

28.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

### MEETING PROCEDURES – CONDUCT AND CONFLICTS OF INTEREST

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Regulation 2012* (LGR). However, meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

#### BACKGROUND

As required under section 150F of the *Local Government Act 2009* (the LGA) this document sets out:

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors, and
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting.

#### 1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.

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- 1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - 1.3.2 apologising for their conduct;
  - 1.3.3 withdrawing their comments.
- 1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.3, the chairperson may make one or more of the orders below:
  - 1.7.1 an order reprimanding the councillor for the conduct;
  - 1.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairperson must ensure:
  - 1.9.1 details of any order issued is recorded in the minutes of the meeting;
  - 1.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct;
  - 1.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

**Note:** Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and *City of Brisbane Act 2010* (COBA) to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent

## PROCEDURE

Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

### **2. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the IA**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- consistent with any recommendations from the IA; and
- consistent with the council's investigation policy; or
- in another way decided by resolution of the council.

After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA or section 238 of the COBA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

- 2.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR or section 242J of the COBR to discuss the allegation.
- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

## PROCEDURE

- 2.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6 The council may order that no action be taken against the councillor or make one or more of the following:
- 2.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
  - 2.6.2 an order reprimanding the councillor for the conduct;
  - 2.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
  - 2.6.4 an order that the councillor be excluded from a stated council meeting;
  - 2.6.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee;
  - 2.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
  - 2.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 2.7 A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 2.9 The chairperson must ensure the meeting minutes reflect the resolution made.

### 3. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

## PROCEDURE

- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
  - 3.3.3 the name of any entity, other than the councillor, that has an interest in the matter;
  - 3.3.4 the nature of the councillor's relationship with the entity that has an interest in a matter;
  - 3.3.5 details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

#### 4. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA or Section 177T of COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 4.3.1 the nature of the declarable conflict of interest;
  - 4.3.2 if it arises because of the councillor's relationship with a related party:
    - i. the name of the related party to the councillor;
    - ii. the nature of the relationship of the related party to the councillor;
    - iii. the nature of the related party's interest in the matter;
  - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:

## PROCEDURE

- i. the name of the other person;
  - ii. the nature of the relationship of the other person to the councillor or related party;
  - iii. the nature of the other person's interest in the matter;
  - iv. the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
  - 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust;
  - 4.9.2 how close or remote is the councillor's relationship to the related party;
  - 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them;

## PROCEDURE

- 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
  - 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting;
  - 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 4.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

### 5. Reporting a suspected conflict of interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 5.5 If the councillors cannot reach a majority decision then they are taken to have determined that the councillor has a declarable conflict of interest.

## PROCEDURE

### 6. Loss of quorum

6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA; or
- defer the matter to a later meeting; or
- not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

### 7. Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest;
- the particulars of the prescribed or declarable conflict of interest provided by the councillor;
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest;
- any decision then made by the eligible councillors;
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
- the name of each councillor who voted on the matter and how each voted;
- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted;

## PROCEDURE

- where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

### 8. Closed meetings

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, for senior executive employees;
- industrial matters affecting employees;
- the council's budget (this does not include the monthly financial statements);
- rating concessions;
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
- negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*;
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

A council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:

- delegate the matter;
- decide by resolution to defer to a later meeting;
- decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session the council must abide by the following:

#### 8.1 Pass a resolution to close the meeting.

## PROCEDURE

- 8.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- 8.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
- 8.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

### 9. Teleconferencing meetings

- 9.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference.

**Note:** There is no legislative requirement for a resolution by council to allow a councillor to participate by teleconference meaning the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by teleconference.

- 9.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

## REFERENCES AND RELATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- [Code of Conduct for Councillors](#) in Queensland (Department of ~~Local Government, Racing & Multicultural Affairs~~ [State Development and Infrastructure](#))
- [Councillor conduct examples for Queensland Local Governments](#) (Department of ~~State Development and Infrastructure~~ [Local Government, Racing & Multicultural Affairs](#))

## DOCUMENT ID/NAME

ID	NAME
STAT-POL-043	Conduct of Council Meetings Policy

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Beau Jackson

## AUTHOR POSITION

Executive Manager Advocacy and External Affairs

10.6

## EXCEPTION TO LOCAL GOVERNMENT REGULATIONS 2012 – CONTRACT WITH SNAP SEND SOLVE

## EXECUTIVE SUMMARY

The purpose of this report is to obtain ongoing approval for using the community issue reporting mobile application Snap Send Solve as an exception to the competitive bidding requirements under s235 (a) and (b) of the *Local Government Regulations 2012* for medium or large sized contractual arrangements.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available that requires payment for an app-based reporting platform.***
- 2. Resolves that because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, due to the compatibility, reach, engagement, current local users and audience of the Snap Send Solve app.***
- 3. Endorse the following exception to enter into medium or large sized contractual arrangements as per s235 of the Local Government Regulations 2012.***

## BACKGROUND

Snap Send Solve is an app-based reporting platform that simplifies the reporting of community issues in Australia and New Zealand. It allows individuals to report local issues to relevant authorities, including local councils, water authorities, power companies, government organisations, telcos, universities, and retailers with shopping trolleys.

Users can report issues like potholes, road damage, fallen trees, and more, by using the application on their mobile. The user takes a photo of the issue, adds the location and other relevant details then sends the report.

Snap Send Solve is a brand recognisable service available across the country and is utilised by local governments such as Brisbane City Council, Bundaburg Regional Council and Central Highlands Regional Council. It is also utilised by other companies like Coles, Telstra and Ergon Energy.

At Isaac Regional Council, the community reports from Snap Send Solve are sent to [Records@isaac.qld.gov.au](mailto:Records@isaac.qld.gov.au), where a Customer Request Management (CRM) job is created in TechOne, assigned to the relevant department and delegated to an officer for actioning.

During the calendar year 2023 there was a 69 per-cent increase in reports compared to the previous calendar year. The 2023 calendar year also shows Isaac region townships outside of Clermont and Moranbah had an over 100 per-cent growth in reports compared to previous years.

Previous subscriptions have been on a 12-month basis (1 April to 31 March), for a small Council with 0 to 24,000 population and were valued as below:

- 2023/24 – \$4,254.80 (inc. GST)
- 2022/23 – \$4,090.90 (inc. GST)
- 2021/22 – \$3,991.35 (inc. GST)

The previous annual subscription costs include a base cost, access to the Snap Send Portal and elected services and functionality in exchange for a fee. Due to the population increase of the Isaac region and the substantial increase in the number of reports, the subscription fee is required to be negotiated to ensure the cost to Isaac Regional Council is maintained as low possible.

A revised offer for Isaac Regional Council over a three-year subscription package was negotiated with Snap Send Solve, and confirms the annual cost of \$7,995 (inc. GST) for three years (2023/24, 2024/25 and 2025/26) for a medium Council with 25,000 to 74,999 population. This offer ensures that the Isaac Regional Council maintains a fixed rate with Snap Send Solve, without any limitations on reports, as volumes continue to grow in the future while allowing us to streamline the request management process.

## IMPLICATIONS

Due to the specialised nature of the service, Snap Send Solve provides a digital alternative to issue reporting making it more accessible for people who are unable to contact Council during business hours. It offers brand recognition through widespread use and an annual customisable marketing package that Council can utilise for promotion. The simplicity of making a report and the photo function allows Council's officers more insight to the issue prior to actioning unlike a phone customer report. The significant increase in usage indicates a growing user base, and with the Isaac region population base over the 24,999 population the fees associated with Snap Send Solve changed.

A fixed rate of \$23,985 (inc. GST) over three years ensures there will be no hidden costs for the duration of the subscription, and is a 10 per cent discount to a 12-month subscription.

## CONSULTATION

- Chief Information Officer
- Manager Contracts and Procurement

## BASIS FOR RECOMMENDATION

Dominance of market leader (Snap Send Solve) of a digital app-based reporting platform, increasing usage of local users and the national brand recognition for users makes obtaining alternative quotes for this service irrelevant, when alternative are comparatively ineffective.

Recommend endorsement to authorise subscription of Snap Send Solve for a fixed rate over three years, ending 31 March 2026.

## ACTION ACCOUNTABILITY

Manager Contracts and Procurement is accountable for compliance with s235 of the *Local Government Regulations (2012)*.

Executive Manager Advocacy and External affairs is accountable for the management of the Snap Send Solve platform and negotiations.

## KEY MESSAGES

The exceptions to the Local Government Regulations 2012 under s235 (a) and (b) require Council resolution to ensure compliance.

### Report prepared by:

BEAU JACKSON

**Executive Manager Advocacy and External Affairs**

Date: 11 April 2024

### Report authorised by:

KEN GOULDTHORP

**Chief Executive Officer**

Date: 15 April 2024

## ATTACHMENTS

- Attachment 1 - Snap Send Solve Isaac Regional Council Yearly report summary (2022 and 2023 calendar years)
- CONFIDENTIAL Attachment 2 - Revised negotiation with Isaac Regional Council – three-year subscription package

## REFERENCE DOCUMENT

- *Local Government Regulations 2012*.
- Register of Delegations – Exercise of Statutory Powers Council to Chief Executive Officer

# Snap Send Solve

## Isaac Regional Council

### Yearly report summary



This period: 2023-01-01 to 2023-12-31  
Last period: 2022-01-01 to 2022-12-31

#### Total Reports

This Period	Last Period	% Change
459	271	69%

#### Customer Satisfaction Score

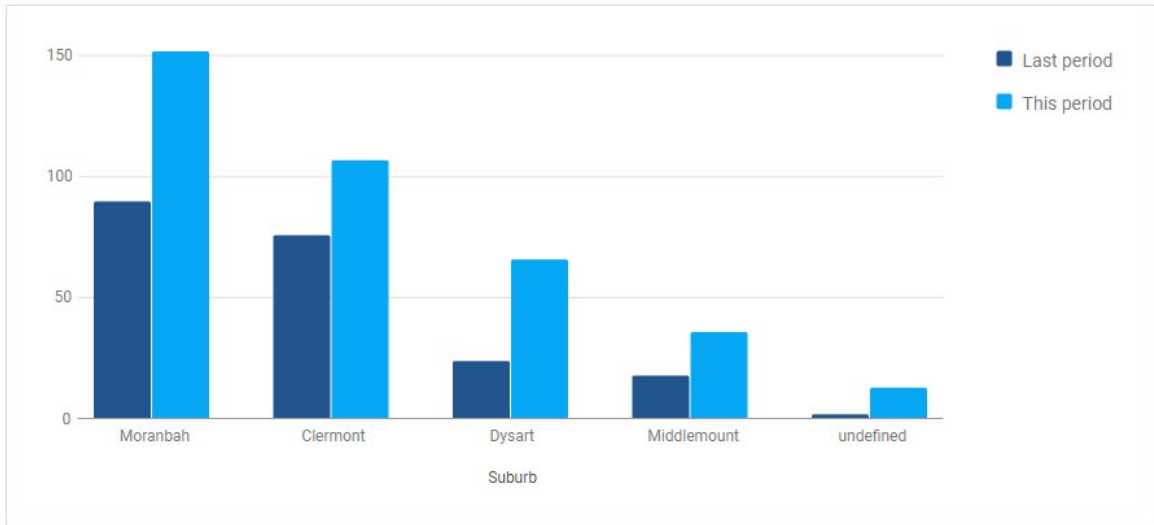
Customer Satisfaction Score (out of 5) provided by Snap Send Solve users for your authority.

	This Period	Last Period	% Change
Isaac Regional Council	3.5	3.7	-4%
Similar sized council average(state based)	3.4	3.6	-3%
State average	3.9	3.5	10%

#### Reports by Top 5 Suburbs

Total reports received by suburb for the period.

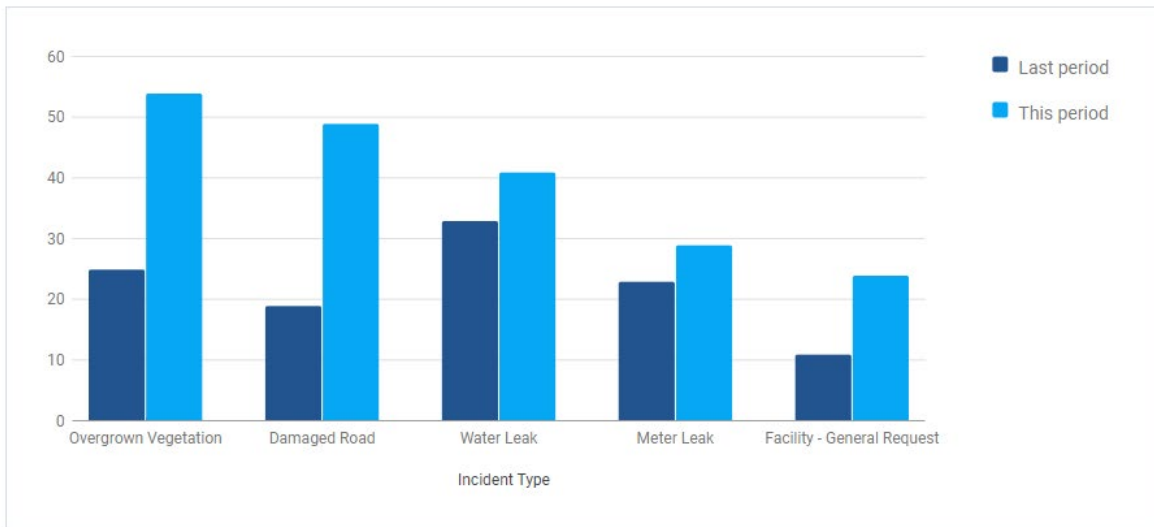
	This Period	Last Period	% Change
Moranbah	152	90	69%
Clermont	107	76	41%
Dysart	66	24	175%
Middlemount	36	18	100%
	13	2	550%



## Reports by Top 5 Incident types

Total reports received by Incident type for the period.

	This Period	Last Period	% Change
Overgrown Vegetation	54	25	116%
Damaged Road	49	19	158%
Water Leak	41	33	24%
Meter Leak	29	23	26%
Facility - General Request	24	11	118%



### Reports by Top 5 Suburbs and Top 5 Incident types (This period)

	Overgrown Vegetation	Damaged Road	Water Leak	Meter Leak	Facility - General Request
Moranbah	25	4	17	10	10
Clermont	8	6	12	12	7
Dysart	16	4	5	3	1
Middlemount	2	8	1	4	2
0	0	0	0	0	0

## Reports Sent to Other Authorities

Total reports sent by Snap Send Solve users to other Authorities within your boundary, that your Authority is not responsible for.

	This Period	Last Period	% Change
Ergon Energy	23	9	156%
Telstra	5	17	-71%
Coles	5	3	67%
nbn	2	2	0%

NA\* - There is no comparison data for this period

## Snap Send Solve Isaac Regional Council Yearly report summary



This period: 2022-01-01 to 2022-12-31  
Last period: 2021-01-01 to 2021-12-31

## Total Reports

This Period	Last Period	% Change
271	267	1%

## Customer Satisfaction Score

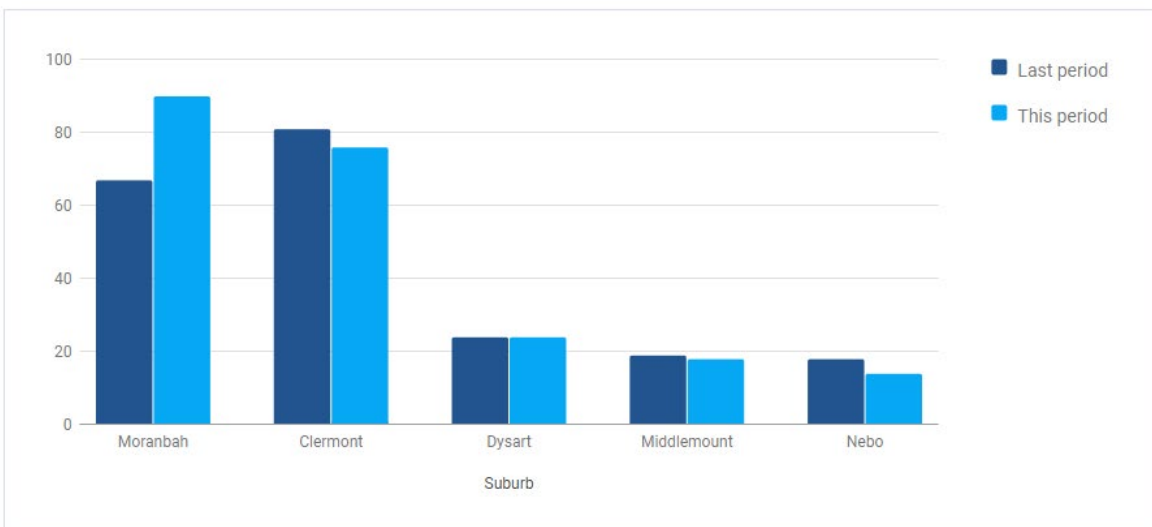
Customer Satisfaction Score (out of 5) provided by Snap Send Solve users for your authority.

	This Period	Last Period	% Change
Isaac Regional Council	3.7	2.8	31%
Similar sized council average(state based)	3.6	2.9	25%
State average	3.5	3.2	9%

## Reports by Top 5 Suburbs

Total reports received by suburb for the period.

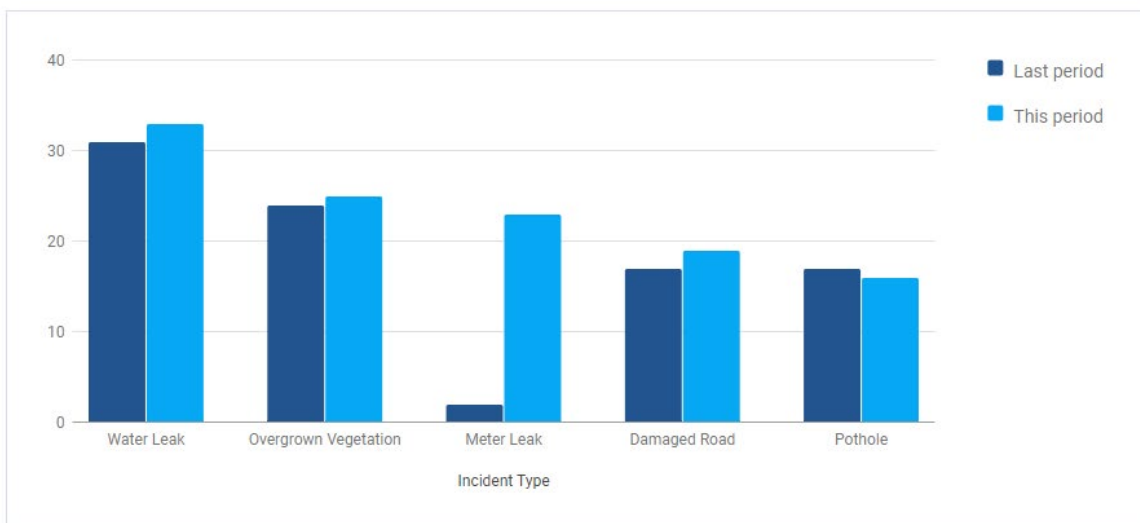
	This Period	Last Period	% Change
Moranbah	90	67	34%
Clermont	76	81	-6%
Dysart	24	24	0%
Middlemount	18	19	-5%
Nebo	14	18	-22%



## Reports by Top 5 Incident types

Total reports received by Incident type for the period.

	This Period	Last Period	% Change
Water Leak	33	31	6%
Overgrown Vegetation	25	24	4%
Meter Leak	23	2	1050%
Damaged Road	19	17	12%
Pothole	16	17	-6%



### Reports by Top 5 Suburbs and Top 5 Incident types (This period)

	Water Leak	Overgrown Vegetation	Meter Leak	Damaged Road	Pothole
Moranbah	9	10	5	1	3
Clermont	8	9	10	1	1
Dysart	6	5	1	3	0
Middlemount	1	1	7	0	0
Nebo	3	0	0	2	2

### Reports Sent to Other Authorities

Total reports sent by Snap Send Solve users to other Authorities within your boundary, that your Authority is not responsible for.

	This Period	Last Period	% Change
Telstra	17	19	-11%
Ergon Energy	9	6	50%
Coles	3	2	50%
nbn	2	2	0%

NA\* - There is no comparison data for this period

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## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Jessica Bugeja

## AUTHOR POSITION

Business Consultant

10.7

**BARADA KABALBARA AND YETIMARALA PEOPLE NATIVE  
TITLE CLAIM QUD15/2019 AND #2 NATIVE TITLE CLAIM  
QUD15/2019**

## EXECUTIVE SUMMARY

The purpose of this report is to seek Isaac Regional Council's endorsement of the terms of the draft consent determination orders recognising the Barada Kabalbara and Yetimarala People as the holders of certain native title rights and interests in the QUD13/2019 claim area.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Approves and is prepared to consent to the draft determination orders for QUD13/2019 Barada Kabalbara and Yetimarala People tabled at this meeting.***
- 2. Authorises the Chief Executive Officer to endorse on its behalf any incidental changes made to the draft determination order prior to execution.***
- 3. Authorises Marrawah Law to execute an agreement under section 87 of the Native Title Act 1993 confirming Council's consent to the draft determination orders.***

## BACKGROUND

The Barada Kabalbara and Yetimarala People have filed in the Federal Court of Australia the following active native title determination applications ("claims"):

- On 02 July 2013, the QUD13/2019 (Barada Kabalbara and Yetimarala People Native Title Claim) "**BKY#1**" – which affects both Isaac and Livingstone Council local government areas.
- On 22 July 2013, the QUD15/2019 (Barada Kabalbara and Yetimarala People #2 Native Title Claim) "**BKY#2**" – which only affects Livingstone local government area.

Following negotiations with other (then) overlapping claim groups and also the respondent parties, each claim area has reduced in size since the initial claim was filed in 2013. The BKY#1 claim now covers about 7512.48 sq kms and the BKY#2 claim now covers 295 sq kms.

The extent that Isaac Regional and Livingstone Shire are affected by the BKY#1 claim and that Livingstone Shire is affected by the BKY#2 claim, is depicted on the maps at **Annexure One**. The two claim areas abut each other.

The terms of the draft consent determination orders for each claim have been negotiated at the same time so that to the extent practicable the terms of each set of orders mirror the other.

The State of Queensland is satisfied with the connection evidence provided and all other respondent parties have adopted the State's position (as no other party can afford to test the evidence independently).

A determination hearing date for both claims will be allocated by the Federal Court shortly and is likely to be in July 2024.

## 1. Proposed Native Title Consent Determination

The Court timetable requires local government to confirm their agreement to the terms of the draft consent determination orders by 9 May 2024.

Each party must then return to the State by 7 June 2024, an executed copy of the s87 agreement confirming their consent to the terms of the determination orders negotiated.

The determination orders are attached to a s87 agreement. The s87 agreement for BKY#1 is **Annexure Two** to this report. The s87 agreement for BKY#2 is **Annexure Three** to this report for Livingstone Shire Council only.

In our view the term of the s87 agreements and attached determination orders settle all local government related issues in both claim areas, save that some additional minor drafting changes are still necessary.

The alternatives to consenting to the terms of the proposed determination are to either (a) litigate the matter or (b) withdraw as a respondent party. We do not recommend either of these options.

The legal expenses involved in litigation would be beyond local government capacity to pay and cannot be recommended as there is no evidence upon which to base such a contest.

Should Council seek to withdraw as a respondent party in lieu of consenting to the determination orders proposed, the Court must be given immediate notice of this decision. The determination orders will then be amended to remove reference to the Council interests which have been the subject of negotiation.

## 2. Determination Orders

The main local government objective in native title court proceedings is to ensure that local government interests are adequately addressed. This has been achieved in the negotiated terms of the determination.

Key features of the proposed determination orders are as follows.

## 3. Native Title Holders

The Barada Kabalbara and Yetimarala People will be determined as the native title holders for each determination area.

A member of the Barada Kabalbara and Yetimarala People group is anyone who is a descendant from one of more the persons listed in Schedule 1 of the consent determination (page 10 of BKY#1 & page 10 of BKY#2).

## 4. Determination Area

The determination area is described in Order 3 and in summary:

- a. The area the subject of the determination is described by reference to the 'external boundary'. The term 'External boundary' is defined in Order 13 (BKY#1) & Order 12 (BKY#2). A description of the external boundary of the area is detailed in Schedule 3 (page 18 of BKY#1 & page 14 of BKY#2).
- b. A list or description of each land parcel where native title recognised is in Schedule 4 (page 28 of BKY#1 & page 17 of BKY#2).

The list for BKY#1 is divided into Part 1 and Part 2 so as to readily identify those areas where exclusive native title is recognised (Part 1) and those areas where non-exclusive native title is recognised (Part 2).

As there is no exclusive native title recognised in the BKY#2 area, this Schedule just lists the parcels where non-exclusive rights are recognised.

c. Those areas not forming part of the determination area are described in Schedule 5 (page 30 of BKY#1 & page 18 of BKY#2).

These areas are mainly described by broadly drafted clauses that in summary state that any area is excluded where native title is extinguished because of the *Native Title Act* 1993, even if the area is not specifically listed. Should Council seek to rely on these broadly drafted clauses into the future, it will first need to ensure it can locate the documents that prove it meets the statutory limbs of the extinguishment test.

d. Map sheets of the determination area are at Schedule 6 (page 31 of BKY#1 & page 19 of BKY#2). The map sheets have been circulated as a separate document as these are large.

e. The legend on the bottom left-hand corner of each map sheet explains what the colouring used illustrates. Native title is *not* recognised over the areas coloured white (described as 'State's spatial cadastre').

## 5. *Native Rights and Interests*

The native title rights and interests (NTRI) recognised are detailed in the body of the orders and the non-exclusive NTRIs are also listed below for convenience.

Order 6 of BKY#1 says that exclusive native title rights and interests are recognised over the parcels listed in Part 1 of Schedule 4 (but not over Water) (schedule at page 26 of BKY#1). These are coloured dark blue on the BKY#1 map sheets. Order 8 of BKY#2 says exclusive native title is not recognised.

Order 7 of BKY#1 and Order 6 of BKY#2 states that the following non-exclusive NTRIs are recognised in the areas identified in Part 2 of Schedule 4 BKY#1 and Schedule 4 BKY#2:-

- a. access, be present on, move about on and travel over the area;
- b. camp on the area and for that purpose, erect temporary shelters on the area;
- c. take Natural Resources from the land and waters of the area for any purpose;
- d. use Natural Resources of the land and waters of the area that are not taken, for any purpose;
- e. take the Water of the area for personal, domestic and non-commercial communal purposes;
- f. bury Native Title Holders within the area;
- g. maintain places of importance and areas of significance to the Native Title Holders under their traditional laws and customs on the area and protect those places and areas from physical harm;
- h. teach on the area the physical and spiritual attributes of the area;
- i. hold meetings on the area; and
- j. light fires on the area for cultural, spiritual or domestic purposes, including cooking, but not for the purposes of hunting or clearing vegetation.

The exercise of the native title rights and interests that are recognised is "*subject to and exercisable in accordance with the laws of the State and the Commonwealth*" [Order 8(a) BKY#1 & Order 7(a) BKY#2]. The phrase "*laws of the State and the Commonwealth*" is defined to include any statutory instruments, local planning instruments (e.g. a planning scheme) and local laws (Order 13 BKY#1 & Order 12 BKY#2).

## **6. Recognition of Local Government Interests**

The nature and extent of other interests in the determination area are the subject of Order 11 BKY#1 & Order 10 BKY#2; and the interests are detailed in Schedule 2 (page 14 of BKY & page 11 of BKY#2).

Local government interests are described by way of categories in paragraphs 5 and 6 of Schedule 2 BKY#1 (p15) & paragraphs 3 and 4 of Schedule 2 BKY#2 (p11). The details in these paragraphs are in our opinion adequately protect local government interests.

## **7. Relationship between Native Title and Local Government Interests**

The local government interests detailed will co-exist with the recognised native title rights and interests.

This is the effect of Order 12 BKY#1 & Order 11 BKY#2 in the body of the Orders. The nature of the legal relationship as described in this Order is technical and rather abstract. Some key points to explain the relationship are as follows:

- a. Generally, the "*non-extinguishment principle*" regulates the relationship. This principle is set out in s.238 of the *Native Title Act, 1993*. Where an existing interest (such as a Council interest) is partly *inconsistent* with any aspect of the native title, the native title continues to exist but has *no effect on the other interest or the exercise of the other interest, to the extent of the inconsistency*.
- b. For example, the non-exclusive native title right "to teach on the area the physical and spiritual attributes of the area" does not exclude a Council officer who needs to enter the area to perform a legitimate local government function. The local government interest prevails to the extent of inconsistency between that interest and any native title interest.
- c. Importantly, if an existing interest or its effects are later removed, the native title rights and interests again have full effect.

## **8. Prescribed body corporate**

A separate Indigenous corporation called a prescribed body corporate (PBC), will hold the native title for the Barada Kabalbara and Yetimarala People (Orders 14 & 15 BKY#1 & Orders 13 & 14 BKY#2).

The BKY applicant has yet to confirm the name of the corporation that will hold the native title as the PBC, and whether the PBC will hold native title on trust. This information will be inserted before the draft Orders are signed.

As this issue is unrelated to any local government interest, we recommend that Council endorses the current draft even though this detail is not yet inserted. A copy of the final draft Orders will be provided to Councils when this detail is included.

Once the Court make the Orders, the PBC corporation is the entity that Councils must contact about native title issues in the BKY determination areas.

## **9. When the Determination Takes Effect**

The determination orders will take effect on the date that a Federal Court Judge formally makes the Orders. Currently the Court timetable anticipates a hearing in or about July 2024.

The hearing date may be impacted by an interlocutory application filed on 26 March 2024 by Jean Moran, who is seeking to join as a respondent party to the proceedings. Ms Moran raises concerns about the description of the native title holding group. Ms Moran's interlocutory application will be heard quickly, as the Court does not want to delay the proposed determination. It is unlikely that the Court will allow Ms Moran to join the proceedings at this late stage. Should the Court decide to do so, the final determination hearing will be delayed and there may be further changes made to the draft Orders the subject of this report.

## **10. Notation**

There is a 4 paragraph notation (A – D) at the commencement of the draft Orders (page 7 of BKY#1 and page 4 of BKY#2).

The notation says that the State of Queensland and the Barada Kabalbara and Yetimarala People intend to negotiate an agreement under s47C of the *Native Title Act 1993*. This section enables a State government and native title holders to agree to disregard prior native title extinguishment and confirm recognition of native title over a National or State park area.

Should these parties negotiate a section 47C agreement they would need to then apply to the Federal Court to amend the original determination, following a public notification process with a 3-month period for public comment.

The notation is included just to give advance notice to both the Federal Court and the other respondent parties that negotiations between the Qld State and the Barada Kabalbara and Yetimarala native title holders towards a s47C agreement will take place after the determination orders are made.

## **11. Conclusion – Consent Determination**

We conclude that the terms of the draft consent determination orders attached to each s87 agreement, are in a form which the Councils could agree to as these contain provisions adequately addressing local government interests.

As discussed, there will be some further amendments to the drafts attached, however these amendments will not affect the substance of the agreement recorded from a local government perspective.

Should Ms Moran be joined as a respondent party (see item 9), she may raise issues that require further consideration of the draft Orders. If these include substantive changes that affect local government interests, Councils will need to reconsider the proposed amendments to the attached draft Orders at a future meeting. It is unlikely that this will occur.

42 The Officer's recommendations are recommended if Council agrees to consent to the attached draft Orders. These resolutions enable the Chief Executive Officer to endorse incidental changes made to these if the change has no substantive effect on local government interests. We confirm that the current Court timetable requires Councils to confirm their respective consent by 9 May 2024.

## IMPLICATIONS

This Determination will:

- form the basis of an ILUA with the Barada Kabalbara and Yetimarala People.
- influence the development some aspects of the Reconciliation Action Plan.
- Inform and influence future community engagement interests in relation to First Peoples and the Clarke Creek

## CONSULTATION

Marrawah Law Pty Ltd

Executive Manager, Advocacy and External Affairs

## BASIS FOR RECOMMENDATION

Endorsement of the recommendation will align to IRC's values and allow important progress on building further relationships with our First Nations Peoples.

## ACTION ACCOUNTABILITY

Executive Manager of Advocacy and External Affairs will be responsible for any actions associated with this report.

## KEY MESSAGES

Council acknowledges the values, history and culture of First Nations People and a working group for development of a Reconciliation Action Plan will facilitate the development of stronger relationships with First Nations People of the Isaac Region, anchored on truth-telling and mutual respect.

### Report prepared by:

JESSICA BUGEJA  
**Business Consultant**

Date: 10 April 2024

### Report authorised by:

BEAU JACKSON  
**Executive Manager Advocacy and External Affairs**

Date: 11 April 2024

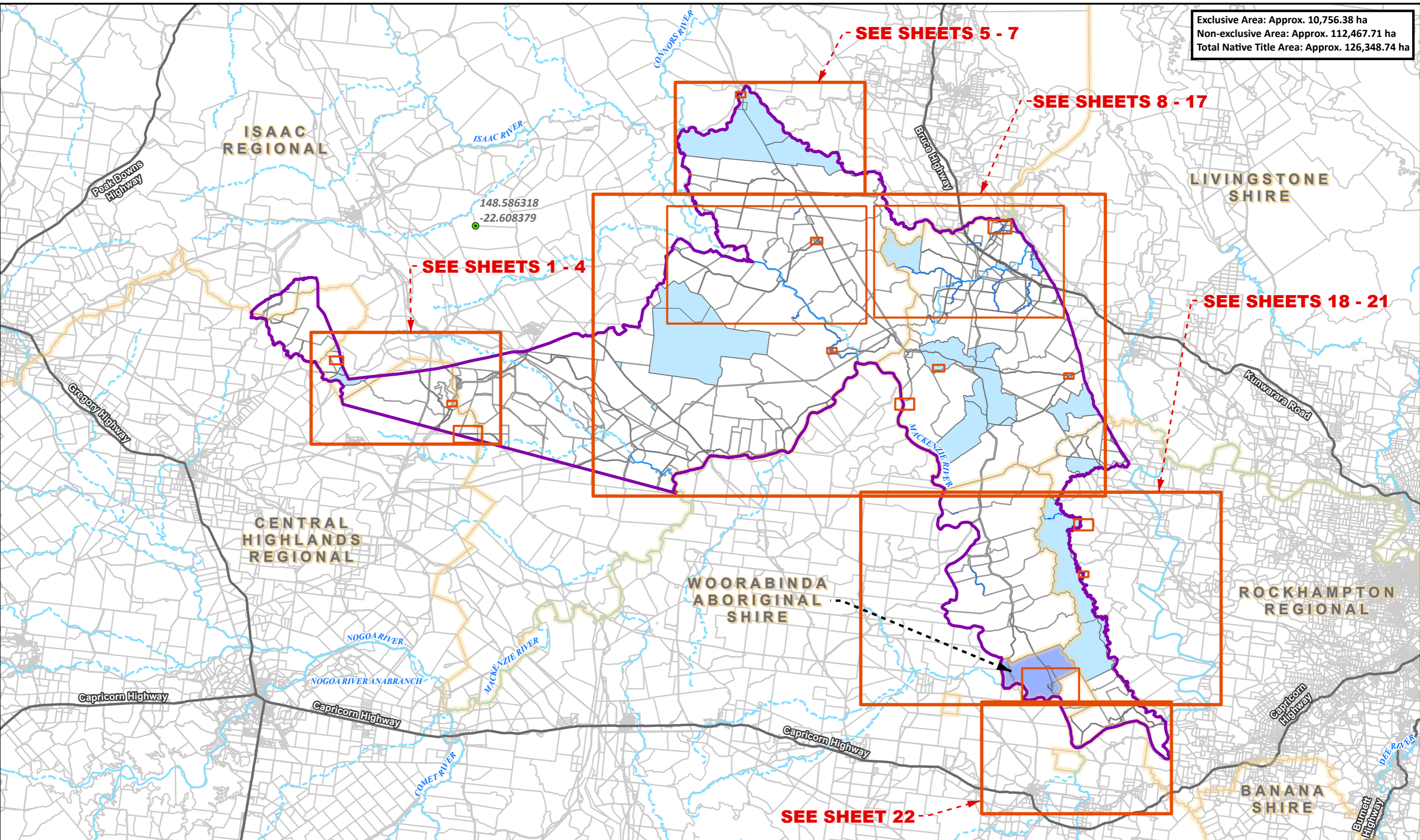
## ATTACHMENTS

- Attachment 1 - Mapbook\_BKY-1\_2024-04-02
- Attachment 2 - Section 87\_2024.04.02\_BKY\_fromState\_Clean

## REFERENCE DOCUMENT

- Report\_2024.04.04\_BKYDetermination\_Final

Exclusive Area: Approx. 10,756.38 ha  
Non-exclusive Area: Approx. 112,467.71 ha  
Total Native Title Area: Approx. 126,348.74 ha



### Legend

- External boundary
- Exclusive areas
- Non-exclusive areas
- Non-exclusive areas (waters)
- State's spatial cadastre
- Local government area boundaries

### NATIVE TITLE DETERMINATION

#### QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Key map

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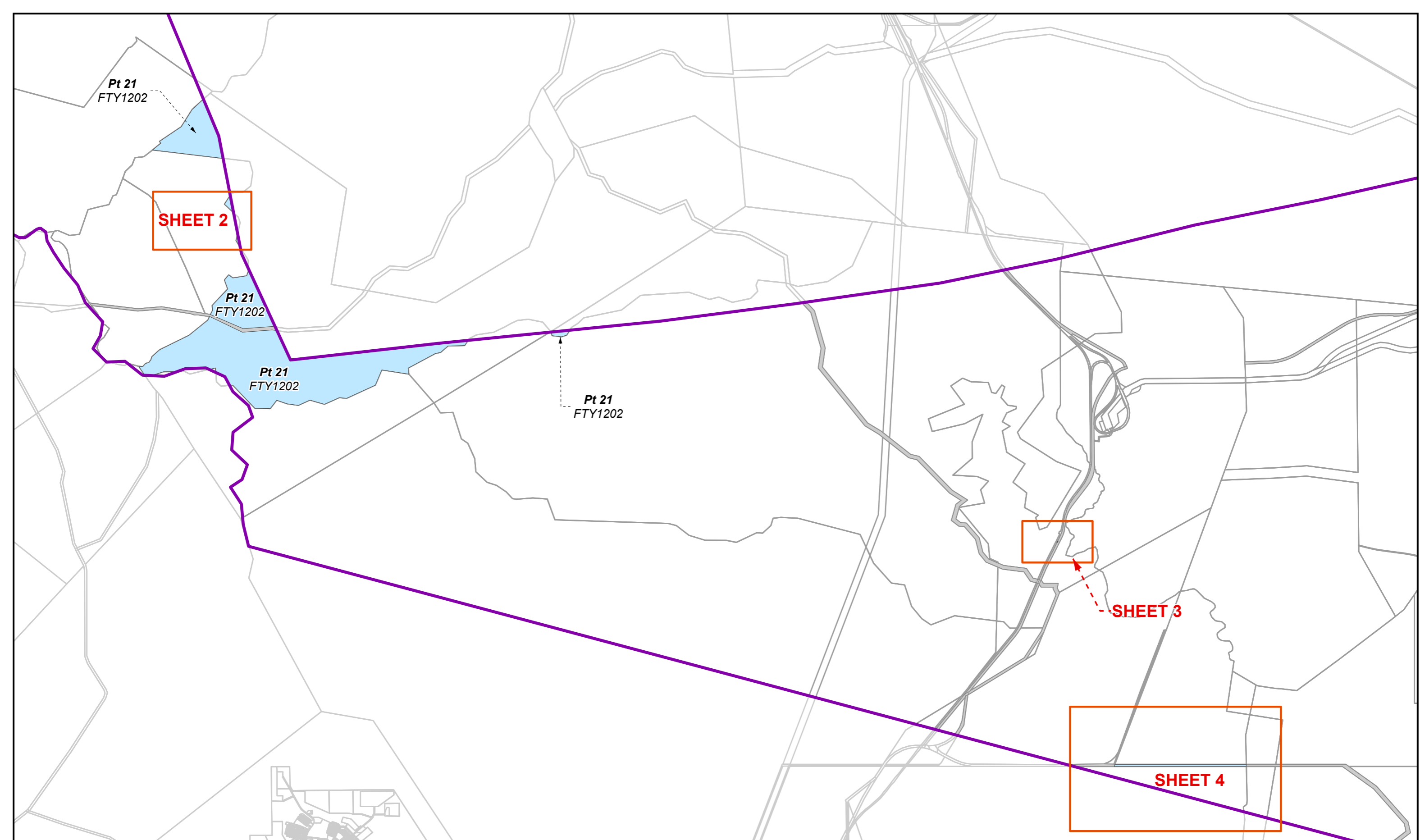
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Kilometres

Map Projection: GDA2020



### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 1 of 22

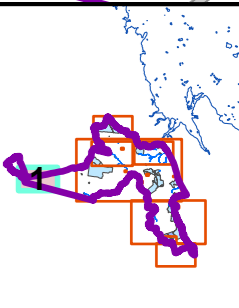
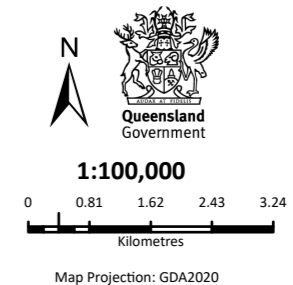
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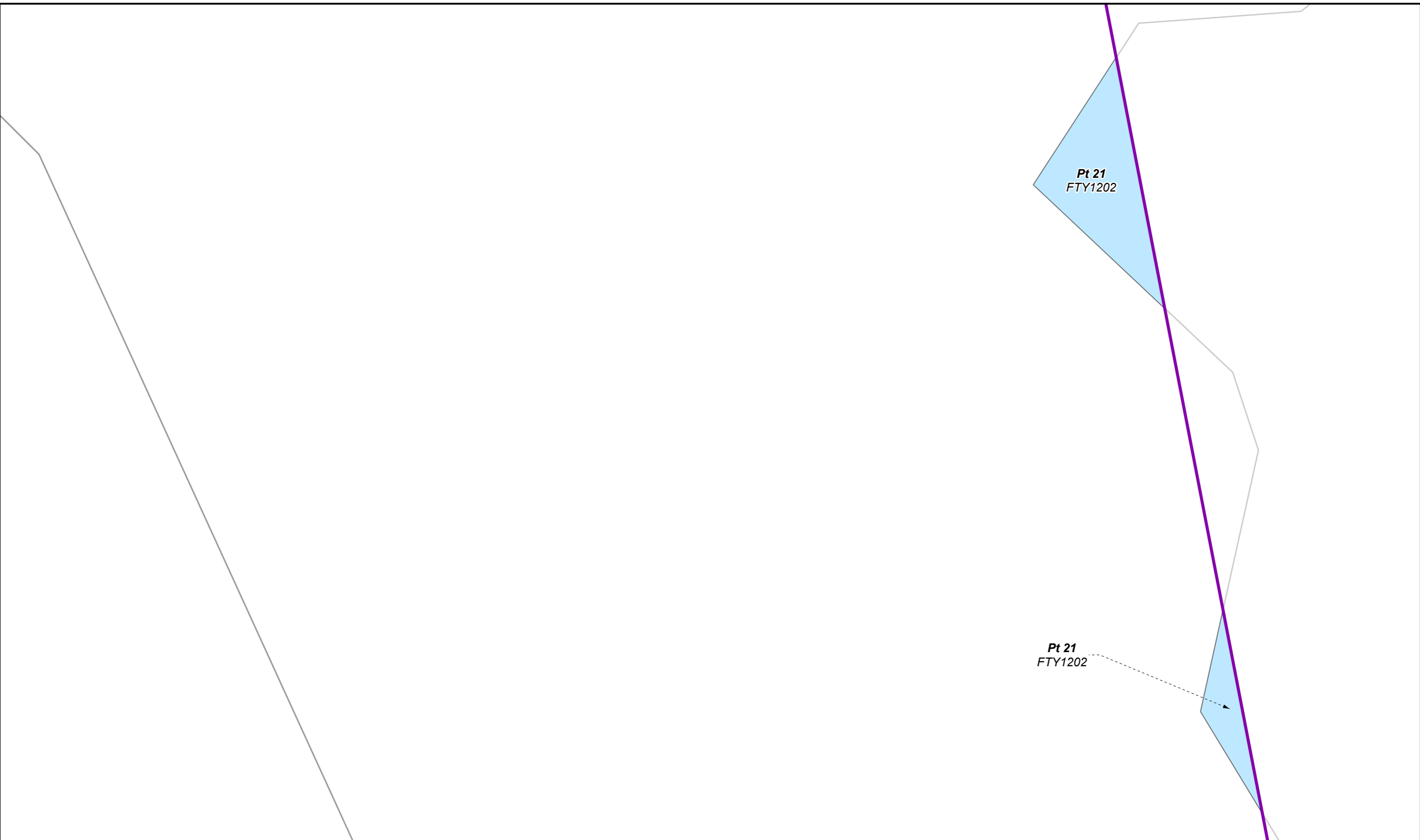
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## SHEET KEY

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### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 2 of 22

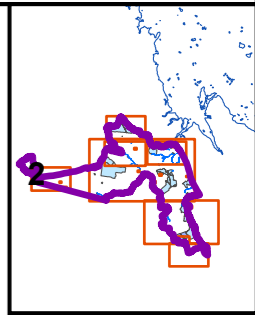
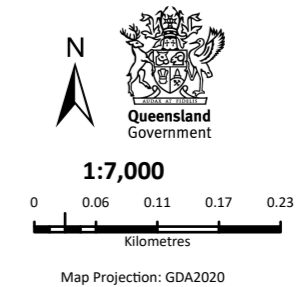
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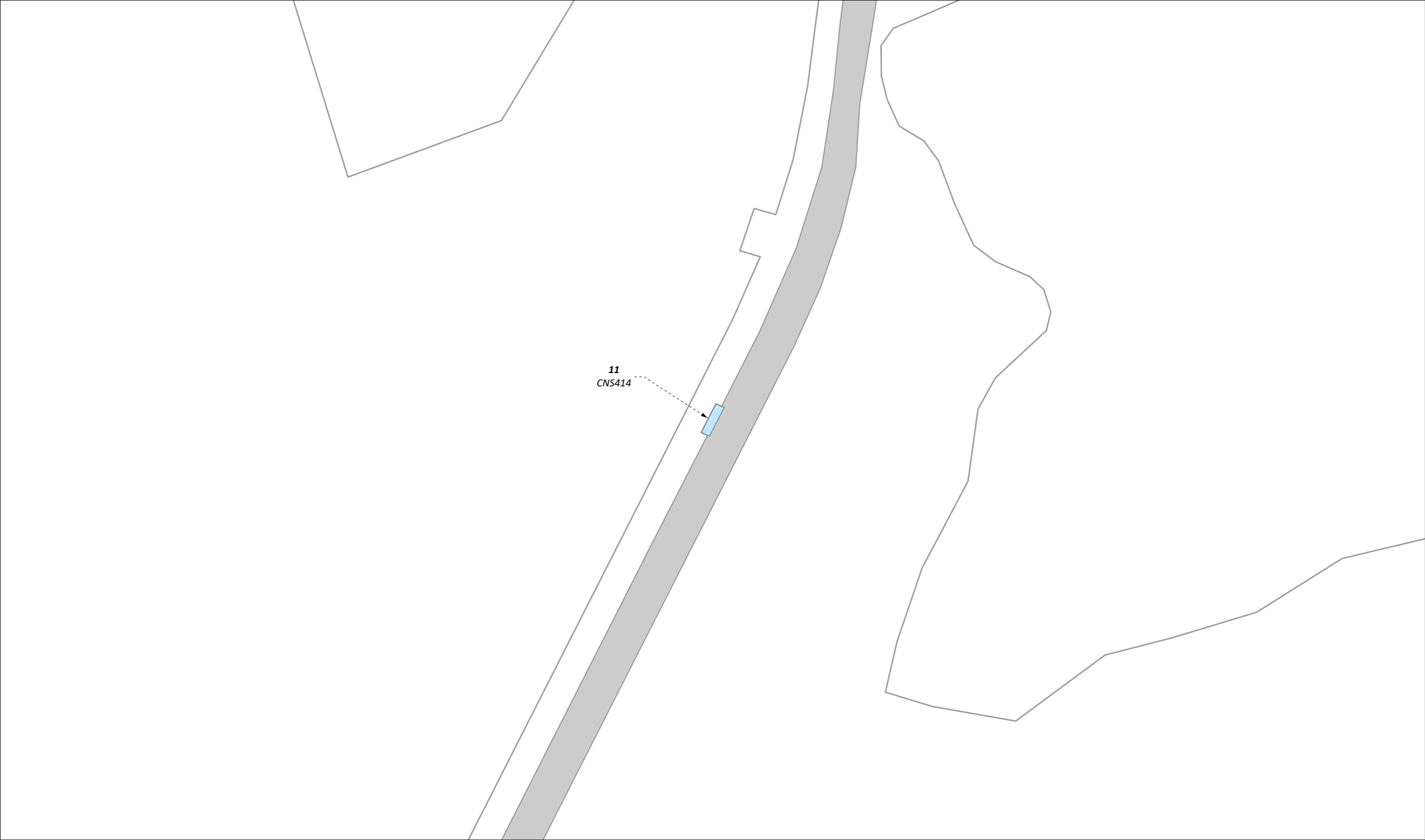
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External boundary

Exclusive areas

Non-exclusive areas

Non-exclusive areas (waters)

State's spatial cadastre

Local government area boundaries

NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 3 of 22

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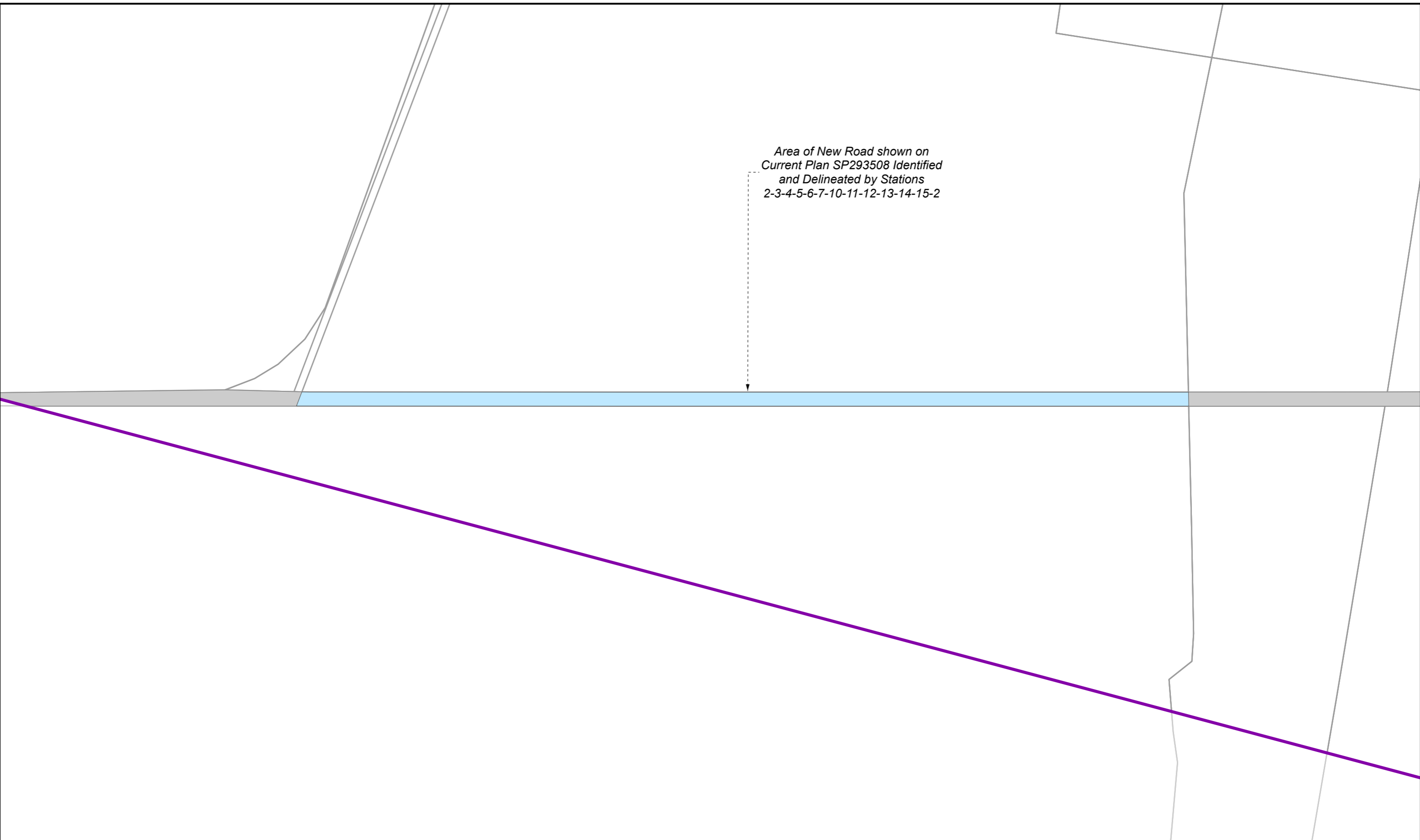
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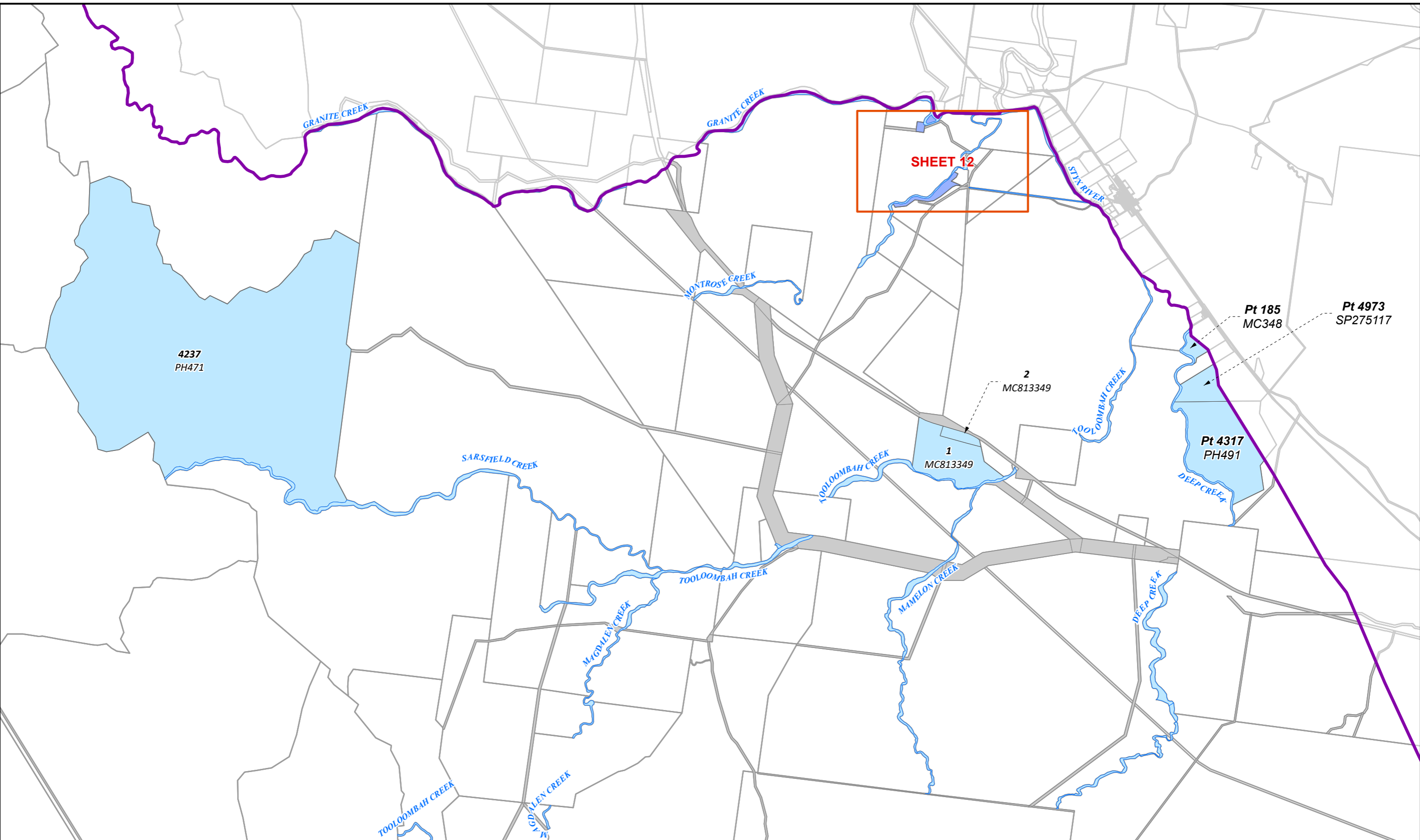












Legend

External boundary

Exclusive areas

Non-exclusive areas

Non-exclusive areas (waters)

State's spatial cadastre

Local government area boundaries

NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 11 of 22

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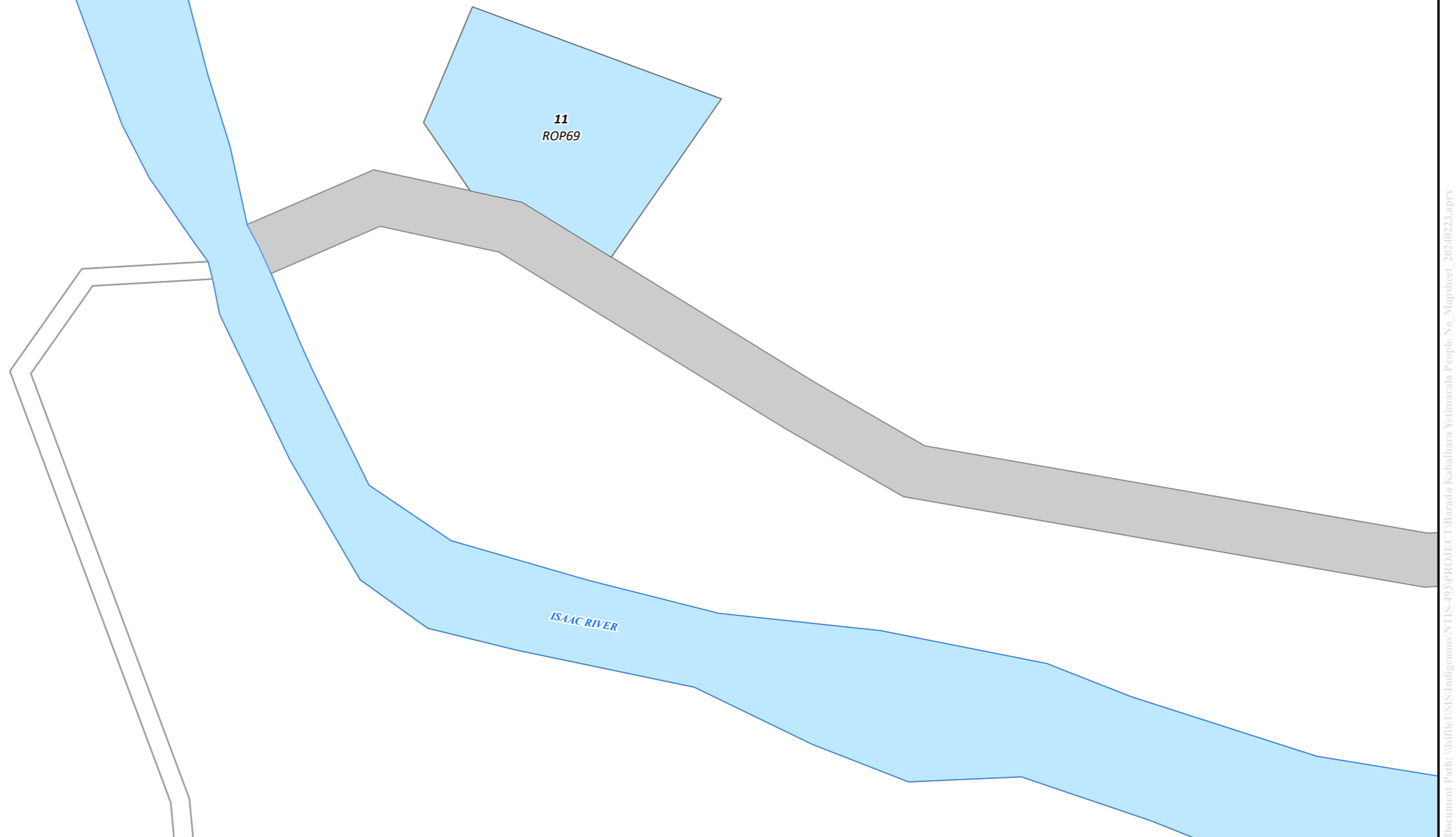
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SHEET KEY

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### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 13 of 22

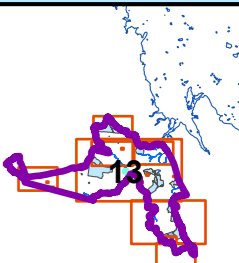
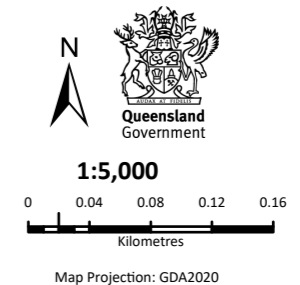
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*PH1362*

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-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
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-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 14 of 22

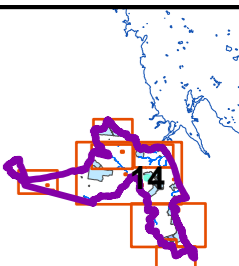
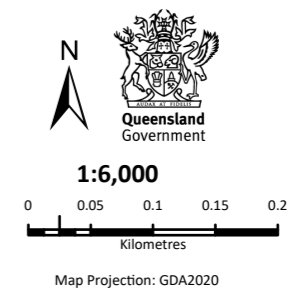
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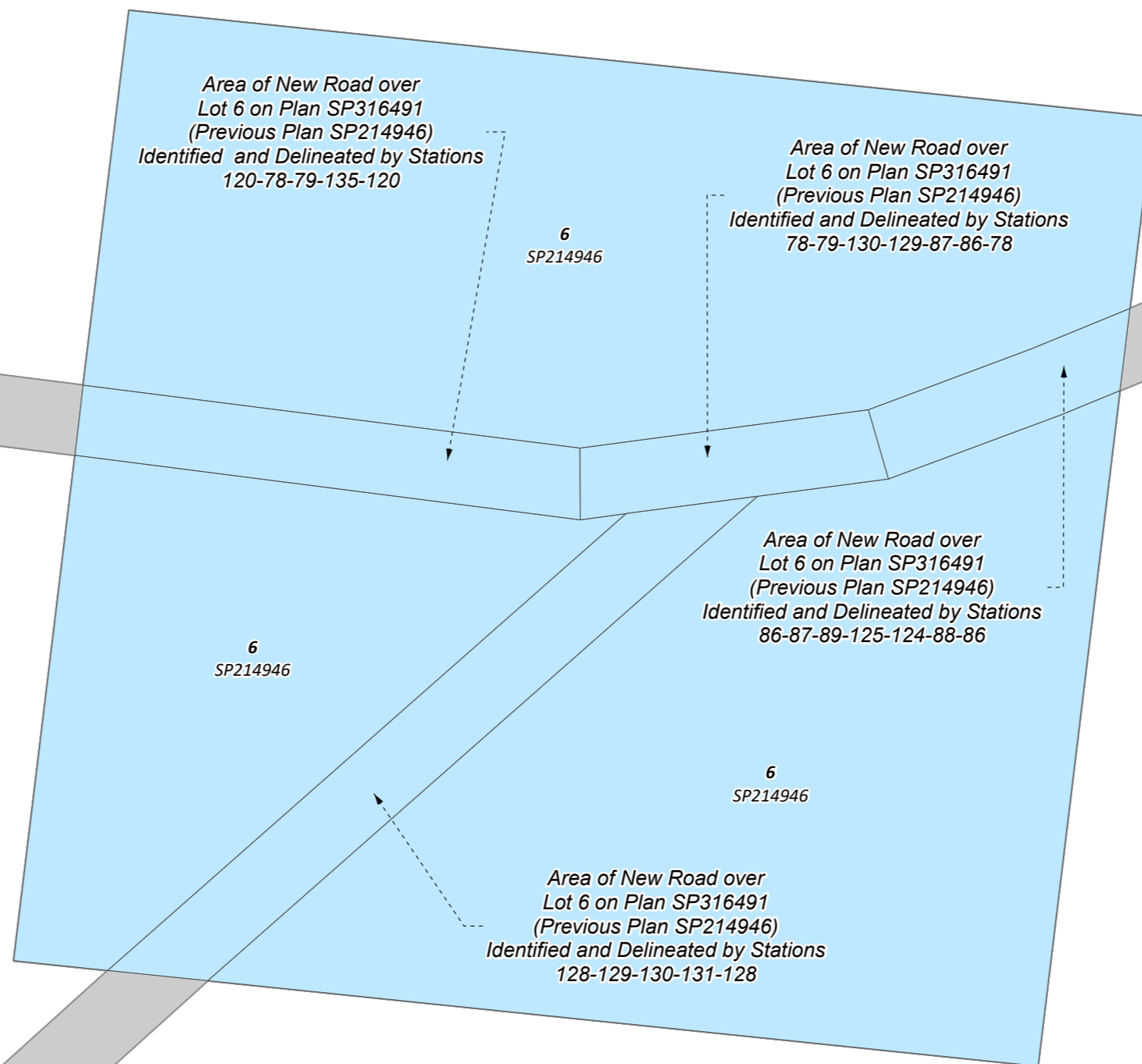
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6  
SP214946

*Area of New Road over  
Lot 6 on Plan SP316491  
(Previous Plan SP214946)  
Identified and Delineated by Stations  
78-79-130-129-87-86-78*

6  
SP214946

Area of New Road over  
Lot 6 on Plan SP316491  
(Previous Plan SP214946)  
Identified and Delineated by Stations  
86-87-89-125-124-88-86

6  
SP214946

*Area of New Road over  
Lot 6 on Plan SP316491  
(Previous Plan SP214946)  
Identified and Delineated by Stations  
128-129-130-131-128*

### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

-  Exclusive areas

-  **Non-exclusive areas**

-  Non-exclusive areas (waters)

- ## State's spatial cadastre

-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 15 of 22

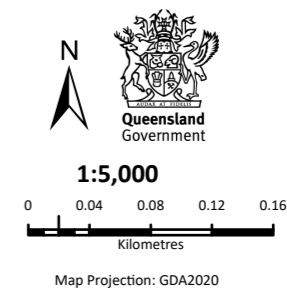
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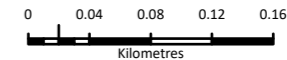
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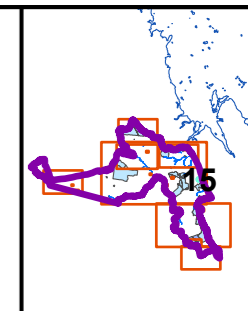
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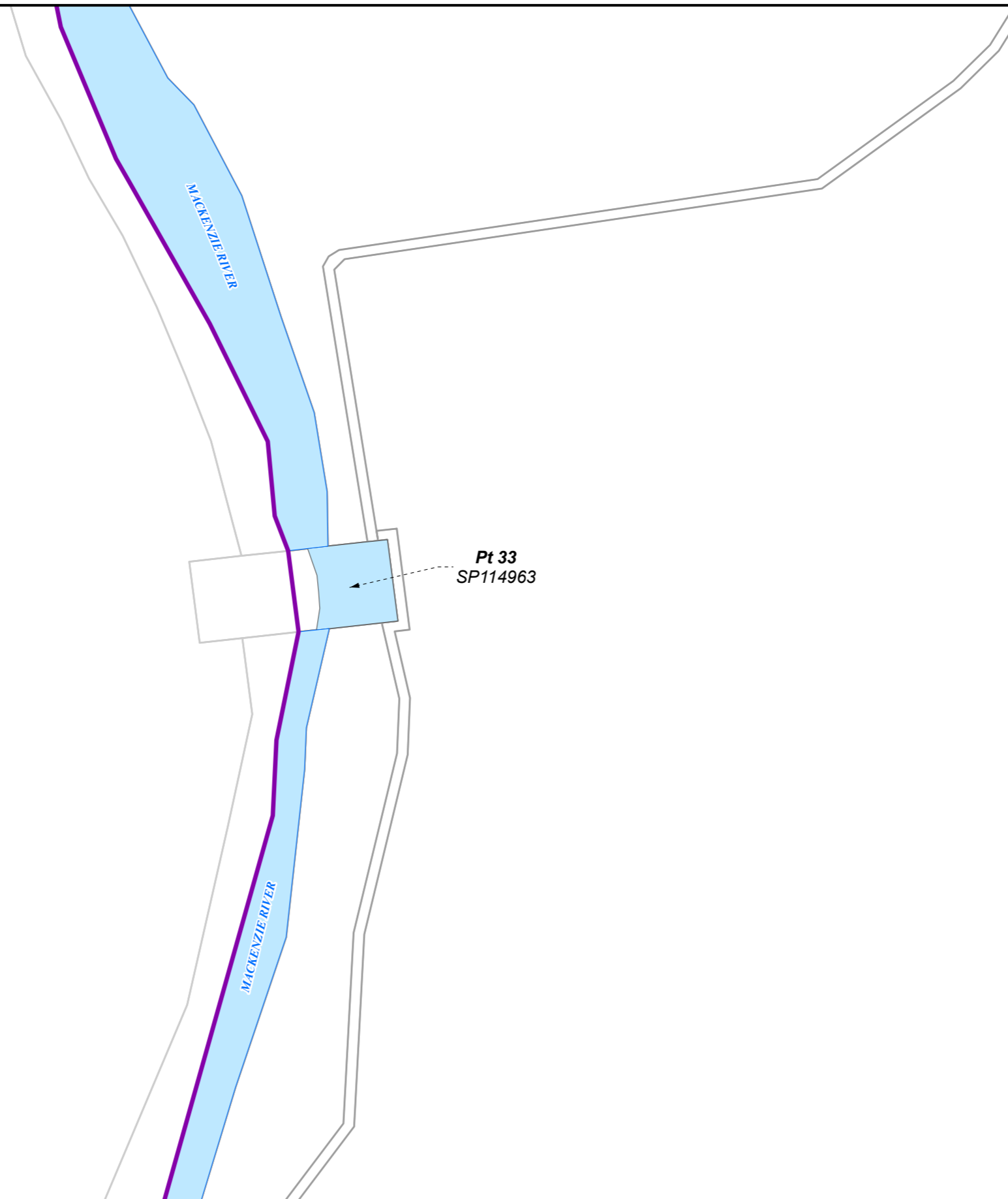
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Map Projection: GDA2020



## SHEET KEY



### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 16 of 22

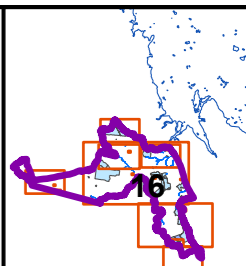
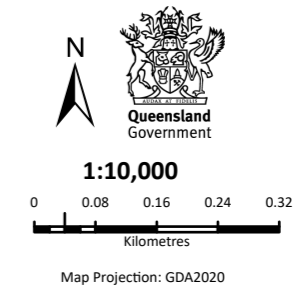
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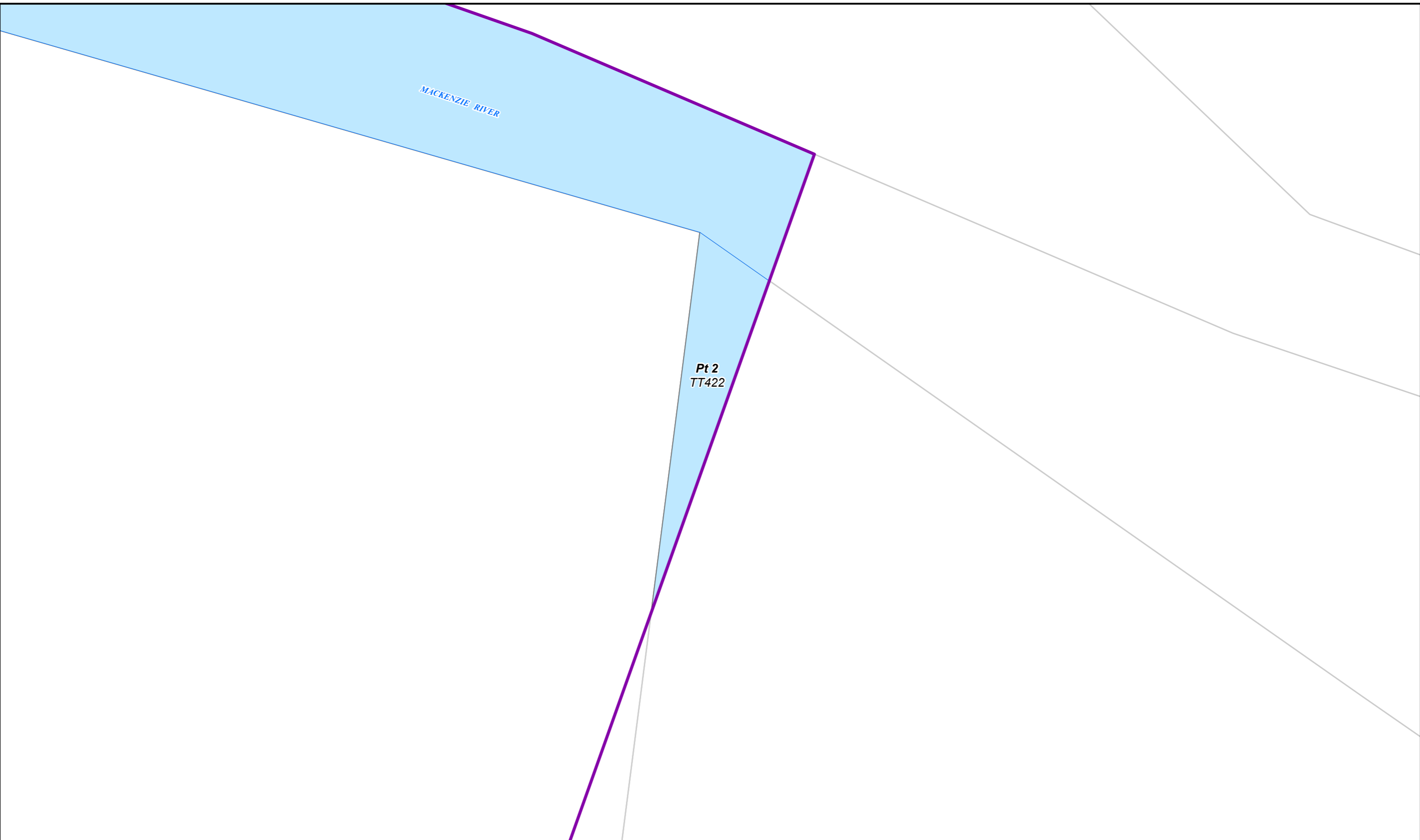
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-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 17 of 22

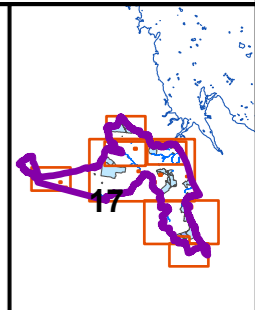
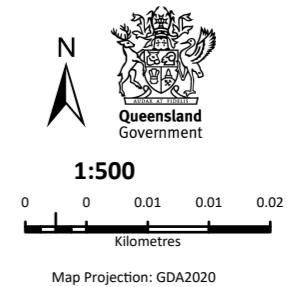
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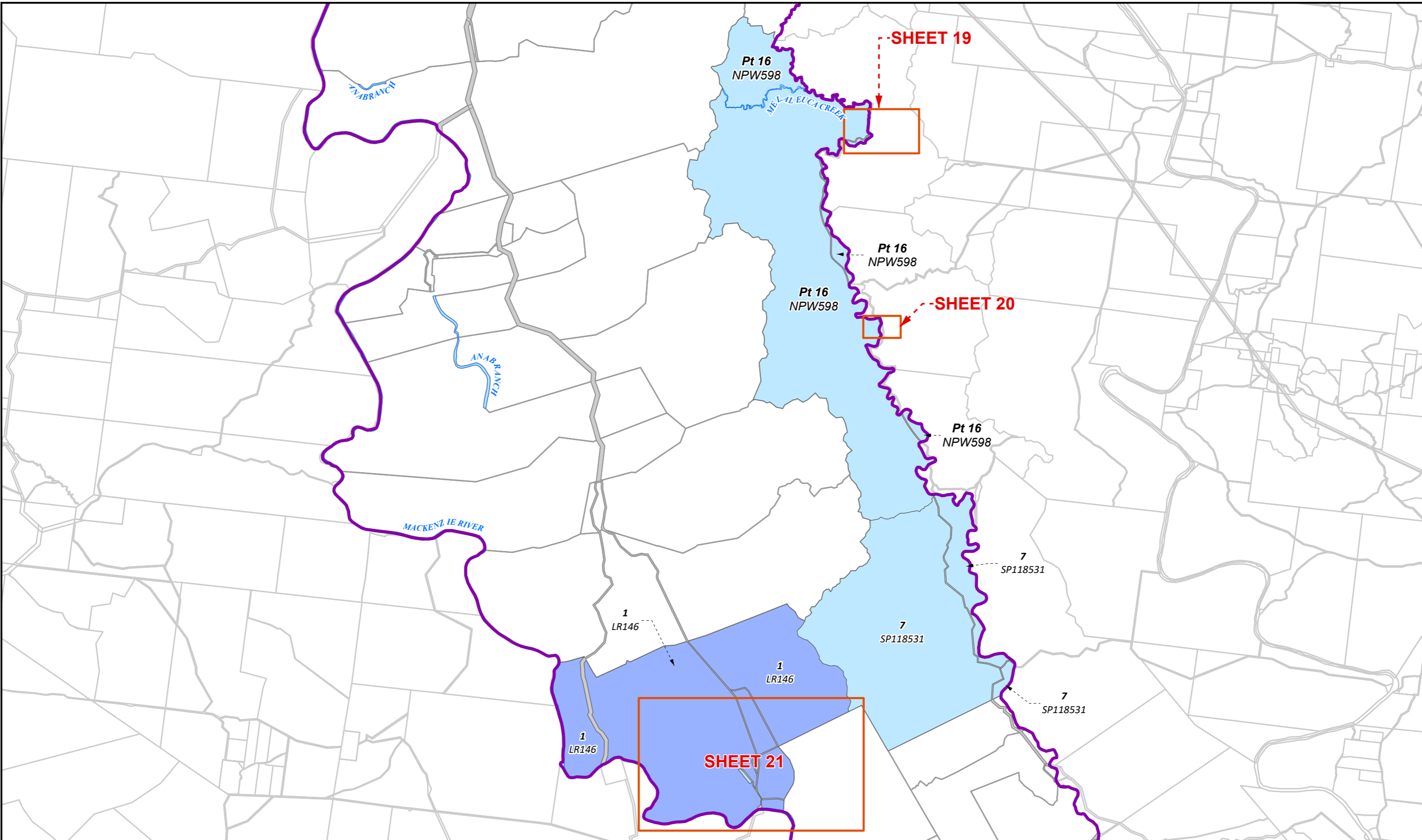
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## SHEET KEY



### Legend

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-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 18 of 22

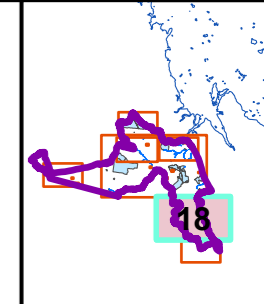
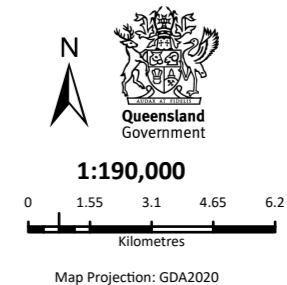
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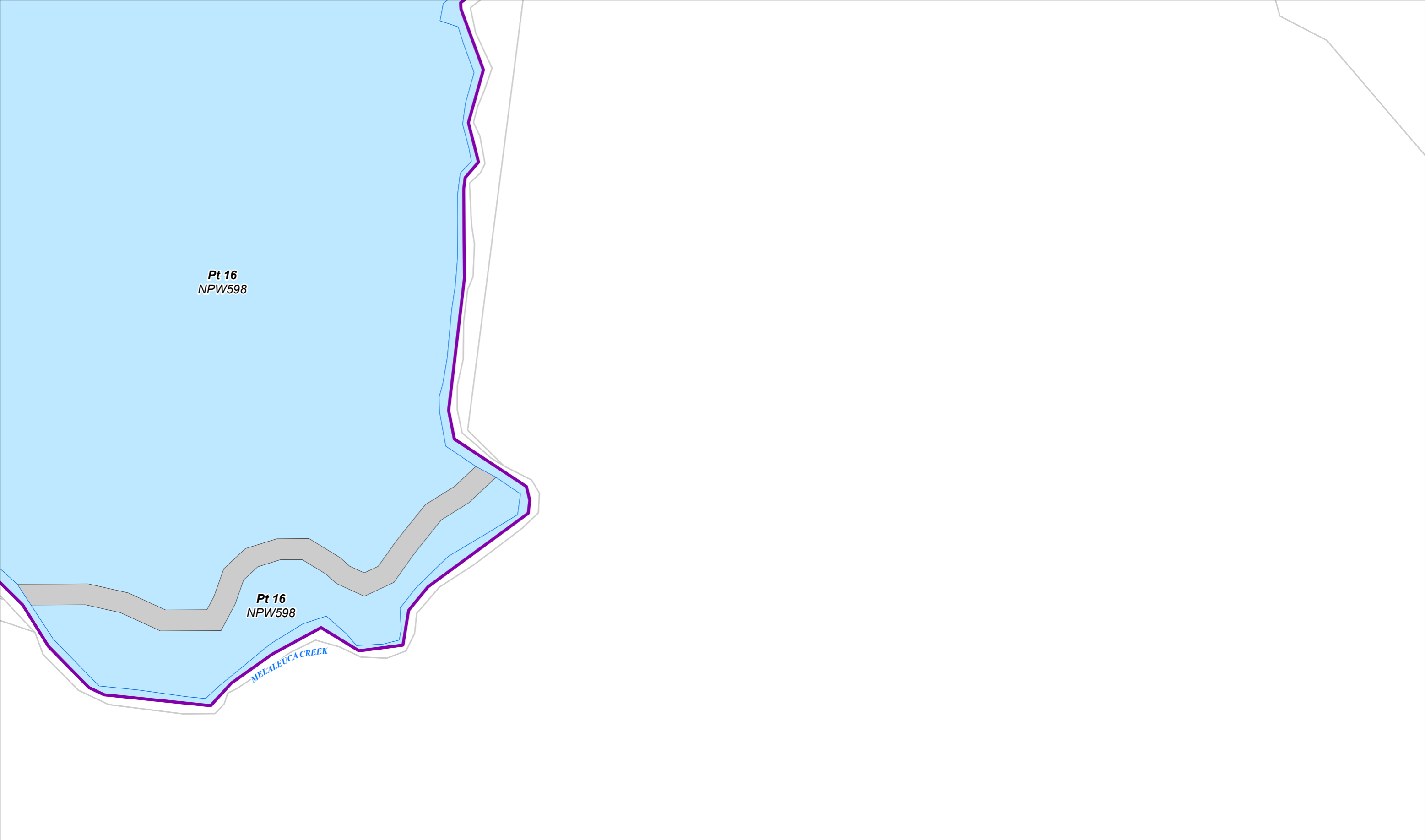
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## SHEET KEY



External boundary

Exclusive areas

Non-exclusive areas

Non-exclusive areas (waters)

State's spatial cadastre

Local government area boundaries

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 19 of 22

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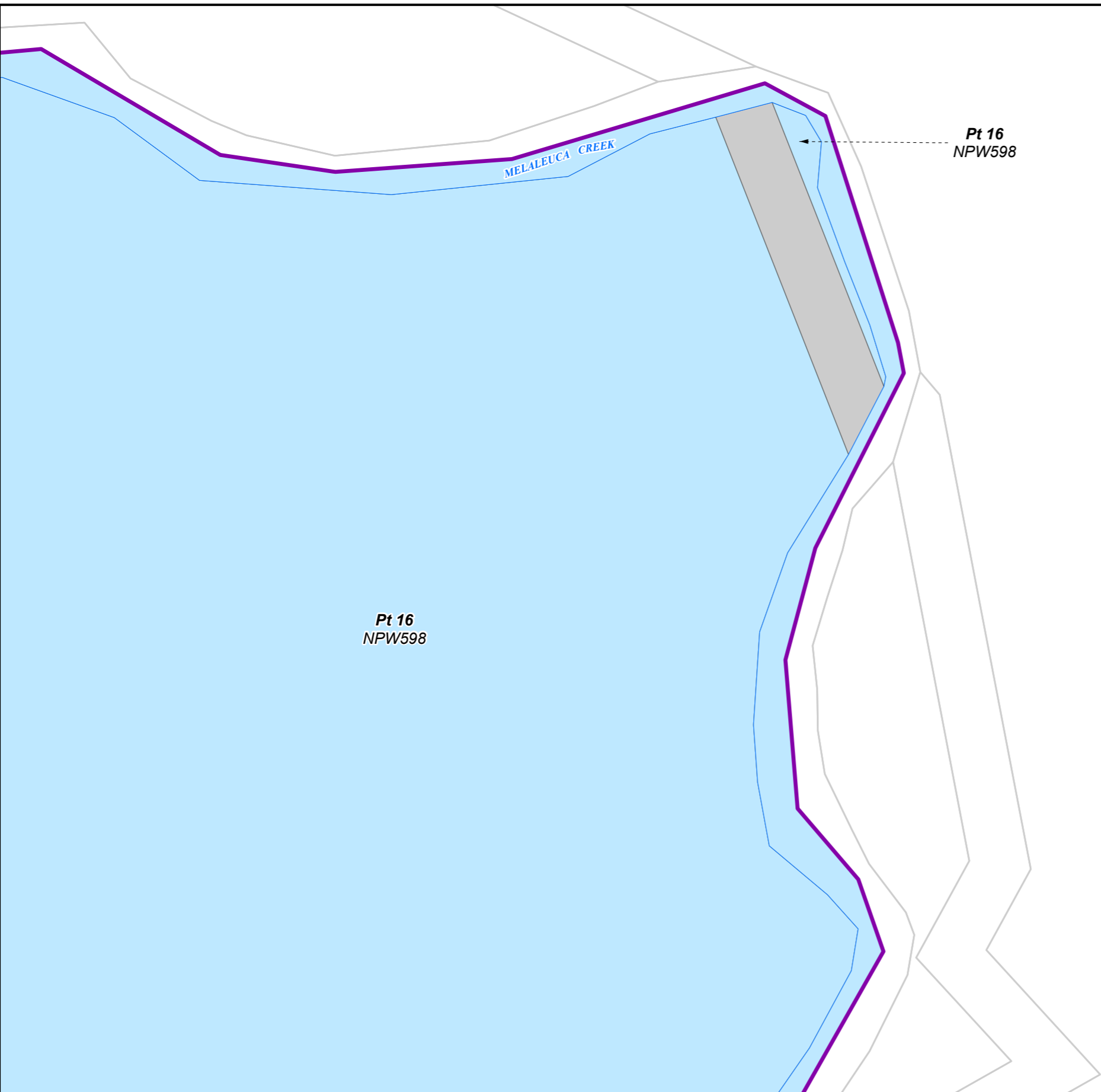
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Map Projection: GDA2020




19

SHEET KEY

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### Legend

-  External boundary
-  Exclusive areas
-  Non-exclusive areas
-  Non-exclusive areas (waters)
-  State's spatial cadastre
-  Local government area boundaries

### NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 20 of 22

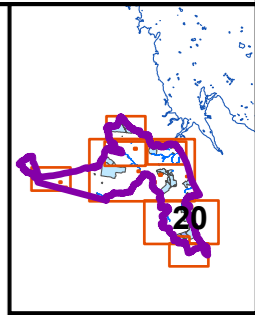
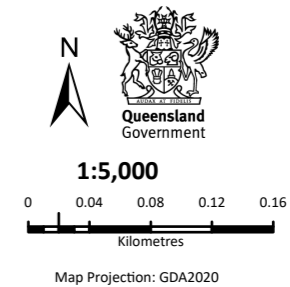
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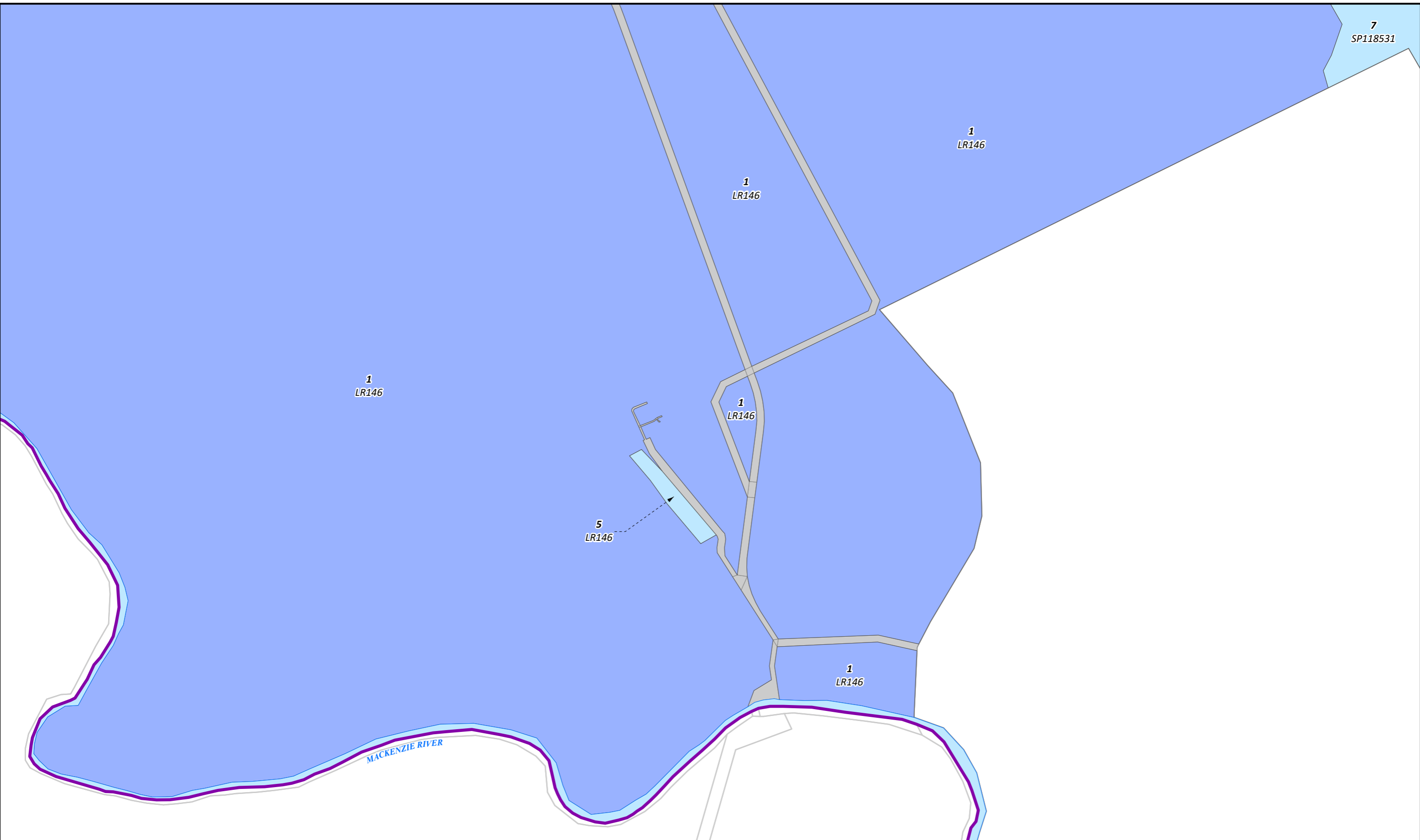
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Legend

External boundary

Exclusive areas

Non-exclusive areas

Non-exclusive areas (waters)

State's spatial cadastre

Local government area boundaries

NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 21 of 22

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Map Projection: GDA2020

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SHEET KEY

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External boundary

Exclusive areas

Non-exclusive areas

Non-exclusive areas (waters)

State's spatial cadastre

Local government area boundaries

NATIVE TITLE DETERMINATION

QUD13/2019 Barada Kabalbara Yetimarala People (QC2013/004) - Sheet 22 of 22

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Map Projection: GDA2020

22

SHEET KEY

**CONFIDENTIAL AND WITHOUT PREJUDICE**

DRAFT: 2 April 2024

**AGREEMENT UNDER S87 OF THE NATIVE TITLE ACT 1993 (CTH)**

No. QUD 13 of 2019

Federal Court of Australia

District Registry: Queensland

Division: General

**Sam Dallachy and others as named in Schedule 1 on behalf of the Barada Kabalbara and Yetimarala People**

Applicant

**State of Queensland and others as named in Schedule 1**

Respondents

1. Each party appearing below consents to the making of an order in terms of the draft Order annexed hereto and marked 'A'.

Mr Michael Allbrook, Acting Principal Lawyer for Queensland Native Title Services Limited on behalf of the Applicant

Date:

Filed on behalf of	The State of Queensland, First Respondent
Prepared by	Jasmine Patterson (LT6/NTS127/383)
Law firm	Crown Law
Tel	07 3031 5693
Email	Jasmine.patterson@crownlaw.qld.gov.au
Address for service	GR Cooper, Crown Solicitor, Level 11, State Law Building, 50 Ann Street, Brisbane QLD 4000
Email for service	nativetitleservice@crownlaw.qld.gov.au

.....  
for G R Cooper, Crown Solicitor  
on behalf of the Respondent, the State of Queensland  
Date:

.....  
Jenny Humphris, Holding Redlich  
on behalf of the Respondent, Central Highlands Regional Council  
Date:

.....  
Jenny Humphris, Holding Redlich  
on behalf of the Respondent, Rockhampton Regional Council  
Date:

.....  
Leah Cameron, Marrawah Law  
on behalf of the Respondent, Isaac Regional Council  
Date:

.....  
Leah Cameron, Marrawah Law  
on behalf of the Respondent, Livingstone Shire Council  
Date:

.....  
Andrew Kerr, Moray & Agnew  
on behalf of the Respondent, Woorabinda Aboriginal Shire Council  
Date:

.....  
Scott Singleton, King & Wood Mallesons  
on behalf of the Respondent, Telstra Corporation Limited  
Date:

.....  
Jenny Humphris, Holding Redlich  
on behalf of the Respondent, Ergon Energy Corporation Limited ACN 087 646 062  
Date:

.....  
Tony Denholder, Ashurst Australia  
on behalf of the Respondent, Anglo Coal (German Creek) Pty Ltd ACN 081 022 415  
Date:

.....  
Tony Denholder, Ashurst Australia  
on behalf of the Respondent, Anglo Coal (Capcoal Management) Pty Ltd  
Date:

.....  
Tony Denholder, Ashurst Australia  
on behalf of the Respondent, Jena Pty Ltd (ACN 008 571 079)  
Date:

.....  
Tony Denholder, Ashurst Australia  
on behalf of the Respondent, Anglo Coal (Roper Creek) Pty Ltd (ACN 081 022 282)  
Date:

.....  
Peter Stokes, McCullough Robertson  
on behalf of the Respondent, Foxleigh Coal Pty Ltd  
Date:

.....  
Peter Stokes, McCullough Robertson  
on behalf of the Respondent, CAML Resources Pty Ltd ACN 080 649 029  
Date:

.....  
Peter Stokes, McCullough Robertson  
on behalf of the Respondent, Nippon Steel Australia Pty. Limited.  
Date:

.....  
Mark Boge, Thynne and Macartney  
on behalf of the Respondent, Ross Joseph Olive  
Date:

.....  
Amy Carseldine, King & Wood Mallesons  
on behalf of the Respondent, Amplitel Pty Ltd as trustee of the Towers Business  
Operating Trust ABN 75 357 171 746  
Date:

## Schedule 1

No. QUD 13 of 2019

Federal Court of Australia  
District Registry: Queensland  
Division: General

### Applicants

Second Applicant:	Lalu Asela
Third Applicant:	Elizabeth Doyle
Fourth Applicant:	Juanita Mason
Fifth Applicant:	Skye Muller
Sixth Applicant:	Norman Ross
Seventh Applicant:	Deborah Santo
Eight Applicant:	Vanessa Saunders
Ninth Applicant:	Michael Smith
Tenth Applicant:	Davina Tilberoo Snr
Eleventh Applicant:	Claudine Walsh

### Respondents

Second Respondent:	Central Highlands Regional Council
Third Respondent:	Isaac Regional Council
Fourth Respondent:	Livingstone Shire Council
Fifth Respondent:	Rockhampton Regional Council
Sixth Respondent:	Woorabinda Aboriginal Shire Council
Seventh Respondent:	Anglo Coal (German Creek) Pty Ltd ACN 081 022 415
Eighth Respondent:	Anglo Coal (Capcoal Management) Pty Ltd
Ninth Respondent:	Jena Pty Ltd (ACN 008 571 079)
Tenth Respondent:	Anglo Coal (Roper Creek) Pty Ltd (ACN 081 022 282)
Eleventh Respondent:	Foxleigh Coal Pty Ltd.
Twelfth Respondent:	CAML Resources Pty Ltd ACN 080 649 029
Thirteenth Respondent:	Nippon Steel Australia Pty. Limited.
Fourteenth Respondent:	Ergon Energy Corporation Limited ACN 087 646 062
Fifteenth Respondent:	Telstra Corporation Limited
Sixteenth Respondent:	Ross Joseph Olive

Seventeenth Respondent:      Amplitel Pty Ltd as trustee of the Towers Business  
Operating Trust

DRAFT

'A'

**DRAFT CONSENT DETERMINATION**

No. QUD13 of 2019

Federal Court of Australia

District Registry: Queensland

Division: General

**Sam Dallachy and others on behalf of the Barada Kabalbara Yetimarala People**

Applicant

**The State of Queensland and others**

Respondents

Judge:

Date of Order:

Where made:

THE COURT NOTES THAT:

- A. Having regard to the need to balance the limited availability of public resources with the competing need to resolve applications for a determination of native title in an efficient, cost effective and timely manner, the parties agree that the question of whether s 47C of the *Native Title Act 1993* (Cth) (**NTA**) would apply to any park areas within the External Boundary will be addressed after the matter has proceeded to determination.
- B. The Barada Kabalbara Yetimarala People (being the proposed Native Title Holders described in Schedule 1 of the determination) have indicated a desire to enter into negotiations with the State of Queensland in relation to whether section 47C of the NTA would have application to any park areas within the External Boundary.
- C. Subject to recital D below, the Applicant and the State of Queensland agree that, if agreement is reached in accordance with s 47C(1)(b) of the NTA that section 47C is applicable in respect of any park areas within the External Boundary, the State of Queensland would not oppose:
  - i. an application being brought by the registered native title body corporate, pursuant to ss 13(1)(b) and 13(5) of the NTA, to vary the determination in relation to any such park area which is included in the Determination Area; and
  - ii. an application being brought on behalf of the Barada Kabalbara Yetimarala People pursuant to s 13(1)(a) of the NTA for a determination that native title exists in relation to any such park area which is excluded from the Determination Area.

D. The agreement of the State of Queensland in recital C above not to oppose an application to vary the determination or an application for a determination that native title exists in relation to any park area, is subject to the Applicant and the State of Queensland having reached agreement on the nature and extent of the native title rights and interests that would be determined to exist in relation to each such park area.

BEING SATISFIED that an order in the terms set out below is within the power of the Court, and it appearing appropriate to the Court to do so, pursuant to s 87 of the *Native Title Act 1993* (Cth)

BY CONSENT THE COURT ORDERS THAT:

1. There be a determination of native title in the terms set out below (the **Determination**).
2. Each party to the proceedings is to bear its own costs.

BY CONSENT THE COURT DETERMINES THAT:

3. The determination area is the land and waters described in Schedule 4 and depicted in the map attached to Schedule 6 to the extent those areas are within the External Boundary and not otherwise excluded by the terms of Schedule 5 (the **Determination Area**). To the extent of any inconsistency between the written description and the map, the written description prevails.
4. Native title exists in the Determination Area.
5. The native title is held by the Barada Kabalbara Yetimarala People described in Schedule 1 (the **Native Title Holders**).
6. Subject to orders 8, 9 and 10 below, the nature and extent of the native title rights and interests in relation to the land and waters described in Part 1 of Schedule 4 are:
  - (a) other than in relation to Water, the right to possession, occupation, use and enjoyment of the area to the exclusion of all others; and
  - (b) in relation to Water, the non-exclusive rights to take the Water of the area for personal, domestic and non-commercial communal purposes.
7. Subject to orders 8, 9 and 10 below, the nature and extent of the native title rights and interests in relation to the land and waters described in Part 2 of Schedule 4 are the non-exclusive rights to:
  - (a) access, be present on, move about on and travel over the area;
  - (b) camp on the area and for that purpose, erect temporary shelters on the area;
  - (c) take Natural Resources from the land and waters of the area for any purpose;
  - (d) use Natural Resources of the land and waters of the area that are not taken, for any purpose;
  - (e) take the Water of the area for personal, domestic and non-commercial communal purposes;

- (f) bury Native Title Holders within the area;
  - (g) maintain places of importance and areas of significance to the Native Title Holders under their traditional laws and customs on the area and protect those places and areas from physical harm;
  - (h) teach on the area the physical and spiritual attributes of the area;
  - (i) hold meetings on the area; and
  - (j) light fires on the area for cultural, spiritual or domestic purposes, including cooking, but not for the purposes of hunting or clearing vegetation.
8. The native title rights and interests are subject to and exercisable in accordance with:
- (a) the Laws of the State and the Commonwealth; and
  - (b) the traditional laws acknowledged and traditional customs observed by the Native Title Holders.
9. The native title rights and interests referred to in orders 6(b) and 7 do not confer possession, occupation, use or enjoyment to the exclusion of all others.
10. There are no native title rights in or in relation to minerals as defined by the *Mineral Resources Act 1989* (Qld) and petroleum as defined by the *Petroleum Act 1923* (Qld) and the *Petroleum and Gas (Production and Safety) Act 2004* (Qld).
11. The nature and extent of any other interests in relation to the Determination Area (or respective parts thereof) are set out in Schedule 2.
12. The relationship between the native title rights and interests described in orders 6 and 7 and the other interests described in Schedule 2 (the **Other Interests**) is that:
- (a) the Other Interests continue to have effect, and the rights conferred by or held under the Other Interests may be exercised notwithstanding the existence of the native title rights and interests;
  - (b) to the extent the Other Interests are inconsistent with the continued existence, enjoyment or exercise of the native title rights and interests in relation to the land and waters of the Determination Area, the native title continues to exist in its entirety but the native title rights and interests have no effect in relation to the Other Interests to the extent of the inconsistency for so long as the Other Interests exist; and
  - (c) the Other Interests and any activity that is required or permitted by or under, and done in accordance with, the Other Interests, or any activity that is associated with or incidental to such an activity, prevail over the native title rights and interests and any exercise of the native title rights and interests.

## DEFINITIONS AND INTERPRETATION

13. In this Determination, unless the contrary intention appears:

“Animal” means any member of the animal kingdom (other than human), whether alive or dead;

“External Boundary” means the area described in Schedule 3;

"land" and "waters", respectively, have the same meanings as in the *Native Title Act 1993* (Cth);

"Laws of the State and the Commonwealth" means the common law and the laws of the State of Queensland and the Commonwealth of Australia, and includes legislation, regulations, statutory instruments, local planning instruments and local laws;

“Local Government Act” has the meaning given in the *Local Government Act 2009* (Qld);

“Local Government Area” has the meaning given in the *Local Government Act 2009* (Qld);

“Natural Resources” includes:

- (a) any Animals and Plants found on or in the lands and waters of the Determination Area; and
- (b) any clays, soil, sand, gravel or rock found on or below the surface of the Determination Area,

taken or used by the Native Title Holders in accordance with their traditional laws and customs,

(c) but does not include:

- (i) Animals that are the private personal property of any person;
- (ii) minerals as defined in the *Mineral Resources Act 1989* (Qld); or
- (iii) petroleum as defined in the *Petroleum Act 1923* (Qld) and the *Petroleum and Gas (Production and Safety) Act 2004* (Qld);

“Plant” means any member of the plant or fungus kingdom, whether alive or dead and standing or fallen;

“Reserve” means a reserve dedicated or taken to be a reserve under the *Land Act 1994* (Qld);

"Water" means:

- (a) water which flows, whether permanently or intermittently, within a river, creek or stream;
- (b) any natural collection of water, whether permanent or intermittent; and

- (c) water from an underground water source;
- (d) tidal waters

“Works” has the same meaning as in the *Electricity Act 1994* (Qld).

Other words and expressions used in this determination have the same meanings as they have in Part 15 of the *Native Title Act 1993* (Cth).

THE COURT DETERMINES THAT:

- 14. The native title is held in trust.
- 15. The [name of PBC] Aboriginal Corporation (ICN: [insert number]), incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth), is to:
  - (a) be the prescribed body corporate for the purpose of ss 56(2)(b) and 56(3) of the *Native Title Act 1993* (Cth); and
  - (b) perform the functions mentioned in s 57(1) of the *Native Title Act 1993* (Cth) after becoming a registered native title body corporate.

OR

- 14. The native title is not held in trust.
- 15. The [name of PBC] Aboriginal Corporation (ICN: [insert number]), incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth), is to:
  - (a) be the prescribed body corporate for the purpose of s 57(2) of the *Native Title Act 1993* (Cth); and
  - (b) perform the functions mentioned in s 57(3) of the *Native Title Act 1993* (Cth) after becoming a registered native title body corporate.

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## Schedule 1 – Native Title Holders

1. The native title holders are the Barada Kabalbara Yetimarala People. The Barada Kabalbara Yetimarala People are the descendants (including through adoption or raising up) of one or more of the following people:
  - (a) Unnamed Barada Woman (spouse of Johnny and Charlie Budby);
  - (b) Lucy and/or Jimmy Barber;
  - (c) Kitty (aka Kitty Eaglehawk);
  - (d) Yatton Boney;
  - (e) Maggie (mother of Jack Mack and Gypsy Tyson); and
  - (f) King Boco.

## Schedule 2 – Other Interests in the Determination Area

The nature and extent of the other interests in relation to the Determination Area are the following as they exist as at the date of the Determination:

1. The rights and interests of the holders of tenements and permits granted pursuant to the *Mineral Resources Act 1989* (Qld) including:
  - (a) exploration permits for coal EPC 1139; and
  - (b) mining leases ML 1831.
2. The rights and interests of Ross Olive as the holder of the following special lease, issued pursuant to the *Land Act 1962* (Qld) and the *Forestry Act 1959* (Qld):
  - (a) Special Lease for Primary Industry (Grazing) No 701416846, over Lot 3 on LI807533 being strata title lease within the boundary of Lot 65 on FTY1503.
3. The rights and interests of Telstra Corporation Limited ACN 051 775 556, Amplitel Pty Ltd as trustee of the Towers Business Operating Trust (ABN 75 357 171 746) and any of their successors in title:
  - (a) as the owners or operators of telecommunications facilities within the Determination Area;
  - (b) created pursuant to the *Post and Telegraph Act 1901* (Cth), the *Telecommunications Act 1975* (Cth), the *Australian Telecommunications Corporation Act 1989* (Cth), the *Telecommunications Act 1991* (Cth) and the *Telecommunications Act 1997* (Cth), including rights:
    - (i) to inspect land;
    - (ii) to install, occupy and operate telecommunication facilities; and
    - (iii) to alter, remove, replace, maintain, repair and ensure the proper functioning of their telecommunications facilities;
  - (c) for their employees, agents or contractors to access their telecommunication facilities in and in the vicinity of the Determination Area in the performance of their duties; and
  - (d) under any lease, licence, access agreement, permit or easement relating to their telecommunications facilities in the Determination Area.
4. The rights and interests of Ergon Energy Corporation Limited ACN 087 646 062:
  - (a) as the owner and operator of any Works within the Determination Area;
  - (b) as an electricity entity under the *Electricity Act 1994* (Qld), including but not limited to:
    - (i) as the holder of a distribution authority;
    - (ii) to inspect, maintain and manage any Works in the Determination Area; and

- (iii) in relation to any agreement or consent relating to Works in the Determination Area existing or entered into before the date these orders are made; and
  - (c) to enter the Determination Area by its employees, agents or contractors to exercise any of the rights and interests referred to in this clause.
5. The rights and interests of Rockhampton Regional Council, Central Highlands Regional Council, Isaac Regional Council, Livingstone Shire Council and Woorabinda Aboriginal Shire Council (the **Councils**):
- (a) under their local government jurisdiction and functions under the Local Government Act, under the *Stock Route Management Act 2002* (Qld) and under any other legislation, for that part of the Determination Area within the area declared to be within their respective Local Government Area;
  - (b) as the:
    - (i) lessor under any leases which were validly entered into before the date on which these orders are made and whether separately particularised in these orders or not;
    - (ii) grantor of any licences or other rights and interests which were validly granted before the date on which these orders were made and whether separately particularised in these orders or not;
    - (iii) holder of any estate or interest in land, including as trustee of any Reserves, under access agreements and easements that exist in the Determination Area;
  - (c) as the owner and operator of infrastructure, structures, earthworks, access works and any other facilities and other improvements located in the Determination Area validly constructed or established on or before the date on which these orders are made, including but not limited to any:
    - (i) gravel pits operated by Councils;
    - (ii) undedicated but constructed roads except for those not operated by Councils;
    - (iii) water pipelines and water supply infrastructure;
    - (iv) drainage facilities;
    - (v) cemetery and cemetery related facilities;
    - (vi) watering point facilities;
    - (vii) recreational facilities;
    - (viii) transport facilities; and
    - (ix) community facilities; and

- (d) to enter the land for the purposes described in paragraphs 5(a), 5(b) or 5(c) above by their employees, agents or contractors to:
  - (i) exercise any of the rights and interests referred to in this paragraph 5;
  - (ii) use, operate, inspect, maintain, replace, restore, and repair the infrastructure, facilities and other improvements referred to in paragraph 5(c) above; and
  - (iii) undertake operational activities in their capacity as local governments such as feral animal control, erosion control, waste management and fire management.
- 6. The rights and interests of the State of Queensland, Rockhampton Regional Council, Central Highlands Regional Council, Isaac Regional Council, Livingstone Shire Council and Woorabinda Aboriginal Shire Council to access, use, operate, maintain and control the dedicated roads in the Determination Area and the rights and interests of the public to use and access the roads.
- 7. The rights and interests of the State of Queensland in Reserves, the rights and interests of the trustees of those Reserves and the rights and interests of the persons entitled to access and use those Reserves for the respective purpose for which they are reserved.
- 8. The rights and interests of the State of Queensland or any other person existing by reason of the force and operation of the laws of the State of Queensland, including those existing by reason of the following legislation or any regulation, statutory instrument, declaration, plan, authority, permit, lease or licence made, granted, issued or entered into under that legislation:
  - (a) the *Aboriginal Land Act 1991* (Qld);
  - (b) the *Fisheries Act 1994* (Qld);
  - (c) the *Land Act 1994* (Qld);
  - (d) the *Nature Conservation Act 1992* (Qld);
  - (e) the *Forestry Act 1959* (Qld);
  - (f) the *Water Act 2000* (Qld);
  - (g) the *Petroleum Act 1923* (Qld) or *Petroleum and Gas (Production and Safety) Act 2004* (Qld);
  - (h) the *Mineral Resources Act 1989* (Qld);
  - (i) the *Planning Act 2016* (Qld);
  - (j) the *Transport Infrastructure Act 1994* (Qld); and
  - (k) the *Fire and Emergency Services Act 1990* (Qld) or *Ambulance Service Act 1991* (Qld).
- 9. The rights and interests of members of the public arising under the common law, including but not limited to the following:

- (a) any subsisting public right to fish; and
  - (b) the public right to navigate.
10. So far as confirmed pursuant to s 212(2) of the *Native Title Act 1993* (Cth) and s 18 of the *Native Title (Queensland) Act (1993)* (Qld) as at the date of this Determination, any existing rights of the public to access and enjoy the following places in the Determination Area:
- (a) waterways;
  - (b) beds and banks or foreshores of waterways;
  - (c) stock routes; and
  - (d) areas that were public places at the end of 31 December 1993.
11. Any other rights and interests:
- (a) held by the State of Queensland or Commonwealth of Australia; or
  - (b) existing by reason of the force and operation of the Laws of the State and the Commonwealth.

### Schedule 3 – External Boundary

The area of land and waters commencing:

at a point on the centreline of Deep Creek at Latitude 22.648868° South and extending generally southerly along the centreline of that creek to Latitude 22.653981° South; then generally south-easterly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
149.675294	22.655683
149.679702	22.659262
149.681907	22.664493
149.682458	22.668623
149.696785	22.691749
149.710286	22.715427
149.715797	22.722585
149.725716	22.745987
149.734257	22.764433
149.740870	22.778474
149.743786	22.786444
149.745278	22.793342
149.750513	22.808760
149.753820	22.820323
149.757677	22.832988
149.759330	22.842073
149.763463	22.851984
149.765943	22.858867
149.768423	22.871807
149.770357	22.881902
149.775862	22.910627
149.778342	22.915307
149.783302	22.928523
149.786057	22.932928
149.789363	22.936507
149.791016	22.939811
149.791016	22.945317
149.793483	22.950570
149.793221	22.956330
149.794598	22.960735
149.799558	22.966241
149.802853	22.971491
149.805334	22.976720
149.806242	22.978019

149.809752	22.983036
149.826894	23.013645
149.835348	23.028724
149.837505	23.032571
149.843556	23.043364
149.844603	23.045232

Then south-easterly to the centreline of Ten Mile Creek at Longitude 149.862628° East, Latitude 23.071708° South; then generally south-westerly generally westerly and generally south-westerly along the centreline of that creek to an unnamed tributary at Longitude 149.740323 East, Latitude 23.112651 South; then generally south-westerly along that tributary to its headwaters at Longitude 149.722372° East, Latitude 23.145727° South; then south-westerly to a further unnamed tributary at Longitude 149.719945° East, Latitude 23.150827° South; then generally easterly, generally southerly and generally south-easterly along the centreline of that tributary and the centreline of Melaleuca Creek to its intersection with the Fitzroy River; then generally southerly, generally north westerly and generally south westerly along centrelines of that river and the Mackenzie River to its intersection with the northern boundary of the Lumburra Bimbi Pty Ltd Cultural Heritage Body Area at Latitude 23.128176° South; then southerly and north-westerly along the northern boundary of that cultural heritage body area passing through Longitude 148.977465° East, Latitude 23.130550° South, to intersect the eastern boundary of the Nogoia River Drainage Sub-Basin at Latitude 22.957063° South; then generally north westerly along the eastern boundary of that drainage sub-basin to Latitude 22.777609° South; then generally north easterly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
148.153145	22.771715
148.160946	22.764387

Then north-easterly to the headwaters of Scott Creek at Longitude 148.172445° East, Latitude 22.756611° South and generally north-easterly and generally easterly along the centreline of that creek to longitude 148.275325°, a point on the external boundary of QUD 380/2008 Barada Barna People Determination Area; then generally southerly, generally easterly, generally north-easterly and generally south easterly along the external boundary of that determination to the eastern boundary of Isaac River Drainage Sub Basin at Latitude 22.376116° South, further described as:

Generally southerly, generally easterly and generally north-easterly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
148.278218	22.720751
148.278638	22.765907
148.290790	22.780471
148.319278	22.848854
148.325274	22.879887
148.338207	22.907929
148.377532	22.903505
148.435588	22.897696
148.470689	22.893158
148.509535	22.887628
148.539859	22.881405
148.576541	22.872326
148.609824	22.865651
148.656609	22.855084
148.683799	22.853626
148.706230	22.845623
148.730928	-22.837430
148.752192	22.828478
148.773534	22.820693
148.776674	22.818899
148.786793	22.818786
148.795732	22.825136
148.800745	22.821561
148.805203	22.823856
148.811513	22.822611
148.817212	22.823133
148.824724	22.817183
148.837372	22.817038
148.846740	22.808134
148.856210	22.806851
148.857562	22.813285
148.863350	22.820254
148.867785	22.820789
148.880320	22.812432
148.873892	22.804885
148.875741	22.801345
148.887172	22.804729
148.903005	22.806299
148.906783	22.805082

<b>Longitude East</b>	<b>Latitude South</b>
148.906036	22.796882
148.909781	22.793319
148.913280	22.772168
148.923239	22.760908
148.922443	22.749190
148.929363	22.746761
148.933007	22.736163

Then north easterly to a western boundary of Lot 23 on SP100966 at Latitude 22.73099° South; then northerly, north easterly and south easterly along the boundaries of that lot to Latitude 22.721963° South; then generally northerly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
148.948599	22.721315
148.953638	22.720081
148.953657	22.719877
148.954187	22.714211
148.957929	22.710647
148.955908	22.701876
148.959349	22.677208
148.957952	22.667843
148.971050	22.655956

Then northerly to the southern boundary of Lot 14 on ROP84 at Longitude 148.970980° East; then westerly and north-easterly along boundaries of that lot to Latitude 22.650313° South; then generally north-easterly and generally easterly passing through the following coordinate points

<b>Longitude East</b>	<b>Latitude South</b>
148.970950	22.648921
148.980853	22.634727
148.988415	-22.633460
149.003085	22.643245
149.013378	22.656016
149.032413	22.661639
149.041212	22.658595
149.045573	22.654435
149.050072	22.659655

<b>Longitude East</b>	<b>Latitude South</b>
149.056353	22.657229
149.067881	22.667634
149.068448	22.667627
149.072934	22.667569
149.079908	22.669237
149.097702	22.676041
149.108449	22.676486
149.110299	22.673530
149.115416	22.677567

Then easterly to the northern bank of Isacc River at Longitude 149.127714 East; then generally north westerly along northern and eastern banks of that river and Connors River to the southernmost point of Lot 22 on SP119064; then northerly along the boundary of that lot to Latitude 22.589541° South; then north-westerly and westerly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
149.050923	22.589285
149.047680	22.583463

Then westerly to western boundary of Lot 22 on SP119064 at latitude 22.584219° South; then southerly along the boundary of that lot to the northern bank of Connors River; then generally south-westerly and generally north-westerly along boundaries of that river to a southern boundary of again Lot 22 on SP119064; Then easterly along that southern boundary to Longitude 149.017117° East; then generally northerly passing through the following coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
149.017079	22.563328
149.014504	22.559842
149.010077	22.559312
149.010555	22.548751
149.001643	22.543585
149.001584	22.539482
148.995769	22.530173
149.002037	22.527163
149.003249	22.523630
149.003804	22.518346

<b>Longitude East</b>	<b>Latitude South</b>
149.005587	22.510701
149.004854	22.503674
149.002254	22.498429
148.995239	22.493239
148.989536	22.491551
148.991849	22.476863

Then northerly to a southern boundary of Lot 4 on KL210 at Longitude 148.995359° East, then westerly along the boundary of that lot to an eastern boundary of again Connors River; then generally northerly, generally easterly, again generally northerly and generally south easterly along boundaries of that river and southern boundaries of Lotus Creek to the northern boundary of Lot 8 on RP614441 at Longitude 149.344646° East; then westerly along the boundary of that lot to Longitude 149.242579° East; then generally easterly passing through the following coordinate points.

ng coordinate points.

<b>Longitude East</b>	<b>Latitude South</b>
149.342893	22.505818
149.345064	22.506049
149.350008	22.506575
149.352419	22.503097
149.364753	22.502056
149.370059	22.505420

Then easterly to the eastern boundary of the Isaac River Drainage Sub Basin at Latitude 22.506416° South, again a point on the external boundary of QUD 380/2008 Barada Barna People Determination Area.

Then generally southerly along the boundary of that sub basin to a corner at Longitude 149.374004° East, Latitude 22.517414° South; then south-easterly to the headwaters of Granite Creek at Longitude 149.375942° East, Latitude 22.518359° South; then generally southerly and generally easterly along the centreline of that creek to its intersection with the centreline of Styx River; then generally south-easterly along the centreline of that river and the centreline of Deep Creek back to the commencement point.

## Exclusions

To avoid any doubt the determination area does not include any land and waters subject to:

- QUD380/2008 Barada Barna People as determined by the Federal Court 29 June 2016;
- QUD6131/1998 Darumbal People as determined by the Federal Court 21 June 2016;
- QUD30/2019 Darumbal People as determined by the Federal Court 01 December 2023;
- QUD15/2019 Barada Kabalbara Yetimarala People #2 as accepted for registration 25 October 2019;
- QUD17/2019 Western Kangoulou People as accepted for registration 06 September 2017; and
- QUD33/2019 Gaangalu Nation as accepted for registration 18 December 2019.

## Data Reference and source

- External boundary description compiled by Queensland South Native Title Services based on spatial data sourced from Commonwealth of Australia, National Native Title Tribunal (February 2024).
- Lumburra Bimbi Pty Ltd Cultural Heritage Body boundary coordinate positions based on Cultural Heritage Body Boundaries – Queensland data sourced from State of Queensland, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander (October 2023).
- Cadastral data sourced from State of Queensland. Department of Natural Resources (February 2024).
- Watercourses are wherever possible based on cadastral data; else Watercourse lines - Queensland - by area of interest (August 2023).
- Drainage Sub-Basin data sourced from State of Queensland, Department of Resources (October 2022).

## Reference Datum

Geographical coordinates are referenced to the Geocentric Datum of Australia (GDA2020) in decimal degrees.

## **Use of Coordinates**

Where coordinates are used within the description to represent cadastral or topographical boundaries or the intersection with such, they are intended as a guide only. As an outcome to the custodians of cadastral and topographic data continuously recalculating the geographic position of their data based on improved survey and data maintenance procedures, it is not possible to accurately define such a position other than by detailed ground survey.

External boundary description prepared by Queensland South Native Title Services  
(March 2024)

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## Schedule 4 – Description of Determination Area

The determination area comprises all of the land and waters described by lots on plan, or relevant parts thereof, and any rivers, streams, creeks or lakes described in the first column of the tables in the Parts immediately below, and depicted in the maps in Schedule 6, to the extent those areas are within the External Boundary and not otherwise excluded by the terms of Schedule 5.

### Part 1 — Exclusive Areas

All of the land and waters described in the following table and depicted in blue on the determination map contained in Schedule 6:

Area description (at the time of the determination)	Determination Map Sheet Reference	Note
Lot 1 on Plan AP15793		s 47B
Lot 2 on Plan AP15793		s 47B
Lot 1 on Plan LR146		s 47A
Lot 30 on Plan MC204		s 232 & s 238
Lot 29 on Plan MUR4062		s 232 & s 238
Lot 17 on Plan ROP108		s 47B
Lot 18 on Plan ROP108		s 47B
Lot 19 on Plan ROP108		s 47B
Lot 64 on Plan USL42116		

[s 47A denotes areas to which s 47A of the *Native Title Act 1993* (Cth) apply]

[s 47B denotes areas to which s 47B of the *Native Title Act 1993* (Cth) apply]

[ s 232 & s 238 denotes areas to which s 232 and s 238 of the *Native Title Act 1993* (Cth) apply]

## Part 2 — Non-Exclusive Areas

All of the land and waters described in the following table and depicted in light blue on the determination map contained in Schedule 6:

Area description (at the time of the determination)	Determination Map Sheet Reference	Note
Lot 3 on Plan AP15793		
Lot 1 on Plan AP15943		
Lot 11 on Plan CNS414		
That part of Lot 21 on Plan FTY1202 excluding former Portion 2V on Plan C408		
Lot 65 on Plan FTY1503		
Lot 9 on Plan FTY1819		
Lot 9 on Plan KL118		
Lot 12 on Plan KL123		
Lot 4 on Plan KL210		
Lot 4 on Plan KL32		
Lot 5 on Plan LR146		
Lot 185 on Plan MC348		
Lot 1 on Plan MC813349		
Lot 2 on Plan MC813349		
Lot 16 on Plan NPW598		
Lot 694 on Plan PH1362		
Lot 4237 on Plan PH471		
Lot 4317 on Plan PH491		
Lot 16 on Plan ROP104		
Lot 21 on Plan ROP106		
Lot 10 on Plan ROP109		
Lot 6 on Plan ROP140		
Lot 25 on Plan ROP143		

Lot 1 on Plan ROP25		
Lot 7 on Plan ROP65		
Lot 11 on Plan ROP69		
Lot 4 on Plan ROP75		
Lot 7 on Plan ROP75		
Lot 14 on Plan ROP84		
Lot 2 on Plan ROP88		
Lot 23 on Plan SP100966		
Lot 1 on Plan SP103568		
That part of Lot 33 on Plan SP114963 excluding former Lot 3 on Plan ROP132		
Lot 7 on Plan SP118531		
Lot 6 on Plan SP214946		
Lot 24 on Plan SP271662		
Lot 4973 on Plan SP275117		
Lot 2 on Plan TT422		
An area identified as Road and formerly described as New Road delineated by stations 120-78-86-88-124-125-89-87-129-128-131-130-79-135-120 as shown on Plan SP214946		#
		#
		#
		#
		#
Save for any waters forming part of a lot on plan, all rivers, creeks, streams and lakes within the External Boundary described in Schedule 3, including but not limited to:  Anabranh;  Brussels Creek;  Clarke Creek;		

Connors Creek;		
Crooked Creek;		
Deep Creek;		
Develin Creek;		
Fitzroy River;		
Granite River;		
Isaac River;		
Mackenzie River;		
Magdalen Creek;		
Mamelon Creek;		
Melaleuca Creek;		
Montrose Creek;		
Roper Creek;		
Sarsfield Creek;		
Styx River;		
Tooloombah Creek;		
Unnamed Creek Adjacent to Lot 25 on Plan MC590, Anglewood Road and Tooloombah Creek;		
Waterhole; and		
Yatton Creek.		

[# denotes areas to which s 24KA of the *Native Title Act 1993* (Cth) apply]

## Schedule 5 – Areas Not Forming Part of the Determination Area

The following areas of land and waters are excluded from the determination area as described in Part 1 of Schedule 4 and Part 2 of Schedule 4:

1. Those land and waters within the External Boundary which at the time the native title determination application was made were, or had been, the subject of one or more Previous Exclusive Possession Acts, within the meaning of s 23B of the *Native Title Act 1993* (Cth) as they could not be claimed in accordance with s 61A of the *Native Title Act 1993* (Cth).
2. Specifically, and to avoid any doubt, the land and waters described in (1) above includes:
  - (i) the Previous Exclusive Possession Acts described in ss 23B(2) and 23B(3) of the *Native Title Act 1993* (Cth) to which s 20 of the *Native Title (Queensland) Act 1993* (Qld) applies, and to which none of ss 47, 47A or 47B of the *Native Title Act 1993* (Cth) applied; and
  - (b) the land and waters on which any public work, as defined in s 253 of the *Native Title Act 1993* (Cth), is or was constructed, established or situated, and to which ss 23B(7) and 23C(2) of the *Native Title Act 1993* (Cth) and to which s 21 of the *Native Title (Queensland) Act 1993* (Qld), applies, together with any adjacent land or waters in accordance with s 251D of the *Native Title Act 1993* (Cth).
3. Those land and waters within the External Boundary on which, at the time the native title determination application was made, public works were validly constructed, established or situated after 23 December 1996, where s 24JA of the *Native Title Act 1993* (Cth) applies, and which wholly extinguished native title.
4. Those land and waters within the External Boundary which, at the time the native title determination application was made, were the subject of one or more Pre-existing Rights Based Acts, within the meaning of s 24IB of the *Native Title Act 1993* (Cth), which wholly extinguished native title.

## **Schedule 6 – Map of Determination Area**

*Determination Map sheets are provided as a separate document – these will be inserted into the Orders made by the Court.*

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## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Tricia Hughes

## AUTHOR POSITION

Coordinator Executive Support

10.8

**2024 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION  
NATIONAL GENERAL ASSEMBLY**

## EXECUTIVE SUMMARY

The Australian Local Government Association (ALGA) National General Assembly (NGA) is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials. This report is to propose attendance for the 2024 NGA to be held in Canberra from 2 to 4 July 2024.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Nominate Councillors [ ] to attend the 2024 Australian Local Government Association National General Assembly to be held in Canberra from 2 to 4 July 2024.***
- 2. Delegate to Councillors [ ] voting rights on behalf of Isaac Regional Council at the 2024 Australian Local Government Association National General Assembly of Local Government.***

## BACKGROUND

The National General Assembly (NGA) of Local Government is an important opportunity for Councils to influence the national policy agenda. The conference is convened annually by the Australian Local Government Association (ALGA) and is a peak annual event on the Local Government calendar, attracting in excess of 800 Mayors and Councillors each year.

The 2024 National General Assembly of Local Government incorporating the Regional Cooperation and Development Forum will be held in Canberra from 2 to 4 July 2024.

This year is the Australian Local Government Association's 30th Annual National General Assembly of Local Government and is expected to be the best yet.

ALGA is partnering with the Federal Government to host the Australian Council of Local Government (ACLG) immediately after the NGA, on Friday 5 July. Last year's ACLG was the first held in more than a decade, and provided Local Government the opportunity to provide direct feedback to the Prime Minister and key Federal Ministers on what Local Governments need to thrive for the future. This will be the last ACLG before the next Federal Election, and is a valuable opportunity for Local Government to speak to the Federal Government with one voice about the policies and funding partnerships our communities need.

The theme for the 2024 NGA will be "Building Community Trust" which acknowledges the critical importance of trust in our democracy's different levels of government, its institutions, and amongst its citizens.

The conference program features a range of high profile and engaging speakers who will explore ideas about what creates trust, and how we nurture it.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

ALGA have provided a discussion paper – refer attachment 2 which contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government. Following discussions held with the Mayor, Chief Executive Officer and Executive Manager Advocacy and External Affairs it is not intended for Isaac Regional Council to submit any motions for consideration at this year's NGA.

## IMPLICATIONS

Financial implications are as follows.

- Full Early Bird Registration (prior to Friday 7 June) **\$945**
- Virtual Registration – Virtual access to General Assembly sessions for day/s selected \$739.
- Regional Forum – Tuesday 2 July – 9am to 3pm - **\$275** (if NGA Delegate)
- NGA Welcome Reception – Tuesday 2 July – 5pm to 7pm – Included in NGA Registration
- General Assembly Dinner – Wednesday 3 July – 7pm to 11pm - **\$175**
- ACLG Gala Dinner (Mayor Only Invitation) – Thursday 4 July – 7pm to 11pm – No Charge
- Australia Council of Local Government Forum – Friday 5 July – 8.00 to 3.30pm – No Charge
- Flights are approximately **\$886 to \$956** per person return from Mackay
- Flights are approximately **\$1,562** per person return from Moranbah
- Accommodation is approximately **\$1,661.50** per person for a four-night stay

Total approximate cost for in person attendance = **\$4,012.50 to \$4,618.50** per person (depending on flight, accommodation and additional event attendance).

## CONSULTATION

Mayor

Chief Executive Officer

Executive Manager Advocacy and External Affairs

## 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. This year is also an opportunity for virtual participation for Councillors that don't attend in person.

## ACTION ACCOUNTABILITY

Chief Executive Officer to delegate registration and all travel arrangements to the staff of the Office of the 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.

### Report prepared by:

TRICIA HUGHES  
**Coordinator Executive Support**

Date: 17 April 2024

### Report authorised by:

KEN GOULDTHORP  
**Chief Executive Officer**

Date: 17 April 2024

## ATTACHMENTS

- Attachment 1 – ALGA's NGA – Registration Brochure 2024
- Attachment 2 - 2024 NGA Motions Discussion Paper

## REFERENCE DOCUMENT

- Nil

# 2024 NGA



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

2 - 4  
JULY  
2024



Building  
Community  
Trust

National Convention Centre  
Canberra

Registration  
INFORMATION



# 2024 SPONSORS

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## Foundation Sponsor



## Gold Sponsor



**Australian Government**

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**Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts**



# PRESIDENT WELCOME



Friends,

I am delighted to invite you to attend our Australian Local Government Association's 30th annual National General Assembly (NGA) of Local Government in Canberra.

Following on from the tremendous success of last year's annual Conference, this year promises to be our best yet.

I'm thrilled that we will once again be partnering with the Federal Government to host the Australian Council of Local Government (ACLG) immediately after our Conference, on Friday 5 July.

Last year's ACLG – secured by ALGA on your behalf – was the first held in more than a decade, and provided us with the opportunity to provide direct feedback to the Prime Minister and key Federal Ministers on what local governments need to thrive for the future.

This will be the last ACLG before the next Federal Election, and is a valuable opportunity for us to speak to the Federal Government with one voice about the policies and funding partnerships our communities need.

The theme of this year's NGA is "Building Community Trust". As the most trusted level of government, we know trust is an incredibly important foundation, and under threat in democracies around the world today.

Sadly, Australia has not been immune to a general decline in public trust over recent years, and many of you have witnessed the effects this has had on our communities firsthand.

We all know that if we are going to continue to deliver in the face of ongoing natural disasters, skills shortages and cost of living pressures, then trust in government, between governments, our institutions and our citizens is fundamentally important.

As the level of government closest to the community we have the best opportunity to bring people together at a grassroots level, and work collaboratively for the public good.

Local government has a crucial part to play in restoring trust in Australian democracy, and without question, investing in local government is an investment in our nation's future.

I look forward to hearing your ideas on the support we need to realise this opportunity, and welcoming you to our annual conference in Canberra this July.

Cr Linda Scott  
ALGA President

# KEY DATES & EVENT OUTLINE

## TUESDAY 30 APRIL 2024

Call for Motions Closes

## FRIDAY 7 JUNE 2024

Close of Early Bird Registrations

## TUESDAY 2 JULY 2024

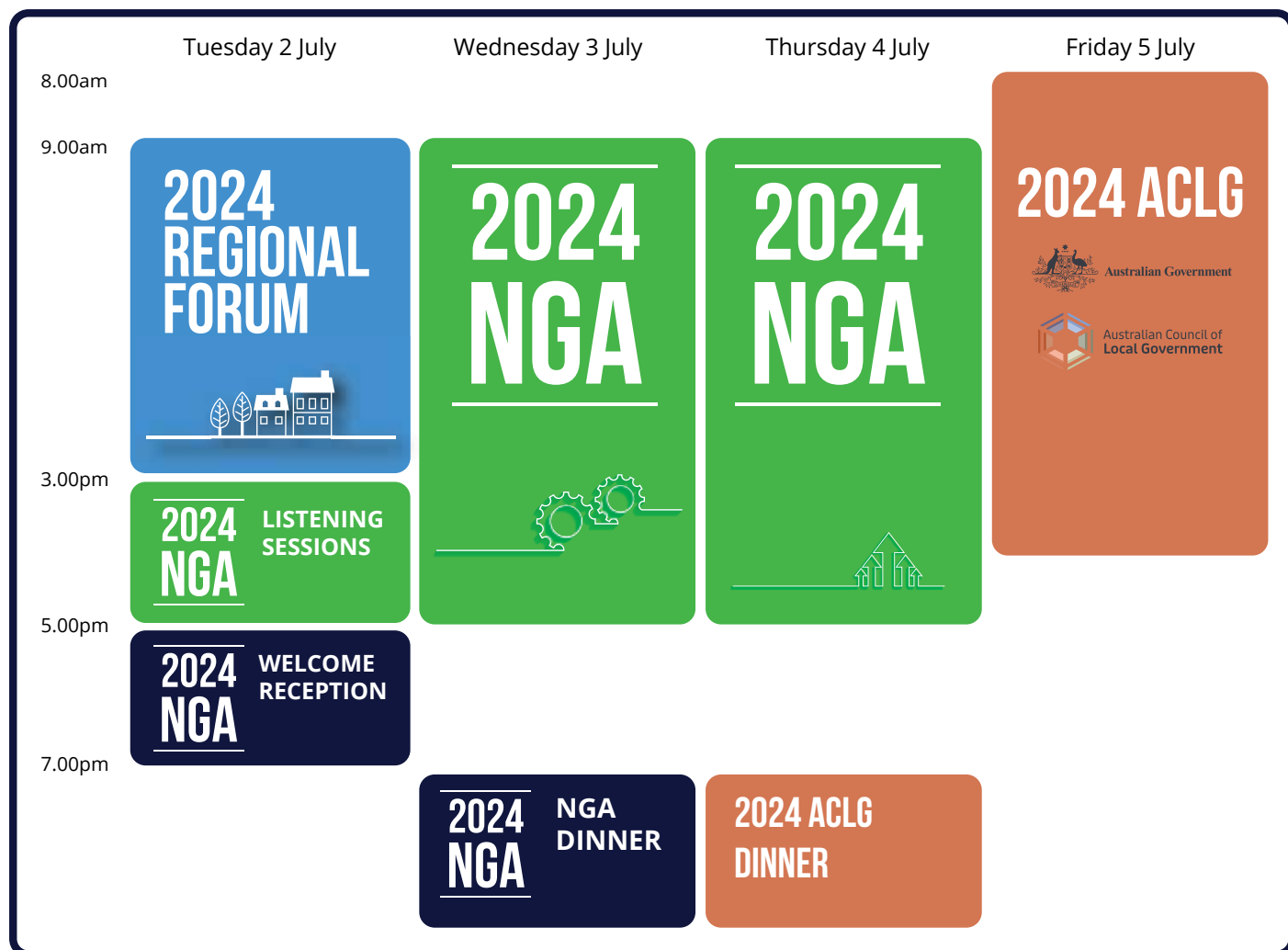
Regional Cooperation & Development Forum  
National General Assembly | Listening Sessions

## TUESDAY 2 - THURSDAY 4 JULY 2024

National General Assembly

## FRIDAY 5 JULY 2024

Australian Council of Local Government (ACLG)



# FULL PROGRAM

## TUESDAY 2 JULY REGIONAL FORUM

8.00am	Registrations Open
9.00am - 3.00pm	<b>Regional Forum</b> (Additional registration required)

## NATIONAL GENERAL ASSEMBLY | LISTENING SESSIONS

3.00pm	NGA Listening Sessions: Roads and Transport Energy Transition National Housing and Community Infrastructure Disaster Resilience and Recovery
5.00pm - 7.00pm	Welcome Reception & Exhibition Opening

## WEDNESDAY 3 JULY NATIONAL GENERAL ASSEMBLY

8.00am	Registrations Open
9.00am	<b>Opening Ceremony</b> Welcome to Country Governor-General of the Commonwealth of Australia (invited)
9.40am	<b>Minister Address</b> The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government (invited)
10.00am	Leader of the Opposition Address The Hon Peter Dutton MP, Leader of the Opposition (invited)
10.20am	<b>ALGA President's Address</b> Cr Linda Scott, ALGA President
<b>11.00AM</b>	<b>MEAL BREAK ONE</b>
12.00pm	<b>Politics and Civic Engagement</b> Anabelle Crabb, ABC Writer and Presenter
1.00pm	State of the Assets / Local Government Inquiry Update (TBC)
<b>2.00PM</b>	<b>MEAL BREAK TWO</b>
3.00pm	<b>Debate on Motions</b>
7.00pm - 11.00pm	<b>General Assembly Dinner</b> EPIC, Canberra

## THURSDAY 4 JULY NATIONAL GENERAL ASSEMBLY

9.00am	<b>Intergenerational Equity and Fairness</b> Simon Kuestemacher, Director and Co-Founder, Demographics Group
10.00am	<b>PANEL - Addressing Intergenerational Trust</b>
<b>11.00AM</b>	<b>MEAL BREAK ONE</b>
12.00pm	<b>Community Trust in the Built Environment</b> Stephen Yarwood, Urbanist and Former Lord Mayor of Adelaide
1.00pm	<b>For the Love of Community Engagement</b> Becky Hirst, Author
<b>2.00PM</b>	<b>MEAL BREAK TWO</b>
3.00pm	<b>Debate on Motions</b>
5.00pm	Close

## AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT | DINNER

7.00pm	ACLG Gala Dinner
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## FRIDAY 5 JULY AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT

7.30am	Registrations Open
8.00am - 3.30pm	<b>Australian Council of Local Government (ACLG)</b>



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

# 2024 REGIONAL FORUM

National Convention Centre  
Canberra

**REGIONALFORUM.COM.AU**



2 JULY  
2024

## GENERAL INFORMATION

### REGISTRATION FEES

**Forum Only Registration**  
\$475

**NGA Delegate Discount  
Registration**  
\$275

**Register Online Now:**  
[regionalforum.com.au](http://regionalforum.com.au)

**Dress Code:** Smart Casual

## PROVISIONAL PROGRAM

8.00am	<b>REGISTRATIONS OPEN</b>
9.00am	<b>Welcome to Country</b>
9.20am	<b>Minister Address</b> The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
9.40am	<b>Shadow Minister Address</b> The Hon Darren Chester MP, Shadow Minister for Regional Development, Local Government and Territories
10.00am	<b>Regional Connectivity and Services</b>
10.45am	<b>MORNING TEA</b>
11.15am	<b>Keynote: State of the Regions</b> Nicki Hutley, Economist
	<b>Panel: State of the Regions</b>
12.30pm	<b>LUNCH</b> <b>ALGA President Press Club Address</b> <i>live telecast</i>
1.30pm	<b>Panel: Regional Housing</b>
2.30pm	<b>AFTERNOON TEA</b>



# REGIONAL FORUM SPEAKERS



**THE HON KRISTY MCBAIN MP**

Minister for Regional Development,  
Local Government and Territories

Kristy McBain proudly grew up on the NSW Far South Coast, and she is the first woman to represent Eden-Monaro.

Since being elected in 2020, Kristy has built a formidable reputation as a plain spoken, hard-working local member who advocates with all levels of Government and all sides of politics to get results for her constituents.

A former Mayor of the Bega Shire Council, Kristy advocated day and night for people through the darkest days of the Black Summer Bushfires in 2019-20.

Kristy studied law at the University of Canberra and as the first person in her family to go to university, she is passionate that all kids get the chance to go to university or TAFE and have the opportunity to build their careers and lives in the regions as she has done.



**THE HON DARREN CHESTER MP**

Shadow Minister for Regional  
Development, Local Government  
and Territories

Darren Chester was born and educated in Sale.

He was elected to Federal Parliament as the Member for Gippsland on June 26, 2008, in a by-election following the retirement of the Hon Peter McGauran.

During his time in Parliament, Darren has served in multiple executive positions across both Government and Opposition such as Minister for Infrastructure and Transport, Minister for Veterans' Affairs and Defence Personnel, Assistant Minister for Defence and Shadow Parliamentary Secretary for Roads and Regional Transport.

Prior to entering Parliament, Darren worked as a newspaper and television journalist before becoming Chief of Staff to the Leader of The Nationals in Victoria.

Darren is a keen sportsman who enjoys boating, camping and running marathons. He lives in Lakes Entrance with his wife Julie and their four children.



**NICKI HUTLEY**

Economist

Nicki Hutley is a highly experienced economist, with broad-based expertise in both macroeconomics and microeconomic policy gained over more than three decades in financial and investment markets and in economic consulting. She is particularly interested in the intersection of economy, society and environment.

After many years in the corporate world of banking, investment and consulting, Nicki is now an independent economist and keynote speaker. Nicki helps her clients to measure the impact of policies, programs and projects using triple bottom line Cost Benefit Analysis. Nicki is also the Chief Economic Adviser to the Customer-Owned Banking Association and a member of JANA's sustainability advisory committee.

Nicki is also a highly sought-after keynote speaker on long and short term economic issues, with a lens on social and environmental influences. She is also a frequent commentator in the media, and a regular guest on both The Drum and The Project.

# NGA INFORMATION

## New NGA Program Format

This year's NGA will feature some changes to the format of conference sessions and breaks. Conference sessions have been extended in length to allow extra time for questions and answers. Break times have been rearranged so there are now two 60 minute breaks on each day of the NGA, rather than two 30 minute and one 60 minute break. These changes are designed to provide delegates greater value through better opportunities to ask questions in presentations, as well as more time to visit the exhibition hall, or conduct meetings during meal breaks.

## Listening Sessions

Another change to the format of the NGA this year is the inclusion of four concurrent "Listening Sessions" being held immediately following the Regional Forum on the afternoon of Tuesday 2 July. These sessions have been designed to provide delegates the opportunity to engage directly with representatives from federal government departments about the issues being faced by councils. The sessions will focus on four key topics: Roads and Transport, Energy Transition, Disaster Resilience and Recovery, and National Housing and Community Infrastructure. All NGA delegates are invited to attend one of these sessions and will be asked to nominate which when registering their attendance.

## Virtual Registration

If you can't make it to the 2024 National General Assembly take advantage of the Virtual Registration. As a virtual participant you will be able to view ALL National General Assembly Sessions from Tuesday through to Thursday.

The registration fee is \$739.00.

## President's Soccer Match

There will once again be a Local Government versus Parliament soccer match in the early morning on Wednesday 3 July

Join ALGA President Linda Scott at the Senate Oval next to Parliament House at 6:45am for a 7:00am start.

## Social Functions

### Welcome Reception & Exhibition Opening

**Tuesday 2 July 2024**

**Venue:** National Convention Centre Canberra

The Welcome Reception will be held in the exhibition hall and foyer.

5:00pm - 7:00pm

\$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

**Dress Code:** Smart casual

### General Assembly Dinner

**Wednesday 3 July 2024**

**Venue:** EPIC Canberra

The dinner is being held in The Budawang Pavilion.

7:00pm - 11:00pm

\$175.00 per person

**Dress Code:** Formal/Cocktail

Numbers to this dinner are limited. Tickets are allocated on a first in basis.

### General Assembly Business Sessions

**Wednesday 3 July 2024 - Thursday 4 July 2024**

**Venue:** National Convention Centre Canberra

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

**Dress Code:** Smart casual

### Exhibition

**Wednesday 3 July 2024 - Friday 5 July 2024**

**Venue:** National Convention Centre

The exhibition is being held in the Exhibition Hall at the National Convention Centre.

### Partner Tours

The partners meet at the National Convention Centre Canberra each morning to join the tour guide for their specialised trip around Canberra.

#### Canberra Cruise & Governor General Garden Tour Wednesday 3 July - 9.45am

We will start the morning with a Canberra Boat Cruise on Lake Burley Griffin, with a special garden tour visiting the Governor General's house.

At the end of the cruise, we will then enjoy a relaxing lunch at Snapper & Co whilst taking in the scenery of the lake.

To complete the day, we will show you the best sightseeing spots in the Canberra region. Your guide will share local knowledge with you and provide an insight into Canberra's culture and history.

#### Gold Creek Station & Murrumbateman Winery Thursday 4 July - 11:00am

Today we will get to explore Gold Creek station, a 400 hectare property that has been a sheep station since 1861. The tour will include a history of the station with an insight into the industry and a sheep shearing demonstration, followed by a hearty BBQ lunch.

Then on to a wine tasting at Murrumbateman Winery to experience their outstanding and award-winning Riesling and Shiraz.

We will then finish the day with Murrumbateman Chocolate Co, a local shop with handcrafted artisan chocolates.

# 2024 SPEAKERS



**THE HON CATHERINE KING MP**  
(INVITED)

Minister for Infrastructure, Transport,  
Regional Development and Local  
Government

Catherine King was born in Melbourne. She holds a Degree in Social Work and a Masters in Public Policy from the Australian National University and has recently completed a law degree from Deakin University.

First elected to Federal Parliament in 2001 to represent the electorate of Ballarat, Catherine has been re-elected as member at each subsequent Federal Election.

Following the 2019 election, Catherine was appointed to the role of Shadow Minister for Infrastructure, Transport and Regional Development in the Shadow Cabinet led by the Hon. Anthony Albanese.

Prior to entering Parliament, Catherine worked in the social welfare sector in Ballarat and later in the public sector in Canberra, as a director for the Commonwealth Department of Health and Aged Care and as a senior manager at KPMG's Health Consulting Practice.



**THE HON PETER DUTTON MP** (INVITED)

Leader of the Opposition

Peter Dutton is the Federal Member for Dickson and Leader of the Liberal Party.

For nine years, Peter served his community as a Police Officer. He worked in the National Crime Authority and Drug and Sex Offenders' Squads, with a focus on protecting women and children.

First elected to Parliament in November 2001, Peter was appointed to the Ministry in 2004. In January 2006, he became Peter Costello's Assistant Treasurer.

Peter is married to Kirilly and is the proud father of Rebecca, Harry and Tom and lives in Dayboro in the Dickson electorate.





#### **ANNABEL CRABB**

##### **ABC Writer and Presenter**

Annabel Crabb is an ABC writer and presenter who has covered Australian politics for nearly 25 years as a news reporter and columnist.

She is the creator and presenter of *Ms Represented*, presenter and writer for the ABC-wide *Australia Talks* project, and co-host of the initial and 2021 return series of *Tomorrow Tonight*. She has written and presented the documentary series on life inside parliament, *The House*, with Annabel Crabb. She created the political interview series *Kitchen Cabinet*, which she has presented for seven seasons on ABC TV, and for which she received two Logie nominations in 2013 including the Graham Kennedy Award For Most Outstanding New Talent and Most Popular New Female Talent.

Annabel is a regular face on ABC TV's election night and Budget broadcasts and has a long history of appearances on ABC's *Insiders* program, including a stint as acting host in 2019.



#### **SIMON KUESTENMACHER**

##### **Co-Founder, Demographics Group**

Simon Kuestenmacher is a Director and Co-founder of The Demographics Group based in Melbourne, Australia. He holds degrees in geography from leading universities in Berlin and Melbourne and worked for several years as a business consultant with KPMG Australia.

In 2017 Simon, with Bernard Salt, co-founded The Demographics Group. The group provides specialist advice on demographic, consumer and social trends for business. He has presented to numerous corporate and industry audiences across Australia and overseas on demographic trends, consumer insights and cultural change in Australia.

Simon's presentations and quirky observations are enjoyed by groups from the financial services, property, government, education, technology, retail and professional services industries, among others.

He is a columnist for The New Daily newspaper and a contributor to The Australian newspaper and he is a media commentator on demographic and data matters.



**STEPHEN YARWOOD**

**Urbanist**

Stephen Yarwood is a renowned Futurist, highly respected Urbanist, former Lord Mayor of Adelaide and an award-winning member of the Planning Institute of Australia. Serving as a catalyst for change for both corporate and community organisations, his passion extends beyond envisioning the future; he actively educates, motivates and empowers people to shape it.

With a strong skill set in cross-disciplinary strategic foresight, he is deeply fascinated by the dynamic interplay between people, places, technology, and change. Recognised as an international thought leader on “the future citizen,” Stephen is committed to collaborative leadership that aids corporate and community leaders in navigating the rapidly changing and complex social, environmental, and economic landscape, allowing them to explore possible futures and create preferred outcomes.



**BECKY HIRST**

**Author**

Becky Hirst is a well-respected leader in community engagement across the world. Beginning her career in the late nineties during the early-Blair years of social inclusion and community development, over two decades, Becky has worked with multiple communities, on multiple topics, across two continents. Her clients include countless local, state and federal Government agencies, as well as non-government organisations and private enterprise.

Becky is an energetic consultant, author, public speaker, trainer and mentor for those keen to develop their skills in engaging with people, groups and communities. In October 2021, Becky was awarded a Fellowship of the Royal Society for Arts, Manufactures and Commerce (FRSA), in recognition of her exhaustive work on social inclusion and development in the UK and Australia, her best-selling book on community and participation, and her empowering services toward engagement and bringing people together.



**CAMERON SULLINGS**

**Master of Ceremonies**

Cam Sullings is a long-time radio, video and online presenter in Canberra. He's been behind the mic, in front of a lens or presenting on stage for more than 30 years. He currently presents two hours of content driven radio on Mix106.3 each Saturday.

Cam hosts many of Canberra's top corporate events, gala evenings, awards nights and community gatherings. He is the on-screen presenter and ground announcer at Canberra Raiders home matches. He's presented at other venues outside of Canberra including Sydney's Olympic Stadium and the SCG.

Through the day Cam manages his business, Present with Impact. He combines his presenting roles with public speaking and media tuition.



Australian Council of  
**Local Government**

## ABOUT THE ACLG

The Australian Government will hold the sixth Australian Council of Local Government (ACLG) in Canberra on 5 July 2024 at the National Convention Centre. The ACLG showcases the important partnership the Australian Government has with local governments across Australia, and puts local government priorities front and centre.

As a trusted partner, local governments are fundamental to the development and delivery of policies and programs for all Australians. The ACLG provides an important opportunity for councils to engage with Ministers on opportunities and challenges in their areas.

The ACLG was first established as a formal meeting between senior leaders of local government and the Australian Government in 2008. The establishment of the ACLG in 2023 builds on the Australian Government's commitment to work with local governments to build liveable and socially equitable communities in Australia's cities and regions.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts is working with the Australian Local Government Association (ALGA) to deliver this important event. The ACLG will coincide with ALGA's National General Assembly (NGA) from 2 to 4 July 2024.

## PROGRAM OUTLINE

### **Climate Change and Renewable Energy**

An opportunity to explore with local governments the practicalities of securing social license and community engagement around renewable energy projects.

### **Disaster Recovery and Resilience**

A panel session designed to explore current support available for disaster events, resilience during and after disasters, telecommunications and future disaster mitigation challenges.

### **Service Delivery Housing, Communications, Skills and Capacity**

An opportunity to discuss service delivery including skills shortages across the local government sector, the Housing Accord and national homelessness plan and managing an ageing population.

### **Peri-Urban Councils and Regional Cities**

An opportunity for a more open discussion to ascertain the experience and challenges of peri-urban councils and regional cities.

## THE ACLG GALA DINNER

The ACLG Gala Dinner will be held on the evening of Thursday 4 July 2024 in the Great Hall of Australian Parliament House, Canberra.

At the Gala Dinner the Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain will announce the winners of the National Awards for Local Government, and present each winning category with an award.



## GENERAL INFORMATION

All Australian local governments are invited to send elected members and staff, and state and territory association representatives to attend the ACLG Forum, and ONE council-endorsed delegate to the ACLG Gala Dinner. There is limited seating at the dinner, however there is a waitlist available for non-council-endorsed delegates who wish to attend.

There is no cost to attend the ACLG Forum and the ACLG Gala Dinner.

There are no limits to the number of online attendees.

Detailed timings and other arrangements will be provided closer to the date.



# REGISTRATION INFORMATION

Registration form available at [NGA24.COM.AU](https://nga24.com.au)

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Registration Fees — Early Bird Payment received by Friday 7 June 2024	\$945.00	— Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Late Payment received after Friday 7 June 2024	\$1045.00	— One ticket to the Welcome Reception & Exhibition Opening — General Assembly satchel and materials

VIRTUAL REGISTRATION FEES		INCLUSIONS
Full Virtual Registration	\$739.00	— Virtual access to all General Assembly sessions for day(s) selected
Virtual Day Registration (Wednesday or Thursday)	\$539.00	— Meeting hub to connect with other virtual attendees

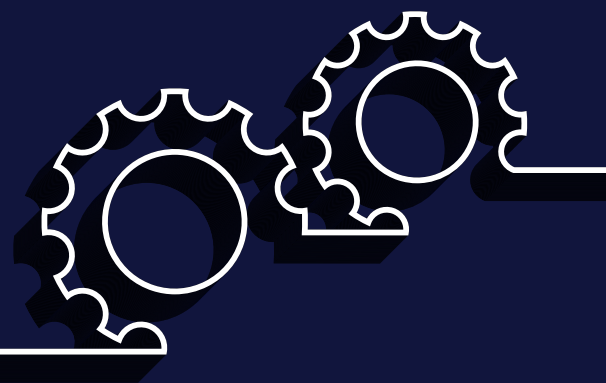
DAY REGISTRATION FEES		INCLUSIONS
Wednesday 3 July 2024	\$525.00	— Attendance at all General Assembly sessions on the day of registration
Thursday 4 July 2024	\$525.00	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day — General Assembly satchel and materials

TUESDAY REGIONAL FORUM REGISTRATION FEES	
Forum Only Tuesday 2 July 2024	\$475.00
NGA Delegate Delegates attending the Regional Forum and the NGA are entitled to this discount	\$275.00

ACCOMPANYING PARTNERS REGISTRATION FEES		INCLUSIONS
Accompanying Partners Registration Fee	\$330.00	— 1 ticket to the Welcome Reception, Tuesday 2 July — Day tour Wednesday 3 July — Day tour Thursday 4 July

All amounts include GST

# ACCOMMODATION OPTIONS



## A by Adina

1 Constitution Avenue, Canberra

A by Adina Canberra is the newest hotel to Canberra which is located on Constitution Avenue only a 5-minute walk from the National Convention Centre.

The hotel combines spacious apartment living with 24-hour reception, room service, service provided by knowledgeable concierges and a well-equipped gym.

A new dining district is also newly constructed in the immediate area.

All rooms have a king bed and the studios offer a twin option of two singles beds.

Studio Rooms: \$255 per night  
— Single/twin/double

1 Bedroom Apartments: \$285 per night  
— Single/double

2 Bedroom Apartments: \$475 per night  
— Single/twin/double

## Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the only 5 star options in the Canberra city and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

The apartments have a fully functioning kitchen. Twin option at the hotel consists of two king singles.

Superior King Rooms \$305 per night  
— Single/twin/double

1 Bedroom Apartments \$335 per night  
— Single/double

## Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district.

Twin option at the hotel consists of two double beds.

City View Room \$360 per night  
— Single/twin/double

Park View Room \$405 per night  
— Single/twin/double

## Mantra on Northbourne

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna and a fully-equipped gymnasium.

All apartments offer one king bed, individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, a separate lounge and dining area, kitchen and a fully equipped laundry.

1 Bedroom Apartments: \$219 per night  
— Single/double

## Nesuto Apartments

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Nesuto Apartments is only a five-minute walk from the National Convention Centre. The one-bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment \$275 per night  
— Single/twin/double

1 Bedroom Apartments \$295 per night  
— Single/twin/double

## Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10-minute walk to the National Convention Centre.

Twin option at the hotel consists of two single beds.

King Room \$239 per night  
— Single/twin/double

Superior King Room \$259 per night  
— Single/twin/double

## The Sebel Canberra Civic

197 London Circuit, Canberra

The Sebel Canberra Civic is one of Canberra's newest hotels which opened in June 2019 and is just a 7-minute walk from the National Convention Centre.

This property offers free WiFi throughout the hotel, a fully equipped gym, and an onsite restaurant and bar lounge.

All rooms come with a fully equipped kitchenette with Nespresso machine and dining table. Every bathroom is accessibility friendly with walk in showers.

Superior rooms come with a queen bed, Executives are fitted with king beds.

Superior Room \$235 per night  
— Single/double

Executive Room \$265 per night  
— Single/double

# CANCELLATION POLICY

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## **STANDARD REGISTRATION TERMS**

An administration charge of \$110.00 will be made to any participant cancelling before Friday 7 June 2024. Cancellations received after Friday 7 June 2024 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost

By submitting your registration you agree to the terms of the cancellation policy.

### **Substitutions**

As with all ALGA events, substitutions are allowed for delegates. Please notify the conference organisers in writing if substitutions are required.

No refund will be available to no shows.

## **ACCOMMODATION TERMS**

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by email.

All rooms cancelled 30 day prior to check-in will be charged the full amount unless the room can be resold.

You are required to pay for your full accommodation account and any incidental expenses incurred during your stay when checking in to the hotel.

No refund will be available to no shows.

# GENERAL INFORMATION

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## Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities.

**If you do not consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.**

Importantly, your name can also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

## Photographs

During the General Assembly there will be a contracted photographer taking photographs during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image. Images may be used for print and electronic publications.

## Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$22.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$19.00 per day. The voucher machines accept either cash or cards (Visa or MasterCard).

## Coach Transfers

Welcome Reception and Exhibition  
Opening - Tuesday 2 July 2024  
National Convention Centre

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart at 7:00pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

**General Assembly Dinner- Wednesday 3 July 2024**  
EPIC, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:30pm. A return shuttle service will operate between 10:30pm and 11:45pm.

**ACLG Gala Dinner- Thursday 4 July 2024**  
Parliament House, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:15pm. A return shuttle service will operate between 10:30pm and 11:00pm.

## Payment Procedures

Payment can be made by:

Credit card

MasterCard and Visa

Cheque

Made payable to ALGA

Electronic Funds Transfer

Bank: Commonwealth Bank

Branch: Woden

BSB No: 062905

Account No: 10097760

ALGA ABN

31 008 613 876

## Contact Details

Conference Co-ordinators

PO Box 905

Woden ACT 2606

Phone: 02 6292 9000

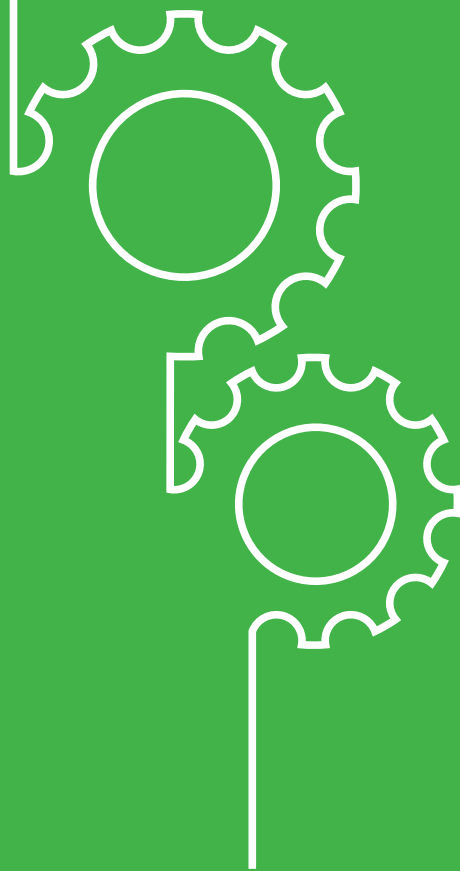
Email: nga@confco.com.au

All amounts include GST. Invoices are sent once a registration has been completed.

## Canberra Weather in July

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 11-15C and temperatures do drop to 0C on average in the evenings, so be sure to bring a warm jacket.

Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.



AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

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# 2024 NGA

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Building  
Community  
Trust

National Convention Centre  
Canberra



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION



2 - 4  
JULY  
2024

DISCUSSION  
PAPER



## KEY DATES

29 March 2024 | Acceptance of Motions

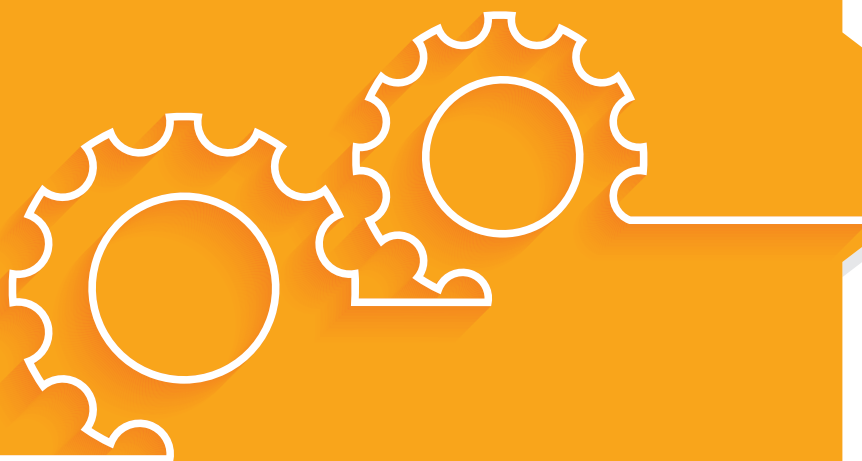
2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

## TO SUBMIT YOUR MOTION

VISIT: **ALGA.COM.AU**





The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

## BACKGROUND TO ALGA AND THE NGA

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ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

**The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.**

# SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

## **The theme of the 2024 NGA is – Building Community Trust.**

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.

Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: [www.alga.com.au](http://www.alga.com.au) and received no later than 11:59pm AEST on Friday 29 March 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.

# 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 focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

***This National General Assembly calls on the Australian Government to ...***

**Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.**

# OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

**Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.**

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

**Motions should be lodged electronically using the online form available at [www.alga.asn.au](http://www.alga.asn.au).  
Motions should be received no later than 11:59pm AEST on Friday 29 March 2024.**

# SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

*'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'*

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

*'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'*

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.

The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.



# 1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

*Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?*

*Are there ways of maintaining and enhancing the community's trust in local government?*

*Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?*

## 2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately \$43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at \$539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided \$2.6 billion in Financial Assistance Grants funding to councils. This included \$1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

*What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?*

*Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?*

### 3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important “first and last-mile access” for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

*Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?*

*Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*

*Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?*

## 4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately \$3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the country.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

*What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*

## 5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new \$500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*

## 6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

*Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?*

## 7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was \$43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

*Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?*

*Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?*

## 8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

*Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?*

*Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?*

## 9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?*

*Are there actions the Australian Government could take to improve cyber security within the local government sector?*

# 10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

*Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?*

*Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?*

# 11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

*How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?*

*What new programs could the Australian Government partner with local government in to progress local regional and national objectives?*



## 12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated \$3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

*How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?*

*How could the Australian Government partner with local government to advance the circular economy?*

# CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

## **A FINAL REMINDER:**

- » Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Friday 29 March 2024.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued.
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- » Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.





AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

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[www.alga.com.au](http://www.alga.com.au)

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Tricia Hughes

## AUTHOR POSITION

Coordinator Executive Support

## 10.9

### ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2024 - 2028

## EXECUTIVE SUMMARY

Nominations are being called for the election of District Representatives to the Local Government Association of Queensland Executive for District No. 7 – Whitsunday which incorporates the Mackay, Isaac and Whitsunday regions. This report is to endorse nomination of Isaac Regional Council representative.

## OFFICER'S RECOMMENDATION

That Council:

1. ***Endorse the nomination of Mayor Kelly Vea Vea for the Local Government Association of Queensland's Policy Executive District 7 Representative for 2024 – 2028.***

## BACKGROUND

In accordance with Rule 5.4 of the Local Government Association of Queensland's Constitution and Rules, nominations are being called for the election of District Representatives to the Association's Policy Executive for the period 2024 – 2028.

Isaac Regional Council is entitled to nominate candidates for election from amongst elected members of the Council's within our Electoral District No. 7 - Whitsunday (incorporating Isaac, Mackay and Whitsunday).

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Nominations close at 12.00pm on Wednesday 1 May 2024 and must be received by Chief Executive Office of Local Government Association of Queensland (LGAQ) by that time.

LGAQ have advised that if Council intends to nominate a person, it is encouraged that Council have the matter considered at a Statutory Meeting following the Quadrennial Elections.

## IMPLICATIONS

No significant policy implications are envisaged.

## CONSULTATION

Mayor Kelly Vea Vea

Mayor Mackay Regional Council

Mayor Whitsunday Regional Council

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## BASIS FOR RECOMMENDATION

The recommendation supports the decision of the Greater Whitsunday Council of Mayor's Group.

## ACTION ACCOUNTABILITY

Chief Executive Officer to complete any necessary notification to LGAQ.

## KEY MESSAGES

That Council advocate for the Isaac Region through the Division 7 Representative at the Policy Executive Meetings.

<b>Report prepared by:</b> TRICIA HUGHES <b>Coordinator Executive Support</b> Date: 17 April 2024	<b>Report authorised by:</b> KEN GOULDTHORP <b>Chief Executive Officer</b> Date: 17 April 2024
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

## MEETING DETAILS

**Ordinary Meeting**

Wednesday 24 April 2024

## AUTHOR

Tricia Hughes

## AUTHOR POSITION

Coordinator Executive Support

10.10

## ISAAC REGIONAL COUNCIL ADVISORY COMMITTEES AND WORKING GROUPS COUNCILLOR MEMBERSHIP

## EXECUTIVE SUMMARY

The Councillor membership of all Isaac Regional Council Advisory Committees and Working Groups is to be resolved by Council following the post-quadrennial election.

## OFFICER'S RECOMMENDATION

*That Council:*

- Confirms the Councillor Membership for the following Isaac Regional Council Advisory Committees and Working Groups:*

Committee Name	Number of Representatives	Council Representatives
<b>Advocacy Group</b>	<b>1. Mayor</b> <b>2. Deputy Mayor</b> <b>3. Councillor</b> <b>4. Councillor</b>	<b>1. Mayor</b> <b>2. Deputy Mayor</b> <b>3.</b> <b>4.</b>
<b>Beneficial Reuse of Recycled Water Working Group</b>	<b>3 x Councillor</b>  <b>Director E&amp;I</b>  <b>Director W&amp;W</b>  <b>Manager Operations and Maintenance</b>  <b>Manager Infrastructure Parks and Recreation</b>	<b>1.</b> <b>2.</b> <b>3.</b>

<b>Clermont Historical Centre Working Group</b>	<b>1 x Councillor</b>  <b>Manager Library and Cultural Services</b>  <b>Clermont Historical Centre Coordinator</b>  <b>Clermont Historical Centre Caretaker</b>  <b>Clermont Historical Centre Volunteers</b>	1.
<b>Clermont Saleyards Committee</b>	<b>2 x Councillors</b>  <b>Industry/Community Representatives (minimum 3)</b>  <b>Director Planning Environment and Community Services</b>  <b>Manager Economy and Prosperity</b>  <b>Business Manager Saleyards and Showgrounds</b>	<b>Chairperson:</b>  1.
<b>Clermont Saleyards and Showgrounds Revitalisation Advisory Committee</b>	<b>3 x Councillors</b>  <b>Director PECS</b>  <b>Business Manager Clermont Saleyards and Showgrounds</b>  <b>Manager Economy and Prosperity</b>  <b>3 Representatives of Clermont Saleyards Advisory Committee (not Councillors)</b>  <b>3 Representatives of Clermont Rodeo and Show Society</b>	<b>Chairperson:</b>  1. 2.

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

<b>Glenden Futures Steering Committee</b>	<b>Mayor</b> <b>Chair PECS Standing Committee</b> <b>IRC Councillor Representative for GWC</b> <b>Division 1 Councillor</b> <b>Chief Executive Officer</b> <b>Director PECS</b> <b>Executive Manager Advocacy and External Affairs</b>	<b>Chairperson: Mayor</b> <b>1. Division 1 Councillor</b> <b>2.</b> <b>3.</b>
<b>Glenden Community Reference Group</b>	<b>Mayor</b> <b>Deputy Mayor (Proxy)</b> <b>Division 1 Councillor</b> <b>Chief Executive Officer</b> <b>Ex-Officio Members:</b> <b>Director PECS</b> <b>Executive Manager Advocacy and External Affairs</b>  <b>Community Members:</b> <b>Glenden Alliance Group x 2</b> <b>State Government</b> <b>Industry Representatives</b> <b>Business Representatives</b>	<b>1. Mayor</b> <b>2. Division 1 Councillor</b> <b>3. Deputy Mayor (Proxy)</b>
<b>Isaac Arts and Cultural Advisory Committee</b>	<b>Two to Three Councillors, one to be appointed as Chair.</b> <b>1 x Councillor (Alternate Member)</b>  <b>Manager Community Engagement Programs and Events</b>	<b>Chairperson:</b> <b>1.</b> <b>2.</b>  <b>Alternate Members:</b> <b>3.</b>

	<b>Arts and Cultural Programs Officer</b>  <b>Three to Six community members who shall be appointed by Council.</b>	
<b>Moranbah Community Centre Steering Group</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Nebo Showgrounds Masterplan Advisory Committee</b>	<b>Two Councillors, one to be appointed as Chair)</b>  <b>1 x Councillor (Alternate Member)</b>  <b>Director PECS</b>  <b>Manager Economy and Prosperity</b>  <b>Business Manager Saleyards and Showgrounds</b>  <b>2 Representatives from Nebo Bushman's Carnival</b>  <b>1 Representative from each of:</b> <ul style="list-style-type: none"> <li>- <b>Nebo Pony Club</b></li> <li>- <b>Nebo Polocrosse</b></li> <li>- <b>Nebo Community Fitness</b></li> </ul>	<b>Chairperson:</b>  <b>1.</b>  <b>Alternate Member</b> <b>2.</b>
<b>Reconciliation Action Plan Working Group</b>	<b>Representatives from each First Nations stakeholder groups (nominated by each group - maximum 2 from each group)</b>  <b>Two (2) Councillors</b>  <b>Executive Manager Advocacy and</b>	<b>1.</b> <b>2.</b>

	<b>External Affairs (Chairperson)</b>  <b>Research Analyst and Grants Coordinator</b>  <b>Representatives from Isaac Regional Council (maximum 5)</b>	
<b>St Lawrence Wetlands Weekend Strategic Planning Steering Group</b>	<b>3 x Councillors</b>  <b>Director PECS</b> <b>Manager Economy and Prosperity</b> <b>Operational Staff</b>	<b>1.</b> <b>2.</b> <b>3.</b>

## BACKGROUND

The Councillor membership of all Isaac Regional Council Advisory Committees and Working Groups is to be resolved by Council following the quadrennial election.

The membership of all Advisory Committees and Working Groups can be amended by resolution, as determined by the Council.

The membership for each Advisory Committee and Working Group is determined by the Terms of Reference for the relevant Committee or Group and can comprise of Elected Members, Council Officers, Community and Industry Representatives.

## IMPLICATIONS

The Advisory Committees and Working Groups are advisory only and have no delegation of authority.

## CONSULTATION

- Chief Executive Officer
- Director Planning, Environment and Community Services
- Director Corporate, Governance and Financial Services
- Director Engineering and Infrastructure
- Director Water and Waste
- Executive Manager Advocacy and External Affairs

## BASIS FOR RECOMMENDATION

The various Advisory Committees and Working Groups provide advice and recommendations on the functional responsibilities within each of the relevant Committees or Groups.

**ACTION ACCOUNTABILITY**

Directors or their delegated officer are responsible for ensuring the purpose, objectives and secretariat functions are met for each of the relevant Advisory Committees and Working Groups.

Each Advisory Committee or Working Group makes recommendations to the relevant Standing Committee.

**KEY MESSAGES**

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

<b>Report prepared by:</b> TRICIA HUGHES <b>Coordinator Executive Support</b> Date: 17 April 2024	<b>Report authorised by:</b> KEN GOULDTHORP <b>Chief Executive Officer</b> Date: 17 April 2024
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**ATTACHMENTS**

- Nil

**REFERENCE DOCUMENT**

- Nil

## MEETING DETAILS

**Ordinary Meeting**

Wednesday 24 April 2024

## AUTHOR

Tricia Hughes

## AUTHOR POSITION

Coordinator Executive Support

**10.11**

## EXTERNAL COMMITTEES AND GROUPS REPRESENTED BY COUNCIL

## EXECUTIVE SUMMARY

Confirmation of the Council Representatives on External Committees and Groups throughout the Isaac and surrounding regions is to be resolved by Council following the post-quadrennial election.

## OFFICER'S RECOMMENDATION

*That Council:*

- Confirms the representation of Councillors and/or Council Representative on the following External Committees and Groups:*

Committee or Group Name	Number of Representatives	Council Representatives
<i>Anglo American Community Reference Group - Middlemount</i>	<i>1 x Councillor</i>	<i>1.</i>
<i>Anglo American Community Reference Group - Moranbah</i>	<i>1 x Councillor</i>	<i>1.</i>
<i>Australian Mining Cities Alliance</i>	<i>Mayor Chief Executive Officer</i>	<i>Mayor Kelly Vea Vea Chief Executive Officer</i>
<i>Barada Barna ILUA Consultative Committee</i>	<i>2 x Councillors Director PECS</i>	<i>1. 2.</i>
<i>Birdlife Capricornia</i>	<i>Manager Liveability and Sustainability or Delegate</i>	
<i>BMA Local Buy Foundation</i>	<i>1 x Councillor or Officer</i>	<i>1.</i>
<i>Bowen Basin Regional Roads and Transport Group</i>	<i>2 x Councillor (Generally, the Mayor and a Councillor) (Supported by Technical Officer that</i>	<i>1. 2.</i>

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

	<b>sits on the Technical Committee)</b>	
<b>Burdekin Dry Tropics Pest Management Group</b>	<b>Councillor Program Leader Environment and Biodiversity</b>	<b>1.</b>
<b>Burdekin and Haughton Flood Resilience Strategy Steering Committee</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Burdekin Regional Water Assessment Stakeholder Advisory Group</b>	<b>1 x Councillor 1 x Director Water and Waste</b>	<b>1.</b>
<b>Capricornia Catchments</b>	<b>1 x Councillor Alternate Member: 1 x Councillor Program Leader Environment and Biodiversity</b>	<b>1.  Alternate Member: 2.</b>
<b>Capricorn Pest Management Group</b>	<b>No Councillor or Officer Representation for the 2020-2024 Term – currently not a member</b>	
<b>Carmichael Mine and Rail Community Consultative Committee</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Central Highlands Resource Management Group/Central Highlands Regional Resources Use Planning Cooperative (CHRRUP)</b>	<b>Manager Liveability and Sustainability or Delegate</b>	
<b>Childcare Leadership Alliance Board and Working Groups</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Clarke Creek Wind Farm Community Consultative Committee</b>	<b>1 x Councillor Manager Engaged Communities</b>	<b>1.</b>
<b>Clermont Community Business and Community Group</b>	<b>1 x Councillor Manager Economy &amp; Prosperity</b>	<b>1.</b>
<b>Clermont Community Consultative Committee (CCC)</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Clermont Community Housing and Other Services Committee</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Clermont Connect Working Group</b>	<b>1 x Officer</b>	
<b>Clermont Health Advisory Network Team</b>	<b>1 x Councillor</b>	<b>1.</b>

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

<b>Clermont Engagement Committee (Inmate Program)</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Dysart Community Interagency Network</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Dysart Event Planning Group (Informal Group)</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Fitzroy Basin Association (FBA)</b>	<b>1 x Councillor 1 x Councillor – Alternate Member 1 x Officer</b>	<b>1.  Alternate Member: 2.</b>
<b>Glenden Development and Industry Group</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Glenden QCoal Housing Agreement Group</b>		
<b>Great Barrier Reef Marine Park Authority</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Great Inland Way Promotions Group and Management Committee</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Greater Whitsunday Council of Mayors</b>	<b>Mayor Chief Executive Officer</b>	<b>Mayor Kelly Vea Vea Chief Executive Officer</b>
<b>Greater Whitsunday Council of Mayor's Suicide Prevention Taskforce</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Greater Whitsunday Communities (Board Member) (Regional Social Development Centre)</b>	<b>1 x Councillor</b>	<b>1.</b>
<b>Greater Whitsunday Stakeholder Advisory Committee</b>	<b>Mayor</b>	<b>Mayor Kelly Vea Vea</b>
<b>Isaac Regional Charity Fund Ltd</b>	<b>Mayor Deputy Mayor</b>	<b>Mayor Deputy Mayor</b>
<b>Isaac Resources Excellence Precinct Board</b>	<b>2 x Councillors</b>	<b>1. 2.</b>
<b>Isaac Suicide Prevention Group</b>	<b>Manager Community Engagement Programs and Events</b>	
<b>Jangga ILUA Consultative Committee</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Local Authority Waste Management Advisory Committee (LAWMAC)</b>	<b>1 x Councillor 2 x Officers</b>	<b>1.</b>
<b>Local Marine Advisory Committee of the Great Barrier Reef Marine Park Authority</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

<b>Mackay District Disaster Management Group</b>	<b>Mayor</b>  <b>Local Disaster Coordinator</b>  <b>Deputy Local Disaster Coordinator, Isaac Regional Council;</b>  <b>Local Recovery Coordinator</b>	<b>Mayor</b>  <b>Local Disaster Coordinator</b>  <b>Deputy Local Disaster Coordinator, Isaac Regional Council;</b>  <b>Local Recovery Coordinator</b>
<b>Mackay Regional Pest Management Group</b>	<b>1 x Officer</b>	
<b>Mackay Tourism Limited (Current Councillors hold Board Member Position)</b>	<b>1 x Councillor</b> <b>1 x Councillor – Alternate Member</b>	<b>1.</b>  <b>Alternate Member:</b> <b>2.</b>
<b>Mackay Whitsunday Isaac Healthy Rivers to Reef Partnership</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>Moranbah Community Health Partnerships</b>	<b>Manager Engaged Communities or Delegate.</b>	
<b>Moranbah Cumulative Impact Group</b>	<b>Nil – Group currently in abeyance</b>	
<b>Moranbah Miners' Memorial</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>Moranbah Youth and Community Centre Reference Committee</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>NAIDOC Committee</b>	<b>2 x Officers</b>	
<b>North Queensland Sports Foundation Advisory Forum (Councillor Currently Holds Board Position)</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>NQ Dry Tropics</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>NQ Primary Health Network</b>	<b>Mayor</b> <b>Director Planning Environment and Community Services</b>	<b>1.</b>
<b>Queensland Beef Corridors</b>	<b>Mayor</b> <b>Chief Executive Officer or Delegate</b>	<b>Mayor</b>
<b>Reef Catchments (Mackay Whitsunday Inc)</b>	<b>1 x Councillor</b> <b>1 x Officer</b>	<b>1.</b>
<b>Reef Guardian Council Executive Committee</b>	<b>1 x Councillor</b> <b>1 x Officer on Technical Committee</b>	<b>1.</b>

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

<b>Regional Queensland Council of Mayor's</b>	<b>Mayor</b>	<b>Mayor</b>
<b>Regional Development Australia – Greater Whitsunday's</b>	<b>Application to RDA Required 1 x Councillor</b>	<b>1.</b>
<b>Regional Transport and Planning Group – Mackay, Isaac and Whitsunday</b>	<b>1 x Officer</b>	
<b>Resource Industry Network</b>	<b>Manager Economy and Prosperity</b>	
<b>Road Accident Action Group (RAAG)</b>	<b>1 x Councillor 1 x Councillor – Alternate Member 1 x Officer</b>	<b>1. Alternate Member: 2.</b>
<b>Road Safe Working Group – Moranbah</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Road Safety Working Group - Middlemount</b>	<b>1 x Councillor 1 x Officer</b>	<b>1.</b>
<b>Sarina Landcare Catchment Management Association Inc (SLCMA)</b>	<b>1 x Councillor and/or Officer</b>	<b>1.</b>
<b>Shire Rural Lands Officers Group</b>	<b>1 x Officer</b>	
<b>Steering Committee of Central Queensland Regional Arts Services Network (CQRASN)</b>	<b>1 x Officer</b>	
<b>Trade and Invest Queensland</b>	<b>Mayor or Delegate Director Planning Environment and Community Services or Delegate</b>	
<b>Vitrinite Housing Committee</b>		
<b>Western Queensland Local Government Association</b>	<b>Determine delegates for each meeting</b>	

## BACKGROUND

Councillors provide representation on behalf of local government and communities to various committees throughout the Isaac and surrounding regions.

It is important that Council continue this representation into our local communities and surrounding regions.

## IMPLICATIONS

No significant policy implications are envisaged.

## CONSULTATION

- Chief Executive Officer
- Director Planning, Environment and Community Services

- Director Corporate, Governance and Financial Services
- Director Engineering and Infrastructure
- Director Water and Waste
- Executive Manager Advocacy and External Affairs

## BASIS FOR RECOMMENDATION

To ensure representation for the communities within the Isaac Region.

## ACTION ACCOUNTABILITY

Council appointed representatives on external committees and groups should ensure they abide by the various Constitutions, Deeds, Terms of Reference and Guidelines for the Committees and or Groups they represent and provide regular briefings and updates on the Committee/Groups activities.

## KEY MESSAGES

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

### Report prepared by:

TRICIA HUGHES  
**Coordinator Executive Support**

Date: 19 April 2024

### Report authorised by:

KEN GOULDTHORP  
**Chief Executive Officer**

Date: 19 April 2024

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Dan Wagner

## AUTHOR POSITION

Director Planning, Environment and Community Services

10.12

## MINOR COMMUNITY GRANTS SUMMARY MARCH 2024

## EXECUTIVE SUMMARY

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

## OFFICER'S RECOMMENDATION

### *That Council:*

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

## BACKGROUND

As per Council's Community Grants Policy, as adopted on 25 August 2021, a monthly report is to be prepared for Council regarding the administrative approval of minor grants, up to the value of \$1,000 (excluding GST), under delegation to the Manager Engaged Communities. One minor grant application (inclusive of individual and team development grants) was received and approved for the period 1 March to 31 March 2024, summarised in the following table.

## IMPLICATIONS

*The table below outlines minor grants approved and funded from Community Grants operational budget/s for the applicable division/s for the period 1 March to 31 March 2024.*

DIVISION	APPLICANT	VALUE	PURPOSE	BREAKDOWN
1	Glenden Rural Interest Group	\$400.00	The club holds its annual Community Easter Event at the Glenden Pool and provides easter eggs for children and a free BBQ for community	To cover costs towards easter eggs, BBQ supplies and easter hat materials.

## CONSULTATION

Manager Budgets and Statutory Reporting

Manager Engaged Communities

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

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## BASIS FOR RECOMMENDATION

To update Council on the approval of minor community grants as per the Community Grants Policy.

## ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

## KEY MESSAGES

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive, and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
DAN WAGNER	KEN GOULDTHORP
<b>Director Planning, Environment and Community Services</b>	<b>Chief Executive Officer</b>
Date: 28 March 2024	Date: 28 March 2024

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Dan Wagner

## AUTHOR POSITION

Director Planning, Environment and Community Services

10.13

## MAJOR GRANT APPLICATIONS SUMMARY ROUND THREE FY2023-2024

## EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round three (3) of the Community Grants Program for FY2023-2024. A total of 11 applications were received for Round Three.

## COMMITTEE'S RECOMMENDATION

### *That Council:*

- Approves the following applications for the Community Grants Round Three FY2023-2024 as follows:*

Application 1 <b>Dysart Golf Club Incorporated</b>	
<b>Project</b>	Dysart Golf Club are hosting a junior open day and combining a family afternoon at Dysart Golf Club on 20 July 2024, there will be twilight markets, food vans, night golf, live music jumping castles, outdoor cinema and fireworks.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000 (excluding GST)
<b>Proposed Budget Source</b>	Division 2

Application 2 <b>4RFM (Auspicing for Moranbah May Day Committee)</b>	
<b>Project</b>	4RFM Community Radio are auspicing for the Moranbah May Day Committee to host one of Moranbah's biggest historical event May Day on 6 May 2024. This event brings families together for a day of live music, rides, food vans as well as offering support to community groups via donations for helping with the event.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$10,000 (excluding GST)
<b>Proposed Budget Source</b>	Funded equally from Divisions 3, 4 and 5

Application 3 <b>Clermont Golf Club</b>	
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<b>Project</b>	Clermont Golf Club are hosting a JET Group Clermont Professional Golfers Association of America (PGA) tournament on 26 June 2024. The series brings over 50 PGA professional golfers to town and it allows amateur golfers from Clermont the opportunity to play with professionals to improve their game.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000 (excluding GST) per year
<b>Proposed Budget Source</b>	Division 6

<b>Application 4</b>	<b>Clermont Rodeo and Show (Auspicing for Clermont Gold Cup Campdraft)</b>
<b>Project</b>	Clermont Campdraft are holding their annual Campdraft on 13-16 June 2024 at Clermont Show Grounds, they will have three different children's events and other activities for women.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000 (excluding GST)
<b>Proposed Budget Source</b>	Division 6

<b>Application 5</b>	<b>Life Church Clermont</b>
<b>Project</b>	Life Church Clermont are hosting the annual Kids Club Extreme on 4-6 July 2024. Kids Club Extreme is a positive program aimed at building children's teamwork through activities and relevant biblical teaching. Their goal is to allow primary aged children to connect with other children in a safe outdoor setting.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000 (excluding GST)
<b>Proposed Budget Source</b>	Division 6

<b>Application 6</b>	<b>Clermont Rodeo and Show Society (auspicing for Hoch and Wilkinson)</b>
<b>Project</b>	Clermont Rodeo and Show Society are auspicing a major grant for Hoch and Wilkinson for the 2004 Beef Expo, Held at the Clermont Sale Yards on 25 October 2024. The Clermont Beef Expo showcases the Beef Industry and provides a forum for producers and the wider community to network with Cattle and beef Industry groups. It also provides a platform for local businesses to showcase their products.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000 (excluding GST)
<b>Proposed Budget Source</b>	Division 6

Application 7 Clermont Artslink Incorporated	
Project	The wombat festival is aimed at celebrating and increasing the awareness of the Northern Hairy Nosed Wombat. It is a whole of community event compassing art projects, workshops, a cocktail evening and market day The event is being held on 4 to 12 May 2024.
<b>Officer Recommendation</b>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 6

Application 8 Clermont Community and Business Group	
Project	The regatta aims to attract sailors and visitors alike to enjoy the natural beauty of Theresa Creek Dam. This event will be held on 4 and 5 August 2024. It will offer sailing and boating skills to children and youth in the Isaac Region as sailing lessons can be difficult to access.
<b>Officer Recommendation</b>	
Details	Approve \$5,000 (excluding GST) per year
Proposed Budget Source	Division 6

Application 9 Clermont Race Club Incorporated	
Project	Clermont Race Club are hosting one of their two Race Meets on 22 June 2024. This year's event will have a 5-race program including fashions on the field, Kids corner, Bar, On Course Bookmakers, among others.
<b>Officer Recommendation</b>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 6

Application 10 Tieri, Middlemount Community Support Network Incorporated (CTM Links Middlemount)	
Project	CTM Links Middlemount are hosting Middlemount Men's Health Week on 14 and 15 June at Middlemount Community Hall. The group aims to provide a Professional Development Workshop, Community Dinner and information session regarding working with Men and boys and gender difference.
<b>Officer Recommendation</b>	
Details	Approve \$5,000 (excluding GST)

<b>Proposed Budget Source</b>	Division 7
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Application 11	Nebo Pony Club (auspicing for Blue Mountain Campdraft)
<b>Project</b>	Nebo Pony Club are auspicing for Blue Mountain Campdraft to host a weekend of camp drafting and family entertainment for the local community on The annual Blue Mountain Campdraft will be hosted over three days 16-18 August 2024 and includes horse sports for children under the age of 17 years.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$1,500 (excluding GST)
<b>Proposed Budget Source</b>	Division 8

- Advise the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.***
- Resolves that due to depletion of allocated funds Round Four (4) of the Major Community Grants for FY2023-2024 does not proceed.***
- Resolve to advance Round One (1) Major Community Grants for FY2024-2025 to open on 12 June 2024, closing for assessment and resolution in July 2024, noting Councils continued commitment to community.***
- Request the Chief Executive Officer undertake review of Isaac Community Grant Guidelines and associated documents including round scheduling for FY2024-2025.***

## BACKGROUND

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

As of 21 September 2023, Council has received 11 applications with requests to the value of \$68,000 for Round Three of the Major Community Grants Program, which have been reviewed by the Community Grants Evaluation Panel as per the attached table (Attachment 1). The panel assessed each application on its merit, with particular focus on what the funds will be used for, the target group and reach, and how the project helps to develop resilient, adaptive and vibrant communities.

Applications have been assessed by a Panel chaired by the Acting Manager Community Engagement Programs and Events, against the Community Grants Guidelines and the assessment criteria of;

- Organisational Capacity and alignment with Council's priorities;
- Alignment with Council's 2035 Community Strategic Plan;
- Demonstrated need, benefit to the broader Isaac community and demonstrated community support;
- Alignment with relevant approvals and permits to conduct event/project; and

- Financial management/accountability.

The Director of Planning, Environment, and Community Services is currently gathering data to facilitate a thorough review of the Community Grant Process and its accompanying guidelines.

The following table summarises the applications received in Round Three FY2023-24, and further details are provided in Attachment 1.

Community Group/Organisation	Amount Applied (excluding GST)	Amount Recommended (excluding GST)	Purpose	Breakdown
Dysart Golf Club Incorporated	\$5,000	\$5,000	The funds will be used to contribute to costs of night golf supplies, live music, outdoor cinema. courtesy bus and kids treat stand.	\$5,000 to pay for the Night Golf Supplies- \$988.21 Jumping castle- \$2,500 Outback Cinema- \$740.00 Total cost of event- \$23,500
4RFM (Auspicing for Moranbah May Day Committee)	\$10,000	\$10,000	The funds will be used to contribute to costs associated with running the event.	\$4,824.68 to Traffic Management Plan and \$5,175.32 towards the rides. The overall cost of the rides is \$38,720.
Clermont Golf Club	\$5,000	\$5,000	To contribute towards PGA Professional Fees - PGA of Australia requires \$12,500 (ex GST).	\$5,000 to pay for the professional fees. cost of the event is \$21,000.
Clermont Rodeo and Show (Auspicing for Clermont Gold Cup Campdraft)	\$5,000	\$5,000	The requested funds will be used for the Ambulance fees.	Quote for the ambulance is \$7,000 and the overall cost of the event is \$151,746.
Life Church Clermont	\$5,000	\$5,000	The funds will be utilised to cover expenses related to Bus Transport for the children.	Quote for the bus is \$6,484.50 and the overall cost of the event is \$14,097
Clermont Rodeo and Show Society (auspicing for Hoch and Wilkinson)	\$5,000	\$5,000	The funds will be allocated to cover costs associated with sponsoring the Grand Champion exhibit on the day.	The overall cost of the event is \$66,311.

Clermont Artslink Incorporated	\$13,500	\$5,000	The funds will be used to contribute to costs associated with catering, entertainment and advertising.	Catering- \$8,000 Entertainment- \$2,600 Signage- \$808.50 Bus- \$1,442.10 Photography- \$747.50 Overall cost of event- \$52,400
Clermont Community and Business Group	\$8,000	\$5,000	To contribute towards costs associated with running the event.	Merchandise- \$2,275 Trophies- \$1,530 Sailing lessons- \$5,720 Portable toilets- \$531.30 Overall cost of event- \$22,500
Clermont Race Club Incorporated	\$5,000	\$5,000	Funds will be used to contribute to the costs of security.	The quote is \$5,582.50 Overall cost of event is \$70,000
Tieri, Middlemount Community Support Network Incorporated (CTM Links Middlemount)	\$5,000	\$5,000	The funds will be used to contribute to costs of \$ facilitator fees for two days, travel and accommodation costs.	Quote is \$6,600 and the overall cost of the event is \$10,100
Nebo Pony Club (auspicing for Blue Mountain Campdraft)	\$1,500	\$1,500	Funds will be used to pay for prize money and trophy.	The overall cost of the event is \$36,760.

## IMPLICATIONS

The table below outlines the total expenditure per division year to date for all grants including those recommended for Round Three FY2023-24. Further details are provided in Attachment 1.

Division	Grant Commitments (Approved and Paid)	Proposed Round Spend (Recommended)	Remaining Funds
Division 1	\$40,215.52	\$0	\$1,784.48
Division 2	\$12,079.51	\$5,000.00	\$24,920.49
Division 3	\$34,816.51	\$3,333.00	\$3,850.49
Division 4	\$34,816.45	\$3,333.00	\$3,850.55

Division 5	\$34,816.72	\$3,334.00	\$3,849.28
Division 6	\$45,668.52	\$35,000.00	-\$ 38,668.52
Division 7	\$38,892.90	\$5,000.00	-\$1,892.90
Division 8	\$33,598.00	\$1,500.00	\$6,902.00
<b>TOTAL</b>	<b>\$274,904.13</b>	<b>\$56,500.00</b>	<b>\$4,595.87</b>

This table outlines the remaining funds if all grants are approved as recommended.

As funds have been exhausted, the recommendation of this report is to conclude the funding rounds for FY2023-24 and expedite Round 1 of FY2024-25 to align with previous year funding cycle to meet community expectations.

## CONSULTATION

Manager Budgets and Statutory Reporting

Acting Manager Community Engagement, Programs and Events

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

Community Relations Officer

## BASIS FOR RECOMMENDATION

Applications aligns with the goals of Isaac Regional Council's Community Grants Program.

## ACTION ACCOUNTABILITY

Acting Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

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.

<b>Report prepared by:</b> <b>DAN WAGNER</b> <b>Director Planning, Environment and Community Services</b>  Date: 28 March 2024	<b>Report authorised by:</b> <b>KEN GOULDTHORP</b> <b>Chief Executive Officer</b>  Date: 28 March 2024
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## **ATTACHMENTS**

- Attachment 1 - Major Grants Summary Assessment

## **REFERENCE DOCUMENT**

- Isaac Regional Council Community Grant Guidelines

Isaac Regional Council Major Grants Evaluation Summary											
Application #	Community Group/Auspice	Project Description	Division/Town	Past funding	Acquittal- Previous	Eligible project	Score	Amount requested (ex GST)	Amount Recommended (Ex GST)	Officers Recommendation	Comments
1	Dysart Golf Club	Dysart Golf Club are hosting a junior open day and combining a family afternoon at Dysart Golf Club on 20 July 2024. They are seeking Councils support of \$5,000 to pay for the Night Golf Supplies- \$988.21 Jumping castle- \$2,500 Outback Cinema- \$740.00 Total cost of event- \$23,500	Division 2	2018- Major Grant- \$5,000- Dysart Pro Am 2019- Major Grant- \$5,000- Dysart Pro Am 2023- Minor Grant- \$1,000- Materials for maintenance jobs 2023- Major Grant- \$5,000- Dysart Pro Am 2023- Major Grant- \$2,020- Family Day	Yes	Yes	90/100	\$5,000.00	\$5,000.00	To approve	Complete application
2	4RFM (auspicing for Moranbah May Day Committee)	4RFM are auspicing for the Moranbah May Day Committee to host one of Moranbah's biggest historical event May Day on 6 May 2024. This event brings together families for a day of live music, rides, food vans as well as offering support to community groups via donations for helping with the event. They are seeking Councils support of \$10,000 : \$4,824.68 to Traffic Management Plan and \$5,175.32 towards the rides. The overall cost of the rides is \$38,720.	Division 3, 4, 5,	2022- Major Grant- \$9,825- May Day 2023- Major Grant- \$10,286- May Day	Yes	Yes	90/100	\$10,000	\$10,000	To approve	Complete application
3	Clermont Golf Club	Clermont Golf Club are hosting a JET Group Clermont PGA tournament on 26 June 2024. The series brings over 50 PGA professional golfers to town and it allows amateur golfers from Clermont the chance to play with professionals to improve their game. They are seeking Councils support of \$5,000 to pay for the professional fee's. The quote for the fees is \$12,500 and the overall cost of the event is \$21,000.	Division 6	2018- Minor Grant- \$1,000- Golf Day 2018- Minor Grant- \$600.00- Signs for course 2018- Major Grant- \$2,500- Shed construction 2019- Minor Grant- \$1,000- Competition prizes 2019- Minor Grant- \$500.00- Junior Golf Open 2019- Minor Grant- \$1,000- Golf Day 2020- Special Emergency Grant- \$5,000 2021- Minor Grant- \$1,000- Fun Day 2022- Minor Grant- \$1,000- Golf Events prize money	Yes	Yes	90/100	\$5,000	\$5,000	To approve although division 6 is exhausted	Complete application
4	Clermont Rodeo and Show (auspicing for Clermont Gold Cup Campdraft)	Clermont Campdraft are holding their annual Campdraft on 13-16 June 2024 at Clermont Show Grounds. They are seeking Councils support of \$5,000 to go towards the cost of the ambulance for the weekend. The quote for the ambulance is \$7,000 and the overall cost of the event is \$151,746.	Division 6	2019- Major Grant- \$2,500- Campdraft	Yes	Yes	90/100	\$5,000	\$5,000	To approve although division 6 is exhausted	Complete application
5	Life Church Clermont	Life Church Clermont are hosting the annual Kids Club Extreme on 4-6 July 2024. Kids Club Extreme is a positive program aimed at building children's teamwork through activities and relevant biblical teaching. They are seeking Councils support of \$5,000 to go towards the payment of the bus transport. The quote for the bus is \$6,484.50 and the overall cost of the event is \$14,097.	Division 6	2018- Major Grant- \$5,000- Christmas in the park 2019- Minor Grant- \$1,000- Kids Club Extreme 2019- Major Grant- \$5,000- Christmas in the park 2020- Major Grant- \$5,000- Christmas in the park 2020- Minor Grant- \$1,000- Kids Club Extreme 2021- Major Grant- \$5,000- Christmas in the park 2021- Major Grant- \$3,000- Kids Club Extreme 2022- Major Grant- \$3,995- Kids Club Extreme 2022- Major Grant- \$5,000- Christmas of the park 2023- Minor Grant- \$1,000- Kids Club Extreme 2023- Major Grant- \$5,000- Christmas in the park	Yes	Yes	90/100	\$5,000	\$5,000	To approve	Complete application

Application #	Community Group/Auspice	Project Description	Division/Town	Past funding	Acquittal- Previous	Eligible project	Score	Amount requested (ex GST)	Amount Recommended (Ex GST)	Officers Recommendation	Comments
6	Clermont Rodeo and Show Society (auspicing for Hoch and Wilkinson)	Clermont Rodeo and Show Society are auspicing a major grant for Hoch and Wilkinson for the 2004 Beef Expo, Heald at the Clermont Sale Yards on 25 October. The Clermont Beef Expo showcases the beef industry and provides a forum for producers and the wider community to network with cattle and beef industry groups. They are seeking Councils support of \$5,000 to sponsor the Grand Champion exhibit on the day. The overall cost of the event is \$66,311.	Division 6	2018- Major Grant- \$5,000- Beef Expo 2019- Major Grant- \$5,000- Beef Expo 2021- Major Grant- \$5,000- Beef Expo 2023- Major Grant- \$5,000- Beef Expo	Yes	Yes	90/100	\$5,000.00	\$5,000	To approve	Complete application
7	Clermont Artslink	The wombat festival is aimed at celebrating and increasing the awareness of the Northern Hairy Nosed Wombat. It is a whole community event, with workshops, a cocktail evening and market days. They are seeking Councils support of \$13,500 for the following: Catering- \$8,000 Entertainment- \$2,600 Signage- \$808.50 Bus- \$1,442.10 Photography- \$747.50 Overall cost of event- \$52,400	Division 6	2018- RADF- \$1,950- Textile workshops 2018- Major Grant- \$12,000- Back to the 80's 2018- Major Grant- \$5,000- Gold and Coal 2018- RADF- \$895- Music Workshop 2018- RADF- \$5,034- Peace Poles 2019- RADF- \$3,737- Sewing Outback 2019- RADF- \$1,305- Watercolour workshop 2019- Minor Grant- \$1,000- Pottery Classes 2019- Major Grant- \$5,000- Gold and Coal 2019- Minor Grant- \$1,000- Sewing Outback 2020- RADF- \$1,095- Audio skills workshop 2020- RADF- \$3,520- Sewing Outback 2021- Minor Grant- \$1,000- Easter Workshop 2021- Major Grant- \$5,000- Creative Workshop 2021- Major Grant- \$5,000- Gold and Coal 2021- Minor Grant- \$1,000- Felting Workshop 2022- Major Grant- \$5,000- Wombat Festival 2022- RADF- \$8,635- Arts in August 2022- Major Grant- \$5,000- Gold and Coal 2022- Minor Grant- \$1,000- Roald Dahl 2023- Major Grant- \$5,000- Gold and Coal	Yes	Yes	90/100	\$13,500	\$5,000	To approve although division 6 is exhausted	Complete application
8	Clermont Community & Business Group	The regatta aims to attract sailors and visitors alike to enjoy the natural beauty of Theresa Creek Dam. They would also like to introduce a new water sport to the community and disadvantaged youth. They are seeking Councils support of \$8,000 for the following: Merchandise- \$2,275 Trophies- \$1,530 Sailing lessons- \$5,720 Potable toilets- \$531.30 Overall cost of event- \$22,500	Division 6	2018- Minor Grant- \$1,000- Airconditioning unit 2023- Major Grant- \$5,000- Outback Regatta	Yes	Yes	90/100	\$8,000.00	\$5,000.00	To approve \$5,000	Complete application
9	Clermont Race Club	Clermont Race Club are hosting one of their two Race Meets on 22 June 2024. This years event will have a 5 race program, fashions on the field, Kids corner, bar and much more. They are seeking Councils support of \$5,000 to contribute to the costs of security. The quote is \$5,582.50 Overall cost of event is \$70,000	Division 6	2018- Major Grant- \$5,000- Race Day 2018- Major Grant- \$5,000- Race Day 2018- Major Grant- \$5,000- Race Day 2019- Major Grant- \$5,000- Race Day 2019- Major Grant- \$5,000- Race Day 2020- Major Grant- \$5,000- Race Day 2021- Major Grant- \$5,000- Race Day 2021- Major Grant- \$5,000- Race Day 2021- Major Grant- \$5,000- Race Day 2022- Major Grant- \$5,000- Race Day 2023- Major Grant- \$5000- Race Day	Yes	Yes	90/100	\$5,000	\$5,000	To approve although division 6 is exhausted	Complete application
10	CTM Links Middlemount	CTM Links Middlemount are once again hosting Middlemount Men's Health Week on 14 & 15 June at Middlemount Community Hall. There will be 2 days of workshops as well as a community dinner. They are seeking Councils support of \$5,000 to pay the facilitator for 2 days and travel and accommodation costs. The quote is \$6,600 and the overall cost of the event is \$10,100.	Division 7	2020- Major Grant- \$4,775.85- NAIDOC 2021- Minor Grant- \$1,000- NAIDOC 2022- Major Grant- \$5,000- Men's Health Week 2023- Major Grant- \$5,000- Men's Health Week 2023- Minor Grant- \$1,000- NAIDOC 2023- Major Grant- \$5,000- Christmas Party	Yes	Yes	90/100	\$5,000	\$5,000	To approve although will exhaust division 7.	Complete application
11	Nebo Pony Club (auspicing for Blue Mountain Campdraft)	Nebo Pony Club are auspicing for Blue Mountain Campdraft to successfully host a weekend of camp drafting and family entertainment for the local community on 16-18 August 2024. The are seeking Councils support of \$1,500 for prize money and the cut out trophy. The overall cost of the event is \$36,760.	Division 8	2018- Minor Grant- \$1,000- Campdraft 2019- Minor Grant- \$1,000- Campdraft 2021- Minor Grant- \$1,000- Campdraft 2022- Major Grant- \$1200- Campdraft 2023- Major Grant- \$1400- Campdraft	Yes	Yes	90/100	\$1,500	\$1,500	To approve	Complete application

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Malcolm Angell

## AUTHOR POSITION

Manager Engaged Communities

10.14

## PROPOSED MULTI-YEAR FUNDING AGREEMENT – CLERMONT RODEO AND SHOW SOCIETY INCORPORATED

## EXECUTIVE SUMMARY

Clermont Rodeo and Show Society Incorporated – Clermont Show Committee is seeking support of \$30,000 per annum to assist with costs associated in hosting the three (3) day Isaac Regional show event.

## OFFICER'S RECOMMENDATION

### *That Council:*

1. ***Approves \$20,000 per annum (FY2023-2024, FY2024-2025, FY2025-2026) multiyear funding agreement with Clermont Rodeo and Show Society Incorporated, to be funded from Operational Works budget "Clermont (ISAAC) Show" to assist in costs associated with hosting the regional Clermont Show as the Isaac Regional Show, subject to the following conditions being met for each year of funding:***
  - i. ***A full financial acquittal including annual audited financial statements being submitted within three months of each annual Show; and***
  - ii. ***Annual report of gate entry numbers and breakdown of postcode attendance within two months of each annual Show; and***
  - iii. ***Prominent recognition of Council's financial support at each annual show.***
2. ***Authorises the Chief Executive Officer (or delegate) to negotiate terms and execute the funding agreement on behalf of Council to the value listed in item 1. above.***

## BACKGROUND

The Clermont Show is held annually over three days and is the only event of its type in the Isaac Region. In 2018, Clermont Rodeo and Show Society celebrated 150 years since its first show in 1868. The first show in the region had been a small event in the backyard of a local hotel.

The Clermont Show is a fantastic showcase of our enviable Isaac lifestyle and the pure people power which drives our region. Activities range from cattle showing and sales to wood chopping and equestrian events, a petting zoo to pavilion displays.

This 3-year funding agreement request needs to be viewed in the light of the other in-kind support Council provides to the Clermont Show by presenting 3 or 4 stands, support and attendance of key events. Council's advocacy has been successful in attracting major funding to improve the showgrounds and in the last years,

Council has invested heavily in Senior Executive resources to properly plan for a long-term sustainable future for the Clermont Showgrounds.

Council also has funded and coordinated the bus service to the Clermont Show for the past few years. This year this service costed \$3,678.40 for providing the two buses as follows:

#### Bus One - MORANBAH SERVICE

Departing Town Square bus stop at 8.30am

Departing Clermont Showgrounds at 3pm

#### Bus Two - MIDDLEMOUNT/DYSART SERVICE

Departing Middlemount Library Carpark at 8am, arriving/Departing Dysart Bowls Club at 9am Approximately.

Departing Clermont Showgrounds at 3pm

Each bus had a capacity of 57 passengers.

## IMPLICATIONS

This report seeks a commitment of \$20,000 in the 2023/2024 financial year and following two financial years which is the allocated amount in the operational budget (4123-Clermont). Total amount of \$60,000.00.

Details of last five years funding provided by Isaac Regional Council for Clermont Show is summarised in the table below:

Date	Allocated Amount
2018	\$17,500
2020	\$20,000
2021	\$20,000
2023	\$20,000

## CONSULTATION

Community Relations Officers

Acting Manager Community Engagement, Programs and Events

Engaged Communities Grants officer.

Manager Financial Services (CFO)

## BASIS FOR RECOMMENDATION

To bring together community groups and connect neighbouring areas within the Isaac Region.

Celebrate the agricultural and pastoral heritage, present and future for Isaac Region.

Engagement and partnerships with goods and service providers to improve outcomes for the region.

Promote events that celebrate the uniqueness and diversity of our communities.

## ACTION ACCOUNTABILITY

Acting Manager Engaged Communities to engage with Clermont Show Committee on execution of agreement and acknowledgement of Council's financial support The agreement documents will be tasked to the Engaged Communities Grants Officer to action as per standard process.

## KEY MESSAGES

The Isaac Region is a resilient, connected and diverse community whose lifestyles and wellbeing are supported and whose regional identity is cherished.

### Report prepared by:

MALCOLM ANGELL  
Acting Manager Engaged Communities

Date: 20 March 2024

### Report authorised by:

DAN WAGNER  
Director Planning, Environment and  
Community Services

Date: 20 March 2024

## ATTACHMENTS

- Attachment 1 - Clermont Rodeo and Show Committee Grant Application\_Redacted

## REFERENCE DOCUMENT

- Isaac Community Grant Guideline

# MINOR OR MAJOR GRANTS APPLICATION FORM

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 Region's Community Grants Program assists local community groups and organisations undertaking projects or activities which benefit the community. Before completing this application, please read the Community Grants Guidelines to ensure your application meets the criteria. Upon completion of this form please see the Application Checklist to ensure your application is complete:

[www.isaac.qld.gov.au/community/isaac-community-grants](http://www.isaac.qld.gov.au/community/isaac-community-grants) To complete your application online, go to <https://speakup.isaac.qld.gov.au/isaac-community-grants>

## WHICH GRANT ARE YOU APPLYING FOR:

<input type="checkbox"/> <b>MINOR GRANT (MAXIMUM \$1,000)</b> <b>APPLICATION CATEGORY REMAINS OPEN YEAR-ROUND.</b>	<input checked="" type="checkbox"/> <b>MAJOR GRANT (MAXIMUM \$5,000)</b> <b>THIS APPLICATION CATEGORY HAS SET FUNDING ROUNDS THROUGH THE YEAR.</b>
<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living

**NOTE:** Applications in the Major Grant category seeking a multi-year funding agreement or requesting amounts over \$5,000 must first contact Council's Engaged Communities team (1300 ISAACS or [communitygrants@isaac.qld.gov.au](mailto:communitygrants@isaac.qld.gov.au)) prior to completing an application.

## GROUP/ORGANISATION DETAILS

ORGANISATION NAME	Clermont Rodeo and Show Society Inc - Clermont Show Committee
APPLICANT'S NAME	[REDACTED]
POSITION/TITLE	show secretary sponsorship co-ordinator
ADDRESS	PO Box 82, Clermont 4721
PHONE	[REDACTED]
EMAIL	sponsorship@clermontshow.com.au
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes – Incorporation Number: 73870538662 <input type="checkbox"/> No – You will need a sponsoring body that is incorporated to proceed with this application (please complete Section 2) <input type="checkbox"/> Exempt from incorporation under legislation (P&C Associations or Registered Charity). Please specify:

# MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes – ABN Number: 73870538662 <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT/ACTIVITY?	<input checked="" type="checkbox"/> Yes – Please provide a copy of the current certificate of currency. <input type="checkbox"/> No <b>NOTE:</b> Public liability coverage of no less than \$20m is required.
CAN YOU PROVIDE YOUR ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy. <input type="checkbox"/> No – Please provide an explanation: <b>NOTE:</b> 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).
CAN YOU PROVIDE A BUDGET FOR YOUR PROJECT/EVENT (MANDATORY)?	<input checked="" type="checkbox"/> Yes – Please provide a copy, including written quotes for expenses. <input type="checkbox"/> No – This application is not eligible. <b>NOTE:</b> A budget template can be found on the Council website <a href="http://www.isaac.qld.gov.au/community/isaac-community-grants">www.isaac.qld.gov.au/community/isaac-community-grants</a>

## 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?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT/ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current certificate of currency <input type="checkbox"/> No <b>NOTE:</b> Public liability coverage of no less than \$20m is required.

# MINOR OR MAJOR GRANTS APPLICATION FORM

## PROJECT OR ACTIVITY SNAPSHOT

<b>PROJECT/ACTIVITY NAME</b>	Clermont Show - The Isaac Region's Show										
<b>LOCATION</b>	Wattle Hill, Clermont										
<b>DATE</b>	27-28-29 May 2024										
<b>DESCRIPTION OF YOUR PROPOSAL:</b> (PLEASE INCLUDE A DETAILED DESCRIPTION OF YOUR PROPOSAL INCLUDING THE BENEFITS TO OUR REGION AND WHO WILL BENEFIT FROM THE GRANT FUNDING)	The Clermont Show is the only event in the Isaac that embraces all of the Isaac communities to celebrate and showcase our rich agricultural heritage and future. The show is organised and hosted by a committee of volunteers - and gives the opportunity for people throughout all of our Isaac townships to join as one and discover more about what makes our communities unique.										
<b>TARGET AUDIENCE</b>	Isaac families and businesses										
<b>REACH</b> (HOW MANY PEOPLE DO YOU EXPECT TO ATTEND)	4000										
<b>FUNDING DETAILS</b>	<p><b>NOTE:</b> Applicants seeking amounts over \$5,000 must first contact Council's Engaged Communities team (1300 ISAACS or <a href="mailto:communitygrants@isaac.qld.gov.au">communitygrants@isaac.qld.gov.au</a>) prior to completing this application. Council cannot be the sole funding source for a project. Depending on the value of the grant request, a co-contribution is required. This can be cash, in-kind, or other grants. \$1,001 - \$2,500 requires 20%, \$2,501 - \$5,000 requires 30%, and \$5,001+ requires 40% co-funding. Please calculate your contribution using the table below.</p> <table border="1"> <tr> <td>Amount requested from Council:</td><td>\$30,000 - 3 years</td></tr> <tr> <td>Cash contribution:</td><td></td></tr> <tr> <td>In-kind:</td><td></td></tr> <tr> <td>Note: This figure should not include volunteer labour</td><td></td></tr> <tr> <td>Grants/Sponsorships (other than Council):</td><td></td></tr> </table>	Amount requested from Council:	\$30,000 - 3 years	Cash contribution:		In-kind:		Note: This figure should not include volunteer labour		Grants/Sponsorships (other than Council):	
Amount requested from Council:	\$30,000 - 3 years										
Cash contribution:											
In-kind:											
Note: This figure should not include volunteer labour											
Grants/Sponsorships (other than Council):											
<b>BREAKDOWN OF FUNDING INCLUDING CO-FUNDING AMOUNT CONTRIBUTED BY YOUR GROUP OR OTHER FUNDING BODIES.</b> (PLEASE PROVIDE EVIDENCE OF CO-FUNDING CONTRIBUTIONS)											
<b>TOTAL COST OF EVENT:</b> (FIGURE MUST MATCH BUDGET)											
<b>WHAT WILL THE REQUESTED FUNDS BE SPECIFICALLY USED FOR?</b>	Entertainment costs and operating expenses which may include security, hire of plant and equipment, rubbish removal, utilities, services, advertising and administration costs.										

# MINOR OR MAJOR GRANTS APPLICATION FORM

<b>HAVE YOU DISCUSSED YOUR PROPOSAL WITH RELEVANT COMMUNITY STAKEHOLDERS?</b> E.g. relevant community groups or individuals affected by your event/activity	<input checked="" type="checkbox"/> Yes - please indicate who: Local councillors, businesses, members, schools and community groups.
	<input type="checkbox"/> No

## PROJECT OR ACTIVITY PERMITS/APPROVALS

<b>WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?</b>	<input checked="" type="checkbox"/> Yes – Food licence is required. Please provide a copy of your food licence or proof of lodgement (receipt) <input type="checkbox"/> No
<b>WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OR SELLING OF ALCOHOLIC BEVERAGES?</b>	<input checked="" type="checkbox"/> Yes – Liquor licence is required. Please provide a copy of your liquor licence or proof of lodgement (receipt) <input type="checkbox"/> No
<b>DOES YOUR PROJECT OR ACTIVITY REQUIRE LOCAL AND STATE PLANNING OR BUILDING APPROVALS?</b>	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No
<b>DOES YOUR ACTIVITY HAVE APPROVAL TO OCCUR AT A PLANNED LOCATION?</b>	<input checked="" type="checkbox"/> Yes – We have leasehold or approval of leaseholder OR an approved booking for Council open space/facility OR approval to use privately owned land/facility <input type="checkbox"/> No – Approval/permission must be obtained prior to application <b>NOTE:</b> if you need to hire a Council facility to hold your event please visit <a href="http://www.isaac.qld.gov.au/hiring-council-facilities">http://www.isaac.qld.gov.au/hiring-council-facilities</a>
<b>DOES YOUR ACTIVITY REQUIRE PLACEMENT OF TEMPORARY SIGNAGE ON COUNCIL PROPERTY OR CLOSURE OF COUNCIL ROADS OR FOOTPATHS?</b>	<input type="checkbox"/> Yes – please complete an application for Works on Road Corridor/Road Property form. The Traffic Management Company will also need to complete a Non-Engaged Contractors Site Access Occupancy Form. These must be submitted with the appropriate Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) at least 4 weeks before the event. (Please note that TMP and TGS can take up to 4 weeks to be completed before you can submit with these applications). These forms can be found at: <a href="https://www.isaac.qld.gov.au/homepage/237/roads">https://www.isaac.qld.gov.au/homepage/237/roads</a> <input checked="" type="checkbox"/> No For more information please send enquiries through to <a href="mailto:records@isaac.qld.gov.au">records@isaac.qld.gov.au</a> or call 1300 ISAACS.

# MINOR OR MAJOR GRANTS APPLICATION FORM

## 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.

ORGANISATION NAME	Clemont Rodeo and Show Society Inc
TRADING NAME	Clermont Show
ABN	73870538662

## PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE)

Please list the organisation details not personal details.

NAME	[REDACTED]
POSITION TITLE	Secretary <i>Sponsorship co-ordinator</i>
ADDRESS	PO Box 82, Clermont 4721
PHONE	[REDACTED]
EMAIL	sponsorship@clermontshow.com.au

## BANK ACCOUNT DETAILS

ACCOUNT NAME	Clermont Show Committee
BANK	[REDACTED]
BSB (6 DIGITS)	[REDACTED]
ACCOUNT NUMBER	[REDACTED]

# MINOR OR MAJOR GRANTS APPLICATION FORM

## AUTHORISATIONS

IN SUBMITTING THIS APPLICATION, I CONFIRM THAT:	<input checked="" type="checkbox"/> I am an authorised representative of the applying organisation and am acting on their behalf <input checked="" type="checkbox"/> I have read the Isaac Regional Council Community Grants Guidelines <input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure acquittal requirements are met within 12 weeks of the project completion or prior to another major grant application. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements set out in the Letter of Offer and Funding Agreement. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within 12 months of receiving Council funding.
AUTHORISED PERSON	Name <span style="background-color: black; color: black;">[REDACTED]</span> Date 11/03/2024
	Position Title <del>Show secretary</del> <i>Sponsorship coordinator</i>

Please check this application against the Application Checklist to ensure it is complete:

[www.isaac.qld.gov.au/community/isaac-community-grants](http://www.isaac.qld.gov.au/community/isaac-community-grants)

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto: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.

## ISAAC COMMUNITY GRANTS - BUDGET TEMPLATE

**Name: Clermont Show Committee**

**Location: Clermont Showgrounds**

**Date: 27-29 May 2024**

A budget for your project or activity is mandatory for your application to be considered. Clear budget information will allow the panel to b

The income should be equal to the expenses. Please account for all expenses and income. This includes all items listed in the income requested from Council.

Round up each item to the nearest dollar value - do not include cents.

<b>EXPENDITURE (Edit and replace as required. All amounts include GST)</b>			<b>INCOME (Edit and replace as required. All amounts include GST)</b>	
<b>List of Expenses</b>	<b>Budget</b>	<b>Actual</b>	<b>List of Income</b>	
Venue hire	\$ 5,500.00		Funding amount requested from Council	
Guest speaker			In kind amount requested by Council	
Other equipment hire	\$ 7,000.00		Co-funding amount contributed by your group	
Bar expenses	\$ 15,000.00		Cash contributions	
Catering expenses	\$ 14,500.00		Sponsorships	
Promotional materials	\$ 2,000.00		Grants or donations	
Workshop facilitator			Co-funding amount contributed by other groups	
Travel/accommodation	\$ 6,000.00		Cash contributions	
Permit/approvals costs			Sponsorships	
Photographer	\$ 500.00		Grants or donations	
Prizes and gifts	\$ 61,000.00		Other sources of income	
Donations			Ticket sales	
Material expenses			Bar sales	
Other expenses	\$ 151,000.00		Food sales	
			Other income	
<b>Total Expenditure:</b>	<b>\$ 262,500.00</b>	<b>\$-</b>	<b>Total Income:</b>	

:

etter understand your project.

column, including donations, sponsorships and the amount

amounts include GST)	
Budget	Actual
\$ 30,000.00	
Group/organisation	
\$ 92,000.00	
Groups/organisations or funding bodies	
\$ 20,000.00	
\$ 17,000.00	
N/A	
\$ 126,000.00	
\$ 285,000.00	\$-



**SLE Worldwide Australia Pty Limited**  
A.B.N. 15 066 698 575 AFSL237268

Level 15, 45 Clarence Street  
SYDNEY NSW 2000  
Telephone 61 (2) 9249 4850  
Facsimile 61 (2) 9249 4840  
Website: [www.sleaustralia.com.au](http://www.sleaustralia.com.au)

### Certificate of Currency

<b>Type of Cover:</b>	Broadform Liability		
<b>The Insured:</b>	The Queensland Chamber of Agricultural Societies Inc. Clermont Rodeo & Show Society Inc.		
<b>Period Of Insurance:</b>	30 November 2023 To 4:00pm on 30 November 2024		
<b>The Business:</b>	Administration, promotion, co-ordination, and staging of Agricultural, Horticultural & Viticultural shows, community, fashion, cooking, handicrafts, hobby, art, live music, photography, trade, beauty, sporting or equestrian events, bloodstock, livestock, poultry, or domestic animal judging events, wood chopping, demolition derbies, motor vehicle and motor cycle displays &/or competitions, equine stabling operators, rodeos (excluding any cover for claims inside the arena. Rodeo operator to provide proof of insurance), camping ground operators, caravan park operators, outdoor markets, car parks &/or property owners/occupiers and all associated activities		
<b>Limits of Liability:</b>	Public Liability	\$ 20,000,000	any one Occurrence
	Products Liability	\$ 20,000,000	any one period of insurance
<b>Sublimits:</b>	Property in Physical or Legal Control	\$ 1,000,000	limited in the aggregate but sub-limited to \$150,000 any one animal, bird and livestock.
	Advertising Injury	\$ 20,000,000	any one Occurrence
<b>Excess:</b>	Personal Injury	\$	each and every Occurrence inclusive of Supplementary Payments however \$5,000 each and every Occurrence inclusive of Supplementary Payments in respect to caravan operations
	Property Damage	\$ 2,500	each and every Occurrence inclusive of Supplementary Payments however \$5,000 each and every Occurrence inclusive of Supplementary Payments in respect to caravan operations
	Advertising injury	\$ 1,000	each and every Occurrence inclusive of Supplementary Payments
<b>Insurer:</b>	{Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W22 & 001-2022 respectively. {\$ 15,000,000x \$5,000,000 Underwritten for certain underwriters at Lloyd's of London & Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd. under binding authorities B128416380W22 & 001-2022 respectively.		

**Policy Number:** [REDACTED]

**Geographical Limits:** Australia

**Broker:** AJG - SA  
Level 10 95 Grenfell Street  
Adelaide SA 5000

**Stamped & Dated:** 28 November 2023



SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 15 066 698 575 AFSL License No: 237268

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.

**IMPORTANT NOTES:**

1. The Named Insured may cancel this Policy by giving notice in writing to SLE. The Companies may cancel this Policy in any of the circumstances set out in the Insurance Contracts Act, 1984. After cancellation as aforesaid, the premium for the period prior to cancellation shall be adjusted on a pro rata basis plus 10% of the annual premium. When the premium is subject to adjustment, cancellation will not affect the Insured's obligation to supply such information as the Companies may require for the adjustment of the premium. Cancellation will not affect the Insured's obligations to pay the amount of adjustment applicable up to the date of cancellation.
2. Please ensure that you read this document in its entirety.

## QUEENSLAND

Associations Incorporation Act 1981  
Section 19

Incorporation Number: **IA02300**

# Certified Copy of the Certificate of Incorporation of an Association

This is to certify that

## CLERMONT RODEO AND SHOW SOCIETY INC

was, on and from the fifteenth day of January 1987  
incorporated under the Associations Incorporation Act 1981.

Dated this twenty-eighth day of May 2013



Delegate of Director-General

**Clermont Rodeo & Show Society Inc**  
**Profit & Loss - Show Committee**  
October 2021 through September 2022

	<u>Oct 21 - Sep 22</u>	<u>Oct 20 - Sep 21</u>
Ordinary Income/Expense		
Income		
Bar Sales	1,809.73	19,582.63
Camping	0.00	480.91
Catering Sales	2,433.53	0.00
Cattleman's Challenge		
Cattle Sale	-42,125.71	0.00
Feedlot Expenses	51,141.63	0.00
Cattleman's Challenge - Other	56,425.80	21,580.00
Total Cattleman's Challenge	65,441.72	21,580.00
Commission on Sales	40,585.23	36,657.51
Donations & Charity Fundraising		
Donations/Community Fundraising	0.00	37,000.00
Donations & Charity Fundraising - Other	76,407.95	44,972.90
Total Donations & Charity Fundraising	76,407.95	81,972.90
Gate Takings	0.00	20,460.00
Horse Stalls	0.00	946.36
Nominations	5,334.09	13,905.36
Prize Money returned	1,100.00	5,699.35
Site Bookings		
Inside Trade	0.00	657.27
Outside Trade	0.00	4,875.44
Showmans Guild Rent	0.00	3,014.91
Total Site Bookings	0.00	8,547.62
Sponsorship		
In Kind Support	0.00	-1,823.64
Sponsorship - Other	40,977.05	79,898.65
Total Sponsorship	40,977.05	78,075.01
Sundry Income		
Catalogue sales	0.00	79.09
Raffle Proceeds	0.00	-1,329.35
Sundry Income - Other	0.00	20,844.50
Total Sundry Income	0.00	19,594.24
Ticket Sales	2,222.50	7,238.44
Total Income	236,311.80	314,740.33
Expense		
Administration Expenses		
Affiliation Fees	2,118.95	1,266.54
Bank Fees	0.00	17.87
Booking Fees	80.00	1,723.05
Decorations	0.00	400.00
Postage / Freight	156.78	147.53

**Clermont Rodeo & Show Society Inc**  
**Profit & Loss - Show Committee**  
October 2021 through September 2022

	<u>Oct 21 - Sep 22</u>	<u>Oct 20 - Sep 21</u>
Printing	720.00	1,831.09
Stationery/Office R&M	375.07	594.79
Administration Expenses - Other	196.03	1,002.03
<b>Total Administration Expenses</b>	<b>3,646.83</b>	<b>7,002.90</b>
Advertising/Promotions	111.00	560.00
Bar & Catering		
Bar Purchases	1,324.21	8,178.40
Bar Tickets	0.00	1,080.00
Catering	3,140.88	10,367.32
Bar & Catering - Other	208.15	0.00
<b>Total Bar &amp; Catering</b>	<b>4,673.34</b>	<b>19,625.72</b>
Catering	0.00	-0.01
Cattle Expenses		
Agistment	13,500.00	0.00
Cattle Exp Sundry	2,813.09	1,385.56
Council Weigh Fee	402.50	0.00
Ear Tags	2,888.24	470.45
Feedlot Feed	56,520.57	2,107.81
Hay	3,000.00	3,338.18
Transaction Levy	7.11	20.00
Yard Dues	0.00	31.40
Cattle Expenses - Other	2,042.87	0.00
<b>Total Cattle Expenses</b>	<b>81,174.38</b>	<b>7,353.40</b>
Donations / Charity Proceeds	76,707.95	81,972.91
Entertainment		
Band	0.00	2,500.00
Bookings	0.00	5,127.27
Fireworks	0.00	1,750.00
<b>Total Entertainment</b>	<b>0.00</b>	<b>9,377.27</b>
Equipment Hire	0.00	127.50
Ground Expenses		
Ambulance	0.00	3,020.04
Cleaning & Pest Control	400.00	6,673.35
Equipment Hire	0.00	2,846.60
Gate Personnel	0.00	2,500.00
Grounds Hire	0.00	77.27
Rubbish	0.00	1,981.84
Security	0.00	5,530.00
Tent Hire	0.00	2,019.18
Woodchop	529.79	2,070.00
<b>Total Ground Expenses</b>	<b>929.79</b>	<b>26,918.28</b>
Nomination Refunds	0.00	24.00
Personnel Expenses		

**Clermont Rodeo & Show Society Inc**  
**Profit & Loss - Show Committee**  
October 2021 through September 2022

	<u>Oct 21 - Sep 22</u>	<u>Oct 20 - Sep 21</u>
Accommodation	0.00	3,034.54
Judge Fees	0.00	1,250.00
Travel	0.00	2,787.65
Personnel Expenses - Other	0.00	286.27
<b>Total Personnel Expenses</b>	<u>0.00</u>	<u>7,358.46</u>
 Prizes / Trophies		
Certificates	0.00	34.50
Prize Money	14,360.00	44,673.93
Ribbons	1,728.10	5,178.04
Trophies	9,612.93	10,547.12
Prizes / Trophies - Other	204.81	0.00
<b>Total Prizes / Trophies</b>	<u>25,905.84</u>	<u>60,433.59</u>
 Repairs & Maintenance	0.00	178.41
<b>Total Expense</b>	<u>193,149.13</u>	<u>220,932.43</u>
 Net Ordinary Income	43,162.67	93,807.90
 Other Income/Expense		
Other Income		
Auspiced Funds	5,000.00	0.00
Interest Received	6.92	0.00
<b>Total Other Income</b>	<u>5,006.92</u>	<u>0.00</u>
 Other Expense		
Profits contributed to Man Comm	105,731.07	92,958.74
Rounding	-0.01	0.00
<b>Total Other Expense</b>	<u>105,731.06</u>	<u>92,958.74</u>
 Net Other Income	<u>-100,724.14</u>	<u>-92,958.74</u>
 <b>Net Income</b>	<u><u>-57,561.47</u></u>	<u><u>849.16</u></u>

**CLERMONT RODEO & SHOW SOCIETY INC  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**Note 1: Summary of Significant Accounting Policies**

The committee has prepared the financial statements on the basis that the organisation is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the needs of members.

The financial statements have been prepared in accordance with the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of the members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on a cash basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

**Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the organisation.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the re-valued carrying amount of the asset charged to the income statement and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted in determining recoverable amounts.

**CLERMONT RODEO & SHOW SOCIETY INC  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**Note 1: Summary of Significant Accounting Policies con't**

**Depreciation**

The depreciable amount of all fixed assets are depreciated on straight line basis over their estimated useful lives to the club commencing from the time the asset is held ready for use.

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Freehold Buildings	2.5% - 5%
Plant & Equipment	3% - 40%

**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.

**Revenue and Other Income**

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

**Trade and Other Payables**

Trade payables and other payables are carried at amortised costs and represent liabilities for goods and services provided to the economic entity prior to the end of the financial year that are unpaid and arise when the economic entity becomes obliged to make future payments in respect of the purchase of these goods and services.

**Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST components of investing and financing activities, which are disclosed as operating cash flows.

**CLERMONT RODEO & SHOW SOCIETY INC  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**Note 2 Grant Funding \$275,778**

The Society received grant funding totalling \$275,778 during the 2020 and 2021 financial years. This funding together with an internal contribution by the Society of \$67,040, for a total of \$342,818 (\$275,778 + \$67,040) was to be used for capital construction projects.

The capital projects were delayed due to Covid restrictions and accordingly the Society made the decision to show this grant funding as deferred income for the year ended 30 September 2021. The capital projects have now been substantially completed and the above grant funding has now been brought to account as income i.e. for the year ended 30 September 2022. It is noted that the expenditure for this funding has been capitalised in the balance sheet.

September 2022. Details of the capital projects and relevant expenditure are shown in the table below.

Description	Date	Amount
<b>30 September 2021</b>		
Stables - 1 row of 20 stables incl 4 stallion stables	10/05/2021	\$ 122,119
Picnic Tables - 4 x Disability; 4 x non-disability	29/07/2021	\$ 38,400
Southern Grandstand Roof	25/08/2021	\$ 37,550
Announcer's Box & Grandstand Roof	28/06/2021	\$ 58,750
Pavilion Amenities Roof	2/09/2021	\$ 48,550
<b>Total 2021 expenditure</b>		<b>\$ 305,369</b>
<b>30 September 2022</b>		
Picnic Tables x 2 Non- Disability; Seats x 4; Concrete Slabs for 8 Picnic Tables	31/08/2022	\$ 32,477
<b>Total 2022 expenditure</b>		<b>\$32,477</b>
<b>Total 2021 &amp; 2021 expenditure</b>		<b>\$337,846</b>

Remaining funds to be expended on the above projects are \$4,971 (\$342,818-\$337,846). These funds have been spent and or allocated to be spent during the year ended 30 September 2023.

**CLERMONT RODEO & SHOW SOCIETY INC.**  
**STATEMENT BY MEMBERS OF THE COMMITTEE**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outline in Note 1 to the financial statements.

In the opinion of the committee the financial report comprising of Profit & Loss Statement, Balance Sheet and notes to and forming part of the financial statements:

1. Presents a true and fair view of the financial position of Clermont Rodeo & Show Society Inc. as at 30 September 2022 and its performance for the year ended on that date;
2. At that date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President \_\_\_\_\_  
[Redacted Signature]

Treasurer \_\_\_\_\_  
[Redacted Signature]

Dated: 21 MAR 2023

**CLERMONT RODEO & SHOW SOCIETY INC**  
**INDEPENDENT AUDIT REPORT TO THE MEMBERS**

**Qualified Opinion**

We have audited the financial report of Clermont Rodeo & Show Society Inc. (the association), which comprises the committee's report, the balance sheet as at 30 September 2022, the profit & loss statement for the year then ended, notes to the financial statements comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion except for the matter described in the *Basis for Qualified Audit Opinion* the financial report presents fairly, in all material respects, the financial position of Clermont Rodeo & Show Society Inc as at 30 September 2022, and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporations Act Queensland*.

**Basis for Qualified Opinion**

As is normal for this type of organisation there were limited practical procedures available to us to confirm the completeness of Income received or receivable from the various revenue sources and accordingly, we were unable to obtain sufficient appropriate audit evidence in this regard. Consequently, we were unable to determine whether any adjustments to the amount of revenue shown in the Profit or Loss were necessary.

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 Clermont Rodeo & Show Society Inc 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.

**Emphasis 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 assist Clermont Rodeo & Show Society Inc to meet the requirements of the *Associations Incorporation Act Queensland*. 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 Management and Those Charged with Governance for the Financial Report**

The committee of Clermont Rodeo & Show Society Inc is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act Queensland* and is appropriated to meet the needs of the members. The committee's

responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association'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 committee either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

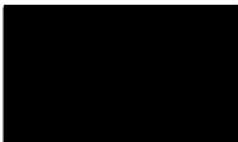
### **Auditor's Responsibilities for the Audit of the Financial Report**

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 judgment and maintain professional skepticism 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 association'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.



**MANNING CORPORATE ADVICE**

Dated: 21 MAR 2023

1st Floor, Riverside House, 43 River St, Mackay, QLD 4740

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Dan Wagner

## AUTHOR POSITION

Director Planning, Environment and Community Services

10.15

## PROPOSED MULTI-YEAR FUNDING AGREEMENT - HEART OF AUSTRALIA PTY LTD

## EXECUTIVE SUMMARY

Heart of Australia is seeking support to assist with costs associated in delivering of specialist cardiac and gynaecology care in Moranbah and Middlesbrough via its mobile service.

## OFFICER'S RECOMMENDATION

### *That Council:*

- Approves a request for support from Heart of Australia to the value of \$15,000 (exc. GST) annually for three years for the purpose of supporting delivery of specialist cardiac and gynaecology care in Moranbah and Middlesbrough via its mobile service.***
- Approves that this support be funded from the FY2024-2025 Engaged Communities operational budget and that provision also be made in the FY2025-2026 and FY2026-2027 Engaged Communities operational budget to fund a commitment to Heart of Australia to a total value of \$45,000 (exc. GST) over the life of the support agreement.***

## BACKGROUND

Heart of Australia Pty Ltd has submitted a request for assistance to Isaac Regional Council to support the continuation of its mobile service delivery of cardiac and gynaecology care in Moranbah for the next three years.

Council's previous three-year sponsorship of the service, valued at \$15,000 annually, concluded in FY2023-2024 and Heart of Australia is seeking to renew this agreement on similar terms for a further three years.

The organisation, which undertakes monthly visits to Moranbah, delivers specialist care for local patients referred from their general practitioner via its mobile semi-trailer surgery which operates from Town Square.

The service has been available to the Moranbah community for the past eight years and the applicant advises that it continues to be well supported, allowing patients to access specialist care in community, rather than travelling to a major referral centre such as Mackay.

Whilst the request for assistance has been submitted in the form of a community grant application, Council's potential support of this initiative falls outside the scope of the Community Grants Policy and Guidelines as Heart of Australia is a proprietary limited company and not a tax deductible gift recipient.

Noting the expiration of the existing support agreement, provision was made in the FY2023-2024 Engaged Communities operational budget (Stakeholder Engagement Activities) to support a continuation of Council's assistance, subject to a determination by Council.

## IMPLICATIONS

The assistance will be funded from the FY2024-2025 Engaged Communities operational budget where provision has been made for the continuation of this agreement.

## CONSULTATION

Manager Engaged Communities

Acting Manager Community Engagement, Programs and Events

Engaged Communities Departmental Administration Officer

Engaged Communities Grants Officer

## BASIS FOR RECOMMENDATION

Request for assistance aligns with the goals of Isaac Regional Council's Community Plan and provides important specialist care for residents in community.

## ACTION ACCOUNTABILITY

Acting Manager Engaged Communities is responsible for the administration of the Engaged Communities operational budget.

## KEY MESSAGES

Isaac Regional Council support projects and activities which contribute to the health and wellbeing of its residents.

### Report prepared by:

MALCOLM ANGELL

**Acting Manager Engaged Communities**

Date: 20 March 2024

### Report authorised by:

DAN WAGNER

**Director Planning, Environment and  
Community Services**

Date: 20 March 2024

## ATTACHMENTS

- Attachment 1 - Heart of Australia Request for Support Application\_Redacted

## REFERENCE DOCUMENT

- Nil

# MINOR OR MAJOR GRANTS APPLICATION FORM

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 Region's Community Grants Program assists local community groups and organisations undertaking projects or activities which benefit the community. Before completing this application, please read the Community Grants Guidelines to ensure your application meets the criteria. Upon completion of this form please see the Application Checklist to ensure your application is complete:  
[www.isaac.qld.gov.au/community/isaac-community-grants](http://www.isaac.qld.gov.au/community/isaac-community-grants) To complete your application online, go to <https://speakup.isaac.qld.gov.au/isaac-community-grants>

## WHICH GRANT ARE YOU APPLYING FOR:

<input type="checkbox"/> <b>MINOR GRANT (MAXIMUM \$1,000)</b> <b>APPLICATION CATEGORY REMAINS OPEN YEAR-ROUND.</b>	<input checked="" type="checkbox"/> <b>MAJOR GRANT (MAXIMUM \$5,000)</b> <b>THIS APPLICATION CATEGORY HAS SET FUNDING ROUNDS THROUGH THE YEAR.</b>
<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living	<input checked="" type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input checked="" type="checkbox"/> Sport, Recreation and Healthy Living

**NOTE:** Applications in the Major Grant category seeking a multi-year funding agreement or requesting amounts over \$5,000 must first contact Council's Engaged Communities team (1300 ISAACS or [communitygrants@isaac.qld.gov.au](mailto:communitygrants@isaac.qld.gov.au)) prior to completing an application.

## GROUP/ORGANISATION DETAILS

ORGANISATION NAME	Heart of Australia Pty Ltd
APPLICANT'S NAME	Rolf Gomes
POSITION/TITLE	Director
ADDRESS	
PHONE	
EMAIL	rolfgomes@heartofaustralia.com
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes – Incorporation Number: <input type="checkbox"/> No – You will need a sponsoring body that is incorporated to proceed with this application (please complete Section 2) <input type="checkbox"/> Exempt from incorporation under legislation (P&C Associations or Registered Charity). Please specify:

# MINOR OR MAJOR GRANTS APPLICATION FORM

<b>DOES YOUR GROUP/ORGANISATION HAVE AN ABN?</b>	<input checked="" type="checkbox"/> Yes – ABN Number: 79 150 297 288 <input type="checkbox"/> No
<b>IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT/ACTIVITY?</b>	<input checked="" type="checkbox"/> Yes – Please provide a copy of the current certificate of currency. <input type="checkbox"/> No <b>NOTE:</b> Public liability coverage of no less than \$20m is required.
<b>CAN YOU PROVIDE YOUR ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?</b>	<input type="checkbox"/> Yes – Please provide a copy. <input checked="" type="checkbox"/> No – Please provide an explanation: <b>NOTE:</b> 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).
<b>CAN YOU PROVIDE A BUDGET FOR YOUR PROJECT/EVENT (MANDATORY)?</b>	<input checked="" type="checkbox"/> Yes – Please provide a copy, including written quotes for expenses. <input type="checkbox"/> No – This application is not eligible. <b>NOTE:</b> A budget template can be found on the Council website <a href="http://www.isaac.qld.gov.au/community/isaac-community-grants">www.isaac.qld.gov.au/community/isaac-community-grants</a>

## AUSPICING GROUP/ORGANISATION DETAILS (IF APPLICABLE)

**NOTE:** If this application is being auspiced by another group/organisation, please provide their details below.

<b>NAME</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>INCORPORATION NUMBER:</b>	
<b>DOES YOUR GROUP/ORGANISATION HAVE AN ABN?</b>	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
<b>IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT/ACTIVITY?</b>	<input type="checkbox"/> Yes – Please provide a copy of the current certificate of currency <input type="checkbox"/> No <b>NOTE:</b> Public liability coverage of no less than \$20m is required.

# MINOR OR MAJOR GRANTS APPLICATION FORM

## PROJECT OR ACTIVITY SNAPSHOT

<b>PROJECT/ACTIVITY NAME</b>	Heart of Australia - mobile medical services		
<b>LOCATION</b>	Moranbah and Middlemount		
<b>DATE</b>			
<b>DESCRIPTION OF YOUR PROPOSAL:</b> (PLEASE INCLUDE A DETAILED DESCRIPTION OF YOUR PROPOSAL INCLUDING THE BENEFITS TO OUR REGION AND WHO WILL BENEFIT FROM THE GRANT FUNDING)	Heart of Australia will deliver specialists (cardiologists and gynaecologists) as well as diagnostic medical equipment to the townships of Moranbah and Middlemount on board its mobile specialist clinics.		
<b>TARGET AUDIENCE</b>	Patients referred by their GP to see a Cardiologist or Gynaecologist		
<b>REACH</b> (HOW MANY PEOPLE DO YOU EXPECT TO ATTEND)	Anticipated patient numbers are 50 - 75 per annum		
<b>FUNDING DETAILS</b>	<p><b>NOTE:</b> Applicants seeking amounts over \$5,000 must first contact Council's Engaged Communities team (1300 ISAACS or <a href="mailto:communitygrants@isaac.qld.gov.au">communitygrants@isaac.qld.gov.au</a>) prior to completing this application. Council cannot be the sole funding source for a project. Depending on the value of the grant request, a co-contribution is required. This can be cash, in-kind, or other grants. \$1,001 - \$2,500 requires 20%, \$2,501 - \$5,000 requires 30%, and \$5,001+ requires 40% co-funding. Please calculate your contribution using the table below.</p>		
<b>BREAKDOWN OF FUNDING INCLUDING CO-FUNDING AMOUNT CONTRIBUTED BY YOUR GROUP OR OTHER FUNDING BODIES.</b> (PLEASE PROVIDE EVIDENCE OF CO-FUNDING CONTRIBUTIONS)	Amount requested from Council:	\$15K(excl GST) for 3 yrs	
	Cash contribution:	\$45000.00	
	In-kind:	Paccar, Telstra, Bridgesto	
	Note: This figure should not include volunteer labour		
	Grants/Sponsorships (other than Council):	Arrow Energy, Anglo Ame	
<b>TOTAL COST OF EVENT:</b> (FIGURE MUST MATCH BUDGET)	\$45000		
<b>WHAT WILL THE REQUESTED FUNDS BE SPECIFICALLY USED FOR?</b>	Cost of mobile medical clinic utilisation, travel, accomodation and wages.		

# MINOR OR MAJOR GRANTS APPLICATION FORM

<b>HAVE YOU DISCUSSED YOUR PROPOSAL WITH RELEVANT COMMUNITY STAKEHOLDERS?</b> E.g. relevant community groups or individuals affected by your event/activity	<input checked="" type="checkbox"/> Yes - please indicate who: GPs are made aware service visits, Moranbah, and Middlemount. Program partners - Anglo American and Arrow Energy.
	<input type="checkbox"/> No

## PROJECT OR ACTIVITY PERMITS/APPROVALS

<b>WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?</b>	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy of your food licence or proof of lodgement (receipt) <input checked="" type="checkbox"/> No
<b>WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OR SELLING OF ALCOHOLIC BEVERAGES?</b>	<input type="checkbox"/> Yes – Liquor licence is required. Please provide a copy of your liquor licence or proof of lodgement (receipt) <input checked="" type="checkbox"/> No
<b>DOES YOUR PROJECT OR ACTIVITY REQUIRE LOCAL AND STATE PLANNING OR BUILDING APPROVALS?</b>	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No
<b>DOES YOUR ACTIVITY HAVE APPROVAL TO OCCUR AT A PLANNED LOCATION?</b>	<input checked="" type="checkbox"/> Yes – We have leasehold or approval of leaseholder OR an approved booking for Council open space/facility OR approval to use privately owned land/facility <input type="checkbox"/> No – Approval/permission must be obtained prior to application <b>NOTE:</b> if you need to hire a Council facility to hold your event please visit <a href="http://www.isaac.qld.gov.au/hiring-council-facilities">http://www.isaac.qld.gov.au/hiring-council-facilities</a>
<b>DOES YOUR ACTIVITY REQUIRE PLACEMENT OF TEMPORARY SIGNAGE ON COUNCIL PROPERTY OR CLOSURE OF COUNCIL ROADS OR FOOTPATHS?</b>	<input type="checkbox"/> Yes – please complete an application for Works on Road Corridor/Road Property form. The Traffic Management Company will also need to complete a Non-Engaged Contractors Site Access Occupancy Form. These must be submitted with the appropriate Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) at least 4 weeks before the event. (Please note that TMP and TGS can take up to 4 weeks to be completed before you can submit with these applications). These forms can be found at: <a href="https://www.isaac.qld.gov.au/homepage/237/roads">https://www.isaac.qld.gov.au/homepage/237/roads</a> <input checked="" type="checkbox"/> No For more information please send enquiries through to <a href="mailto:records@isaac.qld.gov.au">records@isaac.qld.gov.au</a> or call 1300 ISAACS.

# MINOR OR MAJOR GRANTS APPLICATION FORM

## 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.

ORGANISATION NAME	Heart of Australia Pty Ltd
TRADING NAME	Heart of Australia
ABN	79 150 297 288

## PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE)

Please list the organisation details not personal details.

NAME	Heart of Australia Pty Ltd
POSITION TITLE	
ADDRESS	
PHONE	
EMAIL	rolfgomes@heartofaustralia.com

## BANK ACCOUNT DETAILS

ACCOUNT NAME	Heart of Australia
BANK	Westpac
BSB (6 DIGITS)	
ACCOUNT NUMBER	

# MINOR OR MAJOR GRANTS APPLICATION FORM

## AUTHORISATIONS

<b>IN SUBMITTING THIS APPLICATION, I CONFIRM THAT:</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> I am an authorised representative of the applying organisation and am acting on their behalf</li><li><input checked="" type="checkbox"/> I have read the Isaac Regional Council Community Grants Guidelines</li><li><input checked="" type="checkbox"/> The statements made in this application are true.</li><li><input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project.</li><li><input checked="" type="checkbox"/> The project will be covered by appropriate insurance.</li><li><input checked="" type="checkbox"/> All relevant health and safety standards will be met.</li><li><input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.</li></ul>				
<b>IF MY APPLICATION IS SUCCESSFUL, I WILL:</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Ensure acquittal requirements are met within 12 weeks of the project completion or prior to another major grant application.</li><li><input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements set out in the Letter of Offer and Funding Agreement.</li><li><input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification.</li><li><input checked="" type="checkbox"/> Complete the project within 12 months of receiving Council funding.</li></ul>				
<b>AUTHORISED PERSON</b>	<table><tr><td>Name Rolf Gomes</td><td>Date 11/12/2023</td></tr><tr><td>Position Title Director</td><td></td></tr></table>	Name Rolf Gomes	Date 11/12/2023	Position Title Director	
Name Rolf Gomes	Date 11/12/2023				
Position Title Director					

Please check this application against the Application Checklist to ensure it is complete:

[www.isaac.qld.gov.au/community/isaac-community-grants](http://www.isaac.qld.gov.au/community/isaac-community-grants)

Once completed please send form and any attachment to:

[records@isaac.qld.gov.au](mailto: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.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 24 April 2024
<b>AUTHOR</b>	Emily Kennedy
<b>AUTHOR POSITION</b>	Acting Manager Community Engagement, Programs and Events

10.16

## PROPOSED MULTI-YEAR COUNCIL CO-CONTRIBUTION – REGIONAL ARTS DEVELOPMENT FUND

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for Council's co-contribution commitment for the FY2024-2025 to FY2027-2028 Regional Arts Development Fund period.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- Approves up to \$30,400.00 (excluding GST) per annum (FY2025 to FY2028) co-contribution for the application to the Arts Queensland for funding through the Regional Arts Development Fund to support quality arts and cultural experiences across the Isaac Regional Council.***
- Authorises the Chief Executive Officer or delegate to negotiate, execute and vary the funding agreement on behalf of Council.***

### BACKGROUND

In partnership with the Queensland Government, Isaac Regional Council administers the Regional Arts Development Fund (RADF) which supports local arts and culture through grants provided to community and Council-led strategic initiatives. Arts Queensland (part of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts) are transitioning away from single year funding agreements to multi-year funding agreements, with the first funding application round spanning four years from FY2024-2025 to FY2027-2028. The multi-year funding agreements will be implemented beginning from FY2024-2025 to support longer-term planning of RADF activities and reduce administrative burden on local councils.

The FY2024-2025 to FY2027-2028 multi-year grant application requires Council to confirm their mandatory co-contribution proposed at \$30,400.00 (excluding GST) over the FY2024-2025 to FY2027-2028 period to complete the RADF application requesting \$45,600.00 (excluding GST) from Arts Queensland grant program. Council's application to Arts Queensland (via the SmartyGrants online portal) must be lodged no later than midday on 2 May 2024.

Isaac Regional Council is classified as a RADF Investment Tier 3 due to the Region's population size being between 25,001 to 50,000 residents. As such RADF applications require a minimum council contribution of 40%.

Established in 1991, RADF supports the work of local artists and arts workers, provides a platform for their professional development, and delivers a boost to creative economies state-wide. RADF promotes the role

and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

## **Proposed FY2024-2025 to FY2027-2028 RADF Application**

Council has participated in the RADF program since the FY2019-2020 and has previously used the RADF and Council co-contributions to deliver a community grants program and Council led initiatives that support local arts and culture. Council will be applying for up to \$45,600.00 (exclusive of GST) per annum during FY2024-2025 to FY2027-2028 (which would be added to the Council co-contribution of \$30,400.00 (exclusive of GST) for a total of \$76,000.00 (exclusive of GST) per annum) to support the following proposed activities on an annual basis:

- **Isaac Regional Council RADF Community Grants Program (\$45,000.00 exclusive of GST per annum)**

This grants program will be delivered over two funding rounds in each financial year.

- **Arts and cultural programming to support the annual St Lawrence Wetlands Weekend (\$15,000.00 exclusive of GST per annum).**

This annual festival is organised by Council in consultation with the recognised traditional custodian and local community groups. The funding would support some of the costs of engaging the artists (a mix of First Nations and non-Indigenous) who will facilitate arts and cultural workshops as well as performers and the infrastructure required for their activities.

- **\$10,000.00 (exclusive of GST) per annum for arts and cultural programming for the annual Clermont Historical Centre Open Day (\$10,000.00 exclusive of GST per annum).**

Funding may support the costs of engaging the qualified engineer(s) to steam and drive the Aveling and Porter engine, one of the machines that was used to relocate some of the buildings of the town after the 1916 flood. Funding may also be used to engage First Nations arts and cultural workers to deliver cultural activities and for artists (including non-Indigenous artists) to deliver artist talks or demonstrations of heritage arts and crafts such as blacksmithing or weaving.

- **\$6,000.00 (exclusive of GST) per annum for initiatives that involve cross regional collaboration with the Regional Arts Services Network (\$6,000.00 exclusive of GST per annum).**

Council is part of the Mackay, Whitsunday and Isaac Regional Arts Services Network (RASN) cluster. Council actively seeks opportunities to roll out activities that involve cross regional collaboration.

## **IMPLICATIONS**

This report seeks a commitment of \$30,400.00 (exclusive of GST) per annum in the FY2024-2025 and the following three financial years. This amount has slightly increased from prior financial years by \$2,800.00 (exclusive of GST) to meet Council's minimum contribution, with no increases proposed over the four-year financial year period, ending FY2027-2028. The amount will be allocated in the operational budget (1045-RADF Arts Queensland Expenditure). Total amount requested of Council over the four-year financial year term is \$121,600.00 (exclusive of GST).

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Details of the last three years funding provided by Isaac Regional Council for the Regional Arts Development Fund are summarised in the table below:

Financial Year	Council Co-contribution	Arts Queensland Contribution
2021-2022	\$26,700.00	\$45,000.00
2022-2023	\$26,700.00	\$45,000.00
2023-2024	\$27,600.00	\$47,250.00

## CONSULTATION

Manager Financial Services - Feedback provided and incorporated into the report.

Manager Economy and Prosperity

Manager Budgets and Statutory Reporting

Arts and Cultural Programs Officer

## BASIS FOR RECOMMENDATION

To provide continuity of service for community in the access to the Isaac Regional Council RADF Community Grants program.

To support meaningful quality arts and cultural experiences across the Isaac Regional Council.

To bring together Community Groups and connect creatives within the Isaac Region.

Celebrate the rich arts and culture, present and future for Isaac Region.

Promote events that celebrate the uniqueness and diversity of our communities.

## ACTION ACCOUNTABILITY

Manager Community Engagement, Programs and Events with Arts and Cultural Programs Officer to apply to Arts Queensland for the Regional Arts Development Fund.

Isaac Regional Council CEO or delegate will work on the execution of agreement and acknowledgement with Regional Arts Development Fund if funding application successful. The agreement paperwork will be tasked to the Engaged Communities Department to action as per standard process.

## KEY MESSAGES

The Isaac Region is a diverse community who has a rich and diverse culture which is regionally significant and of which the growth, development and showcasing is a priority.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

**Report prepared by:**

EMILY KENNEDY

**Acting Manager Community Engagement, Programs  
and Events**

Date: 3 April 2024

**Report authorised by:**

DAN WAGNER

**Director Planning, Environment and  
Community Services**

Date: 3 April 2024

## ATTACHMENTS

- Attachment 1- Regional Arts Development Fund Guidelines
- Attachment 2- Regional Arts Development Fund - Support for Officers

## REFERENCE DOCUMENT

- ECM\_4665251\_v11\_Regional Arts Development Fund (RADF) Guidelines 2023 2024 PECS-GDS-001

## Regional Arts Development Fund - Guidelines

Established in 1991, the Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. Delivered in partnership with local government, RADF is a multi-year program of co-investment in local arts and cultural priorities across Queensland, as determined by local communities.

RADF delivers quality arts and cultural experiences, and aligns to [Grow 2022-2026](#), the second action plan for [Creative Together 2020-2030](#).

### Program objectives

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RADF drives social change and strengthens communities through community grants programs and council-led initiatives that:

- increase access to arts and cultural experiences in regional Queensland
- grow employment and capacity building opportunities for artists across regional Queensland
- deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

### What RADF investment can be used for

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RADF investment supports programs delivered by the council including:

#### Council projects

- council-initiated or council-led arts and cultural activities, projects and events
- council-initiated professional development opportunities for local artists and arts workers (such as mentorships, incubator programs and provision of space or services)
- other activities such as RADF committee training, marketing and promotion.

#### Local grants programs (open or specifically targeted)

- grants for artists or arts and cultural workers for professional development activities, new work or projects
- grants for professional organisations and community groups for arts and cultural activities, projects or events

Councils determine the best use of RADF investment from the Fund to achieve the objectives of the Fund, in ways most relevant to their local communities. In developing their program, councils may consider:

- if local arts community grants programs, council-led arts initiatives, or a combination of both, will best meet local needs and demand
- if RADF investment is best spread across a range of smaller activities, or directed to a larger scale initiative that will make a substantial contribution to local arts and cultural priorities
- opportunities to collaborate with neighbouring councils to address shared priorities (such as enhancing liveability or cultural tourism)
- opportunities to leverage investment to attract partners for larger projects such as cultural infrastructure, significant events, public art or place-making activities.

## Investment Tiers

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Eligible local councils can submit a proposal for investment guided by the population and co-investment tiers below:

RADF Tier	Population	\$ % Arts Qld	\$ % Council	Arts Qld max investment
1	0 to 5,000	90	10	\$26,250
2	5,001 to 25,000	70	30	\$31,500
3	25,001 to 50,000	60	40	\$42,000
4	50,001 to 200,000	50	50	\$52,250
5	200,000 +	40	60	\$105,000

Councils may consider submitting a proposal for investment above their population tier's maximum amount or ratio (up to a maximum of \$120,000) where they can provide strong justification, including:

- their financial contribution is at a higher level than the defined % ratios, or they have secured partners who are investing in their local RADF program
- they can demonstrate capacity for exceptional delivery of RADF objectives
- they can demonstrate strong achievement of all assessment criteria.

## Eligibility

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To be eligible, councils must:

- have an active Australian Business Number (ABN) that is in the name of the council
- have satisfied the reporting requirements of any previous Arts Queensland funding
- be one of the 59 [eligible Queensland local councils](#).

## Eligible and ineligible costs

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In addition to the items listed in the [General Funding Guidelines](#):

- you **can** include costs towards delivery of:
  - community grants programs
  - council-led initiatives
- you **cannot** include:
  - agents' fees or management fees for participating artists
  - equipment purchases or digital upgrades
  - rent, utilities and standard council operating costs
  - expenses associated with council staff involved in RADF activities, including fees or wages, travel, accommodation and living-away-from-home allowances.

## Arts Queensland RADF investment decisions

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Arts Queensland considers proposals for RADF investment via a competitive process. Demand for investment is high, and moderation of proposals aims to ensure balance across areas such as geographic region, art forms, target groups and Queensland Government priorities.

In addition to a council's ability to meet the assessment criteria (set out below), the following elements will also be considered:

- the diverse nature of Queensland communities  
broader Queensland and local council priorities pertaining to the importance of industry development and community within a region.

Proposals that seek Arts Queensland funding and confirm council co-investment in accordance with the relevant population tier will be reviewed by Arts Queensland.

Proposals that request Arts Queensland funding above the relevant population tier will be assessed and moderated by the Fund Assessment Panel.

All funding recommendations are approved by the Director-General.

Please note:

- as part of the assessment process, additional information may be requested.
- councils must not assume they will receive the amount of investment requested or enter into commitments based on that assumption before receiving formal notification of the outcome of their proposal. Nor should councils assume that they will receive the same level of funding again in the future.

## Assessment Criteria

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The Fund Assessment Panel will assess applications against the following criteria, which align with the [General Funding Guidelines](#) criteria:

### **High quality**

- produces or contributes to high-quality arts and cultural initiatives for local communities
- proven capacity to effectively support and deliver arts and cultural services
- evidence of delivery against local arts and cultural priorities.

### **Strong impact**

- creates new employment opportunities and skills development for artists and arts workers in Queensland
- builds new audiences and markets and reputation for Queensland arts and cultures
- demonstrates community demand and stakeholder involvement in RADF priority setting, decision making and evaluation
- where applicable, demonstrates support for activities that involve Aboriginal people and Torres Strait Islander people, including adhering to cultural protocols
- helps deliver government priorities including alignment to *Creative Together* and the principles of the [Cultural Engagement Framework](#).

### **Sustainable value**

- demonstrates value for money
- demonstrates sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates
- proposed activity has a strong delivery plan, including understanding potential risks and their management.

## Submitting your proposal

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Councils can submit their proposal, budget, support materials, and appropriate cultural permissions, through SmartyGrants.

Arts Queensland will provide a unique link to all 59 eligible councils on 4 March 2024.

Councils must submit their proposal by RADF closing date and time listed below.

Open	Close	Notification	Activity Start Date
4 March 2024	12pm, 2 May 2024	June 2024	From 1 July 2024

**For support** with technical issues related to the online submission, please contact an Arts Queensland Grants Officer by telephone (07) 3034 4016 or toll-free 1800 175 531 or email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

**Note:** Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

## SUPPORT FOR RADF OFFICERS

The Queensland Government recognises local governments as key partners and co-investors in Queensland's arts and culture.

Local government plays a significant role in supporting arts and culture in their communities through:

- supporting and implementing arts and cultural programs, activities and events
- providing funding to local arts and cultural practitioners and organisations
- providing employment for arts and cultural workers
- cultural planning for increased liveability and economic growth
- ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

This document has been created to support RADF Officers in the development of council proposal submissions for RADF 2024-25 to 2027-28. Along with reviewing the below, local councils are encouraged to also consider opportunities to leverage RADF investment through initiatives such as the Regional Arts Services Network (RASN), Queensland Arts Showcase Program, Touring Queensland Fund and Grow Cultural Tourism Fund.

### What's new

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Developed in consultation with local councils, RADF 2024-25 to 2027-28 provides flexibility for councils to access support for projects tailored to the needs of their community.

RADF has been renewed to include:

- multi-year funding agreements to provide surety of ongoing investment
- alignment of program to financial year to support council budget and delivery cycles
- simplified guidelines and administrative processes
- reduced reporting and deep alignment to *Creative Together*.

### Reporting requirements

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Annually, councils will be required to submit:

- a forward program and budget by 30 April
- an outcome report of the previous year's activity by 30 September

To support successful delivery of RADF programs and ongoing partnership development, Arts Queensland will conduct annual mid-year progress meeting with each partnering council.

Councils will no longer be required to maintain and submit the Council Report spreadsheet as has been required in previous years.

### Multi-year contract

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The new multi-year contract will be provided to councils for review in April 2024, prior to being formally issued to successful councils following approval of funding.

Contracts will be offered as a 2+2 year contract, providing councils the opportunity to forward plan and align investment with the surety of confirmed investment from Arts Queensland.

The commencement of multi-year contracts enables councils to consider requests for investment in ongoing projects, knowing that Arts Queensland's investment is secured for the life of the contract period.

## General tips for writing winning proposals

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- Avoid the use of acronyms, jargon and unnecessary language and use the spelling and grammar check.
- Explain your project or proposal in simple language; who, what, where, why, when. Make sure you are clear about which parts are confirmed, and which are still in negotiation. Explain your contingency plans if unconfirmed parts need to change.
- Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need Arts Queensland to invest in your program.
- Consider word limits and adhere to them – be concise.
- Provide support material that is relevant – again, be concise.
- When submitting a proposal for council-led initiatives, ensure you evidence demand for your proposed activity. Provide proof that your project is important and needed.

## Demonstrating demand

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Providing objective evidence that there is public demand or benefit for what you are proposing is critical to success.

The track record of the applicant and/or project or program should be demonstrated, or if it is a new project or program, provide evidence of the applicant's success with prior work. Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

Demonstrate clearly and concisely demonstrate how you will achieve project or program outcomes, how these will be measured and the proposed impact to the Queensland arts and cultural sector and local community.

## Evaluation

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Understanding community need and demand, including through community consultation, is important to planning arts and cultural programs and activities that are relevant, responsive and sustainable.

- **DATA.** Look at existing demographic and other local data to understand your community's composition. Are your activities reflective of your community?
- **RESEARCH AND EVALUATION.** Find out if any research needs analysis or program evaluations have been undertaken in your community that might provide helpful insights. Are there learnings that can be applied to your own planning?
- **FUTURE TRENDS.** Consider what is on the horizon both locally and globally and the impact this might have on arts and cultural needs in your community. Plan for how you will respond to evolving demand.
- **COMMUNITY CONSULTATION.** Ask your community about their needs and interests. Identify who you need to include in the consultation.
- **STAKEHOLDER CONSULTATION.** Ask your key partners such as the Regional Arts Service Network (RASN) provider involved in your programs what the value, benefits, learnings, and opportunities are to strengthen your regional investment.
- **PLANNING AND PURPOSE.** Spend sufficient time planning your consultation strategy. Be clear about the purpose of community consultation. If you are part of an organisation, make sure the leaders and decision makers align with your consultation strategy.
- **PARTICIPANTS.** Are there groups you would like to reach that you do not usually hear from? What tools are best to promote your consultation to your identified participant group?
- **LEVEL OF INFLUENCE.** Be clear with participants about what their level of influence will be in the decision-making process. This is important for managing expectations.
- **METHODS.** Think about how your stakeholders may prefer to participate and if possible, aim for a variety of methods to suit different preferences and community groups.

- **FACILITATION ROLES.** Think about who is best placed to facilitate consultation – would someone from within your organisation or someone external be most appropriate? Make sure you have clear processes in place to record and document community feedback.
- **THE EXPERIENCE.** Whichever method you select, consider how you can make the consultation safe, enjoyable, and productive for participants.
- **IDEAS INTO ACTION.** Spend time carefully analysing the data you have gathered from consultation. Consult a range of people from within your group or organisation in discussions about the findings to ensure the consultation outcomes inform ongoing planning in a real way.
- **FEEDBACK AND EVALUATION.** Provide information about decisions made and how community input has influenced outcomes. Also, ask participants for feedback on your consultation processes to inform future consultation planning.
- **ONGOING CONVERSATION.** Ideally, community consultation should not be a one-off. Seek regular feedback on your programs and activities.

### **Access to alternative state government funding**

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Councils that are successful to RADF are eligible to apply for the [Queensland Arts Showcase Program](#), [Touring Queensland Fund](#) and the [Grow Cultural Tourism Fund](#)<sup>^</sup>, providing they meet all other eligibility criteria listed in the individual fund guidelines.

<sup>^</sup> **Round One** of the Grow Cultural Tourism Fund will **prioritise** activity outside of Southeast Queensland. For this fund, Southeast Queensland is defined as: Brisbane, Ipswich, Gold Coast, Sunshine Coast, Noosa, Moreton Bay, Logan and Redland Local Government Areas. Councils in these areas are still able to apply.

## **TIPS FOR ADMINISTRATING LOCAL ARTS GRANTS PROGRAMS**

### **Developing guidelines**

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Local Regional Arts Development Fund (RADF) guidelines enable communities and potential applicants to understand the purpose and processes of local RADF grants programs as well as providing information for those assessing applications.

Arts Queensland has developed the following tips in response to feedback from RADF Liaison Officers about ways in which Arts Queensland can support councils to develop programs that respond to local arts and cultural priorities and contexts.

The tips provide standardised text on common elements (such as objectives, criteria and reporting) which are consistent with RADF 2024-25 to 2027-28 Guidelines.

The tips also offer guidance for local councils to consider when developing their own RADF grants processes.

Arts Queensland requires local council RADF grant program guidelines:

- to reflect the updated RADF 2024-25 to 2027-28 Guidelines
- to reflect the partnership between the Queensland Government and individual local councils and include the Queensland Government logo [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement)
- are uploaded to councils' websites (Arts Queensland to link to from its website).
- Include the 'acknowledgement text' for use by successful applicants.

In preparing guidelines please be aware of an issue regarding the option of offering interest-free loans as part of grants programs. Section 111 of the *Local Government Act* states that 'a local government must not, either directly or indirectly, make or guarantee a loan to an individual'. While it is the responsibility of each council to obtain their own legal advice about the grants they offer their communities, it is important to note this section of the Act.

Arts Queensland is available to provide feedback and advice on draft guidelines and associated forms. It is not a requirement to seek approval for local guidelines before uploading to council websites.

The below text may be incorporated into local council grants programs RADF 2024-25 Guidelines to provide consistency with RADF key messages across local and state governments.

### **Purpose**

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

### **Objectives**

RADF objectives are to support arts and cultural activities that:

- Increase access to arts and cultural experiences in regional Queensland.
- Grow employment and capacity building opportunities for artists across regional Queensland.
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

### **Incorporating local priorities into guidelines**

Local priorities are usually articulated in councils' strategic and cultural plans and inform councils' own strategic arts and cultural initiatives and grants programs. When building local priorities into your guidelines you may wish to consider whether the priorities in your local guidelines are consistent with local arts and cultural priorities outlined in the council RADF application to Arts Queensland and/or other planning documents such as your local arts and cultural plan.

### **Eligibility**

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Eligibility determines who can apply for RADF funding and how they can use the funding. This is determined by each partner council depend on their local priorities.

When developing eligibility criteria councils may consider the following:

- Are local artists, arts and cultural groups, and organisations eligible to apply?
- Are state-wide arts organisations eligible to apply?
- Are schools, businesses, or other types of non-arts groups eligible to apply?
- If you are funding individuals, do you require them to have an ABN? Can community organisations auspice an individual's grant? Is there a council policy on this?
- Is an applicant who has not satisfactorily acquitted a previous grant excluded from RADF grants until the previous grant is acquitted?
- Can an artist or organisation outside the Local Government Area apply for a RADF grant? If so, under what conditions? For example, the activity would have to demonstrate benefits for the local community.
- Are there any exclusions? This may be dependent on local priorities and/or funds available.
- Are there any activities or budget items that local RADF funding will not support?
- Should an explanation of eligibility be included in the local RADF grants programs guidelines?
- Do you have a timeframe in the which the funded activities must take place?

### **Funding limits**

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The setting of maximum amounts that applicants can apply for will depend on the council's total RADF budget to local grants programs and the prioritising of those grants programs.

Emphasis may be placed on individual professional development grants and bursaries, or on larger community projects. When considering placing caps on the amount that applicants can request from the funding program, local councils may consider:

- Is there a maximum funding request limit for a RADF grant application?
- Are there limits (percentage or dollar) for specific activities (e.g. professional development)?
- Will the program support 100% of actual costs of a project?

## **Application process**

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Most applicants invest considerable time and energy in preparing grant applications and consideration needs to be given to making the process as user-friendly as possible. In setting up the local grants application process local councils may consider:

- What is the process for people to apply to the program? For example, written application, online form, two-stage process including an initial Expression of Interest, verbal pitch of their project idea to community/committee, etc.
- What are the steps involved in the application process?
- Where do applicants get information about grants program documents or processes? For example, on the council website, at the local council office, etc.
- Who can applicants speak to about the submission process? For example, a RADF liaison, arts and cultural officer, grants officer or someone else.
- Are the RADF grants processes consistent with council finance and governance processes and policies?
- Do applicants need translating and interpreting services? For more information, the Translating and Interpreting Service can be contacted on 13 14 50 during business hours or <https://www.tisnational.gov.au/>

## **Assessment process**

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Assessment of public grants programs needs to be fair and transparent. Applicants want to know who is making decisions about funding, why those people have been selected to make decisions and how the decisions are being made. When developing and communicating your grant applications assessment process local councils may consider:

- How are funding decisions made?
- Who makes them and through what kind of process? For example, a RADF committee, arts/community committee, community forum, online voting etc.
- How are assessors selected and inducted?
- Are members representative of the community and/or local priorities?
- How does the committee deal with any conflicts of interest?
- Does the local RADF assessment committee or the group responsible for assessing applications need a 'Terms of Reference' or separate information and tools to assist them in assessment?
- How long will the assessment process take? Consider the time taken to assess and seek approval prior to informing successful recipients. This should be considered when setting any eligible activity start dates in your guidelines.
- If projects are related to specific community groups (e.g. young people, Aboriginal and Torres Strait Islander people), will the application need to include evidence of engagement with or support from this group and/or will the applications be assessed through a different process?

## **Assessment criteria**

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In council submissions to Arts Queensland, councils are required to articulate delivery against RADF objectives and criteria including high quality, strong impact and sustainable value. This is the standard criteria for assessment for all Arts Queensland investment programs.

When developing criteria for local RADF grants programs councils may consider how the information provided by applicants needs to:

- meet the criteria of quality, impact and viability in the local context
- comply with local RADF grant program guidelines including council objectives for local grants programs

- align to the identified arts and cultural priorities of council (as per council's application to Arts Queensland).

The below table provides a starting point for local discussions to develop assessment criteria for local grants programs. Local councils may consider using some or all the criteria depending on the local priorities.

Criteria		Considerations:
High Quality	Produces or contributes to high-quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> <li>• Who will deliver the projects or activities? Provide evidence of the quality of their work.</li> <li>• The types of outcomes expected from the projects and activities and how these are important in the local context.</li> <li>• How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector.</li> <li>• Any innovative aspects of proposed project or activities. How it is innovative for the council or community?</li> </ul>
	Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> <li>• Evidenced track record of delivering high quality arts and cultural initiatives.</li> <li>• How the proposed program of activities will build on past performance.</li> </ul>
	Evidence of delivery against local arts and cultural priorities and alignment to <i>Creative Together</i> .	<ul style="list-style-type: none"> <li>• Does the application evidence alignment to local and state priorities?</li> </ul>
Strong Impact	Creates new employment opportunities and skills development for artists and arts workers in Queensland.	<ul style="list-style-type: none"> <li>• How many artists or arts workers are employed through this project?</li> <li>• Does the application deliver professional development or capacity building outcomes for artists or arts workers?</li> </ul>
	Builds new audiences and markets and reputation for Queensland arts and cultures.	<ul style="list-style-type: none"> <li>• Who in the community will be engaged through the proposed program of activities?</li> <li>• How does the applicant know there is demand for the proposed program of activities?</li> <li>• How will the activity be promoted to reach the intended audience and how will the project be celebrated to boost the profile of the artists or participants, the community or Queensland?</li> </ul>
	Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<ul style="list-style-type: none"> <li>• How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?</li> <li>• Has the applicant demonstrated an understanding of who their local partners are?</li> </ul>
	Responds to community needs and helps deliver government priorities including <i>Creative Together</i>	<ul style="list-style-type: none"> <li>• How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities?</li> </ul>

Criteria		Considerations:
	and the principles of the <a href="#">Cultural Engagement Framework</a> .	<ul style="list-style-type: none"> <li>Are First Nations communities engaged? Have appropriate protocols been put in place to ensure safe cultural practices?</li> <li>Does the project improve the liveability of this LGA?</li> </ul>
<b>Sustainable Value</b>	Demonstrates value for money, sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates, and adhering to cultural protocols.	<ul style="list-style-type: none"> <li>What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community?</li> <li>How does council document their grants administration processes?</li> <li>How will council communicate the public value of RADF activities in the community?</li> <li>Are First Nations communities engaged? Have appropriate protocols been put in place to ensure safe cultural practices?</li> </ul>
	Proposed activity has a strong delivery plan, including understanding potential risks and their management.	<ul style="list-style-type: none"> <li>How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes?</li> <li>How council governance of RADF builds on previous successful models of management or has been reviewed considering learnings or challenges.</li> <li>Have applicants considered the risks involved in delivering their projects? For example – does an outdoor event have a wet weather plan?</li> <li>Is the project achievable within the timeframes?</li> </ul>

## Timeframes

Program opening and closing dates for applications, turnaround time for assessment and notification of outcomes are especially important milestones for applicants.

When developing local grants program guidelines local councils may consider:

- Are there due dates/closing dates or can applications be submitted any time?
- How does council promote this to the community?
- How will RADF availability be communicated widely across a diversity of communities?
- How soon after submission will council communicate the outcomes of grants rounds?
- How will council promote the outcomes and public value of RADF projects to the wider community?

## Notification of outcomes

Guidelines will need to clarify when and how assessment decisions will be communicated to applicants. Councils may consider:

- How are assessment panel funding recommendations and approved funding decisions communicated to applicants?
- What happens if an applicant is successful? For example, a letter of offer or funding agreement is issued, and copies of reporting templates are provided by council.
- Are applicants required to submit an invoice to receive payment?
- What happens if an applicant is not successful? Will council offer feedback and if so, in what form?
- When/where will outcomes of funding be published?

## Partnership acknowledgement

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All RADF funded activities must acknowledge the Queensland Government and the council in all promotional material and publications by including the RADF 2024-25 – 2027-28 acknowledgment text and appropriate logos.

### Acknowledgement Text for RADF 2024-25 – 2027-28

The Regional Arts Development Fund is a partnership between the Queensland Government and [name of council] to support local arts and culture in regional Queensland.

Queensland Government logo and style guide can be downloaded here: [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement).

## Acquittals and reporting

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To understand the impact and value of local RADF programs, councils are required to seek Project Outcome Reports from all RADF grant recipients once funded activities are completed.

Applicant outcome reports will inform RADF program reporting from council to Arts Queensland.

When developing reporting requirements for local grants guidelines local councils may consider:

- When and how will successful applicants receive a Project Outcome Report template and by what method?
- Are the guidelines clear on how and when Project Outcome Reports are submitted? For example, eight weeks after completion of activity.
- How will council report back to council stakeholders on the outcomes of RADF funded activity?
- How will council promote the public value of RADF funded projects within the community?

## Questions?

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All questions can be directed to Andrew Tuttle, Partnerships and Investment Officer on (07) 3034 4081, or email [regionalartsservices@arts.qld.gov.au](mailto:regionalartsservices@arts.qld.gov.au).

MEETING DETAILS	Ordinary Meeting Wednesday 24 April 2024
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

10.17 ST LAWRENCE WETLANDS WEEKEND EVENT TEMPORARY  
DESIGNATED PUBLIC PLACE (WET AREA)

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of the camping areas at St Lawrence to have Temporary Designated Public Place (Wet Area) approval as per Section 173C of the *Liquor Act 1992* for the St Lawrence Wetlands Weekend 2024 event.

OFFICER'S RECOMMENDATION

*That Council:*

- Endorses the St Lawrence Sports Ground (Lot 123 on CP858229) a temporary designated public place (wet area), where liquor may be consumed in accordance with Section 173 C of the Liquor Act 1992:***
- Endorses the temporary designated public place (wet area) in clause 1, be restricted to between 12 noon Friday 21 June 2024 to 12 noon Sunday 23 June 2024.***

BACKGROUND

The St Lawrence Wetlands Weekend Strategic Planning Group for the St Lawrence Wetlands Weekend 2024 event has proposed a temporary designated public place (wet area) for the designated camping areas of the event.

Pursuant to *Liquor Act 1992*, Section 173C Local government, other than particular local governments, may designate public places where liquor may be consumed,

- (1) A local government, other than a relevant local government, may designate a public place mentioned in section 173B(1)(a) that is in its area as a public place where liquor may be consumed.*
- (2) The local government may specify the period or times during which the designation is to have effect.*
- (3) If the local government specifies a period or times under subsection (2), the public place is a designated public place only during that period or those times.*
- (4) In this section—*  
***relevant local government*** *means a local government whose area is, or part of whose area is in, a restricted area that is declared under a regulation under section 173H to be an area to which section 168B applies.*

The proposed camping activities scheduled at this year's St Lawrence Wetlands Weekend is from 12 noon Friday 21 June 2024 to 12 noon Sunday 23 June 2024.

This request only applies to the proposed camping activities taking place at the site adjacent to the St Lawrence Sports Ground (Freehold Lot 123 on CP858229). This site has been designated to a main event sponsor camping area. See *Attachment 1 - Lot on Plan 123-CP858229*.

There are limited potential impacts for the grant of this approval on the surrounding environment due to the values, attending demographic and activities of the event. Furthermore, the majority of St Lawrence community attends and celebrates the event, thus social impacts such as the enjoyment of the surrounding area by other members of the public not involved with the subject of the request is limited.

The campgrounds will be monitored throughout the event by conducting regular maintenance checks involving the cleaning of amenities and refuse collection, as well as camping compliance. The event itself will have attendance of security and liaison personnel, and communication with local police will also occur. These activities will be acknowledged in the development of the event's risk management plan. Promotion of the event through marketing collateral will highlight the event's environmental values.

This approval strictly relates to consumption and not supplying or selling alcohol. Community Liquor Permits will be obtained prior to the event by community organisations and will be the only providers of alcohol at the main event grounds.

## IMPLICATIONS

Council must advertise the designation of these designated public places where liquor may be consumed in accordance with Section 173C of *Liquor Act 1992*.

Council must erect the appropriate signage at the St Lawrence Sports Ground (Lot 123 on CP858229).

## CONSULTATION

Queensland Police Service – Carmila Station  
Councillor Division 8  
Director Planning Environment and Community Services  
Brand, Media and Communications Department  
Manager Community Education and Compliance  
Manager Governance and Corporate Services  
Manager Infrastructure, Parks and Recreation  
Economy and Prosperity department

## BASIS FOR RECOMMENDATION

The recommendation supports accountability, good governance and engagement.

## ACTION ACCOUNTABILITY

Manager of Economy and Prosperity will facilitate the advertisements, development and procurement of required signage and notices. Economy and Prosperity will facilitate the temporary installation of the signage.

## KEY MESSAGES

The use of public parks and facilities in the region is an asset to the liveability of Isaac and Council wants to increase the opportunities for the St Lawrence Wetlands Weekend event to recreate and use the facilities by

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

providing a temporary Designated Public Places in terms of Section 173C of the *Liquor Act 1992* for the award-winning St Lawrence Wetlands Weekend event on 21-23 June 2024.

**Report prepared by:**

SHANE BRANDENBURG  
**Manager Economy and Prosperity**

Date: 28 March 2024

**Report authorised by:**

DAN WAGNER  
**Director Planning, Environment and  
Community Service**

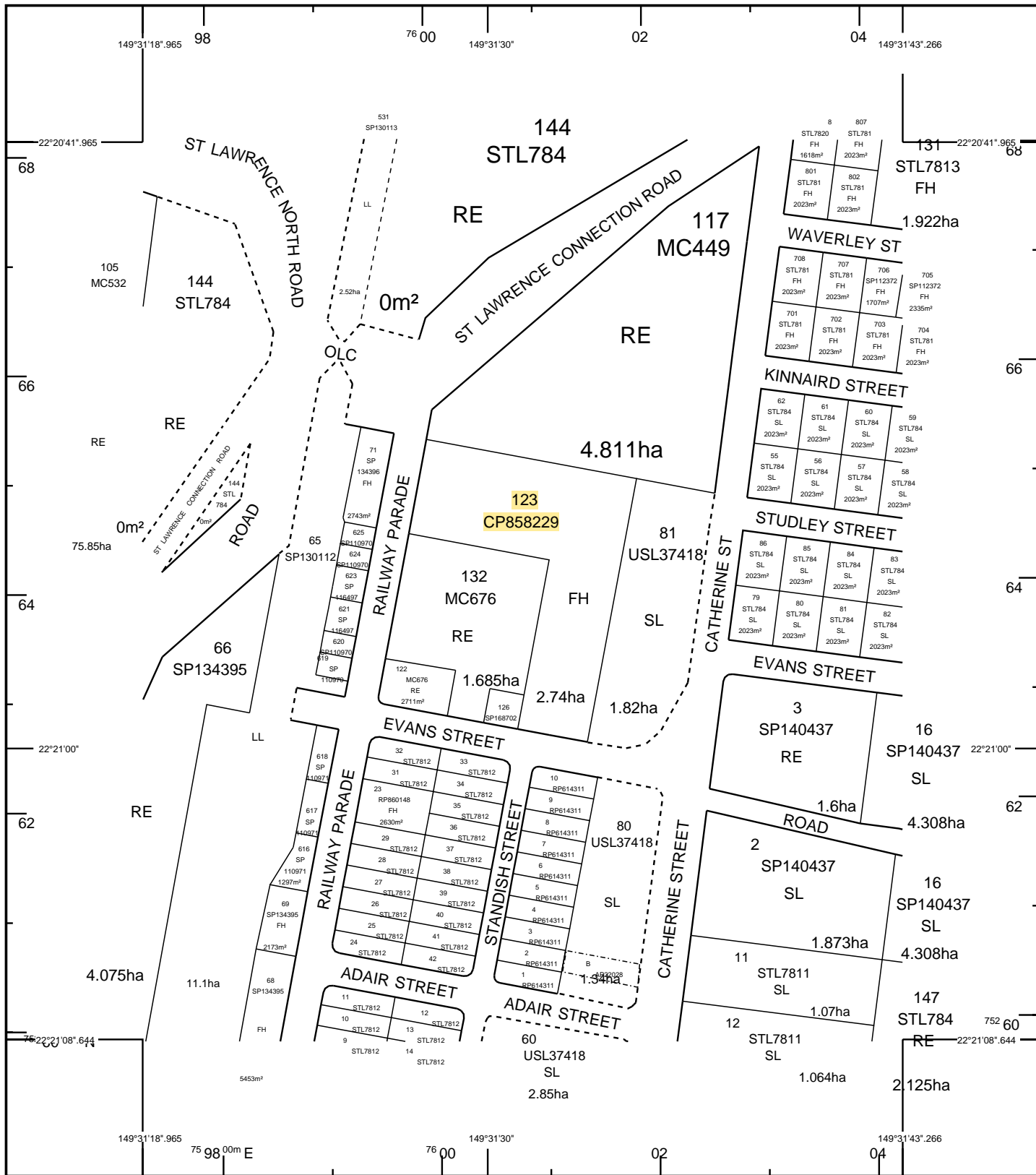
Date: 28 March 2024

## ATTACHMENTS

- Attachment 1 - Lot on Plan 123-CP858229

## REFERENCE DOCUMENT

- *Liquor Act 1992*



STANDARD MAP NUMBER  
8853-34331

MAP WINDOW POSITION &  
NEAREST LOCATION



#### SUBJECT PARCEL DESCRIPTION

DCDB  
Lot/Plan 123/CP858229  
Area/Volume 2.74ha  
Tenure FREEHOLD  
Local Government ISAAC REGIONAL  
Locality ST LAWRENCE  
Segment/Parcel 61497/46

#### CLIENT SERVICE STANDARDS

PRINTED 19/03/2024

DCDB 18/03/2024

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## MEETING DETAILS

**Ordinary Meeting**  
Wednesday 24 April 2024

## AUTHOR

Shane Brandenburg

## AUTHOR POSITION

Manager Economy and Prosperity

10.18

## ST LAWRENCE WETLANDS WEEKEND 2024 ADDITIONAL FEES AND CHARGES

## EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of Fees and Charges for the 2024 St Lawrence Wetlands Weekend related to the events workshops, food experiences and festival merchandise. This is in addition to the Fees and Charges previously adopted for the event at the Ordinary Meetings of Council on 25 October 2023 and 22 November 2023.

## OFFICER'S RECOMMENDATION

### *That Council:*

- Adopts the following fees and charges schedule for the 2024 St Lawrence Wetlands Weekend, inclusive of GST:***

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section Number:	GST Inclusive	2023/2024 Fee
<i>Purchase of tickets via ticket agencies will incur transaction and merchant fee, which are charged at the discretion of the ticketing platform provider.</i>						
Creative Spaces and Workshops	<i>Vintage Journalling Workshop - Youth</i>	NCR			Yes	\$30.00
	<i>Vintage Journalling Workshop - Adult</i>	NCR			Yes	\$45.00
	<i>Painting Workshop - Youth</i>	NCR			Yes	\$30.00
	<i>Painting Workshop - Adult</i>	NCR			Yes	\$45.00
	<i>Wood Whittling Workshops</i>	NCR			Yes	\$45.00
	<i>Painting with Watercolours Workshop - Youth</i>	NCR			Yes	\$30.00

	<i>Painting with Watercolours Workshop - Adult</i>	<i>NCR</i>			Yes	\$45.00
<i>Food Experiences</i>	<i>Golden Roast Meal - Adults</i>	<i>NCR</i>			Yes	\$35.00
	<i>Golden Roast Meal - Children (4 – 10 years)</i>	<i>NCR</i>			Yes	\$17.50
<i>Festival Merchandise</i>	<i>Festival T-Shirts</i>	<i>NCR</i>			Yes	\$35.00

## BACKGROUND

St Lawrence Wetlands Weekend (SLWW) is a multi-award-winning tourism event delivering an immersive three-day nature, culinary, and cultural experience set against the backdrop of St Lawrence's world-class wetlands. Held by Council since 2008 to raise awareness and showcase the importance and natural beauty of the wetland environment, the event provides one of Queensland's most unique experiences with visitors from around Australia travelling to the Isaac Coast.

The event has continued to achieve its goals of developing a profile as a renowned tourism event that attracts visitation from Isaac and the broader regions and celebrates the key event themes of tourism, cultural heritage, environment, arts and cuisine with a local produce focus.

The SLWW is delivered by Isaac Regional Council in collaboration with key theme stakeholders and the local St Lawrence community thanks to support from our event partners and the below items are subject to setting of fees and charges prior to advertising.

## Creative Spaces and Workshops

SLWW workshops and creative spaces are supported by the Regional Arts Development Fund (RADF), a partnership between the Queensland Government and Isaac Regional Council, to support local arts and culture in regional Queensland. This year's event has a variety of paid and free-of-charge arts and cultural workshops and activities taking place. It will be clearly stated with signage at the event that the creative spaces and artists workshops costs are subsidised by RADF funding.

Paid workshops subject to fees and charges in the report are detailed below, noting a number of other activities that are free will also be occurring at the event:

### Vintage Journalling Workshop – Youth and Adult

Local artist Sophie Pate guides participants to create their very own vintage style journal. Working with hand dyed papers, cardboard and a variety of materials, participants will receive lessons on book binding techniques and how to embellish the pages and will leave the workshop with a finished journal that would make a unique gift. The minimum age range for participants is 12 years and over. Participants who are children need not be accompanied by an adult as artist has blue card accreditation and is willing to look after children without their guardian being present. Two workshops are offered and are open to both youth (aged 12 years and over) and adult participants.

---

## Painting With Acrylics Workshop – Youth and Adult

Suitable for beginners to the more experienced painter, artist Margaret Burgess will start the session with a small presentation on her paintings, and how she achieved these results with acrylics. Margaret will then guide participants through a few warm-up drawing exercises in charcoal before participants pick up a brush and explore the acrylic characteristics using “The Sanctuary” art installation as inspiration.

Two workshops to occur, one for participants aged 12 to 16 years (Youth), and another for participants aged 17 years and over (Adults).

## Wood Whittling Workshops

Wood whittling workshops by Airlie Beach based artist, Mal Byrne (Old Farts Fiddling). During each three-hour workshop, basic wood whittling techniques will be taught for the participant to create a small wooden piece (either a seal, dugong or dog). The workshop is suitable for participants aged 18 years and over.

Please note that three workshops will occur. The activity is open to adults only; it is not suitable for children as participants will be using sharp hand tools

## Painting with Watercolours Workshop

Suitable for beginners to the more experienced painter, artist Michelle Turner will start the session with a small presentation about her paintings and how she captures the beauty of birds using watercolours. Michelle will then guide participants through a few warm-up drawing exercises before participants pick up a brush and create an image of a bird. Two workshops will be offered which are open to both Adults and Youth (aged 14 years and over).

## **Food Experiences**

In addition to previously adopted 2024 SLWW Event Fees and Charges (Resolution 8536 and 8564), this year’s event has a variety of pre-paid ticketed food experiences and pay as you go food vendors. Additional pre-paid ticketed food experiences are detailed below:

### Golden Roast Meal

On the Saturday evening only, Coast to Coast The Golden Roast will cater to a pre-sold ticketed number of meals for guests to supplement the other alternative food vendors and this activity will be done in conjunction with the St Lawrence Sports group. Coast to Coast the Golden Roast is a specialist spit roast catering service, equipped with mobile facilities and professional staff to host functions. Offering premium cuts of pork, lamb, beef, chicken and baked ham, spit roasted to perfection. Coast to Coast The Golden Roast provides a complete catering solution including preparation, cooking and presentation, with post-function close-out.

Golden Roast Meals offer two prices, one for adults and one for children (aged 4 to 10 years).

## **Festival Merchandise**

This year’s SLWW event will offer ethically sourced and sustainable T-shirts with the designs provided by local artist Tracey Robb. Tracey produces decorative and functional artworks and clothing for the retail market as well as producing artworks for exhibitions and commissions. Inspiration comes from love of nature, particularly the flora and fauna of tropical Queensland, unconventional interpretations of traditional techniques and materials, and a philosophy of minimising impact on the environment.

## Fees and Charges

In addition to previously adopted 2024 SLWW Event Fees and Charges (Resolution No.:8536 and No.:8564), it is further sought to adopt additional fees and charges to deliver creative spaces and workshops, food experiences and festival merchandise. These fees and charges were unknown at the time of the previous Council resolutions due to the event program being under development at the time. The proposed additional fees and charges are as per below:

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section Number:	GST Inclusive	2023/2024 Fee
<i>Purchase of tickets via ticket agencies will incur transaction and merchant fee, which are charged at the discretion of the ticketing platform provider.</i>						
Creative Spaces and Workshops	Vintage Journalling Workshop - Youth	NCR			Yes	\$30.00
	Vintage Journalling Workshop - Adult	NCR			Yes	\$45.00
	Painting With Acrylics Workshop - Youth	NCR			Yes	\$30.00
	Painting With Acrylics Workshop - Adult	NCR			Yes	\$45.00
	Wood Whittling Workshops	NCR			Yes	\$45.00
	Painting with Watercolours Workshop - Youth	NCR			Yes	\$30.00
	Painting with Watercolours Workshop - Adult	NCR			Yes	\$45.00
Food Experiences	Golden Roast Meal - Adults	NCR			Yes	\$35.00
	Golden Roast Meal - Children (4 – 10 years)	NCR			Yes	\$17.50
Festival Merchandise	Festival T-Shirts (Adults)	NCR			Yes	\$35.00

## IMPLICATIONS

### Reputational

The event has consistently delivered substantial reputational benefits to both the organisation and the region. This is attributed to the event's unique offerings, growth, and its recognition on regional, state, and national levels. It has become a cornerstone of Isaac's signature events calendar, serving as the premier festival encompassing arts, culture, environment, and culinary experiences.

## Financial and Resourcing

Whilst no direct financial risk or other implications are associated with this report, the event itself comes with a significant reputational, financial, and resourcing risk and impact to Council, key external stakeholders and the St Lawrence community.

The event resourcing and budget impact to Council is a key focus that continued business planning and improvement to the governance and delivery structure will aid to reduce the impact being targeted by the early communications.

## **CONSULTATION**

St Lawrence Wetlands Weekend Strategic Planning Working Group

Director Planning Environment and Community Services

Economy and Prosperity Department

Brand, Media and Communications department

Manager Budgets and Statutory Reporting

Arts and Cultural Programs Officer

## **BASIS FOR RECOMMENDATION**

The basis for recommendation is to support the marketing and delivery of the St Lawrence Wetlands event 2024.

## **ACTION ACCOUNTABILITY**

The Economy and Prosperity team collaborated with the Engaged Community's Arts and Cultural Programs Officer, Brand Media and Communications team, and Finance department to add to the 2024 SLWW event's Fees and Charges.

## **KEY MESSAGES**

Endorsement of additional fees and charges for the 2024 St. Lawrence Wetlands Weekend event reflects continuous improvement through ongoing strategic planning and review, which will improve delivery outcomes by maximizing benefits and minimizing impacts.

### **Report prepared by:**

SHANE BRANDENBURG  
Manager Economy and Prosperity

Date: 28 March 2024

### **Report authorised by:**

DAN WAGNER  
Director Planning, Environment and  
Community Services

Date: 28 March 2024

## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- 2024 St Lawrence Wetlands Event Management Framework

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Nishu Ellawala

## AUTHOR POSITION

Manager Community Education and Compliance

10.19

## OUTCOME OF THE BODY-WORN CAMERA TRIAL TO IMPROVE OFFICER SAFETY

### EXECUTIVE SUMMARY

This report aims to provide the outcome of the body-worn camera (BWC) trial undertaken by Authorised Officers employed within the Community Education and Compliance Department relating to Authorised Officer safety enhancement and recommendations.

### OFFICER'S RECOMMENDATION

#### *That Council:*

1. *Adopt the Body Worn & Vehicle Mounted Camera Policy*
2. *Support the operational use of body-worn cameras in the Community Education and Compliance Department in accordance with the Body Worn & Vehicle Mounted Camera Policy.*

### BACKGROUND

On 16 November 2022, the Council resolved (Resolution 8114) to endorse a three-month body-worn camera trial in the Community Education and Compliance Department.

The purpose of the trial was to:

- Improve Authorised Officer safety;
- Assist in creating a safer environment by virtue of their presence serving to deter/pause unacceptable behaviour and intimidating acts;
- Improve customer experience through a reduction in response time for complaint management, as accessibility to image and voice data reduces the time associated with investigating complaints;
- Improve efficiency in the digital evidence management overflow.
- To inform the development of policy relating to Authorised Officer safety.

The trial was conducted from 1 August 2023 for three months by authorised persons appointed pursuant to Chapter 6, Part 6 of the *Local Government Act 2009*, employed within the Community Education and Compliance Department.

This report aims to present the trial's outcomes and associated recommendations.

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## THE TRIAL

### Scope of the Trial

The trial devices were the same as those used by Queensland Police, Australian Federal Police, and Australian Border Control for enhanced data safety and operational consistency. Furthermore, the trialled Body-Worn cameras demonstrated the capability to be mounted on vehicles.

Activation of body-worn cameras was strictly limited to exercising legislative power by the authorised persons of the Community Education and Compliance Department in line with the draft *Body Worn & Vehicle Mounted Camera Policy*.

- a) Exercising the powers of an Authorised Person, e.g. Warrant Entry, Seizure, wandering dog, litter and illegal dumping patrols.
- b) Investigating customer requests where interactions with alleged offenders or complainants are likely.
- c) Potential threatening interactions, incidents or safety observations.
- d) Gathering evidence to support an administrative decision or action that provides a record of events from the Authorised Person's point of view, e.g. impounding a wandering animal, illegal dumping, impounding a vehicle.

Prior to the trial Joint Consultative Committee (JCC) was consulted and supported.

### Trial Results

Key highlights of the trial encompassed the following:

1. Transparency and Accountability:
  - Officers found the devices valuable for protecting and holding themselves and customers accountable.
  - Recorded footage served as a valuable resource for reviewing interactions and resolving disputes, ensuring transparency in all encounters.
2. Evidence Collection:
  - The recording devices provided a more accurate and unbiased account of events than relying solely on memory, notes, or statements.
3. Ease of Use:
  - Authorised Officers unanimously found the BWCs easy to use, contributing to streamlined integration into daily activities.
  - Rapid battery drain was identified as an issue, with the recognition that technological improvements and better battery management can address this concern.
4. Community Relations:
  - Overwhelmingly positive community response during the trial.
  - Less than five individuals explicitly requested that the BWCs not be used, indicating general acceptance and understanding of their use.
5. Continued Usage:
  - Officers express a strong desire to continue using BWCs based on positive experiences.
  - Positive community engagement and interest in continued usage reflect a commitment to promoting positive interactions.

## 6. Risk Mitigation:

- Body-worn cameras demonstrated a notable capability to deter untoward incidents and de-escalate confrontations, reducing the overall risk to Authorised Officers.

Overall, Authorised Officers unanimously express interest in continuing BWC usage, as perceived benefits in safety, accountability, and transparency outweigh any identified drawbacks.

Hence in the interests of officer safety and best practice for local government, it is recommended that the Council implement the operational usage of body-worn cameras in order to ensure the improvement of officer safety, evidence collection, accountability and transparency. The evidence collected is invaluable and assists the Council with taking swift and effective enforcement action against customers, which often limits their ability or opportunity to respond in hostile, abusive, or violent ways against Council staff. Wearing these devices in the field and making the community aware that these devices exist sends a clear and concise message to the community as a whole that Isaac Regional Council values the safety and well-being of its front-line operational staff and that any threats, intimidation, or violence towards Authorised Officers will not be tolerated.

### **Body Worn & Vehicle Mounted Camera Policy (draft)**

To ensure the best practice and legal use of devices, it is recommended that the Council adopt the Body Worn & Vehicle Mounted Camera Policy (draft) that was used during the trial period as an operational policy. This policy provides guidance to staff, contractors, and the general public on the ethical, lawful and efficient use of body-worn cameras and recorded data. It aims to ensure that any audio/video data collected through the use of these devices as body-worn or vehicle-mounted cameras will only be used or provided to any third party in accordance with Council policies, procedures and legislative requirements.

This policy does not apply to the administration and operation of:

- Fixed CCTV systems;
- Covert camera surveillance devices deployed for investigative purposes, e.g., gathering of evidence for enforcement of the *Waste Reduction and Recycling Act 2011*.

The proposed implementation of BWCs satisfies Council's commitment to the Corporate Plan 2017-2022 and the Isaac corporate values. In particular,

- Corporate Plan Priority - Provide good governance through transparent and quality decision-making (EN3: EN5):
- the Isaac corporate values, we are committed to working safely and caring for the wellbeing of our people and communities.

Having a policy in place will ensure the continued use of the cameras to support Council staff and reduce the risk of any confusion regarding their responsibilities. This will provide greater protection to the public.

## **IMPLICATIONS**

Device funding will be addressed partially through the existing approved Local Government Illegal Dumping Partnerships Program grant funding by the Department of Environment and Science and through the operational budget process.

There are no immediate resource implications. The cameras assist with swiftly resolving complaints regarding officer conduct and other similar matters, reducing resources required to investigate and resolve complaints, proving to be an additional positive outcome of their function.

## CONSULTATION

Executive Leadership Team  
Manager Governance and Corporate Services  
Chief Information Officer, Information Solutions  
Senior Safety and Resilience Partner

## BASIS FOR RECOMMENDATION

The recommendation supports good governance, improved workplace health and safety, accountability, transparency, and appropriate policymaking now and in the future.

## ACTION ACCOUNTABILITY

Manager Community Education and Compliance to implement the operational use of the appropriate governance measures.

## KEY MESSAGES

The Council is committed to working safely and caring for the well-being of our people, legal compliance and improvement.

### Report authorised by:

NISHU ELLAWALA  
**Manager Community Education and  
Compliance**

Date: 2 April 2024

### Report authorised by:

DAN WAGNER  
**Director Planning Environment and Community  
Service**

Date: 2 April 2024

## ATTACHMENTS

- Attachment 1 - Body Worn Vehicle Mounted Camera Policy CORP-POL-141\_Draft

## REFERENCE DOCUMENT

- Nil

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## BODY WORN & VEHICLE MOUNTED CAMERA POLICY

### APPROVALS

<b>POLICY NUMBER</b>	CORP-POL-141	<b>DOC.ID</b>	5168857
<b>CATEGORY</b>	Operational		
<b>POLICY OWNER</b>	Community Education and Compliance		
<b>APPROVAL DATE</b>	Insert	<b>RESOLUTION NUMBER</b>	Insert

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DRAFT

## OBJECTIVE

This policy aims to outline the principles relating to the operation of Body Worn Cameras (BWC) and Vehicle Mounted Cameras (VMC) used by the Authorised Persons of Community Education and Compliance Department of the Isaac Regional Council ("Council") to ensure that any audio/video recording data is captured and used lawfully.

## SCOPE

This policy applies to Authorised Persons of the Community Education and Compliance Department conducting investigative activities using Body-Worn Cameras (BWC), Vehicle-Mounted Cameras (VMC), and Digital Evidence Management Software (DEMS) and subsequently managing any recordings captured by the devices.

This policy does not apply to the administration and operation of:

- Fixed CCTV systems;
- Covert camera surveillance devices deployed for investigative purposes, e.g., gathering of evidence for enforcement of the *Waste Reduction and Recycling Act 2011*.

## DEFINITIONS

TERM	MEANING
Council	Isaac Regional Council
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Authorised Person	An employee who has been authorised by the CEO to conduct investigative activities.
Body Worn Camera (BWC)	A recording device capable of recording video and audio signals and worn on the person by means of attachment to an article of clothing.
Vehicle Mounted Camera (VMC)	A recording device mounted within the vehicle is capable of recording video and audio.
BWVMC	Body Worn Cameras & Vehicle Mounted Cameras.
Overt Recording	Occurs when all parties to a conversation or event are aware a recording is taking place.
Personal Information	As defined in the <i>Information Privacy Act 2009</i> , information, or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

## POLICY STATEMENT

The purpose of Body-Worn and Vehicle-Mounted Cameras (BWVMC) is to protect Authorised Persons of the Community Education and Compliance Department and the public, discourage aggressive and abusive behaviour, and provide evidence when required to investigate complaints.

The policy will set out the purpose of using BWVMC, what information will be recorded, who will have access to this information and how this information will be stored and disposed of.

## PRINCIPLES

Authorised Persons of the Community Education and Compliance Department who, as part of their ordinary duties, are responsible for engaging with individuals or entities for the purpose of compliance and enforcement activities may utilise BWVMC. The use of these devices is intended to:

- Assist in the lawful collection of evidence for actual or suspected breaches of legislation, including Council Local Laws;
- Maintain and improve community safety;
- Mitigate identified risks to the health, safety and welfare of Council Officers in the execution of their duties;
- Provide a record of the interaction between an Officer and a potential complainant in situations that may result in an allegation of inappropriate behaviour or other complaints.

## AUTHORISED ADMINISTRATORS AND MANAGERS OF BWVMC DEVICES AND DEMS SYSTEM:

The following Council staff are authorised to approve and administer the use and operation of BWVMC devices and subsequently manage the records stored in DEMS system, including the delegation of applicable permissions to relevant operational personnel:

- Chief Executive Officer
- Director Planning, Environment and Community Services
- Manager Community Education and Compliance
- Program Leader Community Compliance

## TRAINING

All Council Authorised Persons required to operate a BWVMC will receive training in the use of BWVMC, including:

- Practical use of equipment.
- Operational guidance, e.g. when to commence and cease recording.
- Legal implications of the use.

## EQUIPMENT SECURITY

BWVMC devices will only be used by on-duty Authorised Persons of the Community Education and Compliance Department wearing Council uniform or clearly displaying formal Council identification.

Body-worn camera devices will be worn overtly and prominently on the officer's body, uniform, or clothing to maximise the camera's ability to capture video footage of the officer's activities.

## USE AND DISCLOSURE OF CAMERA DATA

Data recorded by an activated BWVMC will be used and disclosed by the Council to respond to incidents of occupational violence, gather evidence for compliance matters, conduct law enforcement, Authorised Persons training purposes and prosecute individuals who threaten or assault people during Council duties.

Members of the public who have been identified as being recorded by a BWVMC may request access to the footage, as per the *Right to Information Act 2009* and Chapter 3 of the *Information Privacy Act 2009*.

## RETENTION AND STORAGE OF CAMERA DATA

Camera data is to be stored in a secure electronic database within Australia in accordance with the Council's Information Security Policy and Recordkeeping Policy.

## LEGISLATIONS AND RELATED GUIDELINES

*Information Privacy Act 2009* (Qld)

*Public Records Act 2002* (Qld)

*Right to Information Act 2009* (Qld)

*Criminal Code Act 1899* (Qld)

*Evidence Act 1977* (Qld)

*Invasion of Privacy Act 1971* (Qld)

Community Education and Compliance Policy

Body Worn Camera and Vehicle Mounted Camera Work Instruction

Guideline *Information Privacy Act 2009*, Camera Surveillance and Privacy, Office of the Information Commissioner

Isaac Regional Council Code of Conduct

IRC Information Security CGFS-115

IRC Recordkeeping Policy CGFS-095

IRC Access to IRC Electronic Data Management Policy

## REFERENCES

TYPE	DOCUMENT ID/NAME
CAMERA WORK INSTRUCTION	BODY WORN & VEHICLE MOUNTED CAMERA WORK INSTRUCTION

DRAFT

## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Mark Davey

## AUTHOR POSITION

Program Manager – Capital Delivery

10.20

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
FY2023\_24 CAPITAL PROJECTS PROGRESS REPORT AS AT 31  
MARCH 2024**

## EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2023-2024 Capital Works Program.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Receives and notes the monthly Planning, Environment and Community Services 2023-2024 Capital Progress Summary Report as at 31 March 2024.***

## BACKGROUND

Progressive updates of the financial and physical position of projects in the 2023-2024 PECS Capital Works program have been identified as a requirement to ensure that Council is aware of the progress of and risk to the delivery of the program.

## IMPLICATIONS

The attached PECS 2023-2024 Capital Projects Progress Summary (Attachment 1) identifies the financial and physical position of all projects. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or the community no additional commentary is provided. Where risks are significant separate commentary is provided in the Identified Issues section of this report.

## IDENTIFIED ISSUES

Moranbah Community Centre.

There are delays being realised in this project due to a large amount of latent (unknown) conditions being discovered during the demolition and early construction phases. While the majority of these are yet to be formally costed, current predicted additional expenditure will not exceed approved contingency budget.

As at 29 February, the contractor had submitted invoices totalling \$1.83M, this was \$1.01M behind original project forecasts. On 31 March, it is anticipated that the contractor will be \$1.58M behind. As the consultants provide amended designs to alleviate the latent conditions, works will return to projected schedules but given

the current position, the officer would like to inform of a possible \$2.45M in unspent budget for this project in FY23/24.

As per the executed construction contract, the monthly contractors report and invoice for March is due on 5 April 2024, this does not align with Councils internal reporting requirements so attachment 2 could not be drafted by the due date of this report.

## CONSULTATION

Director Planning, Environment and Community Services

Planning, Environment and Community Services Leadership Team

Monthly engagement with the Capital Peer Review members on program delivery progress

## BASIS FOR RECOMMENDATION

To improve business within the Planning, Environment and Community Services Directorate by providing more appropriate and relevant reporting, transparency, and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

## ACTION ACCOUNTABILITY

The Program Manager – Capital Delivery in conjunction with the PECS leadership team and under the guidance of Director PECS hold responsibility for the scoping, procurement and the completion of the projects identified within the 2023-2024 Capital Program.

## KEY MESSAGES

Council's continued investment, oversight, and engagement in the delivery of the Planning, Environment and Community Services Capital Works Program will ensure Isaac region communities continue to enjoy access to high quality facilities and services that improve community liveability, wellbeing, and visitor satisfaction.

<b>Report prepared by:</b> MARK DAVEY <b>Program Manager – Capital Delivery</b>  Date: 28 March 2024	<b>Report authorised by:</b> DAN WAGNER <b>Director Planning, Environment and Community Services</b>  Date: 28 March 2024
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## ATTACHMENTS

- CONFIDENTIAL Attachment 1 - PECS 2023\_2024 Capital Projects Progress Summary as at 31 March 2024

## REFERENCE DOCUMENT

- Nil

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## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Robert Perna

## AUTHOR POSITION

Director Engineering and Infrastructure

10.21

## ENGINEERING AND INFRASTRUCTURE 2023/2024 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 2023/2024 Capital Works Program.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.***

## BACKGROUND

Progressive updates of the financial and physical position of projects in the 2023/2024 Engineering and Infrastructure Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

## IMPLICATIONS

The attached Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects. A red flag indicates either a time or budget issues, yellow indicates the project 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.

### **Compliance**

To ensure that the Engineering and Infrastructure 2023/2024 Capital Works Program is achieved within the identified timeframes of the 2023/2024 financial year.

### **Benefits**

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2023/2024 Capital Program. This report communicates risks/failures/delays that have been identified within the Engineering and Infrastructure 2023/2024 Capital Works program.

### **Project Highlights**

The team recently completed an upgrade of the lighting system at the Middlemount skate park which will allow safer nighttime use. A welcome bonus for Middlemount.

Work continues on the Regional Rural Network Resheeting (CW243198) program. The team are making inroads into the remaining roads.

This month saw the return of staff to the Clermont administration building. A big THANK YOU to the staff that completed the project and to our Clermont staff who remained patient and understanding during the disruption. Cooperation across all sectors has made the tasks of the Corporate Properties much easier.

## CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure Planning and Technical Services
- Acting Manager Fleet
- Acting Manager Corporate Properties
- Manager Galilee and Bowen Basin Operations
- Manager Infrastructure, Parks and Recreation

## 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

The Managers and Director Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2023/2024 Capital Projects Progress Summary spreadsheet and are held accountable for the delivery of the project stages are completed within the identified timeframes.

## KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2023/2024 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

### Report prepared by:

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 9 April 2024

### Report authorised by:

KEN GOULDTHORP  
**Chief Executive Officer**

Date: 11 April 2024

## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – E&I Capital Project Progress Summary Spreadsheet Apr-24

## REFERENCE DOCUMENT

- Nil

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## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Lila Fry

## AUTHOR POSITION

Coordinator Natural Resources

10.22

## EXTRACTIVE MATERIALS QUOTE OR TENDER CONSIDERATION PLAN

## EXECUTIVE SUMMARY

The purpose of this report is to seek a Council Resolution to adopt a Quote or Tender Consideration Plan for the procurement activities associated with purchasing of extractive materials (gravel) from local landowners, as an exception to the Default Contracting Procedures of the *Local Government Regulation 2012* under section 230(1)(a).

## OFFICER'S RECOMMENDATION

### *That Council:*

- Approves by resolution the preparation of an Extractive Materials Tender/Quotation Consideration Plan as an exception under the Local Government Regulation 2012 Section 230(1)(a) for the purpose of allowing Council to establish contractual arrangements for purchasing of extractive materials from local gravel pits required for delivery of Council's annual capital works program and ongoing road construction and maintenance.***
- Adopts the Extractive Materials Tender/Quotation Consideration Plan.***
- Authorises the Chief Executive Officer to negotiate, execute and vary contracts under the Extractive Materials Tender/Quotation Consideration Plan.***

## BACKGROUND

The Infrastructure Planning and Technical Services department is responsible for procuring extractive material from local landowners and requires the direct purchasing of goods. Council currently uses the existing adopted Purchasing Policy, which requires two (2) written quotes for purchases between \$1,500 and \$15,000, and three (3) written quotes over \$15,000 to \$200,000.

Under Council's current Procurement Policy CORP-POL-122, written quotes are required for supplier engagement, and this presents multiple challenges in relation to the procurement of materials for extraction and payment of the resulting royalties.

Applying the Sound Contracting Principles of the *Local Government Act 2009* to gravel procurement can be challenging. The alternative is procurement of commercially supplied gravel, however there is a notable disadvantage in engaging services from a commercial supplier due to the varying geographical locations of

each project. This can lead to high transport costs and negative impacts to the existing road network infrastructure in delivering product.

Up until now Council have relied upon Section 235(a) of the *Local Government Act 2009* for an exception to the Default Contracting Procedures for local supply of materials:

#### *235 Other exceptions*

*(1) the local government resolves that it is satisfied that there is only 1 supplier who is reasonably available.*

The practice required the adoption of the exception for each and every procurement of material from local landholders.

The *Local Government Regulation 2012* (Regulation) provides a number of exceptions to the Default Contracting Procedures including an exception if a Quote or Tender Consideration Plan is prepared pursuant to Section 230:

#### *230 Exception if quote or tender consideration plan prepared.*

*(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—*

- (a) decides, by resolution, to prepare a quote or tender consideration plan; and*
- (b) prepares and adopts the plan.*

The adoption of a Quote or Tender Consideration Plan will enhance overall efficiency and ensure the sustainability of gravel supply for the future. It is intended that in adopting this plan, it will provide greater procedural detail and guidance along with terms and conditions for supply of material. The adoption of the Plan would achieve effective and efficient outcomes from a process, resourcing, time and deliverables point of view.

The prepared Gravel Procurement Quote or Tender Consideration Plan aligns with section 230(2) of the Regulation, which allows a local government to enter into medium and large contractual agreements, through the preparation and adoption of a Plan.

#### *230 Exception if quote or tender consideration plan prepared*

*(2) A **quote or tender consideration plan** is a document stating—*

- (a) the objectives of the plan; and*
- (b) how the objectives are to be achieved; and*
- (c) how the achievement of the objectives will be measured; and*
- (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and*
- (e) the proposed terms of the contract for the goods or services; and*
- (f) a risk analysis of the market*

This approach accommodates Council's needs while ensuring that the procurement process is reasonable and conducted with appropriate consideration of standard procurement processes. In development of the plan, each sound contracting principle has been assessed for compliance and the manner in which each principle is met is documented below.

**Value for Money** – The concept of value is not restricted to price alone and may not necessarily favour the lowest price. Seeking value for money is about obtaining goods and services considering both price and non-price factors. This plan meets this principle by allowing for:

- Assessment of non-cost factors such as fitness for purpose, quality, availability, location and price.
- Regard for whole of life costs including transaction costs associated with royalties payable, cartage fees and administration costs.
- Consideration of the contribution to the advancement of Council's priorities.
- Limitation of the risk exposure by applying effective risk management practices.

**Open and effective competition** – Procurement should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all suppliers. This plan achieves this principle by:

- Providing an equitable process that presents all local landowners the opportunity to do business with Council.
- Ensuring all procurement procedures and processes are visible to suppliers, and the public (ratepayers and the local community).
- Encouraging competition among suppliers by establishing a process that allows Council to procure from landowners.
- Providing consistent information to all potential suppliers.
- Ensuring fair and equitable assessment of all supply sources.

**Development of competitive local business and industry** – the development of competitive local businesses within the region is not constrained to registered businesses, organisations and corporations but is applied to any person or entity that can meet Council's supply needs. This principle is met through this plan by:

- Granting procurement of supply where the local provider is competitive under Council's evaluation process in accordance with this plan's objectives.
- Providing the opportunity for Council to actively seek out new local suppliers.
- Giving local suppliers the opportunity to participate in major projects.
- Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers.
- Giving preference to locally-sourced goods where price, performance, quality, suitability and other evaluation criteria are comparable.

**Environmental protection** – Council promotes environmental protection through its procurement procedures, consistent with Council's commitment to environmental management. Council also promotes purchasing practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety. This principle is accomplished through this plan by:

- Encouraging the purchase of environmentally responsible goods where all other evaluation factors are adequately weighted (such as value for money).
- Ensuring that specifications require supply to conform to necessary standards, codes or legislation.
- Enforcing legislative compliance by providing options for supply from sites that meet Council's needs (e.g. have an environmental authority).
- Allowing for environmentally responsible decision making in choice of supply, especially where the alternatives available within reasonable bounds of price, performance and suitability.

**Ethical behaviour and fair dealing** – Staff involved in procurement are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers. This principle is realised through this plan by:

- Setting clear objectives and assessment criteria for the procurement of supply.
- Deciding on a system and procedure that ensures a consistent approach to procurement.
- Promoting professional procurement practices.

It is noted that the plan does not prevent Council from seeking Quotes or Tender for alternate supply (e.g. commercial supply) to achieve potential cost benefits and savings.

## IMPLICATIONS

Council's fundamental objective when procuring goods and services is to always obtain the most advantageous outcome. This may not necessarily mean accepting the lowest-priced offer, as the purchasing decision shall also consider non-price attributes.

Council officers will still seek to engage with suppliers (landowners) in alignment with the existing Procurement Policy CORP-POL-122 being:

- Value for money.
- Open and effective competition.
- Development of competitive local business and industry.
- Environmental protection.
- Ethical behaviour and fair dealing.

The benefit of the plan in delivering outcomes as well as greater efficiency in locally sourcing gravel material will be of significant value to Council.

## CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure, Parks and Recreation
- Manager Contracts and Procurement
- Manager Infrastructure Planning and Technical Services

## BASIS FOR RECOMMENDATION

It is proposed, in accordance with the Regulation, Section 230(1), that Council adopts the Plan with contractual arrangements for purchasing of material for extraction without the requirement for additional written quotes.

## ACTION ACCOUNTABILITY

The Engineering and Infrastructure directorate will work with the Procurement team to source material in accordance with Council's Procurement Policy and the plan.

Approval for contractual arrangements resulting from the application of Section 230 (1) exception provisions will be performed in accordance with Council's Delegation of Authority.

## KEY MESSAGES

The adoption of the Quote or Tender Consideration Plan will permit the direct engagement of sole invitees for the provision of extractive material from local gravel pits located on private land in relation to delivery of Council's annual capital works program and ongoing road construction and maintenance.

### Report prepared by:

LILA FRY  
Coordinator Natural Resources

Date: 9 April 2024

### Report authorised by:

ROBERT PERNA  
Director Engineering and Infrastructure

Date: 9 April 2024

## ATTACHMENT

- CONFIDENTIAL Attachment 1 – Extractive Materials Quote or Tender Consideration Plan

## REFERENCE DOCUMENT

- Procurement Policy CORP-POL-122
- *Local Government Regulation 2012*

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## MEETING DETAILS

### Ordinary Meeting

Wednesday 24 April 2024

## AUTHOR

Amal Meegahawattage

## AUTHOR POSITION

Manager Planning and Projects

10.23

## WATER AND WASTE 2023-24 CAPITAL PROJECTS PROGRESS REPORT

## EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the advancements in the Water and Waste 2023/24 Capital Works Program.

## OFFICER'S RECOMMENDATION

### *That Council:*

- 1. Receives and notes the monthly Water and Waste 2023/24 Capital Projects Progress Summary Report.***

## BACKGROUND

Regular updates on the financial and physical status of projects within the 2023/24 Water and Waste Capital Works program are crucial to keep Council informed about the program's progress and associated risks.

## IMPLICATIONS

The attached Water and Waste 2023/24 Capital Projects Progress Summary provides an overview of the financial and physical status of all projects, with red indicating a projected cost overrun of over 10% or completion after June 2024, yellow indicating a cost overrun of 0-10%, and green indicating no issues. Brief commentary is provided to explain the status of each project.

## Compliance

Compliance with the Water and Waste 2023/24 Capital Works Program is essential to meet the identified timeframes of the 2023/24 financial year.

## Key Capital Projects

### • **CW222974 – CORP Sewer Relining**

Initiated in September 2023, this project has made steady progress. CCTV camera inspections concluded in Dysart and Moranbah before the year-end shutdown in 2023. The Operations team finalised the relining scope, and work began in early February 2024 in Moranbah. By the end of March, sewer relining works were completed in both Moranbah and Dysart, with the exception of a few lines inaccessible to the contractor. Sealing of lateral connections is currently underway and expected to extend into April.

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## • **CW223000 – Moranbah Landfill Phase 2 Stage 2**

Construction for Moranbah Landfill Phase 2 Stage 2 (Cell #2) commenced in August 2023. Achieving practical completion in February 2024, the project was handed over to the asset manager, with the contractor preparing to issue as-constructed drawings. Effective management of works and quality testing processes resulted in significant savings and timely delivery of the project.

## • **CW233156 – Clermont Waste Management Facility Weighbridge Installation**

This project involves design and construction of a weighbridge, gatehouse, and access road, integrating a waste data recording system at the Clermont landfill. The Design & Construct contract was awarded in January 2024. Following the delivery of the weighbridge in February, installation is now in progress. Design review has been finalised, and interface between IRC IT and Mandalay has commenced.

## • **CW222983 – Moranbah Water Treatment Plant Roof Replacement**

Construction of a new roof for the 5.7ML water reservoir at Moranbah Water Treatment Plant commenced in March, aiming for completion in May 2024. Water blasting works are scheduled to commence in early April before the installation of structural columns.

## • **CW233141 – Nebo Water Network Augmentation**

This project involves the construction of a new water main in Nebo. The Design and Construct (D&C) contractor continued works on-site through March, with the installation of fire hydrants and valve fixtures completed.

## • **CW233151 – St Lawrence Raw Water Storage and Raw Water Main**

The new raw water main construction was completed and commissioned in November 2023. The tender for the water storage component closed in December 2023, yielding only one response that significantly exceeded the budget. Following negotiations with the only bidder for the Water Storage component of this project, a contract within the available budget and meeting the project objectives is being prepared to be awarded to the successful bidder in April. Construction is planned to commence soon; however, it will span into the first few months of the next financial year.

## • **CW222971 – Clermont Water Network Augmentation**

This Design Only project is nearing completion and will provide the scope of works for future construction stages in future years subject to budget prioritisation.

## • **CW233150 – Clermont Water Treatment Plant Filter Media Replacement and Plant Modernisation**

Involving the installation of Turbidity Analysers, Switchgear Upgrade Design and Construct, and Chemical Dosing Upgrade Design, this project saw the award of the Turbidity Analysers tender in late March. Design and construction activities for the Switchgear Upgrade and RFQ for Chemical Dosing Upgrade are ongoing, with a variation for Extension of Time (EOT) and scope change approved by the external funding agency in March.

## • **CW233019 – Moranbah 400ML Raw Water Dam - Remediation**

Construction concluded, with Practical Completion inspections finalised in late March.

## • **CW243205 – Moranbah Rectification of Landfill Cell**

A \$4.2 million budget allocation was made for this project in the 2023/24 financial year. Briefing report and project timeline were presented in December 2023. Further site examination is underway, with the contract for geotechnical specialist engagement to be offered soon.

## • **CW243204 – Glenden Landfill to Transfer Station**

This project involves constructing a ramp, retaining walls, and handrails. The contract was awarded in late March, and the contractor is yet to begin construction works.

## • **CW243239 / CW243240 – Carmila & Greenhill Landfill Capping**

These Design Only projects focus on landfill capping for regulatory compliance in Carmila and Greenhill. Progress continues on landfill After Care Plans, awaiting results from capping and materials review for both projects. Surface water design is complete and under review, while erosion and sediment control design are progressing.

### **Benefits**

Council can see a monthly progress report detailing the progress of projects in the Water and Waste 2023/24 Capital Program. This report communicates risks/failures/delays that have been identified within the Water and Waste 2023/24 Capital Works program.

### **CONSULTATION**

- Director Water and Waste
- Manager Operations and Maintenance
- Manager Waste Services
- Planning and Project Department Project Managers

### **BASIS FOR RECOMMENDATION**

To improve business within the Water and Waste Directorate by providing more appropriate and relevant reporting, transparency, and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

### **ACTION ACCOUNTABILITY**

The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2023/24 Capital Projects Progress Summary spreadsheet. Furthermore, the appropriate Managers and the Director Water and Waste are held accountable for the delivery of the project stages which are completed within the identified timeframes.

### **KEY MESSAGES**

That Council has open communication, oversight, and transparency of the Water and Waste 2023/24 Capital Works Program, to ensure Isaac will have effective and sustainable water and waste infrastructure that supports the needs of the region's communities and economic sectors.

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**Report prepared by:**

AMAL MEEGAHAWATTAGE  
**Manager Planning and Projects**

Date: 26 March 2024

**Report authorised by:**

SCOTT CASEY  
**Director Water and Waste**

Date: 3 April 2024

## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – WW Capital Projects Progress Summary Spreadsheet Mar 24

## REFERENCE DOCUMENT

- Nil

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## MEETING DETAILS

**Ordinary Meeting**

Wednesday 24 April 2024

## AUTHOR

Tricia Hughes

## AUTHOR POSITION

Coordinator Executive Support

10.24

## ISAAC REGIONAL COUNCIL ELECTED MEMBER BOARD MEMBERSHIP

## EXECUTIVE SUMMARY

The Board Membership of the Isaac Affordable Housing Fund Pty Ltd as trustee for the Isaac Affordable Housing Trust and Moranbah Early Learning Centre Pty Ltd are to be resolved by Council following the quadrennial election.

## OFFICER'S RECOMMENDATION

*That Council:*

1. *Confirm the Councillor Board Membership for the Isaac Affordable Housing Fund Pty Ltd as trustee for the Isaac Affordable Housing Trust and Moranbah Early Learning Centre Pty Ltd as follows;*

Committee Name	Number of Representatives	Current Council Committee Membership	New Council Committee Membership
<i>Isaac Affordable Housing Fund Pty Ltd as trustee for The Isaac Affordable Housing Trust</i>	<i>4 x Councillors 1 x External Company Secretary 1 x External Industry Representative 2 x External Community Representative</i>	<i>Chairperson: Mayor Anne Baker  1. Cr Gina Lacey 2. Cr Sandy Moffat 3. Cr Carolyn Franzmann</i>	<i>1. 2. 3. 4.</i>
<i>Moranbah Early Learning Centre Pty Ltd</i>	<i>3 x Councillors 1 x External Company Secretary 1 x External Representative – President of the P&amp;C Association</i>	<i>Chairperson: Mayor Anne Baker  1. Cr Kelly Vea Vea 2. Cr Simon West</i>	<i>1. 2. 3.</i>

## BACKGROUND

Isaac Affordable Housing Trust (IAHT) is a Charitable Trust established by Isaac Regional Council in 2010 and by Trust Deed Council (as 'Settlor' of the Trust) appointed Isaac Affordable Housing Fund Pty Ltd (a company owned by Council) to be the 'Trustee' of the Charitable Trust.

The Affordable Housing Fund Pty Ltd constitution empowers the Directors to appoint Directors to fill casual vacancies (ref Sec 22.1(a) of the Constitution).

However, the Trust Deed establishes an over-riding and controlling influence over the Trustee (ref section 5.2 of the Trust Deed) to Council whereby it is established that;

*"The elected Council of the Settlor has the sole power to determine, appoint and remove the Directors of the Trustee."*

This means that while the Trust Deed is in place, Council is responsible for appointing all Directors.

The Board of the Isaac Affordable Housing Fund Pty Ltd as trustee for the Isaac Affordable Housing Trust's (IAHT) purpose is to provide strategic advice on business improvement, the business future and growth, legislative requirements, building and construction advice and other investment and service delivery requirements to allow and help the IAHT to provide the affordable housing to the region.

The IAHT Board is not an operational Board. The day to day operations of IAHT are delegated to Isaac Regional Council.

The permanent members of the Board are:

- Four elected member representatives (decided by Isaac Regional Council)
- Two community representatives
- One industry representative
- Company Secretary

Membership and Guests will be reviewed on an annual basis.

The Chair of the IAHT Board will be decided by the Board of Directors on an annual basis.

With the prior authority of the Chair, members may invite other IAHT and Isaac Regional Council officers to attend meetings to provide advice and assistance as required.

The objective of the IAHT Board is to ensure IAHT provides affordable housing to those in need in the Isaac Region. It is also responsible for the financial viability of IAHT and all decisions on strategic direction and growth.

All members of the IAHT Board are to:

- Provide clear, objective, open and honest advice
- Declare conflicts of interest
- Contribute to a collaborative decision making on matters brought for consideration

- Participate fully in discussions
- Be frank but constructive in discussions
- Respect each other's views
- Be prepared to challenge prevailing / more senior views
- Have read and understood the agenda papers before the meeting.

Moranbah Early Learning Centre Pty Ltd (MELC) is an authorised long day care service provider, which aims to provide first class education and care for its students ranging in ages from 6 weeks to 6 years. The Centre currently has a capacity and licence for 102 children ranging in these age groups.

The MELC Board's purpose is to provide strategic advice on business improvement, the business future and growth, legislative requirements and other investment and service delivery requirements to allow and help the Nominated Supervisor to provide the high levels of service required.

The MELC Board is not an operational Board. The day to day operations of the Centre are delegated to the Nominated Supervisor and senior staff. The Nominated Supervisor and senior staff report on operational requirements to the Company Secretary.

The MELC Board's aim is to provide high level business and management advice to the business.

The objective of the Board is to ensure MELC provides first class care in a safe and positive environment. It is also responsible for the financial viability of the Centre and all decisions on strategic direction and growth.

The permanent members of the Board are:

- Three elected member representatives (decided by Isaac Regional Council)
- One MELC Parent Committee Group member
- Company Secretary

Membership and Guests will be reviewed on an annual basis.

The Chair of the Board will be decided by the Board of Directors on an annual basis.

With the prior authority of the Chair, members may invite other MELC and IRC officers to attend meetings to provide advice and assistance as required.

All members of the Board are to:

- Provide clear, objective, open and honest advice
- Declare conflicts of interest
- Contribute to a collaborative decision making on matters brought for consideration
- Participate fully in discussions
- Be frank but constructive in discussions
- Respect each other's views
- Be prepared to challenge prevailing / more senior views
- Have read and understood the agenda papers before the meeting.

---

## IMPLICATIONS

Decisions taken at IAHT Board meetings are to be made in accordance with the Constitution of Isaac Affordable Housing Fund Pty Ltd and also within the relevant authorities and delegations.

Two other Directors' positions (previously representing community and industry interests) are currently vacant.

The Isaac Affordable Housing Fund Pty Ltd can continue to function in the interim (by virtue of Section 24.5 of its Constitution).

The Council's Organisational Development Plan adopted in December 2016 foreshadows an independent critical review by Council of the IAHT (ref Actions G 18.1-18.4). It is intended that this will be undertaken within the next six months.

Concurrently the Board of Isaac Affordable Housing Fund Pty Ltd has been actively exploring future strategies and appears to be deferring the filling of the other two vacancies.

Decisions taken at Moranbah Early Learning Centre Pty Ltd (MELC) Board meetings are to be made in accordance with the Constitution of MELC and also within the relevant authorities and delegations.

## CONSULTATION

- Chief Executive Officer
- Director Corporate, Governance and Financial Services
- IAHT Company Secretary
- MELC Company Secretary

## BASIS FOR RECOMMENDATION

To ensure that Board Membership is finalised post quadrennial election to enable the ongoing operations of the relevant Boards.

## ACTION ACCOUNTABILITY

The Company Secretary for the IAHT Board is responsible for day to day management of the Board.

The scope of the IAHT Board is to provide advice and recommendations on the following:

- strategic direction and priorities
- service delivery scope, level and improvement
- service delivery performance monitoring
- budget and investment strategy
- construction program and time lines
- establishment of committees and working groups on specific issues as necessary
- financial viability and financial monitoring
- safety and compliance requirements and performance
- organisational capacity and capability
- commercial and contractual arrangements
- service provider and stakeholder needs

The Company Secretary for the MELC Board is responsible for day to day management of the Board.

The scope of the MELC Board is to provide advice and recommendations on the following:

- strategic direction and priorities
- service delivery scope, level and improvement
- service delivery performance monitoring
- budget and investment strategy
- establishment of committees and working groups on specific issues as necessary
- financial viability and financial monitoring
- safety and compliance requirements and performance
- organisational capacity and capability
- commercial and contractual arrangements
- service provider and stakeholder needs

## KEY MESSAGES

Council is committed to transparent decision making.

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

### Report prepared by:

Tricia Hughes  
**Coordinator Executive Support**

Date: 16 April 2024

### Report authorised by:

KEN GOULDTHORP  
**Chief Executive Officer**

Date: 19 April 2024

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

## MEETING DETAILS

**Ordinary Meeting**  
Wednesday 24 April 2024

## AUTHOR

Ken Gouldthorp

## AUTHOR POSITION

Chief Executive Officer

12.1

**OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION  
BULLETIN – APRIL 2024**

## EXECUTIVE SUMMARY

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

## OFFICER'S RECOMMENDATION

*That Council:*

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

## BACKGROUND

The attached Information Bulletin for April 2024 provides an operational update for Council review on the Office of the Chief Executive Officer including Executive Manager Advocacy and External Affairs and Executive Manager People and Capability.

## IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

## CONSULTATION

Office of the Chief Executive Officer  
Advocacy and External Affairs  
Brand Media and Communications  
People and Capability

## BASIS FOR RECOMMENDATION

This is an information only report.

## ACTION ACCOUNTABILITY

Information only report.

## KEY MESSAGES

Operational update to Elected Members.

<b>Report prepared by:</b> KEN GOULDTHORP <b>Chief Executive Officer</b> Date: 18 April 2024	<b>Report authorised by:</b> KEN GOULDTHORP <b>Chief Executive Officer</b> Date: 18 April 2024
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Office of the CEO Information Bulletin – April 2024

REFERENCE DOCUMENT

- Nil

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