NOTICE OF MEETING

Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF

ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 25 NOVEMBER 2025
COMMENCING AT 10.00AM
ISAAC REGIONAL COUNCIL,
BOARD ROOM, ST LAWRENCE

CALE DENDLE
Chief Executive Officer

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

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;

(j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the Act.

(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.

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.*

ORDINARY MEETING

OF ISAAC REGIONAL COUNCIL TO BE

HELD ON TUESDAY 25 NOVEMBER 2025

COMMENCING AT 10.00AM

ISAAC REGIONAL COUNCIL

BOARD ROOM, ST LAWRENCE

AGENDA

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

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1. OPENING OF MEETING

2. APOLOGIES AND LEAVE OF ABSENCES

3. CONDOLENCES

- JONES, Edward Ian “Eddie” formerly of Clermont and Moranbah
- STRACHAN, Bernard George “Bernie” formerly of Moranbah

4. DECLARATION OF CONFLICTS OF INTEREST

5. DEPUTATIONS

6. CONSIDERATION OF NOTICE OF MOTION

7. CONFIRMATION OF MINUTES

- Ordinary Meeting of Isaac Regional Council held in the Isaac Regional Council Chambers, Moranbah on Wednesday 29 October 2025 at 10.00am.

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8. BUSINESS ARISING FROM PREVIOUS MEETING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY MEETING OF COUNCIL – OCTOBER 2025

EXECUTIVE SUMMARY

The business outstanding table is used as a tool to monitor outstanding items resolved at previous Ordinary Meetings of Council. The current Business Outstanding Table for the Ordinary Meeting of Council is presented for Councillors' information.

9. STANDING COMMITTEE REPORTS

9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 29 OCTOBER 2025

EXECUTIVE SUMMARY

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

9.2 SAFETY AND RESILIENCE DIRECTION 2026-2028

EXECUTIVE SUMMARY

Following the recent MRO audit, initial feedback highlights strong operational compliance and a positive safety culture. To build on this foundation, the business has developed and submitted a strategic plan outlining objectives and high-level delivery outcomes for 2026–2028. This forward planning establishes core service pillars for the Safety and Resilience (S&R) team, positioning it to enhance capability, drive accountability, and elevate its impact across the organization. The plan ensures that safety and resilience are embedded in business operations, supporting long-term performance and cultural maturity.

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9.3 SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

9.4 2025-26 ANNUAL OPERATIONAL PLAN – QUARTERLY REPORT – FIRST QUARTER – CORPORATE SERVICES

EXECUTIVE SUMMARY

This report provides an update of Corporate Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

9.5 NEW POLICY – COMPLAINTS MANAGEMENT POLICY – CORP-POL-058

EXECUTIVE SUMMARY

The purpose of this report is to propose an update to the policies relating to Council's Complaints Management Process and the way that Council deals with its Administrative Action Complaints.

9.6 AUDIT AND RISK COMMITTEE MEETING MINUTES – MONDAY 29 SEPTEMBER 2025

EXECUTIVE SUMMARY

The report aims to present the unconfirmed minutes of the Audit and Risk Committee meeting held on Monday, 29 September 2025 and propose that the recommendations below are adopted.

9.7 UPDATED LOCAL PREFERENCE POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Local Preference Policy STAT-POL-086.

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9.8 UPDATED PROCUREMENT POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Procurement Policy CORP-POL-122.

9.9 EXCEPTION BASED PROCUREMENT ARRANGEMENT – *LOCAL GOVERNMENT REGULATIONS 2012* – CANVA SOFTWARE

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval for the contract arrangement with Canva as an exception to the competitive bidding requirements of the *Local Government Regulations 2012* for small or medium size contractual arrangements.

9.10 DIGITAL PROGRAM – NON-TECHNOLOGYONE PROJECT UPDATE

EXECUTIVE SUMMARY

This report provides an update to the non-TechnologyOne initiatives that comprise the Digital Program.

The original 2022 Digital Strategy was refreshed this year, with an updated set of initiatives being agreed at the September Project Control Group meeting.

Given the importance and scale of the TechnologyOne program, this is now being managed and reported separately.

The non-TechnologyOne program is comprised of 3 sets of initiatives:

- Foundational Technology (e.g. cyber security and infrastructure)
- Business Digitisation (e.g. digital vs. manual forms)
- Community Digitisation (e.g. dog registrations via the website).

This report provides an update on these initiatives with all tracking on time and on budget, noting most of the work to date is being performed by internal resources so resource availability rather than budget is the main constraint at this point.

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9.11 TECHNOLOGYONE PROJECT UPDATE

EXECUTIVE SUMMARY

To provide the Audit and Risk Committee with a status update on the TechOne Project, including key achievements, governance progress, and current risks with mitigation strategies.

9.12 PEOPLE AND CAPABILITY MONTHLY REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

9.13 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER – OFFICE OF THE CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY

This report provides an update of the Office of the Chief Executive Officer's progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

9.14 MINOR COMMUNITY GRANTS SUMMARY OCTOBER 2025

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 October to 31 October 2025.

9.15 ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS - PHASE TWO

EXECUTIVE SUMMARY

The Isaac Museums Operational Adjustments – Phase One Report (November 2024) was developed from recommendations contained within the *Isaac Museums Collection Management Plan 2024*, prepared by the Queensland Museum. Phase One actions (as per Council endorsed resolution 8944, Ordinary Council Meeting 27 November 2024) aimed to improve operational efficiency, prioritise core museum work, and eliminate high-cost, low-benefit activities

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Point 9 of the resolution required “The Chief Executive Officer or delegate to submit a report to Council after twelve months, outlining the impact of the changes made and providing any further recommendations”. This report outlines the impact of changes made as required and also makes the further recommendation of renaming the Historic Nebo Museum to “Nebo Museum” for consistency of naming convention across the Isaac Museums network.

9.16	REQUEST FOR REDUCTION OF DEVELOPMENT APPLICATION FEES – MCU25/0016 – DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE – SPECIAL INDUSTRY (POWER STATION) AND MAJOR ELECTRICITY INFRASTRUCTURE AND ENVIRONMENTALLY RELEVANT ACTIVITY (ERA 14 [1])

EXECUTIVE SUMMARY

This report seeks Council’s consideration of a request from EPIC Environmental on behalf of QPME Pty Ltd to reduce development application fees for a Development Permit for Material Change of Use – Special Industry (Power Station) and Major Electricity Infrastructure located at 505 Goonyella Road, Moranbah (MCU25/0016). Officers recommend a partial fee reduction to align the payable fee with the expected cost of undertaking the assessment.

9.17	2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER – COMMUNITY SERVICES DIRECTORATE

EXECUTIVE SUMMARY

This report provides an update of Community Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

9.18	MATERIAL CHANGE OF SCOPE TO APPROVED CAPITAL PROJECT

EXECUTIVE SUMMARY

This report seeks authority for the approved capital project, listed as CW222966 St Lawrence (STLAW) Community Hub Design and Construct to be removed from the Community Services Capital works program and for the project budget ($131,154.00) to be reallocated to the project listed as CW253329 St Lawrence (STL) Hall - Kitchen upgrade.

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9.19 COMMUNITY SERVICES FY2025/2026 CAPITAL PROJECTS PROGRESS REPORT AS AT 27 OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Community Services 2025-2026 Capital Works Program.

9.20 ST LAWRENCE WETLANDS FESTIVAL COMMUNITY-LED TRANSITION

EXECUTIVE SUMMARY

This report outlines the transition of the St Lawrence Wetlands Festival (SLWF) event from a council-led initiative to a community-led event. The transition aligns with Council's strategic goals to empower local communities, foster civic participation, and ensure long-term sustainability of public events. The process involved stakeholder consultation, capacity-building workshops, and the establishment of a new community governance model.

9.21 EXTENSION OF RENEWABLE ENERGY COORDINATOR ROLE AND BUDGET ALLOCATION FOR FY2026–27

EXECUTIVE SUMMARY

This report seeks Council's endorsement to extend the Renewable Energy Coordinator role beyond the current Queensland Council Energy Partnerships (QCEP) funding term, which ends on 31 March 2026. The extension would continue the position until 31 March 2027, allowing for sustained delivery of key strategic and operational outcomes.

This continuation will require new funding to be allocated in Council's 2026-27 Operational Budget.

9.22 2025-26 ISAAC REGIONAL COUNCIL STATE AND FEDERAL BUDGET SUBMISSION

EXECUTIVE SUMMARY

This report seeks Council's endorsement for the State and Federal Budget Submission. This submission outlines key road investment priorities sought by Isaac Regional Council on behalf of community development in the Isaac Region.

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9.23	CIVIC VENUES STATUS UPDATE AS AT OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide a status update to Council on all Civic Venues across the region. The intent is to inform Council of emerging priorities and seek direction on identified areas of potential.

9.24	INFRASTRUCTURE SERVICES 2025-2026 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide an update to the Infrastructure Services Standing Committee and Council of the progress in delivery of the Infrastructure Services 2025-2026 Capital Works Program.

9.25	2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER

EXECUTIVE SUMMARY

This report provides an update of Infrastructure Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

9.26	ROADS AND INFRASTRUCTURE OPERATIONAL UPDATE – OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide a monthly update to Council on the current operational status of the Roads and Infrastructure Department.

9.27	NEBO HUB AND COMMUNITY HALL ROOF REPLACEMENT

EXECUTIVE SUMMARY

This report seeks approval to initiate a project for the full replacement of the existing roof at the Nebo Hub, including the Community Hall. To support this initiative, we request permission to reallocate funds from the current Corporate Residential Renewals 2026 budget (Project Code: CW263350).

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9.28 DYSART HORSE PERFORMANCE ASSOC INC. – TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease to Dysart Horse Performance Assoc Inc.

9.29 DYSART JUNIOR MOTOCROSS CLUB INC. – TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease to Dysart Junior Motocross Club Inc.

9.30 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012) - HAHNLEC

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for the appointment of Hahnlec Electrical to complete the remaining Stage 2 electrical works and to complete the ongoing Stage 3 electrical rectification works at the Clermont Caravan Park. This appointment is requested under the exception provisions for entering into medium or large sized contractual arrangements within s235 (b) of the *Local Government Regulations 2012.*

9.31 TRAFFIC ADVISORY GROUP AND SPEED MANAGEMENT COMMITTEE TERMS OF REFERENCE

EXECUTIVE SUMMARY

This report is seeking to establish an Isaac Regional Council Traffic Advisory Group and Speed Management Committee, endorsement a Terms of Reference and Nomination of Elected Member representative.

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9.32	WATER AND WASTE 2025-2026 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2025/26 Capital Works Program.

9.33	WATER AND WASTE DEPARTMENTAL REPORT – CUSTOMER ADMINISTRATION AND BUSINESS

EXECUTIVE SUMMARY

The purpose of this report is to present an update of the customer service, administration and business functions of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.

9.34	RAW WATER SOURCE FOR ISAAC REGIONAL TOWNS

EXECUTIVE SUMMARY

This report outlines the status of raw water sources and water restrictions across Isaac Regional towns for October 2025.

9.35	2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER

EXECUTIVE SUMMARY

This report provides an update of Water and Waste progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

10. OFFICER REPORTS

10.1	2025/2026 1ST QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2025/2026 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 30 September 2025.

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The review proposes a $349K decrease to the budgeted operating surplus, a $1.1M increase to capital revenue and a $2.2M increase to the capital expenditure program.

It should be noted that there are a large number of Watching Brief Items across Council (identified in the attached Executive Summary) that contain a material risk of required adjustments at the Quarter 2 Budget Review.

10.2 POLICY RENEWAL – DEALING WITH COMPLAINTS INVOLVING SUSPECTED CORRUPT CONDUCT OF THE CHIEF EXECUTIVE OFFICER POLICY – CORP-POL-062

EXECUTIVE SUMMARY

This purpose of this report is to propose an update to the policy relating to complaints against the Chief Executive Officer.

10.3 POLICY RENEWAL – PRIVACY POLICY – CORP-POL-106

EXECUTIVE SUMMARY

The purpose of this report is to present the proposed new Privacy Policy aligning with the Queensland Privacy Principles and the *Information Privacy and Other Legislation Amendment Act 2023*.

10.4 CHANGES TO ORGANISATION STRUCTURE

EXECUTIVE SUMMARY

Chief Executive Officer seeking endorsement of proposed changes to organisation structure.

10.5 REQUESTS TO RE-NAME PHILLIPS CREEK BRIDGE

EXECUTIVE SUMMARY

Council has received two individual requests to re-name the new Phillips Creek Bridge that is currently under construction.

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11. CONFIDENTIAL

CONFIDENTIAL REPORT

Closed under s275 (1) (d) rating concessions.

11.1 WATER RATES CONCESSION REQUEST

EXECUTIVE SUMMARY

The purpose of this report is to notify and seek resolution regarding an additional water rates concession request received for the lease jointly held by the Moranbah Rodeo Association Inc. and the Moranbah Campdrafting Association Inc.

CONFIDENTIAL REPORT

Closed under S254 (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

11.2 GLENDEN SWIMMING POOL MANAGEMENT AND OPERATION

EXECUTIVE SUMMARY

This report provides an overview of the preparations for the continuation of tenure at the Council swimming pool at Glenden beyond the 2025/2026 swim season and seeks Council's endorsement for the release of a tender and subsequent award of tender.

12. GENERAL BUSINESS

13. CONCLUSION

UNCONFIRMED MINUTES

ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 29 OCTOBER 2025
COMMENCING AT 10.00AM

ISAAC REGIONAL COUNCIL,
COUNCIL CHAMBERS
1 BATCHELOR PARADE, MORANBAH

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT ISAAC REGIONAL COUNCIL, COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 29 OCTOBER 2025

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT ISAAC REGIONAL COUNCIL, COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 29 OCTOBER 2025

ATTENDANCE

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

OFFICERS PRESENT

Mr Cale Dendle, Chief Executive Officer
Mr Darren Fettell, Director Corporate Services
Ms Heidi Roberts, Director Community Services
Mr Robert Perna, Director Infrastructure Services
Mr Scott Casey, Director Water and Waste
Mr Beau Jackson, Executive Manager Advocacy
Mrs Trudi Liekefett, Manager People and Performance
Ms Tricia Hughes, Coordinator Executive Support, Office of the Mayor and CEO
Ms Natalie McDonald, Executive Assistant, People and Capability

1. OPENING

Mayor Kelly Vea Vea declared the meeting open at 10.01am and welcomed all in attendance for the October Ordinary Meeting.

The Mayor acknowledged the traditional custodians of the land, the Barada Barna People and paid her respects to their Elders past, present and emerging Leaders.

2. LEAVE OF ABSENCE AND APOLOGIES

A leave of absence has been received from Cr Simon West due to personal leave commitments.

Resolution No.: 9395

Moved: Cr Rachel Anderson **Seconded:** Cr Jane Pickels

That Council grant a leave of absence for Councillor Simon West for the October Ordinary Meeting.

Carried

3. CONDOLENCES

- ORR, Dorothy Ann late of Clermont
- GITTENS, Perry late of Clermont
- PRINCE, Michael John "Mick" formerly of Moranbah
- TURPIN, Connie formerly of Moranbah
- THORNE, Joycelyn Helen formerly of Middlemount
- THORBURN, Graham Thomas Arthur formerly of Dysart
- NICHOLAS, Craig Gordon formerly of Collaroy Station
- BUTLER, Jillian "Jill" formerly of Clarke Creek
- COSGROVE, John formerly of Clermont
- Mine Workers from Endeavor Mine, Cobar

4. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest for Report 9.4 Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of Trades and Services as a close relative of her husband owns a business (Pattos Gutter Pro Pty Ltd) that is a supplier named in the report.

DECLARABLE CONFLICT OF INTEREST

Cr Vern Russell declared a conflict of interest for Report 9.6 Minor Community Grants Summary September 2025 as she is the Secretary of the Hinterland Community Care Board who had an application assessed through the minor community grants process.

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as her son will be a Deb Partner for the 2026 Deb Ball.

"I Cr Melissa Westcott inform the meeting that I have a declarable conflict of interest for the ELAM Deb Ball Major Grant Application as my son will be a Deb Ball Partner for the 2026 Event.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial for this decision.*
- *"Therefore, I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as her niece will be a Debutant for the 2026 Deb Ball.

"I Cr Alaina Earl inform the meeting that I have a declarable conflict of interest for the ELAM Deb Ball Major Grant Application as my niece will be a debutant for the 2026 Event.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial for this decision.*
- *"Therefore, I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

DECLARABLE CONFLICT OF INTEREST

Cr Vern Russell declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 6 Dysart Golf Club as Cr Russell's business (a close associate and therefore a related party) is a sponsor of the club.

"I Cr Vern Russell inform the meeting that I have a declarable conflict of interest for the Dysart Golf Club Major Grant Application as my business (a close associate and therefore a related party) is a sponsor of the club.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial as my business' financial contribution to the club is small.*
- *"Therefore I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a Declarable Conflict of Interest for Report 9.7 Major Grant Applications Summary Round One FY 2025 – 2026 Application 12 as she is the Secretary for the Moranbah Arts. .

PRESCRIBED CONFLICT OF INTEREST

Cr Vern Russell declare that a prescribed conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 13 Dysart Pony Club as her daughter is a committee member of this club.

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest for Report 9.11 Cat Management in Moranbah Town Square as she is one of a small number of property owners located in the Moranbah Town Square that stands to benefit from this activity.

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest for Report 9.16 Mackay Issac Tourism 2024/2025 Partner Report to Isaac Regional Council (31 August 2025) as she is the Chair of the Local Buying Foundation which provides funding to Mackay Isaac Tourism for the Isaac Tourism Officer Role.

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

There are no deputations for this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

There is no consideration of notice of motions for this meeting.

7. CONFIRMATION OF MINUTES

Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Batchelor Parade, Moranbah on Wednesday 24 September 2025

Resolution No.: **9396**

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

That Council confirms the Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Batchelor Parade, Moranbah on Wednesday 24 September 2025.

Carried

8. BUSINESS ARISING FROM PREVIOUS MEETING

8.1 Business Outstanding Table for Ordinary Meeting of Council – As at September 2025

EXECUTIVE SUMMARY

The business outstanding table is used as a tool to monitor outstanding items resolved at previous Ordinary Meetings of Council. The current Business Outstanding Table for the Ordinary Meetings of Council is presented for Councillors' information.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives and Notes the Business Outstanding Table for the Ordinary Meetings of Council as at 30 September 2025.*

Resolution No.: 9397

Moved: Cr Terry O'Neill **Seconded:** Cr Vern Russell

That Council:

1. **Receives and notes the Business Outstanding Table for the Ordinary Meetings of Council as at 30 September 2025.**

Carried

9. STANDING COMMITTEE REPORTS

9.1 Isaac Regional Council Monthly Financial Report as at 24 September 2025

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: *CORP10/25-0004*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Vern Russell*

That the Committee recommends that Council:

Receives the interim financial statements for the period 24 September 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).

Carried

Resolution No.: **9398**

Moved: **Cr Melissa Westcott** **Seconded:** **Cr Jane Pickels**

That Council:

1. Receives the financial statements for the period 24 September 2025 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204).*

Carried

9.2 Safety and Resilience Update

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: *CORP10/25-0005*

Moved: *Cr Jane Pickels* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

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

Carried

Resolution No.: 9399

Moved: Cr Terry O'Neill Seconded: Cr Viv Coleman

That Council:

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

Carried

9.3 Governance and Assurance Quarterly Update

EXECUTIVE SUMMARY

The purpose of this report is to provide a status update of the Governance and Assurance Department's key operations.

COMMITTEE'S RECOMMENDATION

Resolution No.: CORP10/25-0006

Moved: Cr Vern Russell Seconded: Cr Jane Pickels

That the Committee recommends that Council:

1. Receive and note the Governance and Assurance Quarterly Update.

Carried

Resolution No.: 9400

Moved: Cr Jane Pickels **Seconded:** Cr Terry O'Neill

That Council:

1. **Receive and note the Governance and Assurance Quarterly Update.**

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest for Report 9.4 Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of Trades and Services as a close relative of her husband owns a business (Pattos Gutter Pro Pty Ltd) that is a supplier named in the report. Cr Earl left the meeting room at 10.14am and did not participate in the discussion or vote for Report 9.4.

9.4 Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of Trades and Services

EXECUTIVE SUMMARY

The purpose of this report is to recommend the appointment of selected tenderers to a Register of Pre-Qualified Suppliers (RPQS) Arrangement for the Provision of Trades and Services to Isaac Regional Council.

COMMITTEE'S RECOMMENDATION

Resolution No.: *CORP10/25-0007*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Vern Russell*

That the Committee recommends that Council:

1. *Endorse the award of tender IRCT-ALL2-0123-313, for the creation of a panel of Register of Pre-Qualified Suppliers for Provision of Trades and Services, for an initial term of two years from 1 November 2025 with 2 (two) additional twelve months extension options.*

2. *Endorse the list of Pre-Qualified suppliers detailed in the report.*
3. *Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified suppliers Agreements as required.*

Carried

Resolution No.: 9401

Moved: Cr Terry O'Neill Seconded: Cr Viv Coleman

That Council:

1. **Endorse the award of tender IRCT-ALL2-0123-313, for the creation of a panel of Register of Pre-Qualified Suppliers for Provision of Trades and Services, for an initial term of two years from 1 November 2025 with 2 (two) additional twelve months extension options.**
2. **Endorse the list of Pre-Qualified suppliers detailed in the report.**
3. **Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required.**

Carried

ATTENDANCE

Cr Alaina Earl returned to the meeting room at 10.16am.

9.5 People and Capability Monthly Report

EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

COMMITTEE'S RECOMMENDATION

Resolution No.: CORP10/25-0008

Moved: Mayor Kelly Vea Vea Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. *Receives and notes the People and Capability monthly report.*

Carried

Resolution No.: 9402

Moved: Cr Jane Pickels **Seconded: Cr Vern Russell**

That Council:

1. Receives and notes the People and Capability monthly report.

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Vern Russell declared a conflict of interest for Report 9.6 Minor Community Grants Summary September 2025 as she is the Secretary of the Hinterland Community Care Board who had an application assessed through the minor community grants process.

"I, Cr Vern Russell declare a conflict of interest the Minor Community Grants Summary September 2025 Report for the Hinterland Community Care Application as I am the Secretary of the Board. As this report is a noting only report and no decision is to be made by Council ask my fellow Councillors to decide if I can remain in the meeting room for the discussions for this noting only report."

Resolution No.: 9403

Moved: Cr Melissa Westcott **Seconded: Cr Rachel Anderson**

That Council resolves that Cr Vern Russell can remain in the meeting room for the discussions for Report 9.6 Minor Community Grants Summary September 2025 as this is a noting only report and no decision is to be made by Council.

Carried

9.6 Minor Community Grants Summary September 2025

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 September to 30 September 2025.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-003*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Alaina Earl*

That the Committee recommends that Council:

1. Notes the minor community grants approved under delegation for the month of September 2025.

Carried

Resolution No.: **9404**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Alaina Earl**

That Council:

1. Notes the minor community grants approved under delegation for the month of September 2025.

Carried

9.7 Major Grant Applications Summary Round One FY2025-2026

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-004*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Approves Application 1 for the Community Grants Round One FY2025-2026 as follows:*

Application 1	*CLERMONT RACE CLUB*
Project	*Clermont Race Club are hosting their annual November races on 15 November 2025. They are seeking Councils support of $5,000 to go towards the cost of security. The quote for the security is $7,480. The overall cost for the event is $54,400. This meets the co contribution requirements.*
Committee Recommendation	
Details	*Approves $5,000 (excluding GST)*
Budget Source	*Division 1 and 6*
	Carried

Resolution No.: *COMM10/25-005*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Approves Application 2 for the Community Grants Round One FY2025-2026 as follows:*

Application 2	*BELYANDO PERFORMANCE HORSE INC*
Project	*Belyando Performance Horse Inc are hosting their annual Campdraft on 3-5 October. They are seeking Council's support of $5,000 to go towards the*

	cost of the ambulance and the payment of hire for the Clermont Sale yards. The quote for the ambulance is $5,350.05. The quote for the sale yards is $1,800. The overall cost of the event is $91,000. This meets the co contribution requirements.
Committee Recommendation	
Details	*Approves $5,000 (excluding GST)*
Budget Source	*Division 1 and 6*
	Carried

Resolution No.: *COMM10/25-006*

Moved: *Cr Alaina Earl* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. Approves Application 3 for the Community Grants Round One FY2025-2026 as follows:

Application 3	*LIFE CHURCH CLERMONT*
Project	*Life Church Clermont are hosting their annual Christmas in the park "Clermont Community Christmas" on 5 December 2025. They are seeking Councils support of $5,000 to go towards the cost of the amusement rides. The quote for Fun times amusements is $18,256.98. The overall cost of event is $29,288.88. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $5,000 (excluding GST)*
Budget Source	*Division 1 and 6*
	Carried

Resolution No.: *COMM10/25-007*

Moved: *Cr Alaina Earl* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. *Approves Application 4 for the Community Grants Round One FY2025-2026 as follows:*

Application 4	*OASIS LIFE CHURCH*
Project	*Oasis Life Church are hosting their annual Moranbah Christmas Carols on 5 December 2025 in Town Square Moranbah. They are seeking Councils support of $10,000 to go towards the cost of Kennedy's stage hire. The quote for Kennedy's is $28,000. The overall cost of the event is $56,750. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $10,000 (excluding GST)*
Budget Source	*Division 3, 4, 5 and 7*
	Carried

Resolution No.: *COMM10/25-008*

Moved: *Cr Terry O'Neill* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. *Approves Application 5 for the Community Grants Round One FY2025-2026 as follows:*

Application 5	*ELAM*
Project	*ELAM are hosting their annual Debutante Ball on the 28 March 2026. They are seeking Councils support of $5,000 to go towards the payments of the venue hire, band, bands accommodation, table decorations, catering. The quote for Isaac Excellence Centre is $1,864.50. The quote for the Band is $2,250. The quote for the band's accommodation is $580. The quote for table decorations is $600. The quote for the catering is $14,850. The overall cost of the event is $24,500. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $5,000 (excluding GST)*
Budget Source	*Division 3, 4, 5*
	Carried

Resolution No.: *COMM10/25-009*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Alaina Earl*

That the Committee recommends that Council:

1. Approves Application 6 for the Community Grants Round One FY2025-2026 as follows:

Application 6	*DYSART GOLF CLUB*
Project	*Dysart Golf Club in collaboration with other local groups are hosting the Dysart Christmas Party on 6 December 2025. They are seeking Councils support of $10,000 to go towards the payment of HIBBLES amusements. The quote for HIBBLES is $26,500. The overall cost of the event is $92,500. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $10,000 (excluding GST)*
Budget Source	*Division 2*
	Carried

Resolution No.: *COMM10/25-010*

Moved: *Cr Alaina Earl* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. Approves Application 7 for the Community Grants Round One FY2025-2026 as follows:

Application 7	*DYSART KINDERGARTEN*
Project	*Dysart Kindergarten would like to upgrade their facility to benefit current and future families that are attending the Kindergarten in Dysart. They would like to purchase and install a shade sail, outdoor fans for summer and new tables. They are seeking Councils support of $3,111. to go towards the cost of the purchase and installation. The quote for the purchase and installation is $4,519. The overall cost is $4,519. This meets the co contribution amount.*

Committee Recommendation	
Details	*Approves $3,111 (excluding GST)*
Budget Source	*Division 2*
	Carried

Resolution No.: *COMM10/25-011*

Moved: *Cr Alaina Earl* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. Approves Application 8 for the Community Grants Round One FY2025-2026 as follows:

Application 8	*MORANBAH COMMUNITY GARDEN*
Project	*Moranbah Community Garden are wanting to purchase and install automatic sprinklers at the Moranbah Community Garden. They are seeking Councils support of $5,000 to go towards the purchase and installation. The quote for the purchase and installation is $8,696.60. The overall cost is $8,696.60. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $5,000 (excluding GST)*
Budget Source	*Division 3, 4, 5*
	Carried

Resolution No.: *COMM10/25-012*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. Approves Application 9 for the Community Grants Round One FY2025-2026 as follows:

Application 9	*MORANBAH DARTS*

Project	*Moranbah Darts are seeking to purchase automatic scoring and lighting equipment to enhance the playing experience. They are seeking Councils support of $5,000 to go towards the purchase of the automatic scorers. The quote for Omini scorers is $7,920. The overall cost is $7,920. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $5,000*
Budget Source	*Division 3, 4, 5*
	Carried

Resolution No.: *COMM10/25-013*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Alaina Earl*

That the Committee recommends that Council:

1. Approves Application 10 for the Community Grants Round One FY2025-2026 as follows:

Application 10	*MORANBAH EAST STATE SCHOOL P&C*
Project	*Moranbah East State School P&C are wanting to build a crossing shelter for our crossing guard staff at Moranbah East. They are seeking Councils support of $5,000 to go towards the cost of building the shelter. The quote for shelter is $9,708.57. The overall cost of event is $9,708.57. This meets the co contribution amount.*
Committee Recommendation	
Details	*Approves $5,000*
Budget Source	*Division 3, 4, 5*
	Carried

Resolution No.: *COMM10/25-014*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Alaina Earl*

That the Committee recommends that Council:

1. *Approves Application 11 for the Community Grants Round One FY2025-2026 as follows:*

Application 11	*CAPELLA TIERI MIDDLEMOUNT COMMUNITY SUPPORT NETWORK*
Project	*CTM Links Middlemount are looking at hosting monthly cooking and education classes at the Middlemount Community Hall from November to May 2026. The overall cost is $4,291.29. Grant funding of $3,200 is requested. This does not meet the co contribution amount.*
Committee Recommendation	
Details	*Approves $3,004 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.*
Budget Source	*Division 7*
	Carried

Resolution No.: *COMM10/25-015*

Moved: *Cr Terry O'Neill* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. *Approves Application 12 for the Community Grants Round One FY2025-2026 as follows:*

Application 12	*MORANBAH ARTS*
Project	*Moranbah Arts are upgrading their sound desk and new microphone stands and additional pieces for the upright truss. The overall cost is $5,378.84. Grant funding of $4,000 is requested. This does not meet the minimum co-contribution requirement.*
Committee Recommendation	
Details	*Approves $3,765 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.*
Budget Source	*Division 3, 4, 5*
	Carried

Resolution No.: *COMM10/25-016*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Approves Application 13 for the Community Grants Round One FY2025-2026 as follows:*

Application 13	*DYSART PONY CLUB*
Project	*Dysart Pony Club are wanting to upgrade their jumping equipment and purchase laptops. The overall cost is $4,260.90. Grant funding of $5,000 is requested. This does not meet the minimum co-contribution requirement.*
Committee Recommendation	
Details	*Approves $2,982 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.*
Budget Source	*Division 2*
	Carried

Resolution No.: *COMM10/25-017*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council resolves the following matters relating to the Community Grants Round One FY2025-2026:

1. *Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.*
2. *Notes that further budget adjustments may be undertaken at Council's third quarter budget review to ensure sufficient funds are available for community grants for the remainder of the financial year.*

Carried

Resolution No.: **9404**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Alaina Earl**

That Council:

1. Approves Application 1 for the Community Grants Round One FY2025-2026 as follows:

Application 1	CLERMONT RACE CLUB
Project	Clermont Race Club are hosting their annual November races on 15 November 2025. They are seeking Councils support of $5,000 to go towards the cost of security. The quote for the security is $7,480. The overall cost for the event is $54,400. This meets the co contribution requirements.
Details	Approves $5,000 (excluding GST)
Budget Source	Division 1 and 6
	Carried

Resolution No.: 9405

Moved: Cr Terry O'Neill Seconded: Cr Jane Pickels

That Council:

1. Approves Application 2 for the Community Grants Round One FY2025-2026 as follows:

Application 2	BELYANDO PERFORMANCE HORSE INC
Project	Belyando Performance Horse Inc are hosting their annual Campdraft on 3-5 October. They are seeking Council's support of $5,000 to go towards the cost of the ambulance and the payment of hire for the Clermont Sale yards. The quote for the ambulance is $5,350.05. The quote for the sale yards is $1,800. The overall cost of the event is $91,000. This meets the co contribution requirements.
Details	Approves $5,000 (excluding GST)
Budget Source	Division 1 and 6
	Carried

Resolution No.: 9406

Moved: Cr Viv Coleman **Seconded:** Cr Jane Pickels

That Council:

1. Approves Application 3 for the Community Grants Round One FY2025-2026 as follows:

Application 3	LIFE CHURCH CLERMONT
Project	Life Church Clermont are hosting their annual Christmas in the park "Clermont Community Christmas" on 5 December 2025. They are seeking Councils support of $5,000 to go towards the cost of the amusement rides. The quote for Fun times amusements is $18,256.98. The overall cost of event is $29,288.88. This meets the co contribution amount.
Details	Approves $5,000 (excluding GST)
Budget Source	Division 1 and 6
	Carried

Resolution No.: 9407

Moved: Cr Rachel Anderson **Seconded:** Cr Melissa Westcott

That Council:

1. Approves Application 4 for the Community Grants Round One FY2025-2026 as follows:

Application 4	OASIS LIFE CHURCH
Project	Oasis Life Church are hosting their annual Moranbah Christmas Carols on 5 December 2025 in Town Square Moranbah. They are seeking Councils support of $10,000 to go towards the cost of Kennedy's stage hire. The quote for Kennedy's is $28,000. The overall cost of the event is $56,750. This meets the co contribution amount.
Details	Approves $10,000 (excluding GST)
Budget Source	Division 3, 4, 5 and 7

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as her son will be a Deb Partner for the 2026 Deb Ball.

"I Cr Melissa Westcott inform the meeting that I have a declarable conflict of interest for the ELAM Deb Ball Major Grant Application as my son will be a Deb Ball Partner for the 2026 Event.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial for this decision.*
- *"Therefore, I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

Resolution No.: **9408**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Viv Coleman**

That Council resolves that Cr Melissa Westcott can remain in the meeting room for the discussion and vote for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as Council believes that Cr Westcott would be perceived by reasonable people to be impartial for this matter.

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as her niece will be a Debutant for the 2026 Deb Ball.

"I Cr Alaina Earl inform the meeting that I have a declarable conflict of interest for the ELAM Deb Ball Major Grant Application as my niece will be a debutant for the 2026 Event.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial for this decision.*

- *"Therefore, I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

Resolution No.: 9409

Moved: Cr Viv Coleman **Seconded:** Cr Terry O'Neill

That Council resolves that Cr Alaina Earl can remain in the meeting room for the discussion and vote for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 5 ELAM as Council believes that Cr Earl would be perceived by reasonable people to be impartial for this matter.

Carried

Resolution No.: 9410

Moved: Cr Alaina Earl **Seconded:** Cr Vern Russell

That Council:

1. Approves Application 5 for the Community Grants Round One FY2025-2026 as follows:

Application 5	**ELAM**
Project	**ELAM are hosting their annual Debutante Ball on the 28 March 2026. They are seeking Councils support of $5,000 to go towards the payments of the venue hire, band, bands accommodation, table decorations, catering. The quote for Isaac Excellence Centre is $1,864.50. The quote for the Band is $2,250. The quote for the band's accommodation is $580. The quote for table decorations is $600. The quote for the catering is $14,850. The overall cost of the event is $24,500. This meets the co contribution amount.**
Details	**Approves $5,000 (excluding GST)**
Budget Source	**Division 3, 4, 5**

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Vern Russell declared a conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 6 Dysart Golf Club as Cr Russell's business (a close associate and therefore a related party) is a sponsor of the club.

"I Cr Vern Russell inform the meeting that I have a declarable conflict of interest for the Dysart Golf Club Major Grant Application as my business (a close associate and therefore a related party) is a sponsor of the club.

- *"Although I have a declarable conflict of interest, I believe I would be perceived by reasonable people to be impartial as my business' financial contribution to the club is small.*
- *"Therefore I wish to remain in the meeting ask the eligible councillors to decide if I may participate in the debate and decision-making."*

Resolution No.: **9411**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Rachel Anderson**

That Council resolves that Cr Vern Russell can remain in the meeting room for the discussion and vote for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 6 Dysart Golf Club as Council believes that Cr Vern Russell would be perceived by reasonable people to be impartial as her business' financial contribution to the club is small.

Carried

Resolution No.: **9412**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Terry O'Neill**

That Council:

1. Approves Application 6 for the Community Grants Round One FY2025-2026 as follows:

Application 6	DYSART GOLF CLUB
Project	Dysart Golf Club in collaboration with other local groups are hosting the Dysart Christmas Party on 6 December 2025. They are seeking Councils support of $10,000 to go towards the payment of HIBBLES amusements. The quote for HIBBLES is $26,500. The overall cost of the event is $92,500. This meets the co contribution amount.
Details	Approves $10,000 (excluding GST)
Budget Source	Division 2
	Carried

Resolution No.: 9413

Moved: Cr Alaina Earl **Seconded:** Cr Jane Pickels

That Council:

1. Approves Application 7 for the Community Grants Round One FY2025-2026 as follows:

Application 7	DYSART KINDERGARTEN
Project	Dysart Kindergarten would like to upgrade their facility to benefit current and future families that are attending the Kindergarten in Dysart. They would like to purchase and install a shade sail, outdoor fans for summer and new tables. They are seeking Councils support of $3,111. to go towards the cost of the purchase and installation. The quote for the purchase and installation is $4,519. The overall cost is $4,519. This meets the co contribution amount.
Details	Approves $3,111 (excluding GST)
Budget Source	Division 2
	Carried

Resolution No.: 9414

Moved: Cr Jane Pickels **Seconded:** Cr Melissa Westcott

That Council:

1. Approves Application 8 for the Community Grants Round One FY2025-2026 as follows:

Application 8	MORANBAH COMMUNITY GARDEN
Project	Moranbah Community Garden are wanting to purchase and install automatic sprinklers at the Moranbah Community Garden. They are seeking Councils support of $5,000 to go towards the purchase and installation. The quote for the purchase and installation is $8,696.60. The overall cost is $8,696.60. This meets the co contribution amount.
Details	Approves $5,000 (excluding GST)
Budget Source	Division 3, 4, 5
	Carried

CONFLICT OF INTEREST

Mr Scott Casey declared a Conflict of Interest for Report 9.7 Major Grant Applications Summary Round One FY 2025 – 2026 Application 9 Moranbah Darts as he is a committee member of this club.

Resolution No.: 9415

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

That Council:

1. Approves Application 9 for the Community Grants Round One FY2025-2026 as follows:

Application 9	MORANBAH DARTS
Project	Moranbah Darts are seeking to purchase automatic scoring and lighting equipment to enhance the playing experience. They are seeking Councils support of $5,000 to go towards the purchase of the automatic scorers. The quote for Omini scorers is $7,920. The overall cost is $7,920. This meets the co contribution amount.
Details	Approves $5,000

Budget Source	**Division 3, 4, 5**
	Carried

Resolution No.: 9416

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

That Council:

1. **Approves Application 10 for the Community Grants Round One FY2025-2026 as follows:**

Application 10	**MORANBAH EAST STATE SCHOOL P&C**
Project	**Moranbah East State School P&C are wanting to build a crossing shelter for our crossing guard staff at Moranbah East. They are seeking Councils support of $5,000 to go towards the cost of building the shelter. The quote for shelter is $9,708.57. The overall cost of event is $9,708.57. This meets the co contribution amount.**
Details	**Approves $5,000**
Budget Source	**Division 3, 4, 5**
	Carried

Resolution No.: 9417

Moved: Cr Alaina Earl **Seconded:** Cr Terry O'Neill

That Council:

1. **Approves Application 11 for the Community Grants Round One FY2025-2026 as follows:**

Application 11	**CAPELLA TIERI MIDDLEMOUNT COMMUNITY SUPPORT NETWORK**
Project	**CTM Links Middlemount are looking at hosting monthly cooking and education classes at the Middlemount Community Hall from November to May 2026. The overall cost is $4,291.29. Grant funding**

	of $3,200 is requested. This does not meet the co contribution amount.
Details	**Approves $3,004 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.**
Budget Source	**Division 7**
	Carried

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a Declarable Conflict of Interest for Report 9.7 Major Grant Applications Summary Round One FY 2025 – 2026 Application 12 as she is the Secretary for the Moranbah Arts. Cr Alaina Earl left the meeting room at 10.41am and did not participate in the discussions or vote for Application 12.

Resolution No.: **9418**

Moved: **Cr Melissa Westcott** **Seconded:** **Cr Terry O'Neill**

That Council:

1. **Approves Application 12 for the Community Grants Round One FY2025-2026 as follows:**

Application 12	**MORANBAH ARTS**
Project	**Moranbah Arts are upgrading their sound desk and new microphone stands and additional pieces for the upright truss. The overall cost is $5,378.84. Grant funding of $4,000 is requested. This does not meet the minimum co-contribution requirement.**
Details	**Approves $3,765 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.**
Budget Source	**Division 3, 4, 5**
	Carried

ATTENDANCE

Cr Alaina Earl returned to the meeting room at 10.42am.

PRESCRIBED CONFLICT OF INTEREST

Cr Vern Russell declare that I have a prescribed conflict of interest for Report 9.7 Major Grant Applications Summary Round One FY2025-2026 Application 13 Dysart Pony Club as her daughter is a committee member of this club. Cr Russell left the meeting room at 10.42am and did not participate in the discussions or vote for Application 13.

Resolution No.: **9419**

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

That Council:

1. **Approves Application 13 for the Community Grants Round One FY2025-2026 as follows:**

Application 13	**DYSART PONY CLUB**
Project	**Dysart Pony Club are wanting to upgrade their jumping equipment and purchase laptops. The overall cost is $4,260.90. Grant funding of $5,000 is requested. This does not meet the minimum co-contribution requirement.**
Details	**Approves $2,982 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement.**
Budget Source	**Division 2**
	Carried

ATTENDANCE

Cr Vern Russell returned to the meeting room at 10.43am.

Resolution No.: 9420

Moved: Cr Melissa Westcott **Seconded:** Cr Viv Coleman

That Council:

1. **Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.**
2. **Notes that further budget adjustments may be undertaken at Council's third quarter budget review to ensure sufficient funds are available for community grants for the remainder of the financial year.**

Carried

9.8 Isaac Arts and Cultural Advisory Committee Minutes – 5 September 2025

EXECUTIVE SUMMARY

The Isaac Arts and Cultural Advisory Committee (IACAC) provide guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report requests that Council receives and notes the Minutes from the IACAC meeting held on 5 September 2025 and presents committee recommendations for consideration.

COMMITTEE'S RECOMMENDATION

Resolution No.: COMM10/25-018

Moved: Cr Terry O'Neill Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. *Endorses the Minutes of the Isaac Arts and Cultural Advisory Committee of Friday, 5 September 2025 with specific reference to:*

a. the Regional Arts Development Funding Guidelines for the 2025-2026 Funding Year;
b. the Application forms for the 2025-26 Regional Arts Development Funding across the categories of "Develop", "Inspire" and "Grow".

2. Authorises the Chief Executive Officer to delegate to the Director Community Services the approval of any administrative changes to the 2025-26 Regional Arts Development Fund
3. Funding Guidelines and the Regional Arts Development Fund application forms.

Carried

Resolution No.: 9421

Moved: Cr Jane Pickels **Seconded: Cr Alaina Earl**

That Council:

1. Endorses the Minutes of the Isaac Arts and Cultural Advisory Committee of Friday, 5 September 2025 with specific reference to:

a. the Regional Arts Development Funding Guidelines for the 2025-2026 Funding Year;

b. the Application forms for the 2025-26 Regional Arts Development Funding across the categories of "Develop", "Inspire" and "Grow".

2. Authorises the Chief Executive Officer to delegate to the Director Community Services the approval of any administrative changes to the 2025-26 Regional Arts Development Fund Funding Guidelines and the Regional Arts Development Fund application forms.

Carried

9.9 Clermont Museum Open Day – Future Scheduling

EXECUTIVE SUMMARY

The Clermont Museum Open Day was successfully delivered as a stand-alone event in 2025, providing strong community participation and opportunities for growth beyond its traditional alignment with the Gold and Coal Festival. This report seeks Council endorsement for the event to be rescheduled to June/July each year, to establish it as a signature heritage event for Isaac.

COMMITTEE'S RECOMMENDATION

Resolution No.: COMM10/25-019

Moved: Cr Alaina Earl *Seconded: Cr Terry O'Neill*

That the Committee recommends that Council:

1. Endorses the rescheduling of the Clermont Museum Open Day to June/July annually.

Carried

Resolution No.: 9422

Moved: Cr Jane Pickels **Seconded: Cr Viv Coleman**

That Council:

1. Endorses the rescheduling of the Clermont Museum Open Day to June/July annually.

Carried

9.10 Proposed Approved Inspection Programs 2026 – Systematic Inspection Program of Clermont and Selective Inspection Program (Non-Renewed Registrations)

EXECUTIVE SUMMARY

This report seeks Council's approval for two Approved Inspection Programs under the Animal Management (Cats and Dogs) Act 2008 and the *Local Government Act 2009.*

- A Systematic Inspection Program for all properties in the locality of Clermont between 2 March 2026 and 22 May 2026.
- A Selective Inspection Program across the Isaac Regional Council area targeting properties with nonrenewed dog registrations as of 31 August 2025, to also run between 2 March 2026 and 22 May 2026.

Both programs support monitoring compliance with the Animal Management Act (Cats and Dogs) Act 2008, Isaac Regional Council Local Law No.1 (Administration) 2011 and Isaac Regional Council Local Law No.2 (Animal Management) 2011 of dog registration requirements, promote responsible

ownership, and are consistent with Council's endorsed Domestic Dog Advisory Committee Work Plan and the Pawsitive Blueprint for Responsible Dog Ownership.

OFFICER'S RECOMMENDATION

Resolution No.: COMM10/25-020

Moved: Cr Alaina Earl *Seconded: Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Receives and notes that officers will undertake Approved Inspection Programs on a rolling schedule basis for forward planning purposes.*
2. *Resolves to approve the Systematic Inspection Program for 2026, for the locality of Clermont between 2 March 2026 to 22 May 2026 in accordance with the Animal Management (Cats and Dogs) Act 2008 and the Local Government Act 2009;*
3. *Resolves to approve, a Selective Inspection Program for 2026 of all properties within the Isaac Regional Council area where a dog had been registered up until 31 August 2025 and Council has not received a renewal for that registration to be undertaken between 2 March 2025 and 22 May 2025.*
4. *Authorises the Chief Executive Officer to issue public notices for both programs in accordance with the legislative requirements.*

Carried

Resolution No.: 9423

Moved: Cr Vern Russell **Seconded: Cr Jane Pickels**

That Council:

1. **Receives and notes that officers will undertake Approved Inspection Programs on a rolling schedule basis for forward planning purposes.**
2. **Resolves to approve the Systematic Inspection Program for 2026, for the locality of Clermont between 2 March 2026 to 22 May 2026 in accordance with the *Animal Management (Cats and Dogs) Act 2008* and the *Local Government Act 2009*;**
3. **Resolves to approve, a Selective Inspection Program for 2026 of all properties within the Isaac Regional Council area where a dog had been registered up until 31 August 2025 and**

Council has not received a renewal for that registration to be undertaken between 2 March 2025 and 22 May 2025.

4. **Authorises the Chief Executive Officer to issue public notices for both programs in accordance with the legislative requirements.**

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest for Report 9.11 Cat Management in Moranbah Town Square as she is one of a small number of property owners located in the Moranbah Town Square that stands to benefit from this activity and as a result of this declarable conflict of interest, Cr Melissa Westcott left the meeting room at 10.45am and did not participate in the deliberations and vote for Report 9.11.

9.11 Cat Management in Moranbah Town Square

EXECUTIVE SUMMARY

This report outlines options for managing cats in Moranbah Town Square, prepared in response to a request at the January 2025 Ordinary Meeting for presentation to Council of a proposed management scope. The report recommends the delivery of an education program with business owners and users in Moranbah Town Square, progressive habitat modification and the strengthening of responsible pet ownership messaging.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-021*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Endorses the delivery of an engagement and education program with:*
   a. *businesses and users of Moranbah Town Square regarding Council's management approach;*
   b. *the broader community regarding responsible pet ownership.*

2. *Investigates opportunities for progressive habitat modification of Council assets in Moranbah Town Square in accordance with Council's standard project and budget decision-making processes.*
3. *Supports a Trial Cat Trapping Program proceeding for the Moranbah Town Square, subject to finalisation of a draft project concept brief (to include an extensive communication plan) with budget consideration in the 2026/2027 financial year.*

Carried

Resolution No.: 9424

Moved: Cr Rachel Anderson Seconded: Cr Alaina Earl

That Council:

1. **Endorses the delivery of an engagement and education program with:**
   a. **businesses and users of Moranbah Town Square regarding Council's management approach;**
   b. **the broader community regarding responsible pet ownership.**
2. **Deliver progressive habitat modification of Council assets in Moranbah Town Square in accordance with Council's standard project and budget decision-making processes.**
3. **Supports a Trial Cat Trapping Program proceeding for the Moranbah Town Square, subject to finalisation of a draft project concept brief (to include an extensive communication plan) with budget consideration in the 2026/2027 financial year.**
4. **Incorporates stray cats into the feral cat category of the biosecurity management plan for residential and rural areas.**

Carried

ATTENDANCE

Cr Melissa Westcott returned to the meeting room at 11.00am.

9.12 Biosecurity Delivery Plan 2025-2026

EXECUTIVE SUMMARY

This report presents the Isaac Regional Council's Biosecurity Delivery Plan 2025–2026, which supports the implementation of the Isaac Regional Biosecurity Plan 2024–2027. It outlines strategic actions to manage pest plants and animals on Council-managed lands, ensuring compliance with the General Biosecurity Obligation and alignment with regional and state biosecurity strategies.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-022*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. Notes the Annual Biosecurity Delivery Plan 2025-2026.

Carried

Resolution No.: 9425

Moved: Cr Viv Coleman **Seconded: Cr Jane Pickels**

That Council:

1. Notes the Annual Biosecurity Delivery Plan 2025-2026.

Carried

9.13	Request For Reduction of Development Application Fees – MCU25/0015 – Development Application for a Material Change of Use: Health Care Service At 66 Mills Avenue, Moranbah (Lot 15 on M9738)

EXECUTIVE SUMMARY

Council has received a request from RPS on behalf of The Trustee for Kpjandiya Trust to reduce development application fees for the development application (MCU25/0015) for a Development Permit for Material Change of Use: Health Care Service at 66 Mills Avenue, Moranbah, legally described at Lot 15 on M9738.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-023*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Approves a reduction of the development application fee for MCU25/0015 to an amount of $9,030.00 to align with the anticipated internal and external costs realised by Council to assess the development application.*
2. *Notes it is considered reasonable to reduce the application fees for this application and for Council to adopt the Code Assessable application fee of $9,030.*
3. *Notes that the proposed fee reduction will support Council to achieve cost recovery whilst also supporting the applicant to deliver much needed medical services to the community.*

Carried

Resolution No.: **9426**

Moved: **Cr Melissa Westcott** **Seconded:** **Cr Vern Russell**

That Council:

1. **Approves a reduction of the development application fee for MCU25/0015 to an amount of $9,030 to align with the anticipated internal and external costs realised by Council to assess the development application.**

2.	**Notes it is considered reasonable to reduce the application fees for this application and for Council to adopt the Code Assessable application fee of $9,030.**
3.	**Notes that the proposed fee reduction will support Council to achieve cost recovery whilst also supporting the applicant to deliver much needed medical services to the community.**

Carried

9.14 Community Services FY2025/2026 Capital Projects Progress Report as at 19 September 2025

EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Community Services 2025- 2026 Capital Works Program.

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-024*

Moved: *Cr Alaina Earl* *Seconded:* *Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Receives and notes the monthly Community Services 2025-2026 Capital Progress Summary Report as at 19 September 2025.*

Carried

Resolution No.: **9427**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Alaina Earl**

That Council:

1. **Receives and notes the monthly Community Services 2025-2026 Capital Progress Summary Report as at 19 September 2025.**

Carried

9.15 2026 and 2027 St Lawrence Wetlands Weekend Event Procurement Policy Exception – Tender Consideration Plan

EXECUTIVE SUMMARY

The purpose of this report is to seek a Council Resolution to prepare a Tender Consideration Plan for the procurement activities associated with the St Lawrence Wetlands Festival, as an exception to the Default Contracting Procedures of the *Local Government Regulation 2012* Section 230(1)(a).

COMMITTEE'S RECOMMENDATION

Resolution No.: *COMM10/25-026*

Moved: *Cr Terry O'Neill* *Seconded:* *Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. *Approves to prepare a quote or tender 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 artistic elements, goods and services required for the 2026 and 2027 St Lawrence Wetlands Festival.*

Carried

Resolution No.: **9428**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Jane Pickels**

That Council:

1. **Approves to prepare a quote or tender 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 artistic elements, goods and services required for the 2026 and 2027 St Lawrence Wetlands Festival.**

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Melissa Westcott declared a declarable conflict of interest for Report Item 9.16 Mackay Issac Tourism 2024/2025 Partner Report to Isaac Regional Council (31 August 2025) as she is the Chair of the Local Buying Foundation which provides funding to Mackay Isaac Tourism for the Isaac Tourism Officer Role as a result of this declarable conflict of interest, Cr Melissa Westcott left the meeting room at 11.35am and did not participate in the deliberations and vote for Report 9.16.

9.16 Mackay Issac Tourism 2024/2025 Partner Report to Isaac Regional Council (31 August 2025)

EXECUTIVE SUMMARY

This report provides Council with a copy of the Mackay Isaac Tourism (MIT) 2024/2025 Partner Report to Isaac Regional Council (31 August 2025).

COMMITTEE'S RECOMMENDATION:

Resolution No.: *COMM10/25-027*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Alaina Earl*

That the Committee recommends that Council:

1. Receives and notes the Mackay Isaac Tourism 2024/25 Partner Report dated 31 August 2025.

Carried

Resolution No.: 9429

Moved: Cr Viv Coleman **Seconded: Cr Vern Russell**

That Council:

1. Receives and notes the Mackay Isaac Tourism 2024/25 Partner Report dated 31 August 2025.

Carried

ATTENDANCE

Cr Mel Westcott returned to the meeting room at 11.39am.

9.17 Infrastructure Services 2025-2026 Capital Projects Progress Report – September 2025

EXECUTIVE SUMMARY

This report is to provide an update to the Infrastructure Services Standing Committee and Council of the progress in delivery of the Infrastructure Services 2025-2026 Capital Works Program.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-003

Moved: Cr Simon West *Seconded: Cr Alaina Earl*

That the Committee recommends that Council:

1. *Receives and notes the monthly Infrastructure Services 2024/2025 Capital Projects Progress Summary Report for September 2025.*

Carried

Resolution No.: 9430

Moved: Cr Jane Pickels **Seconded: Cr Vern Russell**

That Council:

1. **Receives and notes the monthly Infrastructure Services 2024/2025 Capital Projects Progress Summary Report for September 2025.**

Carried

9.18 Infrastructure Department Monthly Operational Update – September 2025

EXECUTIVE SUMMARY

This report is to provide a monthly update to Council on the current operational status of the infrastructure Department.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-004

Moved: Cr Terry O'Neill *Seconded: Cr Simon West*

That the Committee recommends that Council:

1. Notes the Infrastructure Department monthly update for September 2025.

Carried

Resolution No.: 9431

Moved: Cr Viv Coleman **Seconded: Cr Terry O'Neill**

That Council:

1. Notes the Infrastructure Department monthly update for September 2025.

Carried

9.19 Corporate Properties Operational Update – September 2025

EXECUTIVE SUMMARY

This report is to provide Council with an update on the Corporate Properties operational program from June to September 2025.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-005

Moved: Cr Viv Coleman *Seconded: Cr Terry O'Neill*

That the Committee recommends that Council:

1. Notes the Corporate Properties Operational Update – September 2025.

Carried

Resolution No.: 9432

Moved: Cr Terry O'Neill **Seconded: Cr Melissa Westcott**

That Council:

1. Notes the Corporate Properties Operational Updates – September 2025.

Carried

9.20 Moranbah Community Garden INC – Tenure Arrangements

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to grant a license to occupy on Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park by way of a five (5) year Licence to Occupy, plus a five (5) year option.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-006

Moved: Cr Viv Coleman *Seconded: Cr Alaina Earl*

That the Committee recommends that Council:

1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park.

2. *Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a five (5) year Licence to Occupy, plus a five (5) year option with Moranbah Community Garden Inc. over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park.*
   a. *Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual rent/usage fee $140.00 ex GST, matrix as attached to the report.*
   b. *All outgoings will be at the expense of the Trustee Lessee.*
   c. *Acknowledging that all built assets are owned by the Moranbah Community Garden Inc. therefore all repairs and maintenance will be the responsibility of the club.*
3. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

Carried

Resolution No.: **9433**

Moved: **Cr Alaina Earl** **Seconded:** **Cr Jane Pickels**

That Council:

1. **Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park.**
2. **Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations 2012* resolve to enter into a five (5) year Licence to Occupy, plus a five (5) year option with Moranbah Community Garden Inc. over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park.**
   a. **Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual rent/usage fee $140.00 ex GST, matrix as attached to the report.**
   b. **All outgoings will be at the expense of the Trustee Lessee.**
   c. **Acknowledging that all built assets are owned by the Moranbah Community Garden Inc. therefore all repairs and maintenance will be the responsibility of the club.**
3. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

Carried

9.21 Moranbah Martial Arts Inc – Tenure Arrangements

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* for lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease to Moranbah Martial Arts Inc.

COMMITTEE'S RECOMMENDATION

Resolution No.: *INF10/25-007*

Moved: *Mayor Kelly Vea Vea* *Seconded:* *Cr Simon West*

That the Committee recommends that Council:

1. *Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease to Moranbah Martial Arts Inc.*
2. *Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a ten (10) year trustee lease agreement with Moranbah Martial Arts Inc. over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease Inc.*
    a. *Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual tenure fee $440.00 excl GST, matrix as attached to the report.*
    b. *All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.*
    c. *Acknowledging that the building structure is owned by Isaac Regional Council therefore repairs and maintenance responsibilities will be in accordance with the Base Building Inclusions and Exclusions over the area subject to the trustee lease.*
3. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

Carried

Resolution No.: 9434

Moved: Cr Alaina Earl **Seconded:** Cr Vern Russell

1. **Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolve that an exception from inviting written quotes or tenders is granted for tenure over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease to Moranbah Martial Arts Inc.**
2. **Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations 2012* resolve to enter into a ten (10) year trustee lease agreement with Moranbah Martial Arts Inc. over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease Inc.**
   a. **Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual tenure fee $440.00 excl GST, matrix as attached to the report.**
   b. **All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.**
   c. **Acknowledging that the building structure is owned by Isaac Regional Council therefore repairs and maintenance responsibilities will be in accordance with the Base Building Inclusions and Exclusions over the area subject to the trustee lease.**
3. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

Carried

9.22 School Transport Infrastructure Program 2026-27

EXECUTIVE SUMMARY

This report seeks endorsement to submit a School Transport Infrastructure Program (STIP) application to the Department of Transport and Main Roads (TMR) for consideration.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-008

Moved: Cr Alaina Earl *Seconded: Cr Simon West*

That the Committee recommends that Council:

1. *Endorses a submission to the Department of Transport and Main Roads under the School Transport Infrastructure Program for replacement of two bus stop shelters at Carmila and Ilbilbie.*
2. *Approves funding of $45,000 from Councils' depreciation funds if the application is approved by Department of Transport and Main Roads based on the School Transport Infrastructure Program being a 50:50 contribution between Department of Transport and Main Roads and Council.*

Carried

Resolution No.: 9435

Moved: Cr Jane Pickels **Seconded: Cr Viv Coleman**

That Council:

1. **Endorses a submission to the Department of Transport and Main Roads under the School Transport Infrastructure Program for replacement of two bus stop shelters at Carmila and Ilbilbie.**
2. **Approves funding of $45,000 from Councils' depreciation funds if the application is approved by Department of Transport and Main Roads based on the School Transport Infrastructure Program being a 50:50 contribution between Department of Transport and Main Roads and Council.**

Carried

ATTENDANCE

Ms Peta Eyschen, Manager Governance and Assurance entered the meeting room at 11.46am.

9.23 Water And Waste 2025-26 Capital Projects Progress Report

EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2025/26 Capital Works Program.

COMMITTEE'S RECOMMENDATION

Resolution No.: WW10/25-0003

Moved: Cr Viv Coleman *Seconded: Cr Vern Russell*

That the Committee recommends that Council:

1. Receives and notes the monthly Water and Waste 2025/2026 Capital Projects Progress Report.

Carried

Resolution No.: 9436

Moved: Cr Alaina Earl **Seconded: Cr Vern Russell**

That Council:

1. Receives and notes the monthly Water and Waste 2025/2026 Capital Projects Progress Report.

Carried

9.24 Waste Services Departmental Report

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: WW10/25-0004

Moved: Cr Vern Russell *Seconded: Cr Viv Coleman*

That the Committee recommends that Council:

1. Receives and notes this report outlining Waste Services Department activities within the Water and Waste Directorate.

Carried

Resolution No.: 9437

Moved: Cr Vic Coleman **Seconded:** Cr Alaina Earl

That Council:

1. **Receives and notes this report outlining Waste Services Department activities within the Water and Waste Directorate.**

Carried

10. OFFICER REPORTS

10.1 Draft 2024/25 Annual Report

EXECUTIVE SUMMARY

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

Isaac Regional Council's 2024/25 Annual Report has been prepared in accordance with all requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012.*

OFFICER'S RECOMMENDATION

That Council:

1. *Adopts Isaac Regional Council's 2024/25 Annual Report and delegates authority to the Mayor and Chief Executive Officer to approve minor editorial and administrative changes and to finalise and publish the annual report.*

Resolution No.: 9438

Moved: Cr Rachel Anderson **Seconded:** Cr Jane Pickels

That Council:

1. **Adopts Isaac Regional Council's 2024/25 Annual Report and delegates authority to the Mayor and Chief Executive Officer to approve minor editorial and administrative changes and to finalise and publish the annual report.**

2. **Pursuant to s213 of the *Local Government Regulation 2012*, Council receives and notes the Final Management Letter from Queensland Audit Office for Isaac Regional Council for the 2024/25 Financial Year.**

Carried

ATTENDANCE

Ms Peta Eyschen left the meeting room at 11.56am.

10.2 Transport Infrastructure Development Scheme Four Year Works Program 2026-2030

EXECUTIVE SUMMARY

This report seeks endorsement of the Transport Infrastructure Development Scheme (TIDS) four year works program (2026/27 – 2029/30) to be submitted to the Bowen Basin Regional Roads and Transport Group for consideration.

OFFICER'S RECOMMENDATION

That Council:

1. *Endorses the new 4-year TIDS program (2026/27 to 2029/30) for submission to the Bowen Basin Regional Roads and Transport Group:*

Project	Description	Allocation Year (TIDS Contribution			
		2026/27	2027/28	2028/29	2029/30
Various Unsealed Roads – Floodway Program	Construction of new concrete floodways on unsealed rural roads	$425,000.00	$350,000.00	$350,000.00	$350,000.00
Peak Downs Mine Road Upgrade and Renewal	Ongoing widening and pavement rehabilitation of Peak Downs Mine Road				$1,162,867.00
Saraji Road Upgrade and Renewal	Ongoing widening and pavement rehabilitation of Saraji Road		$437,239.00	$1,162,867.00	
Moranbah Access Road Upgrade	Intersection upgrades and Pavement Renewal/Widening activities	$983,707.00			
Golden Mile Road	Ongoing widening and pavement rehabilitation of Golden Mile Road	$50,000.00	$737,707.00		
Clermont Aerodrome Unmanned Fuel Facility	Provision of an unmanned fuel facility	$75,000			
Total		$1,533,707.00	$1,524,946.00	$1,512,867.00	$1,512,867.00

Resolution No.: **9439**

Moved: **Cr Jane Pickels** **Seconded:** **Cr Alaina Earl**

That Council:

1. **Endorses the new 4-year TIDS program (2026/27 to 2029/30) for submission to the Bowen Basin Regional Roads and Transport Group:**

Project	Description	Allocation Year (TIDS Contribution			
		2026/27	2027/28	2028/29	2029/30
Various Unsealed Roads – Floodway Program	Construction of new concrete floodways on unsealed rural roads	$425,000.00	$350,000.00	$350,000.00	$350,000.00
Peak Downs Mine Road Upgrade and Renewal	Ongoing widening and pavement rehabilitation of Peak Downs Mine Road				$1,162,867.00
Saraji Road Upgrade and Renewal	Ongoing widening and pavement rehabilitation of Saraji Road		$437,239.00	$1,162,867.00	
Moranbah Access Road Upgrade	Intersection upgrades and Pavement Renewal/Widening activities	$983,707.00			
Golden Mile Road	Ongoing widening and pavement rehabilitation of Golden Mile Road	$50,000.00	$737,707.00		
Clermont Aerodrome Unmanned Fuel Facility	Provision of an unmanned fuel facility	$75,000			
Total		$1,533,707.00	$1,524,946.00	$1,512,867.00	$1,512,867.00

Carried

10.3 Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026

EXECUTIVE SUMMARY

Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Adopts the following meeting schedule for Ordinary Meetings of Council for the period of January 2026 to December 2026.*

ORDINARY MEETINGS

MEETING DATE	*TIME*	*LOCATION*
Wednesday 28 January 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 25 February 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 25 March 2026	*10.00am*	*Isaac Regional Council, 16 Queen Elizabeth Drive – Dysart – Training Room*
Wednesday 22 April 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 26 May 2026	*10.00am*	*QCWA Hall, 28 Sirius Street, Clermont*
Wednesday 24 June 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 22 July 2026	*10.00am*	*Isaac Regional Council, 11 Carter Place, Middlemount – Board Room*
Wednesday 26 August 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 23 September 2026	*10.00am*	*Isaac Regional Council, 10 Reynolds St, Nebo – Board Room*
Wednesday 28 October 2026	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 25 November 2026	*10.00am*	*Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room*
Wednesday 16 December 2025	*10.00am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

2. *Adopts the following meeting schedule for Standing Committee Meetings of Council for the period of January 2026 to December 2026.*

CORPORATE SERVICES STANDING COMMITTEE

CORP STANDING COMMITTEE MEETING DATE	*TIME*	*LOCATION*
Tuesday 10 February 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 10 March 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 7 April 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 12 May 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 9 June 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 7 July 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 11 August 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 8 September 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 6 October 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 10 November 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

COMMUNITY SERVICES STANDING COMMITTEE

COMM STANDING COMMITTEE MEETING DATE	*TIME*	*LOCATION*
Tuesday 10 February 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 10 March 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 7 April 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 12 May 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 9 June 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 7 July 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 11 August 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

Tuesday 8 September 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 6 October 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Tuesday 10 November 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

INFRASTRUCTURE SERVICES STANDING COMMITTEE

INF STANDING COMMITTEE MEETING DATE	*TIME*	*LOCATION*
Wednesday 11 February 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 11 March 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 8 April 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 13 May 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 10 June 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 8 July 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 12 August 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 9 September 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 7 October 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 11 November 2026	*9.30am*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

WATER AND WASTE STANDING COMMITTEE

WW STANDING COMMITTEE MEETING DATE	*TIME*	*LOCATION*
Wednesday 11 February 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 11 March 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 8 April 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 13 May 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

Wednesday 10 June 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 8 July 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 12 August 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 9 September 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 7 October 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*
Wednesday 11 November 2026	*1.00pm*	*Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room*

Resolution No.: **9440**

Moved: **Cr Viv Coleman** **Seconded:** **Cr Alaina Earl**

That the committee recommends that Council:

1. Adopts the following meeting schedule for Ordinary Meetings of Council for the period of January 2026 to December 2026.

ORDINARY MEETINGS

MEETING DATE	TIME	LOCATION
Wednesday 28 January 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Wednesday 25 February 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Wednesday 25 March 2026	**10.00am**	**Isaac Regional Council, 16 Queen Elizabeth Drive – Dysart – Training Room**
Wednesday 22 April 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 26 May 2026	**10.00am**	**QCWA Hall, 28 Sirius Street, Clermont**
Wednesday 24 June 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Wednesday 22 July 2026	**10.00am**	**Isaac Regional Council, 11 Carter Place, Middlemount – Board Room**
Wednesday 26 August 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Wednesday 23 September 2026	**10.00am**	**Isaac Regional Council, 10 Reynolds St, Nebo – Board Room**

Wednesday 28 October 2026	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Wednesday 25 November 2026	**10.00am**	**Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room**
Wednesday 16 December 2025	**10.00am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**

3. ***Adopts the following meeting schedule for Standing Committee Meetings of Council for the period of January 2026 to December 2026.***

CORPORATE SERVICES STANDING COMMITTEE

CORP STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Tuesday 10 February 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 10 March 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 7 April 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 12 May 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 9 June 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 7 July 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 11 August 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 8 September 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 6 October 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 10 November 2026	**9.30am**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**

COMMUNITY SERVICES STANDING COMMITTEE

COMM STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Tuesday 10 February 2026	**1.00pm**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**
Tuesday 10 March 2026	**1.00pm**	**Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room**

Tuesday 7 April 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 12 May 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 9 June 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 7 July 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 11 August 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 8 September 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 6 October 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 10 November 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

INFRASTRUCTURE SERVICES STANDING COMMITTEE

INF STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Wednesday 11 February 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 11 March 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 8 April 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 13 May 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 10 June 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 8 July 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 12 August 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 9 September 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 7 October 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 11 November 2026	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

WATER AND WASTE STANDING COMMITTEE

WW STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Wednesday 11 February 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 11 March 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 8 April 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 13 May 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 10 June 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 8 July 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 12 August 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 9 September 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 7 October 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 11 November 2026	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

Carried

10.4 Revised Meeting Schedule For November 2025 Ordinary Meeting

EXECUTIVE SUMMARY

This report recommends a revision to the November 2025 Ordinary Meeting schedule to accommodate key commitments of the Mayor and Chief Executive Officer and to align with a scheduled Community Benefit Consultation session.

OFFICER'S RECOMMENDATION

That Council:

1. Adopts the following revised meeting schedule for the Ordinary Meeting of Council for November 2025.

ORDINARY MEETING DATE	*TIME*	*LOCATION*
Wednesday 26 February 2025	*10.00am*	*Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room*

Resolution No.: 9441

Moved: Cr Jane Pickels **Seconded: Cr Rachel Anderson**

That the committee recommends that Council:

That Council:

1. Adopts the following revised meeting schedule for the Ordinary Meeting of Council for November 2025.

ORDINARY MEETING DATE	*TIME*	*LOCATION*
Tuesday 25 November 2025	***10.00am***	***Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room***

Carried

PROCEDURAL MOTION:

Resolution No.: 9442

Moved: Cr Viv Coleman **Cr Vern Russell**

That Council closes the meeting to the public at 12.01pm under 254J(3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government, s275 (1)(g) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss - 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; to receive confidential briefings for Confidential Reports 11.1 Major Projects Update Report, 11.2 Clermont Swimming Centre Project – Scope Determination, 11.3 Land Purchase – 632 Airstrip Road, Nebo, 11.4 Glenden Bowls Club Non-

Fixed Assets Disposal, 11.5 St Lawrence Pool Tenure Arrangements, 11.6 Moranbah Landfill Cao Rehabilitation D&C and 11.7 Special Resolution to Pass Amendments to the Moranbah Early Learning Centre Pty Ltd Constitution.

Carried

PROCEDURAL MOTION:

Resolution No.: 9443

Moved: Cr Viv Coleman **Seconded: Cr Alaina Earl**

That Council open the meeting to the public at 12.43pm.

Carried

PROCEDURAL MOTION:

Resolution No.: 9444

Moved: Cr Viv Coleman **Seconded: Cr Terry O'Neill**

That Council suspend the meeting at 12.43pm for lunch.

Carried

PROCEDURAL MOTION:

Resolution No.: 9445

Moved: Cr Melissa Westcott **Seconded: Cr Vern Russell**

That Council resume the meeting at 1.30pm.

Carried

11. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

Closed under S254 (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

11.1 Major Projects Update Report

EXECUTIVE SUMMARY

This report is provided to update Council on the status of major projects and associated activities across Isaac.

COMMITTEE'S RECOMMENDATION

That the Committee recommends that Council:

1. *Notes the updates to major projects across Isaac.*
2. *Receives the latest version of the Major Projects Spreadsheet.*

Carried

Resolution No.: **9446**

Moved: **Cr Terry O'Neill** **Seconded:** **Cr Melissa Westcott**

That Council:

1. **Notes the updates to major projects across Isaac.**
2. **Receives the latest version of the Major Projects Spreadsheet.**

Carried

CONFIDENTIAL REPORT

Closed under S254 (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

11.2 Clermont Swimming Centre Project – Scope Determination

EXECUTIVE SUMMARY

This report seeks endorsement of the preferred community backed option, to construct a heated program pool, under the State Governments $3.2M election commitment for Clermont Swimming Centre Upgrades.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes that the Clermont Community were consulted on three options detailed in the Clermont Pool Option Proposal regarding allocation of the $3.2 million in State Government funding.*
2. *Endorses allocation of the $3.2 million funding for Option 2 of the Clermont Pool Option Proposal: Construction of a heated program pool at the Clermont Swimming Centre.*
3. *Notes that site location to be confirmed during detailed design.*

Resolution No.: 9447

Moved: Cr Jane Pickels **Seconded: Cr Vern Russell**

That Council:

1. **Notes that the Clermont Community were consulted on three options detailed in the Clermont Pool Option Proposal regarding allocation of the $3.2 million in State Government funding.**
2. **Endorses allocation of the $3.2 million funding for Option 2 of the Clermont Pool Option Proposal: Construction of a heated program pool at the Clermont Swimming Centre.**
3. **Notes that site location to be confirmed during detailed design.**

Carried

CONFIDENTIAL REPORT

Closed pursuant to Local Government Regulation 2012 s275 (1)(g) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

11.3 Land Purchase – 632 Airstrip Road, Nebo

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the option of purchasing vacant freehold land from the Queensland Police Service, described as Lot 61 on Crown Plan WH333, located at 632 Airstrip Lane, Nebo.

COMMITTEE'S RECOMMENDATION

Resolution No.: COMM10/25-030

Moved: Mayor Kelly Vea Vea *Seconded: Cr Alaina Earl*

That the Committee recommends that Council:

1. *Does not proceed with the purchase of land located at 632 Airstrip Road Nebo (Lot 61 on Crown Plan WH333); and*
2. *Authorise the Chief Executive Officer (or delegate) to advise Queensland Police Service that Council will not proceed with the purchase of this land.*

Carried

Resolution No.: 9448

Moved: Cr Rachel Anderson **Seconded: Cr Alaina Earl**

That the Committee recommends that Council:

1. **Does not proceed with the purchase of land located at 632 Airstrip Road Nebo (Lot 61 on Crown Plan WH333); and**
2. **Authorise the Chief Executive Officer (or delegate) to advise Queensland Police Service that Council will not proceed with the purchase of this land.**

Carried

CONFIDENTIAL REPORT

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

11.4 Glenden Bowls Club Non-Fixed Assets Disposal

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the status of the Glenden Bowls Club and to seek endorsement to dispose of the non-fixed assets located in the equipment shed.

COMMITTEE'S RECOMMENDATION

Resolution No.: INF10/25-011

Moved: Cr Alaina Earl *Seconded: Mayor Kelly Vea Vea*

That the Committee recommends that Council:

1. *Approves the disposal of the contents of the equipment shed at the facility outside of Council's Disposal Policy (CORP-POL-123) in the following order of priority:*
   a. *Items are offered to other bowls clubs within the Isaac Region on an as-is, where-is basis following clubs submitting a letter of interest notifying need for items and community benefit and*
   b. *Any remaining items are then responsibly disposed of, as they are deemed to hold no further operational or recoverable value.*
2. *Authorises the Chief Executive Officer or delegate to assess and prioritise submitted requests to action clause 1 above.*

Carried

Resolution No.: 9449

Moved: Cr Viv Coleman **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

1. **Approves the disposal of the contents of the equipment shed at the facility outside of Council's Disposal Policy (CORP-POL-123) in the following order of priority:**

a. **Items are offered to other bowls clubs within the Isaac Region on an as-is, where-is basis following clubs submitting a letter of interest notifying need for items and community benefit and**

b. **Any remaining items are then responsibly disposed of, as they are deemed to hold no further operational or recoverable value.**

2. **Authorises the Chief Executive Officer or delegate to assess and prioritise submitted requests to action clause 1 above.**

Carried

CONFIDENTIAL REPORT

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

11.5 St Lawrence Public Sportsground Committee INC – Tenure Arrangements

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 for tenure over part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence, by way of a Management Agreement.

OFFICERS RECOMMENDATION

Resolution No.: INF10/25-012

Moved: Cr Viv Coleman *Seconded: Cr Terry O'Neill*

That the Committee recommends that Council:

1. *Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool).*
2. *Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a three-year management agreement plus two x three-year options with St Lawrence Public Sportsground Committee Inc. part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool).*

a. The annual Management Agreement fee, to be paid by Council, shall be set at $25,000 (excluding GST) for the initial year of the agreement;

b. The Management Agreement fee shall be subject to an annual review and adjusted in accordance with movements in the Consumer Price Index (CPI);

3. Endorses an additional budget of $25,000 to be allocated to cost centre 5201-AAA as part of the Quarter 2 budget review process.

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

Carried

Resolution No.: 9450

Moved: Cr Viv Coleman Seconded: Cr Jane Pickels

That the Committee recommends that Council:

1. Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool).

2. Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations 2012* resolve to enter into a three-year management agreement plus two x three-year options with St Lawrence Public Sportsground Committee Inc. part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool).

a. The annual Management Agreement fee, to be paid by Council, shall be set at $25,000 (excluding GST) for the initial year of the agreement;

b. The Management Agreement fee shall be subject to an annual review and adjusted in accordance with movements in the Consumer Price Index (CPI);

3. Endorses an additional budget of $25,000 to be allocated to cost centre 5201-AAA as part of the Quarter 2 budget review process.

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

Carried

CONFIDENTIAL REPORT

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

11.6 Moranbah Landfill Cap Rehabilitaion D&C

EXECUTIVE SUMMARY

This report seeks to increase the remaining project budget for the Moranbah Landfill Cap Rehabilitation D&C project (CW243205) from $3.7 million to $5.7 million, following the results of a competitive procurement process. As this is a multi-year project, the additional funding is proposed to be sourced from $1,302,013 in 2025/26 unallocated depreciation and a commitment of $700,000 from the 2026/27 Water and Waste capital budget.

The report also seeks to award Contract IRC-W&W-0225-Q1394 to Vassallo Constructions Pty Ltd for $4,739,223.74 (excl. GST). Awarding the contract will ensure compliance with regulatory obligations, rectify previous capping failures, and provide long-term infrastructure outcomes for the region.

COMMITTEE'S RECOMMENDATION

Resolution No.: WW10/25-0007

Moved: Cr Viv Coleman *Seconded: Mayor Kelly Vea Vea.*

That the Committee recommends that Council:

1. *Approves an increase to the CW243205 Moranbah Landfill Cap Rehabilitation D&C project budget of $2,002,013, to be funded by $1,302,013 from 2025/26 unallocated depreciation and $700,000 from the 2026/27 Water and Waste capital budget.*
2. *Approves the award of Contract IRC-W&W-0225-Q1394 Moranbah Landfill Cap Rehabilitation D&C project to Vassallo Constructions Pty Ltd ABN – 80 078 963 498 for the value of $4,739,223.74 excluding GST.*
3. *Delegates authority to the Chief Executive Officer to negotiate, execute, and vary the contract.*

Carried

Resolution No.: 9451

Moved: Cr Melissa Westcott **Seconded:** Cr Vern Russell

That the Committee recommends that Council:

1. **Approves an increase to the CW243205 Moranbah Landfill Cap Rehabilitation D&C project budget of $2,002,013 to be funded by $1,302,013 through reducing the 2025/26 proposed transfers to reserves and $700,000 from the 2026/27 Water and Waste capital budget.**

2. **Approves the award of Contract IRC-W&W-0225-Q1394 Moranbah Landfill Cap Rehabilitation D&C project to Vassallo Constructions Pty Ltd ABN – 80 078 963 498 for the value of $4,739,223.74 excluding GST.**

3. **Delegates authority to the Chief Executive Officer to negotiate, execute, and vary the contract.**

Carried

CONFIDENTIAL REPORT

Closed pursuant to Local Government Regulation 2012 s275 (1)(g) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

11.7 Special Resolution To Pass Amendments to the Moranbah Early Learning Centre Pty Ltd Constitution

EXECUTIVE SUMMARY

Council as the Sole Member of the Moranbah Early Learning Centre Pty Ltd ACN 154 322 308 is being requested to pass a special resolution for amendments to the Constitution.

OFFICER'S RECOMMENDATION

THAT Isaac Regional Council, being the Sole Member of the Moranbah Early Learning Centre Pty Ltd ACN 154 322 308 (The Company), states that it is in favour of the following special resolution being passed:

1. *THAT in accordance with section 136(2) of the Corporations Act 2001 (Cth), the Company omit Rule 52 (Remuneration of Directors) of the Constitution of the Company previously amended by special resolution of the Company passed on 10 September 2014 and insert in its place a new Rule 52 as follows:*

   52. Remuneration of Directors

   52.1 The directors of the Company are to be paid the remuneration that the Company determines by resolution and that remuneration shall be deemed to accrue from day to day.

   52.2 The Company may also pay the directors' travelling and other expenses that they properly incur:

   (a) in attending directors' meetings or any meetings of committees of directors; and

   (b) in attending any general meetings of the Company; and

   (c) in connection with the Company's business.

   52.3 The Company must disclose the remuneration paid to each director of the Company by the Company or by an entity controlled by the Company if the Company is directed to disclose the information by members with at least 5% of the votes that may be cast at a general meeting of the Company. The Company must disclose all remuneration paid to the director, regardless of whether it is paid to the director in relation to their capacity as director or another capacity.

   52.4 The Company must comply with the direction to disclose the remuneration paid to each director as soon as practicable by:

   (a) preparing a statement of the remuneration of each director of the Company or subsidiary for the last financial year before the direction was given; and

   (b) having the statement audited; and

   (c) sending a copy of the audited statement to each person entitled to receive notice of general meetings of the Company.

2. *THAT all relevant notifications be given by the Company to Australian Securities and Investments Commission (ASIC).*

Resolution No.: 9452

Moved: Cr Jane Pickels **Seconded:** Cr Rachel Anderson

THAT Isaac Regional Council, being the Sole Member of the Moranbah Early Learning Centre Pty Ltd ACN 154 322 308 (The Company), states that it is in favour of the following special resolution being passed:

1. **THAT in accordance with section 136(2) of the Corporations Act 2001 (Cth), the Company omit Rule 52 (Remuneration of Directors) of the Constitution of the Company previously amended by special resolution of the Company passed on 10 September 2014 and insert in its place a new Rule 52 as follows:**

   52. Remuneration of Directors

   52.1 The directors of the Company (with the exception of current elected councillors or current officers of the shareholder, Isaac Regional Council).

   52.2 The Company may also pay the directors' travelling and other expenses that they properly incur:

   (a) in attending directors' meetings or any meetings of committees of directors; and

   (b) in attending any general meetings of the Company; and

   (c) in connection with the Company's business.

   52.3 The Company must disclose the remuneration paid to each director of the Company by the Company or by an entity controlled by the Company if the Company is directed to disclose the information by members with at least 5% of the votes that may be cast at a general meeting.

   52.5 To eliminate confusion, the Company is not permitted to remunerate current elected councillors or current officers of the shareholder, Isaac Regional Council under this (or any other) clause of this constitution.

Carried

12. COUNCILLOR QUESTION TIME

12.1 Amendment to Schedule of Ordinary Meetings for December 2025 and December 2026

Due to leave commitments of several Councillors it was decided to amend the scheduled meeting dates for December 2025 and December 2026 to ensure quorum is achieved for December Ordinary Meetings.

Resolution No.: 9453

Moved: Cr Viv Coleman **Seconded:** Cr Melissa Westcott

THAT Council resolves to amend the Ordinary Meeting Dates for December 2025 and December 2026 as follows:

1. **The December 2026 Ordinary Meeting be moved from Wednesday 17 December 2026 to Thursday 11 December 2026 commencing at 10am in the Isaac Regional Council Chambers, Moranbah.**

2. **The December 2026 Ordinary Meeting be moved from Wednesday 16 December 2026 to Wednesday 9 December 2026 commencing at 10am in the Isaac Regional Council Chambers, Moranbah.**

Carried

12.2 Mayoral Update

Mayor Kelly Vea Vea highlighted announcements from the Premier at the LGAQ Annual Conference last week. Isaac Regional Council are seeking additional information on the proposed changes through LGAQ and Department of Local Government.

- LNP came to office almost 12 months ago to the day. The then-Opposition Leader made a number of commitments to local government at 2024 LGAQ conference the week prior to the election.
- Despite there being disasters in 73 of 77 local government areas since that time, the Premier records:
    - "Putting councillors back in charge of councils". Equal Partners in Government Agreement signed.

- Appoint a standalone Local Government Minister (Anne Leahy in attendance for full duration of LGAQ Conference).
- Accord with indigenous councils signed yesterday.
- Reviews of urban planning frameworks – including recent changes to renewable energy project approval frameworks.
- Resolve the Townsville Mayor matter.
- Reduce red tape (bureaucracy, costs and time).
- Reviewing depreciation.
- Review of councillor complaints system (refer announcements below).

- Welcomed new Local Government Department, Director-General, Bronwyn Blagoev (former Independent Assessor),
- Changes to Local Government Act (as below).

Premier also made a call to action (and made reference to recent Queensland sporting success) for Queenslanders to seize the unprecedented opportunities on the horizon for this State, viz:

- Don't downplay the overwhelming positives that international migrants have brought to Queensland.
- For the first time we have some indigenous Queenslanders owning their own home in indigenous communities.
- There is a golden opportunity for step-change right across the State in the lead up to Olympics.

The Mayor also provided an update to Council on the upcoming State Government's Community Cabinet being held in Mackay. Council has secured deputations with several ministers.

13. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 1.47pm.

These minutes will be confirmed by Council at the Ordinary Meeting to be held in St Lawrence on Tuesday 25 November 2025.

……..... ….. / ….. / ……..
MAYOR DATE

MEETING DETAILS	**Ordinary Meeting** Wednesday 25 November 2025
AUTHOR	Tricia Hughes
AUTHOR POSITION	Coordinator Executive Support

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY MEETINGS OF COUNCIL – OCTOBER 2025

EXECUTIVE SUMMARY

The business outstanding table is used as a tool to monitor the outstanding items resolved at previous Ordinary Meetings of Council. The current Business Outstanding Table for the Ordinary Meetings of Council is presented for Councillors' information.

OFFICER'S RECOMMENDATION

That Council:

1. ***Receives and notes the Business Outstanding Table for the Ordinary Meetings of Council as at 31 October 2025.***

BACKGROUND

A monthly report is submitted to Council detailing the status of all Council Resolutions that have business outstanding. This information is provided on the Business Outstanding table; please see the attached document for further details

IMPLICATIONS

The Business Outstanding Table is provided for Councillor information and the Chief Executive Officer is responsible for ensuring actions are completed within a timely manner.

CONSULTATION

Executive Leadership Team

BASIS FOR RECOMMENDATION

Transparent reporting to Elected Members

ACTION ACCOUNTABILITY

Office of the Chief Executive Officer to provide regular reporting to Council on the Resolutions Register status.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

KEY MESSAGES

Council is committed to meeting its legislative requirements and ensuring all decision making is transparent.

Report prepared by:	**Report authorised by:**
TRICIA HUGHES **Coordinator Executive Support**	CALE DENDLE **Chief Executive Officer**
Date: 20 November 2025	Date: 20 November 2025

ATTACHMENTS

- Attachment 1 - Business Outstanding Table for Ordinary Meeting – October 2025
- Attachment 2 - Business Outstanding Table for Ordinary Meeting – September 2025
- Attachment 3 - Business Outstanding Table for Ordinary Meeting – August 2025
- Attachment 4 - Business Outstanding Table for Ordinary Meeting – June 2025
- Attachment 5 - Business Outstanding Table for Ordinary Meeting - May 2025
- Attachment 6 - Business Outstanding Table for Ordinary Meeting – April 2025

REFERENCE DOCUMENT

- Nil

Council Resolution Register - October 2025 (Business Outstanding Table)

Meeting Type	Meeting Date	Item No.	Report Title	Executive Summary	Res No	Council Resolution	Responsible Officer/s	Action Accountability	Action Comments	Action Status	If Not Yet Complete - Expected Completion Date	Completion Date	Link to minutes
Ordinary Meeting	29/10/2025	2	Leave of absence and apologies	A leave of absence has been received from Cr Simon West due to personal leave commitments.	9395	Moved: Cr Rachel Anderson□ Seconded: Cr Jane Pickels That Council grant a leave of absence for Councillor Simon West for the October Ordinary Meeting. Carried	Office of the CEO	OCEO	Absence noted in leave regitser.	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	7	Confirmation of minutes	Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Batchelor Parade, Moranbah on Wednesday 24 September 2025	9396	Moved: Cr Melissa Westcott□ Seconded: Cr Alaina Earl That Council confirms the Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Batchelor Parade, Moranbah on Wednesday 24 September 2025. Carried	Office of the CEO	OCEO	Minutes updated on External Website.	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	8	Business arising from previous minutes	The business outstanding table is used as a tool to monitor outstanding items resolved at previous Ordinary Meetings of Council. The current Business Outstanding Table for the Ordinary Meetings of Council is presented for Councillors' information.	9397	Moved: Cr Terry O'Neill□ Seconded: Cr Vern Russell That Council: 1. Receives and notes the Business Outstanding Table for the Ordinary Meetings of Council as at 30 September 2025. Carried	Office of the CEO	OCEO	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.01	Isaac Regional Council Monthly Financial Report as at 24 September 2025	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.	9398	Moved: Cr Melissa Westcott□ Seconded: Cr Jane Pickels That Council: 1.Receives the financial statements for the period 24 September 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204). Carried	Jason Rivett	Corporate Services	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.02	Safety and Resilience Update	This report is provided as an update to Council on the current status of Health, Safety and Wellbeing Management System (HSWMS).	9399	Moved: Cr Terry O'Neill□ Seconded: Cr Viv Coleman That Council: 1.Notes the Safety and Resilience report provided on the current status of the Health, Safety and Wellbeing Management System. Carried	Emma Wyhoon	Manager Safety and Resilience	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.03	Governance and Assurance Quarterly Update	The purpose of this report is to provide a status update of the Governance and Assurance Department's key operations.	9400	Moved: Cr Jane Pickels□ Seconded: Cr Terry O'Neill That Council: 1.Receive and note the Governance and Assurance Quarterly Update. Carried	Peta Eyschen	The Manager Governance and Assurance is responsible for the strategic direction and operational deliverables of the Department, including reporting on delivery of its Business Plan and approved operational projects.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.04	Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of Trades and Services	The purpose of this report is to recommend the appointment of selected tenderers to a Register of Pre-Qualified Suppliers (RPQS) Arrangement for the Provision of Trades and Services to Isaac Regional Council.	9401	Moved: Cr Terry O'Neill□ Seconded: Cr Viv Coleman That Council: 1. Endorse the award of tender IRCT-ALL2-0123-313, for the creation of a panel of Register of Pre-Qualified Suppliers for Provision of Trades and Services, for an initial term of two years from 1 November 2025 with 2 (two) additional twelve months extension options. 2. Endorse the list of Pre-Qualified suppliers detailed in the report. 3. Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required. Carried	John Squire	The Manager Contracts and Procurement is responsible for ensuring that the tender process has been performed in compliance with the requirements of the Local Government Regulation 2012. Both successful and unsuccessful respondents, will be advised of the outcome of the Tender exercise and when the arrangement shall be refreshed so that they may reapply	Documentation being prepared	In Progress - On schedule	Dec-25		
Ordinary Meeting	29/10/2025	9.05	People and Capability Monthly Report	The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.	9402	Moved: Cr Jane Pickels□ Seconded: Cr Vern Russell That Council: 1.Receives and notes the People and Capability monthly report. Carried	Trudi Liekefett	Not Applicable.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025		Decalarable Conflict of Interest	Decalarable Conflict of Interest	9403								
Ordinary Meeting	29/10/2025	9.06	Minor Community Grants Summary September 2025	This report summarises the minor community grants approved under delegation for the period 1 September to 30 September 2025.	9404	Moved: Cr Viv Coleman□ Seconded: Cr Alaina Earl That Council: 1. Notes the minor community grants approved under delegation for the month of September 2025 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program.	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	

Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9404	Moved: Cr Jane Pickels Seconded: Cr Alaina Earl That Council: 1.Approves Application 1 for the Community Grants Round One FY2025-2026 as follows: Application 1 CLERMONT RACE CLUB ProjectClermont Race Club are hosting their annual November races on 15 November 2025. They are seeking Councils support of $5,000 to go towards the cost of security. The quote for the security is $7,480. The overall cost for the event is $54,400. This meets the co contribution requirements. Committee Recommendation DetailsApproves $5,000 (excluding GST) Budget SourceDivision 1 and 6 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.7	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9405	Moved: Cr Terry O'Neill Seconded: Cr Jane Pickels That Council: 1.Approves Application 2 for the Community Grants Round One FY2025-2026 as follows: Application 2BELYANDO PERFORMANCE HORSE INC Project Belyando Performance Horse Inc are hosting their annual Campdraft on 3-5 October. They are seeking Council's support of $5,000 to go towards the cost of the ambulance and the payment of hire for the Clermont Sale yards. The quote for the ambulance is $5,350.05. The quote for the sale yards is $1,800. The overall cost of the event is $91,000. This meets the co contribution requirements. Committee Recommendation DetailsApproves $5,000 (excluding GST) Budget SourceDivision 1 and 6 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9406	Moved: Cr Viv Coleman Seconded: Cr Jane Pickels That Council: 1.Approves Application 3 for the Community Grants Round One FY2025-2026 as follows: Application 3LIFE CHURCH CLERMONT ProjectLife Church Clermont are hosting their annual Christmas in the park "Clermont Community Christmas" on 5 December 2025. They are seeking Councils support of $5,000 to go towards the cost of the amusement rides. The quote for Fun times amusements is $18,256.98. The overall cost of event is $29,288.88. This meets the co contribution amount. Committee Recommendation DetailsApproves $5,000 (excluding GST) Budget SourceDivision 1 and 6 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.7	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9407	Moved: Cr Rachel Anderson Seconded: Cr Melissa Westcott That Council: 1.Approves Application 4 for the Community Grants Round One FY2025-2026 as follows: Application 4OASIS LIFE CHURCH ProjectOasis Life Church are hosting their annual Moranbah Christmas Carols on 5 December 2025 in Town Square Moranbah. They are seeking Councils support of $10,000 to go towards the cost of Kennedy's stage hire. The quote for Kennedy's is $28,000. The overall cost of the event is $56,750. This meets the co contribution amount. Council Resolution DetailsApproves $10,000 (excluding GST) Budget SourceDivision 3, 4, 5 and 7 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9410	Moved: Cr Alaina EarlSeconded: Cr Vern Russell That Council: 1.Approves Application 5 for the Community Grants Round One FY2025-2026 as follows: Application 5 ELAM ProjectELAM are hosting their annual Debutante Ball on the 28 March 2026. They are seeking Councils support of $5,000 to go towards the payments of the venue hire, band, bands accommodation, table decorations, catering. The quote for Isaac Excellence Centre is $1,864.50. The quote for the Band is $2,250. The quote for the band's accommodation is $580. The quote for table decorations is $600. The quote for the catering is $14,850. The overall cost of the event is $24,500. This meets the co contribution amount. Council Resolution DetailsApproves $5,000 (excluding GST) Budget SourceDivision 3, 4, 5 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	

Ordinary Meeting	29/10/2025	9.7	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9412	Moved: Cr Viv Coleman Seconded: Cr Terry O'Neill That Council: 1. Approves Application 6 for the Community Grants Round One FY2025-2026 as follows: Application 6 DYSART GOLF CLUB Project: Dysart Golf Club in collaboration with other local groups are hosting the Dysart Christmas Party on 6 December 2025. They are seeking Councils support of $10,000 to go towards the payment of HIBBLES amusements. The quote for HIBBLES is $26,500. The overall cost of the event is $92,500. This meets the co contribution amount. Committee Recommendation Details: Approves $10,000 (excluding GST) Budget Source: Division 2 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9413	Moved: Cr Alaina Earl Seconded: Cr Jane Pickels That Council: 1. Approves Application 7 for the Community Grants Round One FY2025-2026 as follows: Application 7: DYSART KINDERGARTEN Project Dysart Kindergarten would like to upgrade their facility to benefit current and future families that are attending the Kindergarten in Dysart. They would like to purchase and install a shade sail, outdoor fans for summer and new tables. They are seeking Councils support of $3,111. to go towards the cost of the purchase and installation. The quote for the purchase and installation is $4,519. The overall cost is $4,519. This meets the co contribution amount. Committee Recommendation Details: Approves $3,111 (excluding GST) Budget Source: Division 2 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.7	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9414	Moved: Cr Jane Pickels Seconded: Cr Melissa Westcott That Council: 1. Approves Application 8 for the Community Grants Round One FY2025-2026 as follows: Application 8 MORANBAH COMMUNITY GARDEN Project: Moranbah Community Garden are wanting to purchase and install automatic sprinklers at the Moranbah Community Garden. They are seeking Councils support of $5,000 to go towards the purchase and installation. The quote for the purchase and installation is $8,696.60. The overall cost is $8,696.60. This meets the co contribution amount. Committee Recommendation Details: Approves $5,000 (excluding GST) Budget Source: Division 3, 4, 5 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9415	Moved: Cr Melissa Westcott Seconded: Cr Alaina Earl That Council: 1. Approves Application 9 for the Community Grants Round One FY2025-2026 as follows: Application 9 MORANBAH DARTS Project Moranbah Darts are seeking to purchase automatic scoring and lighting equipment to enhance the playing experience. They are seeking Councils support of $5,000 to go towards the purchase of the automatic scorers. The quote for Omini scorers is $7,920. The overall cost is $7,920. This meets the co contribution amount. Committee Recommendation Details: Approves $5,000 Budget Source: Division 3, 4, 5 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9416	Moved: Cr Melissa Westcott Seconded: Cr Alaina Earl That Council: 1. Approves Application 10 for the Community Grants Round One FY2025-2026 as follows: Application 10 MORANBAH EAST STATE SCHOOL P&C Project Moranbah East State School P&C are wanting to build a crossing shelter for our crossing guard staff at Moranbah East. They are seeking Councils support of $5,000 to go towards the cost of building the shelter. The quote for shelter is $9,708.57. The overall cost of event is $9,708.57. This meets the co contribution amount. Committee Recommendation Details: Approves $5,000 Budget Source: Division 3, 4, 5 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	

Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9417	Moved: Cr Alaina Earl Seconded: Cr Terry O'Neill That Council: 1. Approves Application 11 for the Community Grants Round One FY2025-2026 as follows: Application 11 CAPELLA TIERI MIDDLEMOUNT COMMUNITY SUPPORT NETWORK Project CTM Links Middlemount are looking at hosting monthly cooking and education classes at the Middlemount Community Hall from November to May 2026. The overall cost is $4,291.29. Grant funding of $3,200 is requested. This does not meet the co contribution amount. Committee Recommendation Details Approves $3,004 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement. Budget Source Division 7 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.7	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9418	Moved: Cr Melissa Westcott Seconded: Cr Terry O'Neill That Council: 1. Approves Application 12 for the Community Grants Round One FY2025-2026 as follows: Application 12 MORANBAH ARTS Project Moranbah Arts are upgrading their sound desk and new microphone stands and additional pieces for the upright truss. The overall cost is $5,378.84. Grant funding of $4,000 is requested. This does not meet the minimum co-contribution requirement. Committee Recommendation Details Approves $3,765 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement. Budget Source Division 3, 4, 5 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9419	Moved: Cr Alaina Earl Seconded: Cr Melissa Westcott That Council: 1. Approves Application 13 for the Community Grants Round One FY2025-2026 as follows: Application 13 DYSART PONY CLUB Project Dysart Pony Club are wanting to upgrade their jumping equipment and purchase laptops. The overall cost is $4,260.90. Grant funding of $5,000 is requested. This does not meet the minimum co-contribution requirement. Committee Recommendation Details Approves $2,982 (excluding GST). This amount meets the 30%:70% minimum co-contribution requirement. Budget Source Division 2 Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.07	Major Grant Applications Summary Round One FY2025-2026	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during Round One (1) of the Community Grants Program for FY2025-2026. A total of 13 applications were received for Round One	9420	Moved: Cr Melissa Westcott Seconded: Cr Viv Coleman That Council: 1. Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines. 2. Notes that further budget adjustments may be undertaken at Council's third quarter budget review to ensure sufficient funds are available for community grants for the remainder of the financial year. Carried	Donna Wilson	Manager Community Services is responsible for the administration of the Isaac Regional Council Community Grants Program	Correspondence sent out to application notifying of successful grant application	Complete		Nov-25	
Ordinary Meeting	29/10/2025	9.08	Isaac Arts and Cultural Advisory Committee Minutes - 5 September 2025	The Isaac Arts and Cultural Advisory Committee (IACAC) provide guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report requests that Council receives and notes the Minutes from the IACAC meeting held on 5 September 2025 and presents committee recommendations for consideration.	9421	Moved: Cr Jane Pickels Seconded: Cr Alaina Earl That Council: 1.Endorses the Minutes of the Isaac Arts and Cultural Advisory Committee of Friday, 5 September 2025 with specific reference to: a.the Regional Arts Development Funding Guidelines for the 2025-2026 Funding Year; b.the Application forms for the 2025-26 Regional Arts Development Funding across the categories of "Develop", "Inspire" and "Grow". 2.Authorises the Chief Executive Officer to delegate to the Director Community Services the approval of any administrative changes to the 2025-26 Regional Arts Development Fund Funding Guidelines and the Regional Arts Development Fund application forms. Carried	Emily Kennedy	Office of Community Services to ensure approved Minutes and/or Committee information are stored in corporate memory and actions recorded and registered for follow-up.	Actioning of items in progress	In Progress - On schedule	Dec-25		
Ordinary Meeting	29/10/2025	9.09	Clermont Museum Open Day – Future Scheduling	The Clermont Museum Open Day was successfully delivered as a stand-alone event in 2025, providing strong community participation and opportunities for growth beyond its traditional alignment with the Gold and Coal Festival. This report seeks Council endorsement for the event to be rescheduled to June/July each year, to establish it as a signature heritage event for Isaac.	9422	Moved: Cr Jane Pickels Seconded: Cr Viv Coleman That Council: 1. Endorses the rescheduling of the Clermont Museum Open Day to June/July annually. Carried	Barb Franklin	The Program Leader - Museums will be responsible for coordinating the delivery of the Open Day, with support from Brand Media and Communications, Isaac Libraries, and Community Development/Events teams. Planning for the 2026 Open Day will commence in late 2025, with the scheduling change implemented as part of forward programming.	Actioning of items in progress	In Progress - On schedule	Jul-26		

Ordinary Meeting	29/10/2025	9.1	Proposed Approved Inspection Programs 2026 – Systematic Inspection Program of Clermont and Selective Inspection Program (Non-Renewed Registrations)	This report seeks Council's approval for two Approved Inspection Programs under the Animal Management (Cats and Dogs) Act 2008 and the Local Government Act 2009. •A Systematic Inspection Program for all properties in the locality of Clermont between 2 March 2026 and 22 May 2026. •A Selective Inspection Program across the Isaac Regional Council area targeting properties with nonrenewed dog registrations as of 31 August 2025, to also run between 2 March 2026 and 22 May 2026. Both programs support monitoring compliance with the Animal Management Act (Cats and Dogs) Act 2008, Isaac Regional Council Local Law No.1 (Administration) 2011 and Isaac Regional Council Local Law No.2 (Animal Management) 2011 of dog registration requirements, promote responsible ownership, and are consistent with Council's endorsed Domestic Dog Advisory Committee Work Plan and the Pawsitive Blueprint for Responsible Dog Ownership.	9423	Moved: Cr Vern Russell Seconded: Cr Jane Pickels That Council: 1. Receives and notes that officers will undertake Approved Inspection Programs on a rolling schedule basis for forward planning purposes. 2. Resolves to approve the Systematic Inspection Program for 2026, for the locality of Clermont between 2 March 2026 to 22 May 2026 in accordance with the Animal Management (Cats and Dogs) Act 2008 and the Local Government Act 2009; 3. Resolves to approve, a Selective Inspection Program for 2026 of all properties within the Isaac Regional Council area where a dog had been registered up until 31 August 2025 and Council has not received a renewal for that registration to be undertaken between 2 March 2025 and 22 May 2025. 4. Authorises the Chief Executive Officer to issue public notices for both programs in accordance with the legislative requirements. Carried	Karina Stennett	Manager Community Education and Compliance implement the program with appropriate governance measures.	Program Scheduling and planning in progress	In Progress - On schedule	Jun-26		
Ordinary Meeting	29/10/2025	9.11	Cat Management in Moranbah Town Square	This report outlines options for managing cats in Moranbah Town Square, prepared in response to a request at the January 2025 Ordinary Meeting for presentation to Council of a proposed management scope. The report recommends the delivery of an education program with business owners and users in Moranbah Town Square, progressive habitat modification and the strengthening of responsible pet ownership messaging.	9424	Moved: Cr Rachel Anderson Seconded: Cr Alaina Earl That Council: 1. Endorses the delivery of an engagement and education program with: a.businesses and users of Moranbah Town Square regarding Council's management approach; b.the broader community regarding responsible pet ownership. 2. Deliver progressive habitat modification of Council assets in Moranbah Town Square in accordance with Council's standard project and budget decision-making processes. 3. Supports a Trial Cat Trapping Program proceeding for the Moranbah Town Square, subject to finalisation of a draft project concept brief (to include an extensive communication plan) with budget consideration in the 2026/2027 financial year. 4. Incorporates stray cats into the feral cat category of the biosecurity management plan for residential and rural areas. Carried	Kent Worsley	Planning and Environment Department to engage with businesses in Moranbah Town Square. • Planning and Environment Department to work with Brand, Media and Communications regarding social media messaging and any proposed signage / community messaging. • Planning and Environment Department to support Parks and Recreation Department and Engineering Services Department to investigate habitat enhancement opportunities.	Planning of works has commenced	In Progress - On schedule	2026/2027		
Ordinary Meeting	29/10/2025	9.12	Biosecurity Delivery Plan 2025-2026	This report presents the Isaac Regional Council's Biosecurity Delivery Plan 2025–2026, which supports the implementation of the Isaac Regional Biosecurity Plan 2024–2027. It outlines strategic actions to manage pest plants and animals on Council-managed lands, ensuring compliance with the General Biosecurity Obligation and alignment with regional and state biosecurity strategies.	9425	Moved: Cr Viv Coleman Seconded: Cr Jane Pickels That Council: 1. Notes the Annual Biosecurity Delivery Plan 2025-2026. Carried	Sumit Yogi	The implementation of the Delivery Plan will be led by the Planning and Environment team, with collaboration from multiple departments and external partners such as Biosecurity Queensland. All actions will be tracked and reviewed annually to ensure progress and alignment with the overarching Isaac Regional Biosecurity Plan 2024–2027.	This now is part of the Business As Usual Program and will be reported on a regular basis to Council via the Community Services Standing Committee.	Complete		1/11/2025	
Ordinary Meeting	29/10/2025	9.13	Request For Reduction of Development Application Fees – MCU25/0015 – Development Application for a Material Change of Use: Health Care Service At 66 Mills Avenue, Moranbah (Lot 15 on M9738)	Council has received a request from RPS on behalf of The Trustee for Kpjandiya Trust to reduce development application fees for the development application (MCU25/0015) for a Development Permit for Material Change of Use: Health Care Service at 66 Mills Avenue, Moranbah, legally described at Lot 15 on M9738.	9426	Moved: Cr Melissa Westcott Seconded: Cr Vern Russell That Council: 1. Approves a reduction of the development application fee for MCU25/0015 to an amount of $9,030 to align with the anticipated internal and external costs realised by Council to assess the development application. 2. Notes it is considered reasonable to reduce the application fees for this application and for Council to adopt the Code Assessable application fee of $9,030. 3. Notes that the proposed fee reduction will support Council to achieve cost recovery whilst also supporting the applicant to deliver much needed medical services to the community. Carried	Rebekah McDonald	Manager Planning and Environment to provide written correspondence advising the applicant of Council's resolution.	Documentation being finalised to notify applicant	In Progress - On schedule	Nov-26		
Ordinary Meeting	29/10/2025	9.14	Community Services FY2025/2026 Capital Projects Progress Report as at 19 September 2025	This report is to provide an update to Council on the progress in the delivery of the Community Services 2025- 2026 Capital Works Program.	9427	Moved: Cr Viv Coleman Seconded: Cr Alaina Earl That Council: 1. Receives and notes the monthly Community Services 2025-2026 Capital Progress Summary Report as at 19 September 2025. Carried	Mark Davey	The Program Manager – Capital Delivery in conjunction with the Community Services leadership team and under the guidance of Director Community Services hold responsibility for the scoping, procurement and the completion of the projects identified within the 2025-2026 Capital Program.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.15	2026 and 2027 St Lawrence Wetlands Weekend Event Procurement Policy Exception – Tender Consideration Plan	The purpose of this report is to seek a Council Resolution to prepare a Tender Consideration Plan for the procurement activities associated with the St Lawrence Wetlands Festival, as an exception to the Default Contracting Procedures of the Local Government Regulation 2012 Section 230(1)(a).	9428	Moved:Cr Viv Coleman Seconded: Cr Jane Pickels That Council: 1. Approves to prepare a quote or tender 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 artistic elements, goods and services required for the 2026 and 2027 St Lawrence Wetlands Festival. Carried	Scott Jarvis	The Economic Development Department will work with the Procurement team to ensure the Plan aligns with Council's Procurement Policy and the Regulation. In accordance with s230(1)(b) of the Regulation, the plan does not require an approval by resolution from Council, however the intention is to present an update of the plan's development for the benefit of Council once performers and service providers are confirmed.	Documentation being prepared	In Progress - On schedule	Early 2026		

Ordinary Meeting	29/10/2025	9.16	Mackay Issac Tourism 2024/2025 Partner Report to Isaac Regional Council (31 August 2025)	This report provides Council with a copy of the Mackay Isaac Tourism (MIT) 2024/2025 Partner Report to Isaac Regional Council (31 August 2025).	9429	Moved: Cr Viv Coleman Seconded: Cr Vern Russell That Council: 1. Receives and notes the Mackay Isaac Tourism 2024/25 Partner Report dated 31 August 2025. Carried	Scott Jarvis	Executive Manager Advocacy to meet with MIT CEO and Chair to finalize 2025/2026 MOU KPI's and deliverables. Once KPI's approved the 2025/2026 IRC/MIT MOU will be finalized for approval and signing	Information only	In Progress - On schedule	Dec-25		
Ordinary Meeting	29/10/2025	9.17	Infrastructure Services 2025-2026 Capital Projects Progress Report – September 2025	This report is to provide an update to the Infrastructure Services Standing Committee and Council of the progress in delivery of the Infrastructure Services 2025-2026 Capital Works Program.	9430	Moved: Cr Jane Pickels Seconded: Cr Vern Russell That Council: 1. Receives and notes the monthly Infrastructure Services 2024/2025 Capital Projects Progress Summary Report for September 2025. Carried	Robert Perna	That the Managers and the Director Infrastructure Services oversee the scoping, procurement and the completion of the projects identified within the 2025-2026 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director Infrastructure Services are held accountable for the delivery of the project stages and are completed within the identified timeframes.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.18	Infrastructure Department Monthly Operational Update – September 2025	This report is to provide a monthly update to Council on the current operational status of the infrastructure Department.	9431	Moved: Cr Viv Coleman Seconded: Cr Terry O'Neill That Council: 1. Notes the Infrastructure Department monthly update for September 2025. Carried	Michael Buckley	Not applicable	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.19	Corporate Properties Operational Update – September 2025	This report is to provide Council with an update on the Corporate Properties operational program from June to September 2025.	9432	Moved: Cr Terry O'Neill Seconded: Cr Melissa Westcott That Council: 1. Notes the Corporate Properties Operational Updates – September 2025. Carried	Darrin Anderson	The Acting Manager Corporate Properties and the leadership team are accountable for delivery of effective works across the region.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.2	Moranbah Community Garden INC – Tenure Arrangements	The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to grant a license to occupy on Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park by way of a five (5) year Licence to Occupy, plus a five (5) year option.	9433	Moved: Cr Alaina Earl Seconded: Cr Jane Pickels That Council: 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park. 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a five (5) year Licence to Occupy, plus a five (5) year option with Moranbah Community Garden Inc. over part of Lot 39 on GV270, 67 Belyando Avenue, Moranbah, being part of the Moranbah Lions Park. a. Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual rent/usage fee $140.00 ex GST, matrix as attached to the report. b. All outgoings will be at the expense of the Trustee Lessee. c. Acknowledging that all built assets are owned by the Moranbah Community Garden Inc. therefore all repairs and maintenance will be the responsibility of the club. 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above. Carried	Michael Buckley	Manager Parks and Recreation to progress tenure documentation.	Documentation being prepared	In Progress - On schedule	31/12/2025		
Ordinary Meeting	29/10/2025	9.21	Moranbah Martial Arts Inc – Tenure Arrangements	The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 for lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease to Moranbah Martial Arts Inc.	9434	Moved: Cr Alaina Earl Seconded: Cr Vern Russell 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease to Moranbah Martial Arts Inc. 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a ten (10) year trustee lease agreement with Moranbah Martial Arts Inc. over lease F on Lot 3 on M973107, located at 38 Bacon Street, Moranbah, by way of a ten (10) year trustee lease Inc. d. Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual tenure fee $440.00 excl GST, matrix as attached to the report. e. All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents. f. Acknowledging that the building structure is owned by Isaac Regional Council therefore repairs and maintenance responsibilities will be in accordance with the Base Building Inclusions and Exclusions over the area subject to the trustee lease. 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.	Michael Buckley	Manager Parks and Recreation to progress tenure documentation.	Documentation being prepared	In Progress - On schedule	31/12/2025		
Ordinary Meeting	29/10/2025	9.22	School Transport Infrastructure Program 2026-27	This report seeks endorsement to submit a School Transport Infrastructure Program (STIP) application to the Department of Transport and Main Roads (TMR) for consideration.	9435	Moved: Cr Jane Pickels Seconded: Cr Viv Coleman That Council: 1. Endorses a submission to the Department of Transport and Main Roads under the School Transport Infrastructure Program for replacement of two bus stop shelters at Carmila and Ilbilbie. 2. Approves funding of $45,000 from Councils' depreciation funds if the application is approved by Department of Transport and Main Roads based on the School Transport Infrastructure Program being a 50:50 contribution between Department of Transport and Main Roads and Council. Carried	Sean Robinson	Manager Engineering Services to present the endorsed program to the Department of Transport and Main Roads for approval.	Application Submitted. Waiting on TMR to confirm if funding application is successful	Complete		18/11/2025	

Ordinary Meeting	29/10/2025	9.23	Water And Waste 2025-26 Capital Projects Progress Report	This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2025/26 Capital Works Program.	9436	Moved: Cr Alaina Earl Seconded: Cr Vern Russell That Council: 1. Receives and notes the monthly Water and Waste 2025/2026 Capital Projects Progress Report. Carried	Amal Meegahawattage	The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2025/26 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.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	9.24	Waste Services Departmental Report	The purpose of this report is to provide an update to Council on the Waste Services department within the Water and Waste Directorate.	9437	Moved: Cr Vic Coleman Seconded: Cr Alaina Earl That Council: 1.Receives and notes this report outlining Waste Services Department activities within the Water and Waste Directorate. Carried	Jason Grandcourt	The Manager Waste Services is responsible for strategic-level delivery of Waste Management services across the region, comprising waste and recycling collection services and operation of Waste Management Facilities, and related environmental compliance within the Isaac Region.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	10.1	Draft 2024/25 Annual Report	The preparation and adoption of the Annual Report is a legislative requirement pursuant to section 182 of the Local Government Regulation 2012. Isaac Regional Council's 2024/25 Annual Report has been prepared in accordance with all requirements of the Local Government Act 2009 and the Local Government Regulation 2012.	9438	Moved: Cr Rachel Anderson Seconded: Cr Jane Pickels That Council: 1.Adopts Isaac Regional Council's 2024/25 Annual Report and delegates authority to the Mayor and Chief Executive Officer to approve minor editorial and administrative changes and to finalise and publish the annual report. 2.Pursuant to s213 of the Local Government Regulation 2012, Council receives and notes the Final Management Letter from Queensland Audit Office for Isaac Regional Council for the 2024/25 Financial Year. Carried	Peta Eyschen	Governance and Assurance to finalise Annual Report with Chief Executive Officer and Mayor and publish on Council's website within legislative timeframes.	Annual Report is published on Council's Website	Complete		Nov-25	
Ordinary Meeting	29/10/2025	10.2	Transport Infrastructure Development Scheme Four Year Works Program 2026-2030	This report seeks endorsement of the Transport Infrastructure Development Scheme (TIDS) four year works program (2026/27 – 2029/30) to be submitted to the Bowen Basin Regional Roads and Transport Group for consideration.	9439	Manager Engineering Services to present the endorsed works program to the BBRRTG Technical Committee for approval.	Sean Robinson	Manager Engineering Services to present the endorsed works program to the BBRRTG Technical Committee for approval.	Schedule submitted to BBRRTG	Complete		1/11/2025	
Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	Moved: Cr Viv Coleman Seconded: Cr Alaina Earl That the committee recommends that Council:	Tricia Hughes	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete		20/11/2025	
Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	1.Adopts the following meeting schedule for Ordinary Meetings of Council for the period of January 2026 to December 2026. ORDINARY MEETINGS MEETING DATETIMELOCATION Wednesday 28 January 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 25 February 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 25 March 202610.00amIsaac Regional Council, 16 Queen Elizabeth Drive – Dysart – Training Room Wednesday 22 April 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 26 May 202610.00amQCWA Hall, 28 Sirius Street, Clermont Wednesday 24 June 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 22 July 202610.00amIsaac Regional Council, 11 Carter Place, Middlemount – Board Room Wednesday 26 August 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 23 September 202610.00amIsaac Regional Council, 10 Reynolds St, Nebo – Board Room Wednesday 28 October 202610.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 25 November 202610.00amIsaac Regional Council, 36 Macartney Street, St Lawrence – Board Room Wednesday 16 December 202510.00amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room	Tricia Hughes	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete		20/11/2025	

Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	2.Adopts the following meeting schedule for Standing Committee Meetings of Council for the period of January 2026 to December 2026. CORPORATE SERVICES STANDING COMMITTEE CORP STANDING COMMITTEE MEETING DATETIMELOCATION Tuesday 10 February 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 10 March 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 7 April 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 12 May 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 9 June 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 7 July 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 11 August 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 8 September 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 6 October 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 10 November 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room	**Tricia Hughes**	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete		20/11/2025	
Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	COMMUNITY SERVICES STANDING COMMITTEE COMM STANDING COMMITTEE MEETING DATETIMELOCATION Tuesday 10 February 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 10 March 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 7 April 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 12 May 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 9 June 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 7 July 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 11 August 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 8 September 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 6 October 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Tuesday 10 November 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room	Tricia Hughes	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete		20/11/2025	
Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	INFRASTRUCTURE SERVICES STANDING COMMITTEE INF STANDING COMMITTEE MEETING DATETIMELOCATION Wednesday 11 February 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 11 March 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 8 April 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 13 May 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 10 June 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 8 July 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 12 August 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 9 September 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 7 October 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 11 November 20269.30amIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room	Tricia Hughes	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete		20/11/2025	
Ordinary Meeting	29/10/2025	10.3	Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2026	Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2026.	9440	WATER AND WASTE STANDING COMMITTEE WW STANDING COMMITTEE MEETING DATETIMELOCATION Wednesday 11 February 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 11 March 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 8 April 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 13 May 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 10 June 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 8 July 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 12 August 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 9 September 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 7 October 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Wednesday 11 November 20261.00pmIsaac Regional Council, Batchelor Parade, Moranbah – Chamber Room Carried	Tricia Hughes	Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements. • Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.	Public Website Updated and Calendar Invitation Updated. Advertising prepared	Complete	20/11/2025		

Ordinary Meeting	29/10/2025	10.4	Revised Meeting Schedule For November 2025 Ordinary Meeting	This report recommends a revision to the November 2025 Ordinary Meeting schedule to accommodate key commitments of the Mayor and Chief Executive Officer and to align with a scheduled Community Benefit Consultation session.	9441	Moved: Cr Jane Pickels Seconded: Cr Rachel Anderson That the committee recommends that Council: That Council: 1.Adopts the following revised meeting schedule for the Ordinary Meeting of Council for November 2025. ORDINARY MEETING DATETIMELOCATION Tuesday 25 November 202510.00amIsaac Regional Council, 36 Macartney Street, St Lawrence – Board Room Carried	Tricia Hughes	The Office of the Chief Executive Officer, in collaboration with the Brand, Media and Communication Team, will ensure the revised meeting date, time, and location are publicly advertised in accordance with legislative requirements. All necessary updates and administrative arrangements will be undertaken to reflect the change in schedule.	Public Website Updated and Calendar Invitation Updated.	Complete		20/11/2025	
Ordinary Meeting	29/10/2025			Pocedural Motion	9443	Moved: Cr Viv Coleman Seconded:Cr Alaina Earl That Council open the meeting to the public at 12.43pm. Carried		OCEO	Procedural Motion no further action	Complete		Nov-25	
Ordinary Meeting	29/10/2025			Pocedural Motion	9444	Moved: Cr Viv Coleman Seconded:Cr Terry O'Neill That Council suspend the meeting at 12.43pm. Carried		OCEO	Procedural Motion no further action	Complete		Nov-25	
Ordinary Meeting	29/10/2025			Pocedural Motion	9445	Moved: Cr Melissa Westcott Seconded:Cr Vern Russell That Council resume the meeting at 1.30pm. Carried		OCEO	Procedural Motion no further action	Complete		Nov-25	
Ordinary Meeting	29/10/2025	11.1	Major Projects Update Report	This report is provided to update Council on the status of major projects and associated activities across Isaac.	9446	Moved: Cr Terry O'Neill Seconded: Cr Melissa Westcott That Council: 1.Notes the updates to major projects across Isaac. 2.Receives the latest version of the Major Projects Spreadsheet. Carried	Jessica Bugeja	Research and Policy Advisor as Major Project Team Secretariat and Major Project Spreadsheet maintenance. • Major Projects Team as ongoing participants and contributors of the major projects process.	For Information Only	Complete		18/11/2025	
Ordinary Meeting	29/10/2025	11.2	Clermont Swimming Centre Project – Scope Determination	This report seeks endorsement of the preferred community backed option, to construct a heated program pool, under the State Governments $3.2M election commitment for Clermont Swimming Centre Upgrades.	9447	Moved: Cr Jane Pickels Seconded: Cr Vern Russell That Council: 1.Notes that the Clermont Community were consulted on three options detailed in the Clermont Pool Option Proposal regarding allocation of the $3.2 million in State Government funding. 2.Endorses allocation of the $3.2 million funding for Option 2 of the Clermont Pool Option Proposal: Construction of a heated program pool at the Clermont Swimming Centre. 3.Notes that site location to be confirmed during detailed design. Carried	Mark Davey	This project will be delivered in line with Councils Project Management Framework, specific roles and responsibilities will be determined through internal consultation.		In Progress - On schedule	2026/2027		
Ordinary Meeting	29/10/2025	11.3	Land Purchase – 632 Airstrip Road, Nebo	The purpose of this report is for Council to consider the option of purchasing vacant freehold land from the Queensland Police Service, described as Lot 61 on Crown Plan WH333, located at 632 Airstrip Lane, Nebo.	9448	Moved: Cr Rachel Anderson Seconded: Cr Alaina Earl That the Committee recommends that Council: 1.Does not proceed with the purchase of land located at 632 Airstrip Road Nebo (Lot 61 on Crown Plan WH333); and 2.Authorise the Chief Executive Officer (or delegate) to advise Queensland Police Service that Council will not proceed with the purchase of this land. Carried	Scott Jarvis	The Manager Economic Development is responsible to provide professional subject matter expertise and advice to a range of Council functions including strategic land opportunities	Correspondence being finalised for notification to QPS	In Progress - On schedule	Nov-25		
Ordinary Meeting	29/10/2025	11.4	Glenden Bowls Club Non-Fixed Assets Disposal	The purpose of this report is to provide an overview of the status of the Glenden Bowls Club and to seek endorsement to dispose of the non-fixed assets located in the equipment shed.	9449	Moved: Cr Viv Coleman Seconded: Cr Terry O'Neill That the Committee recommends that Council: 1.Approves the disposal of the contents of the equipment shed at the facility outside of Council's Disposal Policy (CORP-POL-123) in the following order of priority: a.Items are offered to other bowls clubs within the Isaac Region on an as-is, where-is basis following clubs submitting a letter of interest notifying need for items and community benefit and b.Any remaining items are then responsibly disposed of, as they are deemed to hold no further operational or recoverable value. 2.Authorises the Chief Executive Officer or delegate to assess and prioritise submitted requests to action clause 1 above. Carried	Kelly Shepherd	Manager Parks and Recreation to review submitted interest and action.	Documentation being prepared	In Progress - On schedule	31/12/2025		

Ordinary Meeting	29/10/2025	11.5	St Lawrence Public Sportsground Committee INC – Tenure Arrangements	The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 for tenure over part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence, by way of a Management Agreement.	9450	Moved: Cr Viv Coleman Seconded: Cr Jane Pickels That the Committee recommends that Council: 1.Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool). 2.Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a three-year management agreement plus two x three-year options with St Lawrence Public Sportsground Committee Inc. part of Lot 117 on MC449, located at St Lawrence Sports Grounds, 1 Railway Parade, St Lawrence (being the St Lawrence Pool). a.The annual Management Agreement fee, to be paid by Council, shall be set at $25,000 (excluding GST) for the initial year of the agreement; b.The Management Agreement fee shall be subject to an annual review and adjusted in accordance with movements in the Consumer Price Index (CPI); 3.Endorses an additional budget of $25,000 to be allocated to cost centre 5201-AAA as part of the Quarter 2 budget review process. 4.Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 and 2 above. Carried	Kelly Shepherd & Scott Hampton	Manager Parks and Recreation to progress tenure documentation	Documentation being prepared	In Progress - On schedule	31/12/2025		
Ordinary Meeting	29/10/2025	11.6	Moranbah Landfill Cap Rehabilitaion D&C	This report seeks to increase the remaining project budget for the Moranbah Landfill Cap Rehabilitation D&C project (CW243205) from $3.7 million to $5.7 million, following the results of a competitive procurement process. As this is a multi-year project, the additional funding is proposed to be sourced from $1,302,013 in 2025/26 unallocated depreciation and a commitment of $700,000 from the 2026/27 Water and Waste capital budget. The report also seeks to award Contract IRC-W&W-0225-Q1394 to Vassallo Constructions Pty Ltd for $4,739,223.74 (excl. GST). Awarding the contract will ensure compliance with regulatory obligations, rectify previous capping failures, and provide long-term infrastructure outcomes for the region.	9451	Moved: Cr Melissa Westcott Seconded: Cr Vern Russell That the Committee recommends that Council: 1.Approves an increase to the CW243205 Moranbah Landfill Cap Rehabilitation D&C project budget of $2,002,013 to be funded by $1,302,013 through reducing the 2025/26 proposed transfers to reserves and $700,000 from the 2026/27 Water and Waste capital budget. 2.Approves the award of Contract IRC-W&W-0225-Q1394 Moranbah Landfill Cap Rehabilitation D&C project to Vassallo Constructions Pty Ltd ABN – 80 078 963 498 for the value of $4,739,223.74 excluding GST. 3.Delegates authority to the Chief Executive Officer to negotiate, execute, and vary the contract. Carried	Amal Meegahawattage	The Water and Waste Directorate representatives will be responsible for project management actions and accountability following the Contract award.	Contract Documentation being Finalised	In Progress - On schedule	30/11/2025		
Ordinary Meeting	29/10/2025	11.7	Special Resolution To Pass Amendments to the Moranbah Early Learning Centre Pty Ltd Constitution	Council as the Sole Member of the Moranbah Early Learning Centre Pty Ltd ACN 154 322 308 is being requested to pass a special resolution for amendments to the Constitution.	9452	Moved: Cr Jane Pickels Seconded: Cr Rachel Anderson THAT Isaac Regional Council, being the Sole Member of the Moranbah Early Learning Centre Pty Ltd ACN 154 322 308 (The Company), states that it is in favour of the following special resolution being passed: 1.THAT in accordance with section 136(2) of the Corporations Act 2001 (Cth), the Company omit Rule 52 (Remuneration of Directors) of the Constitution of the Company previously amended by special resolution of the Company passed on 10 September 2014 and insert in its place a new Rule 52 as follows: 52. Remuneration of Directors 52.1 The directors of the Company (with the exception of current elected councillors or current officers of the shareholder, Isaac Regional Council). 52.2 The Company may also pay the directors' travelling and other expenses that they properly incur: (a) in attending directors' meetings or any meetings of committees of directors; and (b) in attending any general meetings of the Company; and (c) in connection with the Company's business. 52.3 The Company must disclose the remuneration paid to each director of the Company by the Company or by an entity controlled by the Company if the Company is directed to disclose the information by members with at least 5% of the votes that may be cast at a general meeting. 52.5 To eliminate confusion, the Company is not permitted to remunerate current elected councillors or current officers of the shareholder, Isaac Regional Council under this (or any other) clause of this constitution. Carried	Cale Dendle	Chief Executive Officer to liaise with MELC Company Secretary to ensure that relevant notifications be given by the Company to Australian Securities and Investments Commission (ASIC).	CEO has notifed the MELC Company Secretary of Councils special resolution being passed so that he can notify ASIC.	Complete		20/11/2025	
Ordinary Meeting	29/10/2025	General Business Item	Amendment to Schedule of Ordinary Meetings for December 2025 and December 2026	Due to leave commitments of several Councillors it was decided to amend the scheduled meeting dates for December 2025 and December 2026 to ensure quorum is achieved for December Ordinary Meetings.	9453	Moved: Cr Viv ColemanSeconded: Cr Melissa Westcott THAT Council resolves to amend the Ordinary Meeting Dates for December 2025 and December 2026 as follows: 1.The December 2026 Ordinary Meeting be moved from Wednesday 17 December 2026 to Thursday 11 December 2026 commencing at 10am in the Isaac Regional Council Chambers, Moranbah. 2.The December 2026 Ordinary Meeting be moved from Wednesday 16 December 2026 to Wednesday 9 December 2026 commencing at 10am in the Isaac Regional Council Chambers, Moranbah. Carried	Office of the CEO	Meeting Schedule to be adjusted and updated calendar invitations sent out	Updated schedule and calendar invitations finalised	Complete		20/11/2025	

Council Resolution Register - September 2025 (Business Outstanding Table)													
Meeting Type	**Meeting Date**	**Item No.**	**Report Title**	**Executive Summary**	**Res No**	**Council Resolution**	**Responsible Officer/s**	**Action Accountability**	**Action Comments**	**Action Status**	**If Not Yet Complete - Expected Completion Date**	**Completion Date**	**Link to minutes**
Ordinary Meeting	24/09/2025	9.3	Local Disaster Management Group Minutes – 11 August 2025	This report is to present the Local Disaster Management Group (LDMG) meeting minutes from 11 August 2025.	9367	Moved: Cr Alaina Earl Seconded: Cr Viv Coleman That Council: 1.Receive and note the minutes from the Local Disaster Management Group meeting held 11 August 2025. Carried	Maria Borg	Senior Disaster & Emergency Resilience Partner in consultation with the Local Disaster Coordinator and the Chair of the Local Disaster Management Group to ensure all confirmed minutes from meetings are sent to all members of the Isaac LDMG.	Mintues have been sent out to all members of the Isaac LDMG.	Complete			
Ordinary Meeting	24/09/2025	9.4	Isaac Regional Council Local Disaster Management Plan 2025	This report is to seek Council endorsement of the 2025 annual review of the Local Disaster Management Plan (LDMP). The LDMP is required to be endorsed by Council under the Queensland Disaster Management Arrangements (Disaster Management Act 2003 (Qld), Part 5, Section 80, 1 (b))..	9368	Moved: Cr Rachel Anderson Seconded: Cr Viv Coleman That Council: 1.Endorses the Local Disaster Management Plan 2025. Carried	Maria Borg	Safety and Resilience team in consultation with the Local Disaster Coordinator and the Chair of the Local Disaster Management Group to ensure the plan is reviewed and tested annually.		Complete			
Ordinary Meeting	24/09/2025	9.5	Audit and Risk Audit and Risk Committee Meeting Minutes – 21 August 2025Committee Meeting Minutesn – 21 August 2025	The purpose of this report is to present the unconfirmed minutes of the Audit and Risk Committee meeting held on Thursday, 21 August 2025 and propose that the recommendations are adopted.	9369	Moved: Cr Rachel Anderson Seconded: Cr Jane Pickels That Council: 1.Receives and notes the Minutes of the Audit and Risk Committee meeting held on 21 August 2025. 2.Adopts the recommendations of the Audit and Risk Committee on 21 August 2025, namely: a)Remove consolidation from future financial statements in line with QAO advice, noting that while the draft statements currently include consolidation, this will be reversed moving forward. b)CEO to follow up with Isaac Affordable Housing Trust & Moranbah Early Learning Centre Company Secretary's regarding Committee's request for clarification on the format and interpretation of the reports, with a response to be provided to the Committee out of session. c)That the Manager Governance and Corporate Services include summary data on outstanding actions relevant to the internal audit function in future Internal Audit reports. d)That the Cyber Security Internal Audit be deferred until September meeting with additional work to be undertaken by Chief Information Officer around action plans for improvement opportunities going forward.	Peta Eyschen	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.	Audit and Risk minutes stored in corporate memory and actions have been recorded and registeref for follow-up.	Complete			
Ordinary Meeting	24/09/2025	9.6	Audit And Risk Committee External Representative Appointment	Following a procurement process (EOI IRC-CGFS-0725-T440), this report seeks endorsement for the appointment of a replacement External Member in line with the existing Audit and Risk Committee Charter and Policy.	9370	Moved: Cr Viv Coleman Seconded: Cr Jane Pickels That Council: 1.That Council appoints Mr Rohan Ferricks of Mabris Consulting to the Isaac Regional Council Audit and Risk Committee as an External Member. 2.Authorises the Chief Executive Officer to negotiate and agree contractual terms with the successful candidate as required. Carried	Peta Eyschen	Chief Executive Officer – negotiating and executing contracts with the successful candidate along with any extensions that Council offers within their contract term.	Contract with successful canditate has been executed by all parties.	Complete			
Ordinary Meeting	24/09/2025	9.11	Native Garden and Yarning Circle at Clermont Museum	This report seeks Council's endorsement for the Wangan and Jagalingou Traditional Owners Aboriginal Corporation (WJTOAC) to develop and install a native garden, yarning circle and solar audio post at the Clermont Museum. This opportunity provides a chance to strengthen Isaac Regional Council's relationship with WJTOAC as well as expanding on the current First Nations information displayed at the Clermont Museum.	9375	Moved: Cr Jane Pickels Seconded: Cr Rachel Anderson That Council: 1.Notes that the Wangan and Jagalingou Traditional Owners Aboriginal Corporation (WJTOAC) have secured grant funding to install a native garden, yarning circle and solar audio post (the installation) at the Clermont Museum. 2.Approves Chief Executive Officer or their delegate, in consultation with WJTOAC, to determine a mutually agreeable site within the Clermont Museum landholding for the installation. Carried	Barb Franklin	Coordinator Community Hubs and Program Leader – Museums will oversee participation, coordination with WJTOAC, and site management. Brand, Media, and Communications will manage any press releases, social media, photography and videography, and other promotional opportunities that arise.	Coordinator Community Hubs has drafted the Memorandum of Understanding for the project. It is currently sitting with Manager Community & Cultural Services for approval, once the MOU is approved it will be signed by IRC Representative and a representative from Wangan & Jagalingou and then the project timeline will be finalised.	In Progress - On schedule	25 March 2026 (However once the MOU is signed the project timeline will be finalised)		
Ordinary Meeting	24/09/2025	9.12	Post-Mine Land Use - Reimagine Rehab Engagement Prospectus	The purpose of this report is to provide Council with information on the Post-mining Land Use Reimagine Rehab Engagement Prospectus developed by Greater Whitsunday Alliance in partnership with the Resources Centre of Excellence and Isaac Regional Council, and to seek endorsement for IRC's continued involvement in the Regional Post-Mine Land Use Working Group and associated activities and projects	9377	Moved: Cr Vern Russell Seconded: Cr Alaina Earl That Council: 1.Receives and notes the Reimagine Rehab Engagement Prospectus. 2.Authorises the Chief Executive Officer (or delegate) as a member of the Regional Post-Mine Land Use Working Group, to pursue opportunities in the Isaac Region in accordance with Reimagine Rehab Engagement Prospectus. Carried	Scott Jarvis	The delegated IRC appointed officer will have accountability for liaison with Regional Post-Mine Land Use Working Group. Advocacy and External Affairs will assist where required in the preparation of advocacy materials and collateral to support advancement of the project. Economy and Prosperity will continue to facilitate the strategies and actions of the Reimagine Rehab Engagement Prospectus and PMLU working group.	Economic Development has commenced strategies and actions outlined in the Reimagine Rehab Engagement Prospectus. Economic Development will continue to provide update to councillors bi-monthly of the PMLU working group.	In Progress - On schedule	Ongoing, in accordance with PMLU Working Group Terms of Reference (12 months)		

Ordinary Meeting	24/09/2025	9.13	2024-2025 Isaac Regional Council Small Business Friendly Program Performance Report	This report seeks Council's endorsement to publish the 2024-2025 Isaac Regional Council Small Business Friendly Program Performance Report as part of the Small Business Friendly Program charter reporting obligations.	9378	Moved: Cr Terry O'Neill□ Seconded: Cr Vern Russell That Council: 1.Receives and notes the 2024-2025 Isaac Regional Council Small Business Friendly Program Performance Report (including Small Business Friendly Program Showcase) and endorses its publication in accordance with Small Business Friendly program charter reporting obligations. 2.Receives and notes the Queensland Small Business Commissioner Reply to 2023-2024 Isaac Regional Council Small Business Friendly Program Performance Report. 3.Receives and notes the results of the 2024-2025 Isaac Regional Council Small Business Friendly Survey Carried	Joel Redden	The Economy and Prosperity team will lead the continued engagement and interact with internal and external stakeholders in supporting and delivering the project.	Ongoing yearly business as usual engagement and activity/projects. This is a yearly update to Council and will continue to be reported on a yearly basis.	Complete		Nov-25	
Ordinary Meeting	24/09/2025	9.20	Compensation Agreement ML700082 and ML700083	The purpose of this report is for Council to consider the Compensation Agreement with Stanmore ID Extension Pty Ltd	9385	Moved: Cr Jane Pickels□ Seconded: Cr Melissa Westcott That Council: 1.Supports the negotiation to enter into a compensation agreement for ML700082 AND ML700083 with Stanmore ID Extension Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA]. 2.Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML700082 AND ML700083 in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA. Carried	Sean Robinson	Manager Galilee and Bowen Basin Operations to ensure executed copies are returned to Stanmore ID Extension Pty Ltd and the compensation under the agreement and Council's costs are paid.	Negotiations continuing	In Progress - On schedule	Apr-26		
Ordinary Meeting	24/09/2025	9.21	Broadsound Solar Farm – Asset Installation and Maintenance Licence	The report seeks to delegate the authority to the Chief Executive Officer to execute a Licence for the installation, use and maintenance of an underground conduit housing a high voltage cable within the Manly Access Road at Clark Creek.	9386	Moved: Cr Viv Coleman□ Seconded: Cr Alaina Earl That Council: 1.Delegates Authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence for the installation, use and maintenance of an underground conduit housing a high voltage cable under Manly Access Road in accordance with the terms attached to the Report. Carried	Sean Robinson	Galilee and Bowen Basin Operations department to lead negotiations under the guidance of Director Engineering and Infrastructure and Chief Executive Officer. Chief Executive Officer to execute the Licence. Manager Galilee and Bowen Basin Operations to ensure a copy of the executed document is provided to the proponent and obligations under the Licence are adhered to.	Documentation Completed	Complete		Oct-25	
Ordinary Meeting	24/09/2025	9.22	BMA Red Hill Road Intersection - Asset Installation and Maintenance Licence	The report seeks to delegate the authority to the Chief Executive Officer to execute a Licence for the construction of Intersection Works, and the installation, use and maintenance of the Intersection Works, an Access Road and Gate Infrastructure accessed off Red Hill Road.	9387	Moved: Cr Alaina Earl□ Seconded: Cr Vern Russell That Council: 1.Delegates Authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence for Red Hill Road Intersection Construction, Access Road and Gate Infrastructure for the construction of Intersection Works, and the installation, use and maintenance of the Intersection Works, an Access Road and Gate Infrastructure as required across in accordance with the terms attached in the Report. Carried	Sean Robinson	Galilee and Bowen Basin Operations department to lead negotiations under the guidance of Director Engineering and Infrastructure and Chief Executive Officer. Chief Executive Officer to execute the Licence. Manager Galilee and Bowen Basin Operations to ensure a copy of the executed document is provided to the proponent and obligations under the Licence are adhered to.	Documentation Completed	Complete		Oct-25	
Ordinary Meeting	24/09/2025	10.1	Dysart Centenary Park CCTV Installation	This report seeks approval of the Isaac Regional Councils proposed CCTV installation at Dysart Centenary Park.	9391	Moved: Cr Vern Russell□ Seconded: Cr Terry O'Neill That Council: 1.Approves a new 25/26 financial year capital works project for Dysart Centenary Park CCTV Installation for $100,000 funded from the Reserve 2002 Operational Sustainability Reserve. 2.Engage the communications team for CCTV education for community benefit. 3.Deliver an education piece in collaboration with local police to the Dysart schools in relation to vandalism. Carried	Michael Buckley	Manager Parks and Recreation to oversee completion of works.	Installation of CCTV in Dysart Centenary Park to be delivered prior to June 30 2026	In Progress - On schedule	30-Jun-26		
Ordinary Meeting	24/09/2025	11.1	CONFIDENTIAL - BOUNDARY ENCROACHMENT - NEBO	This report is to request a new capital project for the 25/26 Financial Year for the purchase of approximately 150m2 of land from 6 Kemmis Street, Nebo.	9394	Moved: Cr Alaina Earl□ Seconded: Cr Terry O'Neill That Council: 1.Approves a new capital project for the 25/26 Financial Year for the purchase of approximately 150m² of land at Kemmis Street Nebo and associated project costs for a value of $30,000 to be funded residential Renewal Capital Program. 2.Endorses the following exception to enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders as per s235 (a) of the Local Government Regulations 2012) as there is only 1 supplier, being the current owner of the property. 3.Delegates authority to the Chief Executive Officer to negotiate purchase of approx. 150m2 from 6 Kemmis Street, Nebo.	Darrin Anderson	The Acting Manager of Corporate Properties is accountable for ensuring delivery of the project.	Currently finalising documentation - with legal for finalisation	In Progress - On schedule	Jan-26		

Council Resolution Register - August 2025 (Business Outstanding Table)

Meeting Type	Meeting Date	Item No.	Report Title	Executive Summary	Res No	Council Resolution	Responsible Officer/s	Action Accountability	Action Comments	Action Status	If Not Yet Complete - Expected Completion	Completion Date	
Ordinary Meeting	Wednesday, 27 August 2025	6.1	Notice Of Motion Ownership of Elgin Road and Moray Carmichael Boundary Access Road	Mayor Vea Vea gives notice of her intention to propose the following motion at Ordinary Meeting on 27 August 2025.	9322	Moved: Mayor Kelly Vea Vea Seconded: Cr Simon West MAYOR'S MOTION: That 1. Council records its extreme disappointment that the Queensland Government did not require Bravus/Adani to honour its long-standing commitment (2019) to upgrade Elgin Road and Moray Carmichael Boundary access roads as part of its recent royalty deferral deal for ongoing development of the Adani Carmichael Mine. 2. Accordingly, Council renews its request of the Queensland Government assume ownership for Elgin Road and Moray Carmichael Boundary Road as a road of State significance as the primary access to the Galilee Basin. 3. The Mayor is authorised to communicate this resolution to the Queensland Government in the strongest possible terms.	Mayor Kelly Vea Vea		Correspondence and deputations with State Government has been concluded and ongoing engagement is occurring with State Government and Adani	Complete		1/11/2025	
Ordinary Meeting	Wednesday, 27 August 2025	9.3	Policy Update – Disaster and Emergency Management	This report is to present an updated Disaster and Emergency Management policy for consideration.	9327	Moved: Cr Viv Coleman Seconded: Cr Rachel Anderson That Council: 1. Adopts the updated Disaster and Emergency Management Policy (CORP-POL-036).	Maria Borg	Manager Safety and Resilience to liaise with the Manager Governance and Corporate Services to ensure the Policy is updated on Council's intranet and website. Safety and Resilience to arrange the Disaster and Emergency Management Policy Statement for signing by the Chief Executive Officer pending endorsement by Council and other stakeholders.	Policy has been updated and now available on Website and internally	Complete		1/10/2025	
Ordinary Meeting	Wednesday, 27 August 2025	9.7	Isaac Regional Council 2025 Annual Christmas and New Year Closure	Isaac Regional Council proposes to close for the annual shut-down over the Christmas and New Year Period from close of business, Friday 20 December 2024 to Friday 3 January 2025, reopening for business on Monday 5 January 2025.	9331	Moved: Cr Rachel Anderson Seconded: Cr Alaina Earl That Council: 1. Approves the annual closure of Isaac Regional Council for the Christmas and New Year period from close of business, Friday 19 December 2025 to Friday 2 January 2026, reopening for business on Monday 5 January 2026.	Trudi Liekefett	The Chief Executive Officer will delegate responsibility to relevant Directors and other key officers to make the necessary arrangements for essential services operations, skeleton staff and emergency and afterhours contacts throughout the closure period.	Closure dates communicated to all staff on 27 August 2025. Progressing with on-call roster for closure period.	Complete			
Ordinary Meeting	Wednesday, 27 August 2025	9.8	2025 Special and Show Holiday's Nominations	Council is required to submit nominations of Special and Show Holiday dates to the State Government Office of Industrial Relations.	9332	Moved: Cr Viv Coleman Seconded: Cr Alaina Earl That Council: 1. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Wednesday 27 May 2026 as a special agricultural show holiday for Moranbah, Clermont, Middlemount, Dysart, Kilcummin and rural areas for the purpose of Isaac Regional Council's Annual Clermont Agricultural Show Day. 2. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 11 June 2026 as a special agricultural show holiday for St Lawrence, south of Clairview and rural areas for the purpose of the annual Rockhampton Agricultural Show Day. 3. Authorises the Chief Executive Officer (or delegate) to complete the on-line form, nominating Thursday 18 June 2026 as a special agricultural show holiday for Nebo, Glenden, Coppabella, Coastal Region, Clairview and Clairview North for the purpose of the annual Mackay Agricultural Show Day.	Tricia Hughes	Chief Executive Officer (or delegate) to complete the on-line form, nominating the following dates: • Wednesday 27 May 2026 • Thursday 11 June 2026 • Thursday 18 June 2026 Once confirmation of the approved special holidays is received Brand, Media and Communications will provide public notices in line with approved holidays.	Dates are gazetted	Complete		Oct-25	
Ordinary Meeting	Wednesday, 27 August 2025	9.9	Major Projects Update Report	This report is provided to update Council on the status of major projects across Isaac.	9333	Moved: Cr Alaina Earl Seconded: Cr Terry O'Neill That Council: 1. Note the updates to major projects across Isaac. 2. Receive the in-progress Major Projects Summary Sheet on the status of all known projects in the region.	Jessica Bugeja	• Research and Policy Advisor as Major Project Team Secretariat and Major Project Spreadsheet maintenance. • Major Projects Team as ongoing participants and contributors.	Information only report	Complete			
Ordinary Meeting	Wednesday, 27 August 2025	9.15	Trial Cat Trapping Program in Moranbah Town Square	This report is presented to Council in response to concerns raised by Councillors regarding the number of stray cats in Moranbah town square and a further request made by the Director Planning, Environment and Community Services (PECS) for a project scope to be prepared for a trial cat trapping program. An inspection of Moranbah Town Square identified significant harbourage and food sources contributing to stray cat activity, including substantial impacts to Council infrastructure. These are long-term issues requiring future mitigation. After the investigation was undertaken, a Draft Project Brief for a Trial Cat Trapping Program has been developed for consideration	9339	Moved: Cr Alaina Earl Seconded: Cr Simon West That Council: Moved: Cr Alaina Earl Seconded: Cr Simon West 1. Supports the Trial Cat Trapping Program proceeding, subject to finalisation of the draft project concept brief and procurement of a suitable contractor. 2. Approves additional funding for the un-resourced activity.	Kent Worsley	Environment & Sustainability to workshop draft project concept brief with Engineering and Infrastructure and obtain Director sign-off prior to procurement. Environment & Sustainability to prepare scope of works and procure a contractor to undertake the twoweek trial on behalf of Parks and Recreation.	Workshop with Councillors on cat management options being undertaken on 17/09/2025. Report Presented to Council in October 2025	Complete		Oct-25	
Ordinary Meeting	Wednesday, 27 August 2025	9.16	Mackay Tourism Ltd (T/A Mackay Isaac Tourism) Funding 2025/2026	This report seeks Council's endorsement to fund Mackay Tourism Ltd (MTL) to provide tourism destination marketing and attraction of visitation to the Isaac region for the 2025/26 financial year.	9340	Moved: Cr Viv Coleman Seconded: Cr Terry O'Neill That Council: 1. Endorses funding to Mackay Tourism Ltd of $100,000 for 2025/26 being for operational requirements and destination marketing. 2. Endorses a further $20,000 for specific cooperative marketing campaigns as agreed to between Isaac Regional Council and Mackay Tourism Ltd. 3. Endorses a change of the $20,000 in-kind-support for 2025/26 to cover in-region Council fatigue accommodation for use by Isaac Tourism Officer positions funded by the Local Buying Foundation, instead of office accommodation based at Isaac Regional Council (IRC) and use of IRC pool vehicle for Isaac Tourism Officer position funded by the Local Buying Foundation, as requested by MTL. 4. Endorse the CEO, or delegate, to develop a 2025/26 Memorandum of Understanding between Isaac Regional Council and Mackay Tourism Ltd to clearly articulate Councils expectations, including MTL's specific deliverables and Key Performance Indicators associated with the $100,000 funding.	Scott Jarvis	Manager E&P and DPECS to engage in the development of MOU specifications and delivery of the actions contained within this report with the Chief Executive Officer of MTL ASAP.	Beau Jackson to meet with MIT CEO and Chair to finalize KPIs for 2025/26 MOU on Monday 15/10/2025. Scott Jarvis to prepare MOU and send to MIT for signing once KPI's agreed upon. Separate report to Council in October 2025 with status update	Complete		Oct-25	
Ordinary Meeting	Wednesday, 27 August 2025	9.17	Exception Based Contractual Arrangements - Local Government Regulations (2012) – Sole Source Supplier for Procurement Purposes – Country Universities Isaac Ltd (CUC Isaac Ltd)	The purpose of this report is to seek endorsement to enter a sole source arrangement with Country Universities Isaac LTD (CUC Isaac LTD) to allow payment for procured services under the exception provisions for entering into medium or large sized contractual arrangements within s235 (b) of the Local Government Regulations 2012	9341	Moved: Cr Viv Coleman Seconded: Cr Simon West That Council: 1. Resolves it is satisfied that as per s235 (b) of the Local Government Regulations 2012, CUC Isaac Ltd meets the requirement for a sole source arrangement because of the specialised or confidential nature of the services that are sought meaning it would be impractical or disadvantageous for the local government to invite quotes or tenders.	Mark Davey	Manager Contracts and Procurement; is accountable for compliance with s235 of the Local Government Regulations (2012), and the Procurement Policy.	Invoice has been requested from CUC and payment has been completed.	Complete		29/09/2025	
Ordinary Meeting	Wednesday, 27 August 2025	9.18	Isaac Resources Excellence Precinct - Internal Construction - Authority to Tender	The purpose of this report is to seek authority to tender, through council resolution, for the internal construction elements of the Isaac Resources Excellence Precinct	9342	Moved: Cr Melissa Westcott Seconded: Cr Alaina Earl That Council: 1. Resolves it is satisfied with the preliminary design of the Resource Centre of Excellence building and gives authority to tender for the works package.	Mark Davey	The Program Manager – Capital Delivery, under the guidance of Director PECS, and in conjunction with the project team and Project Control Group will proceed with drafting the tender package for approval by Manager Contracts and Procurement.	To be progressed on delivery of completed design	Complete		Nov-25	
Ordinary Meeting	Wednesday, 27 August 2025	9.28	2026 Clean Up Australia Day	The purpose of this report is to present options for Council's consideration regarding future participation in Clean Up Australia Day, a nationally recognised environmental initiative aimed at reducing litter and illegal dumping through volunteer action.	9352	Moved: Cr Viv Coleman Seconded: Cr Rachel Anderson That Council: 1. Supports the 2026 Clean Up Australia Day being held in March 2026, promoting the event to the community. 2. Council supports volunteers that register themselves with Clean Up Australia Day or Great Northern Clean Up, with waste fee disposal being waived for self-haulers. (The volunteers must seek contact with Council prior to the day). 3. Waives waste disposal fees for registered participants who self-haul waste collected during the event. 4. That council requests a communications strategy to be delivered by the end of December 2025. The amended communications plan will be presented to Council.	Jason Grandcourt	Manager Waste Services is responsible for the implementation of Clean Up Australia Day on behalf of Council.	Initial discussions have been held with Waste Services and corporate communication officers. A draft communications strategy will be developed in October 2025, to be presented to Water and Waste Standing Committee in November 2025, for its consideration.	In Progress - On schedule	Dec-25		
Ordinary Meeting	Wednesday, 27 August 2025	10.1	Chief Executive Officer Performance Review 2024/25 and Performance Agreement 2025/26	Mayor reporting on Chief Executive Officer Performance Review for 2024/25 and proposed Performance Agreement for 2025/26.	9353	Moved: Cr Melissa Westcott Seconded: Cr Vern Russell THAT Council: 1. Records satisfactory completion of the Chief Executive Officer's 2024/25 performance review by the Chief Executive Officer Performance Review Panel. 2. Authorises the Mayor to apply the recommended salary increase of 5% to take effect as of 1 July 2025. 3. In accordance with s194.4 of the Local Government Act 2009, approves the Chief Executive Officer's Performance Agreement 2025/26 as nominated by Clause 10.1 of the Chief Executive Officer's Employment Contract.	Mayor Kelly Vea Vea	The Performance Review 2024/25 has been concluded and the Performance Agreement 2025/26 is now presented for adoption.		Complete		1/10/2025	
Ordinary Meeting	Wednesday, 27 August 2025	11.2	**CONFIDENTIAL REPORT** Authority to Negotiate and Purchase a Property in Moranbah, Qld 4744	This report seeks authority for officers to investigate, and under restricted circumstances, negotiate and purchase a property in Moranbah, QLD 4744.	9360	Moved: Cr Vern Russell Seconded: Cr Terry O'Neill That Council: 1. Authorises the Chief Executive Officer to complete investigations and negotiate the purchase of the nominated property in Moranbah, QLD 4744	Mark Davey	The Chief Executive Officer will delegate to the Program Manager – Capital Delivery, under the guidance of Director Planning Environment and Community Services, to complete the investigations and negotiations with the current shop owners as well as complete the requirements under the IREP Resources Community Infrastructure funding guidelines.	In progress	In Progress - On schedule	To be determined		

Council Resolution Register - June 2025 (Business Outstanding Table)													
Meeting Type	**Meeting Date**	**Item No.**	**Report Title**	**Executive Summary**	**Res No**	**Council Resolution**	**Responsible Officer/s**	**Action Accountability**	**Action Comments**	**Action Status**	**If Not Yet Complete - Expected Completion Date**	**Completion Date**	**Link to minutes**
Ordinary Meeting	30/06/2025	9.12	North Queensland Sports Foundation – Three Year Resource and Performance Agreement	The North Queensland Sports Foundation (NQSF) are seeking renewal of their three-year, non-compulsory Resource and Performance Agreement for medium and large local government partners. This report seeks Council's endorsement to accept the proposal from NSQF to commit to another three-year agreement.	9221	That Council: 1. Approves a three-year Resource and Performance Agreement between the North Queensland Sports Foundation and Isaac Regional Council. 2. Approves that the cash payment amounts payable in years two and three of the proposed agreement be recalculated in accordance with updated Census data of the Isaac region's population, plus 3% indexation, as per Council's Long-Term Financial Forecast. 3. Nominates the Deputy Mayor and Manager Engaged Communities as North Queensland Sports Foundation delegates. 4. Authorises the Chief Executive Officer to execute the funding agreement.	Maggi Stanley	Chief Executive Officer to execute funding agreement. Manager Engaged Communities will arrange payment of invoices relating to the agreement. Manager Engaged Communities and Community Development team to work with the NQSF on the development of programs and events to be offered to Isaac residents.	Funding agreement has been executed by CEO and awaiting invice from NQSF. Development of programs and events is ongoing.	Complete			
Ordinary Meeting	30/06/2025	9.13	Small Business Friendly Program Commitment	This report seeks Council's endorsement to recommit Isaac Regional Council to the Small Business Friendly (SBF) Program.	9222	1. Notes the current status of the Isaac Regional Council as a member of the Small Business Friendly (SBF) Program. 2. Receives yearly reports on the performance of the Small Business Friendly Program, with an expected review date of Isaac Regional Council's commitment no later than 2028/2029 Financial Year, as per the 2023-2028 Corporate Plan. 3. Approves the recommitment to the SBF program by the Mayor and Chief Executive Officer signing the SBF Commitment document.	Scott Jarvis	The Economy and Prosperity team will lead the continued engagement and interact with internal and external stakeholders in supporting and delivering the project.	SBF Commitment has been executed Incorporate into business as usual developing small business inovation and capability	Complete			
Ordinary Meeting	30/06/2025	9.14	Enhancing Regulatory Integrity and Economic Access: Introduction of a Two-Tiered Assessment Framework for Commercial Use of Local Government Controlled Areas and Roads Applications	This report recommends the implementation of a two-tiered assessment framework for applications relating to the Commercial Use of Roads under Isaac Regional Council's Local Laws. The proposal aims to align assessment practices with legislative requirements, improve regulatory clarity, and facilitate equitable economic opportunities across the region. It also proposes repealing legacy Council resolutions that conflict with the provisions of Isaac Regional Council Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011. Expanding the number of pre-designated vending sites from six (6) to twenty-nine (20), enhancing access and reducing administrative burden for both applicants and Council.	9223	1. Repeals Council Resolutions 5627, 6044, 6072, 6074, and 7591 (STAT-POL-055), as they conflict with the provisions of Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011. 2. Endorses the implementation of a two-tiered assessment framework for Commercial Use of Local Government Controlled Areas and Roads applications; (a) Pre-designated Locations Only (Fast Track Assessment): • Adopts an initial application fee of $240.00 for "Commercial Use of Local Government Controlled Areas and Roads Application Assessment for Pre-designated Locations Only" to be included in Council's 2025/2026 Fees and Charges Schedule; and • Adopts an annual renewal fee of $190.00 for "Commercial Use of Local Government Controlled Areas and Roads Pre-designated Locations Only Approval Renewal" to be included in Council's 2025/2026 Fees and Charges Schedule. (b) Standard Assessment (Other Than Pre-designated Locations):	Nishu Ellawala	Manager Community Education and Compliance to ensure appropriate governance procedures and implementation of the application assessment process.	Implementing part of the business as usual reporting	Complete			
Ordinary Meeting	30/06/2025	9.23	Compensation Agreement ML1788	The purpose of this report is for Council to consider the Compensation Agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd.	9232	1. Supports the negotiation to enter into a compensation agreement for ML1788 with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA]. 2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1788 in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].	Sean Robinson	Manager Galilee and Bowen Basin Operations to ensure executed copies are returned to Glencore, the compensation under the agreement and Council's costs are paid and adequate compliance with the construction and maintenance obligations in the agreement.	Documentation signed	Complete		Oct-25	
Ordinary Meeting	30/06/2025	9.24	Water and Waste 2024-2025 Capital Projects Progress Report	This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2024/25 Capital Works Program.	9233	Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.	Amal Meegahawattage	The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2024/25 Capital Projects Progress Summary spreadsheet. Furthermore, the appropriate Managers and the Director Water and Waste are held accountable for the delivery of the project stages which are completed within the identified timeframes.	For Information Only	Complete			
Ordinary Meeting	30/06/2025	9.25	Materials Recycling Facility Processing Exceptions and Deviations	The purpose of this report is to obtain ongoing approval to procure services for Processing of Recyclables as an exception to the competitive bidding requirements under s235 (a) and (b) of the Local Government Regulations 2012 for medium or large sixed contractual arrangements.	9234	1. Resolve it is satisfied that there is only one (1) supplier who is reasonably available that requires payment to supply services for processing and recycling of co-mingled recyclable waste due to the absence of other potential providers within reasonable travel distance of the Isaac Region 2. Resolves that, because of the unique specialised nature of work involved in operating a Materials Recovery Facility (MRF), it would be impractical or disadvantageous for the local government to invite quote or tenders for an alternative replacement. 3. Endorse the following exception to enter into medium or large contractual arrangements as per s235 of the Local Government Regulations 2012 until 28 February 2026: Company Service provided/engaged for delivery of Re.Cycle Operations (Mackay) Pty Ltd Supplier of Services for processing of co-mingled recyclable waste in North Queensland	Jason Grandcourt	Manager Contracts and Procurement is accountable for compliance with s235 of the Local Government Regulations (2012). Manager Waste Services is accountable for provision of waste recycling services.	Documentation completed	Complete			
Ordinary Meeting	30/06/2025	9.26	Materials Recycling Facility Recovery Share Arrangement 2025-26	This report seeks endorsement of the renewed 2025-26 Recovery Share Arrangement with the operators of the Materials Recycling Facility (MRF) currently used by Isaac Regional Council for the disposal of recyclable household waste, in order to receive a share of the Container Deposit Scheme (CDS) deposits from eligible containers which are collected via Isaac Regional Council's kerbside recycling collection service.	9235	1. Approves entering into an agreement with Re.Cycle Operations (Mackay) Pty Ltd to enable Council to receive 50 per cent of the 10-cent refund on each qualifying container under the Container Refund Scheme for a further twelve-month period. 2. Authorises the Chief Executive Officer to negotiate, execute and vary the agreement as required.	Jason Grandcourt	Manager Waste Services to ensure that payments are made correctly for correct volume of containers	Correspondence completed	Complete			

Ordinary Meeting	30/06/2025	9.27	Waste Services Community Services Obligations	The purpose of this report is to consider the treatment of Community Service Obligations for the Waste Services Department.	9236	1. That the Amnesty Day be expanded with two Amnesty Days to be held each year, with one to be held on Saturday and the second day to be held on a Sunday 5 to 6 months later in the calendar year. 2. That waste disposal fee waiving be introduced for Opportunity Shops. 3. That Community Organisations be included as eligible for participation in the Amnesty Days. 4. That support be expanded to Community Organisations by issuing four vouchers per annum per group, entitling the Community Organisation waste disposal fee waiving per transaction. 5. That a report be provided to Council on Clean Up Australia Day for the August 2025 Ordinary Meeting.	Jason Grandcourt	Manager Waste Services is responsible for the administration of any fee waiving of waste disposal fees on behalf of Council.	1. The second Amnesty Day planning commenced for Sunday 7 December 2025. 2. The administration processes supporting this is being developed for implementation by August 2025. 3. The inclusion of Community Sporting Groups occurred in the June 2025, Amnesty Day. 4. The administration processes supporting this is being developed for implementation by August 2025. 5. A report on Clean Up Australia Day is being draft for the August 2025 W&W Standing Committee.	Complete			
Ordinary Meeting	30/06/2025	9.28	Water and Waste Departmental Report – Operations and Maintenance	This report provides an overview of the Operations and Maintenance Department's objectives, key functions, and a quarterly update of the activities of the Operations and Maintenance department.	9237	Receives and notes the report outlining the Operations and Maintenance Department's activities within the Water and Waste Directorate.	Stephen Wagner	The Manager Operations and Maintenance is responsible for the strategic direction and operational deliverables of the Operations and Maintenance Department, including reporting on delivery of its Business Plan and approved operational projects.	For Information Only	Complete			
Ordinary Meeting	30/06/2025	11.2	Land Disposal – 39 Powerhouse Lane Clermont CONFIDENTIAL REPORT	The purpose of this report is for Council to consider options including disposal of Council held vacant freehold land, described as Lot 89 SP147547, located at 39 Powerhouse Lane, Clermont.	9262	1. Resolves that pursuant to Local Government Regulation 2012 apply exception clause 236 (1)(b)(i), for a sale to a government agency, for the disposal of Lot 89 SP147547 to Ergon Energy Corporation Limited; and 2. Authorises the Chief Executive Officer to undertake negotiations and enter into a sale contract on terms most favourable to Council, inclusive of the sale being subject to a special condition that the buyer to obtain all relevant statutory approvals for site operations. 3. Requests a special condition to be included in the contract conditions that the property is security fenced.	Michael Wallace	The Coordinator Property Development is responsible to provide professional subject matter expertise and advice to a range of Council functions including land management.	Designated officer has initiated formal negotiations with Ergon Energy to progress discussions on 39 Powerhouse Lane	In Progress - On schedule	30-Nov-25		
Ordinary Meeting	30/06/2025	11.3	Clermont Water Treatment Plant Modernisation – Chemical Dosing CONFIDENTIAL REPORT	The purpose of the report is to approve the transfer of additional funds from the Water and Waste Unallocated Depreciation 'Sewer' to CW233155 CLM WTP Plant Modernisation project, to provide sufficient budget funding and approve the award of the Contract to the preferred tenderer for the IRC-W&W-0924-T395 Clermont WTP Chemical Dosing Upgrade Design and Construct project.	9263	That Council: 1. Approves the transfer of $450,000.00 from the Water and Waste Unallocated Depreciation 'Sewer' reserve funds to CW233155 CLM WTP Plant Modernisation project. 2. Approves the award of Contract IRC-W&W-0924-T395 Clermont WTP Chemical Dosing Upgrade Design and Construct to DOWDENS GROUP PTY LTD ABN – 87 154 375 685 for the value of $1,448,936.00 excluding GST. 3. Delegates the authority to the Chief Executive Officer to negotiate, execute, and vary the contract. 4. Requests that the Director provides a report regarding the replenishment of the reserve funds at the earliest opportunity.	Amal Meegahawattage	The Water and Waste Directorate representatives will be responsible for project management actions and accountability following the Contract award.	Documentation finalised	Complete			
Ordinary Meeting	30/06/2025	11.4	Water Rates Review CONFIDENTIAL REPORT	The purpose of this report is to present implementation activities and seek endorsement for the proposed changes associated to the review of the Isaac Regional Council (Council) fixed and consumption water charges including the associated rates for the 2026/27 financial year.	9264	1. Endorses the proposed rates, charging methodology changes and implementation activities for the review of Isaac Regional Council's Water Access and Consumption Charges.	Lisa Tonkin	Manager Business Services will coordinate all actions that arise from this report in consultation with the Rates and Accounts and Systems departments of Council.	Progress reported on a monthly basis	Complete			
Ordinary Meeting	30/06/2025	11.5	Moranbah Waste Management Facility Rehabilitation Project - Cell #0 CONFIDENTIAL REPORT	The purpose of this report is to provide Council with an early update on the procurement status of Contract IRC-W&W-0225-Q1394, relating to the Moranbah Landfill Cap Rehabilitation Project (Cell 0) at the Moranbah Waste Management Facility. The tender for this design and construct (D&C) contract is currently open and scheduled to close on 17 June 2025. This report is presented for Council's information only and aims to provide context on the background, procurement process, and expected next steps. A full tender evaluation and contract award recommendation will be brought to Council once the assessment process is completed.	9265	1. Notes the information provided in this report regarding the Moranbah Landfill Cap Rehabilitation Project (Contract IRC-W&W-0225-Q1394). 2. Notes that a further report, including a contract award recommendation, will be presented to Council following the tender evaluation process.	Amal Meegahawattage	The Water and Waste Directorate representatives will be responsible for project management actions and accountability following the contract award.	Report presented to Council in October 2025	Complete		31/10/2025	
Ordinary Meeting	30/06/2025	11.6	Glenden Community Hub – Findings of Stakeholder Consultation and Site Suitability Investigations CONFIDENTIAL REPORT	This report provides the findings of the consultation process regarding the location of the proposed Glenden Community Hub. The report presents findings from stakeholder consultation, community engagement, and site investigations and recommends a preferred site for Council endorsement to enable progression of the project and execution of funding agreements.	9266	That Council: 1. Notes the outcome of the stakeholder consultation, and community engagement process on the Glenden Community Hub project. 2. Endorses the Council owned premises located at 31-35 Dalton Place, Glenden, as the preferred site for the establishment of the Glenden Community Hub subject to the findings of a quantity surveyor report and building assessment. 3. Authorises officers to proceed with detailed design, planning, and construction at the endorsed site, subject to the satisfactory outcomes of the quantity surveyor report and building assessment, in accordance with the Glenden Community Hub capital project (Project Ref: CH26-4 / GLN Hub Project). 4. Requests that once completed, the detailed designs be used as the basis for further public consultation to affirm (or otherwise) the preferred location. 5. Authorises the Chief Executive Officer to finalise and execute any agreements or negotiations relating to the delivery of the Glenden Community Hub. 6. Requests Childcare Leadership Alliance to investigate viable future childcare options for Glenden.	Beau Jackson	The Chief Executive Officer will finalise and execute the funding agreement with the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development. The Program Manager – Capital Delivery in collaboration with Manager Engaged Communities will coordinate the delivery of the endorsed site planning and design activities. The Program Manager – Capital Delivery will oversee construction phases in accordance with the project timeline and budget. The Manager Engaged Communities will continue to liaise with local stakeholders and ensure ongoing community awareness and input during project delivery.	This project has been transferred to the Community Services Directorate and a report will be presented to Council for consideration at the Decemeber 25 or January 26 Ordinary Meeting.	In Progress - On schedule	Dec-26		
Ordinary Meeting	30/06/2025	11.7	Dealings with Vitrinite – Notifiable Road Use	The report seeks to provide Council the supporting information and background following a request from Vitrinite to vary the existing Notifiable Road Use Agreement to reduce the minimum spacing requirements for Coal Haulage Vehicles.	9273	been demonstrably advanced (i.e. finance secured, designs finalized and/or works commenced) by 31 December 2025. f) Within two months of execution of a revised Notifiable Road Use Agreement, Vitrinite shall undertake or fund a detailed traffic study (for a minimum of 14 consecutive days) that verifies the current traffic volume and composition on Goonyella Road, Moranbah Access Road and Peak Downs Mine Road including confirming the percentage impact from its Coal Haulage activities and Council reserves its right to seek road infrastructure contributions should Vitrinite's traffic movements exceed 5% of the overall total traffic volume on the nominated road, including requiring Vitrinite to construct or fund appropriate Heavy Vehicle Rest Areas should that prove necessary. g) Expects that Vitrinite will: a) participate actively in Road Safe Moranbah and b) deliver a comprehensive communications and consultation plan about the pending changes and throughout the period of the agreement. h) Acknowledges previous delegations conferred upon the Chief Executive Officer (Resolution 6980) authorising variation to the Notifiable Road Use Agreements with Queensland Coking Coal Pty Ltd, QLD Coal Aust No 1 (collectively Vitrinite).	Sean Robinson	Chief Executive Officer to negotiate terms of variation. Manager Galilee and Bowen Basin Operations to facilitate the drafting of the required documents. Manager Galilee and Bowen Basin Operations to ensure both Council and Vitrinite continue to be compliant under applicable agreements.	GBBO working on completing required documentation 20/11 Ongoing communivation with Vitrinite - CEO email and Councillors informed of progress	In Progress - Behind schedule	Dec-25		

Council Resolution Register - May 2025 (Business Outstanding Table)													
Meeting Type	**Meeting Date**	**Item No.**	**Report Title**	**Executive Summary**	**Res No**	**Council Resolution**	**Responsible Officer/s**	**Action Accountability**	**Action Comments**	**Action Status**	**If Not Yet Complete - Expected Completion Date**	**Completion Date**	**Link to minutes**
Ordinary Meeting	Tuesday 27 May 2025	9.16	ISAAC LIBRARIES REPLACEMENT OF PUBLIC ACCESS COMPUTERS – USE OF PLANNING, ENVIRONMENT AND COMMUNITY SERVICES DEPRECIATION FUNDS	This report seeks Council approval to utilise unspent Planning, Environment and Community Services depreciation funds to replace ageing public access computers across Council facilities. The current fleet of computers is now two years beyond warranty and is no longer considered fit for purpose in delivering reliable and secure digital access to the community	9176	1. Approves the allocation of a maximum of $45,000 of unspent Planning, Environment and Community Services depreciation funds for the replacement of public access computers across council facilities. 2. Endorses the purchase of new computers and associated hardware to ensure continued, reliable digital access for the community.	Barb Franklin	The Coordinator Community Hubs and Information and Communication Technology Coordinator will coordinate procurement and installation of the new equipment. Manager Financial Services to manage financial reporting requirements	Procurement will commence pending Resolution of 2025/2026 Capital Budget All computers installed and project finalised in October 2025	Complete		20/11/2025	
Ordinary Meeting	Tuesday 27 May 2025	10.1	Nebo Showgrounds Master Plan Advisory Committee Minutes – 8 April 2025	The purpose of this report is to present to Council the minutes of the Nebo Showgrounds Master Plan Advisory Committee (NSMPAC) meeting held on Tuesday, 8 April 2025.	9197	1. Receives and notes the minutes of the Nebo Showgrounds Master Plan Advisory Committee held on 8 April 2025; and 2. Adopts the recommendations of the Nebo Showgrounds Master Plan Advisory Committee held on 8 April 2025, in particular, that Council: i. Repeals the Nebo Showgrounds Master Plan Advisory Committee Terms of Reference November 2024. ii. Receives and adopts the Nebo Showgrounds Master Plan Advisory Committee Terms of Reference April 2025, noting the changes to membership and inclusion of community members to the committee. iii. Receives and note the Nebo Showground Master Plan Advisory Committee Action List as at 8 April 2025 (Attachment 1 – Nebo Showgrounds Master Plan Advisory Committee Action List as at 8 April 2025). iv. Receive and note the Nebo Showgrounds Master Plan Stage 1 works update and convene the Nebo Showgrounds Master Plan working group to consider avenues that would enable delivery of the pending construction works and associated bookings for events to occur. v. Requests the Chief Executive Officer (or delegate) to develop a communication plan for Nebo Showgrounds booked event holders advising on Nebo Showgrounds Master Plan stage 1 works. vi. Acknowledges the amendment of scope of Stage 1 the defers delivery of associated amenities to be considered for Stage 2 for Pony Club and Polocrosse fields	Scott Jarvis	Through the Chief Executive Officer and Planning, Environment and Community Services directorate, the Economy and Prosperity department to lead the administration of the NSMPAC and Master Plan projects delivery and reporting to Council. Economy and Prosperity team and Council's project delivery team to continue to deliver on Stage 1 works and provide reporting updates to the Committee and Council ongoing. Economy and Prosperity team with Brand, Media and Communication team to develop a communication plan for Nebo Showgrounds booked event holders advising on Stage 1 works.	As at 31 October 2025 this project was 30% completed with regular ongoing reporting for delivery of this project completed through the monthly 2025/2026 Capital Projects Progress Summary report reported though Community Services (Please note that this asset has now transferred to the Manager Parks and Recreation and budget is reported through the Infrastructure Services Standing Committee each Month. This item is being closed due to the item being reported in two standing committee meetings on a monthly basis.	Complete		20/11/2025	
Ordinary Meeting	Tuesday 27 May 2025	11.1	Sale of Land for Overdue Rates and Charges **CONFIDENTIAL REPORT**	This report has been prepared to seek Council's approval to commence Sale of Land procedures where rates and charges have been overdue for at least three years, in accordance with the Local Government Regulation 2012.	9202	1. Pursuant to section 140(2) of the Local Government Regulation 2012, Council proceed with action to sell the land described within updated Confidential Attachment 1 – Sale of Land Schedule as at 12 May 2025 to the report in accordance with Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 to recover outstanding rates and charges; and 2. Delegates to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 to effect sale of the land, including, for avoidance of doubt, the power to end sale procedures.	Zoe Behrendt	Manager Financial Services to communicate outcome to Manager Rates and Accounts.	Outcome of this resolution has been communicated to Manager Rates & Accounts and Sale of Land process is on schedule for auctions to commence in November and February. **20/11 - 1st Auction is scheduled for 10 December 2025**	In Progress - On schedule	Jun-26		
Ordinary Meeting	Tuesday 27 May 2025	11.4	Clermont Swimming Centre Funding **CONFIDENTIAL REPORT**	Council has received confirmation of a $3.2 million funding commitment from the Queensland Government for the upgrade of the Clermont Swimming Centre. This report seeks Council's approval on the scope of works to be delivered through this funding commitment and proposed community engagement activities.	9205	1. Notes the $3.2 million funding commitment from the State Government for the upgrade of the Clermont Swimming Centre and delegate authority to the Chief Executive Officer to negotiate and execute any relevant funding agreement; 2. Endorses scoping and timeframes for project development for the Clermont Swimming Centre Project for the $3.2 million funding received. 3. Approves the consultation with targeted community stakeholders.	Michael St Clair	Chief Executive Officer to execute funding agreement when received and reviewed. Manager Community Facilities to lead delivery of public consultation activities with support from Brand, Media and Communications and Engaged Communities Department. Program Manager – Capital Delivery to coordinate the mobilisation of project management resources with support from Manager Community Facilities.	Director of PECS has been liaison with a Queensland Government representative regarding funding agreement. Scope for funding is being further refined with funding options to be presented to council at the August Ordinary Meeting. Council Resolved the following at the October 2025 Ordinary Meeting: Endorses allocation of the $3.2 million funding for Option 2 of the Clermont Pool Option Proposal: Construction of a heated program pool at the Clermont Swimming Centre	Complete		29-Oct-25	

Council Resolution Register - April 2025 (Business Outstanding Table)													
Meeting Type	**Meeting Date**	**Item No.**	**Report Title**	**Executive Summary**	**Res No**	**Council Resolution**	**Responsible Officer/s**	**Action Accountability**	**Action Comments**	**Action Status**	**If Not Yet Complete - Expected Completion Date**	**Completion Date**	**Link to minutes**
Ordinary Meeting	Wednesday 23 April 2025	9.23	Request for Waiver of Waste Disposal Fees from a Not-For-Profit – Moranbah Op Shop	The purpose of this report is to consider a request from a Not-For-Profit, Moranbah Op Shop to waive waste disposal fees.	9150	Requests that the Waiver of Waste Disposal Fees for Registered Not-For-Profit organisations is presented to the Water and Waste Standing Committee Meeting in June 2025 for consideration following discussions held at a Councillor Workshop Day being held in May 2025. Requests that a report be presented to the June 2025 Water and Waste Standing Committee responding to the emerging issue of unlawful or inconsiderate disposal of household and other waste at places other than public waste management facilities	Jason Grandcourt	Manager Waste Services is responsible for the administration of any fee waiving of waste disposal fees on behalf of Council.	On-going engagement occurring with this item report yet to be presented to Council for consideration.	In Progress - Behind schedule	First Quarter 2026		

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Jason Rivett
AUTHOR POSITION	Manager Financial Services

9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 29 OCTOBER 2025

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Committee recommends that Council:

1. Receives the financial statements for the period ended 29 October 2025 pursuant to, and in accordance with, the Local Government Regulation 2021(s204).

Resolution No.: CORP11/25-0011

Moved: Cr Terry O'Neill Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. Receives the interim financial statements for the period 29 October 2025 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204).*

Carried

BACKGROUND

Statutory Obligation Table – Isaac Regional Council

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

Requirement	Date
Budget 2025/2026	Budget adopted 30 June 2025
Financial Statements 2024/2025	Financial Statements adopted 29 October 2025

IMPLICATIONS

Each month, year to date financial statements are prepared to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 29 October 2025.

Actual amounts are compared against year to date adopted Revised Budget figures.

Year to date actual figures represent the position as at 29 October 2025 to meet the reporting timelines for the November Standing Committee Meeting.

Operating Position:

The operating result for October shows Council is behind the budgeted operating position by $1,801,667. The unfavourable outcome is due to:

- Operating revenue is $1,840,837 unfavourable when compared to the YTD budget:
  - **Net Rates & Utility Charges** are $1,894,749 unfavourable when comparing actuals to revised budget. The unfavourable variance is mainly due to lower general rates. In October a mining lease was split and the majority was reclassified to a rural rate category (following a successful valuation objection). This change was back dated to the prior financial year. In addition, two mines have had category changes which has also negatively impacted general rates. Partially offsetting this unfavourable variance is lower utilisation of the early payment discount offered on general rates and higher than anticipated sewerage and water access charges. This is a permanent variance and will not reverse.
  - **Sales of Contract & Recoverable Works** are unfavourable to the budget by $675,231. This unfavourable variance is due to cash flowing of RMPC revenue and recoverable works associated with infrastructure agreements.
  - **Other Recurrent Revenue** is $292,532 unfavourable to revised budget. This unfavourable variance is predominantly due to lower waste received at Moranbah landfill.
  - Offsetting the above, **Operating Grants, Subsidies & Contributions** are $676,357 favourable compared to the revised budget. This favourable variance is due to higher revenue from road maintenance contributions predominantly related to infrastructure agreements.
  - **In addition, Fees & Charges** are $434,555 favourable when comparing actuals to revised budget. The favourable variance is predominantly due to higher than anticipated revenue from development fees, road corridor permits, and saleyards.
- Operating expenditure is $39,170 favourable when compared to the YTD budget:
  - **Employee Expenses** are unfavourable to the adopted budget by $195,396. This unfavourable variance is primarily due to the application of the vacancy rate to the budgeted staffing costs and staff turnover. It should be noted that YTD actuals for Agency Temp Staff (Materials & Services) is $506,998 which is $309,832 above YTD budget. Employee expenses will be monitored and assessed as part of the Quarter 2 Budget Review.
  - **Depreciation and Amortisation** is unfavourable to the budget by $166,191. This unfavourable variance is mainly due to depreciation for the 'Roads, Bridges and Drainage' and 'Plant and Equipment' asset classes. It should be noted that depreciation is initially recorded based on budget estimates while the 24/25 financial year is being finalised. After the year-end audit, the system recalculates depreciation to reflect asset changes. Projected depreciation for 2025/26 will be reviewed in the Quarter 2 Budget Review.
  - Offsetting the above, **Materials and Services** for the financial year to date are $363,084 favourable with $20,040,931 in actual expenditure against the YTD revised budget of $20,404,015.

This favourable variance is predominantly due to the delay in receiving invoices for the waste contract and timing for various expenditure items including consultancy fees, electricity and RMPC expenditure. Partially offsetting this favourable variance is expenditure for repairs & maintenance, computer expenses and for agency temp staff which are above YTD budget. YTD commitments are at $21,805,746, larger commitments of note are $3.2M Galilee and Bowen Basin recoverable works, $2.6M for Waste Levy and $2.7M for water purchases, $2.4M of IT expenses associated with the Digital Strategy and $2.1M for RMPC works.

Capital Revenue:

Capital revenue for October shows Council is behind the budgeted position by $33,526. This unfavourable variance is primarily due to the timing of cash flows for key projects, including Phillips Creek Bridge, Transport Infrastructure Development Scheme (TIDS) and Regional Economic Future Fund. This was partially offset by favourable variances from a developer contribution for infrastructure charges, Country Roads Connect Program and insurance recoveries.

Net result:

The operating position combined with the capital revenue equates to Council having a current net result of $18,097,356 which gives a month end unfavourable variance to budget of $1,835,193.

Capital Expenditure:

Capital expenditure of $16.9M is under YTD budget of $28.1M excluding commitments.

It is noted that the carry forward of unfinished projects from the 2024/2025 financial year has been approved by Council and therefore the capital expenditure budget has been increased accordingly from the original adopted budget.

The report includes a new financial table that shows by Directorate, the amount spent on carry forwards from 2024/25, and the amount spent on New 2025/26 projects.

We will monitor Capital Expenditure throughout the financial year and report on progress against the full year budget of $80.3M.

Financial Sustainability Ratio's:

Changes have been made to the presentation of the Financial Sustainability Ratio's. Ratio's coloured Green are on track, with Ratio's highlighted Red, being below the Tier 4 Target or Financial Year Budget target. Further historical trend analysis has been included with the comparative Ratio from October 2024 provided.

The following Ratio is currently Red:

- **Asset Sustainability Ratio -** This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 80% per annum for a tier 4 local government group. With capital expenditure just commencing for the financial year the ratio is low at 54.23%, which is below the 80% benchmark and the 73.31% budgeted. This ratio is expected to improve throughout the financial year. The percentage at October 2024 was 49.35%.

CONSULTATION

Financial Services.

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

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

Report prepared by:	**Report authorised by:**
JASON RIVETT **Manager Financial Services**	DARREN FETTELL **Director Corporate Services**
Date: 4 November 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 - Monthly Financial Statements October 2025

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS

REPORT TO COUNCIL

Current as at 29 **October 2025**

Presented by **Corporate Services**

ISAAC REGION
HELPING TO ENERGISE THE WORLD

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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 29 OCTOBER 2025

EXECUTIVE SUMMARY

At the end of October, the operating result is $1,801,667 behind revised budgeted operating position, noting the actual result is a surplus of $13,509,336. The negative result is due to number of revenue line items being below budget, partially offset by lower operating expenses.

Capital revenue for October is $4,588,020 which combined with the operating position leads to a net surplus of $18,097,356.

PRELIMINARY OCTOBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	$	$	$	$	%
Total operating revenue	62,070,423	63,911,260	(1,840,837)	155,784,611	39.8%
Total operating expenses	48,561,087	48,600,256	39,170	153,181,919	31.7%
Operating position	**13,509,336**	**15,311,003**	**(1,801,667)**	**2,602,692**	**519.1%**
Capital revenue	4,588,020	4,621,546	(33,526)	33,002,071	13.9%
Net result	**18,097,356**	**19,932,549**	**(1,835,193)**	**35,604,763**	**50.8%**

BACKGROUND

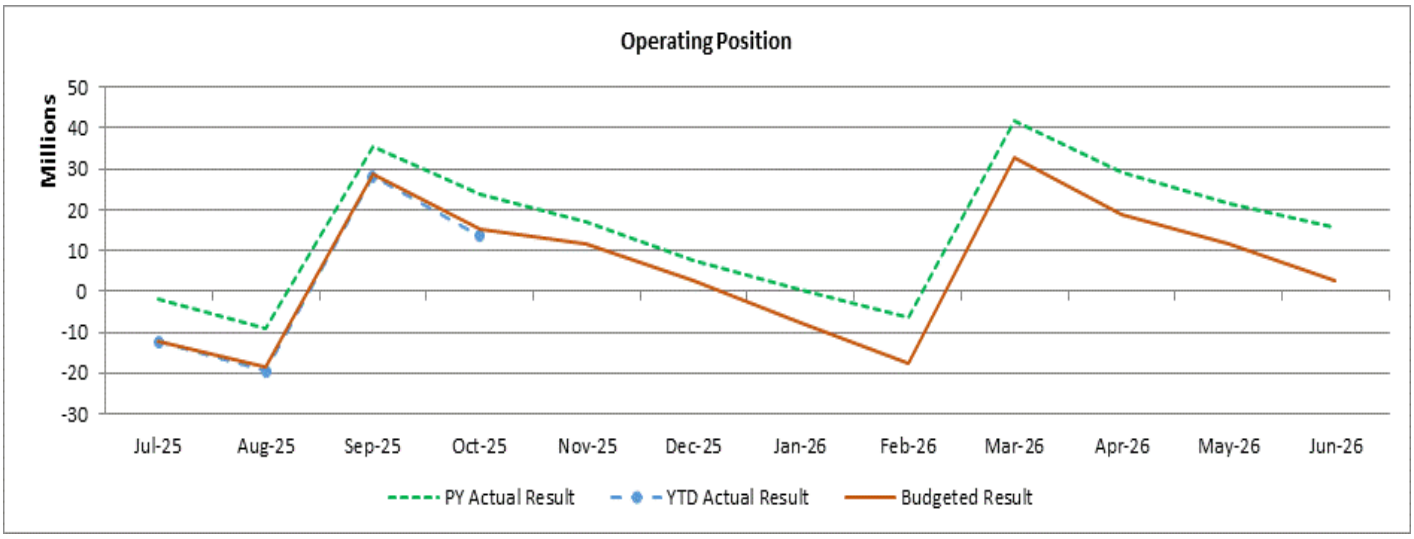
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 29 October 2025. Actual amounts are compared against year to date adopted Revised Budget figures. (See appendix 1 for detailed financial statements).

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

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

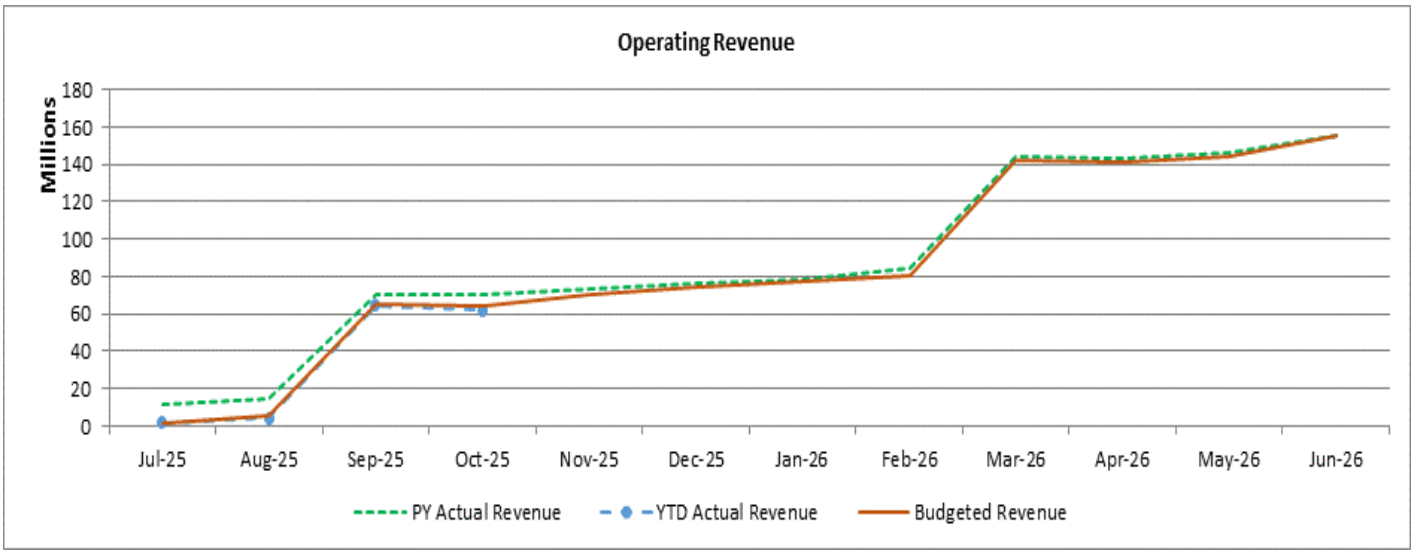
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for October has resulted in a surplus of $13,509,336. This is unfavourable when compared to the YTD revised budget by $15,311,003. Operating revenue is $1,840,837 unfavourable compared to YTD revised budget offset by operating expenses which are $39,170 favourable when compared to YTD revised budget.

OPERATING REVENUE

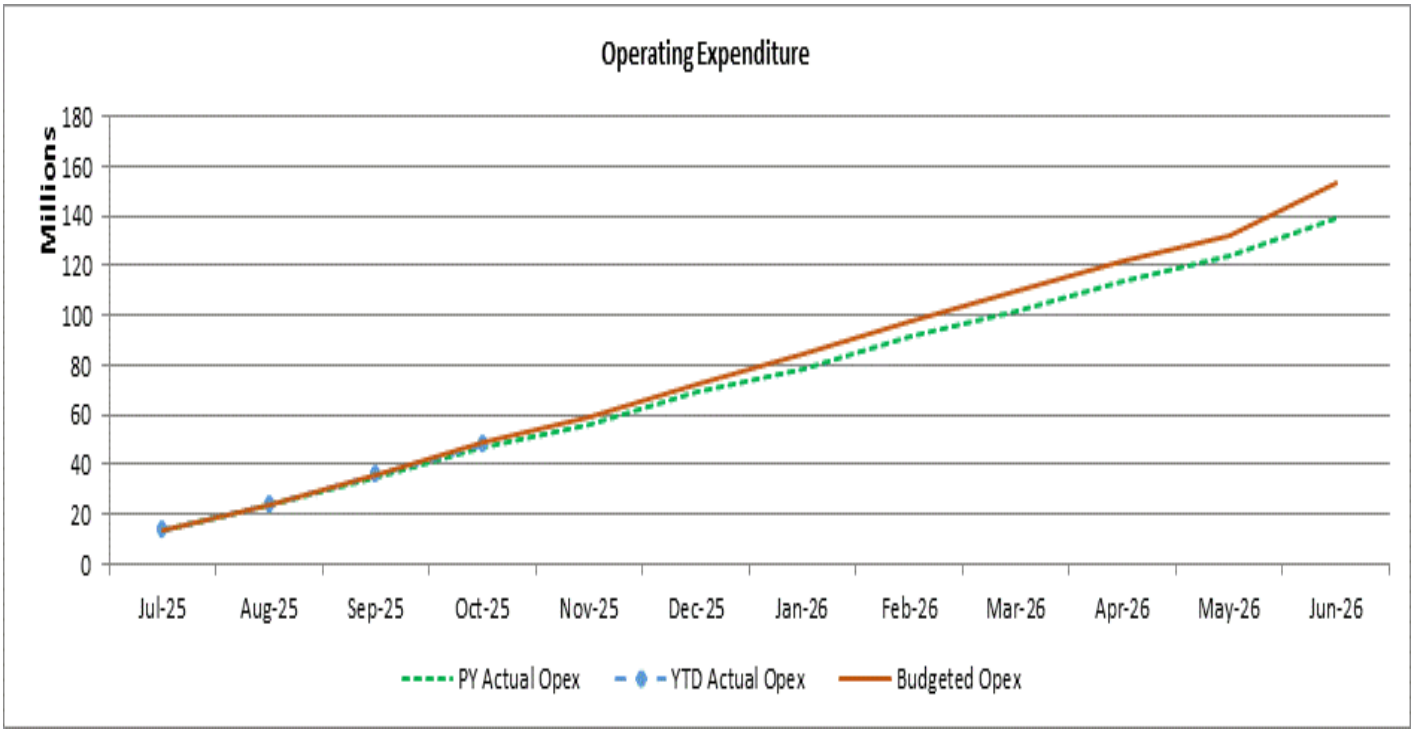


Operating revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for October was $62,070,423 which is unfavourable when compared to the revised budget by $1,840,837. This unfavourable variance is due to lower general rates, lower waste received at Moranbah landfill, cash flowing of RMPC revenue and recoverable works with infrastructure agreements. This unfavourable variance is partially offset by higher revenue from development approval fees, road corridor permits, saleyards, and road maintenance contributions linked to infrastructure agreements.

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

OPERATING EXPENDITURE

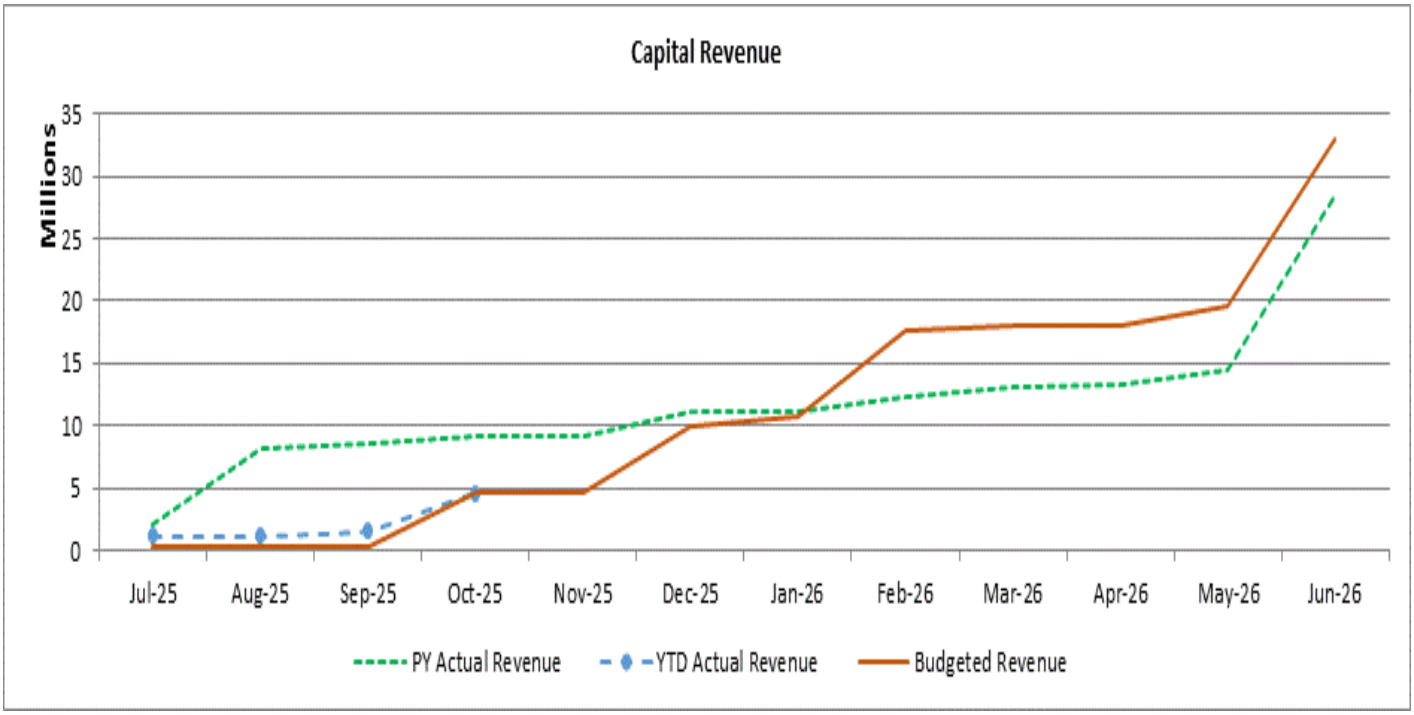


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for October was $48,561,087 which is favourable to budget by $39,170. This favourable result is due to the allocation of budgeted cash flow.

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

CAPITAL REVENUE

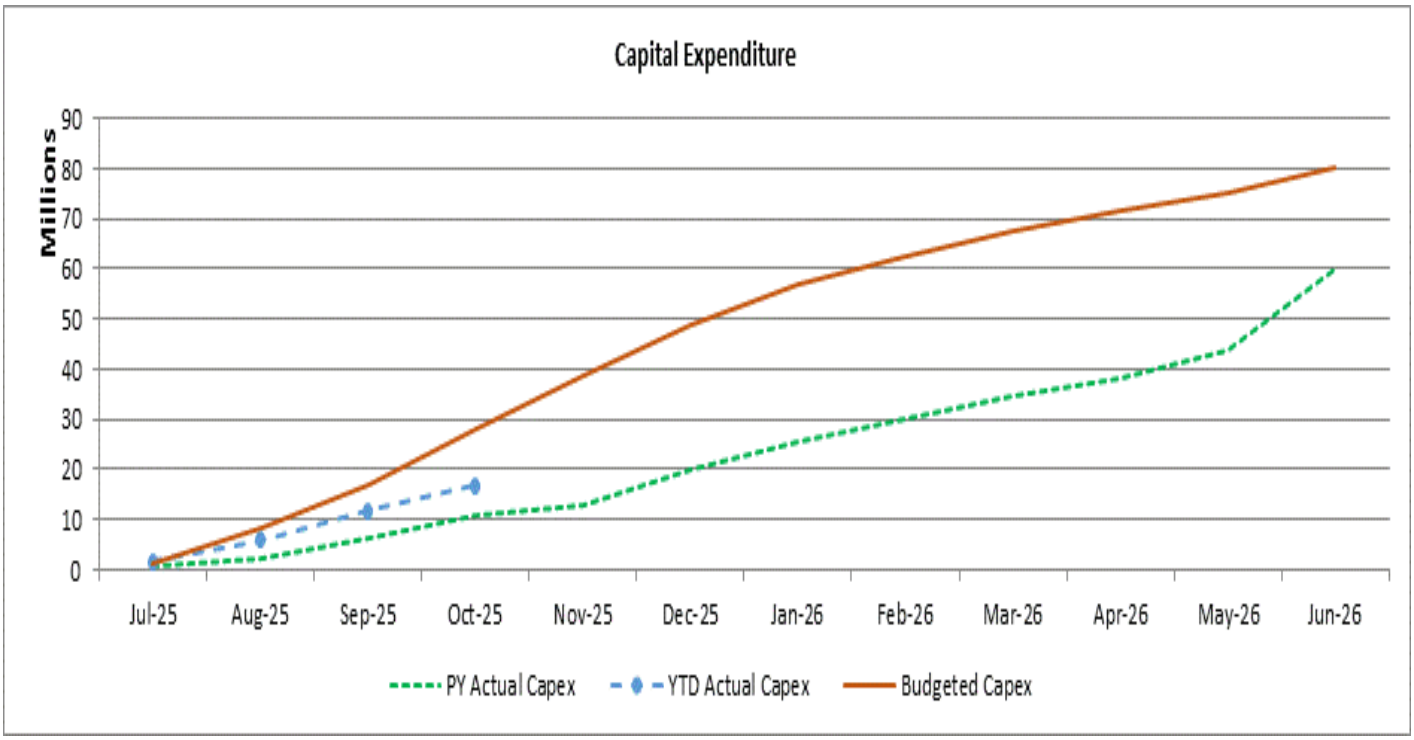


Capital Revenue for October YTD is $4,588,020 which consists of contributions, grant receipts and proceeds from sale of plant. The current unfavourable variance of $33,526 is primarily due to the timing of cash flows for key projects, including Phillips Creek Bridge, Transport Infrastructure Development Scheme (TIDS) and Regional Economic Future Fund. This was partially offset by favourable variances from a developer contribution for infrastructure charges, Country Roads Connect Program and insurance recoveries.

Budgeted capital revenue for 2025/2026 is detailed below:

Grants	Revised Budget	YTD Actuals
Philips Creek Bridge	10,838,080	2,479,719
Resource Community Infrastructure Fund	10,200,000	-
Nebo Showgrounds Masterplan Stage 1	2,563,301	-
Roads to Recovery Program	2,500,000	-
Transport Infrastructure Development Scheme (TIDS)	1,496,718	394,622
Bridges Renewal Program	1,294,029	-
Regional Economic Future Fund	1,276,657	-
Local Government Grants and Subsidies Program	825,140	-
Sale of Plant and Equipment	800,000	346,009
Solar Grant	406,267	86,900
Building our Regions	368,781	-
W4QLD 24 - 27	255,232	231,111
STIP	107,391	-
Disaster Ready	70,475	616
Developer Contributions	-	906,780
Insurance Recoveries	-	62,263
Country Roads Connect Program	-	80,000
Total	**33,002,071**	**4,588,020**

CAPITAL EXPENDITURE



Capital expenditure ($16.9M) is under YTD budget ($28.1M) excluding commitments, noting that when the $29.1M of commitments are included, the capital expenditure is higher than YTD budget (57.3%) of annual budget spent / committed.

Major budgeted projects for 2025/2026 financial year are:

Project	Revised Budget	YTD Actuals	YTD Commitments
Phillips Creek Bridge Construction	12,393,080	3,912,076	8,408,052
Isaac Resources Excellence Precinct	10,200,000	2,504,226	1,856,795
Fleet / Plant replacement program	4,837,381	2,294,956	1,892,689
MBH Rectification of Landfill Cell	4,056,500	30,228	308,656
REG Sealed Surface Renewal program	3,850,000	171,498	4,098,006
MBH Goonyella Road Intersection Upgrade	3,720,000	214,564	145,614
REG Resheeting Program	3,464,743	242,183	2,119,930
NBO Showgrounds Masterplan Stage 1	2,618,655	24,067	2,545,463
STL - WTP Upgrade	1,856,167	1,611	-
MBH - Recycled Water Network	1,832,689	79,441	21,393
CORP Residential Renewals 2026	1,700,000	111,577	1,068
Cooroora Creek Bridge Replacement	1,617,536	821,781	1,193,844
CLM WTP Plant Modernisation	1,435,272	107,670	1,386,020
Isaac Country University Centres	1,276,657	59,830	112,582

CAPITAL FUNDING AND PROJECT COMMITTALS

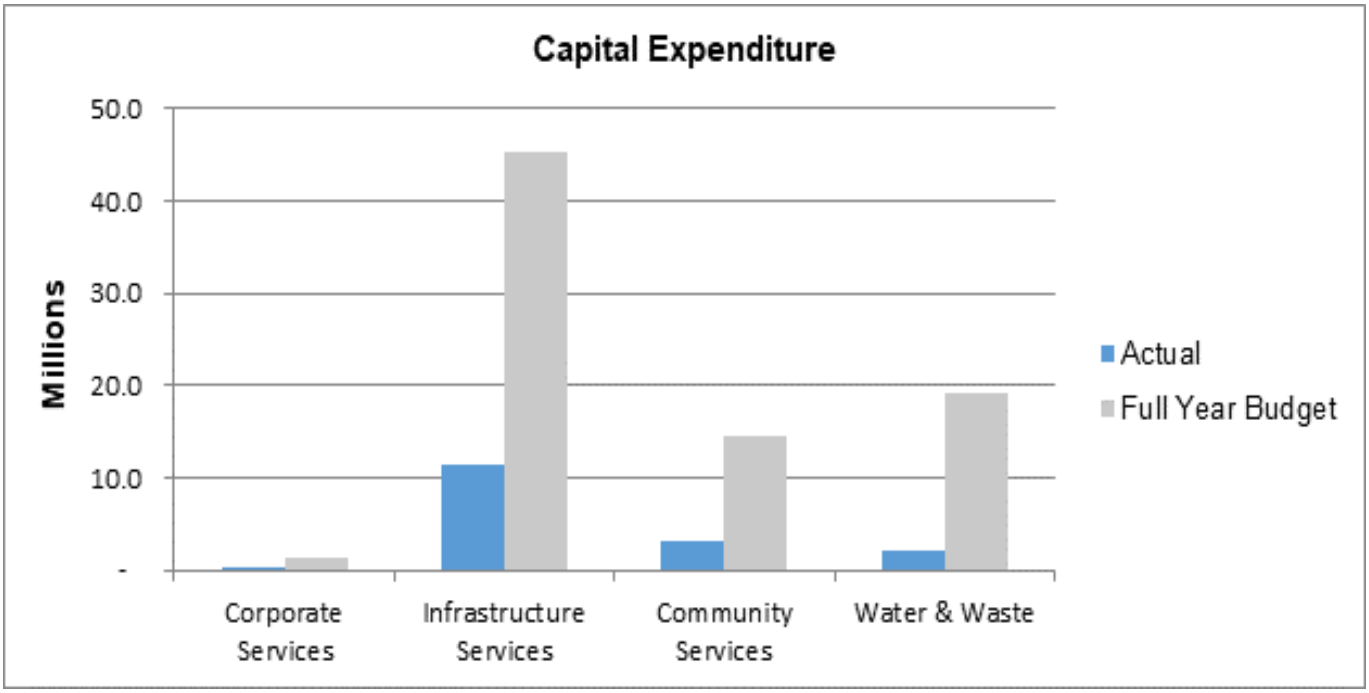
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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

The following table illustrates the Council's capital project expenditure as at October 2025.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete (YTD Actual vs FY Budget)	% Complete (YTD Actual vs
Corporate Services						
Carry Forward	168,499	110,460	278,960	521,318	32.3%	53.5%
New	-	-	-	762,000	0.0%	0.0%
Corporate Services Total	168,499	110,460	278,960	1,283,318	13.1%	21.7%
Infrastructure Services						
Carry Forward	2,226,829	478,633	2,705,462	3,539,773	62.9%	76.4%
Multiyear	6,564,824	13,095,422	19,660,246	23,967,352	27.4%	82.0%
New	2,545,486	8,323,859	10,869,345	17,710,247	14.4%	61.4%
Infrastructure Services Total	11,337,139	21,897,913	33,235,052	45,217,372	25.1%	73.5%
Community Services						
Carry Forward	289,565	266,220	555,785	1,302,327	22.2%	42.7%
Multiyear	2,819,287	1,985,527	4,804,814	11,993,857	23.5%	40.1%
New	110,466	139,003	249,469	1,307,484	8.4%	19.1%
Community Services Total	3,219,319	2,390,749	5,610,068	14,603,668	22.0%	38.4%
Water & Waste						
Carry Forward	265,239	607,583	872,822	1,625,283	16.3%	53.7%
Multiyear	1,614,913	3,352,235	4,967,148	15,188,596	10.6%	32.7%
New	300,354	721,899	1,022,253	2,376,810	12.6%	43.0%
Water & Waste Total	2,180,507	4,681,717	6,862,224	19,190,689	11.4%	35.8%
TOTAL	16,905,463	29,080,840	45,986,303	80,295,047	21.1%	57.3%

The following graph illustrates the data above.



FINANCIAL SUSTAINABILITY RATIOS

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

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

Ratio	Overview	Target (Tier 4)	YTD Actual Result	PY YTD Actual Result	5 Year Average Actual Result	FY Budget
Financial Capacity						
Council Controlled Revenue Ratio	Council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks.	N/A	91.13%	79.52%	80.66%	83.49%
Population Growth Ratio	Key driver of a Council's operating income, service needs and infrastructure requirements into the future.	N/A	0.75%	0.06%	1.36%	0.39%
Operating Performance						
Operating Surplus Ratio	Indicates operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	> 0%	22.06%	34.17%	1.60%	1.69%
Operating Cash Ratio	Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	> 0%	41.32%	50.55%	26.40%	24.40%
Liquidity						
Unrestricted Cash Expense Cover Ratio	Indicator of the unconstrained liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency.	> 4 months	6.58	7.54	N/A	4.58
Asset Management						
Asset Sustainability Ratio	Indicates the infrastructure assets managed by a Council are being replaced as they reach the end of their useful lives.	> 80%	54.23%	49.35%	81.30%	73.31%
Asset Consumption Ratio	Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	> 60%	62.15%	65.85%	67.00%	65.43%
Asset Renewal Funding Ratio	Council's ability to fund its projected infrastructure asset renewable/replacements in the future.	N/A	18.33%	N/A	N/A	101.49%
Debt Servicing Capacity						
Leverage Ratio	Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.	0 - 3 times	0.30	0.23	0.70	0.63

1. **Council Controlled Revenue Ratio -** Council controlled revenue is an indicator of a Council's financial flexibility, the ability to influence its operating income and capacity to respond to unexpected financial shocks. As Council controlled revenue is a contextual measure, there are no targets specified for this ratio. The ratio is currently positive 91.13% which is higher than Council's budget (83.49%) and average five year actuals (80.66%). The YTD ratio is higher than PY ratio of 79.52% due to lower YTD operating revenue ($8.5M) this financial year compared to last. This is primarily due to the Financial Assistance Grant which in the prior financial year was predominately receipted in July (note no early release in the 23/24 FY), while in the current financial year the early release is not expected until June 2026 (early release in June 2025).

2. **Population Growth Ratio -** Population growth is a key driver of a Council's operating income, service needs and infrastructure requirements into the future. As population growth is a contextual measure, there are no targets specified for this measure. The population estimates are sourced from Queensland Government Statistician's Office based on the official population estimate published by the Australian Bureau of Statistics.

3. **Operating Surplus Ratio -** This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is greater than 0% per annum for a tier 4 local government group. With the net operating profit year to date a surplus of $13,509,336 this ratio is currently positive 22.06%, which is above Council's budget and benchmark range. The YTD ratio is lower than PY ratio of 34.17% as result of lower YTD operational revenue (Financial Assistance Grant) and higher YTD operational expenses ($1.8M).

4. **Operating Cash Ratio -** The operating cash ratio is a measure of a Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs. The target result for this ratio is greater than 0% per annum for a tier 4 local government group. The ratio is currently positive 41.32%, which is higher than Council's benchmark range, budget (24.40%) and average five year actuals (26.40%). The YTD ratio is lower than PY ratio of 50.55% due to lower YTD operational revenue ($8.5M) and higher operational expenses ($1.8M).

5. **Unrestricted Cash Expense Cover Ratio -**The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a Council can continue operating based on current monthly expenses. The target result for this ratio is greater than 4 months for a tier 4 local government group. The ratio is currently 6.58 months, which is higher than Council's benchmark range and budget. The ratio has improved from the previous month with payments received from the first rate issuance.

6. **Asset Sustainability Ratio -** This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 80% per annum for a tier 4 local government group. With capital expenditure just commencing for the financial year the ratio is low at 54.23%, which is below the 80% benchmark and the 73.31% budgeted. This ratio is expected to improve throughout the financial year.

7. **Asset Consumption Ratio -** The asset consumption ratio approximates the extent to which Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community. The target result for this ratio is greater than 60% per annum for a tier 4 local government group. The ratio is currently positive 62.15%, which is greater than Council's benchmark, but lower than Council's budget (65.43%) and average five year actuals (67.00%).

8. **Asset Renewal Funding Ratio** - The asset renewal funding ratio measures the ability of a council to fund its projected infrastructure asset renewal/replacements in the future. As the asset renewal ratio is a contextual measure, there are no targets specified for this ratio. With capital expenditure just commencing for the financial year, the ratio is low at 18.33%, which is below 101.49% budgeted ratio. This ratio is expected to improve throughout the financial year.

9. **Leverage Ratio -** The leverage ratio is an indicator of a Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance. The target result for this ratio is between 0-3 times for a tier 4 local government group. The ratio is currently at positive 0.30 times which is within Council's benchmark but lower than Council's budget (0.63) and average five year actuals (0.70).

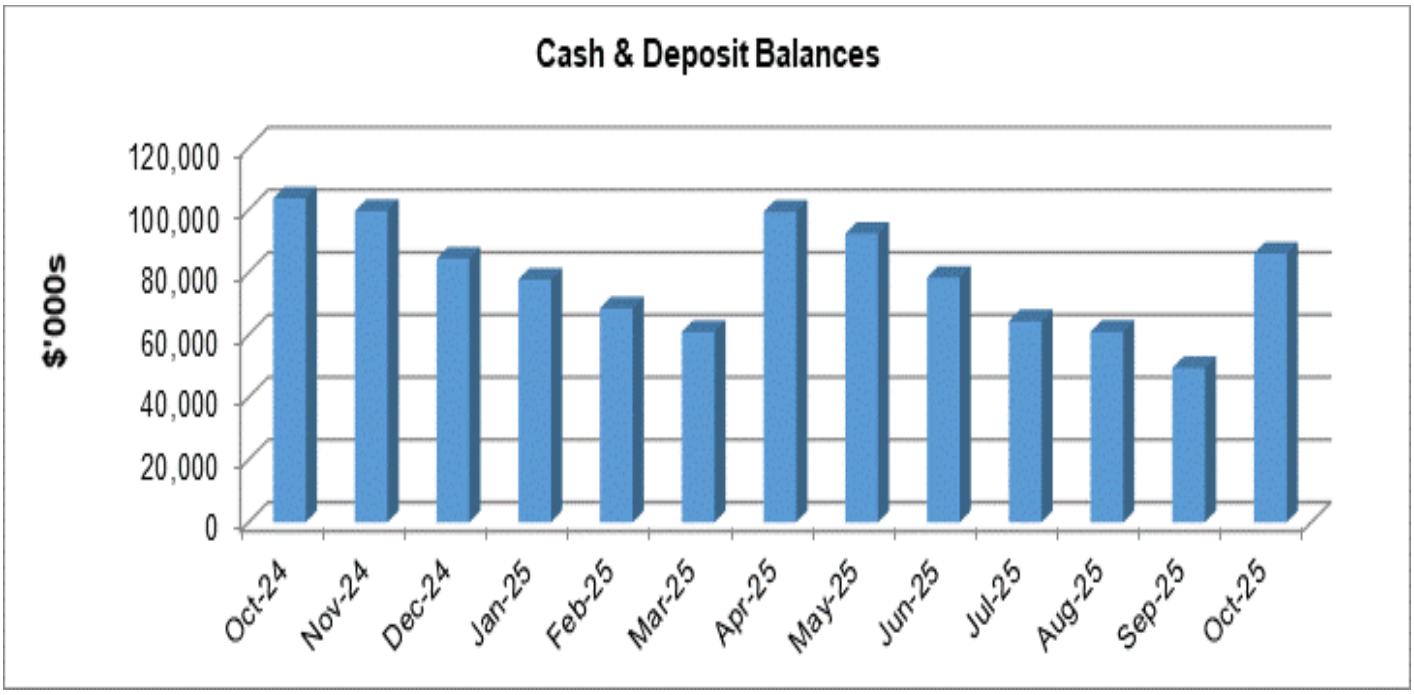
INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 29 October 2025.

ISAAC REGIONAL COUNCIL Investments For the Period Ended 29 October 2025					
Account	**Description**	**Institution**	**Amount**	**Maturity Date**	**Interest Rate**
10-000-1113	Cash at Bank - ANZ	ANZ	552,050		
10-000-1114	Cash at Bank NAB	NAB	116,666		3.10%
10-000-1115	NAB Savings account	NAB	7,553,976		3.75%
10-000-1116	QTC Operating Fund	QTC	72,602,974		3.99%
10-000-1118	Cash at Bank - NAB	NAB	5,215,047		3.10%
10-000-1131	Petty Cash		2,550		
10-000-1132	Floats		6,670		
Total Investments			86,049,933		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	84.37%	No Limit
National Australia Bank	AA-	14.98%	Maximum 60%
ANZ Banking Group	AA-	0.65%	Maximum 60%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 29 October 2025.



LOANS

ISAAC REGIONAL COUNCIL Loans For the Period Ended 29 October 2025							
						Repayment Due 15 Dec 2025	
Loan Name	Balance as at 29 October 2025	Rate as at 29 October 2025	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	$8,222,138	5.1	20	7.13	$236,121	$104,812	$340,932
Land Development Moranbah	$6,375,973	4.37	20	7.63	$173,921	$69,658	$243,578
Waste Loan	$2,057,017	2.22	20	15.63	$27,376	$11,391	$38,766
Moranbah Community Centre	$5,781,896	5.32	20	18.64	$45,378	$76,971	$122,350
Total	**$22,437,024**				**$482,795**	**$262,831**	**$745,627**

Debt service repayments are made quarterly. The first repayment for 2025/2026 financial year was made on 16 September 2025. The next repayment for the 2025/2026 financial year is due on 15 December 2025.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 29 October 2025.

Accounts Receivable Ageing Analysis at 29 October 2025			
Ageing	**Number of Documents**	**Amount Outstanding**	**% of Total Oustanding**
Current	177	7,814,841.47	61.94%
30 Day	138	976,198.63	7.74%
60 Day	9	292,646.06	2.32%
90 Day	76	3,532,407.94	28.00%
Total	**400**	**12,616,094.10**	**100.00%**

The Accounts Receivable balance at 29 October is $12,616,094.10 which has increased from 24 September 2025 balance of $6,895,329.25.

- 30 day balance has increased this month due to large waste invoices ageing to 30 days and food business licence invoices ageing to 30 days but are not yet due.

- 60 day balance has decreased due to mining compensation invoices ageing to 90 days.

- 90 days and over receivables have increased due to mining compensation invoices ageing to 90 days. There are 76 invoices totalling $3,532,407.94 in 90 days which are made up of the following charges:

    - 5 Invoices totalling $2,027,989.71 relate to infrastructure access agreement invoices. These invoices are subject to a Dispute Notice issued under the agreement. Negotiations underway to finalise the dispute.
    - 9 Invoices totalling $883,671.14 relate to maintenance contribution & mining compensation invoices. Collection was placed on hold as debtor had an approved payment plan by the CEO regarding the delay in payment. Collection is due to recommence.
    - 1 Invoice totalling $519,363.54 relates to a capital works project that is currently subject to legal proceedings.
    - 1 Invoice totalling $55,324.50 relates to historic planning/infrastructure charges which is currently being assessed by Planning & Environment.
    - 31 Invoices totalling $26,692.67 relate to Community Education & Compliance invoices in various stages of recovery.
    - 1 Invoice totalling $8,341.48 relates to Planning charges which is currently being assessed by Planning & Environment.
    - 17 Invoices totalling $7,137.76 relate to housing invoices. The management and recovery of housing invoices is the responsibility of Corporate Properties.
    - The remaining 11 Invoices totalling $3,887.14 relate to other charges in various stages of collection.

A review was undertaken at the end of the previous financial year to write off debts deemed as non-recoverable. Therefore, at this point in time the remaining outstanding balance is believed to be recoverable.

ACCOUNTS PAYABLE

The following is a breakdown of the Council's accounts payable by age for the period ending 29 October 2025.

Accounts Payable Ageing Analysis at 29 October 2025			
Ageing	**Number of Documents**	**Amount Outstanding**	**% of Total Oustanding**
Current	133	1,401,857.06	83.53%
30 Day	5	13,304.53	0.79%
60 Day	10	269,547.66	16.06%
90 Day	16	-6,334.32	-0.38%
TOTAL	**164**	**1,678,374.93**	**100.00%**

The outstanding Accounts Payable balance at 29 October was $1,678,374.93. The 30, 60 & 90 day ageing accounts total $276,517.87.

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

- 30 day balances – $13,304.53 (3 invoices, 2 credit notes) remain unpaid none of which relate to suppliers within the IRC region. The 30 day balance consists of 3 invoices ($14,252.39) awaiting approval and 2 credit notes (-$947.86) to be allocated to future invoices.

- 60 day balances – $269,547.66 (9 invoices, 1 credit note) remain unpaid of which $4,502.54 relate to suppliers within the IRC region. The 60 day balance consists of 8 invoices ($135,576.70) received in October, 1 invoice ($141,313.51) awaiting approval and 1 credit note (-$7,342.55) to be allocated to a future invoice.

- 90 day balances – -$6,334.32 (2 invoices, 14 credit notes) remain unpaid none of which relate to suppliers within the IRC region. The 90 day balance consists of 2 invoices ($1,072.37) received in October, 13 credit notes (-$5,464.37) to be allocated to future invoices and 1 credit note (-$1,942.32) waiting to be refunded.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 29 October 2025.

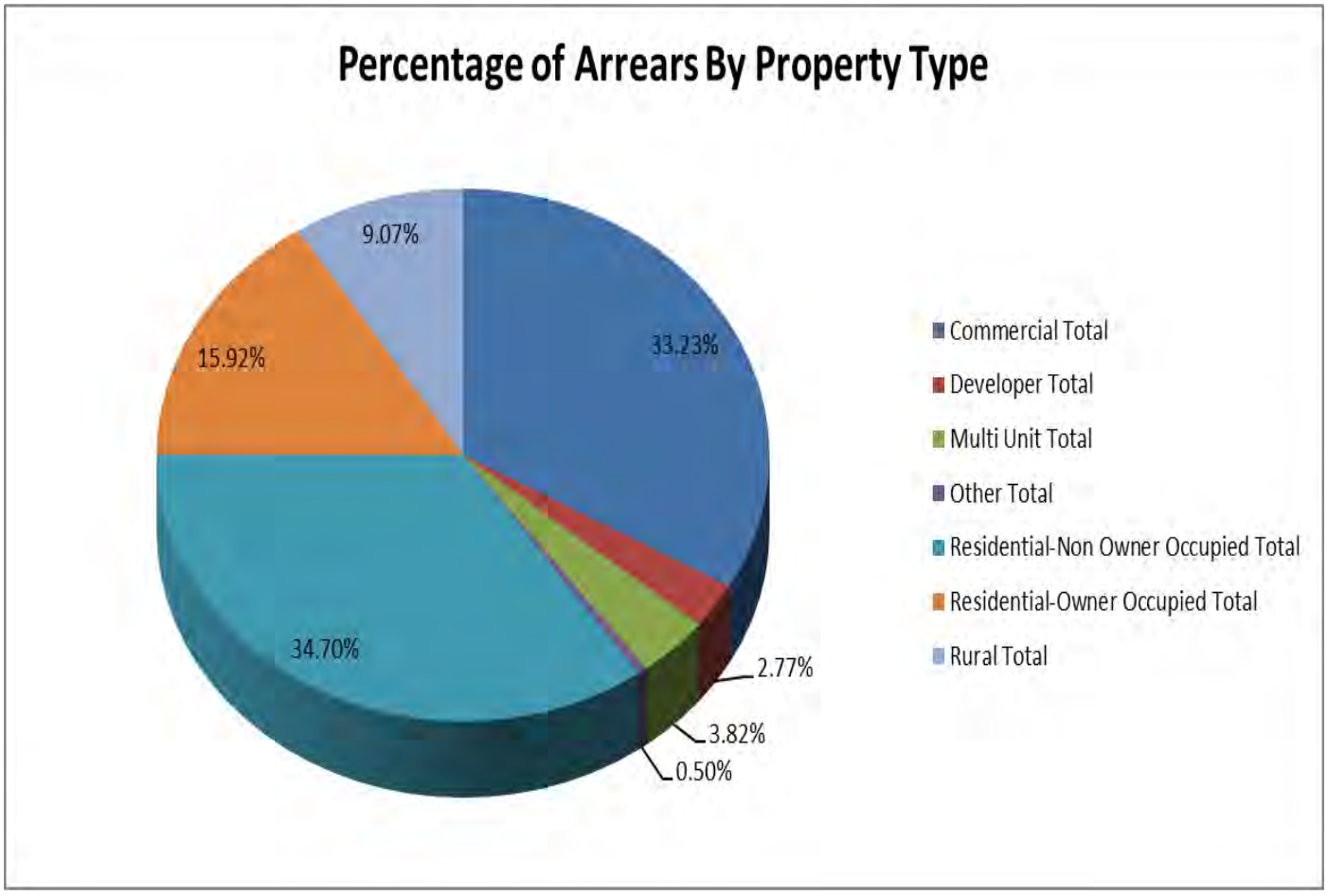
Rates Balancing Report As At 29 October 2025		
	29 Oct 2025	YTD 29 Oct 2024
Opening Balance	2,297,750	3,277,319
Rates Charges		
Rates Levied	57,545,807	57,012,173
Interest	113,134	96,018
Refunds	28,716	20,358
Total Rates	**57,687,657**	**57,128,548**
Discounts and Receipts		
Discounts	(3,682,067)	(3,608,491)
Receipts	(52,117,177)	(48,783,415)
Government Subsidy	(40,384)	(38,582)
Council Subsidy	(132,674)	(122,390)
Remissions	(21,280)	(21,812)
Write Offs	(121)	0
Total Discounts & Receipts	**(55,993,704)**	**(52,574,691)**
Legal	1,472	43,131
Closing Balance	**3,993,176**	**7,874,307**

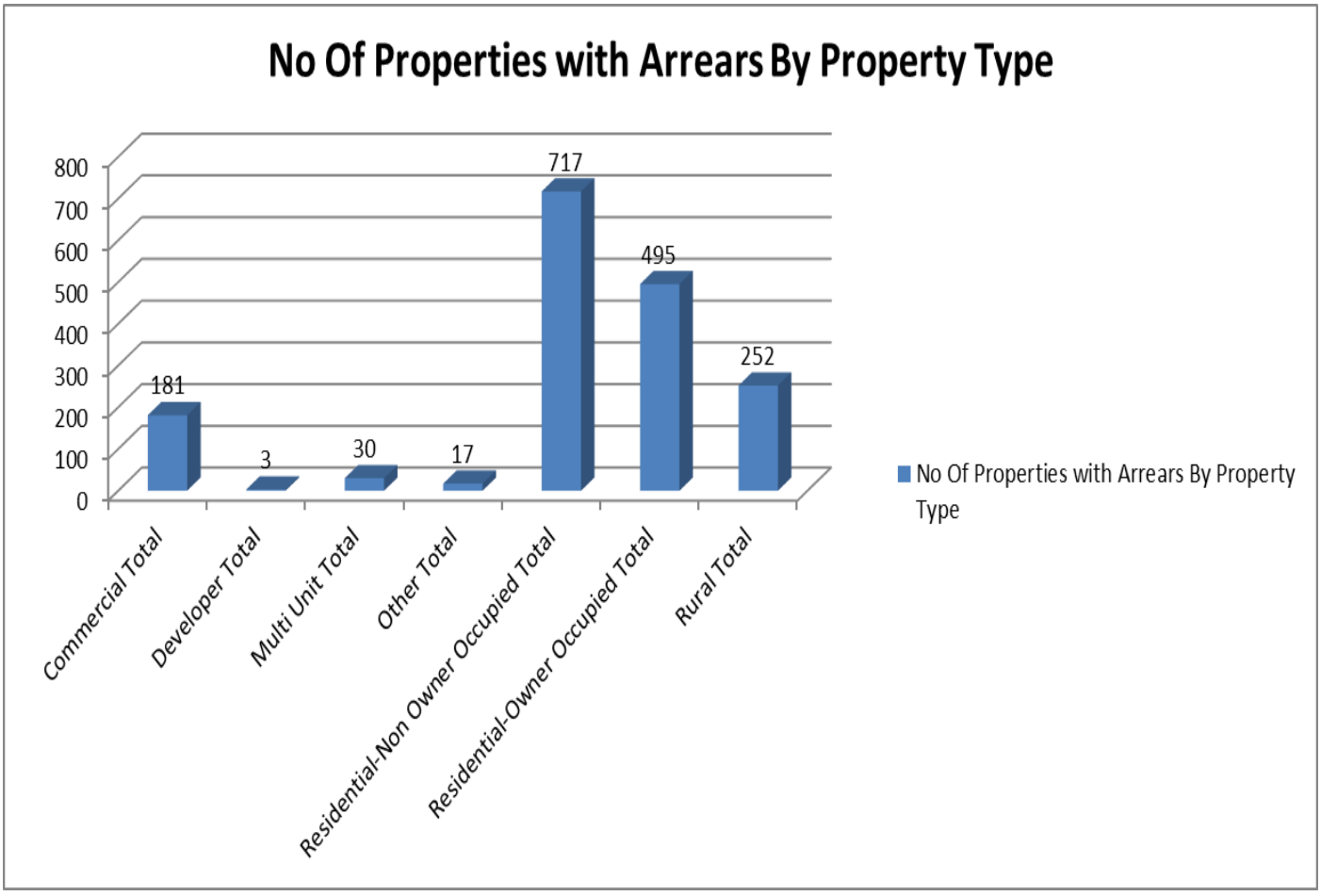
Rates Breakdown	As At 29 Oct 2025
Rates in Credit	(2,489,971)
Rates Not Due Yet	76,979
Rates In Arrears	6,406,167
Total Rates Balance	**3,993,176**

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

Rate Arrears – Aged by Year

Prior 2022	2022/23	2023/24	2024/25	2025/26	TOTAL
1,382,890	243,215	330,047	754,412	3,695,603	6,406,167
21.59%	3.80%	5.15%	11.78%	57.69%	100.00%


Percentage of Arrears By Property Type
9.07%
15.92%
33.23%
34.70%
2.77%
3.82%
0.50%
Commercial Total
Developer Total
Multi Unit Total
Other Total
Residential-Non Owner Occupied Total
Residential-Owner Occupied Total
Rural Total


No Of Properties with Arrears By Property Type
800
700
600
500
400
300
200
100
0
181
3
30
17
717
495
252
Commercial Total
Developer Total
Multi Unit Total
Other Total
Residential-Non Owner Occupied Total
Residential-Owner Occupied Total
Rural Total
No Of Properties with Arrears By Property Type

APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 29 October 2025. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

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

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Net Rates & Utility Charges	1	51,272,226	53,166,975	(1,894,749)	110,630,242	-	46.3%
Fees & Charges	2	1,829,305	1,394,750	434,555	4,375,400	-	41.8%
Rental Income		692,352	693,715	(1,362)	2,093,327	-	33.1%
Interest Received		1,042,842	1,130,717	(87,875)	3,392,150	-	30.7%
Sales of Contract & Recoverable Works	3	697,923	1,373,154	(675,231)	6,581,465	-	10.6%
Operating Grants, Subsidies & Contributions	4	2,931,340	2,254,983	676,357	15,252,354	-	19.2%
Other Recurrent Revenue	5	3,604,434	3,896,966	(292,532)	13,459,673	-	26.8%
		62,070,423	**63,911,260**	**(1,840,837)**	**155,784,611**	**-**	**39.8%**
Expenses							
Operating Expenses							
Employee Expenses	6	16,726,758	16,531,361	195,396	53,914,075	-	31.0%
Materials & Services	7	20,040,931	20,404,015	(363,084)	64,170,168	21,805,746	31.2%
Finance Costs		344,601	382,275	(37,673)	1,249,859	-	27.6%
Depreciation and Amortisation	8	11,448,797	11,282,606	166,191	33,847,817	-	33.8%
		48,561,087	**48,600,256**	**(39,170)**	**153,181,919**	**21,805,746**	**31.7%**
Operating Position Before Capital Items		**13,509,336**	**15,311,003**	**(1,801,667)**	**2,602,692**	**(21,805,746)**	**519.1%**
Capital Revenue							
Capital Revenue	9	4,242,011	4,371,546	(129,535)	32,202,071	-	13.2%
Proceeds from Sale of Land & PPE		346,009	250,000	96,009	800,000	-	43.3%
		4,588,020	**4,621,546**	**(33,526)**	**33,002,071**	**-**	**13.9%**
Net Result Attributable to Council in Period		**18,097,356**	**19,932,549**	**(1,835,193)**	**35,604,763**	**(21,805,746)**	**50.8%**
Total Comprehensive Income		**18,097,356**	**19,932,549**	**(1,835,193)**	**35,604,763**	**(21,805,746)**	**50.8%**

Council's operating position at month end is a $13.5M surplus

1. **Net Rates & Utility Charges** are $1,894,749 unfavourable when comparing actuals to revised budget. The unfavourable variance is mainly due to lower general rates. In October a mining lease was split and the majority was reclassified to a rural rate category (following a successful valuation objection). This change was back dated to the prior financial year. In addition, two mines have had category changes which has also negatively impacted general rates. Partially offsetting this unfavourable variance is lower utilisation of the early payment discount offered on general rates and higher than anticipated sewerage and water access charges.

2. **Fees & Charges** are $434,555 favourable when comparing actuals to revised budget. The favourable variance is predominantly due to higher than anticipated revenue from development fees, road corridor permits, and saleyards.

3. **Sales of Contract & Recoverable Works** are unfavourable to the budget by $675,231. This unfavourable variance is due to cash flowing of RMPC revenue and recoverable works associated with infrastructure agreements.

4. **Operating Grants, Subsidies & Contributions** are $676,357 favourable compared to the revised budget. This favourable variance is due to higher revenue from road maintenance contributions predominantly related to infrastructure agreements.

5. **Other Recurrent Revenue** for the year to date is $3,604,434 being $292,532 unfavourable to revised budget. This unfavourable variance is predominantly due to lower waste received at Moranbah landfill.

6. **Employee Expenses** are unfavourable to the adopted budget by $195,396. This unfavourable variance is primarily due to the application of the vacancy rate to the budgeted staffing costs and staff turnover. It should be noted that YTD actuals for Agency Temp Staff (Materials & Services) is $506,998 which is $309,832 above YTD budget. Employee expenses will be monitored and assessed as part of the Quarter 2 Budget Review.

7. **Materials & Services** for the financial year to date are $363,084 favourable with $20,040,931 in actual expenditure against the YTD revised budget of $20,404,015. This favourable variance is predominantly due to the delay in receiving invoices for the waste contract and timing for various expenditure items including consultancy fees, electricity and RMPC expenditure. Partially offsetting this favourable variance is expenditure for repairs & maintenance, computer expenses and for agency temp staff which are above YTD budget. YTD commitments are at $21,805,746, larger commitments of note are $3.2M Galilee and Bowen Basin recoverable works, $2.6M for Waste Levy and $2.7M for water purchases, $2.4M of IT expenses associated with the Digital Strategy and $2.1M for RMPC works.

8. **Depreciation and Amortisation** is unfavourable to the budget by $166,191. This unfavourable variance is mainly due to depreciation for the 'Roads, Bridges and Drainage' and 'Plant and Equipment' asset classes. It should be noted that depreciation is initially recorded based on budget estimates while the 24/25 financial year is being finalised. After the year-end audit, the system recalculates depreciation to reflect asset changes. Projected depreciation for 2025/26 will be reviewed in the Quarter 2 Budget Review.

9. **Capital Revenue** the financial year is $129,536 unfavourable when compared to revised budget. The unfavourable variance is primarily due to the timing of budgeted grant cash flows for projects including Phillips Creek Bridge, the Transport Infrastructure Development Scheme (TIDS) and the Regional Economic Future Fund. This was partially offset by a favourable variance resulting from a developer contribution received for infrastructure charges, Country Roads Connect Program and insurance recoveries.

ISAAC REGIONAL COUNCIL

Statement of Financial Position

For the Period Ended 29 October 2025

	Notes	Actual YTD	30 June 2025	Variance
		$	$	%
Current Assets				
Cash & Cash Equivalents		86,109,055	73,359,753	17.4%
Financial assets		-	5,000,000	
Receivables		18,137,582	14,510,434	25.0%
Inventories		1,249,419	1,203,321	3.8%
Contract assets		1,571,883	4,354,005	(63.9%)
Other assets		639,803	4,689,907	(86.4%)
Total Current Assets		107,707,743	103,117,420	4.5%
Non-Current Assets				
Receivables		5,621,351	5,545,529	1.4%
Inventories		18,236,435	18,236,435	0.0%
Property, Plant and Equipment		1,244,764,192	1,238,756,531	0.5%
Total Non-Current Assets		1,268,621,978	1,262,538,495	0.5%
TOTAL ASSETS		1,376,329,721	1,365,655,915	0.8%
Current Liabilities				
Trade and other payables		5,331,861	13,556,594	(60.7%)
Provisions		10,407,087	10,597,004	(1.8%)
Borrowings		1,553,062	1,942,648	(20.1%)
Leases		87,308	87,308	0.0%
Contract liabilities		5,505,931	3,572,672	54.1%
Other liabilities		658,822	990,139	(33.5%)
Total Current Liabilities		23,544,071	30,746,365	(23.4%)
Non-Current Liabilities				
Trade and other payables		908,114	42,012	2061.6%
Provisions		26,100,429	26,081,061	0.1%
Borrowings		20,971,572	20,971,573	(0.0%)
Leases		1,927,443	1,927,443	0.0%
Contract liabilities		63,250	63,250	0.0%
Other liabilities		-	866,102	(100.0%)
Total Non-Current Liabilities		49,970,808	49,951,441	0.0%
TOTAL LIABILITIES		73,514,879	80,697,806	(8.9%)
NET COMMUNITY ASSETS		**1,302,814,842**	**1,284,958,109**	**1.4%**
Community Equity				
Retained surplus		924,149,706	910,880,993	1.5%
Asset revaluation reserve		310,487,556	310,487,555	0.0%
Other reserves		68,177,580	63,589,561	7.2%
TOTAL COMMUNITY EQUITY		**1,302,814,842**	**1,284,958,109**	**1.4%**

ISAAC REGIONAL COUNCIL

Statement of Cash Flows

For the Period Ended 29 October 2025

	Actual YTD	30 June 2025	Variance
	$	$	%
Cash Flows from Operating Activities			
Receipts from customers	58,436,404	156,722,265	37.3%
Payments to suppliers and employees	(41,169,605)	(118,841,742)	34.6%
Cash provided by / (used in) net result	17,266,799	37,880,523	45.6%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	105,382	(12,162,110)	(0.9%)
Grants, subsidies, contributions and donations	4,248,882	24,589,335	17.3%
Receipts / (Payments) for financial assets	5,000,000	(5,000,000)	(100%)
Payments for property, plant and equipment	(13,482,174)	(48,374,470)	27.9%
Net cash provided by investing activities	(9,127,910)	(40,947,245)	22.3%
Cash Flow from Financing Activities			
Repayment of borrowings	(389,586)	88,530	(440.1%)
Net cash provided by financing activities	(389,586)	88,530	(440.1%)
Net Increase / (Decrease) in Cash Held	12,749,302	(2,978,192)	(428.1%)
Cash at the beginning of the period	73,359,753	76,337,945	96.1%
Cash at the end of the Reporting Period	**86,109,055**	**73,359,753**	**117.4%**

Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 29 October.

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

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

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

Office of the CEO

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Operating Grants, Subsidies & Contributions		15,691	110,000	(94,309)	395,000	-	4.0%
Other Recurrent Revenue		535	500	35	41,500	-	1.3%
		16,226	**110,500**	**(94,274)**	**436,500**	**-**	**3.7%**
Expenses							
Operating Expenses							
Employee Expenses	1	1,897,008	1,793,830	103,177	5,681,627	-	33.4%
Materials & Services	2	954,789	1,230,122	(275,333)	2,574,065	340,793	37.1%
Finance Costs		(10)	-	(10)	-	-	0.0%
Corporate Overheads & Competitive Neutrality Costs		(1,302,515)	(1,302,515)	-	(3,907,546)	-	33.3%
		1,549,272	**1,721,437**	**(172,166)**	**4,348,146**	**340,793**	**35.6%**
Operating Position Before Capital Items		**(1,533,046)**	**(1,610,937)**	**77,891**	**(3,911,646)**	**(340,793)**	**39.2%**
Capital Revenue							
		-	**-**	**-**	**-**	**-**	**0.0%**
Net Result Attributable to Council in Period		**(1,533,046)**	**(1,610,937)**	**77,891**	**(3,911,646)**	**(340,793)**	**39.2%**
Total Comprehensive Income		**(1,533,046)**	**(1,610,937)**	**77,891**	**(3,911,646)**	**(340,793)**	**39.2%**

1. **Employee Expenses** for the financial year are unfavourable compared to budget by $103,177. This unfavourable variance is primarily due to the application of an 11% vacancy rate to the budgeted staffing costs.

2. **Materials & Services** for the financial year to date are $275,333 favourable with $954,789 of actual expenditure against YTD revised budget of $1,230,122. This favourable variance is predominantly due to lower expenditure for memberships & subscription, staff training & development and consultancy fees.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

Corporate Services

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Net Rates & Utility Charges	1	35,781,193	37,797,946	(2,016,753)	75,565,702	-	47.4%
Fees & Charges		49,840	40,700	9,140	122,100	-	40.8%
Rental Income		110	-	110	-	-	0.0%
Interest Received		981,047	1,056,933	(75,887)	3,170,800	-	30.9%
Sales of Contract & Recoverable Works		20,557	30,000	(9,443)	90,000	-	22.8%
Operating Grants, Subsidies & Contributions		901,870	911,487	(9,617)	7,630,078	-	11.8%
Other Recurrent Revenue		23,451	33,333	(9,882)	100,000	-	23.5%
		37,758,068	**39,870,400**	**(2,112,332)**	**86,678,680**	**-**	**43.6%**
Expenses							
Operating Expenses							
Employee Expenses	2	2,949,494	2,743,719	205,775	10,547,319	-	28.0%
Materials & Services	3	7,921,457	7,154,579	766,878	14,814,364	3,493,878	53.5%
Finance Costs		112,929	153,093	(40,164)	484,789	-	23.3%
Depreciation and Amortisation		588,020	588,020	-	1,764,060	-	33.3%
Corporate Overheads & Competitive Neutrality Costs		(5,926,112)	(5,926,112)	-	(17,778,337)	-	33.3%
		5,645,788	**4,713,298**	**932,489**	**9,832,194**	**3,493,878**	**57.4%**
Operating Position Before Capital Items		**32,112,280**	**35,157,102**	**(3,044,821)**	**76,846,486**	**(3,493,878)**	**41.8%**
Capital Revenue							
		-	**-**	**-**	**-**	**-**	**0.0%**
Net Result Attributable to Council in Period		**32,112,280**	**35,157,102**	**(3,044,821)**	**76,846,486**	**(3,493,878)**	**41.8%**
Total Comprehensive Income		**32,112,280**	**35,157,102**	**(3,044,821)**	**76,846,486**	**(3,493,878)**	**41.8%**

1. **Net Rates & Utility Charges** are $2,016,753 unfavourable when comparing actuals to revised budget. The unfavourable variance is mainly due to lower general rates. In October a mining lease was split and the majority was reclassified to a rural rate category (following a successful valuation objection). This change was back dated to the prior financial year. In addition, two mines have had category changes which has also negatively impacted general rates. Partially offsetting this unfavourable variance is lower utilisation of the early payment discount offered on general rates compared to budget.

2. **Employee Expenses** for the financial year are unfavourable compared to budget by $205,775. Excluding the Corporate Employee expenses (which is consolidated for the whole of Council in this Directorate), the position would be $363,649 unfavourable. This unfavourable variance is primarily due to consolidation of Workcare expenses within this Directorate for the whole of Council ($78K) and the application of an 11% vacancy rate to the budgeted staffing costs.

3. **Materials & Services** for the financial year to date are $766,878 unfavourable with $7,921,457 in actual expenditure against the YTD revised budget of $7,154,579. This unfavourable variance is due to the consolidation of Sundry Creditors for the whole of Council within this Directorate. YTD commitments are at $3,493,878, larger commitments to note are $2.4M of IT expenses associated with the Digital Strategy and $233K for telephone and internet expenses and $315K for computer hardware / software licence expenses.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

Infrastructure Services

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Fees & Charges	1	687,061	437,333	249,728	1,329,500	-	51.7%
Rental Income		679,953	660,515	19,439	1,981,545	-	34.3%
Sales of Contract & Recoverable Works	2	677,366	1,343,154	(665,788)	6,491,465	-	10.4%
Operating Grants, Subsidies & Contributions	3	1,774,103	1,027,135	746,968	5,552,450	-	32.0%
Other Recurrent Revenue		40,760	500	40,260	1,500	-	2717.4%
		3,859,244	**3,468,637**	**390,607**	**15,356,460**	**-**	**25.1%**
Expenses							
Operating Expenses							
Employee Expenses	4	5,716,650	6,037,141	(320,492)	18,965,707	-	30.1%
Materials & Services	5	5,525,146	5,776,535	(251,389)	19,243,672	8,744,417	28.7%
Depreciation and Amortisation	6	6,980,971	6,849,096	131,875	20,547,287	-	34.0%
Corporate Overheads & Competitive Neutrality Costs		4,166,177	4,166,177	-	12,498,530	-	33.3%
		22,388,943	**22,828,949**	**(440,006)**	**71,255,196**	**8,744,417**	**31.4%**
Operating Position Before Capital Items		**(18,529,699)**	**(19,360,311)**	**830,612**	**(55,898,736)**	**(8,744,417)**	**33.1%**
Capital Revenue							
Capital Revenue	7	3,639,115	3,502,218	136,897	17,322,425	-	21.0%
Proceeds from Sale of Land & PPE		346,009	250,000	96,009	800,000	-	43.3%
		3,985,125	**3,752,218**	**232,907**	**18,122,425**	**-**	**22.0%**
Net Result Attributable to Council in Period		**(14,544,574)**	**(15,608,093)**	**1,063,519**	**(37,776,311)**	**(8,744,417)**	**38.5%**
Total Comprehensive Income		**(14,544,574)**	**(15,608,093)**	**1,063,519**	**(37,776,311)**	**(8,744,417)**	**38.5%**

1. **Fees & Charges** are $249,728 favourable when comparing actuals to YTD budget. The predominant reason for this favourable variance is higher revenue from saleyards and road corridor permits.

2. **Sales of Contract & Recoverable Works** are unfavourable to the budget by $665,788. This unfavourable variance is due to cash flowing of RMPC revenue and recoverable works associated with infrastructure agreements.

3. **Operating Grants, Subsidies & Contributions** are $746,968 favourable compared to the revised budget. This favourable variance is due to higher revenue from road maintenance contributions predominantly related to infrastructure agreements.

4. **Employee Expenses** are favourable compared to the revised budget by $320,492. This favourable variance is predominantly due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals $91K and commitments of $66K).

5. **Materials & Services** for the financial year to date are $251,389 favourable with $5,525,146 in actual expenditure against the YTD revised budget of $5,776,535. This favourable variance is predominantly due to cash flowing of RMPC expenditure. YTD commitments are at $8,744,417 with larger commitments of note being $3.2M Galilee and Bowen Basin recoverable works, $2.1M for RMPC works, $2M for repairs & maintenance for Roads and $831K for management fees.

6. **Depreciation and Amortisation** is currently unfavourable to the YTD revised budget by $131,875 primarily due to depreciation for the 'Roads, Bridges and Drainage' and 'Plant and Equipment' Asset Classes. It should be noted that depreciation is initially recorded based on budget estimates while the 24/25 financial year is being finalised. After the year-end audit, the system recalculates depreciation to reflect asset changes. Projected depreciation for 2025/26 will be reviewed in the Quarter 2 Budget Review.

7. **Capital Revenue** for the year to date is $3,639,115 which is favourable to budget by $136,897. The favourable variance is due to developer contribution received for infrastructure charges and insurance recoveries which is being partially offset by the timing of budgeted grant cash flows for Phillips Creek Bridge and Transport Infrastructure Development Scheme (TIDS).

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

Community Services

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Fees & Charges	1	744,455	570,533	173,922	1,741,600	-	42.7%
Rental Income		-	333	(333)	1,000	-	0.0%
Operating Grants, Subsidies & Contributions		231,783	206,361	25,422	1,115,096	-	20.8%
Other Recurrent Revenue		1,100	-	1,100	-	-	0.0%
		977,338	**777,228**	**200,110**	**2,857,696**	**-**	**34.2%**
Expenses							
Operating Expenses							
Employee Expenses		3,276,603	3,205,248	71,356	10,067,184	-	32.5%
Materials & Services	2	1,685,285	1,816,418	(131,133)	6,166,306	978,965	27.3%
Finance Costs		215,725	215,725	-	719,812	-	30.0%
Depreciation and Amortisation		34,205	34,205	-	102,614	-	33.3%
Corporate Overheads & Competitive Neutrality Costs		740,121	740,121	-	2,220,363	-	33.3%
		5,951,939	**6,011,717**	**(59,778)**	**19,276,280**	**978,965**	**30.9%**
Operating Position Before Capital Items		**(4,974,602)**	**(5,234,489)**	**259,888**	**(16,418,584)**	**(978,965)**	**30.3%**
Capital Revenue							
Capital Revenue	3	231,111	869,328	(638,217)	14,295,190	-	1.6%
		231,111	**869,328**	**(638,217)**	**14,295,190**	**-**	**1.6%**
Net Result Attributable to Council in Period		**(4,743,491)**	**(4,365,161)**	**(378,329)**	**(2,123,394)**	**(978,965)**	**223.4%**
Total Comprehensive Income		**(4,743,491)**	**(4,365,161)**	**(378,329)**	**(2,123,394)**	**(978,965)**	**223.4%**

1. **Fees & Charges** are $744,455 compared to the YTD budget of $570,533 resulting in a favourable variance of $173,922. The predominant reason for this favourable variance is due to higher than anticipated revenue from development fees.

2. **Materials & Services** for the financial year to date are $131,133 favourable with $1,685,285 of actual expenditure against YTD budget of $1,816,418. This favourable variance is predominantly due to cash flowing of consultancy fees, and electricity expenses. YTD commitments are at $978,965 with larger commitments of note being $305K for legal fees, $144K for consultants and $134K for contractors.

3. **Capital Revenue** for the year is $231,111 which is unfavourable to budget by $638,217. This unfavourable variance is due to the timing of budgeted cash flow of Regional Economics Future Fund.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 29 October 2025

Water & Waste

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Net Rates & Utility Charges	1	15,491,032	15,369,029	122,004	35,064,540	-	44.2%
Fees & Charges		347,949	346,183	1,766	1,182,200	-	29.4%
Rental Income		12,289	32,867	(20,578)	110,782	-	11.1%
Interest Received		61,795	73,783	(11,988)	221,350	-	27.9%
Operating Grants, Subsidies & Contributions		7,893	-	7,893	559,730	-	1.4%
Other Recurrent Revenue	2	3,538,588	3,862,633	(324,045)	13,316,673	-	26.6%
		19,459,547	**19,684,495**	**(224,948)**	**50,455,275**	**-**	**38.6%**
Expenses							
Operating Expenses							
Employee Expenses	3	2,887,003	2,751,422	135,580	8,652,238	-	33.4%
Materials & Services	4	3,954,254	4,426,361	(472,107)	21,371,760	8,247,693	18.5%
Finance Costs		15,957	13,457	2,500	45,258	-	35.3%
Depreciation and Amortisation		3,845,601	3,811,285	34,316	11,433,856	-	33.6%
Corporate Overheads & Competitive Neutrality Costs		2,322,330	2,322,330	-	6,966,991	-	33.3%
		13,025,145	**13,324,855**	**(299,711)**	**48,470,103**	**8,247,693**	**26.9%**
Operating Position Before Capital Items		**6,434,402**	**6,359,640**	**74,763**	**1,985,172**	**(8,247,693)**	**324.1%**
Capital Revenue							
Capital Revenue	5	371,784	-	371,784	584,456	-	63.6%
		371,784	**-**	**371,784**	**584,456**	**-**	**63.6%**
Net Result Attributable to Council in Period		**6,806,186**	**6,359,640**	**446,547**	**2,569,628**	**(8,247,693)**	**264.9%**
Total Comprehensive Income		**6,806,186**	**6,359,640**	**446,547**	**2,569,628**	**(8,247,693)**	**264.9%**

1. **Net Rates & Utility Charges** is $122,004 favourable, with actuals of $15,491,032 compared to a revised budget of $15,369,029. The favourable variance is predominately due to higher than anticipated water and sewerage access charges.

2. **Other Recurrent Revenue** for the year to date is $3,538,588 being $324,045 unfavourable to revised budget. This unfavourable variance is predominantly due to lower waste received at Moranbah landfill.

3. **Employee Expenses** are unfavourable compared to the revised budget by $135,580. This unfavourable variance is due to application of the vacancy rate at Waste Management Facilities and employees budgeted as capital charging to operational. It should be noted that the Agency Temp Staff is $193K over YTD budget in Material & Services.

4. **Materials & Services** for the financial year to date are $472,107 favourable, with $3,954,254 in actual expenditure. The favourable variance is due to the delay in receiving invoices for waste contract. YTD commitments are $8,247,693 with larger commitments of note being $2.7M for water purchases, $2.6M for Waste Levy, $686K for contractors at waste facilities, $501K for consultancy fees, $488K for repairs & maintenance and $295K for agency temp staff.

5. **Capital Revenue** for the year to date is $371,784 which is favourable to YTD budget by $371,784. This favourable variance is due to a developer contribution payment received for infrastructure charges.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Emma Wyhoon
AUTHOR POSITION	Manager Safety and Resilience

9.2 SAFETY AND RESILIENCE DIRECTION 2026-2028

EXECUTIVE SUMMARY

Following the recent MRO audit, initial feedback highlights strong operational compliance and a positive safety culture. To build on this foundation, the business has developed and submitted a strategic plan outlining objectives and high-level delivery outcomes for 2026–2028. This forward planning establishes core service pillars for the Safety and Resilience (S&R) team, positioning it to enhance capability, drive accountability, and elevate its impact across the organization. The plan ensures that safety and resilience are embedded in business operations, supporting long-term performance and cultural maturity.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the proposed Strategic Objectives Framework.***
2. ***Receives and notes the Safety and Resilience Business Plan 2026-2027.***
3. ***Receives and notes the revised Safety Management System Framework Structure and Content Review.***

Resolution No.: CORP11/25-0012

Moved: Cr Terry O'Neill **Seconded: Cr Vern Russell**

That the Committee recommends that Council:

1. **Receives and notes the proposed Strategic Objectives Framework.**
2. **Receives and notes the Safety and Resilience Business Plan 2026-2027.**
3. **Receives and notes the revised Safety Management System Framework Structure and Content Review.**

Carried

BACKGROUND

In preparation for the next strategic cycle, Safety and Resilience has revised its core objectives and targets for 2026–2028. A new business plan outlining key deliverables has been submitted, aligning with Council's long-term safety and resilience goals.

- **Centralised Safety Management System (SMS) Structure**
  - Documentation to be restructured into clear chapters to simplify navigation and ensure a single source of truth.
  - Improved accessibility supports consistent application and understanding across the organisation.
- **Strategic Objectives for Safety and Resilience**
  - High-level strategic objectives have been defined to align with the organisation's vision.
  - These objectives aim to foster collective buy-in and embed safety and resilience into core business practices.
- **Business Plan 2026–2027**
  - The plan outlines key deliverables aligned with strategic objectives.
  - It provides clear production output guidance for Safety and Resilience teams, supporting capability development and performance tracking.

IMPLICATIONS

These initiatives have strengthened compliance, enhanced workforce engagement, mitigated seasonal risks, built disaster readiness, and ensured strategic alignment—positioning Safety and Resilience as a critical enabler of Council's operational stability and future planning.

CONSULTATION

The revised strategic objectives and business plan have been developed in consultation with key operational stakeholders and endorsed by the Executive Leadership Team (ELT), ensuring alignment with organisational priorities.

BASIS FOR RECOMMENDATION

The recommendations presented are supported by the attached Monthly Safety and Resilience Report and Safety and Resilience Strategic Objectives document, which provide the basis for informed decision-making and endorsement.

ACTION ACCOUNTABILITY

Accountability for the delivery and oversight of Safety and Resilience initiatives is a joint responsibility shared between the Safety and Resilience Manager, the Safety and Resilience Team, the Director of Corporate Services, and Executive Leadership Team (ELT) members

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KEY MESSAGES

The MRO Audit reinforced good operational practices with a need for ongoing planning, stakeholder engagement, and joint accountability continue to drive continuous improvement across Safety and Resilience functions.

Report prepared by:	**Report authorised by:**
EMMA WYHOON **Manager Safety and Resilience**	DARREN FETTELL **Director Corporate Services**
Date: 4 November 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 – Safety and Resilience Business Plan 2026 - 2028
- Attachment 2 – Safety and Resilience Strategic Objectives
- Attachment 3 – Safety Management System Content Structure

REFERENCE DOCUMENT

- Nil

CORPORATE SERVICES

Safety and Resilience



BUSINESS PLAN
FINANCIAL YEAR – 2026/2028

Prepared by: Safety & Resilience Manager
Current as at: October 2025

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PURPOSE

The purpose of this Business Plan is to guide the Safety, Wellbeing and Disaster Management Team in delivering on the strategic objectives of Isaac Regional Council's Corporate Plan. It outlines how the team's programs, functions, and services contribute to a safe, resilient, and thriving workforce and community.

This plan ensures that safety, wellbeing, and disaster management priorities are embedded into Council's operational planning and budgeting processes. It identifies performance measures that track progress in creating a proactive safety culture, enhancing employee wellbeing, and strengthening disaster preparedness, response, and recovery capabilities.

By aligning with the Annual Operational Plan and informing both operational and capital budgets, this Business Plan supports the identification and development of concept briefs for new or unique initiatives. These may include risk mitigation strategies, wellbeing programs, emergency management projects, and other activities that build organisational resilience and community safety.

Ultimately, this Business Plan positions the Safety, Wellbeing and Disaster Management Team as a key enabler of Council's commitment to protecting its people, assets, and communities—now and into the future.

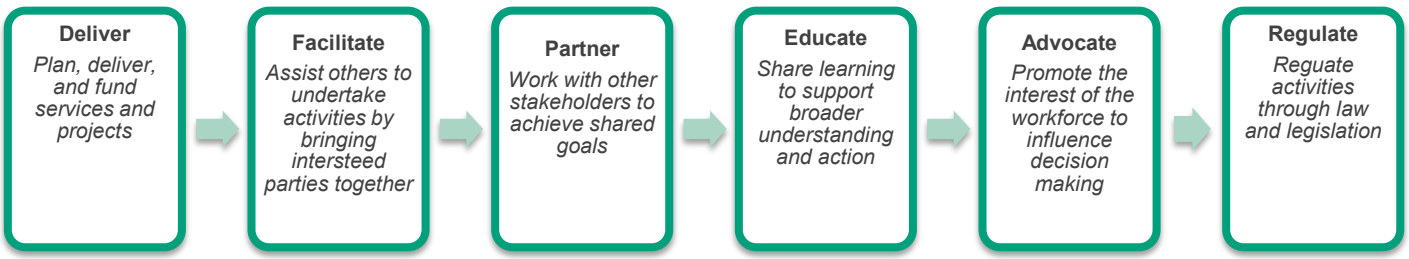
SCOPE

This business plan applies to all operational functions of the Safety & Resilience department, supporting the strategic direction of the Directorates and Council.

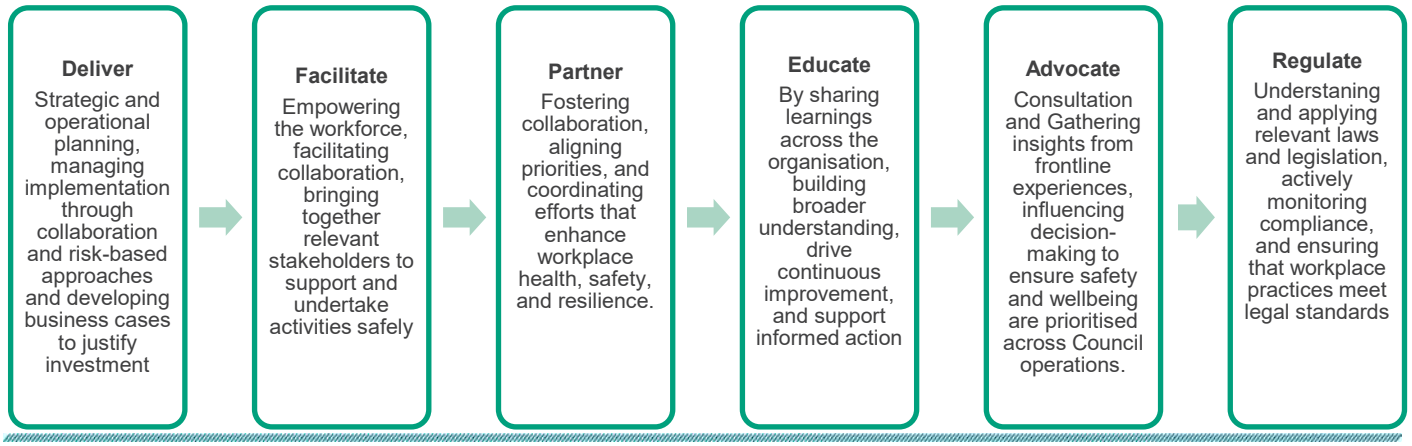
KEY FOCUS AREAS

We're delivering and in changing world. At Isaac, the Safety & Resilience team undertake a range of functions to support the needs and aspirations of our workforce and achieve our corporate plan.

Plan Objectives

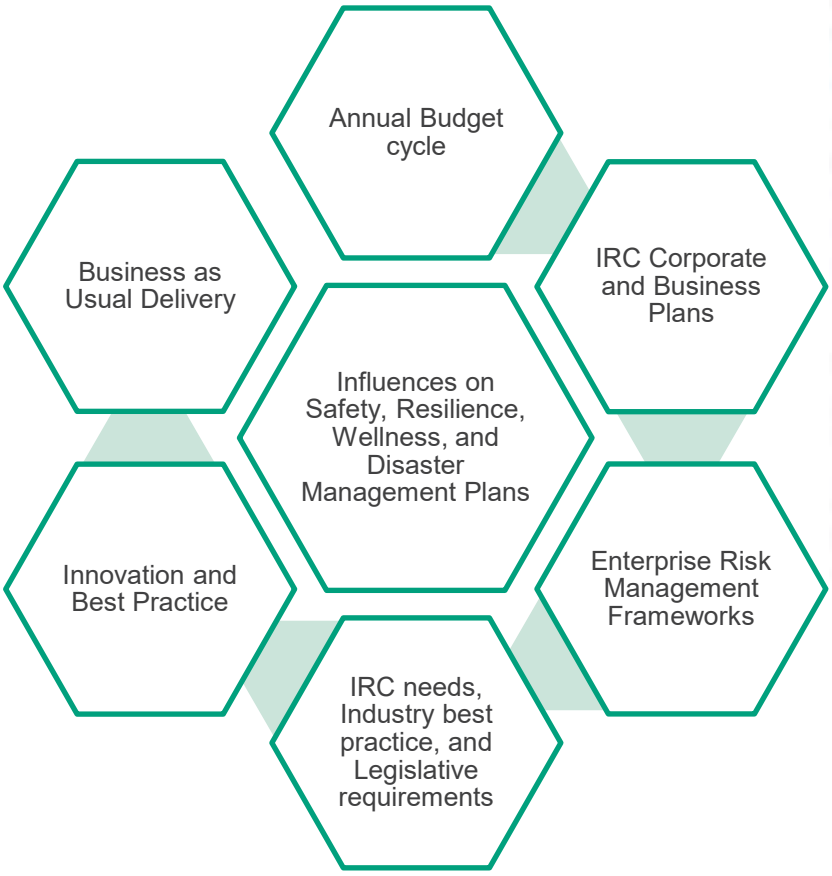


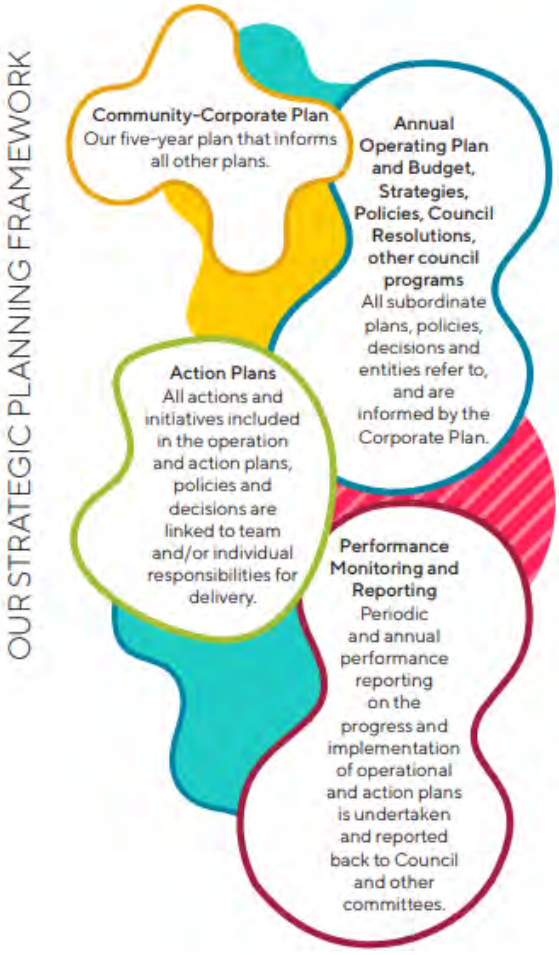
How its achieved



BUSINESS PLAN INFLUENCES

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



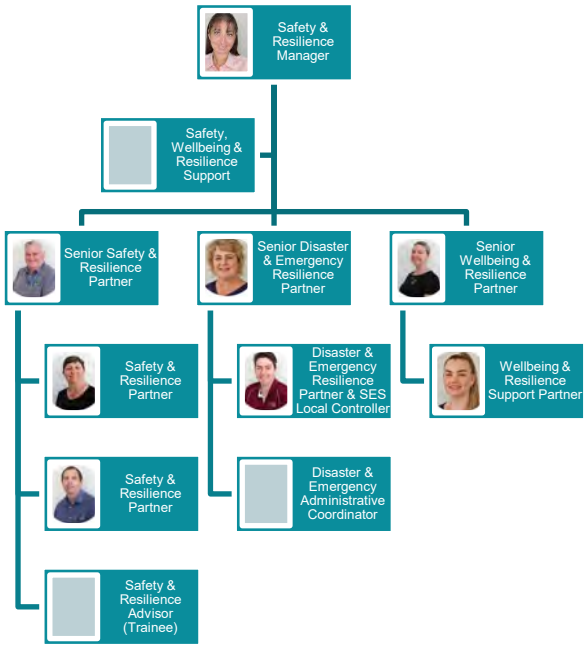


How we measure success

- Safety & Wellbeing Performance
- Compliance
- Engagement
- Disaster Preparedness
- Continuous Improvement

PLAN ON A PAGE - SAFETY AND RESILIENCE

OVERVIEW

DEPARTMENT NAME	SAFETY AND RESILIENCE
DEPARTMENT OBJECTIVES	• **Build awareness and capability** by educating Council workers on workplace risks and promoting safe, healthy, and resilient practices. • **Empower and engage the workforce** through targeted safety and wellbeing initiatives that foster a proactive and supportive culture. • **Strengthen disaster readiness** by planning, preparing, and coordinating people and processes to effectively manage emergencies and support recovery. • **Foster a culture of accountability** by ensuring all Council operations comply with relevant legislation and regulatory requirements, supported by transparent reporting, regular audits, and continuous improvement practices.
KEY FUNCTIONS	• **Health, Safety and Resilience** • **Disaster and Emergency Management** • **Wellbeing and Injury Management**
KEY STAKEHOLDERS	All IRC workers, Work Safe Queensland, IGEM and QDMA, Contractors, Suppliers and Community.
RESOURCES	

KEY REFERENCES

- Corporate Plan
- Enterprise Risk Management Framework
- ISO 45001: Occupational Health and Safety Management Systems
- ISO 14001: Environmental Management Systems
- ISO 22320: Emergency Management – Guidelines for Incident Management

STRATEGY

KEY LEGISLATION

- Work Health and Safety Act 2011 (Qld)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Disaster Management Act 2003 (Qld)
- Local Government Act 2009 (Qld)

INFLUENCES

And

RISKS

KEY INFLUENCES

- **Regulatory Compliance & Budget Constraints**
  Failure to meet regulatory compliance requirements is impacting directorate budgets and operational efficiency, requiring improved governance and financial accountability.
- **Safety Management & Audit Performance**
  Safety management systems are underperforming against benchmarks set by JLT (LGW) and regulatory audits, highlighting the need for stronger WHS practices and continuous improvement.
- **Disaster Management & Legislative Compliance**
  Non-compliance with the Queensland Disaster Management Arrangements (QDMA) and findings from the IGEM review indicate gaps in preparedness, coordination, and legislative adherence.

KEY RISKS

Regulatory Non-Compliance

- Financial penalties or budget impacts due to failure to meet legislative and audit requirements.
- Reputational damage and reduced public trust in Council governance.
- Operational inefficiencies and increased scrutiny from oversight bodies.

Safety Management Underperformance

- Increased risk of workplace incidents and injuries due to inadequate safety systems.
- Failure to meet industry benchmarks may lead to higher insurance premiums and reduced coverage.
- Reduced workforce morale and engagement due to perceived lack of safety commitment.

Disaster Management Gaps

- Inadequate preparedness and response capacity during emergencies, risking community safety.
- Non-compliance with QDMA and IGEM recommendations may result in loss of funding or support.
- Fragmented coordination across departments and external agencies during critical events.

PRIORITES & PROJECTS

Injury Management and Wellness Deficiencies

- Delays in recovery and return-to-work outcomes due to ineffective injury management processes.
- Increased absenteeism and reduced productivity linked to poor workforce wellbeing.
- Legal and reputational risks from non-compliance with rehabilitation and wellness obligations.

KEY BUSINESS AS USUAL

(TOP 5)

- Ensure adherence to legislative and regulatory requirements across WHS, injury management, and disaster preparedness. Promote a safe and healthy workplace through proactive safety practices, wellness programs, and injury support services.
- Maintain disaster management plans, conduct training and simulations, and build organisational resilience for emergencies.
- Track performance metrics, audit outcomes, and feedback to drive ongoing improvements in safety, wellness, and emergency readiness.
- Act as a core support function by providing expert advice, advocating for workforce needs, and guiding departments in implementing best-practice safety, wellbeing, and disaster management strategies.

KEY OPERATIONAL PROJECTS

- Audit actions and continuous improvement
- Review and redesign safety management system framework
- Integration of safety performance metrics into operational procedures
- Development and testing of business continuity and disaster recovery plans.
- Enhance injury claims management through early intervention and proactive support, including non-work-related wellbeing initiatives.
- Deliver targeted training and engagement to build capability

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KEY CAPITAL PROJECTS

- Participate in the design, implementation, and ongoing management of a centralised online safety management system portal serving as the single source of truth for all safety and resilience documentation, policies, procedures, and guidance materials.
- Develop and deploy a targeted workforce wellbeing program strategy to proactively mitigate mental and physical health risks and enhance overall employee resilience.
- Coordinate and evaluate multi-agency emergency exercises by facilitating scenario planning, stakeholder engagement, and post-activity reviews to strengthen collaboration, test disaster response capabilities, and drive continuous improvement.

DEPARTMENT OVERVIEW

OUR FUNCTIONS AND SERVICES

Health, Safety and Resilience

The Health, Safety and Resilience team plays a critical role in fostering a safe, healthy, and prepared organisation.

We provide strategic leadership and operational support to embed safety, wellbeing, and disaster resilience into everyday practice.

Through proactive risk management, workforce engagement, and collaborative planning, we enable our people and communities to thrive in the face of challenges—ensuring compliance, building capability, and strengthening organisational resilience.

Injury Management and Wellbeing

The Injury Management and Wellness team is dedicated to supporting the health, recovery, and overall wellbeing of our workforce.

We provide early intervention, coordinated injury management, and tailored return-to-work programs to ensure safe and sustainable outcomes.

Through proactive wellness initiatives, education, and support services, we promote a healthy and resilient workplace where individuals feel valued, supported, and empowered to thrive—both at work and beyond.

Emergency Preparedness and Response

The Disaster Management team leads the coordination and preparedness efforts to ensure Council, and the community are ready to respond to and recover from emergencies.

We work collaboratively across agencies and departments to develop and maintain disaster plans, conduct risk assessments, and deliver training and exercises.

Our focus is on building resilience, enhancing response capability, and supporting recovery through proactive planning, community engagement, and continuous improvement.

OUR OBJECTIVES

Pillar 1: Build Awareness and Capability

Objective 1.1 – Elevate workforce understanding of workplace risks through targeted education, communication, and leadership engagement.

Objective 1.2 – Strengthen organisational capability by embedding health, safety, and wellbeing principles into operational practices and decision-making, supported by clear accountability at all levels.

Objective 1.3 – Establish and maintain a best-practice Work Health and Safety (WHS) management system that supports continuous improvement and compliance.

Pillar 2: Empower and Engage the Workforce

Objective 2.1 – Foster a culture of shared responsibility and proactive risk management across all levels of the organisation.

Objective 2.2 – Build leadership and ownership by developing internal champions, embedding safety responsibilities into roles, and recognising proactive behaviours that support a resilient culture.

Objective 2.3 – Delivering role-specific training, facilitating peer-led learning sessions, and using engaging, accessible communication tools to keep safety and resilience front-of-mind across the workforce.

Pillar 3: Strengthen Disaster Readiness

Objective 3.1 – Develop and implement integrated plans that prepare people, systems, and infrastructure for natural disasters and critical incidents.

Objective 3.2 – Ensure readiness through regular training, scenario testing, and cross-functional coordination.

Objective 3.3 – Embed disaster resilience into strategic and operational planning to safeguard workforce wellbeing and service continuity.

DEPARTMENT OUTPUTS

OUTPUT	FREQUENCY	INTERNAL/EXTERNAL
Site safety & hazard inspections	Fortnightly	Internal
WHS report	Monthly	Internal
Safety training sessions	Monthly	Internal
Safety Communications/town talks	Monthly/As required	Internal
HSW Committees	Quarterly	Internal
LDMG Minutes	Quarterly	Internal
Audit and Risk report	Quarterly	Internal
WHS Policy	Biannual	Internal
WHS Improvement Action Plan Review	Quarterly	Internal
Systems Audit	Yearly	Internal/External
WHS key performance indicators review.	Yearly	Internal
Review Local Disaster Management Plan and Sub plans	Yearly or as required	Internal/external
Incident, Injury & Investigation reporting	As required	Internal/external

PEOPLE RESOURCES (AS AT OCTOBER 2025):

UNIT	NUMBER OF Workers	TENURE TYPE
Safety and Resilience Manager	1	Full time (vacant)
Senior Safety and Resilience Partner	1	Full Time
Senior Wellbeing and Resilience Partner	1	Full Time
Senior Disaster and Emergency Resilience Partner	1	Full Time
Safety and Resilience Partner	2	Full Time
Disaster and Emergency Resilience Support (admin)	1	Full time (vacant)
Wellness and Resilience Support Partner	1	Full Time
Disaster and Emergency Resilience Partner	1	Full Time
Safety and Resilience Support (admin)	1	Full Time (fixed term)

KEY CUSTOMERS/STAKEHOLDERS

INTERNAL	EXTERNAL
Elected members	Local Government Workcare
Chief executive officer	Contractors and Suppliers
Management	Local Government Association Queensland (LGAQ)
All workers	LDMG
Audit & Risk Committee	SES
Councillors	Worksafe Queensland
Steering Committees	Inspector General Emergency Management (IGEM)
	Members of the Public

STRATEGIES INFLUENCING DEPARTMENT

This section identifies internal Council strategies relevant to the day-to-day operations and long-term planning instruments for effective operations of the Department activities.

STRATEGIES INFLUENCING DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
Vision & values	We're delivering in a changing world. At Isaac, the how matters.
Community Corporate Plan	Community Engagement strategic objective – themes. 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
Annual operational plan	Includes the themes and strategies of the corporate plan and items in this business plan as to identifying priorities of projects and services
Asset management plan	Asset class plan
Project management framework	How the project will deliver on projects
Enterprise risk management Framework	How we identify and manage risks
Management Plan and Objectives Procedure	How the business planning process is managed at Isaac.

LEGISLATIVE INFLUENCES ON DEPARTMENT

REGULATION	
Local Government Act 2009 (LGA 2009)	Environmental
Local Government Regulation 2012	Disaster Management Act 2003
Information Privacy Act 2009 (& IP Regulation 2009)	Disaster Management Regulations 2014
Public Records Act 2002	State Emergency Service Act 2024
Right to Information Act 2009 (& RTI Regulation 2009)	Electrical Safety and Others Legislation
Work Health and Safety Act Queensland 2011	Workers Compensation and Rehabilitation Act
POLICIES	**INDUSTRY**
Quality Management Policy	Australian Institute Health & Safety
WHS Policy Statement	Australian Institute for Disaster Resilience
Health and Wellbeing Policy Statement	

DEPARTMENTAL INFLUENCES AND RISKS

DEPARTMENT INFLUENCES/IMPACTS

The following table summarises the various current and emerging influences on the Department at this time, that will have an impact on the business. Safety & Resilience **SWOT.**

Strengths	Weaknesses
• Integrated approach to safety, wellbeing, and disaster management. • Strong legislative and policy frameworks guiding operations. • Experienced and multidisciplinary team with local knowledge. • Established relationships with emergency services and agencies. • Access to Council-wide communication channels for engagement.	• Limited resourcing or funding for proactive initiatives. • Inconsistent engagement across departments or remote teams. • Data silos between safety, wellbeing, disaster functions and other areas of Council. • Reactive focus may limit time for strategic planning. • Varying levels of workforce staff capability and awareness.
Opportunities	**Threats**
• Leverage technology and data analytics to improve risk visibility. • Expand community and workforce engagement in preparedness. • Align with state and national resilience strategies. • Build cross-functional leadership capability. • Access grant funding for resilience and wellbeing projects. • IGEM review and not complying with QDMA • Expand Water and Waste and E&I support IMS system frameworks and certifications	• Increasing frequency and severity of natural disasters. • Legislative changes requiring rapid adaptation. • Workforce fatigue or burnout, especially post-activation or incident. • Public scrutiny following incidents or safety failures. • Cybersecurity risks impacting disaster response systems. • Corporate knowledge retention (ageing workforce & staff turnover)

DEPARTMENT IDENTIFIED RISKS

The following matrix summarises the various current and emerging risks impacting on the deliverables of the Department.

REGISTER REFERENCE	DESCRIPTION OF RISK	RISK REGISTER REF #	MITIGATION ACTIVITIES REQUIRED
Isaac Regional Council Strategic Risk Register	Identified Safety & Resilience Risks outlined	#5 Disaster Management, #7 Safety & Wellbeing	Risks captured in the Corporate Operational Risk Register will be systematically mitigated and closed targeted actions, and regular oversight to ensure alignment with strategic objectives and acceptable risk thresholds.
CGFS Operational risk register	Identified Safety & Resilience Risks outlined	CORP0002, CORP0015, CORP0018, CORP0020, CORP0021, CORP0022, CORP0029	The safety and Resilience team will mitigate risk by implementing targeted mitigation strategies, monitoring progress through regular reviews, and embedding accountability into reporting processes. Each risk will be tracked to resolution with defined timeframes, and closure will be based on evidence of effective control implementation and residual risk acceptance. If a risk identified and cannot be closed, it should still be actively monitored and managed.
Operational Risks	Known or emerging operational risk	As per the SWOT	Achieving the objectives of this plan.

DEPARTMENT PRIORITIES AND PROJECTS

KEY PRIORITIES OF DEPARTMENT OUTPUTS

The key priorities and outputs are to deliver the functions and services of department business and include **operational and capital projects and activities** against the corporate management plan.

2025 - 2026

Corporate Plan Link	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET	MEASURE OF SUCCESS (KPI)
	Coordinate and evaluate multi-agency emergency exercises by facilitating scenario planning, stakeholder engagement, and post-activity reviews to strengthen collaboration, test disaster response capabilities, and drive continuous improvement.	Operational	Annual updating and testing of the LDMP and practical exercise
	Develop and deploy a targeted workforce wellbeing program strategy to proactively mitigate mental and physical health risks and enhance overall employee resilience.	Operational	Bi-annual wellbeing pulse surveys and action planning.

	Act as a core support function by providing expert advice, advocating for workforce needs, and guiding departments in implementing best-practice safety, wellbeing, and disaster management strategies.	Operational	Continual improvement achieved in audit results
	Participate in the design, implementation, and ongoing management of a centralised online safety management system portal serving as the single source of truth for all safety and resilience documentation, policies, procedures, and guidance materials.	Operational	100% business uptake and implementation of online system

WELLBEING & RISK RESILIENCE STRATEGIC PLAN



COUNCIL VISION:

Helping to energise the world

A Region that feeds, powers and builds communities.

OUR GOAL:

To pursue long-term sustainable futures for Isaac communities.

COUNCIL VALUES:

Community Focus, Caring, Team Work, Positive Work Ethic.

WELLBEING & RISK RESILIENCE STRATEGY:

To promote, protect and support our workers wellbeing and risk resilience, utilising Think ISAAC methodologies.

LEADERSHIP EXPECTATIONS:

Show the way, Set and model the tone, Create an environment for achievement, Empower people to awn the challenge and get on with it, Monitor and celebrate achievements or make corrections, Repeat.

WELLBEING & RISK RESILIENCE STRATEGIC PLAN

BEST PRACTICE SYSTEM

What it looks like
- Alignment with ISO 45001, ISO 45003.
- Current and up-to -date with legislation
- Endorsed by Executive Leadership
- IMS alignment with corporate strategy

How it is Achieved/Monitored
- S&R Team desktop review all documents annually
- Management Review Annually
- Participate in internal and external Audits
- Ease of accessibility and application

ESTABLISHING OBJECTIVES AND TARGETS

What it looks like
- S&R Business Plans
- Alignment to Corporate strategy and goals
- Role based LPIs

How it is Achieved/Monitored
- Individual, mangement, & directorate LPIs
- Achieving Business Plan actions and milestones
- Closure of outstanding actions in agreed timeframes

EFFECTIVE RISK MANAGEMENT

What it looks like
- Reduction is open hazard reports
- Reduction in hazazrd report severity
- Reduction in AFR/LTI rates
- Risk levels within risk appretite

How it is Achieved/Monitored
- All site/team/directorate operational Risk Registers up to date and regularly revised
- Monthly reporting on S&R performance data
- Monitor and conduct compliance spot checks
- All tasks supported by a risk assessment

IMPROVING WORKER CONSULTATION

What it looks like
- Regular and Structured Communications
- Accessible Consultation Channels
- Feedback Loops
- Leadership Visibility

How it is Achieved/Monitored
- Establish clear consultation procedures
- Host scheduled committee meetings
- Ensure diverse engagement methods
- Act on feedback visibly
- Ensure on ground presence and engagement

WELLBEING AND CAPACITY TO WORK

What it looks like
- Supportive Leadership - active promotion
- Inclusive and Respectful Culture
- Pyschologically and Physically safe workplaces
- Access to Wellness Resources
- Injuries and Claims managed promptly and compassionately

How it is Achieved/Monitored
- Proactive injury and wellness staff engagement
- Improvements in staff survey results
- Manager Supervision and one-on-one check-ins
- Injury and Claim data analysis and reporting

MAINTAIN AUDITS AND INSPECTIONS

What it looks like
- Aligns with strategic objectives
- Constructive and solutions focussed
- Planned and systematic
- Workforce engagement and ownership
- Timely follow up of corrective actions

How it is Achieved/Monitored
- Develop structured audit and inspection schedule
- Use of standardised tools and templates
- Engage workforce
- Communicate findings transparently
- Track and close out actions in agreed timeframes

CONTINUOUS IMPROVEMENT

What it looks like
- Embed S&R strategies into strategic and operational planning
- Invest in systems and innovation
- Champion a learning culture
- Support Workforce capability
- Set clear safety performance targets

How it is Achieved/Monitored
- Benchmark to industry best practice standards and monitor
- Establish and monitor safety LPIs
- Encourage open reporting and learning
- Lead by example, support initiatives and role model behaviours
- Continuous learning and adaptation

EMPOWERING AND SUPPORTING LEADERSHIP

What it looks like
- Visible leadership commitment
- Clear accountability for S&R
- Development of capability
- Integration of S&R into business decisions
- Recognition of S&R contributions

How it is Achieved/Monitored
- Define S&R roles and responsbilities
- Establish and monitor safety LPIs
- Provide easy access to S&R frameworks, information, and data.
- Support workforce with training, coaching and mentoring
- Recognise and reward S&R leadership behaviours

NUMBER	Content Structure - Core
1	**Introduction WHSMS**
2	**Legislative Duties**
3	**Leadership & Roles**
4	**Capability and Delivery**
5	**Safety Misconduct & Breaches**
6	**Issue Resiolution**
7	**Stopping Unsafe Work**
8	**Change Management**
9	**Auditing & Inspections**
10	**HSW Committees**
11	**Consultation & Communication**
12	**Contractor Management**
13	**Safe Design**
14	**Risk Mangement**
15	**Pyschosocial Risk Management**
16	**Fatigue Risk Management**
17	**Security & Personal Safety**
18	**Fitness for Work**
19	**Occupational Hygiene & Health**
20	**Training & Competency**
21	**Remote or Isolated Works**
22	**Travel planning and Journey Mangement**
23	**Working from Home**
24	**Incident management**
25	**Injury Management**
27	**First Aid**
27	**Emergency Mangement**
28	**Fire Management**
29	**Personal Protective Equipment**

NUMBER	Content Structure - Operations
A	Accomodation
B	Aged and Community Care
C	Air Quality and Airbourne Contaminants
D	Amenities and Facilities
G	Animal Control
H	Asbestos
I	Biohazards
J	Chemicals, Hazardous Substances & Dangerous Goods
K	Child Care Services and Young People
L	Computer Use & Workstation Ergonomics
M	Cyber Bullying
N	Confined Space
O	Cold Work Environments
P	Contaminated Land
Q	Construction and Civil Works
R	Covid 19 and Pandemic Response
S	Driving Safety
T	Electrical Safety
U	Environmental Management
V	Food Safety and Hygiene
W	Fuels
X	Gas (Compressed)
Y	Goods and Supply Safety
Z	Heat and Working in Hot Environments
A1	Hired Plant and Equipment
B1	Hot Works
C1	Hazardous Manual Tasks - Ergonomics
D1	Housekeeping
E1	Infection Control
F1	Isolations and Shut Downs
G1	Licencing, Tickets and High Risk Works
H1	Lifting Plant and Lifting Operations
I1	Marine Operations and working over water
J1	Machinery and High Risk Plant
K1	Mechanical Workshops
L1	Mobile Phones
M1	Noise
N1	Occupational Hygiene
O1	Oils
P1	Personal Protective Equipment
Q1	Plant and Equipment
R1	Provisional Improvement Notices
S1	Traffic Management and Planning
T1	Transit and Journey Planning
U1	Trenching and Excavation Works
V1	Scaffolding
W1	Security
X1	Verification of Competency and Familisation
Y1	Working at Heights
Z1	Document Control

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Emma Wyhoon
AUTHOR POSITION	Manager Safety and Resilience

9.3 SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Safety and Resilience report provided on the status of Health, Safety and Wellbeing Management System.

Resolution No.: CORP11/25-0013

Moved: Cr Terry O'Neill Seconded: Cr Vern Russell

That the Committee recommends that Council:

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

Carried

BACKGROUND

Whilst strategy and planning direction remains under review, Safety and Resilience continues to assist, monitor, and action key items as outlined in the attached monthly report. However, previous target metrics no longer currently apply and therefore do not currently feature in this report.

This month, the team successfully participated in the MRO audit, reinforcing compliance and operational conformance. In celebration of Work Safe Month, regional BBQs were hosted across sites, fostering engagement and safety awareness. With rising temperatures, the team has proactively focused on heat management strategies, including toolbox talks on heat-related risks.

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

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

BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update.

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by:	**Report authorised by:**
EMMA WYHOON **Manager Safety and Resilience**	DARREN FETTELL **Director Corporate Services**
Date: 4 November 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 - Safety and Resilience Monthly Report October 2025

REFERENCE DOCUMENT

- Nil

SAFETY AND RESILIENCE MONTHLY REPORT

DATE	30 October 2025
TO	October 2025, Ordinary Council meeting
FROM	Safety & Resilience Department

1. SUMMARY

Core Actions and Information

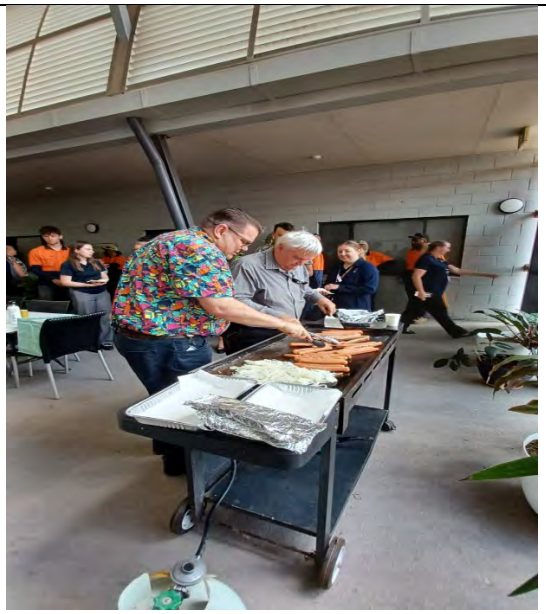
- The S&R team facilitated meetings and site visits as part of our MRO Audit.
- S&R partners attending team meetings within their directorates, including water and wastewater operations and plumber meetings.
- S&R partner assisted with a site hazard inspection for the Moranbah plumbers shed.
- Facilitated sausage sizzles for the workforce across the region, as part of safe work month.
- Conducted hazard hunter award presentation during the Clermont safe work month BBQ.
- Conducted Lucidity and Spark training with new Clermont overseer.
- S&R manager, Snr S&R partner and Wellbeing and Support partner attended the Work Well breakfast held in Mackay by OIR as part of Safe Work Month.



Warren and Brandon, setting up to cook from the disaster resilience trailer, for the Clermont Workforce.



Serving staff at the Moranbah Safe Work BBQ.



Director CGFS assisting with cooking the BBQ in Moranbah.

2. BEST PRACTICE SYSTEM

Core Actions and Information

- A new document structure has been developed utilising a "chapter" based format.
- Review of documentation underway, primary focus area is Risk Management, revised to align with recently endorsed Corporate Risk Management and Risk Appetite frameworks.
- Awaiting feedback on improvements from MRO audit to assist in prioritisation of the revision rollout.



3. OBJECTIVES AND TARGETS

Core Actions and Information

- Safety and Resilience Business Plan has been developed and submitted to ELT with key deliverables 2026- 2027
- Safety and Resilience Objectives and Targets have been revised and been submitted to ELT with their approval
- Currently revising corporate and departmental LPIs, feedback from ELT and MRO audit results will be used to establish LPI targets 2026 -2028.



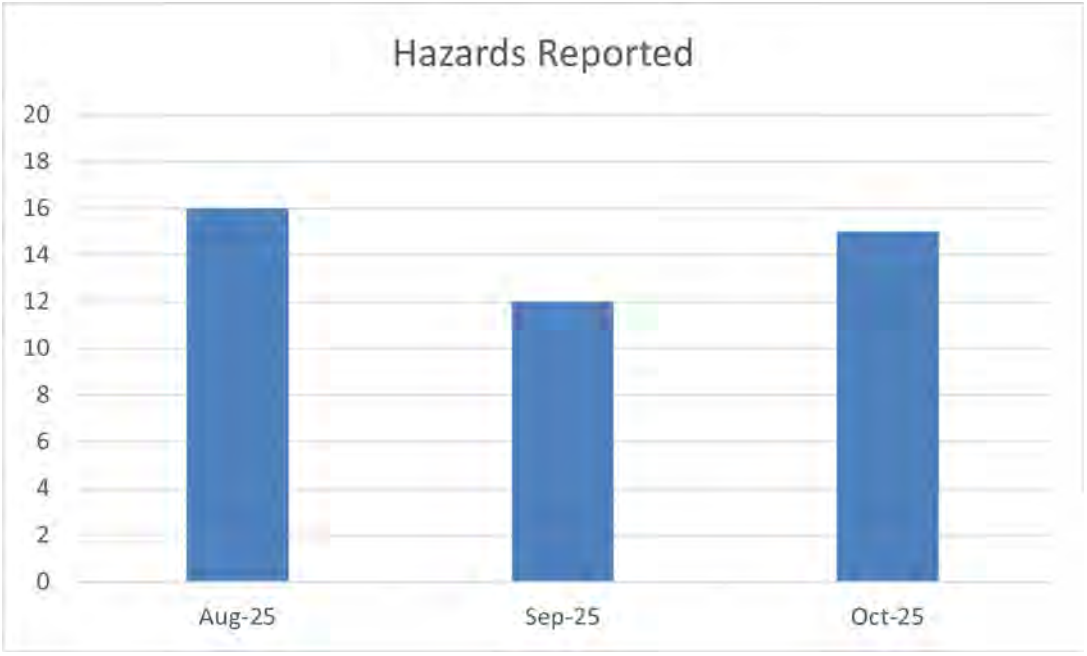
Please Note – Reporting metrics and targets are still under review and refinement and as such previous target metrics no longer apply and no longer feature in this report.

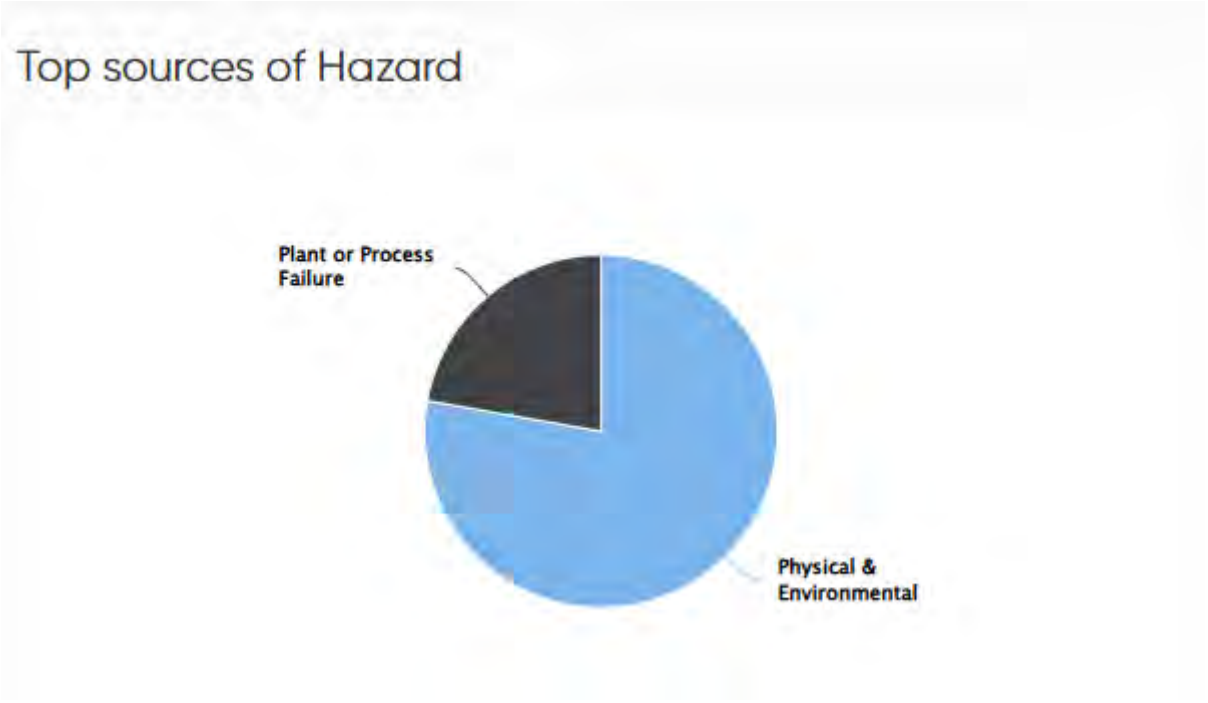
4. EFFECTIVE RISK MANAGEMENT

Core Actions and Information

- Total number Hazards Reported: **15**
- High Risk Hazards Reported: **5**
- High Risk Hazards Status (closed, open): **3 Draft, 2 Closed**







4.1 HAZARD HUNTER

Recognition of Safety Initiatives: A Hazard Hunter Awards presentation was delivered to Dale Spratt, Clermont Roads, acknowledging proactive safety contributions.



Dale Spratt receiving his certificate from Wes Hinsbey – S&R Partner.

4.2 EVENT/INCIDENT REVIEW

(Events or Incidents are those reports within Lucidity that are defined as an unplanned event or occurrence that has the potential to cause harm, damage, or disruption. It is all events outside non-conformances and hazards)

Core Actions and Information

- Total number of incidents/events: **35**
- Incident frequency rate (organisational): **133.10**

(Incident Frequency Rate (IFR) is a key safety performance metric used to measure how often workplace incidents occur over a defined period, typically normalized per 200,000 hours worked. A lower IFR indicates better safety performance, while a rising IFR may signal emerging risks or gaps in controls.)

- Incident frequency rate by Directorate

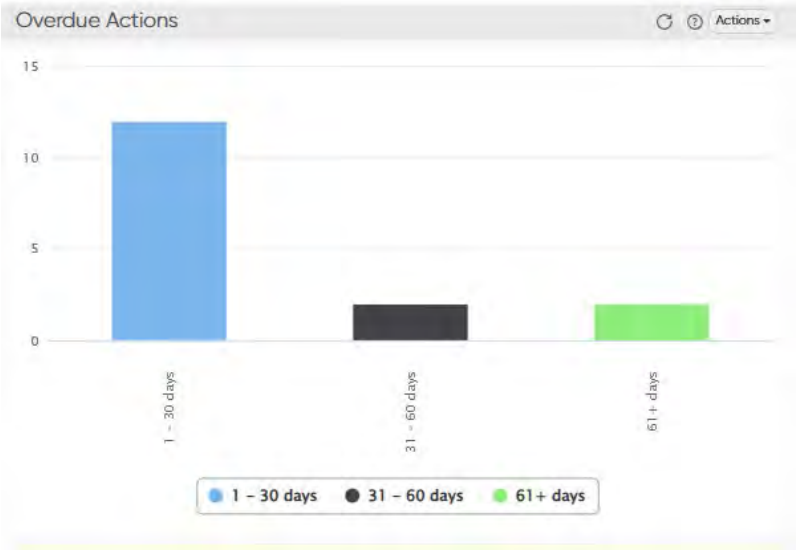
(please note – if a directorate is not featured here, they have no reported incidents in the reporting period)

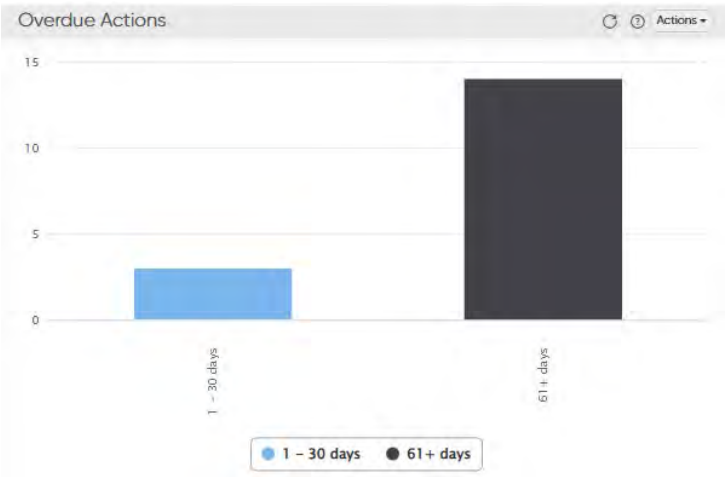
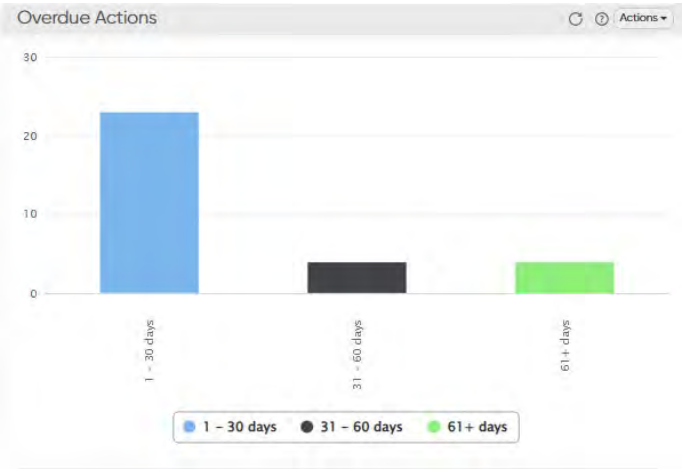
ID	DIRECTORATE	INCIDENT REPORTS	Incident Frequency Rate	HAZARD	NON-CONFORMANCE
60	**COMMUNITY SERVICES**	5	84.33	0	0
40	**CORPORATE SERVICES**	3	61.80	2	0
50	**INFRASTRUCTURE SERVICES**	12	113.35	2	0
80	**WATER & WASTE**	0	0	3	8

- Non-conformances and Overdue Actions by Responsible Party



Overdue Actions _ By Directorate

Community Services	

Corporate Services	
Infrastructure	
Water & Wastewater	

5. EMERGENCY MANAGEMENT

Core Actions and Information

- SES Call Outs – October

Activation Type	Incident Type	Activation
Traffic Control	Grass Fire	**4**
Road Crash Rescue		**4**
Assist Other Agency		**2**
Total		**10**

- Training Delivery

Type	Number
QDMA & LDC Training Sessions	**3**

- Number of meetings held

Type	Number
LDMG Meeting QPS OIC Meeting SES Controller Meetings	**3**

- Number and Type of Educational and Awareness Campaigns

Type	Number
Pop Up Stall – Get Ready – Beef Week Event	1

6. CONTRACTOR MANAGEMENT

(Please note – data is provided by exception)

Core Actions and Information

- Contractor Provisional Improvements - NIL
- Contractor Serious Incidents – NIL

7. IMPROVING WORKER CONSULTATION

Core Actions and Information

- Number of onsite visits
- Core Communications

Type	Number	Distribution
Town/Toolbox Talk	**2**	**All Isaac**
HSWC Meetings	**1**	



8. WELLBEING & CAPACITY TO WORK

Core Actions and Information

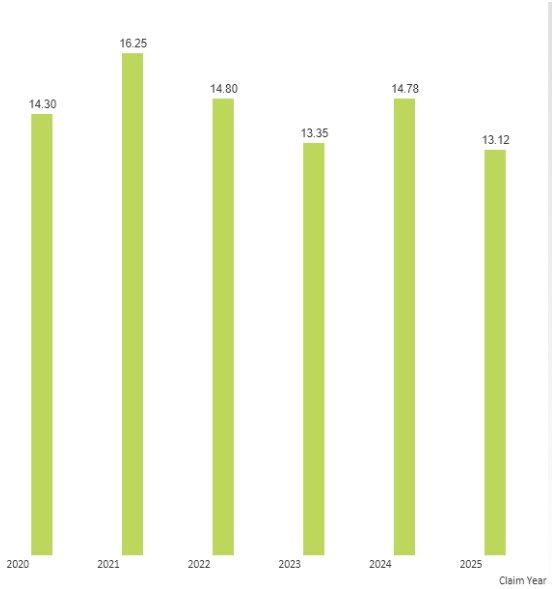
- Professional Development and Training

- Melissa Clifford-Death and Marcelle King – Safe Talk training for 10 people, held on 29/10/2025
- Brianna Purdy-Payne and Marcelle King – Work Health and Safety Conference, attended on 23/10/2025


Marcelle King and Melissa Clifford-Death at the Safe Talk Training

SAFETY AND RESILIENCE MONTHLY REPORT

- Number of open **Work Related** Claims: 12
- Number of open **Non – Work** cases: 19
- LTIFR – Wellness relies on LGW for the Lost Time Injury Frequency Rate; therefore information is not up to date.



What it looks like
- Supportive Leadership - active promotion
- Inclusive and Respectful Culture
- Pyschologically and Physically safe workplaces
- Access to Wellness Resources
- Injuries and Claims managed promptly and compassionately

How it is Achieved/Monitored
- Proactive injury and wellness staff engagement
- Improvements in staff survey results
- Manager Supervision and one-on-one check-ins
- Injury and Claim data analysis and reporting

WELLBEING AND CAPACITY TO WORK

Body Map injuries

The body map is supplied by LGW, so information is not up to date. Any Claims that have come through since the start of October may not have been added.



8.2 DRUG & ALCOHOL TESTING

Date	Location	Testing Type (random.blanket,just cause)	#Tested	#Non-Negative
20.10.2025	Clermont Depot	Blanket Breath Analysis	30	0

9. AUDIT/ INSPECTIONS

Core Actions and Information

- Audits and Inspections Completed

#Audits Scheduled	# Conducted	Directorate	Mean Compliance Score
MRO Audit	**1**	**All Isaac**	**TBC**
Hazard inspection- Moranbah Network Plumbers Shed	1	Water Waste	

•What it looks like
- Aligns with strategic objectives
- Constructive and solutions focussed
- Planned and systematic
- Workforce engagement and ownership
- Timely follow up of corrective actions

•How it is Achieved/Monitored
- Develop structured audit and inspection schedule
- Use of standardised tools and templates
- Engage workforce
- Communicate findings transparently
- Track and close out actions in agreed timeframes

MAINTAIN AUDITS AND INSPECTIONS

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Darren Fettell
AUTHOR POSITION	Director Corporate Services

9.4 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER – CORPORATE SERVICES

EXECUTIVE SUMMARY

This report provides an update of Corporate Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the Corporate Services first quarter progress update on the 2025-2026 Annual Operational Plan.***
2. ***Receives and notes the first quarter progress worksheet on the 2025-2026 Annual Operational Plan, for the period ending 30 September 2025.***

Resolution No.: CORP11/25-0014

Moved: Cr Vern Russell **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

1. **Receives and notes the Corporate Services first quarter progress update on the 2025-2026 Annual Operational Plan.**
2. **Receives and notes the first quarter progress worksheet on the 2025-2026 Annual Operational Plan, for the period ending 30 September 2025.**

Carried

BACKGROUND

Council is required under section 174(3) *Local Government Regulation 2012* to report and publish its progress towards the Annual Operational Plan each quarter.

The table below shows the status of the Corporate Services activities nominated in the 2025/26 Annual Operational Plan. Verbal updates will be provided on post 30 September progress.

ACTIVITY SUMMARY TABLE

AOP #	ACTIVITY/PROJECT/ INITIATIVE	BUSINESS UNIT	STATUS (COMPLETE, ON TARGET, MONITOR, BELOW TARGET)
1.1	TechnologyOne upgrade as part of Digital Strategy (30 June 2026). (Implementation of the Financial Supply Chain, Human Resources and Payroll, Enterprise Budgeting and Performance Planning modules for phase 1 of the TechnologyOne CiA upgrade for 1 July 2026 go-live)	Information Systems	Monitor
PROGRESS THIS QUARTER			
1. Resources onboarded (including Technical Specialists to lead workstreams, Change Manager, Technical Director; Business Transformation Director. 2. Configuration design completed for all core workstreams (final sign-offs in progress). 3. Build underway for all core workstreams (HRP, Finance, SCM, EAM and Enterprise Budgeting). 4. Acceptance testing commenced on HRP.			
6.2	Conduct Corporate Policy Review (30 June 2026)	Governance and Assurance	Monitor
PROGRESS THIS QUARTER			
Changes to organisational structure have delayed first quarter progress. ELT meeting scheduled for 1 October 2025.			
6.3	Develop Council's Longer-Term Financial Strategy (30 June 2026)	Financial Services	On Target
PROGRESS THIS QUARTER			
A series of early strategic planning discussions are being held with Councillors to help inform the development of the 2026/27 budget. The outcomes from these Councillor Workshops will help inform the creation of the Long-Term Financial Plan. The first draft of the LTFP will be available during quarter 4.			

ANNUAL OPERATIONAL PLAN MASTER PROGRESS WORKSHEET UPDATE

Section 174(1) of the Local Government Regulation 2012 requires Council to prepare and adopt an Annual Operational Plan (AOP) for each financial year. Council adopted the 2025-2026 Operational Plan at its meeting held 30 June 2025 (resolution number 9239).

The AOP contains actions and activities which work towards achieving the key strategies of the Corporate Plan 2023-2028 during the financial year. In addition, the AOP informs the community of our key focus areas and commitment to the sustainability of our region.

The attached progress worksheet provides Council with an update for all actions and activities and tracks the measure of success identified at the outset of the period for the first quarter for each Directorate as at 30 September 2025.

Following its adoption, the first quarter progress worksheet for the period ending 30 September 2025, will be made available on Councils website.

IMPLICATIONS

In accordance with section 174(3) of the *Local Government Regulation 2012,* Council must be presented with a written assessment of Council's progress towards implementing the Operational Plan on a quarterly basis.

CONSULTATION

Executive Leadership Team

Department Managers

BASIS FOR RECOMMENDATION

The Annual Operational Plan and associated quarterly reporting is a legislative requirement pursuant to the *Local Government Act 2009* and *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Assurance will arrange for the first quarter progress worksheet for the period ending 30 September 2025 to be published on Council's website.

Report prepared by:	**Report authorised by:**
DARREN FETTELL **Director Corporate Services**	DARREN FETTELL **Director Corporate Services**
Date: 30 October 2025	Date: 2 November 2025

ATTACHMENTS

- Attachment 1 – 2025-2026 AOP Progress Worksheet – First Quarter

REFERENCE DOCUMENTS

- 2025-2026 Annual Operational Plan
- 2023-2028 Corporate Plan

Corporate Plan Theme	Activity/Project/Initiative	Directorate	Business Unit	Quarterly Measures	Corporate Plan Link	1st Quarter Commentary - As at September 2025	Measure Tracking to Date
1. Leading and Enabling	1.1 TechnologyOne upgrade as part of Digital Strategy (30 June 2026). (Implementation of the Financial Supply Chain, Human Resources and Payroll, Enterprise Budgeting and Performance Planning modules for phase 1 of the TechnologyOne CiA upgrade for 1 July 2026 go-live)	Corporate Services	Information Systems	* Resources onboarded and configuration design completed, build commenced * Build completed, acceptance testing commenced * Testing completed * End user training completed	1.5 We will continue to develop the capability of Council, its people and technology, so it is responsive to the changing nature of work and ongoing needs of the community.	1. Resources onboarded (including Techncial Specialists to lead workstreams, Change Manager, Technical Director; Business Transformation Director. 2. Configuration design completed for all core workstreams (final sign-offs in progress). 3. Build underway for all core workstreams (HRP, Finance, SCM, EAM and Enterprise Budgeting). 4. Acceptance testing commenced on HRP.	Monitor
	1.2 Develop place-based community plans (30 June 2026)	Community Services	Engaged Communities	* Undertake social baseline mapping of 3 towns * Undertake social baseline mapping of further 6 towns * Undertake social baseline mapping of further 8 towns * Social baseline mapping of 17 towns completed	1.2 We will actively monitor, plan and advocate for the progressive futures of our communities.	* Data from the quality of life survey has been analysed and broken down by the 15 towns. * A baseline mapping template for the social infrastructure audit has been developed. This template will provide a structured approach to capturing facilities, services and community assets across individual towns. 3 towns will be mapped in Q2.	On Target
	1.3 Create Capability Development Strategy (30 June 2026)	Office of Chief Executive Officer	People and Capability	* Research current trends and futures of capability development * Complete draft strategy documentation * Stakeholder engagement workshops completion * ELT adoption of Capability Development Strategy	1.5 We will continue to develop the capability of Council, its people and technology, so it is responsive to the changing nature of work and ongoing needs of the community.	Research into current trends and futures of capability development completed.	On Target
	1.4 Flexible Workplace Framework Review (30 June 2026)	Office of Chief Executive Officer	People and Capability	* Review of current framework and supporting documents * Draft documentation completed * Stakeholder engagement workshops completion * Adoption of updated Flexible Workplace policy	1.6 We will continue to support responsive, agile, and flexible work practices that meet our productivity requirements.	Review of current framework and supporting documents completed.	On Target
2. Engaged Communities	2.1 Effluent Reuse - Sarchedon Drive and irrigation (30 June 2026)	Water and Waste	Planning and Projects	* Construction tender released * Construction commenced * Construction completed * New irrigation pipeline commissioned	2.5 We will support residents and visitors to activate assets which enable participation in an array of recreation and social pursuits across the region.	Sarchedon Dr recycled water pipeline design completed and construction project is currently out to market, tenders close Thurs 2 October. Sarchedon Dr Environmental Engineering Consultant for amendment to the current EA to include the proposed irrigation area is currently out to market, submissions close Fri 3 October. Recycled Effluent evaporator is currently out to market, tenders close Thurs 9 October. Cultural Heritage survey investigation over the entire proposed irrigation area was completed 25-27 September. Minimal culturally significant items found, which will be avoided by the works (7 x scar trees and a scattering of rock artifacts which were relocated on site)	On Target

	2.2 Continuation of Museum and Gallery prioritisation management (30 June 2026)	Community Services	Community Hubs	* Review of Clermont Museum documentation * Outsourcing digitisation of Clermont Museum records * Purchase of permanent collection for Coalface Arts Gallery (2 quarters)	2.5 We will support residents and visitors to activate assets which enable participation in an array of recreation and social pursuits across the region.	* Review of Clermont Museum documentation. Project has commenced with Queensland Museum and is predicted to be finalised by late February/early March. * Outsourcing digitisation of Clermont Museum records. Quotes are currently being sourced for the outsourcing of digitisation. * Purchase of permanent collection for Coalface Arts Gallery. John Henry Mills colonial era framed photographs (52 framed black and white re-printed photos) have been relocated from storage in St Lawrence for utilisation in the Coalface Gallery. 40 Iconic Isaac framed prints being for utilisation in Gallery in between other exhibitions.	On Target
	2.3 Implementation of Volunteer policy (30 June 2026)	Office of Chief Executive Officer	People and Capability	* Recruit and retain >12 volunteers across the region to different council functions.	2.2 We will support our communities to help themselves so that people and places are responsive, connected, cared for and safe.	Review of current policy complete. Engagement with Community Services team has commenced.	On Target
3. Progressive Economy	3.1 Develop an IRC Economic Development Action Plan 2026-2030 (30 June 2026)	Office of Chief Executive Officer	Economic Development	* Project development commenced * Key stakeholder engagement * Draft Action Plan presented to Council * Amendments incorporated, final Action Plan presented to Council and public notification	3.1 We will continue to advocate, promote and harness opportunities for existing, new and emerging industries to drive jobs, innovation and participation in the circular economy.	Economic Development Action Plan is on track for consultation before the end of the year and endorsement next year.	On Target
	3.2 Develop an IRC Tourism Action Plan 2026-2030 (30 June 2026)	Office of Chief Executive Officer	Economic Development	* Project development commenced * Key stakeholder engagement * Draft Action Plan presented to Council * Amendments incorporated, final Action Plan presented to Council and public notification	3.1 We will continue to advocate, promote and harness opportunities for existing, new and emerging industries to drive jobs, innovation and participation in the circular economy.	Tourism Action Plan is on track and will be rolled in to the Economic Development Action Plan to be presented as one function.	On Target
	3.3 Develop Small Business Innovation (30 June 2026)	Office of Chief Executive Officer	Economic Development	* Engage with key stakeholders and develop annual small business training plan * Minimum 4x Small Business event held in region	3.1 We will continue to advocate, promote and harness opportunities for existing, new and emerging industries to drive jobs, innovation and participation in the circular economy.	Small Business engagement is ongoing and currently we have 3 events to be delivered.	On Target
	3.4 Develop Small Business Capability (30 June 2026)	Office of Chief Executive Officer	Economic Development	* Establish baseline data and key reporting metrics for commencement of 2025/26 financial year, and report on key metrics per quarter: ABN registrations, business numbers, business by industry and movements	3.1 We will continue to advocate, promote and harness opportunities for existing, new and emerging industries to drive jobs, innovation and participation in the circular economy.	Baseline data currently being collected and will be considered for inclusion in draft Economic Development Action Plan consultation	On Target
	3.5 Implement Tourism Trail Strategy (30 June 2026)	Office of Chief Executive Officer	Economic Development	* Minimum 1 Tourism Trail marketed by IRC and MIT	3.5 We will encourage and promote increased consumer and business expenditure within the economy by locals, visitors, and businesses.	This has been rolled in to the Economic Development Action Plan and will be reported through there.	On Target
	3.6 Implement Country University Initiative (31 January 2026)	Office of Chief Executive Officer	Advocacy and External Affairs	* Demonstrated progress towards opening of Country University centres * Country Univerisyt centres operating in Moranbah and Clermont	3.6 We will facilitate the growth of in-region educational and vocational training opportunities to support current and emerging industries.	Project on track for delivery in early 2026.	On Target
4. Urban Design and Infrastructure	4.1 Middlemount Water Network Augmentation (30 June 2026)	Water and Waste	Planning and Projects	* Pipeline installation completed * Project completed; pipeline commissioned	4.6 We will provide reliable, sustainable water services, ensuring high-quality water supply and effective wastewater treatment.	The Middlemount water main and chlorine analyser were commissioned in September, with all works now complete. Practical Completion has been issued, and the project is in the finalisation stage, progressing ahead of schedule.	On Target

	4.2 Maintain a Contemporary Planning Scheme (30 June 2026)	Community Services	Planning and Environment	* Administrative, Minor and LGIP Amendment (interim) commenced * Administrative, Minor and GIP Amendment (interim) adopted * Planning Scheme Review Program prepared * Amendments progressing in accordance with Planning Scheme Review Program	4.1 We will undertake strategic land use, infrastructure planning and urban design activities in a financially sustainable manner that responds to growth and enhances liveability.	Administrative amendment adopted. Minor and LGIP Amendment progressing and anticipated to be adopted by June 2026.	On Target
	4.3 Deliver 12- month Action Plan to guide delivery of corporate emission reductions (30 June 2026)	Community Services	Planning and Environment	* Action Plan drafting commenced * Action Plan presented to Council * Action Plan implemented in accordance with deliverables and timeframes * Action Plan implemented in accordance with deliverables and timeframes	4.4 We will proactively respond to biodiversity loss, climate change and natural hazard risks.	Action plan drafting commenced and anticipated to be presented to Council by March 2026. Biosecurity Strategy Delivery Plan due to be presented to Council in October 2025.	On Target
	4.4 Delivery of Nagoa and Mackenzie River Flood Study (30 June 2026)	Community Services	Planning and Environment	* Procurement commenced * Flood Study progressing * Flood Study progressing * Flood Study completed	4.5 We will incorporate climate and natural disaster mitigation in the design and operation of Council's facilties and assets.	Contract awarded and inception meeting held in October 2025.	On Target
	4.5 Embed Volunteer "Good Samaritan" Roadworks Program (30 June 2026)	Infrastructure Services	Infrastructure	* Demonstrated uptake of landholder participation * Demonstrated uptake of landholder participation * Satisfactory update of landholder participation	4.2 We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.	Finalising risk assessment for traffic management	On Target
	4.6 Conduct Planning Study to assess Moranbah alternate access (1 March 2026)	Infrastructure Services	Infrastructure	* Scope of Works defined, consultant brief issues, consultant selected and engaged * Project kick-off meeting, site investigation and data collection * Preliminary concept development, Council endorsed	4.2 We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.	Consultant brief prepared, confirmation of offer and awarding to occur.	Monitor
5. Natural Assets	5.1 Kerbside Collection Contract Renewal (30 June 2026)	Water and Waste	Waste Services	* Workshop with Council on current service delivery *Draft documents * Tender released * Assessment and award	5.3 We will aim to improve resource recovery, recycling, and landfill diversion through improvements to our collection service and waste infrastructure and through regional partnerships.	Workshop has not occurred. Will book it in for the 2nd quarter.	Below Target
	5.2 Complete the Reef Guardians Council's Program-Activating Local Council's Reef Action Plans projects at Notch Point and St Lawrence (30 June 2026)	Community Services	Planning and Environment	* Projects being delivered in accordance with Funding Agreement * Projects being delivered in accordance with Funding Agreement * Projects being delivered in accordance with Funding Agreement * Projects being delivered in accordance with Funding Agreement	5.1 We will promote and encourage the protection, restoration, and improvement of our ecosystems through environmental stewardship, community incentives and education programs.	Projects being delivered in accordance with Funding Agreements.	On Target
	5.3 Review of community waste services provided	Water and Waste	Waste Services	* Prepare workshop materials and schedule Council briefing/workshop Workshop with Council on current community waste services provision in preparation for the 2026/27 budget	5.3 We will aim to improve resource recovery, recycling, and landfill diversion through improvements to our collection service and waste infrastructure and through regional partnerships.	Initial implementation of community waste services occurred in this quarter. Early data and information will be provided in the 2nd quarter, along with a communications strategy on Clean Up Australia Day by December 2025.	On Target
	5.4 Develop a Biosecurity policy as part of the delivery plan to provide our stakeholders with greater certainty in achieving their GBO (30 June 2026)	Community Services	Planning and Environment	* Draft Biosecurity policy commenced * Draft Biosecurity policy developed and work-shopped with elected members and internal stakeholders	5.2 We will responsibly manage our invasive plants and animals, human and wildlife conflicts and improve our environmental compliance.	Drafting has commenced	On Target
	5.5 Waste Management Strategy Review 2026-2031 (30 June 2026)	Water and Waste	Waste Services	* Data collation and workshop(s) held with Council * Draft endorsed by Council for community consultation * Community consultation submissions considered for final draft * Final draft complete	5.3 We will aim to improve resource recovery, recycling, and landfill diversion through improvements to our collection service and waste infrastructure and through regional partnerships.	Data collection has commenced. Workshops will be booked in the 2nd quarter.	Below Target
	5.6 Adoption of the IRC Stock Route Management Plan (30 June 2026)	Community Services	Planning and Environment	* Drafting of Stock Route Management Plan commenced * Drafting of Stock Route Management Plan progressing * Stock Route Management Plan adopted by Council	5.1 We will promote and encourage the protection, restoration, and improvement of our ecosystems through environmental stewardship, community incentives and education programs.	Drafting has commenced	On Target

	5.7 Dysart Waste Management Facility Repurpose to Transfer Station (30 June 2026)	Water and Waste	Planning and Projects	* Construction tender released * Construction commenced * Construction progress 35% achieved * Construction completed	5.3 We will aim to improve resource recovery, recycling, and landfill diversion through improvements to our collection service and waste infrastructure and through regional partnerships.	The construction cost estimate has come in significantly above the available budget. Following consultation, the Manager Waste Services has recommended a design review to ensure operational requirements are met and to identify potential cost savings. While this will add time and cost, operational risks remain manageable at this stage.	On Target
	5.8 Deliver an aerial culling program of feral pigs across the Isaac region (30 June 2026)	Community Services	Planning and Environment	* Aerial culling program developed * Aerial culling program delivered * Ongoing delivery and review undertaken of success of aerial culling program	5.6 We will understand the economic value of our environment and biodoveristy as we advocate for and improve the quality of our vibrant natural assets.	Ongoing delivery of aerial culling program progressing across Clarke and Lotus Creek region and through support provided to Whitsunday Regional Council.	On Target
6. Governance and Accountability	6.1 Commence Building Asset Condition Assessment (30 June 2026)	Infrastructure Services	Corporate Properties	* Scope of works completed * Engagement of consultant * Report received * Steps commenced for 2026/27 building remediation	6.3 We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.	Onsite inspections occurring and internal team developing skills in utilising the asset soft ware	On Target
	6.2 Conduct Corporate Policy Review (30 June 2026)	Corporate Services	Governance and Assurance	* New Corporate Governance Framework adopted by ELT * New template and content design rolled out to organisation * Overdue policies scheduled for review over next 24 months * First tranche of policies updated	6.8 We will continually review our processes and procedures to assess evolving risks and mitigate exposure to our organisation.	Changes to organisational structure have delayed first quarter progress. ELT meeting scheduled for 1 October 2026.	Monitor
	6.3 Develop Council's Longer-Term Financial Strategy (30 June 2026)	Corporate Services	Financial Services	* LTFP adopfted by EOFY 2025/26	6.3 We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.	A series of early strategic planning discussions are being held with Councillors to help inform the development of the 2026/27 budget. The outcomes from these Councillor Workshops will help inform the creation of the Long Term Financial Plan. The first draft of the LTFP will be available during quarter 4.	On Target
	6.4 Water rates review (30 June 2026)	Water and Waste	Business Services	* 1.Communication Plan developed 2.Meter Replacement Program tender complete * 1.Communication plan activities on track 2.Meter replacement property list in draft * 1.Communication plan activities on track 2.Meter replacements on track as per plan * 1.Communication plan activities on track 2.Meter replacement 2025/26 complete 3.Tech1 system updates complete	6.3 We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.	1. Communication Plan is drafted and is continuously being refined as the project progresses in consultation with BMC. 2. Tender is complete. Inception meeting complete with chosen supplier and timelines agreed.	On Target
	6.5 Undertake trade waste inspections (30 June 2026)	Community Services	Community Education and Compliance	* Inspection schedule developed and Category B premises prioritised * 20% of inspections completed * 75% of inspections completed * 100% of Category B inspections completed	6.3 We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.	Annual inspection schedule of Category B approval holders finalised. * Annual inspections commenced * 36% of inspections complete by Sept 2025.	On Target
	6.6 Undertake microchipping in March Program (30 June 2026)	Community Services	Community Education and Compliance	* Plan campaign and negotiate veterinary fees and participation: prepare promotional materials * Program delivered in March * Data collected and reviewed * Report on year-on-year uptake	6.2 Our governance framework will be responsive enough to support the changing needs of Council and our community	Microchipping in March 2026: * Free microchipping offered to registered dogs in March 2026 * Promotional material prepared * Commence plan to contact participating vets and negotiate associated fees.	On Target

	6.7 Undertake backflow prevention device testing (30 June 2026)	Community Services	Community Education and Compliance	* Annual testing schedule finalised * 30% of devices tested * 75% of devices tested * 100% tested and compliance data logged	6.1 We lead by example and epitomize our organisational values	Annual testing schedule is finalised. * device testing (380 IRC devices) has commenced *19.4% tests complete, on track to meet Q2 target	**On Target**
	6.8 Plan and deliver an approved systematic inspection program (a) Approved Systematic Inspection Program Clermont (b) Approved Selection Inspection Program - Non-Renewed - for remainder of Isaac Region (30 June 2026)	Community Services	Community Education and Compliance	* Prepare and present to the Council for a resolution to conduct the inspection * Public advertising and recruitment of survey staff * Onboarding, training and finalise implementation plan. Commence survey and undertake 50% of programmed inspections (accross both programs) * 100% of inspections delivered as per approved scope. Collate program data, undertake debriefing sessions, prepare and present to Council a report on the outcomes of the programs	6.4 We adopt best-practice decision-making that is transparent, accountable and represents the current and future interest of the region and it communities.	Targeted Inspection Programs - Systematic Inspection Program – Clermont (Commencing 2 March 2026 - 22 May 2026) Focus: Compliance with the Animal Management Act (Cats and Dogs) 2008, Local Law 1 (Administration) 2011 and Local Law 2 (Animal Management) 2011, particularly dog keeping practices. Selective Inspection Program – Region-wide (Commencing 2 March 2026 - 22 May 2026) Focus: Properties where dogs were registered up to 31 August 2025, but no renewal has been received. * Reports presented to Council for resolution on 7 October 2025. * Public advertising and collateral finalised; and * Commenced recruitment initiatives.	**On Target**

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Peta Eyschen
AUTHOR POSITION	Manager Governance and Assurance

9.5 NEW POLICY – COMPLAINTS MANAGEMENT POLICY – CORP-POL-058

EXECUTIVE SUMMARY

The purpose of this report is to propose an update to the policies relating to Council's Complaints Management Process and the way that Council deals with its Administrative Action Complaints.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Repeals the Complaints Management Process Policy (PECS-034).

2. Repeals the Administrative Action Complaints Policy (CGFS-117).

3. Adopts the new Complaints Management Policy (CORP-POL-013).

Resolution No.: CORP11/25-0015

Moved: Cr Vern Russell Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Repeals the Complaints Management Process Policy (PECS-034).

2. Repeals the Administrative Action Complaints Policy (CGFS-117).

3. Adopts the new Complaints Management Policy (CORP-POL-013).

Carried

BACKGROUND

Council is undertaking an update of policies, and the Complaints Management Process Policy was identified by internal and external audit as a policy requiring review.

Council has two current policies relating to complaints management. The Complaints Management Process Policy (PECS-034) and Administrative Action Complaint Policy (CGFS-117) were due for review in May 2016.

Pursuant to the obligation under section 268 of the *Local Government Act 2009* (**the Act**), the policies have been updated to reflect one policy which covers Council's approach to administrative action complaints and complaint management generally. This creates one 'source of truth' for audit and operational purposes.

The proposed Complaints Management Policy (CORP-POL-058) reflects the current requirements under the Act, the *Local Government Regulation 2012*, and the recently updated *Information Privacy Act 2016,* and other relevant legislation.

IMPLICATIONS

Council is required by legislation to adopt a policy regarding the way that Council deals with administrative action complaints and commitment to an effective and efficient complaints management process.

CONSULTATION

Consultation has occurred with key internal stakeholders including the Manager Community Education and Compliance, Manager Business Services, Coordinator Information Management, Coordinator Community Hubs, and Information Communication Technology Coordinator.

BASIS FOR RECOMMENDATION

The proposed policy ensures Council's compliance with relevant legislation.

ACTION ACCOUNTABILITY

The Manager Governance and Assurance is the owner of this policy and is responsible for actions relating to its administration.

KEY MESSAGES

Adoption of this policy shows Council's commitment to legislative compliance.

Report prepared by:	**Report authorised by:**
PETA EYSCHEN **Manager Governance and Assurance**	DARREN FETTELL **Director Corporate Services**
Date: 29 October 2025	Date: 31 October 2025

ATTACHMENTS

- Attachment 1 – Current Policy – Complaints Management Process Policy (PECS-034)
- Attachment 2 – Current Policy – Administrative Action Complaints Policy (CGFS-017)
- Attachment 3 – Draft Policy – Complaints Management Policy (CORP-POL-013)

REFERENCE DOCUMENT

- Nil

POLICY TITLE: **COMPLAINTS MANAGEMENT PROCESS**

POLICY NUMBER: **PECS-034**

CATEGORY: **Council Policy**

CLASSIFICATION: **Statutory**

Approved by Council	Meeting number and date
27 May 2014	27 May 2014
	Resolution number
	3658
Approved by CEO	27 May 2014
Effective date	**Review date**
27 May 2014	27 May 2016
Policy Author	
Customer Service	
Endorsed by	
Director Planning Environment and Community Services	
Responsible Position	
Program Leader Customer Service	

Current Incumbent	Contact number	Email address
Suzanne Johnson	**4846 3768**	**suzanne.johnson@isaac.qld.gov.au**

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1. Purpose

The complaints process is required under the Local Government Act 2009 (the Act) and includes the elements required by section 268(4) of the Act to be included in Council's General Complaints process. Furthermore, under Directive 13/06 Complaints Management Systems, issued by the Public Service Commissioner Queensland, in November 2006, the Complaints Management System must include policies and/or procedures.

2. Scope

The complaints process has been established for resolving complaints by affected persons about administrative action of the Isaac Regional Council (IRC) or an alleged minor breach by a Councillor of the Councillors Code of Conduct. However, the complaints process does not apply to a complaint:

- That could be made under s.48 of the Act about competitive neutrality issues
- About official misconduct that should be directed to the Crime and Corruption Commission
- Made under the Public Interest Disclosure (PID) Act 2010
- About a meeting breach, a repeat breach or a statutory breach under the Councillors Code of Conduct

Objectives

The complaints process is established with the following objectives:

- Fair and Objective: All complaints are considered on their merits and IRC is consistent in the treatment of complaints about decisions and other administrative actions of the IRC and complaints about minor breaches
- Easy and Accessible: The complaints process is available on IRC's website and upon request, is easy to understand, and assistance will be provided to people with language and communication difficulties
- Continuous Improvement: IRC recognises that complaints provide an opportunity to identify areas of improvement in IRC's administrative practices while also increasing the awareness of the complaints process for IRC staff and the community. This will help build the capacity of staff to effectively manage complaints in an environment of continuous improvement
- Confidential: Complaints are handled in accordance with the Information Privacy Act 2009 and IRC's information management policies
- Transparent and Accountable: The reasons for decisions and outcomes are made available to the complainant, subject to statutory provisions, along with advice of other avenues of review, thereby enhancing the community's confidence in the complaints process
- Effective and Efficient: The complaints process addresses the specific issues raised by the affected person and results in the correct outcome and appropriate redress. IRC will respond to complaints promptly, professionally and efficiently, with training being provided to the appropriate officers

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Policy Commitment

IRC intends to provide a level of customer service (see the attached IRC's Customer Charter) to minimise complaints, but acknowledges the rights of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.
The complaint process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

IRC commits to providing adequate resources and trained officers to deal with complaints and to record and analyse complaints data.

To this end, IRC will endeavour to ensure that:

- Anyone who is dissatisfied about a decision or other action of IRC, a IRC officer or a Councillor, can easily lodge a complaint
- Complainants:
  - Are provided with information on the complaints process and, if necessary, assistance to make their complaint
  - Are responded to quickly as possible and in accordance with the timeframes set out in the complaints process
  - Will not suffer any reprisal from IRC or its officers for making a complaint
- Complaints are:
  - Assessed in terms of its seriousness, safety implications, complexity and degree of urgency
  - Properly monitored with a view to continuous improvement of IRC's business process
- IRC officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of IRC's administrative practices

If a complainant is not satisfied that a complaint has been satisfactorily resolved, he/she will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

3. Definitions

Term	Meaning
Administrative Action	An action of IRC about a matter of administration, including each of the following: (i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision (ii) an act, or a failure to do an act (iii) the formulation of a proposal or intention (iv) the making of a recommendation; and is made by an affected person

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Term	Meaning
Affected Person	A person who is apparently directly affected by an administrative action of a local government
CEO	Chief Executive Officer
Complainant	Affected person or organisation making a complaint
Complaint	An expression of dissatisfaction by a person regarding: a) a decision or other action of IRC b) a product or service offered or provided c) an alleged minor breach
Complaints Management Process	The statutory complaints process described in section 268 of the Act (the complaints process)
IRC	Isaac Regional Council
Director	IRC Director who is generally responsible for various functions of the IRC and who reports directly to the CEO
Minor Breach	A minor breach by a Councillor of the Councillors Code of Conduct
Request for Service	A request for IRC to take action to satisfy the needs of a customer or ratepayer. This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information
Senior Executive Staff	CEO, Directors and all Managers
The Act	Local Government Act 2009

4. Policy Provisions

4.1 Framework

The framework outlined in Appendix 2 describes the model adopted by IRC for handling complaints.

4.2 Preliminary Procedures

Preliminary Procedures Before a Complainant Can Make a Complaint

This section applies if a person makes a complaint about an administrative action of IRC or a minor breach.

When a person makes a complaint without having contacted the relevant section of IRC (or the Councillor in question in relation to a minor breach) to try to resolve the complaint, the person may be required to take the initial step before the complaint will be registered and dealt with under the complaints process.

If the complaint is not resolved by the relevant section or with the relevant Councillor, the complaint will be dealt with in accordance with the complaints process.

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Compliance with this section is not a pre-requisite to the submission of a formal written complaint under the complaints process where it is clear on the face of the document that a complaint has been made. In those circumstances the complaint will be dealt with under the complaints process, unless it is earlier resolved to the complainants satisfaction or is withdrawn by the complainant.

Methods of Making a Complaint

A complainant may make a complaint in any of the following ways:

- Telephone: 1300 472 227 (8.30am to 5.00pm Monday to Friday)
- Post: PO Box 97, MORANBAH QLD 4744
- Email: records@isaac.qld.gov.au
- Online: www.isaac.qld.gov.au

All written and electronic complaints must be addressed to the CEO. The complainants name and contact details must be identified so IRC can contact the complainant as required by the Act.

If an oral complaint is received the CEO, or delegate, may request that the complaint be put in writing if it is of a complex nature or contains complex material.

The IRC officer who receives an oral complaint must record details in the Complaints Recording System and, if the complaint is not resolved to the complainant's satisfaction, refer the complainant for action under the complaints process.

All written complaints will be referred to the CEO, or delegate, who will arrange for the complaint details to be recorded in the Complaints Recording System.

If necessary, assistance may be provided by an IRC officer to a complainant on how to make a complaint, including how it should be documented. The aim is to clarify the matter of concern to the complainant and the outcome/s sought.

If a complainant requires interpreter services, or has special needs, the complainant will be referred to the appropriate IRC officer who will provide advice or arrange to provide assistance, to the extent practicable.

Complaints by Agents

If a complaint is lodged on behalf of a person by a professional advisor, (solicitor or accountant) IRC will respond directly to that advisor.

If a complaint is lodged by a person as agent for an affected person, IRC will respond directly to the affected person, not the agent, unless a letter of authority is provided indicating the agent is acting on behalf of the affected person and IRC considers that the appointment as agent has validity.

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4.3 Complaints Process

Process Selecting and Appointing Complaints Officer to Investigate

IRC by resolution may:

- Select and appoint the CEO as a complaints officer for the internal review of any complaint, subject to section 257 of the Act
- Delegate to the CEO the power to select and appoint a person or persons to be a complaints officer to investigate complaints

The CEO may delegate his/her powers to another employee of IRC under section 259 of the Act. The investigation is to be undertaken either by way of internal review or external review.

Internal Review

Internal review of a complaint will be conducted where the administrative action in question was undertaken by IRC officer. The review will be conducted by the CEO, or an officer appointed by the CEO or the CEO's delegate, as the complaints officer for the complaint. The complaints officer must not be less senior than the officer who took the administrative action that is being reviewed.

External Review

External review of a complaint will be conducted where the administrative action in question was taken by:

- IRC, or a committee of IRC, at a meeting
- The Mayor or the Chair of a standing committee acting under statutory or delegated authority
- The CEO
- An IRC officer and the requirement that an internal review be conducted by a IRC officer who is less senior that the officer who took the administrative action cannot be met (for whatever reason)

External review will also be conducted for a complaint about a minor breach.

Appointment of reviewer

The CEO, or delegate, will:

- Assess the nature of the complaint and determine whether the complaint is to be investigated by means of internal or external review
- Based on the review criteria, appoint a suitable person as the complaints officer for the complaint from a panel established by the CEO (for internal reviews) or IRC (for external reviews) for that purpose
- Give the person appointed as the complaints officer an instrument of appointment that also stipulates the date by which the complaints officer must complete the report on the investigation if the complaint is not earlier resolved to the complainant's satisfaction or is withdrawn by the complainant

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The person appointed as a complaints officer for a complaint must have the:

- Appropriate knowledge, qualifications, skills and experience, including:
  - Relevant investigative, analytical and report-writing skills, to conduct an investigation into the complaint, make findings, formulate recommendations (where appropriate)
  - Ability to prepare a report on the outcome of the investigation for consideration by IRC or its delegate.

The complaints officer appointed to investigate a complaint by way of internal or external review must not have been involved with the administrative action or alleged minor breach in question.

Sending Complaints to, Investigation by, the Complaints Officer

The CEO, or officer authorised by the CEO, after the oral or written complaint has been recorded, will arrange for the complaint and other materials, including relevant documents from IRC records, to be forwarded to the complaints officer for assessment of the complaint as soon as practicable after the officer's appointment.

The request to investigate the complaint must indicate the timeframes for dealing with the complaint.

The timeframes for dealing with a complaint will depend on an assessment of the following factors by the CEO or authorised officer:

- The urgency of the situation in terms of loss or damage likely to be suffered if the complaint is not quickly resolved
- The likelihood that the complaint can be quickly resolved
- The complexity of the complaint issue/s
- Whether the complaint requires internal review or external review in accordance with the criteria for the selection of a complaints officer for the complaint as set out in the complaints process

In general terms IRC will endeavour to meet the following timeframes for dealing with a complaint for:

- Urgent matters, within fifteen (15) working days
- Non-urgent complaints that are not considered to be complex or where the complaint is to be investigated under the internal review mechanism, within thirty (30) working days
- Complex complaints or where the complaint is to be investigated under the external review mechanism, within forty five (45) working days

If the nominated timeframes for dealing with a complaint cannot be met for any reason, the CEO or delegate may, once only, extend the time for dealing with the complaint and notify the complainant in writing of the extension before the expiry of the initial timeframe. In determining any extension of time, the CEO, or delegate, must consult with the complaints

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officer to fix a date that is reasonable in all the circumstances, but in no case more than (3) months from the date the complaint was received by IRC.

The complaints officer will acknowledge receipt of the complaint and any other material, indicating the date of receipt.

If a complaint is resolved to the complainant's satisfaction before it is sent to a complaints officer for investigation, written notice that the complaint has been resolved will still be given to the complainant.

As a condition of appointment, an external reviewer is required, when forwarding his/her investigation report to the CEO, to return all records and documents relating to the investigation.

The timeframes for dealing with a complaint is measured from the date of receipt of a complaint to the date the complainant is informed of the outcome of the complaint.

Opportunity for Complainant to Provide Further Information about the Complaint

The complaints officer will invite the complainant to provide further information after the initial assessment of the complaints material to assist in fully understanding the complainant's concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought by the complainant.

Seeking further information from the complainant at this stage of the complaints process may be undertaken by informal means such as telephone, e-mail or face-to-face discussion. The complaints officer will record a fair summary of any oral information received and have the complainant sign the summary document to indicate that it accurately reflects the information provided by the complainant.

The complaints officer will attempt to resolve the complaint informally, for example, by providing an explanation for IRC or the Councillor's action in the particular case. A complaint may be resolved or withdrawn by the complainant at any time during the complaints process. A complaint is taken to be resolved to the complainant's satisfaction, or is taken to be withdrawn, only if the complainant gives written indication to that effect to the complaints officer. Written notice that the complaint has been resolved, and the general manner in which it was resolved, will be given to both IRC and the complainant.

If, in the opinion of the complaints officer, a resolution of a complaint about an administrative action merely involves rectification of an obvious error or a remedy of a similar nature, the complaints officer will discuss the issue with the relevant IRC officer with a view to resolving the complaint.

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Grounds for Refusal to Investigate Complaint

In assessing a complaint (including any further information provided by the complainant) the complaints officer will consider whether there is a statutory ground on which the complaint may be refused. The complaints officer may refuse to investigate a complaint or, having started to investigate a complaint, refuse to continue the investigation if the officer reasonably considers that the:

- Complaint is trivial
- Complaint concerns a frivolous matter or was made vexatiously
- Complainant does not have a sufficient direct interest in the administrative action or alleged minor breach the subject of the complaint

- Both of the following apply:
  - The complainant has a right of appeal, reference or review, or another remedy, that the person has not exhausted
  - It would be reasonable in the circumstances to require the complainant to exhaust the right or remedy before the officer investigates, or continues to investigate, the complaint
- Circumstances with investigating the complaint is unnecessary or unjustifiable

A right or remedy does not include a right to make an application to the Supreme Court under the Judicial Review Act 1991.

The complaints officer will give both IRC and the complainant written notice of a decision made by the officer to refuse to investigate the complaint, or to continue the investigation, and the reasons for the decision.

Investigating a Complaint

The investigation of a complaint will be undertaken by the complaints officer in an independent, impartial and objective manner. A complaints officer may, if the officer considers appropriate in the circumstances, undertake mediation between the parties with a view to resolving a complaint, but will not act as an advocate for either the complainant or IRC or for any council officer or Councillor the subject of the complaint.

The investigation of a complaint will typically involve the following stages:

- Preparation of an action plan for conducting the investigation;
- Information gathering, including discussions and interviews with the complainant, IRC personnel and third parties (where relevant) and examining relevant laws and IRC policies and procedures
- Analysis of all relevant information obtained
- Formulation of a report including findings and any recommendations for IRC consideration

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- Preparation of a report on the results of the investigation or the outcome of the complaint if it was resolved during the complaints process or was withdrawn by the complainant

The complaints officer will adhere to the following principles when conducting an investigation of a complaint:

- Procedural fairness/natural justice
- Establishment and maintenance of a complete document trail (to facilitate any subsequent review that may be undertaken of the investigation conducted by the complaints officer)
- IRC and other policies are designed for administrative guidance only, and should not be rigidly applied irrespective of the merits of a particular case. An administrative policy may be departed from if the merits of a particular case warrant that course of action
- Lawfulness of a particular action is not necessarily decisive of the issue in dispute. The complaints officer will also assess whether the action was unfair, unreasonable or wrong
- The civil standard of proof applies for administrative investigations. This means that allegations have to be established on the balance of probabilities, that is, it must be more probable than not that the allegation is made out
- Confidentiality about the investigation must be maintained to the extent that it can be reasonably achieved, subject to other legal requirements about the disclosure of information

Obligation of Complaints Officer on Completion of Investigation

If a complaint is not resolved during the investigation process to the satisfaction of the complainant or is withdrawn by the complainant, the complaints officer will give IRC and the complainant a written report on the results of the investigation and any recommendations. The complaints officer must give the report to both IRC and the complainant within the time stipulated in the instrument of appointment, subject to any approved extension of time.

The report will typically address the following matters to the extent each matter is relevant in the particular case:

- The complaint issue/s
- A concise summary of the material facts and circumstances of the matter
- Any relevant legislation
- Any relevant IRC or other policy
- Persons interviewed and/or consulted and relevant information obtained during any interviews and consultations
- Results of any relevant research
- Analysis of complaint issues to the extent necessary
- Findings on material questions of fact and law
- Whether the complaint is sustained and reasons for that finding
- If the complaint is sustained, any recommendation/s to IRC to redress the complainant's grievance, whether by way of benefit to the complainant and other affected persons (if

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any) and/or systemic improvements to IRC administrative practice with a view to preventing a recurrence of similar complaints.

The report will contain any recommendations that the complaints officer considers to be appropriate in the circumstances. In some cases, it will be appropriate to make a recommendation for procedural improvements even where the complaint has not been sustained. A recommendation may relate to:

- A specific remedy or remedies that is/are available under section 268 of the Act to redress the complainant's grievance
- The proposed amendment of a relevant IRC policy, procedure or practice to address any systemic issue raised by the complaint with a view to preventing similar complaints in the future

Remedies

IRC has adopted a range of remedies for addressing administrative actions that it considers to be unfair and wrong. Remedies include, but are not limited to:

- An explanation for the action in question
- An admission of fault
- An apology
- Revocation or amendment of the decision
- Rectification, including repairing, replacing the matter in dispute
- Revision of relevant policy, procedure or practice
- Provision of technical assistance
- Reimbursement of costs incurred as a result of the action in question
- Financial compensation, including an *ex-gratia* payment
- Waiver of debt

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

One or more of the above remedies may also be applicable where IRC decides that a Councillor has committed a minor breach, in addition to any penalty imposed by the IRC by resolution under section 177 of the Act.

Report about an Administrative Action

A complaints officer's report prepared under section 268 of the Act of the complaints process, including any recommendation(s), on a complaint about an administrative action will be considered by:

- IRC by resolution if the administrative action in question was taken by:
  - IRC, or a committee of IRC, at a meeting
  - The Mayor or the Chair of a standing committee acting under statutory or delegated authority

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  - The CEO
  - Another IRC officer where the requirement that the complaints officer be no less senior than the officer who took the administrative action, cannot be met
- The CEO under delegated authority if the administrative action in question was taken by a senior officer who reports directly to the CEO
- Another IRC officer under delegated authority if the administrative action in question was taken by a IRC officer who is not more senior that the delegate

A IRC officer exercising delegated authority to deal with the complaint, by accepting or rejecting the findings of the complaints officer, has authority to provide any lawful remedy for the complainant that is available under section 268 of the Act (excluding remedies 8, 9 and 10), irrespective of whether the remedy has been recommended by the complaints officer. The appropriateness of remedies 8, 9, and 10 will be confirmed by IRC resolution.

Where the complaints officers' report includes a recommendation that a suitable policy is made to address the complaint issue, or an existing policy be appropriately amended, the recommendation will be referred to the IRC for consideration by resolution.

Report about a Minor Breach

If the complaints officer who investigated a complaint about a minor breach gives a report to the local government stating that the complaint has not been resolved through the complaints process, the report will be dealt with by IRC by resolution under section 177 of the Act.

When IRC considers a report, it must:

- Decide by resolution under section 177 of the Act to take no further action in relation to the complaint if satisfied the complaint concerns a frivolous matter or was made vexatiously
- Have regard to the complaints officers' report about the matter, decide whether the Councillor in question has committed the alleged minor breach.

In deciding whether the Councillor has committed a minor breach, IRC must comply with the principles of natural justice and, at the least, afford the Councillor an opportunity to make a submission on whether the breach was committed. If IRC decides the Councillor committed the minor breach it must then give the Councillor an opportunity to make a further submission on whether a penalty should be imposed and the nature of the penalty, being one of the actions that may be taken under section 177 of the Act, namely:

- Take no further action in respect of the breach
- By resolution, impose a penalty on the Councillor under section 177 of the Act
- If it considered the breach may be a repeat breach of the Councillors Code of Conduct, refer a complaint about a repeat breach to its conduct review panel for review

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If IRC is of the view that a complaint about a minor breach was frivolous or made vexatiously, it may give notice to the complainant under section 177 of the Act that if the complainant makes the same (or substantially the same) complaint, he/she commits an offence for which the maximum penalty is 10 penalty units.

Notice to Complainant about Outcome of Complaint

Written notice of the outcome of a complaint will be given to the complainant following IRC consideration of, and decision on, the complaints officer's report and recommendations (if any).

The notice to the complainant will generally include the following advice:

- Whether the complaint is sustained
- If the complaint is not sustained, the reason for the decision
- If the complaint is sustained:
  - Any remedy to be made available to the complainant
  - If applicable, the circumstances and timeframe in which the remedy will be made available
  - Whether the investigation identified the need to revise IRC policy, procedure or practice to prevent similar complaints arising, details of the proposed revision and the timeframe for implementation

Implementation of Remedy

IRC, through the CEO or delegate, will take action in a timely manner to implement any remedy to be made available to a complainant and/or any revision of its policy, procedure or practice.

IRC Review if Complainant Dissatisfied with Outcome of Complaint

If a complainant is dissatisfied with the outcome of the consideration of the complaints officer's report and any recommendations, the complainant may request in writing a review of the decision on the complaint. The complainant may submit new information with the request for review and seek reconsideration of the complaint on the basis of the new information or on any other basis.

IRC will:

- Undertake the review as requested and advise the complainant accordingly
- Decline the review on the basis that the complainant has not provided any reasonable basis for the review

Any review undertaken will generally be in accordance with the complaints process. The reviewer will be independent of the original decision maker and the complaints officer.

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4.4 Review by Ombudsman or Other Complaints Entities

Review by Other Complaints Entities

If IRC decides not to undertake a review, it will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant complaint entity (giving contact details). The Ombudsman is an independent officer of the Queensland Parliament and cannot be directed by the Government or any person or entity about how to investigate your complaint. The Ombudsman's role is to impartially investigate complaints made about the decisions of the State's public agencies to ensure those decisions are lawful, fair, reasonable and correct. (www.ombudsman.qld.gov.au)

Reporting on Complaint Trends

Every six (6) months, commencing from the date the complaints process commenced, the CEO, or delegate, will complete a report on all complaints (oral and written) received through the complaints process, being complaints about administrative actions of IRC and complaints about alleged minor breaches of the Councillors Code of Conduct.

The report will include details for the particular six (6) months and the financial year to date and, to the extent details are available, draw comparisons with corresponding periods for the two (2) immediate preceding financial years.

Each report will set out:

- Details of complaints received and resolved during the period
- Whether timeframes were met
- How each complaint was dealt with (pre-complaint stage, by complaints officer, IRC decision on complaints officer's report, or still not resolved to complainant's satisfaction)
- A brief description of the outcome, including any remedy given to a complainant
- Details of any service delivery or business improvements that have been effected as an outcome of IRC consideration of complaints

The report will also:

- Contain details of any systemic issues that have been identified and/or whether there is any trend in the complaints received
- Suggest whether any other action should be taken to change service delivery and/or improve business activities, services, systems and staff skills

The CEO will discuss the report with the senior executive staff and will thereafter submit it to IRC for consideration, together with any comments from the senior executive staff.

Particular information relating to the complaints management process will be provided in IRC annual report, as required under section 187 of the Local Government (Finance, Plans, and Reporting) Regulations 2012.

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4.5 Responsibility

Senior Executive Staff

The senior executive staff will:

- Encourage excellence in customer service by IRC officers
- Ensure that all IRC officers are aware of and implement the complaints process in the manner intended by the IRC
- Foster an environment where complaints management is the responsibility of all IRC officers
- Ensure any necessary training is provided, on the complaints process, conducting an investigation of a complaint, conflict management and customer service skills

Supervisors

Each supervisor will ensure that:

- All IRC officers under the supervisor's management and control are aware of their role in customer service and responsibility for complaint management
- Service standards are met

IRC Officers

All IRC officers:

- Are required to observe the complaints process
- Wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaint process

Evaluation and Review of the Complaints Process

IRC will conduct an annual review audit of the complaints process.

The review audit will evaluate the performance of the complaints process and will consider the following aspects, where necessary:

- Accessibility: whether the complaints process is readily available to members of the community and is user-friendly
- Timeliness: whether timelines for responding to complaints have been met and, if not, remedial action proposed
- Satisfaction: as evidenced by any complaint about the complaints process
- Compliance: by considering reports on the operation of the complaints process

The complaints process will be amended in terms of any adopted recommendation arising from the review

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5. Communication Channels

This policy with be communicated throughout IRC via:

- An announcement on the IRIS intranet
- Online policy Library

6. References and Related Documents

- Directive 13/06 Complaints Management Systems, issued by the Public Service Commissioner, Queensland, in November 2006
- Information Privacy Act 2009
- International and Australian Standard AS ISO 10002 – 2006
- Local Government (Finance, Plans and Reporting) Regulations 2012
- Local Government Act (LGA) 2009
- Local Government Operations Regulation 2010
- The Ombudsman's Office
  - Complaints Management fact sheets
  - Developing Effective Complaints Management policy and procedures

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Document Set ID: 2216961
Version: 1, Version Date: 15/09/2017

POLICY TITLE: **ADMINISTRATIVE ACTION COMPLAINTS**

POLICY NUMBER: **CGFS-117**

CATEGORY: **Council Policy**

CLASSIFICATION: **Statutory**

Approved by Council	Meeting number and date
22 July 2014	22 July 2014
	Resolution number
	3713
Approved by CEO	22 July 2014
Effective date	**Review date**
26 May 2014	26 May 2016
Policy Author	
Governance and Corporate Services	
Endorsed by	
Director Corporate Governance and Financial Services	
Responsible Position	
Senior Manager Governance and Corporate Services	

Current Incumbent	Contact number	Email address
Aaron Johansson	**4846 3549**	**aaron.johansson@isaac.qld.gov.au**

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Document Set ID: 2216940
Version: 1, Version Date: 15/09/2017

1. Purpose

Isaac Regional Council (IRC) is required to have an administrative actions complaints process in place to deal with complaints received. This includes administrative action of Council, a decision or failure to make a decision, failure to provide a written statement of a reason for a decision, failure to do an act, formulation of a proposal or intention and making of a recommendation. It will ensure compliance with provisions of the Local Government Act 2009 and Local Government Regulation 2012 and guide Council and its employees in resolving and learning from administrative action complaints.

2. Scope

The administrative action complaints policy has been developed in accordance with the requirements of the Local Government Act 2009 (the Act) for resolving complaints by affected persons about administrative actions of Council.

However, the administrative action complaints policy does not apply to a complaint:

- That could be made under Chapter 3 of the Act about competitive neutrality issues
- About official misconduct that should be directed to the Crime and Misconduct Commission
- Made under the Public Interest Disclosure Act 2010
- That is a customer request for information or a request made to Council for some action to be taken on behalf of a customer
- That is about a member of staff

3. Definitions

Term	Meaning
Administrative action	an action by Council about a matter of administration
Administrative Action Complaints	statutory complaints process described in Chapter 7, Part 6 of the Act
Affected person:	a person who is directly affected by an administrative action of Council
CEO	Chief Executive Officer
Complainant	affected person or organisation making a complaint
Complaint	expression of dissatisfaction by a person regarding a decision or other action of the Council either in writing or verbally
Complaints Officer	officer appointed by Council for the internal review of any complaint
Council Officer:	includes a permanent, temporary, casual or contract member on the Council staff
Director	Head of Directorate who is responsible for various functions of the Council and who reports directly to the CEO
Executive Leadership Team (ELT)	CEO and all directors
IRC	Isaac Regional Council

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Term	Meaning
Request for Service	request for the Council to take action to satisfy the needs of a customer or ratepayer
The Act	Local Government Act 2009

4. Policy Statement

Council intends to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or decisions.

The administrative action complaints policy has been developed to ensure that every complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements), and in a manner respectful to the complainant in accordance with Council's customer service charter. Council commits to providing adequate resources and trained officers to deal with complaints and to record and analyse complaints data.

4.1 Policy

The following objectives have been established for Council's complaint handling activities:

- To be fair, efficient and consistent in the treatment of complaints about decisions and other administrative actions of the Council
- Implement an administrative action complaints policy that is easy to understand and is readily accessible to all
- Detect and rectify administrative errors
- Identify areas for improvement in Council administrative practices
- Increase awareness of the administrative action complaints policy for Council staff and the community
- Enhance community confidence in the complaints process, and the reputation of the Council as being accountable and transparent
- Build the capacity of staff to effectively manage complaints in an environment of continuous improvement

4.2 Process for selecting and appointing a complaints officer to investigate complaints

Council may:

- Select and appoint the CEO as a complaints officer for the internal review of any complaint
- Delegate the CEO the power to select and appoint a person or persons investigate complaints
- The CEO may delegate powers to another employee of the Council

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4.3 Review of policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced
- Other circumstances that occur, actioned by a resolution of Council

5. Communication Channels

The administrative actions complaints policy will be communicated throughout the Council via:

- An announcement on the IRIS intranet
- Online Policy Library

6. References and Related Documents

- Local Government Act 2009 Section 268
- Local Government (Operations) Regulation 2012, Chapter 9, Part 4, Section 306
- Local Government (Finance, Plans and Reporting) Regulation 2012, Section 187
- Australian Standard AS-ISO-10002-2006 Customer satisfaction—Guidelines for complaints handling in organizations
- Model Complaint Policy: Department of Local Government, Planning, Sport & Recreation

7. Acknowledgement

Mackay Regional Council, Queensland

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POLICY

COMPLAINTS MANAGEMENT POLICY

POLICY NUMBER	CORP-POL-013	**DOC.ID**	TBA
CATEGORY	Council Policy		
POLICY OWNER	Manager Governance and Assurance		
APPROVAL DATE	Insert	**RESOLUTION NUMBER**	Insert

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OBJECTIVE

The objective of this policy is to establish a complaints management policy for Council which complies with the obligations set out in section 268(4) of the *Local Government Act 2009* and other State legislation.

SCOPE

This policy **applies** to complaints made to Council about:

- an administrative action of Council (an Administrative Action Complaint),
- a disputed Penalty Infringement Notice (PIN waiver request),
- a breach of privacy,
- the non-protection of human rights, and
- fraud or corruption by Council officers, including the CEO.

This policy **does not apply** to:

- requests for service (see Request for Service Procedure)
- complaints made under the *Public Interest Disclosure Act 2019* (see Public Interest Disclosure Policy),
- complaints about Councillors (see Councillor Conduct Policy),
- complaints about Council employee behaviour or non-fraudulent conduct (see Code of Conduct)
- complaints by Council employees regarding work conditions (see Code of Conduct),
- complaints about a breach of competitive neutrality principles (see Competitive Neutrality Policy),
- requests for review of a decision to reject an insurance claim (see Claim and statement of claim | Queensland Courts),
- requests for review of a decision made under the *Animal Management (Cats and Dogs) Act 2008* and reviewable on application to the Queensland Civil and Administration Tribunal (QCAT), or
- request for an internal review under the *Right to Information Act 2009*.

DEFINITIONS

The following terms are used in this policy. Definitions and examples of these terms as follows:

TERM / ACRONYM	MEANING
Accepted Complaint	Is a complaint which has been received and acknowledged as a complaint which requires formal investigation by a supervisor, the

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	Governance and Assurance Department, or the Office of the Chief Executive Officer.
Administrative Action Complaint (**AAC**)	Has the meaning as defined in Section 268(2) of the *Local Government Act 2009* and can only be made by a person affected by the original decision. Examples of an AAC are: a complaint that a request for service has not been actioned, a request to waive a Penalty Infringement Notice, a complaint that Council did not follow its policy when making a decision.
Affected Person	Is a person who is apparently directly affected by a decision of Council
Anonymous / Anonymously	Is a person who makes a complaint to Council without disclosing their identity to Council.
Assessing Officer	An officer nominated in the complaints categorisation table in this policy and delegated by the CEO to assess the merits of a complaint for investigation under this policy.
CEO	Is the Chief Executive Officer of Council
Complainant	Is a person who makes a complaint to Council about a decision, action or inaction of Council.
Decision Making Officer	An officer nominated in the complaints categorisation table in this policy and delegated by the CEO to assess the merits of a complaint for investigation under this policy.
Internal Review	An informal term which can be used interchangeably with an AAC. Council does not have a formal internal review process outside this complaints management policy, however, a supervisor can choose to conduct an internal review of any original decision.
Investigating Officer	An officer nominated in the complaints categorisation table in this policy and requested to review original decisions under this policy.
Original Decision Maker	The employee, including the CEO, who made the decision which is subject to a complaint.
Penalty Infringement Notice (**PIN**)	A notice or ticket issued by Council for a breach of a local law, or a breach of a law which Council is responsible for enforcing. Examples of a PIN are a parking infringement notice, an overgrown allotment infringement notice, or an unregistered dog infringement notice.

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Receipting Officer	An officer who receives a complaint from a complainant.
Request for Service (**RFS**)	A formal or informal notification from the public asking for a service to be delivered, an issue to be fixed, or support to be given relating to a Council problem. Examples of an RFS are notifying of a pothole or road issue, complaining about excessive dog barking or an animal attack, requesting a waste bin replacement or that a park be mowed.

POLICY STATEMENT

Council's Position

Council is committed to a transparent, efficient and effective complaints management process. This means that Council will act in a way which is fair, ensures that complainants are given natural justice and procedural fairness, and that decisions will withstand internal and external scrutiny.

Council promotes regular internal review of decisions made in their departments to minimise the need for formal complaints to be made.

Council's Process (section 306(2)(a) *Local Government Regulation 2012)*

Council's complaint process will be as follows:

- Receipt. Any employee can be a receiving officer and take a complaint; however, where possible, a complainant will be encouraged to speak with a customer service officer or directed to Council's website to fill out a complaint form.
- Referral. The receiving officer will refer the complaint to the assessing officer.
- Acknowledgement. The assessing officer will acknowledge that the complaint was received and assess the complaint.
- Assessment. The assessing officer will use the complaint assessment criteria to determine whether the complaint should be an accepted complaint or refused for further investigation. The complainant will be advised if more information is required.
- Assessment Outcome. The assessing officer will advise the complainant of the decision to accept the complaint for investigation, or to refuse to investigate the complaint. If an accepted complaint, a projected time for the investigation and determination will also be given, and the matter referred to the investigating officer. If a refused complaint, a review right of the decision to refuse to investigate further will be provided.
- Investigation. The investigating officer will conduct an investigation into the accepted complaint.

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- Decision. The investigating officer will decide the accepted complaint based on the outcomes of the investigation.
- Notice. The investigating officer will advise the complainant of the decision and reasons for making the decision.
- Review. At the time of the notice, the complainant will be advised of any external review rights.

Council/s Principles (section 306(3)(b) *Local Government Regulation 2012*)

- Council will attempt to resolve a complaint informally, and as quickly as possible, when able.
- Council will provide a proposed timeline for any investigation and resolution of an accepted complaint.
- Council will give timely updates when an investigation is taking longer than initially expected.
- Council will give reasons for decisions made under this policy, unless the complaint was made anonymously.
- Council will advise complainants of any external review rights associated with decisions associated made under this policy.
- Council will ensure that a complaint is not reviewed by the original decision maker.
- Council will investigate the merits of all complaints equally, fairly, and in confidence.
- Council will combine written and/or verbal advice to the complainant wherever possible.

Council's Assessment (section 306(3)(c) *Local Government Regulation 2012*)

The following criteria will be considered when assessing whether to accept a complaint for investigation:

- Whether the complaint is trivial, frivolous, or was made vexatiously,
- Whether the complainant is an affected person of the original decision,
- Whether the complaint can be sufficiently investigated with the information provided,
- Whether the complaint has been investigated previously, and the time between those complaints,
- Whether the complainant has another review right or avenue of appeal (including court review),
- Whether the complaint would be more appropriately investigated after another review right or avenue has been completed, and
- Whether the potential complaint outcome would justify the substantial or unreasonable diversion of Council resources for an investigation.

Council's Responsibilities (section 306(4) *Local Government Regulation 2012*)

All employees of Council, including Councillors and the CEO, are responsible for acting professionally and respectfully when providing information or assistance in the complaint management process.

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The Manager Governance and Assurance is responsible for administering, recording, reporting, monitoring and publishing the complaints management process.

Managers and Directors are responsible for ensuring that they have sufficient delegated authority to facilitate their role in the complaint management process.

The CEO is responsible for promoting an effective and transparent complaints resolution culture within Council.

Complaint categorisation

TYPE OF COMPLAINT	Assessing Officer	Investigating Officer	Decision Officer	Review Right	Policy/Procedure
RFS	Customer Service or Records Officer	Department Officer	Department Officer or Manager	AAC	Request for Service Procedure
PIN WAIVER	Issuing Department Supervisor or Manager	Issuing Department Supervisor or Manager	Issuing Department Manager or Director	Magistrates Court	Internal PIN Waiver procedures
AAC	Governance Legal Officer	Governance Legal Officer with Department Manager or Director	Manager Governance and Assurance	Queensland Ombudsman	Administrative Action Complaint Procedure
PRIVACY BREACH	Manager Governance and Corporate Services	Governance Legal Officer with Department Manager or Director	Manager Governance and Assurance	Office of the Information Commissioner	Information Privacy Procedure
PUBLIC INTEREST DISCLOSURE	Senior Governance Officer	Crime and Corruption Commission or	Crime and Corruption Commission	Queensland Ombudsman	Public Interest Disclosure Policy
HUMAN RIGHTS VIOLATION	Manager Governance and Corporate Services	Governance Legal Officer with Department Manager or Director	Manager Governance and Assurance or Director	Human Rights Tribunal	Internal Human Rights complaint procedures
FRAUDULENT OR CORRUPT CONDUCT BY EMPLOYEE	Manager People and Capability / Manager Governance and Assurance	Manager People and Capability	Chief Executive Officer	Crime and Corruption Commission	Code of Conduct

FRAUDULENT OR CORRUPT CONDUCT BY THE CEO	Mayor	Mayor or delegate	Mayor	Crime and Corruption Commission	Complaints Against the CEO Policy
REVIEW REQUESTED BY CEO OF ANY COMPLAINT	Chief Executive Officer	Manager Governance and Assurance	Manager Governance and Assurance	Chief Executive Officer	Complaints Management Policy

LEGISLATION

- *Local Government Act 2009*,
- *Local Government Regulation 2012,*
- *Information Privacy Act 2009,*
- *Human Rights Act 2019,*
- *Crime and Corruption Act 2001*
- *Public Interest Disclosure Act 2019*.

REFERENCES

ID	NAME
GOV-POL-062	Complaints Against the CEO Council Policy
CORP-POL-079	Code of Conduct
CORP-POL-054	Public Interest Disclosure Policy
CORP-PRO-020	Complaints Management Procedure
CORP-PRO-117	Administrative Action Complaint Procedure
CORP-PRO-093	Information Privacy Complaint Procedure

REVIEW

This policy is required by legislation. This policy should be reviewed at intervals of no more than three (3) years, or earlier if legislation or other circumstances change.

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VERSION CONTROL

DATE	VERSION	UPDATE
11 November 2025	*V1*	*Draft Policy proposed to Standing Committee (change to date adopted when applicable)*

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ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Peta Eyschen
AUTHOR POSITION	Manager Governance and Assurance

9.6 AUDIT AND RISK COMMITTEE MEETING MINUTES - 29 SEPTEMBER 2025

EXECUTIVE SUMMARY

The report aims to present the unconfirmed minutes of the Audit and Risk Committee meeting held on Monday, 29 September 2025 and propose that the recommendations below are adopted.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the Minutes of the Audit and Risk Committee meeting held on 29 September 2025.***
2. ***Adopts the recommendations of the Audit and Risk Committee on 29 September 2025, namely:***
   a. ***That the Chief Information Officer progresses reporting on cyber security based on essential 8 measures, including risk based assessment of items inside of the various maturity levels;***
   b. ***Manager Governance and Assurance to circulate finalised financial statements through flying minute for approval to enable signing of Chief Executive Officer and Mayor;***
   c. ***Manager Governance and Assurance to circulate the self-assessment survey, workplan, 2026 calendar and proposed charter out of session.***

Resolution No.: CORP11/25-0016

Moved: Cr Terry O'Neill **Seconded: Cr Vern Russell**

That the Committee recommends that Council:

1. **Receives and notes the Minutes of the Audit and Risk Committee meeting held on 29 September 2025.**
2. **Adopts the recommendations of the Audit and Risk Committee on 29 September 2025, namely:**

That the Chief Information Officer progresses reporting on cyber security based on essential 8 measures, including risk-based assessment of items inside of the various maturity levels;

d. Manager Governance and Assurance to circulate finalised financial statements through flying minute for approval to enable signing of Chief Executive Officer and Mayor;

e. Manager Governance and Assurance to circulate the self-assessment survey, workplan, 2026 calendar and proposed charter out of session.

Carried

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 (**the Committee**) met on 29 September 2025 for their fourth scheduled meeting for the 2025 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 functions.

CONSULTATION

Consultation has taken place with the Audit and Risk Committee Chair, the Chief Executive Officer, and the Director Corporate, Governance and Financial Services.

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 Assurance 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.

Report prepared by:	**Report authorised by:**
PETA EYSCHEN **Manager Governance and Assurance**	DARREN FETTELL **Director Corporate Services**
Date: 3 November 2025	Date: 3 November 2025

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Unconfirmed Minutes – Audit and Risk Committee Meeting 29 September 2025

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	John Squire
AUTHOR POSITION	Manager Contracts and Procurement

9.7 UPDATED LOCAL PREFERENCE POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Local Preference Policy STAT-POL-086.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. Adopts the revised Local Preference Policy (STAT-POL-086).

Resolution No.: CORP11/25-0017

Moved: Cr Vern Russell **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

1. Adopts the revised Local Preference Policy (STAT-POL-086).

Carried

BACKGROUND

Council's Local Preference Policy included a splitting of weighting for Principal Contractor and the aggregate of subcontractors involved. The intent of this inclusion was to recognise subcontractor contribution and to take into consideration the overall financial benefit provided to the region.

The splitting of these aspects has proven to be flawed in its application, where, in certain circumstances splitting fails to align with this intention.

The policy revision seeks to redress this situation by removing the splitting so that a more wholistic view is taken that aligns with the original intent of the subcontractor inclusion to recognise regional benefits.

IMPLICATIONS

When completing an evaluation and comparison of supplier offers, a supplier's location is included as a criterion. In the case of Large-sized contractual arrangements that involve the use of sub-contractors, the current Local Preference Policy has this split, with half the locality weighting going towards the Principal Contractor and the other half of the locality weighting on the aggregate location of all the subcontractors.

Scoring is applied in accordance with the following scale for both:

- 10/10 – Local Vendors (as defined in this policy)
- 7/10 – Vendors in Neighbouring Council regions
- 5/10 – Vendors within the broader regions of Queensland
- 3/10 – Vendors based Interstate

The purpose of this is to recognise that in the case of larger works, there is a limited pool of local suppliers that have the capacity to handle the size of these jobs, however there is a reasonable pool of smaller local suppliers that are then called upon by the Principal Contractor as sub-contractors. Therefore, we should recognise this contribution to the local economy.

The issue in the current structure of the evaluation is that it fails to take a wholistic view of the overall economic benefit to the local economy. This is especially evident when a large percentage of the work is outsourced to subcontractors by one supplier and is compared with another supplier that has very little subcontracted works. The supplier without the subcontract component is potentially deprived of 5% of the overall weighting and this could be the difference in being successful in securing the work.

CONSULTATION

The scenario above recently occurred, and although it did cause some confusion for the evaluation panel, it did not have an effect on the overall recommendation of award for the particular project. This example has shown that an amended policy is required, that takes into consideration the overall economic benefit to the various community levels /regions.

BASIS FOR RECOMMENDATION

The amended draft Local Preference Policy removes the splitting and individual treatments of Principal Contractor location from that of the aggregate of the sub-contractors. Sub-contractor locations are still included in the evaluation, however the assessment will now look at the total regional economic benefit as a whole.

Large-sized contractual arrangements, which require the use of sub-contractors, will be assessed by taking into account the percentage of spend attributed to each region, accumulated through the Principal Contractor and their sub-contractors.

ACTION ACCOUNTABILITY

The Contracts and Procurement team shall oversee the implementation of the revised Evaluation Scorecard used for comparison of suppler responses.

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KEY MESSAGES

The revised Local Preference Policy seeks to attain a wholistic view of the potential regional economic benefits for large sized contractual arrangements that utilise the services of subcontractors.

Report prepared by:	**Report authorised by:**
JOHN SQUIRE **Manager Contracts and Procurement**	DARREN FETTELL **Director Corporate Services**
Date: 17 October 2025	Date: 3 November 2025

ATTACHMENTS

- Attachment 1 – Local Preference Policy STAT-POL-086 (Rev October 2025)

REFERENCE DOCUMENT

- *Local Government Regulation 2012*

POLICY

LOCAL PREFERENCE

APPROVALS

POLICY NUMBER	STAT-POL-086	**DOC.ID**	4593026
CATEGORY	Statutory		
POLICY OWNER	Contracts and Procurement		
APPROVAL DATE	~~29 September 2022~~28/05/2024	**RESOLUTION NUMBER**	8736~~041~~

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OBJECTIVE

There are five (5) sound contracting principles included in the *Local Government Act 2009 Part 3 section 104(3):*

a. value for money; and
b. open and effective competition; and
c. the development of competitive local business and industry; and
d. environmental protection; and
e. ethical behaviour and fair dealing.

In accordance with section 104(3)(c) of the *Local Government Act 2009*, Council wishes to encourage the development of competitive local business and industry when procuring the supply of goods and/or services (including works).

SCOPE

This policy applies to all procurement and contracting activities undertaken by Isaac Regional Council officers, temporary employees, contractors and consultants whilst engaged by Council.

DEFINITIONS

TERM / ACRONYM	MEANING
CEO	Chief Executive Officer - a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Council/IRC	Isaac Regional Council
Employee	A Local Government Employee, including: a. the Chief Executive Officer; or b. a person holding an appointment under section 196 of the *Local Government Act 2009*
Large-sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth $200,000 or more (excl GST) over the proposed term of the contract. As defined within the Local Government Regulation 2012, Default Contracting Procedure (s224(3)).
Local Supplier	A supplier which (as determined by Council): a. has its principal place of business within the Isaac Region; or b. otherwise operates an office or branch within the Isaac Region which substantially employs persons who are residents of the Isaac Region; or c. is beneficially owned by persons who are residents or ratepayers in the Isaac Region.
Neighbouring Council	A council that shares an adjoining boundary with IRC

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Non-Local Supplier	A supplier which is not a local supplier
Procurement Request	A request via tender or quote to procure goods and/or services
The Act	*Local Government Act 2009* (as amended)
The Regulation	*Local Government Regulation 2012* (as amended)

POLICY STATEMENT

Council's/Management's position on matter

Council acknowledges that economic benefits flow to all local businesses where Council maximises opportunities for local suppliers to compete for Council's business on the basis of value-for-money.
The Council's Local Preference Policy aims to use Council's procurement actions to encourage and support local suppliers and support local economic activity, where it is efficient and cost effective to do so, while achieving the Council's 'overall value-for-money' objectives. This approach seeks to maximise overall community benefit for the Council area where possible within given regulatory and budgetary constraints.

Guiding principles

Council's obligation to have regard to the five (5) sound contracting principles will naturally involve questions of degree. Council may accept a tender or quote from a Local Supplier in preference to a comparable tender or quote from a Non-Local Supplier in consideration of other local community benefits involving regional employment opportunities, traineeships, corporate social responsibility programs, and environmental, cultural and heritage aspects.
This includes when the tender or quote from the Non-Local Supplier has been assessed as more favourable, as long as the overall differences are not substantial, and it is clear that the selected Local Supplier is capable of performing the requirements at an acceptably high standard.

However, a contract should not be awarded on the basis of local preference where a Local Supplier's tender or quote exhibits questionable, or only marginal, ability to perform Council's requirements at the required standard as compared to other tenders or quotes from Non-local suppliers.
Notwithstanding this Local Preference Policy, an assessment of responses to a Procurement Request must consider and evaluate several criteria in conjunction with price and locality considerations. The following non-price factors (where relevant) may be included in the evaluation criteria:

- availability and access to after-sales service and maintenance;
- quality, type and availability of goods or services;
- advantages in dealing with a local supplier, including administrative and operational efficiency;
- the proportion of Local Content to be supplied;
- whole-of-life costs of the purchase or contract;
- compliance with specifications, guidelines and requirements;
- the supplier's knowledge, experience and ability to fulfil the requirements of the contract or purchase;

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- the supplier's commitment to supporting local businesses and the local economy through sub-contracting and other supplier arrangements;
- net benefits to the Region, including economic benefits; and
- all other factors relevant to consideration of the particular Procurement Request.

Evaluation process

Where possible, Council shall attempt to obtain quotes from at least one local supplier.
For the purpose of conducting a comparison and evaluation of submitted offers, the local preference criteria will attract a weighting of 10% of the overall assessment criteria. Large-sized contractual arrangements, which require the use of sub-contractors, will be assessed by taking into account~~on~~ the percentage of spend attribut~~ed~~able to each region, accumulated through the Principal Contractor and their sub-contractors. ~~local content. The weighting shall be split so that the weighting for the location of the Principal Contractor is 5% and the aggregate location of subcontractors is 5%.~~

Scoring will be applied in accordance with the following scale:

- 10/10 – Local Vendors (as defined in this policy)
- 7/10 – Vendors in Neighbouring Council regions
- 5/10 – Vendors within the broader regions of Queensland
- 3/10 – Vendors based Interstate

Actions required to ensure compliance

Details of contractual arrangements as required under Section 237 of the *Local Government Regulations 2012*, shall be published accordingly.

Evaluations for tenders and Request for Quotations are to be retained by the Contracts and Procurement Department and will be made available to Council or the Audit and Risk Committee, if and when required..

Roles, responsibilities, accountabilities and consequences related to delivery of the policy

The Manager - Contracts and Procurement is responsible for ownership, maintenance and review of this policy in accordance with changes in relevant legislation, regulations, standards, Council policies or directives.

Operational oversight is the responsibility of department Directors, to ensure employees are aware of the requirements and operation of this policy.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulations 2012*

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- *Competition and Consumer Act 2010*

REFERENCES

ID	NAME
CORP-POL-122	Procurement Policy

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	John Squire
AUTHOR POSITION	Manager Contracts and Procurement

9.8 UPDATED PROCUREMENT POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Procurement Policy CORP-POL-122.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. Adopts the revised Procurement Policy (CORP-POL-122).

Resolution No.: CORP11/25-0018

Moved: Cr Terry O'Neill **Seconded: Cr Vern Russell**

That the Committee recommends that Council:

1. Due to the Prescribed Conflict of Interest declared by Cr Melissa Westcott the Committee would have been inquorate for this Report therefore the Committee refers Report 5.8 Updated Procurement Policy to Council for consideration at the November 2025 Ordinary Meeting.

Carried

BACKGROUND

In accordance with the *Local Government Regulations 2012*, specifically section 198 (3); A local government must review its procurement policy annually.

The last review occurred in June this year, which included a revision of the Annexure A – Sole Supplier Listing that accompanies the Procurement Policy. There have been some notable requested amendments to this listing to which the organisation would seek to benefit from immediately rather than wait until the scheduled annual review.

IMPLICATIONS

This review aims to extend the list of suppliers identified within Annexure A – Sole Supplier Listing.

The Annexure A – Sole Supplier Listing, has been effective in improving our operational efficiency by streamlining sourcing arrangements. Throughout the course of the last 5 months, several vendors have further been identified as appropriate for inclusion in this listing, which requires approval via Council Resolution.

The vendors include:

- Childcare Leadership Alliance Incorporated – for social infrastructure funding contributions
- MetroCount- as the OEM provider for traffic counters, software and consumables
- Winaa Pty Ltd – Cultural heritage arm affiliated with Barada Barna Aboriginal Corporation
- 3BB Contracting – Subsidiary company of Barada Barna Aboriginal Corporation
- Bargala Nanhi indigenous seeds – Subsidiary company of Barada Barna Aboriginal Corporation
- Dillon Bowers Lawyers – Indigenous Land Use Agreement (ILUA) representatives to Barada Barna Aboriginal Corporation

CONSULTATION

The proposed amendments to Annexure A - Sole Supplier Listing of the Procurement Policy are the result of ad hoc feedback from various Council Officers. The various businesses affiliated with the Barada Barna Aboriginal Corporation were identified through the Water and Waste directorate who require the approval of these sole source arrangements to proceed with the Sarchedon Drive Recycled Water Pipeline project. These requested changes are supported by the Contracts and Procurement Team.

BASIS FOR RECOMMENDATION

It is a legislative requirement for Council to comply with the competitive bidding requirements for medium and large -sized contractual arrangements as stated in the Default Contracting Procedure. The Annexure A - Sole Supplier listing, enables Council to comply with these requirements through approval by Council Resolution for the exceptions as stated in s235 (a) and s235(b) of the *Local Government Regulation 2012*.

S235 - *A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—*

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or

(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;

The businesses identified fit within these categories, noting that the Barada Barna Aboriginal Corporation are already included on the sole supplier listing however their subsidiary and affiliated businesses are separate and therefore require individual listings.

ACTION ACCOUNTABILITY

The Contracts and Procurement team shall oversee the compliance of the Procurement Policy and shall provide reporting via the Audit and Risk Committee when and as required.

KEY MESSAGES

The Annexure A – Sole Supplier Listing to the Procurement Policy provides an efficient means of sourcing requirements in a manner compliant with legislative exception requirements to competitive bidding.

Report prepared by:	**Report authorised by:**
JOHN SQUIRE **Manager Contracts and Procurement**	DARREN FETTELL **Director Corporate Services**
Date: 17 October 2025	Date: 3 November 2025

ATTACHMENTS

- Attachment 1 – Annexure A – Sole Supplier listing (Rev October 2025)

REFERENCE DOCUMENT

- *Local Government Regulation 2012*

ANNEXURE A – SOLE SUPPLIER LISTING

APPROVALS			
POLICY NUMBER	CORP-POL-122	**DOC.ID**	4753932
CATEGORY	Statutory		
POLICY OWNER	Contracts and Procurement		
APPROVAL DATE	(Date) 2025	**RESOLUTION NUMBER**	xxxx

SUPPLIER NAME	TYPE OF GOODS / SERVICE	JUSTIFICATION AND LIMITATIONS
3BB Contracting	Cultural Heritage Services for Barada Barna land	Only reasonable available provider (under Barada Barna Corporation)
4RFM	Publication / Advertising	Only reasonably available provider.
Archival Survival	Document Protection	Only reasonably available provider.
Australian Institute of Health and Safety	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Australian Institute of Company Directors	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Australian Mining Cities Alliance	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Barada Barna Aboriginal Corporation	Cultural Advisory	Specialised provider. Impractical to invite quotes.
Bargala Nanhi	Native seeds for Barada Barna land	Only reasonable available provider (under Barada Barna Corporation)
Big Wheels Truck Alignment Mackay	Truck Alignment Services	Only reasonably available provider.

SUPPLIER NAME	TYPE OF GOODS / SERVICE	JUSTIFICATION AND LIMITATIONS
Central Highlands Development Corporation	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.
Childcare Leadership Alliance Incorporated	Funding Contribution Social Infrastructure	Specialised provider. Impractical to invite quotes.
Community Information Support Services Ltd	Publication / Advertising	Specialised provider. Impractical to invite quotes.
Council Direct	Recruitment	Specialised provider. Impractical to invite quotes.
Dillon Bowers Lawyers	Legal Services associated with Barada Barna	Only reasonably available provider.
Ergon Energy	Electricity Provider	Only reasonably available provider.
Executive Media	Publication / Advertising	Only reasonably available provider.
Fairfax Media	Publication / Advertising	Only reasonably available provider.
Framme Accounting Services	Annual Financial Statements	Specialised provider. Impractical to invite quotes. Owns the proprietary software used by council for budget reporting.
Flood Management Australia	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Fuelfix	Fuel Management Solution	Specialised provider. Impractical to invite quotes.
Granicus Australia	IRC Speak Up subscription service	Only reasonably available provider.
Grant Broadcasters	Publication / Advertising	Only reasonably available provider.
Great Inland Way	Publication / Advertising	Only reasonably available provider.
Greater Whitsunday Alliance Limited	Memberships, Conferences and Training	Under arrangement with Government Agency.
Mackay Regional Council for Social Development Ltd t/as Greater Whitsunday Communities	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.

SUPPLIER NAME	TYPE OF GOODS / SERVICE	JUSTIFICATION AND LIMITATIONS
Whitsunday ROC Limited t/as Greater Whitsunday Council of Mayors	Memberships, Conferences and Training	Under arrangement with Government Agency.
Health Industry Training	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Human Culture Realisation Pty Ltd	Software licenses	Only reasonably available provider.
Infocouncil Pty Ltd	Software licenses	Only reasonably available provider.
Isaac Regional Charity Fund	Sponsorship	Under arrangement with Government Agency.
Institute of Public Works Engineers Australia (Queensland Water Directorate)	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
JobAdder Operations Pty Ltd	Software licenses	Only reasonably available provider.
Koinmerburra Aboriginal Corporation	Cultural Advisory	Only reasonably available provider.
Kulgoodah Dancer	Cultural Advisory	Only reasonably available provider.
LGAQ	Memberships, Conferences and Training	Under arrangement with Government Agency.
LGMA (Queensland)	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Lumbarra Bimbi Pty Ltd	Cultural Advisory	Only reasonably available provider.
Mackay and Whitsunday Locksmiths	Security	Only reasonably available provider. Bi-lock patent only.
Mackay Hospital Foundation	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.
Mackay Regional Council	Laboratory testing	Only reasonably available provider.
Mackay Tourism Ltd	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.
MetroCount	Traffic Counters, Program and Consumables	Only reasonably available provider.

SUPPLIER NAME	TYPE OF GOODS / SERVICE	JUSTIFICATION AND LIMITATIONS
National Australia Day Council	Commemorative medallions	Only reasonably available provider.
NBNCo Limited	Telecommunications	Only reasonably available provider.
N-Com Pty Ltd	Telecommunications	Specialised provider. Impractical to invite quotes. Historic satellite system at the coastal communities only.
News Corp	Publication / Advertising	Only reasonably available provider.
OneMusic Australia	Licensing	Only reasonably available provider.
Parks and Leisure Australia	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Peak Services	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Planning Institute of Australia	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Plant Assessor	Software licenses	Only reasonably available provider.
QIT Plus Pty Ltd	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Queensland Audit Office	Consultancy	Under arrangement with Government Agency.
Queensland Police Service	Consultancy	Under arrangement with Government Agency.
Re.Cycle Operations (Mackay) Pty Ltd	Recyclable Comingled Waste Processing	Only reasonably available provider.
Reef Catchments	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.
Resources Centre of Excellence Ltd	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Resource Industry Network	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Royal Life Saving Society Queensland	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.

SUPPLIER NAME	TYPE OF GOODS / SERVICE	JUSTIFICATION AND LIMITATIONS
SAI Global Australia Pty Ltd	Licensing	Only reasonably available provider.
Sarina Landcare and Catchment Management Association Inc	Funding Contribution Social Infrastructure	Only reasonably available provider.
Sensortronic Weighing & inspection Australia	Weighbridge Repair Services	Specialised provider. Impractical to invite quotes.
Southern Cross Broadcasting	Publication / Advertising	Only reasonably available provider.
Sunwater	Water Supply	Under arrangement with Government Agency.
Swan Analytical Australia Pacific	Water Treatment OEM	Specialised provider. Impractical to invite quotes.
Technology One	Software licenses & associated services	Only reasonably available provider. Council ERP system.
Telstra	Telecommunications	Only reasonably available provider.
The Great Inland Way Promotions Group	Publication / Advertising	Under arrangement with Government Agency.
Thorn Airconditioning & Refrigeration Pty Ltd	Airconditioning Servicing	Specialised provider. Impractical to invite quotes. Limited to the air-con system of the Grosvenor complex Moranbah.
Tropical Exposure	Publication / Advertising / Photography	Specialised provider. Impractical to invite quotes. Maintains rights to stock photographic images.
Water Services Association of Australia Limited	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.
Whitsunday Regional Council	Funding Contribution Social Infrastructure	Under arrangement with Government Agency.
Winnaa Pty Ltd	Cultural Heritage Services for Barada Barna land	Only reasonable available provider (under Barada Barna Corporation)
Women and Leadership Australia	Memberships, Conferences and Training	Specialised provider. Impractical to invite quotes.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Tristan Archibald
AUTHOR POSITION	ICT Coordinator

9.9 EXCEPTION BASED PROCUREMENT ARRANGEMENT – *LOCAL GOVERNMENT REGULATIONS 2012* – CANVA SOFTWARE

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval for the contract arrangement with Canva as an exception to the competitive bidding requirements of the *Local Government Regulations 2012* for small or medium size contractual arrangements.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Endorses the signing of an enterprise contract with Canva.***
2. ***Resolves that in accordance with section 235 (b) of the Local Government Regulations (2012), it is impractical for the Council to invite quotes, due to the specialised nature of the services arrangement.***

Resolution No.: **CORP11/25-0019**

Moved: **Cr Terry O'Neill** **Seconded:** **Cr Vern Russell**

That the Committee recommends that Council:

1. **Endorses the signing of an enterprise contract with Canva.**
2. **Resolves that in accordance with section 235 (b) of the *Local Government Regulations (2012)*, it is impractical for the Council to invite quotes, due to the specialised nature of the services arrangement.**

Carried

BACKGROUND

Council has been using Canva historically in various departments such as Brand, Media and Communications (BMC) and in the pools to facilitate and create social media posts and campaigns for several years now. Historically the application was being purchased on credit cards and as such purchases had not been subject to a standard procurement process.

The community hubs team recently requested Canva from the ICT team to facilitate campaigns on their department's social media. The ICT team was previously unaware of the software and noted that it had a decentralised implementation and that it also had not followed standard procurement process, as well as the current implementation not having some enterprise security features such as Single Sign On (SSO). The ICT team reached out to several vendors to try and organise licensing under existing panels or to get multiple quotes, however the maker of the software operates on a direct-to-consumer model and as such multiple quotes could not be obtained. Due to the niche nature of the product, comparable products were also unobtainable. An investigation was conducted and several other units in the business were found to be already using Canva under either Team, Personal or Student licensing the latter of which are in violation of Canva's license agreement. It has been found that several other teams could benefit from an expansion of the current media and social media strategy to improve their online presence.

The ICT team reached out to Canva directly to attempt to negotiate for an enterprise Subscription for up to 20 users. Canva were able to supply a custom solution (their Enterprise plan is normally a minimum of 25 users) for IRC with extra security and Intellectual property protections that are unavailable in the basic team plans.

The ICT team leader approved the initial purchase as pricing for a 1-year contract was within his delegation (being valued at approximately $7900) with the plan to do a formal tender next year. After discussions with procurement, the ICT team leader was advised that, with recognising the historic usage, and to meet procurement requirements, a Council resolution would be advisable.

Local Government Regulation 2012 s235 (b) state as follows:

> *A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—*
>
> *(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;*

This current situation fits within the exception provisions within section 235 (b), as the Canva software has become well entrenched in the Organisations media systems and operations.

IMPLICATION

Risk – If not approved, various departments including the libraries, BMC & several other will be unable to complete social media, education and other media campaigns as required as part of their roles.

Financial – Council has already been invoiced for the first year's renewal and thus the payment will need to be processed. Delaying the purchase would lead to further purchases/renewals of licenses via non-compliant means (credit cards).

CONSULTATION

Manager Contracts and Procurement

Procurement Team

ICT Team

Community Hubs Team

Brand, Media and Communication team

BASIS FOR RECOMMENDATION

Canva had been initially procured on ad hoc basis by various teams and has been in place for several years in the organisation. Canva is a niche product offering specialty functions and streamlined work processes for the teams that use it. With the product being niche and direct to consumer, completion of a standard tender process would lead to limited to no responses and delay the tender process by a period.

ACTION ACCOUNTABILITY

Yearly Purchase Orders are to be raised by the ICT Team and approved by the Contracts and Procurement team for one-year agreements as an outcome of this report.

KEY MESSAGES

- Council is committed to transparent decision making and ensuring it meets legislative requirements and procurement probity.
- Council demonstrates a logical, well informed, and compliant approach to corporate electronic systems.
- Council is committed to providing a high level of service with a consistent efficient approach.

Report prepared by:	**Report authorised by:**
TRISTAN ARCHIBALD **ICT Team Coordinator**	DARREN FETTELL **Director Corporate Services**
Date: 31 October 2025	Date: 3 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Tracy McElroy
AUTHOR POSITION	Business Transformation Director

9.10 DIGITAL PROGRAM – NON-TECHNOLOGYONE PROJECT UPDATE

EXECUTIVE SUMMARY

This report provides an update to the non-TechnologyOne initiatives that comprise the Digital Program.

The original 2022 Digital Strategy was refreshed this year, with an updated set of initiatives being agreed at the September Project Control Group meeting.

Given the importance and scale of the TechnologyOne program, this is now being managed and reported separately.

The non-TechnologyOne program is comprised of 3 sets of initiatives:

- Foundational Technology (e.g. cyber security and infrastructure)
- Business Digitisation (e.g. digital vs. manual forms)
- Community Digitisation (e.g. dog registrations via the website).

This report provides an update on these initiatives with all tracking on time and on budget, noting most of the work to date is being performed by internal resources so resource availability rather than budget is the main constraint at this point.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Digital Program – Non-TechnologyOne Update.

Resolution No.: CORP11/25-0020

Moved: Cr Vern Russell **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

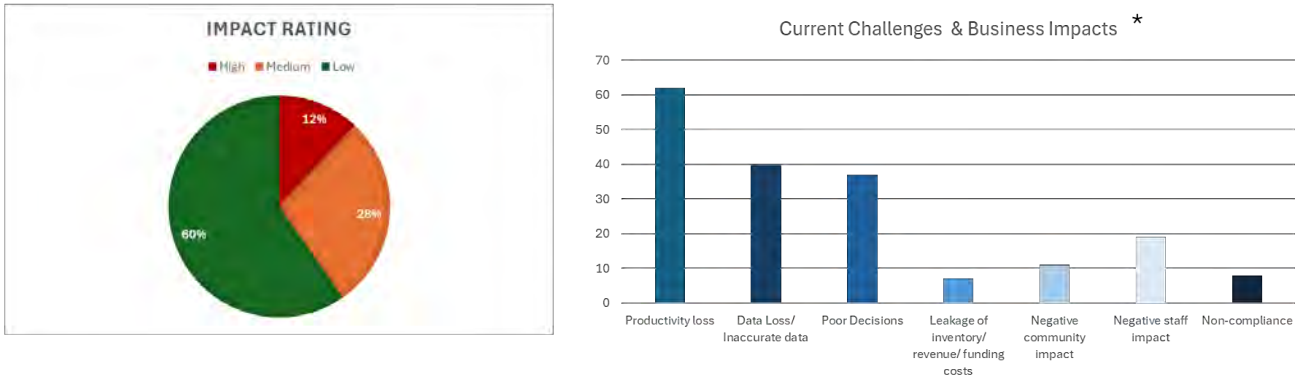
1. Receives and notes the Digital Program – Non-TechnologyOne Update.

Carried

BACKGROUND

An updated discovery exercise was undertaken from June-September 2025 to refresh IRC's understanding of the key business requirements for the digital program. After interviewing a cross-section of council staff (approximately 90 people), 67 distinctly different issues were identified, with approximately 12% having a high impact (in terms of community impact or large numbers of staff affected or major cost impact) – see figure 1.

Figure 1: Discovery Results: Issues defined as "High" Impact



- Classified as a "High" if = impacts a major % of staff, causes visible issues for a large portion of the community, high impact to asset portfolio (not delivering asset renewals at required pace);
- "Productivity" is the largest impact category e.g. excessive time taken to find data, searching for data in multiple systems, manual processes, excessive steps in a workflow, re-directing incorrect workflows

** nb. An issue may be classified in 1 or more impact categories.*

This exercise continues to inform the TechnologyOne system design and change management approach, and it also enabled a review of the full digital strategy with a number of priority digital projects being identified. These projects were presented for ratification at the September 2025 Project Control Group meeting. For ease of governance and reporting these initiatives are structured into 3 groups as shown in Figure 2.

Figure 2: Digital Program Overview

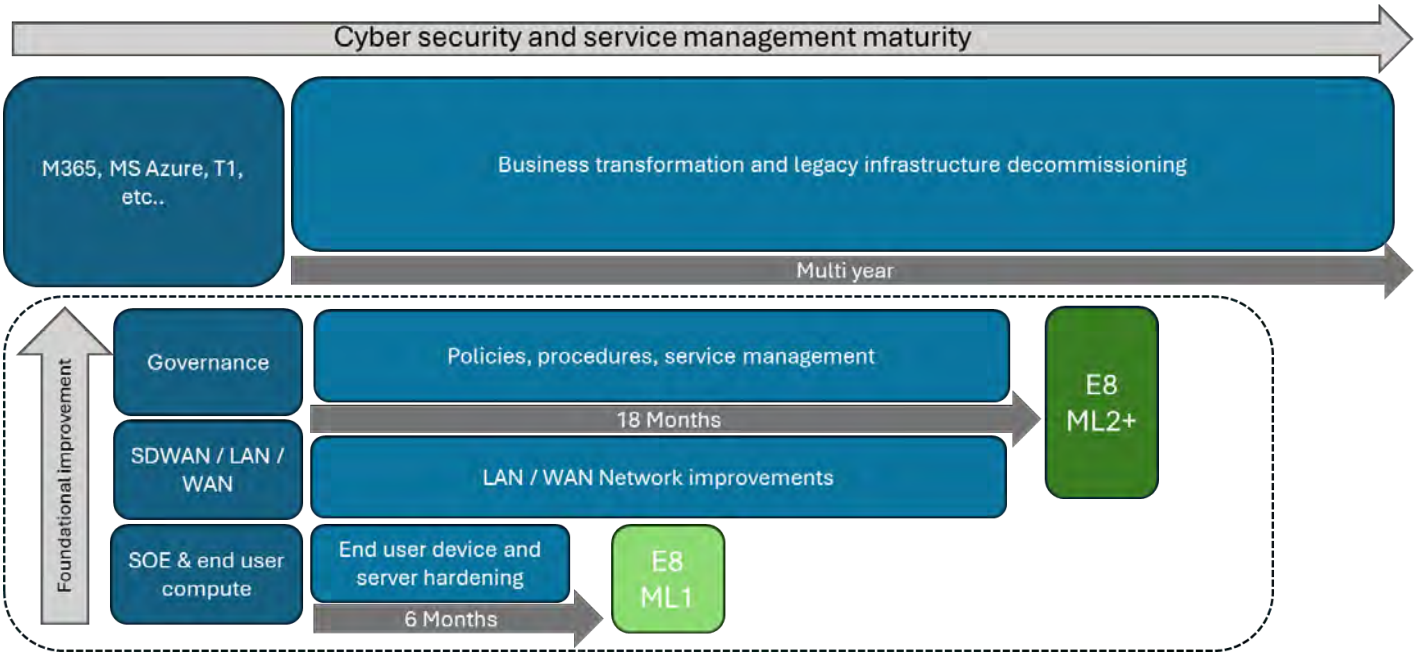


1. Mature Foundational Tech
2. Business Digitisation
3. Community Interaction Digitisation

Type	Initiatives
Maturing Foundation Tech	• Initiatives to create the essential technology foundations (infrastructure) for IRC today and into the future
Business Digitisation	• Initiatives that enable the organisation to do their work faster, better, more accurately with less risk
Community Interaction Digitisation	• Initiatives that enable the community to interact with council more efficiently

Figure 3 provides an overview of the projects being undertaken to mature IRC's foundational technology.

Figure 3: Maturing IRC's Foundational Technology Program Overview.



The business and community digitisation projects are shown in tables 1 and 2.

Table 1: Business Digitisation Initiatives

Business Digitisation	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
1. Digital Forms: Convert IRC's manual forms to digital forms and workflows to reduce manual effort, accelerate processes, reduce data losses & improve security. It is noted that the new TechOne Cia solution will digitise many processes, so the focus will be on forms not covered by release 1.	Research & Select Platform	Build pilot forms	Test & confirm rollout approach		Iteratively build & release forms		
2. Intelligenz Booking System (IEC pilot): IRC has multiple requirements for booking assets (e.g. event centres, parks, camping grounds, fatigue, showgrounds). TechOne manages vehicle bookings but other specialist solutions are available that are quicker and easier to use for bookings. IRC had already sourced the Intelligenz system, and the project is about a proof of concept using the IEC, followed by priority use cases.	Plan pilot	Build pilot environment	Test	Release & Train	Next use case		
3. PropertyMe: IRC's property portfolio is administered using an industry standard system "PropertyMe". This project aims to extend its use to all leasing areas, specific issue resolution & assessment of whether to move to the TechOne EAM platform.	Analyse gaps & opportunities	Update processes	Test & refine	Release & Train	Pros & Cons vs. TechOne & Recommendations		
4. AI Policy & Usage: IRC requires an AI policy to support the safe and beneficial use of AI. Following development of the policy, the safe implementation of agreed AI tools will be supported through the provision of training and other governance/ risk management activities.	Refine AI policy & approach	Develop AI Policy & Comms/ Training	Feedback	Iteratively update			
5. CRM Workflow Correction: The discovery exercise identified many situations where CRM's are being sent to the wrong teams, incurring delays. There is also an opportunity to refresh training on CRM's more generally to standardise the process.	Compile list of CRM opportunities, triage & plan	Update priority CRM	Test & refine	Iteratively update alongside process change			

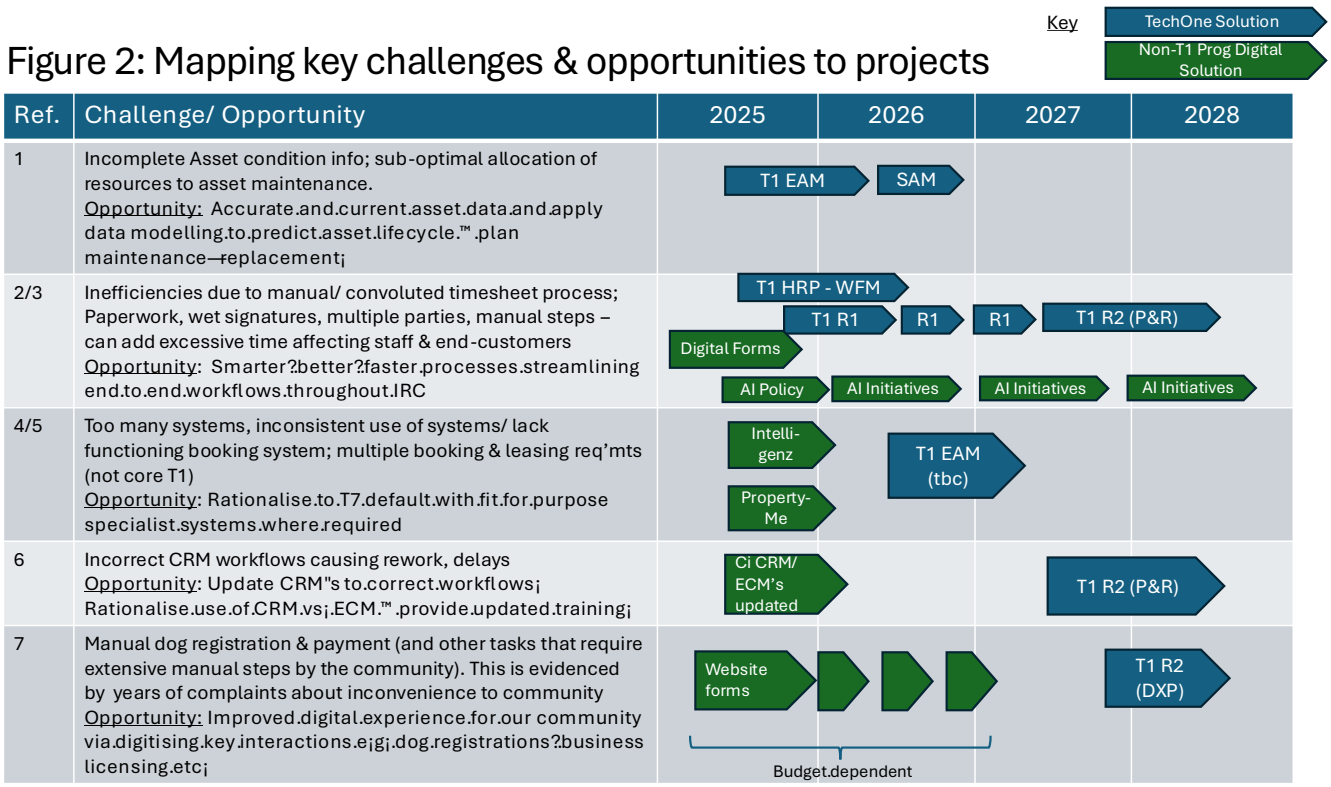
Table 2: Community Interaction Digitisation Initiative

Community Digitisation	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
6. Community Digitisation: Manual dog registration & payment (and other tasks that require extensive manual steps by the community). This is evidenced by years of complaints about inconvenience to community **Opportunity:** ***Improved digital experience for our community via digitising key interactions e.g. dog registrations, business licensing etc.***	Options & Plan		Build 1st website digital form	Test & refine	Release & Train	

To help explain the digital program further, the following diagram takes a business benefit point of view and illustrates which digital initiative (including TechnologyOne releases) maps to the underlying issues that it aims to resolve. (A full assessment of business benefits is being undertaken separately).

The staged nature of the TechOne program is an important determinant of the timing of each initiative, with current challenges around CRM's and community interactions (such as dog registrations) being relatively low cost and easy to implement in existing platforms today, with a view to move to TechnologyOne as the functionality becomes available. In other cases - such as asset bookings and leasing, specialist digital solutions that are either being used currently or already licensed by IRC are faster and easier to implement to resolve the issues, with the opportunity to move to TechnologyOne down the track.

Figure 2: Mapping key challenges & opportunities to projects



An update on these initiatives is provided below.

Foundational Technology Update

Key actions and progress updates are:

SOE & End Compute Activities	• A market approach is underway to select an appropriate technology partner to assist with the SOE & End User Compute portion of the Cyber Uplift Program. The tender process has now closed, and the panel is working through the assessment of tenders.
SDWAN/ LAN/ WAN	• A market approach is underway to select an appropriate technology partner to assist with the SDWAN portion of the Cyber Uplift Program. The tender process has now closed, and the panel is working through the assessment of tenders.
Governance	• Due to resource limitations, actions in this work stream are on hold pending completion of procurement and onboarding activities for the technology partners required for items one and two above.
M365, Azure	• Due to resource limitations, actions in this work stream are on hold pending completion of procurement and onboarding activities for the technology partners required for items one and two above.

Other	• Due to resource limitations, actions in this work stream are on hold pending completion of procurement and onboarding activities for the technology partners required for items one and two above.

Business Digitisation

Digital Forms	• Delays getting started due to confusion on tools required, we are now progressing Adobe to test a simple, multi signature form. Expect to apply to the leasing form as first test case. • TechOne CiA form/BPA functionality will be used for internal forms/ not requiring a signature. Will use the AMS contract that is currently being planned. • The focus will be on high use forms that aren't replaced in the T1 R1 project.
Intelligenz	• Progressing at pace with tentative agreement that Intelligenz meets the businesses requirements for booking at the IEC and new web interface agreed. • Assuming the proof of concept validates the solution is fit for purpose, eta demonstrating the solution to the business by November, and requesting prioritisation of the next applications.
Property Me	• Originally it was understood the scope of the PropertyMe app was about extending its use for leases not currently managed in a system. However there are reportedly issues with rental info being entered. Including investigation whether further improvements possible. • The use of PropMe for antennae spacing leasing is being tested currently. • All Corp facilities are in the system (this was previously unclear) and we are closing out the responsibilities/ workflows for maintenance. • Pros and cons paper for PropertyMe vs. TechOne due in November.
AI Policy & Training	• The policy has been drafted however this has clarified that a business decision by ELT is required to agree the risk vs. opportunity of using tools available (e.g. Microsoft Copilot) and the controls to avoid risks including the cost of any licensing (in the order of $100k). • ELT strategic choice/ discussion document to be presented in early November for a decision.
Ci CRM update	• Meetings with all key stakeholders who have requested changes to CRM's are complete noting changes required by the recent org restructure has made this slightly more complex (and have been incorporated)

	• Systems team are progressing with making the changes, eta to complete by end of October. • Next steps will be to build out training to help support any gaps in knowledge across teams and look to address process changes via training and communication.

Community Interaction Digitisation

Community Website forms	• Presentation by IRC's website provider confirms forms can link with payment gateways. Will use LGAQ digital team to undertake the work. Low complexity/ low cost = <$10k for 3 forms. • Will look to train an IRC IT person to complete more as required. .

Other digital initiatives that have been requested include the replacement of Lucidity as a safety and risk management system as it is not set up currently to meet business requirements. As a process, we have agreed to put projects on the backlog and revisit each PCG for prioritisation based on budget and resource availability.

IMPLICATIONS

Update only.

CONSULTATION

Director Corporate Services

Chief Information Officer

Digital Program Project Control Group

BASIS FOR RECOMMENDATION

Not applicable.

ACTION ACCOUNTABILITY

Update only.

KEY MESSAGES

Update only.

Report prepared by:	**Report authorised by:**
TRACY MCELROY **Business Transformation Director**	DARREN FETTELL **Director Corporate Services**
Date: 22 October 2025	Date: 27 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Maaike de Beer
AUTHOR POSITION	Technical Director

9.11 TECHNOLOGYONE PROJECT UPDATE

EXECUTIVE SUMMARY

To provide the Audit & Risk Committee with a status update on the TechOne Project, including key achievements, governance progress, and current risks with mitigation strategies.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the TechnologyOne Project Update.

Resolution No.: CORP11/25-0021

Moved: Cr Vern Russell Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receives and notes the TechnologyOne Project Update.

Carried

BACKGROUND

Following the previous update provided in September 2025, this report provides a further update on progress of the TechOne Project. An additional attachment, being the regular Monthly update from Technology One has also been included for further information and assurance.

Key Achievements Since Last Update

Human Resources and Payroll (HRP)

Key User Training finalised:

Finalising key user training is a critical milestone because it ensures that the people most familiar with business processes, subject matter experts, are equipped to validate the system's functionality. These users play a pivotal role in:

- Identifying gaps or misalignments between system design and operational needs.
- Providing feedback that informs configuration adjustments before broader testing.
- Building internal capability, which reduces reliance on external support and improves long-term sustainability.

This training also lays the groundwork for change management, as trained users become champions within their teams and help drive adoption.

Functional Testing nearing finalisation:

Functional Testing marks the transition from design to validation. It is essential because it verifies that the system behaves as expected, that configuration is completed in accordance with approved design documentation and that the module is ready for commencement of user acceptance testing.

Together, these milestones demonstrate that the project is progressing from planning and configuration into execution and readiness phases, key indicators of delivery momentum and risk mitigation.

Enterprise Asset Management (EAM) and Spatial

Data Migration Plans have been signed off for this workstream. The plans have been reviewed and endorsed by key business and technical stakeholders, reflecting strong engagement and governance.

Data migration is one of the most critical and high-risk components of any enterprise system implementation. The data migration plan ensures:

- Alignment on scope, approach, and readiness;
- A structured execution process, reducing the risk of data loss, corruption, or misalignment at go-live;
- That historical and current data will be accurately transferred, supporting business processes from day one; and
- Traceability and accountability, which is essential for audit readiness and regulatory compliance.

User Testing

Agreement has been reached on the approach to user testing, ensuring consistency across modules and alignment with go-live readiness. A test management tool has been approved for use by the information and communications technology team (Jira) and will ensure a consistent, trackable and measurable approach to test management across all modules. HRP is the first module to undertake user testing. This is on track for commencement during November 2025.

Governance and Decision-Making

Governance Structures and Frameworks

- Governance structures and decision-making frameworks have been ratified.
- The first formal decision is currently progressing through the agreed process, marking a key milestone in operationalising governance.

Internal Audit Engagement

IRC's internal auditor (OCM) has been engaged to provide project assurance. It is anticipated that Steering Committee attendance and reporting from OCM will commence in 2026.

Resource Planning

At the last meeting, the Audit and Risk Committee raised questions regarding the use of internal resources for the project and the balance with business-as-usual (BAU) requirements. The project team is actively working to progress the right balance of BAU resources to be engaged at key phases of the project. These phases include key user training, user testing, data migration preparation, and data validation.

Engaging BAU resources during these phases is essential to ensure strong business area representation. Their involvement helps validate that the system meets operational needs and supports a smooth transition to the new platform.

To manage this effectively, resource planning is being conducted at a stream-by-stream level. This approach allows for tailored engagement based on the specific needs of each functional area and ensures alignment with the overall project schedule. The focus remains on minimising disruption to BAU operations while maintaining the integrity and quality of project delivery. Impact on the Financial Services team is noted here with competing priorities of BAU payroll, external audit and budgeting. Finance involvement across other modules including Supply Chain, Assets and Enterprise Budgeting is also noted.

Additional Updates

- The project schedule is now locked, and any contingency will be managed through scope reduction if necessary, for example delaying go-live for non-critical modules. It is acknowledged that previous contingency from the original restart program has been absorbed through finalisation of the schedule with internal and external resources, including review of approach to earlier testing.
- The recent organisational structure changes (Community Services / Infrastructure Services) has been noted as an impact to resourcing and delivery timelines, alongside availability of TechnologyOne resources. Any further organisational structure changes will be closely monitored for potential impacts on project execution.
- Resourcing remains tight but is being actively assessed and monitored to ensure critical phases are adequately supported.
- It should also be noted that ongoing management of historical water billing processes, along with proposed change to water billing methodology through Council resolution not originally planned for phase 1, is having ongoing impact on resourcing for the project.

High-Risk Areas and Controls

RISK TITLE	DESCRIPTION	IMPACT	RESIDUAL RISK	CONTROLS IN PLACE
TechOne Resource Availability	Unclear roles and limited availability may impact delivery.	Schedule delays or scope reduction.	High	Weekly resource meetings, Program Control Group escalation pathways, contingency resources.
Integration Failures	Interfaces may fail or misalign with business rules.	Reporting errors, compliance issues.	High	Interface testing and reconciliation planned, architecture governance to be established. Gateway monitoring.

System Readiness	Misaligned environments may affect usability and performance.	Inconsistent user experience and test results.	High	Environment checklist and TechnologyOne confirmation pending. Gateway monitoring.
Payroll & Leave Errors at Cutover	Migration / configuration errors may affect staff records.	Reputational risk, union escalation.	High	Parallel pay runs, leave audits, frequently asked questions (FAQs), hotline, exception reporting planned. Gateway monitoring.
Data Migration	Incomplete or inaccurate migration may affect trust and decision-making.	Go-live delays, reduced confidence.	High	Mapping, subject matter expert validation, pilot migrations, exception reporting underway. Gateway monitoring.

Module by module update

Finance

Design documentation is ready for approval and configuration is in place for key user training which has now commenced. The team is actively monitoring impacts on council resources and the need to balance project and BAU activities. The data migration plan for financials has been completed and a meeting is scheduled for early November to gain formal sign-off.

Supply Chain (includes Purchasing, Inventory Management, Sourcing and Contracts)

To date, the focus has been on developing the future-state business processes for Sourcing (simple and complex), which will require formal agreement from the business. The project plan will be revisited in December to determine the next steps for progressing this activity. Key user training for standard functions will commence as soon as possible to ensure this workstream remains on track and aligned with the overall project schedule. The data migration plan for Supply Chain was previously endorsed, but is currently under review pending impact of decisions required. This is likely to impact future data migration activities for this stream.

Human Resources and Payroll

Key user training has been completed and functional testing is nearing completion. Data migration preparation has commenced in readiness for the next phasing of testing with key users. There are some minor delays in data migration progress and finalisation of test scripts, but these are expected to be resolved by mid-November.

Enterprise Asset Management and Project Lifecycle Management

Solution design documentation and data migration plans have been approved for Enterprise Asset Management and Spatial. Data migration activities for EAM are progressing however Spatial activities are delayed largely due to TechnologyOne resource availability.

Project Lifecycle Management design documentation is currently under review. A meeting has been scheduled for early November to progress formal sign off.

Corporate Performance Management (includes Enterprise Budgeting and Performance Reporting (PPLGS))

PPLGS is yet to commence, but dates have been confirmed for TechnologyOne resources to undertake this work. These have been agreed with the Governance and Assurance team who have confirmed that the timing will align with corporate reporting responsibilities. Internal scoping sessions for Enterprise Budgeting have been completed, and key user training is confirmed for the first week of December.

NEXT STEPS

- Continue functional testing and data migration validation across modules.
- Finalise internal audit engagement and begin assurance activities.
- Monitor effectiveness of governance and decision-making processes as they are applied.

IMPLICATIONS

Budget Summary – Project Restart from Current Year

Note - Technology One upgrade budget does not include licencing or internal staff costs.

25/26 Actuals YTD	25/26 Budget YTD	25/26 Annual Budget	26/27 LTFF	27/28 LTFF
891,643	1,272,080	3,420,000	4,044,700	271,000

CONSULTATION

Director Corporate Services

TechnologyOne Project Control Group

BASIS FOR RECOMMENDATION

Not applicable.

ACTION ACCOUNTABILITY

Update only.

KEY MESSAGES

Update only.

Report prepared by:	**Report authorised by:**
MAAIKE DE BEER **Technical Director** Date: 3 November 2025	DARREN FETTELL **Director Corporate Services** Date: 3 November 2025

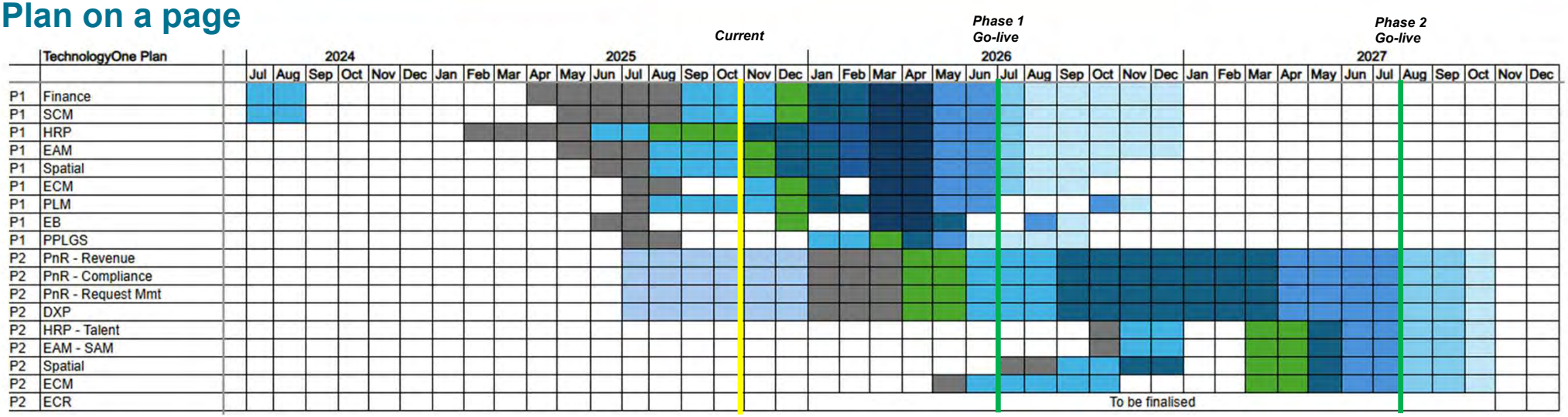
ATTACHMENTS

- Attachment 1 – TechnologyOne Plan-on-a-Page and Stage Gates
- Attachment 2 – TechnologyOne Status Report

REFERENCE DOCUMENT

- Nil

Plan on a page



Project phases

- Discovery/Initiation
- Plan/Config Design/Strategy
- Config/Data Mig/Integrations
- Data Migration
- KUT/Functional Testing
- UAT
- Solution Testing
- Train/Deploy
- Hypercare/Close
- Post Go live/ Optimisation

	Stage Gate	Stage Gate	Stage Gate	Stage Gate		Milestone	Milestone	Milestone	Milestone	Milestone	Milestone	Milestone	Milestone	Stage Gate	Milestone	Milestone
Modules	**Initiation**	**Design**	**Strategy**	**TechOne Config**	**Future State Processes**	**Integrations**	**Functional Testing (KUT)**	**User Acceptance Testing**	**Final Design**	**Solution Testing**	**Training Material**	**Pre-go-live training**	**Data Migration**	**Deploy**	**Handover to support**	**Post go-live/ optimisation**
Finance	2024	2024	N/A	01/2026	03/2026	N/A	12/2025	02/2026	N/A	N/A	05/2026	06/2026	06/2026	N/A	N/A	N/A
SCM	2024	2024	N/A	01/2026	03/2026	N/A	12/2025	02/2026	N/A	N/A	05/2026	06/2026	06/2026	N/A	N/A	N/A
HRP	2024	05/2025	N/A	10/2025	03/2026	N/A	10/2025	12/2025	N/A	N/A	05/2026	06/2026	06/2026	N/A	N/A	N/A
EAM	06/2025	07/2025	N/A	10/2025	03/2026	N/A	11/2025	01/2026	N/A	N/A	05/2026	06/2026	06/2026	N/A	N/A	N/A
PLM	06/2025	08/2025	N/A	01/2026	03/2026	N/A	12/2025	02/2026	N/A	N/A	05/2026	06/2026	N/A	N/A	N/A	N/A
CPM (EB)	2024	10/2025	N/A	N/A	03/2026	N/A	11/2025	05/2026	N/A	N/A	07/2026	N/A	N/A	N/A	N/A	N/A
CPM (PPLGS)	2024	01/2026	N/A	03/2026	03/2026	N/A	03/2026	04/2026	N/A	N/A	04/2026	05/2026	N/A	N/A	N/A	N/A
Spatial (for phase 1)	2024	07/2026	N/A	11/2025	03/2026	N/A	11/2025	01/2026	N/A	N/A	05/2026	06/2026	06/2026	N/A	N/A	N/A
ECM (for phase 1)	2024	11/2025	N/A	12/2025	03/2026	N/A	12/2025	01/2026	N/A	N/A	05/2026	06/2026	N/A	N/A	N/A	N/A
ALL STREAMS	N/A	N/A	07/2025	N/A	N/A	03/2026	N/A	N/A	05/2026	04/2026	N/A	N/A	N/A	06/2026	09/2026	12/2026

Completed	In progress	At risk	Delayed

TechnologyOne Deliverable Tracking Report: Version 22/09/2025				Key	Status:	Completed	In Progress	At risk	Not started						
Stage	**By Module or Composite (across all Modules)**		**Deliverable**		**Comp. Deliv.**	**FIN**	**SCM**	**HRP**	**EAM**	**PLM**	**EB**	**PPLGS**	**Spatial (for Phase 1)**	**ECM**	
			Target Finish Date		*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	
Discovery	by Module	1a	Discovery plan		N/A	2024	2024	N/A	20/06/2025	20/06/2025	2024	2024	2024	2024	
Discovery	by Module	1b	Discovery Findings Report		N/A	2024	2024	2024	30/08/2025	30/08/2025	2024	2024	2024	2024	
Initiation	Composite	1c	Initial Project Plan = Project Strategy & Quality Plan - Planning Phase		1-Mar-25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Initiation	**Stage Gate**		**INITIATION COMPLETE**												
Design	by Module	2a	Design Workshops Complete		N/A	2024	2024	1-May-25	31-Jul-25	31-Aug-25	31-Oct-25	31-Jan-26	15-Jul-25	N/A	
Design	by Module	2a	Design: CDD or SSD Signed off		N/A	2024	2024	5-Jun-25	1-Sep-25	31-Oct-25	30-Nov-25	31-Jan-26	16-Sep-25	15-Nov-25	
Design	**Stage Gate**		**DESIGN COMPLETE**												
Strategy	Composite	3a	Environment Mmt Plan		20-Mar-25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Strategy	Composite	3b	Detailed Plan & PSQP - Implementation Phase		31-Jul-25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Strategy	Composite	3c	Change Impact Assessment		31-Jul-25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Strategy	Composite	3d	Change Management & Comms Plan		31-Jul-25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Strategy	**Stage Gate**		**STRATEGY COMPLETE**		31-Jul-25										
Configuration	by Module	4a	Configured built solution handed over from T1 in agreed enviroments		N/A	20-Dec-25	1-Dec-25	1-Jun-25	31-Oct-25	20-Dec-25	N/A	1-Mar-26	1-Nov-25	1-Dec-25	
Configuration	by Module	4b	IRC config (e.g. User Access Mmt config)		N/A	31-Jan-26	31-Jan-26	31-Oct-25	31-Oct-25	1-Jan-26	1-Apr-26	1-Mar-26	1-Nov-25	N/A	
Configuration	**Stage Gate**		**TechOne CONFIGURATION COMPLETE**												
Configuration	by Module	4c	Future State Process Maps built & validated		N/A	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	31-Mar-26	
Configuration	Milestone		Future State Processes Complete												
Configuration	by Module	4d	Integrations built & Tested		1-Mar-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Configuration	Milestone		Integrations complete												
Func. & Accept Test'g	by Module	5a	KUT Session Plan		N/A	20-Dec-25	20-Dec-25	31-Oct-25	30-Nov-25	20-Dec-25	20-Dec-25	31-Mar-26	30-Nov-25	20-Dec-25	
Func. & Accept Test'g	by Module	5b	KUT Sessions Delivered		N/A	20-Dec-25	20-Dec-25	31-Oct-25	30-Nov-25	20-Dec-25	20-Dec-25	31-Mar-26	30-Nov-25	20-Dec-25	
Func. & Accept Test'g	by Module	5c	Functional Test Plan		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	by Module	5d	Functional Test Scripts		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	by Module	5e	Functional Testing delivered		N/A	20-Dec-25	20-Dec-25	31-Oct-25	30-Nov-25	20-Dec-25	30-Nov-25	31-Mar-26	30-Nov-25	20-Dec-25	
Func. & Accept Test'g	by Module	5f	Defect remediation of agreed defects		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	by Module	5g	Design changes to CDD/SSD from Func. Testing - change request log		If required	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	**Milestone**		**Functional Testing Complete**												
Func. & Accept Test'g	by Module	6a	UAT Scripts		N/A	31-Jan-26	31-Jan-26	31-Oct-25	31-Jan-26	31-Jan-26	30-Apr-26	31-Mar-26	30-Nov-25	30-Nov-25	
Func. & Accept Test'g	by Module	6b	Defect remediation of agreed defects		N/A	28-Feb-26	28-Feb-26	20-Dec-25	31-Jan-26	28-Feb-26	30-May-26	30-Apr-26	31-Jan-26	31-Jan-26	
Func. & Accept Test'g	by Module	6c	UAT Complete		N/A	28-Feb-26	28-Feb-26	20-Dec-25	31-Jan-26	28-Feb-26	30-May-26	30-Apr-26	31-Jan-26	31-Jan-26	
Func. & Accept Test'g	**Milestone**		**UAT Complete**												
Func. & Accept Test'g	by Module	6d	Design changes to CDD/SSD from UAT - change reque		If required	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	**Milestone**		**Final Design Agreed**												
Func. & Accept Test'g	Composite	7a	Solution Test Plan		1-Mar-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	Composite	7b	Solution Testing Complete		1-Apr-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Func. & Accept Test'g	**Milestone**		**Solution Testing Complete**												
End User Training	Composite	8a	Training needs assessment		28-Feb-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
End User Training	Composite	8b	Deployment stages agreed (functions/ groups)		28-Feb-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
End User Training	Composite	8c	Learning Plans per user group		28-Feb-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
End User Training	by Module	8d	Training material prepared (including recordings, QRG's, Procedures etc.)		N/A	31-May-26	31-May-26	31-May-26	31-May-26	31-May-26	31-Jul-26	30-Apr-26	31-May-26	31-May-26	
End User Training	**Milestone**		**Training Material Complete**												
End User Training	Composite	8e	Pre go live Training delivered & learning goals achieved		N/A	26-Jun-26	26-Jun-26	26-Jun-26	26-Jun-26	30-Jun-26	N/A	31-May-26	30-Jun-26	30-Jun-26	
End User Training	**Milestone**		**Pre- go live End User Training Delivered**												
End User Training	Module	8f	Post go live Training delivered & learning goals achieved		N/A	30-Sep-26	30-Sep-26	30-Sep-26	30-Sep-26	31-Oct-26	31-Aug-26	N/A	30-Sep-26	30-Sep-26	
End User Training	**Milestone**		**Post- go live End User Training Delivered**												
Data Migration	Module	9a	Data migration plan approved: defines scope of migration, data sources/systems, responsibilities for data cleansing and mapping, verification and reconciliation processes to confirm successful migration			31-Oct-25	31-Oct-25	31-Oct-25	31-Oct-25	N/A	N/A	N/A	31-Oct-25	N/A	
Data Migration	Module	9b	Mapping and imports - source data is mapped and process for extraction from source into import templates documented			20-Dec-25	20-Dec-25	31-Oct-25	31-Oct-25	N/A	N/A	N/A	31-Oct-25	N/A	
Data Migration	Module	9c	Migration phase 1 - a target of approximately 5%, or at least 50 records to be migrated, to allow for testing of the migration methodology and tools			31-Jan-26	31-Jan-26	31-Oct-25	31-Oct-25	N/A	N/A	N/A	31-Oct-25	N/A	
Data Migration	Module	9d	Migration phase 2 - a target of approximately 25% of records to be migrated, to allow for User Acceptance Testing			31-Jan-26	31-Jan-26	30-Nov-25	30-Nov-25	N/A	N/A	N/A	30-Nov-25	N/A	
Data Migration	Module	9e	Migration phase 3 - a target of approximately 75% of records to be migrated			31-Mar-26	31-Mar-26	Jan-26	31-Mar-26				31-Mar-26		
Data Migration	Module	9f	Migration phase 4 - full migration of all cleansed records			31-May-26	31-May-26	31-May-26	31-May-26	N/A	N/A	N/A	31-May-26	N/A	
Data Migration	Module	9g	Go-live data migration - full migration of all records including any records which have been added or updated between 20 May 2026 and the system cutover date		N/A	30-Jun-26	30-Jun-26	30-Jun-26	30-Jun-26	N/A	N/A	N/A	30-Jun-26	N/A	

Stage	By Module or Composite (across all Modules)		Deliverable	Comp. Deliv.	FIN	SCM	HRP	EAM	PLM	EB	PPLGS	Spatial (for Phase 1)	ECM
			Target Finish Date	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*	*Target Finish Date*
Data Migration	Module	9h	Post go-live data migration - auditor journals and EOFY adjustments, data sets identified for post go-live migration		If required	If required	If required	If required	N/A	N/A	N/A	If required	N/A
Data Migration	**Milestone**		**Data Migration Complete**										
Deploy	Comp	10a	Go Live/ Cutover Plan	20-May-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deploy	Comp	10b	Organisational readiness target achieved	26-Jun-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deploy	Comp	10c	Go live criteria met & approved (excl. data migration)	26-Jun-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deploy	**Stage Gate**		**DEPLOY COMPLETE**										
Handover to Support	Comp	11a	Handover to Support criteria identified	31-Jul-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Handover to Support	Comp	11b	Handover to Support criteria met	30-Sep-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Handover to Support	**Milestone**		**Handed over to Support**										
Optimisation	Comp	12a	Optimisation Plan agreed	30-Aug-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Optimisation	Comp	12b	Optimisation initiatives achieved	20-Dec-26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Optimisation	**Milestone**		**Optimisation targets achieved**										

Project Status Report: Release 1

Reporting period: Oct 2025

On track	At risk	Off track	Not started

Reporting Period	October 2025	Working Groups	EAM/PLM – Warren C FIN – David S SIL – Warren G HRP – Deb Q CPM – Tracey R
Report	TechOne Status Update		

Project Headline	At Risk	FIN and SCM streams were reviewed and re-aligned. KUT dates to be arranged for SCM, FIN is booked HRP request for additional support and Payroll runs booked EAM Configuration is underway PLM Design workshops completed in August CPM re-planning activities are in progress Additional Modules and integrations identified and being re-planned – ECR, ECM, Spatial Intramaps

Project Status Update

Topic	FIN	SCM	HRP	EAM, PLM	SPA IntraMaps	CPM	Comments
Scope							• FIN KUT have been scheduled and SCM still to be planned • EAM In progress • Spatial bookings – replanning in progress • Housekeeping: Projects Go Live Adjustment – Bookings to be reviewed and rescheduled • TechOne has identified additional modules and integrations will be required to facilitate Phase 1 Go Live, working with TechOne to understand impacts and update planning accordingly. (ECM, ECR, Spatial IntraMaps)
Budget							• Budgets for all workstreams on track. Review of budget per stream is underway. • EAM – Saas+ project have Change Requests added, due to scope changes and go live change • Spatial IntraMaps – CR has been raised for bookings to be secured with existing budget – This is a risk for future tasks • FIN and SCM KUT delivered in 2023 – CRs to be produced for KUT (FIN Done and SCM TBC)
Schedule							• All streams are within timeframes to achieve go live of 1 July 2026. • EAM change from 24b to 25a has delayed SSD sign-off, due to changes in different versions and signing off scope. • PLM Schedule is dependent on SSD completion. • CPM Resourcing and booking changes in progress • HRP Additional support and UAT requested – Resourcing and planning in progress. CR has been raised
Resources							• PnR and ECR resourcing and planning is underway • PLM and CPM Resourcing at risk for upcoming activities, due to changes (CPM) and finalization of SSD in progress (PLM) • Pending approval of HRP Additional Support, there is a risk in securing bookings and schedule • Pending CR approvals for SPA IntraMaps and other streams, there is a risk in securing bookings and schedule
Risks & Issues							• Key risk is changes in schedule and bookings, repurposing bookings for other activities.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Trudi Liekefett
AUTHOR POSITION	Manager People and Capability

9.12 PEOPLE AND CAPABILITY MONTHLY REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the People and Capability monthly report for October 2025.

Resolution No.: CORP11/25-0022

Moved: Cr Vern Russell **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

1. Receives and notes the People and Capability monthly report for October 2025.

Carried

HIGHLIGHTS:

Consultation for Local Governments - Skills Audit, Public Skills Australia

A representative from People & Capability attended the Consultation for Local Governments – Skills Audit hosted by Public Skills Australia in Rockhampton. The session explored challenges in delivering training within regional areas, current and future workforce skill requirements and hard-to-fill positions across councils. Insights were shared on the specific roles and capabilities that are most difficult to source, as well as strategies to address these gaps. These consultations, held across Queensland, will inform the development of the national skills audit report and its recommendations, supporting a coordinated approach to workforce planning and capability development for local governments.

Certificate IV in Civil Construction (Supervision)

Council has commenced a structured development program for employees through the Certificate IV in Civil Construction (Supervision). This initiative includes a series of workshops designed to enhance technical and leadership skills while recognising existing experience within the workforce. Delivered over the next six to eight months through a blend of in-person and virtual sessions, the program represents a significant investment in building internal supervisory capability to deliver critical infrastructure services.

Onboarding Improvement Update

The Executive Leadership Team received a comprehensive update on the onboarding project, outlining key milestones achieved and confirming that several components have progressed to the implementation phase. The update reinforced the project's overarching objectives and anticipated delivery timeframes.

This initiative is designed to significantly enhance the onboarding and induction experience for all employees and leaders, ensuring they are equipped with the knowledge, resources, and support needed to succeed from day one. By improving these processes, Council will benefit from faster integration of new staff, increased engagement and retention, and a stronger alignment with organisational values and service standards—ultimately contributing to improved workforce capability and operational efficiency.

Apprentices & Trainee Intake 2026

The recruitment campaign for the 2026 Apprentice and Trainee intake has commenced, with advertising now closed and shortlisting underway. This year's campaign introduced several new initiatives aimed at enhancing reach and engagement. Notably, radio advertising was utilised for the first time, alongside the production of a promotional video featuring current trainees to showcase the program's value and impact.

A further innovation in the selection process was the implementation of video interviews. These interviews focused on candidates' aspirations and their perspectives on what the opportunity represents for their future development. This approach provided deeper insight into candidate motivations and alignment with organisational values.

Water and Waste Professional Development

In October, the People & Capability team facilitated two targeted development sessions aimed at enhancing team dynamics and communication across operational groups.

Waste Team Day

A development session was delivered to the Waste team, featuring the "This Person/That Person" activity. This interactive exercise encouraged participants to identify characteristics of ideal and non-ideal team members, fostering meaningful dialogue around what it means to be a team player. The outcomes of this session now serve as a reference point for ongoing conversations about acceptable and unacceptable team behaviours, supporting a culture of accountability and collaboration.

WWILT Development Session

The Water and Waste Influencers and Leadership Team (WWILT) participated in a session focused on workplace communication and personality dynamics. This session prompted robust discussion and reflection, contributing to stronger interpersonal understanding within the team. Additionally, the session included a review of the WWILT Challenge Day, highlighting key strengths and areas for improvement.

Neurodiversity within Local Government Workshop

P&C explored the potential for neurodiversity workshops to be introduced to our leaders. The course is designed to deepen participants' understanding of neurodiversity, inclusion, and workplace accommodations. We explored the varied ways neurological differences manifest and the importance of recognising and respecting diverse cognitive functioning within the workforce.

Participants gained insights into how neurodiversity influences both internal operations and external service delivery. The course culminated in the development of practical strategies for leaders aimed at fostering a more inclusive and accommodating environment for neurodiverse employees and enhancing communication with neurodiverse community members.

Skilling Queenslanders for Work First Start Funding

Council has successfully secured an additional placement in the FY24/25 Skilling Queenslanders for Work – First Start Program, following the reallocation of unfilled positions from other councils. This opportunity was formalised through a Deed of Variation, signed by all relevant parties.

The additional placement provides $15,000 in supplementary funding, which will directly support the ongoing delivery of Council's apprentice and trainee program. This outcome reflects Council's continued commitment to workforce development and creating meaningful employment pathways within the community.

Preparation for Collective Bargaining in 2026

The People & Capability team participated in an October workshop to prepare for the next round of collective bargaining in 2026. The session provided Councillors with early insights before endorsement of the general terms. The current Certified Agreement (CA), certified on 6 November 2023, remains in effect until 30 June 2026. Early engagement supports informed decision-making and a smooth negotiations process. Updates will be shared as planning continues.

RECRUITMENT AND ONBOARDING UPDATE:

The People and Capability team successfully recruited and onboarded fourteen (14) new and existing employees up to 31 October 2025:

Directorate	Position Title	Work Location
Office of the CEO	People & Capability Officer	Middlemount
Office of the CEO	People & Capability Executive Assistant	Clermont

Infrastructure Services	Leading Hand	Nebo
Infrastructure Services	Labourer	St Lawrence
Infrastructure Services	Labourer	Clermont
Infrastructure Services	Manager Roads Infrastructure	Clermont
Infrastructure Services	Coordinator Infrastructure West	Clermont
Infrastructure Services	Overseer - Infrastructure	Clermont
Community Services	Program Leader Community Events and Activation	Moranbah
Community Services	Frontline Service Officer	Moranbah
Community Services	Hospitality Casual	Moranbah
Water & Waste	Customer Administration Officer	Moranbah
Water & Waste	Administration Officer	Clermont
Water & Waste	Data Integrity & Compliance Officer	Moranbah

There were six (6) employee separations up to the 31 October 2025:

Directorate	**Position Title**	**Work Location**
Office of the CEO	Coordinator Property Development	Moranbah
Community Services	Manager Community and Cultural Services	St Lawrence
Community Services	Community Compliance Officer	Moranbah
Community Services	Hospitality Casual	Moranbah
Community Services	Hospitality Casual	Dysart
Community Services	Frontline Service Officer	Moranbah

PEOPLE AND CAPABILITY LEARNING & DEVELOPMENT UPDATE:

October saw a reasonably balanced mix of mandatory and desirable training across departments, reflecting Council's ongoing commitment to capability development.

Top three (3) Go1 training themes for October:

- Mastering Excel
- Formula Creation
- Data Analysis

Safety-related training for October:

- 1080 Baiting
- Authorised Person
- Chainsaw
- Polesaw
- Provide CPR
- Provide First Aid

Figure 1.0 Estimated Data - Employee Training October 2025

Directorate	OCEO	Infrastructure Services	Community Services	W&W	Corporate Services	Graph
Number of Employees - October 2025	**12**	**19**	**6**	**19**	**3**	



Figure 2.0 Estimated Data – Training Separated by Mandatory VS Desirable



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



Training Course	Hours	OCEO	Infrastructure Services	Community Services	W&W	Corporate Services
1080 Baiting	14			1		
Authourised Person	2.00				1	
Block Training	135				1	
Certificate IV in Civil Construction (Supervision)	37.5		5			
Chainsaw	49		7			
Food & Hospitlaity Expo	6.5			1		
LGMA Council Meetings Webinar Series	3.00				1	
LGMA People & Culture Forum	2.00	2				
Neurodiversity Workshop	80.00	10		1		1
Polesaw	49.00		7			
Professional Certificate in Asset Management Planning - Module 6 - Demand Management	4.00				1	
Professional Certificate in Asset Management Planning - Module 7 - Asset Management Plans	4.00				1	
Provide CPR	16.00			1	3	
Provide First Aid	24.00				2	
RMLV (Responsible Management of a Licenced Venue)	19.00			2		
WIOA 2025 - QLD Water Industry Operations Conference & Exhibition	189.00				9	
Work Well Conference	15.00					2
Total	**649.00**	**12**	**19**	**6**	**19**	**3**

FINANCIAL REPORT:

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

DEVIATION FROM BUDGET AND POLICY:

Nil

ACTION ACCOUNTABILITY:

Not Applicable.

Report prepared by:	**Report authorised by:**
TRUDI LIEKEFETT	CALE DENDLE
Manager People and Capability	**Chief Executive Officer**
Date: Monday 3 November 2025	Date: Tuesday 4 November 2025

ATTACHMENTS

- Attachment 1 - People and Capability Establishment Report – October 2025

REFERENCE DOCUMENT

- Nil

PEOPLE AND CAPABILITY REPORT

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DEEP DIVE TOPIC: ANNUAL LEAVE

This month's deep dive focuses on organisational trends in Annual Leave. Drawing on data for annual leave taken and annual leave accrued between November 2024 to October 2025, the analysis highlights peak periods, department-level patterns and the implications for employee wellbeing and resource planning.

Section	Summary
Key Metrics	**Leave Taken:** Across the organisation, a total of 52,147.81 annual leave hours were recorded. Infrastructure Services recorded the highest number of hours (22,562.91), followed by Water and Waste (9,242.57 hours). Infrastructure Services equates to (39%) of the workforce, it is expected that the number of hours taken is reflected in the annual leave hours. Departments with highest number of annual leave hours taken: • Parks & Recreation – (9,242.5 hours) • Infrastructure West – (5,061.85 hours) • Water & Waste Operations – (5,179.24 hours) **Accrued Leave:** Across the organisation, the current number of annual leave weeks accrued is 1,865.60. Infrastructure Services records the highest number of weeks at (729.52 weeks). At the end of pay period 17 October 2025, 100.22 weeks falls into the category of excess leave (> 10 weeks), the majority of excess leave falls within Infrastructure Services (42.04 weeks) and Corporate Services (31.01 weeks). The current number of employees with more than ten (10) weeks of leave is thirty-five (35). This number has remained steady between the period of April and October 2025
Changes Annual Leave	**Leave Taken:** Over the twelve (12) months, annual leave has been accessed consistently within all departments, with peak usage during the Christmas closure in December/January and May. **Accrued Leave:** Accrued leave balances have generally increased across most directorates on a month-to-month basis, with only occasional minor decreases before rising again. Notably, Infrastructure Services is the only directorate where accrued leave has consistently declined each month. This may be attributed to employees within the directorate transitioning into retirement who had a large balance of annual leave paid out upon exiting the organisation.

Cost Implications	**Leave Taken:** Overtime and engagement of temporary resources to cover extended periods of annual leave bring additional cost to Council. **Accrued Leave**: When employees eventually take leave or exit the organisation, the leave is paid out at their current salary, not the rate when the leave was accrued which increases the cost to council.
Operational Insights	**Accrued Leave:** Resourcing gaps and workload spikes may contribute to employees not utilising annual leave on a regular basis. Encouraging managers to review current projects/workloads and schedule for employees to take annual leave outside these times. The implementation of the new CIA platform will provide better visibility for managers to review and track employee's annual leave/usage. Leave forms will be submitted into Tech One creating a workflow for manager to approve upcoming leave requests highlighting any overlapping periods of leave.
Risks of not taking Annual Leave	When employees do not take regular periods of annual leave it can lead to employee burnout, reduced productivity, increased absenteeism, higher turnover, compliance risks and financial liabilities due to accrued leave.
Recommendations	P&C continue to work with leaders to ensure annual leave is being monitored and taken without putting extra pressure on existing staff. • P&C team to continue sending out monthly excess leave reports • Managers to encourage employees to plan and take leave regularly • Monitor leave balances and intervene when excessive accruals occur. • Encourage managers to recognise signs of burnout • Continue to communicate the benefits of taking leave to all staff.

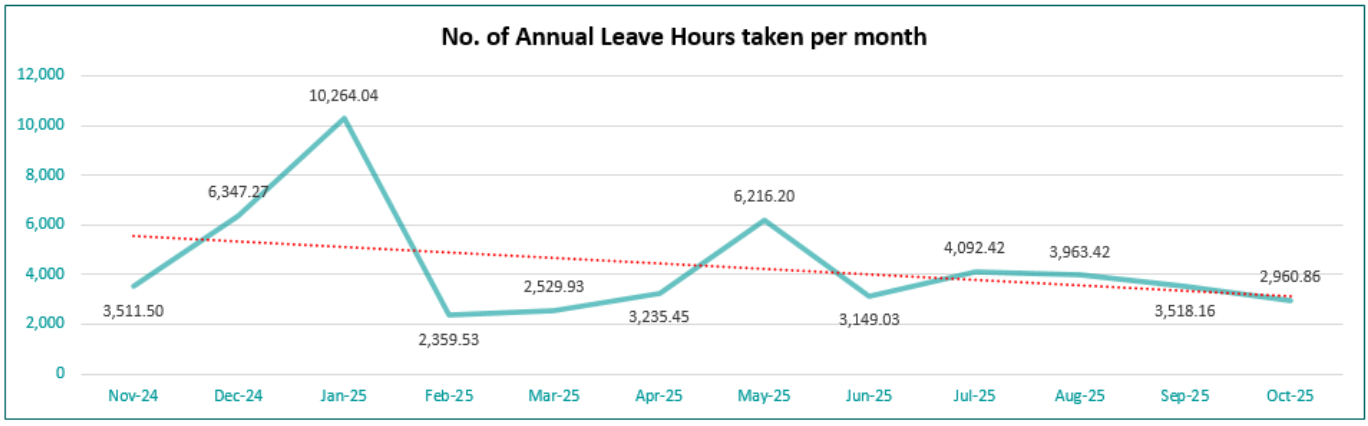
Annual Leave – Hours Taken

Figure 1 – Directorate Annual Leave (hours taken) 1 November 2025 to 17 October 2025

Annual Leave (Hours Taken) - 1 November 2024 to 17 October 2025													
Directorate	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Total
Office of the CEO	**197.34**	**377.57**	**884.27**	**42.80**	**135.14**	**326.81**	**554.21**	**165.73**	**186.07**	**226.58**	**241.12**	**41.29**	**3,378.93**
Chief Executive Office	72.51	120.81	222.22	32.23	8.06	48.58	58.37		50.36	16.06	37.74		666.94
People & Capability	109.52	149.06	413.81	3.32	78.74	54.42	119.88	67.45	67.22	8.06	78.51	17.15	1,167.14
Advocacy		59.34	122.56	7.25	8.06	81.24	227.89	50.75	68.49	15.31	16.12	24.14	681.15
Economic Development	15.31	48.36	125.68		40.28	142.57	148.07	47.53		187.15	108.75		863.70
Corporate Services	**416.08**	**1,234.20**	**1,814.19**	**385.03**	**504.12**	**392.88**	**1,043.33**	**607.98**	**551.92**	**426.70**	**462.76**	**565.15**	**8,404.34**
Corporate Services		23.20	134.96	14.22	7.25	8.06	14.50	48.36	43.50	67.68		7.25	368.98
Financial Services	48.74	411.72	833.97	147.14	129.92	194.70	370.33	193.52	219.30	138.69	120.59	321.62	3,130.24
Information Solutions	308.16	435.00	299.50	97.87	268.58	93.66	235.60	126.34	109.74	154.53	174.22	62.30	2,365.50
Governance & Assurance	59.18	110.55	61.41	9.00		17.81	14.50	21.75	38.67	26.60			359.47
Contracts & Procurement		24.16	149.23	4.03	15.31		112.78	2.40	44.80	5.00	22.91	21.75	402.37
Safety & Resilience		185.26	257.80	96.66	83.06	62.53	257.75	127.00	40.30	34.20	80.64	144.17	1,369.37
Enterprise Assets		44.31	77.32	16.11		16.12	37.87	88.61	55.61		64.40	8.06	408.41
Infrastructure Services	**1,508.30**	**2,561.63**	**3,857.14**	**1,176.06**	**858.49**	**1,312.08**	**2,976.27**	**1,444.63**	**2,000.25**	**1,904.72**	**1,677.20**	**1,286.14**	**22,562.91**
Infrastructure Services	70.16	21.75	111.97	16.12			58.00		30.62	14.50		7.25	330.37
Parks & Recreation	734.74	806.71	1,135.97	567.00	352.52	660.44	1,354.00	579.92	954.99	751.14	1,064.53	445.75	9,407.71
Infrastructure East	41.00	309.87	522.26	152.00	84.68	103.25	330.66	132.00	76.00	40.00	106.50	98.54	1,996.76
Infrastructure West	226.11	552.60	751.09	220.76	255.57	279.76	687.72	342.07	523.98	566.00	347.57	308.62	5,061.85
Corporate Properties	220.73	376.51	597.47	77.50	79.73	54.65	181.39	206.65	162.98	181.00	37.26	130.30	2,306.17
Fleet	140.00	285.87	410.00	53.41	64.00	175.72	223.91	152.81	139.03	158.84	121.34	164.25	2,089.18
Engineering Services	75.56	208.32	328.38	89.27	21.99	38.26	140.59	31.18	112.65	193.24		131.43	1,370.87
Community Services	**681.55**	**1,160.00**	**2,069.98**	**380.59**	**478.27**	**482.99**	**532.41**	**369.01**	**630.46**	**676.63**	**548.00**	**549.17**	**8,559.06**
Community Services	56.09	49.43	61.24	14.50		88.23	8.06	7.25	30.62	105.66	60.19	32.16	513.43
Planning & Environment	40.28	162.85	388.62	8.50	66.47	56.41	56.57	16.12	69.93	24.12	75.72	116.79	1,082.38
Community Education & Compliance	83.75	250.24	278.64	44.28	63.98	177.25	16.11	88.62	116.07	147.07	56.42	88.62	1,411.05
Community & Cultural Services	443.25	592.14	1,075.28	198.81	169.39	169.19	379.59	180.27	311.70	364.53	307.42	291.60	4,483.17
Civic Venues	58.18	105.34	266.20	114.50	178.43	(8.09)	72.08	76.75	102.14	35.25	48.25	20.00	1,069.03
Water & Waste	**708.23**	**1,013.87**	**1,638.46**	**375.05**	**553.91**	**720.69**	**1,109.98**	**561.68**	**723.72**	**728.79**	**589.08**	**519.11**	**9,242.57**
Water & Waste		36.25	29.00			72.50	21.75				32.22		191.72
Water & Waste Operations	457.71	629.16	905.04	224.60	328.35	308.30	616.41	343.11	380.60	513.80	252.12	220.04	5,179.24
Waste Management Operations	168.00	161.24	315.70	116.00	205.50	59.75	320.93	126.32	212.68	122.46	246.00	196.06	2,250.64
W&W Business Services	82.52	143.72	316.78	30.32	20.06	258.39	105.00	27.00	130.44	92.53	10.42	65.95	1,283.13
W&W Planning & Projects		43.50	71.94	4.13		21.75	45.89	65.25			48.32	37.06	337.84
Total	**3,511.50**	**6,347.27**	**10,264.04**	**2,359.53**	**2,529.93**	**3,235.45**	**6,216.20**	**3,149.03**	**4,092.42**	**3,963.42**	**3,518.16**	**2,960.86**	**52,147.81**

Figure 2 – Annual Leave (hours taken/percentage) 1 November 2025 to 17 October 2025

Month	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Hours	3,511.50	6,347.27	10,264.04	2,359.53	2,529.93	3,235.45	6,216.20	3,149.03	4,092.42	3,963.42	3,518.16	2,960.86
Percentage	6.73%	12.17%	19.68%	4.52%	4.85%	6.20%	11.92%	6.04%	7.85%	7.60%	6.75%	5.68%



Annual Leave – Accrued Hours

Figure 3 – Number of employees (per month) with excess annual leave 1 April 2025 to 17 October 2025

Annual Leave (No. of Employees) - excess leave over 10weeks	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
Office of the CEO	2	4	3	3	3	4	3
Corporate Services	10	12	13	10	11	10	9
Infrastructure Services	15	15	16	14	14	15	15
Community Services	0	0	0	1	1	1	1
Water & Waste	6	5	6	8	8	5	7
Total	33	36	38	36	37	35	35

Figure 4 – Excess annual leave (Department > 10 weeks) – 1 April 2025 to 17 October 2025

Annual Leave (Department > 10 Weeks) - 1 April 2025 to 17 October 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct	Total
Office of the CEO								
Chief Excecutive Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Development	0.65	1.03	1.42	1.99	0.38	0.54	0.92	6.92
People & Capability	2.98	3.87	4.18	4.91	5.54	6.27	6.96	34.71
Office of the CEO Total	**3.63**	**4.90**	**5.59**	**6.90**	**5.92**	**6.81**	**7.88**	**41.63**
Corporate Services								
Corporate Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Financial Services	11.79	8.57	6.96	8.74	9.82	10.45	8.27	64.60
Governance & Assurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Solutions	27.59	21.78	20.80	18.71	20.24	19.98	21.13	150.24
Contracts & Procurement	0.47	0.19	0.58	0.00	0.00	0.00	0.00	1.24
Safety & Resilience	0.10	0.48	0.87	0.78	0.49	0.66	0.00	3.37
Enterprise Assets	1.33	1.71	1.92	1.79	2.51	1.51	1.61	12.38
Corporate Services Total	**41.28**	**32.74**	**31.13**	**30.01**	**33.07**	**32.59**	**31.01**	**231.84**
Infrastructure Services								
Infrastructure Services	0.00	0.09	0.47	0.60	0.99	1.37	1.76	5.27
Parks & Recreation	19.12	19.26	18.51	15.29	14.83	14.59	14.13	115.72
Infrastructure East	6.60	6.98	7.36	7.94	8.33	8.71	9.10	55.02
Infrastructure West	3.04	3.84	5.78	8.93	8.92	11.12	10.31	51.93
Corporate Properties	6.90	4.02	5.18	3.50	4.27	5.04	5.80	34.71
Fleet	0.00	0.00	0.00	0.00	0.18	0.56	0.95	1.68
Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure Services Total	**35.66**	**34.18**	**37.31**	**36.26**	**37.50**	**41.38**	**42.04**	**264.33**
Community Services								
Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning & Environment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Education & Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community & Cultural Services	0.00	0.00	0.00	1.95	1.67	1.83	2.21	7.65
Civic Venues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Services Total	**0.00**	**0.00**	**0.00**	**1.95**	**1.67**	**1.83**	**2.21**	**7.65**
Water & Waste								
Water & Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water & Wastewater Operations	21.27	18.30	20.00	19.53	17.61	14.43	15.60	126.75
Waste Management Operations	0.34	0.00	0.17	1.16	2.15	2.24	1.47	7.53
W&W Business Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
W&W Planning & Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water & Waste Total	**21.62**	**18.30**	**20.17**	**20.69**	**19.77**	**16.67**	**17.07**	**134.28**
Total	102.18	90.13	94.20	95.81	97.92	99.28	100.22	679.74

PEOPLE AND CAPABILITY REPORT

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

EXECUTIVE SUMMARY:

Highlight	Details
Workforce establishment	• Approved FTE remained highly stable, reflecting a well-defined and consistent permanent workforce structure. • All Positions FTE showed expected variability due to temporary staffing, with peaks aligning with project or leave coverage needs.
Employee demographics and tenure	• The workforce has a strong representation of employees aged 40–60, highlighting the importance of managing an aging workforce through succession planning and retirement transitions. • Tenure data indicates that over half of the workforce consists of early-career employees (with less than three (3) years of service), complemented by a strong foundation of experienced staff. • Council continues to support formal transition to retirement arrangements. Currently four (4) long-serving employees transitioning to retirement who have collectively contributed 82 years of service. This is being managed through fixed-term part-time roles to ensure effective knowledge transfer and mitigate operational risks. • As at 31 October, 465 employees working across eight (8) towns. Moranbah has the most staff, while Carmila has the fewest. Field-based positions are steady in each town whilst office-based positions are less evenly spread, with a much higher number located in Moranbah compared to other towns. • **This represents the highest number of employees engaged by IRC in the past twelve (12) months** • Employee housing allocation totals 129 across the seven (7) towns, reflecting workforce needs and operational priorities across the region.
Employee turnover	• **Annual turnover rate: 21.46%, which equates to a minor increase of 0.03%** • Turnover reasons: the primary reasons for turnover include employees leaving the Isaac region (21%), family/personal reasons and retirement (14%).
Recruitment update	• **Vacancies decreased from 64 positions in September to 53 positions in October**. Previous data shows 65 in July and 68 in August. This progressive decline reflects improved recruitment efficiency and highlights the team's continued efforts and commitment to actively progressing recruitment actions across the directorates. • A decrease in “ON HOLD” positions from 32 in July to 24 in October.

Labour hire engagement	• Labour hire continues to support operational continuity across directorates, especially in Infrastructure Services. • Engagements are primarily for backfilling vacancies or supporting project roles.
Workforce leave	• Leave utilisation across directorates remained steady, with patterns reflecting operational demands and workforce composition. • Core leave types such as sick leave, annual leave and rostered days off were broadly accessed, parental leave and leave without pay were more selectively utilised, with notable usage in Community Services, Corporate Services and Infrastructure Services. • Over the past 12 months, 27,341.21 hours of sick leave, 44,920.27 hours of RDO and 52,147.81 hours of annual leave were taken. • Infrastructure Services recorded the highest overall leave usage, consistent with its larger workforce. This included long service leave and workers compensation hours. • **Total leave taken this month shows a decrease by 2,708.00 hours across sick leave, rostered days off (RDO), and annual leave. This is due to the last pay period dated mid-October.** • **Sick leave remained steady with an average of 5% across all directorates, with moderate fluctuations during the 12 months.**
Absenteeism	• The October report continues tracking unplanned leave to help with workforce planning and improve transparency. • The data covers 1 November 2024 to 17 October 2025 and includes sick/carers leave, leave without pay and workers' compensation. • **Across all five directorates, 6,171.95 days of unplanned leave were taken out of 115,803.40 available workdays, an absenteeism rate of 5.33% a minor increase from 5.30% in September.** • Corporate Services and Infrastructure Services had the highest rates at 5.53% and 5.89%.
Workforce TOIL	• Between November 2024 and October 2025, Infrastructure Services directorate consistently held the highest TOIL balance, with varying levels across other directorates. • The P&C team continues to support department managers in managing workloads and promoting fair and timely access to time off.
Workforce overtime	• From November 2024 to October 2025, overtime remained highest in the Water & Waste (W&W) directorate, with peak usage in February and July 2025 within the Water & Waste and Waste Management Operations teams.

	• Infrastructure Services continued to experience elevated levels of overtime. In August 2025, Infrastructure East recorded a peak overtime rate of 34%, reflecting increased operational demands during that period. This figure decreased by half to 16% in September and has returned to the normal percentage of 20% for October. • Departments with highest overtime Average overtime percentage for the twelve (12) month period: o Infrastructure East – 20% o Water & Waste Operations – 17% o Waste Management Operations – 15%

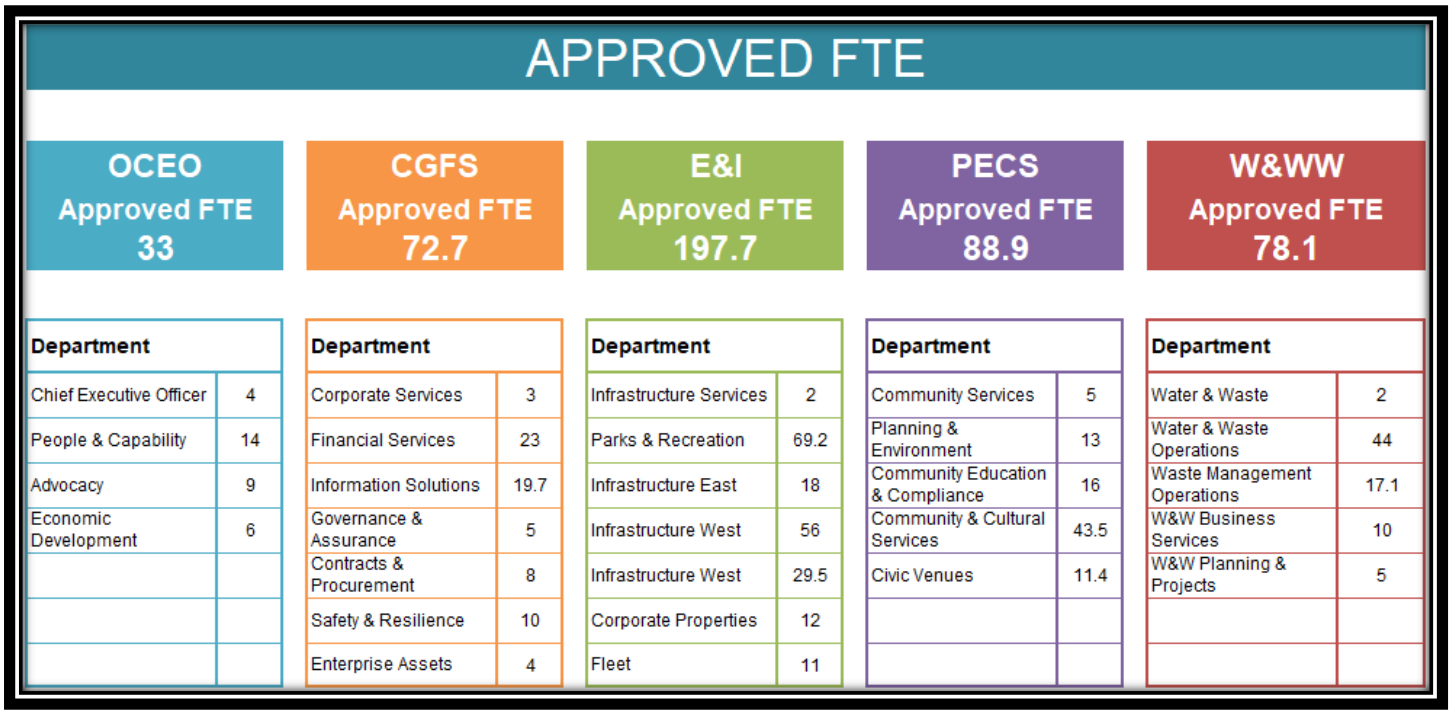
1. WORKFORCE ESTABLISHMENT UPDATE:

1.1. Approved FTE Update

The approved budgeted Full-Time Equivalent (FTE) as at 31 October 2025 is **470.40** with no changes in the month of October.

Figure 1.0 shows the approved budgeted full time equivalent (FTE) by directorate. This data excludes temporary short-term positions created for short term projects/activities and long-term leave coverage. The P&C department ensures all structural changes are carefully considered, align with operational requirements and maintain budget neutrality. New permanent positions can only be established with a Council resolution.

Figure 1.0: Approved Position FTE by directorate as at 31 October 2025



Department	
Chief Executive Officer	4
People & Capability	14
Advocacy	9
Economic Development	6

Department	
Corporate Services	3
Financial Services	23
Information Solutions	19.7
Governance & Assurance	5
Contracts & Procurement	8
Safety & Resilience	10
Enterprise Assets	4

Department	
Infrastructure Services	2
Parks & Recreation	69.2
Infrastructure East	18
Infrastructure West	56
Infrastructure West	29.5
Corporate Properties	12
Fleet	11

Department	
Community Services	5
Planning & Environment	13
Community Education & Compliance	16
Community & Cultural Services	43.5
Civic Venues	11.4

Department	
Water & Waste	2
Water & Waste Operations	44
Waste Management Operations	17.1
W&W Business Services	10
W&W Planning & Projects	5

APPROVED FTE	FILLED FTE	VACANT FTE	HEADCOUNT (actual count)
470.40	415.70	54.70	423.00

Note:
**Permanent positions approved and endorsed by Council consist of full-time, part-time and casual.*
** Headcount: Approved FTE: Number of employees sitting against an approved and endorsed position by Council.*

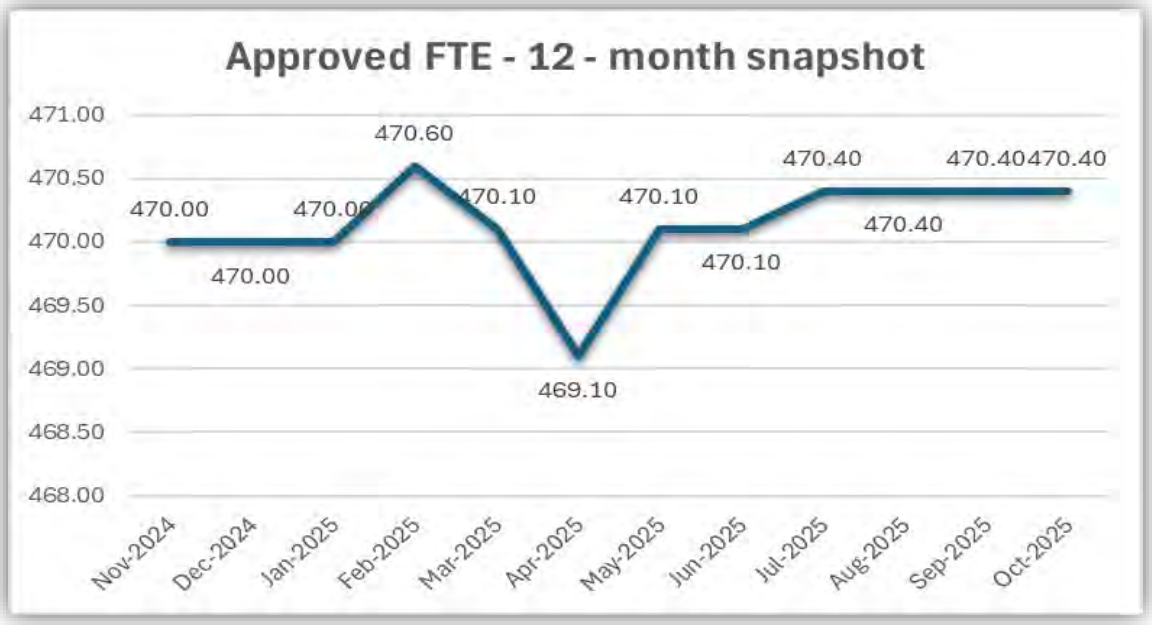
Month	FTE Movement		Description	OCEO	CGFS	E&I	PECS	W&WW	FTE
Nov-2024		-1	Economy & Prosperity (62507)	25.00	72.70	190.70	104.50	77.10	470.00
Dec-2024				25.00	72.70	190.70	104.50	77.10	470.00
Jan-2025				25.00	72.70	190.70	104.50	77.10	470.00
Feb-2025	1	-0.40	Advocacy & External Affairs (13009) & Liveability & Sustainability (63532)	26.00	72.70	190.70	104.10	77.10	470.60
Mar-2025		-0.50	Community Facilities (67638)	26.00	72.70	190.70	103.60	77.10	470.10
Apr-2025		-1.00	Parks & Recreation (52224)	26.00	72.70	189.70	103.60	77.10	469.10
May-2025	1		People & Capability (11117)	27.00	72.70	189.70	103.60	77.10	470.10
Jun-2025				27.00	72.70	189.70	103.60	77.10	470.10
Jul-2025	1	-0.7	Liveability & Sustainability (63535) & Corporate Properties (57503)	27.00	72.70	189.00	104.60	77.10	470.40
Aug-2025				27.00	72.70	189.00	104.60	77.10	470.40
Sep-2025	1		W&WW Operations (81002)	33.00	72.70	197.70	88.90	78.10	470.40
Oct-2025	1	-2	Asset and Planning Engineer (59025) Manager Community Facilities (67500) Manager Galilee & Bowen Basin Operations (51500)	33.00	72.70	197.70	88.90	78.10	470.40

The Approved FTE has continued to remain steady at 470.40 during the 12 months (November 2024 – October 2025). Minor adjustments were observed as follows:

Changes: Nil

The final count was 470.40 FTE in October 2025, showing an increase of +0.40 FTE over the year.

Figure 2.0: Approved FTE: November 2024 – October 2025 - 12-month snapshot

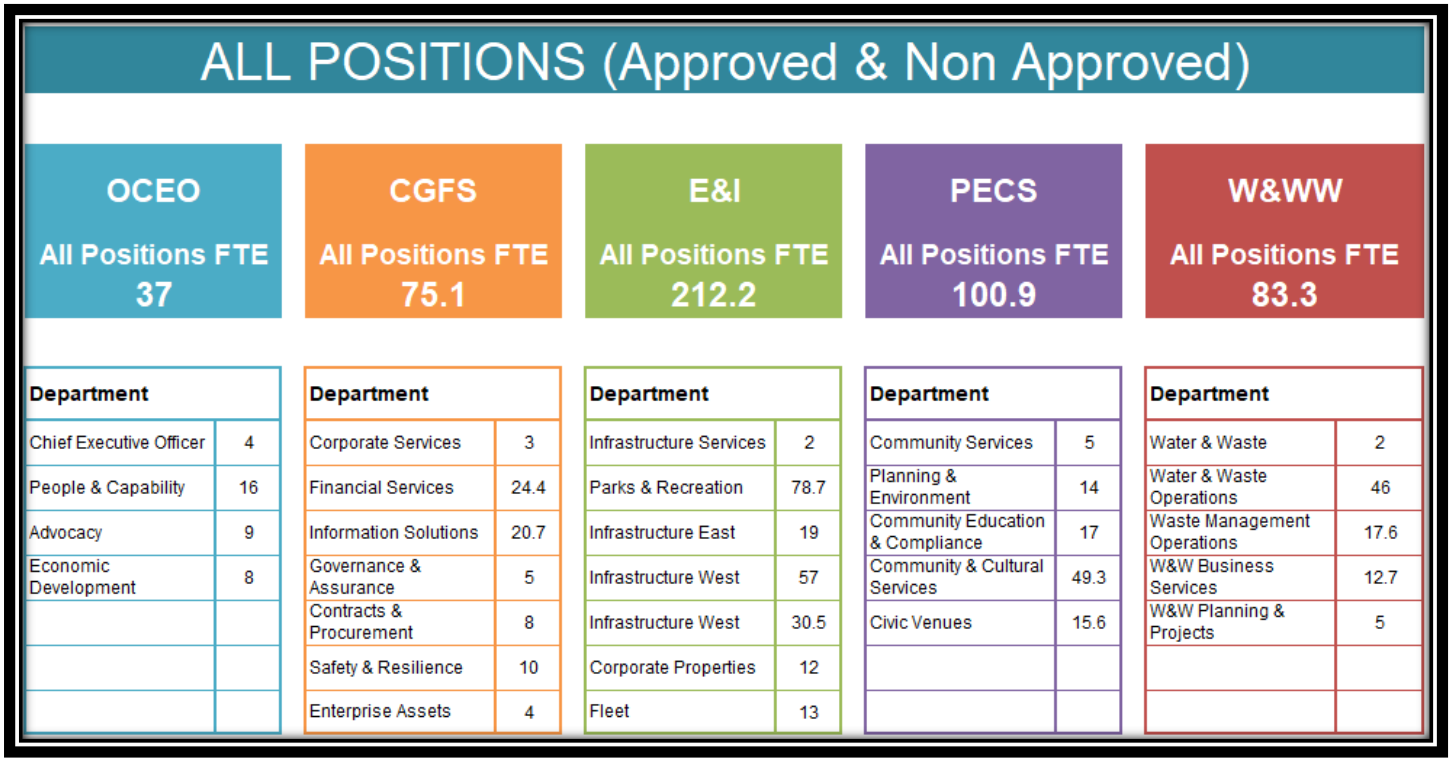


1.2. All Positions (FTE)

The All Positions FTE, which includes both permanent and temporary roles, began at 508.40 in November 2024, reflecting temporary roles. Fluctuations were observed as follows:

Notable drops: March (-2.3 FTE), May (-2.3 FTE). Gradual decreases between the months of December to March with an increase in September and October 2025 (+7.4) due to new temporary roles. The final count was 508.50 FTE, a decrease of +0.1 FTE over the year.

Figure 3.0: All Positions FTE by directorate as at 31 October 2025



Department	
Chief Executive Officer	4
People & Capability	16
Advocacy	9
Economic Development	8

Department	
Corporate Services	3
Financial Services	24.4
Information Solutions	20.7
Governance & Assurance	5
Contracts & Procurement	8
Safety & Resilience	10
Enterprise Assets	4

Department	
Infrastructure Services	2
Parks & Recreation	78.7
Infrastructure East	19
Infrastructure West	57
Infrastructure West	30.5
Corporate Properties	12
Fleet	13

Department	
Community Services	5
Planning & Environment	14
Community Education & Compliance	17
Community & Cultural Services	49.3
Civic Venues	15.6

Department	
Water & Waste	2
Water & Waste Operations	46
Waste Management Operations	17.6
W&W Business Services	12.7
W&W Planning & Projects	5

ALL POSITIONS FTE	FILLED FTE	VACANT FTE	HEADCOUNT (actual count)
508.50	452.80	55.70	465.00

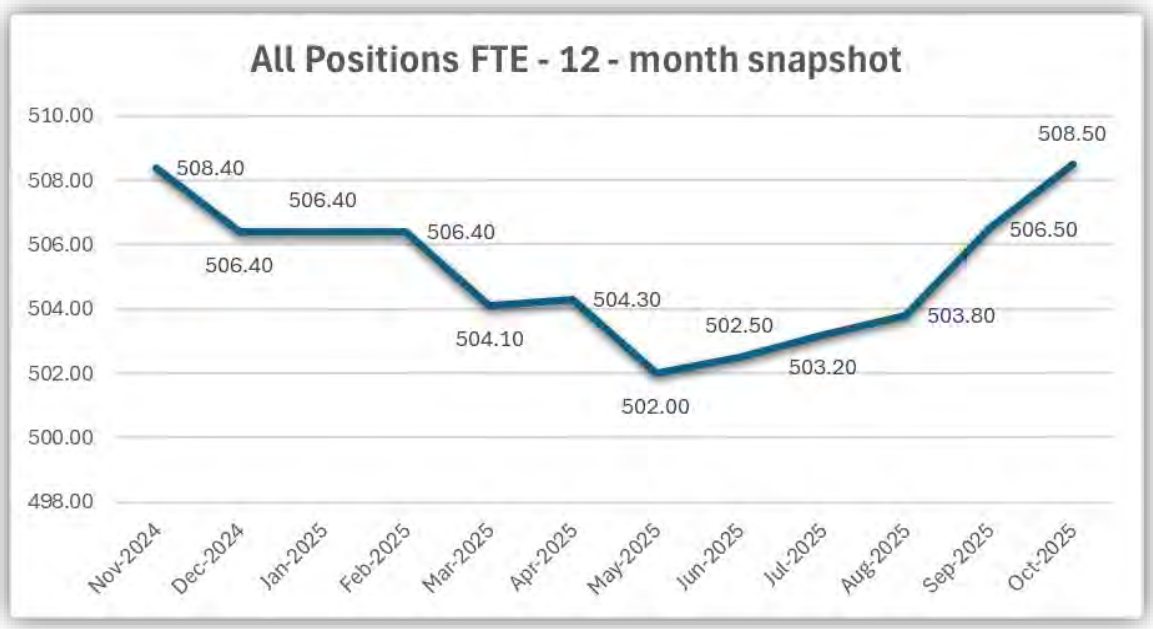
Note:
**Temporary positions approved by the CEO for fixed-term engagement for a specific task or period. Consist of full-time, part-time and casual. Positions will be removed from the organisation structure upon completion of the term.*
** Examples of engagement: Filling a position due to known absences like approved long term leave, parental leave, secondment. Project with a known end date, like Capital Works Projects, Community Support State*

Funding. Filling short-term vacancy needs before finalisation of the recruitment process. Handling unexpected short-term workload increases.

**Headcount: Number of employees sitting against approved and temporary positions within the organisational structure.*

Month	FTE Movement		Description	OCEO	CGFS	E&I	PECS	W&WW	FTE
Nov-2024	1.2		Removed Positions (56104 + 64540 +64553 +65611.3 + 67632.3 + 83008.3) New Positions (11102.2 + 66753.3 + 67511.3 + 67527.3 + 83007.3)	30.70	76.70	193.40	126.30	81.30	508.40
Dec-2024		-2.0	Removed Positions (58214 + 62507 + 62508.2 + 81027) New Positions (56207 + 84411)	30.70	76.70	193.40	124.30	81.30	506.40
Jan-2025				30.70	76.70	193.40	124.30	81.30	506.40
Feb-2025				30.70	76.70	193.40	124.30	81.30	506.40
Mar-2025		-2.3	Removed Positions (11114 + 1116 + 4106.2 + 44214.3 + 46204.3 + 64530 + 66753.3 + 67502.3 + 67610.3 + 83006.3) New Positions (11103.3 + 13009 + 44212.2 + 52204.2 + 56064.2 + 58000.3 + 60004.2 + 63545 + 66723.3 + 67624.3 + 67625.3)	31.00	74.70	195.40	122.70	80.30	504.10
Apr-2025	0.2		Removed Positions (11001.3 + 52206 + 58000.3 + 67624.3 + 67625.3 + 67638) New Positions (56066 62501.2 +66710.3 + 66743.1)	30.00	74.70	195.40	123.90	80.30	504.30
May-2025		-2.3	Removed Positions (11103.3 + 11113.3 + 52224 + 56065 + 67511.3 + 67530.3 + 83007.3) New Positons (41,041 + 66703.3 + 67633.2 + 84406.3)	28.00	75.40	193.70	124.60	80.30	502.00
Jun-2025	0.5		Removed Positions (11109.2 + 58203 + 58204 + 60004.2 + 66703.3 + 67527.3) New Positiosn (11117 + 44214.3 + 56217.3 + 57000 + 57002 + 62500.3)	28.00	76.40	194.70	123.10	80.30	502.50
Jul-2025	0.7		Removed Positions (41200 + 56064.2 + 66723.3) New Positiosn (41034 + 45050 + 47007.3)	28.00	77.60	194.70	122.60	80.30	503.20
Aug-2025	0.6		Removed Positions (44,214.3, 51,505.3, 57,503, 60,000.3, 66,743.1, 84,406.3) New Positions (46,203.3, 62,506.2, 63,535, 67,620.2, 67,632.2)	28.00	77.60	193.00	125.90	79.30	503.80
Sep-2025	2.7		Org Restructure	35.00	75.10	213.20	100.90	82.30	506.50
Oct-2025	4.7	-3	Removed Positions (56,217.3 + 64,541.30 + 84,409.00) New Positions (11,103.30 + 63,542.30 + 84,404.10 + 84,410.30)	37.00	75.10	212.20	100.90	83.30	508.50

Figure 4.0: All Positions FTE: November 2024 – October 2025 - 12-month snapshot

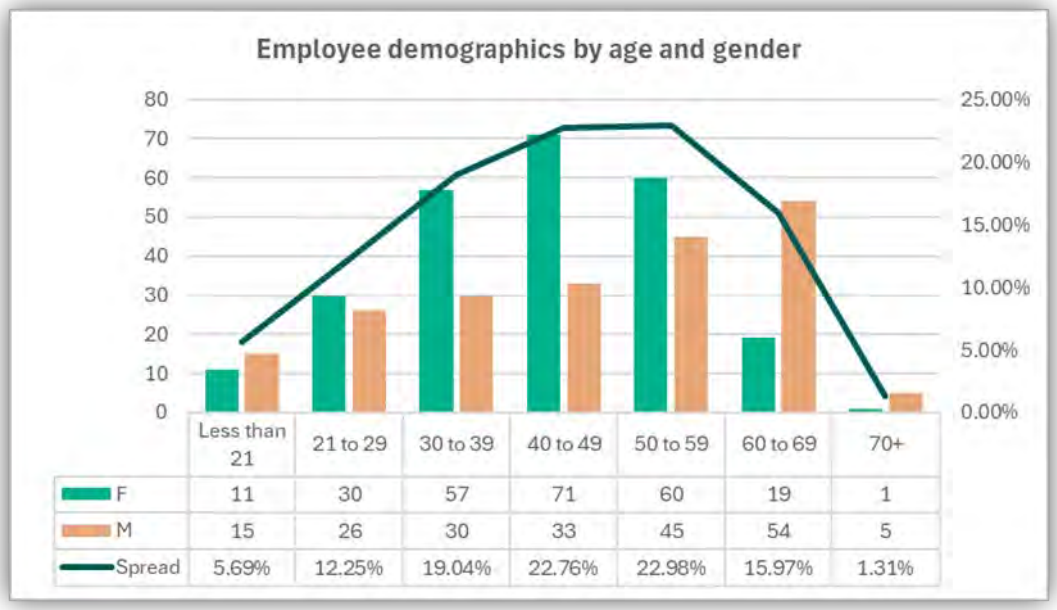


2. EMPLOYEE TRENDS UPDATE:

2.1. Employee Demographics

The current age demographics of Council employees highlight the need to effectively manage an aging workforce. We acknowledge and recognise the importance of leveraging the experience and skills of older employees while ensuring a productive and inclusive work environment. The age demographics continues to show a strong presence of employees aged 40 to 99 and a notable portion aged 60 to 69. To manage workforce aging, the P&C department supports retirement transitions, succession planning and knowledge transfer, ensuring continuity, inclusivity, and the retention of valuable experience and skills.

Figure 5.0: Employee demographics by age and gender as at 31 October 2025



	Less than 21	21 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70+
F	11	30	57	71	60	19	1
M	15	26	30	33	45	54	5
Spread	5.69%	12.25%	19.04%	22.76%	22.98%	15.97%	1.31%

2.2. Transition to Retirement

Council is currently supporting the transition to retirement for four (4) long-serving employees. These employees have collectively contributed almost 83 years of service, including their tenure within the Shires prior to the 2008 amalgamation. This transition is being managed with fixed-term part-time arrangements to ensure knowledge transition and therefore mitigate any potential operational risks associated with their departure.

- Corporate Services| Financial Services | 19 years
- Infrastructure Services | Infrastructure - West | 8 years
- Infrastructure Services | Infrastructure - West | 8 years
- Community Services | Engaged Communities | 48 years

2.3. Employee Tenure

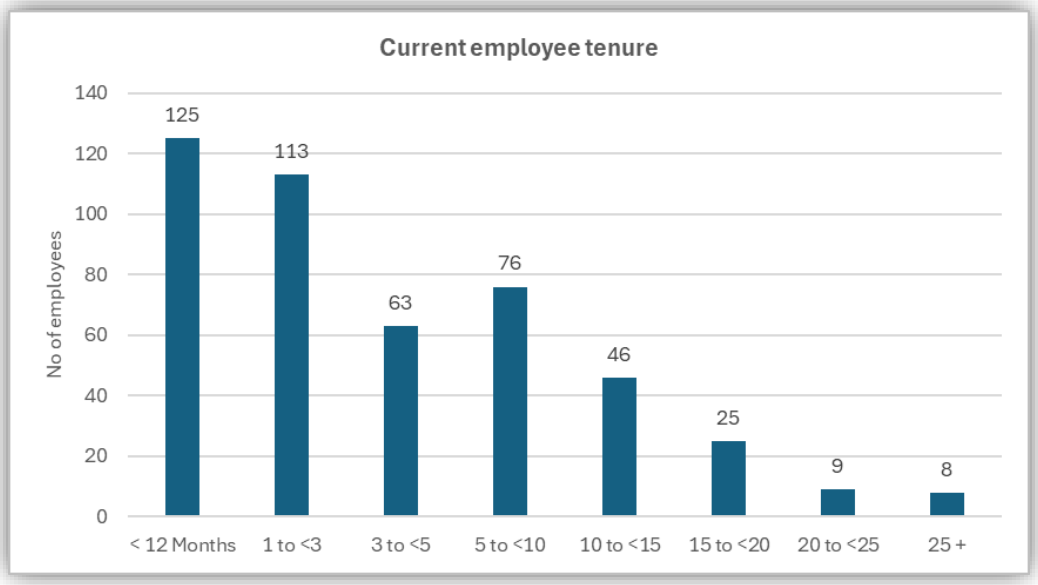
Council's workforce tenure data continues to guide strategic efforts around employee retention and engagement. As of 31 October, the largest tenure group remains employees with less than 12 months of service (123 employees) an increase of 4 employees this month, followed closely by those with 1 to less than 3 years (113). This indicates a workforce with a strong early-career presence, highlighting the importance of targeted initiatives such as:

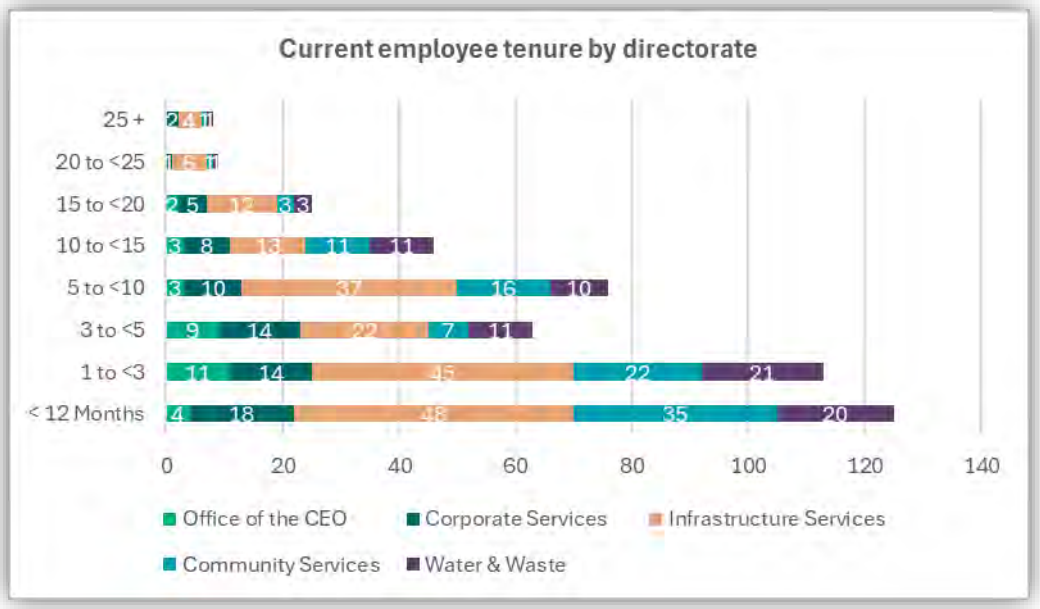
- Enhanced onboarding programs
- Career development pathways
- Employee recognition strategies
- Wellness and flexible work support
- Mentoring and knowledge transfer frameworks

The mid-tenure groups—3 to less than 5 years (63 employees) and 5 to less than 10 years (76)—represent a critical segment for succession planning and leadership development.

Long-tenured employees, including those with 10 to less than 15 years (46), 15 to less than 20 years (25), 20 to less than 25 years (9), and 25+ years (8), provide depth of experience and institutional knowledge. Their retention is vital for continuity, mentoring and cultural stability.

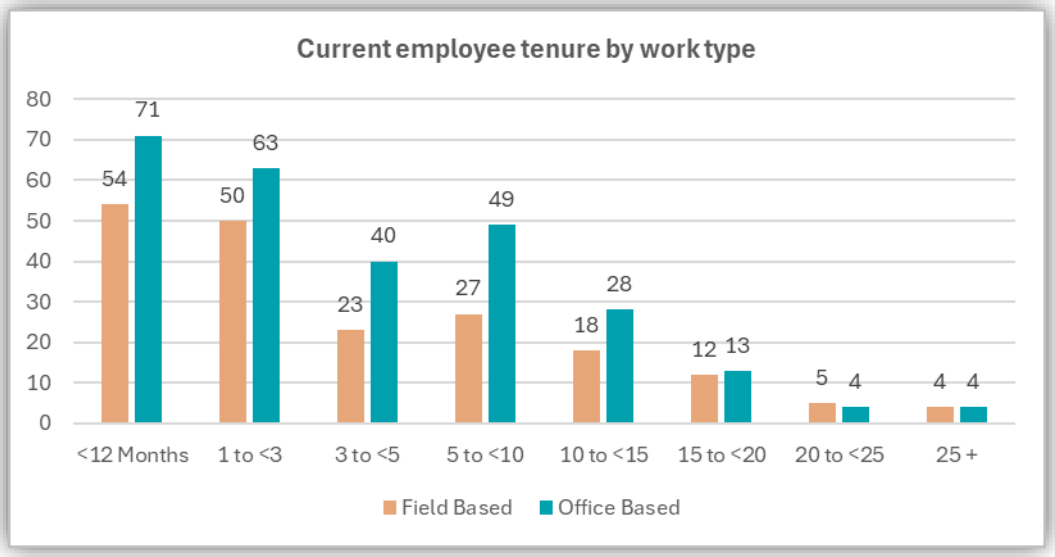
Figure 6.0: Employee tenure and by directorate as at 31 October 2025





Most office-based employees have been with Council for less than three (3) years, with higher representation across nearly all tenure groups compared to field-based employees. Notably, employees with 25+ years of service are evenly split between office and field roles, reflecting balanced long-term commitment across work types.

Figure 6.1: Employee tenure and by work type as at 31 October 2025



2.4. Employee work type and location distribution

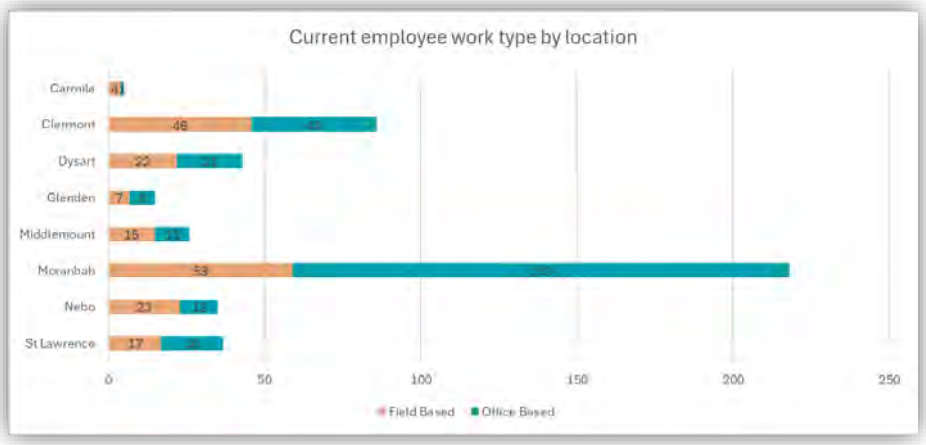
Council's workforce is distributed across eight (8) locations, Moranbah having the largest number of employees (218), Clermont (93), Nebo (37), St Lawrence (34), Dysart (34), Middlemount (27), Glenden (15) and Carmila (5). The total workforce as at 31 October is 463 employees which has seen an increase of (6) new employees this month.

Figure 6.2: Employee tenure and work type as at 31 October 2025



Field-based positions across towns remain relatively stable, reflecting Council's commitment to maintaining an operational presence in each location. Office-based positions, however, show a slight variation within the towns, particularly in Moranbah which has a much higher concentration. There is an opportunity to review office-based role distribution during the recruitment process to ensure genuine consideration of alternative locations, optimise resource allocation and support equitable service delivery across the region. Seven (7) positions were either hired or relocated to locations outside of Moranbah this month.

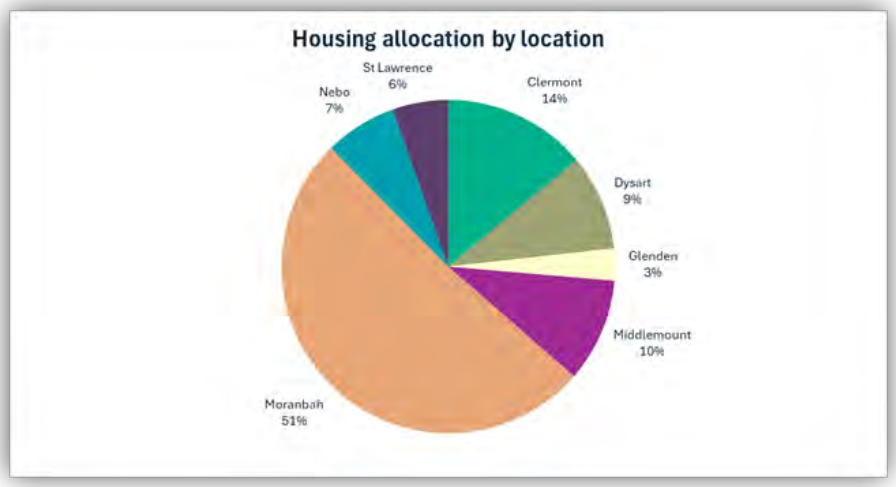
Figure 6.3: Employee location by work type as at 31 October 2025



2.5. Housing allocation distribution

As at 31 October 2025, the total employee housing allocation is 129 properties across seven locations. Allocations include Clermont (18), Dysart (12), Glenden (4), Middlemount (13), Moranbah (66), Nebo (9), and St Lawrence (7).

Figure 6.4: Employee housing allocation by location as at 31 October 2025



The data includes the following categories of employee housing allocation:

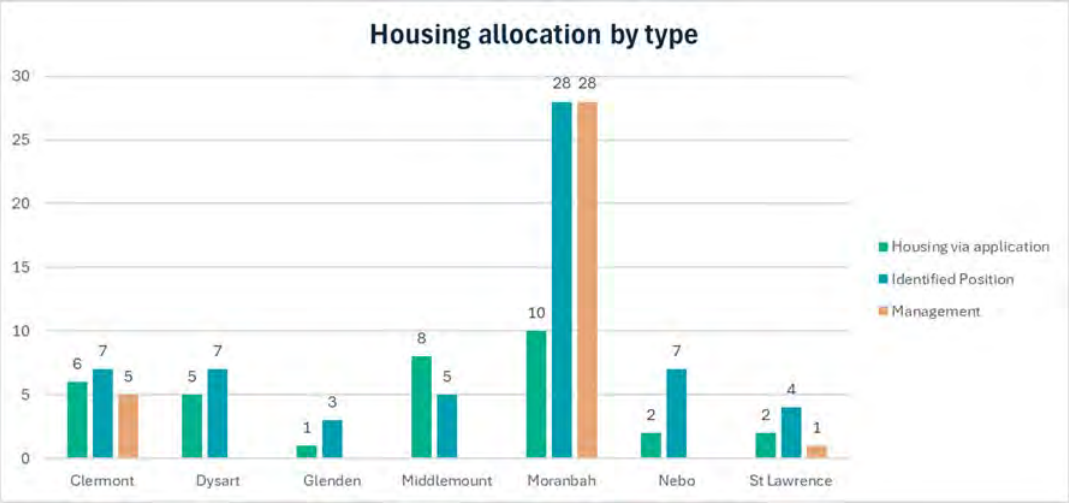
Management and Identified Positions

Housing entitlements continue to be reviewed to ensure alignment with operational needs, recruitment challenges and strategic priorities. Housing remains tied to the position, not the individual and is provided where contractually required. Identified positions continue to receive housing at a subsidised rate to support recruitment, retention and service continuity in key areas. Note, this data is based on housing allocation, does not include anyone receiving housing allowance in lieu of provided accommodation.

Housing via application

Housing via application remains available for employees whose positions do not include contractual housing entitlement. This option is offered at a subsidised rate and continues to play a role in supporting staff in areas with high rental costs or limited housing availability.

Figure 6.5: Employee housing allocation by type as at 31 October 2025



2.6. Employee Turnover

The employee turnover rate from 1 November 2024 to 31 October 2025 is 21.46%. The primary reasons for turnover include employees leaving the Isaac region (21%), family/personal reasons and retirement (14%). The People and Capability team continues to engage with departing employees to understand their reasons for leaving and identify opportunities for improvement.

Figure 7.0: Employee turnover by Directorate for 12-month period 1 November 2024 to 31 October 2025. (Approved establishment only).

Directorate	Appointed	Turnover	Current	Percent (%)
Office of the CEO	6	6	30	20.00%
Corporate Services	16	7	70	10.07%
Infrastructure Services	35	41	172	24.48%
Community Services	30	25	83	29.59%
Water and Waste	18	12	73	16.55%
TOTAL	105	91	428	21.46%

Figure 7.1: Turnover Reasons for period 1 November 2024 to 31 October 2025 (12 months).

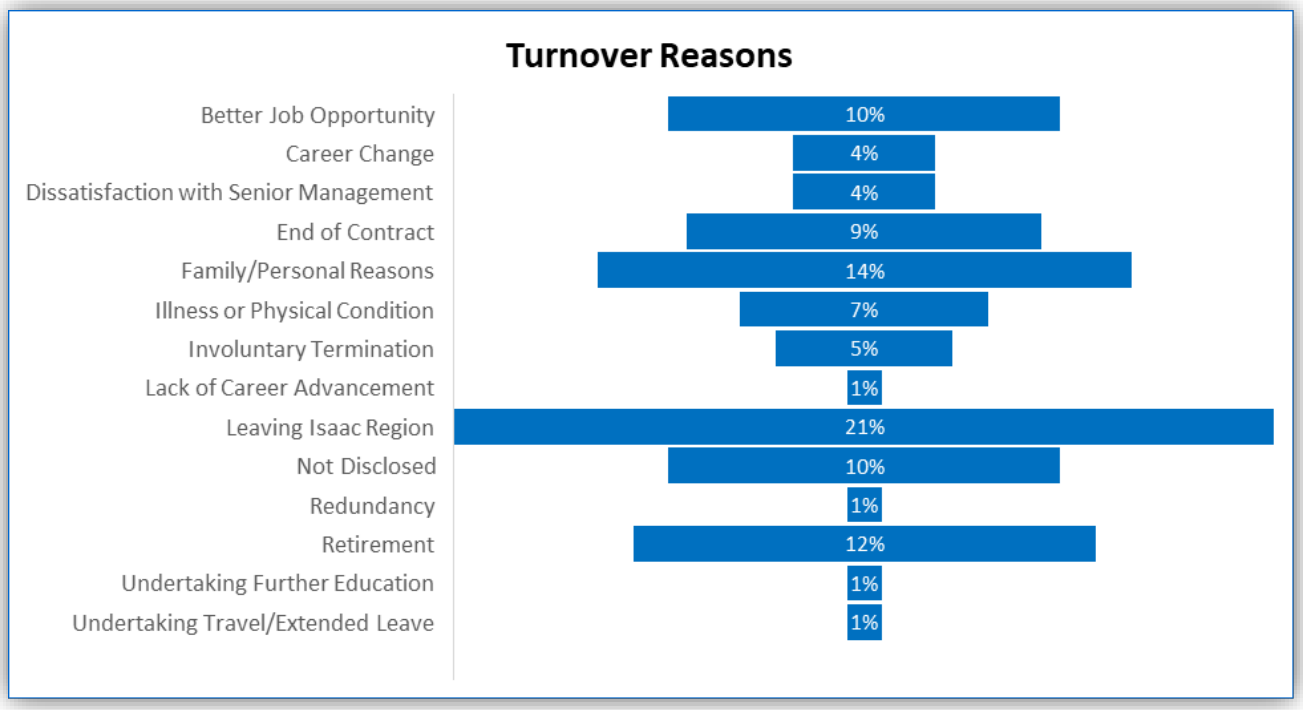
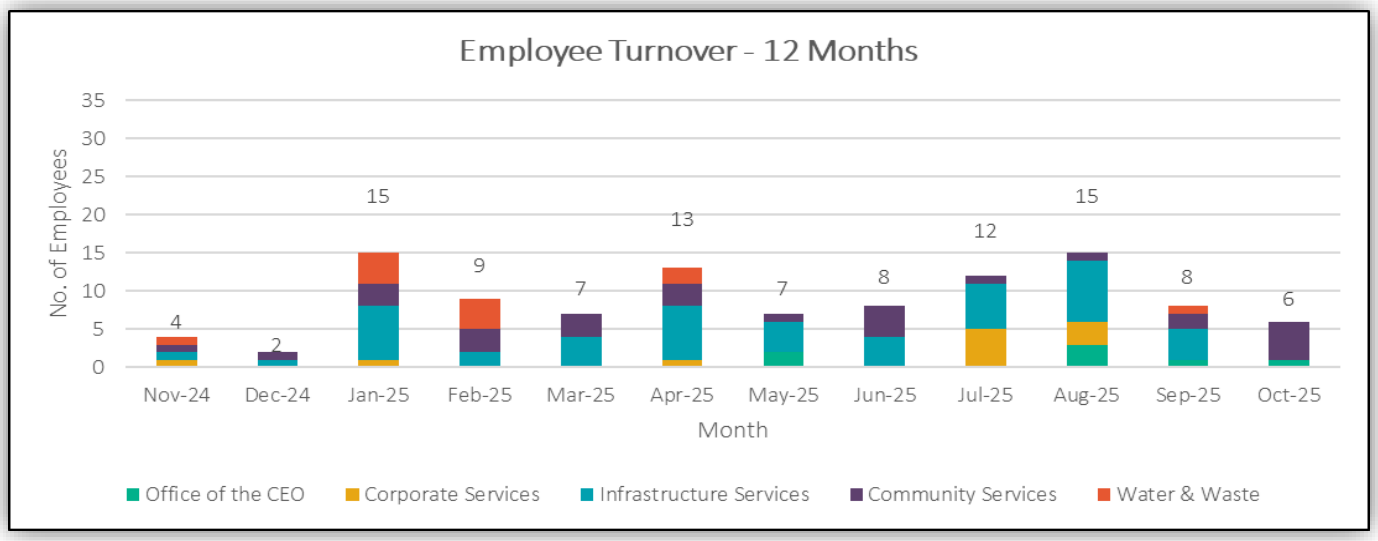


Figure 7.2: Turnover rate 5-year period

Turnover - Calendar Year	Percent (%)
1 November 2020 to 31 October 2021	22.88%
1 November 2021 to 31 October 2022	24.81%
1 November 2022 to 31 October 2023	25.63%
1 November 2023 to 31 October 2024	23.41%
1 November 2024 to 31 October 2025	21.46%

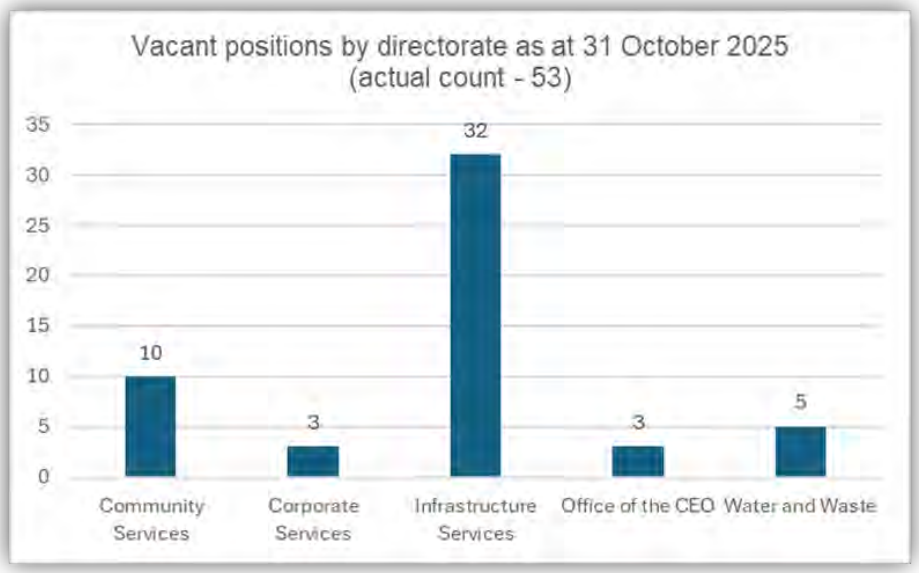
Figure 7.3: Turnover Demographics –1 October 2024 to 30 September 2025



3. Workforce recruitment

As at 31 October 2025, the number of vacant positions under active recruitment has shown a consistent downward trend, from 65 in July to 53 in October. This progressive decline reflects improved recruitment efficiency and highlights the team's continued efforts and commitment to actively progressing recruitment actions across the directorates. In October, Infrastructure Services recorded the highest number of vacancies with 32, followed by Community Services with 10, Water and Waste with 5, Corporate Services with 3 and the Office of the CEO with 3.

Figure 8.0: Number of vacancies by directorate.



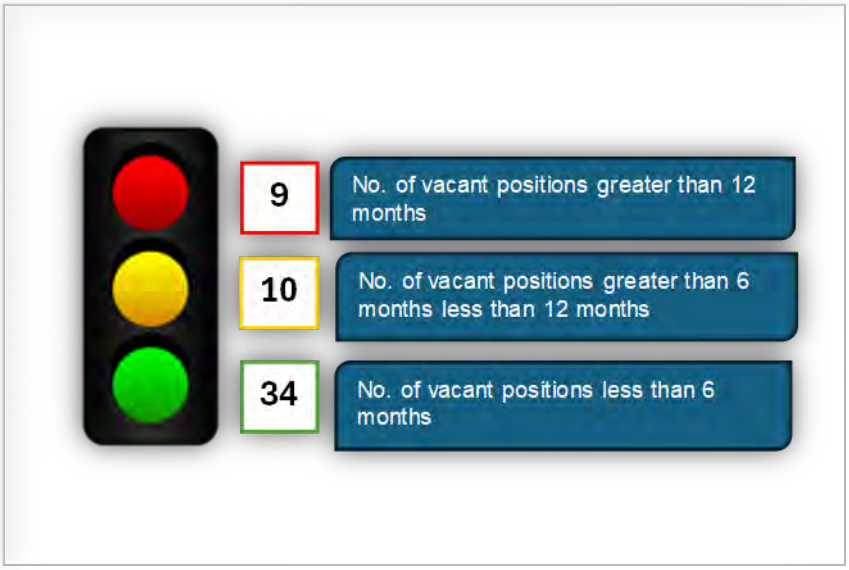
3.1. Vacancy Risk

The People and Capability team recognises the risks associated with prolonged vacancies and actively working to address them. The team continues to work closely with hiring managers to prioritise the recruitment of critical roles. Where immediate coverage is needed, temporary labour hire and internal acting or higher duties are currently used to maintain service continuity and support staff development.

As at 31 October 2025, the number of positions vacant for “greater than 12 months” decreased from 11 in July to 9 in October. Vacancies open for “greater than 6 months but less than 12 months” reduced slightly from 11 to 10, while those vacant “less than 6 months” dropped from 43 to 34.

The drop in vacancy numbers from July to October shows that recruitment is moving in the right direction. The data shows the team is working steadily to fill both new and older positions with extra attention given to positions that have been vacant for extended periods.

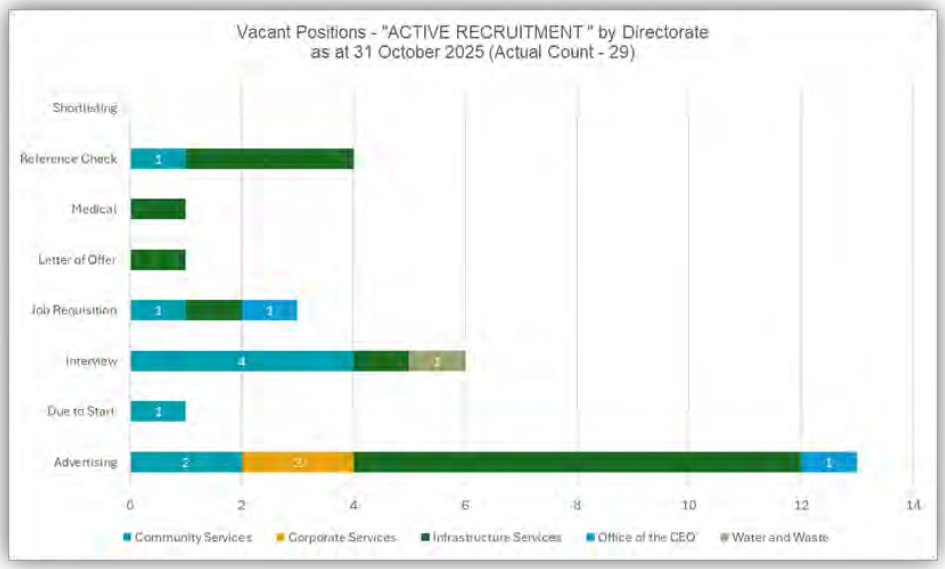
Figure 8.1: shows “length of time vacant” as of 31 October 2025 (actual count – 53).



3.2. Vacancy Active Recruitment

As at 31 October 2025, the number of vacant positions under active recruitment is 29, reduced from 31 in September 2025.

Figure 8.2: Active recruitment, vacancies by directorate and status



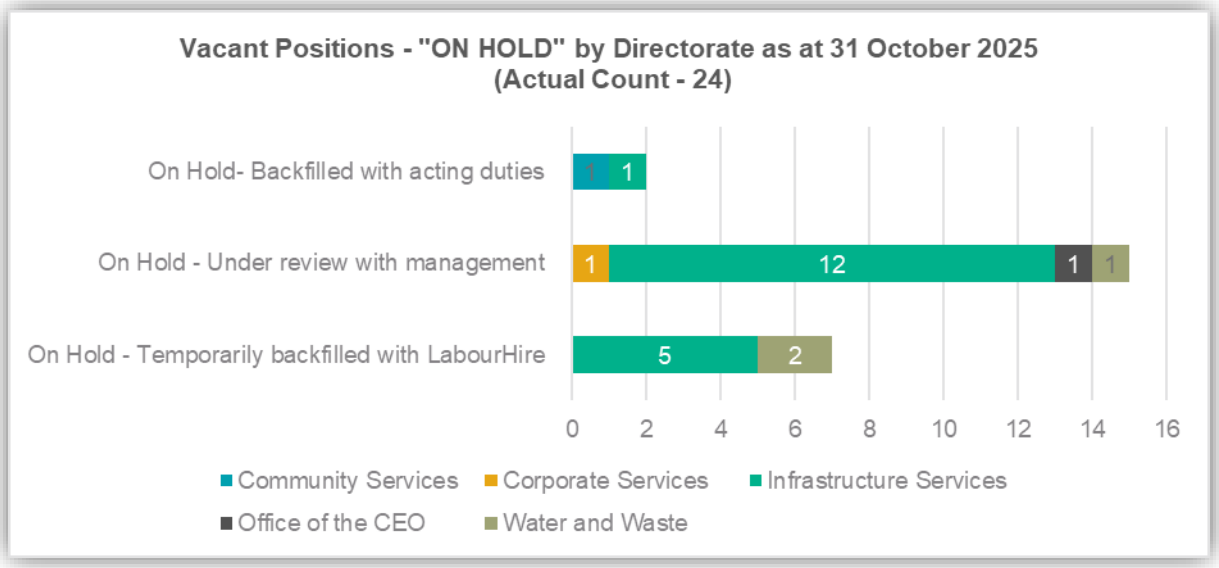
Vacant Positions "ACTIVE RECRUITMENT" as of 31 October 2025

Position No.	Position Title	No of Days Vacant	Vacancy Status
Office of the CEO			
14,001.00	Coordinator Property Development	6	Job Requisition
14,004.00	Economic and Tourism Development Officer	24	Advertising
Corporate Services			
44,221.00	Senior Systems Officer	69	Advertising
46,400.00	Strategic Sourcing Officer	66	Advertising
Infrastructure Services			
55,203.00	Plant Operator	46	Reference Check
55,206.00	Apprentice Civil Construction Plant Operations	30	Advertising
55,305.00	Plant Operator	217	Advertising
55,502.00	Overseer - Infrastructure	67	Medical
56,210.00	Plant Operator	160	Advertising
56,417.00	Plant Operator	27	Advertising
56,418.00	Plant Operator	45	Advertising
56,511.00	Labourer	42	Reference Check
56,513.00	MR Truck Driver	25	Reference Check
57,000.00	Manager Corporate Properties	150	Interview
58,213.00	Mobile Mechanical Fitter	5	Job Requisition
59,025.00	Asset and Planning Engineer	34	Advertising
Community Services			
63,540.00	Departmental Administration Officer - L&S	30	Interview
64,501.00	Community Education Officer	618	Interview
64,551.00	Environmental Health Officer	1191	Interview
64,552.00	Lead Environmental Health Officer	156	Advertising
66,705.00	Trainee Frontline Service Officer	32	Advertising
67,610.00	South & West Facilities Area Leader	112	Interview
67,613.00	Hospitality Casual	29	Due to Start
67,614.00	Hospitality Casual	6	Job Requisition
66,718.00	Frontline Service Officer	21	Reference Check
Water and Waste			
81,002.00	Water and Wastewater Process Engineer	53	Interview
81,022.00	Electrician	195	Letter of Offer

3.3. Vacancy - Recruitment on hold

As at 31 October 2025, the number actual positions on hold across directorates decreased from 33 in September to 24 in October.

Figure 8.3: On Hold positions ("Positions on Hold – Under Review" reflect position changes, position description updates or recruitment challenges.)



Vacant Positions "ON HOLD" as of 31 October 2025 (Actual count 24)

Position No.	Position Title	No of Days Vacant	Vacancy Status	Vacancy Status
CEO Office				
13,010.00	Advocacy Coordinator	289	On Hold - Under review with management	With manager and backfilling with consultant.
Corporate Services				
47,008.00	Disaster and Emergency Support	65	On Hold - Under review with management	PD under review with Manager
Infrastructure Services				
59,027.00	Civil Engineering Student	366	On Hold - Under review with management	To be advertised late 2025 to align with Uni Breaks
52,226.00	Groundsman	55	On Hold - Under review with management	PAM Awaiting approval
52,227.00	Parks Maintenance Officer	445	On Hold - Under review with management	Reviewing internal staff and potential qualifications to internally upskill
56,066.00	Trainee - Administration	184	On Hold - Under review with management	To be advertised late 2025 for 2026 intake

Infrastructure Services				
56,428.00	Grader Operator	281	On Hold - Under review with management	Awaiting JCC for consultation
56,429.00	Semi Water Truck Driver	107	On Hold - Under review with management	With Manager for review- contractor currently engaged
56,610.00	Roller Plant Operator	170	On Hold - Temporarily backfilled with Labour Hire	Awaiting JCC for consultation
56,611.00	Grader Operator	430	On Hold - Temporarily backfilled with Labour Hire	Awaiting JCC for consultation
56,612.00	Labourer	767	On Hold - Temporarily backfilled with Labour Hire	Awaiting JCC for consultation
56,613.00	Truck Driver	779	On Hold - Temporarily backfilled with LabourHire	Awaiting JCC for consultation
56,614.00	Water Truck Driver	622	On Hold - Temporarily backfilled with Labour Hire	Awaiting JCC for consultation
57,505.00	Team Leader – Trade Services	36	On Hold- Backfilled with acting duties	Filled with acting duties until 31/11/2025
57,507.00	Apprentice Carpenter	236	On Hold - Under review with management	To be advertised during A&T 2026 intake
57,509.00	Electrician	360	On Hold - Under review with management	Potential to restructure team - awaiting confirmation
57,513.00	Plumber - Commercial	320	On Hold - Under review with management	With Manager PD review
57,600.00	Program Leader Maintenance	142	On Hold - Under review with management	Position modification to Coordinator Leasing and Operations
57,610.00	Maintenance Officer West	255	On Hold - Under review with management	Position modification to Property Officer
59,015.00	Design and Planning Engineer	166	On Hold - Under review with management	To be advertised, accommodation availability is confirmed | PAM - change title to Coordinator Design and Planning
Community Services				
65,500.00	Manager Community and Cultural Services	23	On Hold- Backfilled with acting duties	Backfilled with Acting Duties until 09/01/2026
Water and Waste				
86,606.00	Project Manager	469	On Hold - Temporarily backfilled with Labour Hire	Backfilled with labour hire
81,024.00	Water & Wastewater Operator	216	On Hold - Temporarily backfilled with Labour Hire	Current engagement with SAPSORB due to cease December 2025. NO advertising / action till then
81,084.00	Water and Wastewater Operator - MORANBAH	36	On Hold - Under review with management	On Hold. Position requires review. With Manager

3.4. Labour hire engagement

Labour hire personnel are engaged to support vacant and project-specific roles across directorates, ensuring continuity of service delivery and operational effectiveness during ongoing permanent recruitment processes or in response to short-term staffing and project requirements.

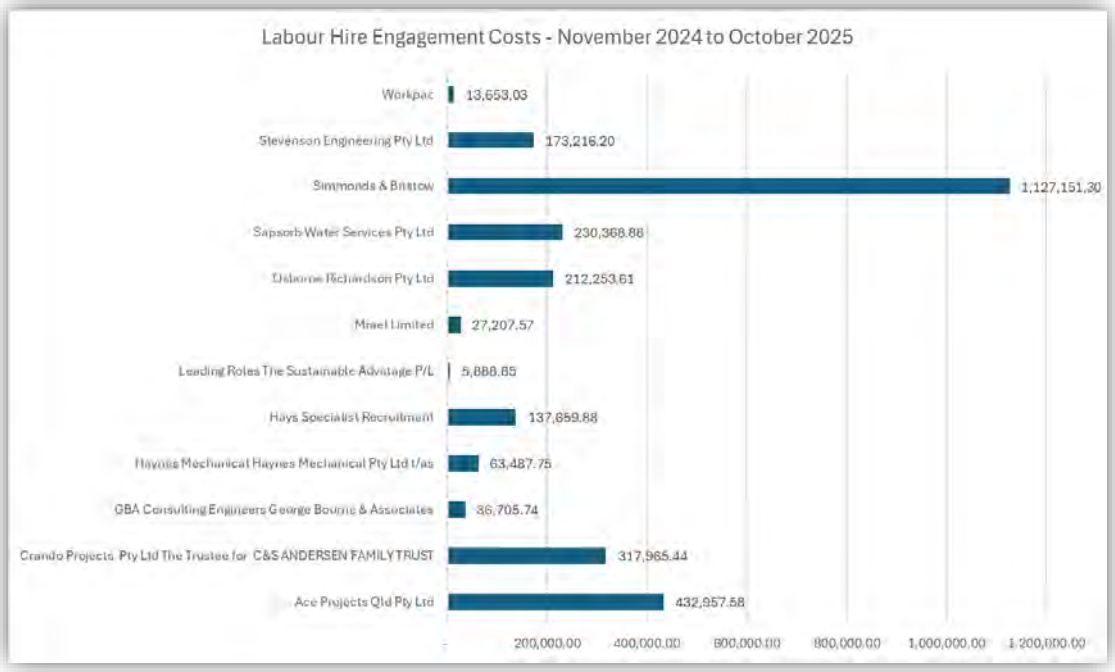
Labour hire personnel as of 31 October 2025

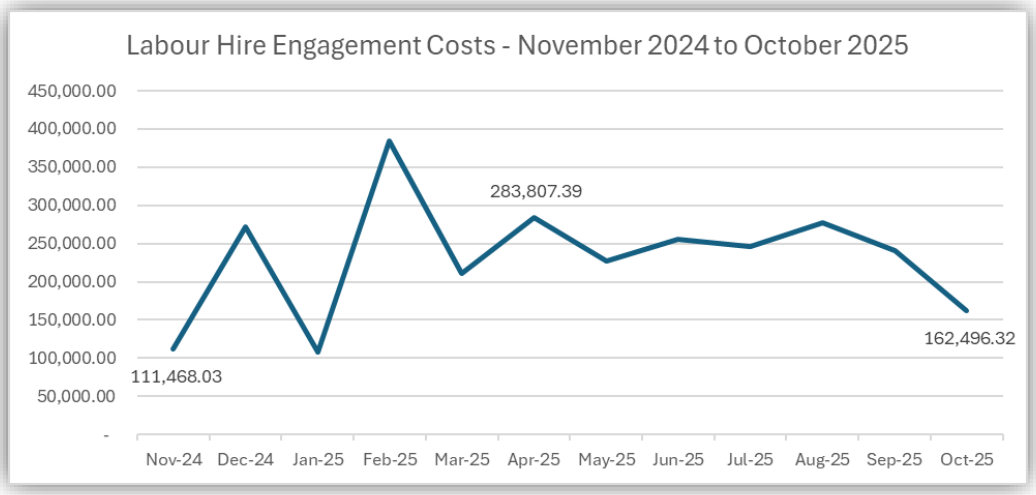
Directorate	Position Number	Position	Agency	Reason for Engagement	Start Date	End Date
Infrastructure Services	57,610.00	Maintenance Officer - West	Osborne Richardson	Labour hire required to backfill vacancy	24/03/2025	28/11/2025
Infrastructure Services	59,000.00	Manager Infrastructure Planning and Technical Services	Stevenson Engineering Pty Ltd	Labour hire required to backfill vacancy	31/03/2025	28/11/2025
Infrastructure Services	56,500.00	Coordinator Infrastructure West	GBA Consultants	Labour hire required to backfill vacancy	29/07/2025	31/10/2025
Community Services	n/a	Saleyard and Showgrounds Officer	Osborne Richardson	Labour hire required to assist with sales as required.	25/02/2023	26/06/2026
Community Services	n/a	Animal Management Centre Attendant	Haynes	Labour Hire required to assist with Animal Management Duties whilst short staffed.	7/07/2025	30/01/2026
Community Services	n/a	Community Education and Compliance Administration Officer	Hays	Labour hire required to backfill vacancy.	21/7/2025	21/11/2025
Community Services	n/a	Animal Management Centre Attendant	Osborne Richardson	Labour Hire required to assist with Animal Management Duties whilst short staffed.	9/10/2025	30/01/2026
Water and Waste	81,024.00	Water and Wastewater Operator	SAPSORB	St Lawrence plant upgrades to automation planned for 25/26 FY	1/01/2025	30/12/2025
Water and Waste	Projects	Process Engineer	Simmonds & Bristow	Project Work	12/01/2024	31/12/2025
Water and Waste	Capital	Capital Works Project Manager	Chris Andersen Consultancy	Project Work	13/05/2024	1/05/2026
Water and Waste	Capital	Project Consultant	ACE Projects	Project Work	1/01/2022	12/12/2025
Water and Waste	Capital	Administration Officer	Osborne Richardson	Project Work	9/08/2024	30/06/2026

3.5. Labour hire expenditure

Labour hire costs across providers from November 2024 to October 2025. Payments through accounts payable.

Labour hire Agency	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Total
Ace Projects Qld Pty Ltd	33,173.80	34,362.02	20,072.36	38,684.80	34,633.72	54,594.32	35,768.04	37,358.20	38,860.36	37,591.84	37,812.28	30,045.84	432,957.58
Crando Projects Pty Ltd The Trustee for C&S ANDERSEN FAMILY TRUST	28,151.37	15,890.50	27,381.04	28,625.75	28,507.16	36,507.41	21,643.11	27,490.65	30,604.64	28,490.55	30,221.29	14,451.97	317,965.44
GBA Consulting Engineers George Bourne & Associates	-	-	-	-	-	-	-	-	-	-	36,705.74	-	36,705.74
Haynes Mechanical Haynes Mechanical Pty Ltd t/as	2,138.40	935.55	5,741.73	5,004.45	4,207.50	4,613.40	5,314.24	7,143.40	9,398.40	10,336.70	4,941.48	3,712.50	63,487.75
Hays Specialist Recruitment	24,301.49	12,635.34	15,538.87	6,912.84	10,325.55	-	3,865.45	1,460.28	7,967.05	7,623.31	23,527.99	23,501.71	137,659.88
Leading Roles The Sustainable Advatage P/L	5,888.85	-	-	-	-	-	-	-	-	-	-	-	5,888.85
Mrael Limited	-	-	-	-	-	-	3,347.43	11,287.83	10,431.51	2,140.80	-	-	27,207.57
Osborne Richardson Pty Ltd	17,814.12	18,327.77	20,316.88	15,298.85	15,594.30	23,686.08	13,837.14	10,898.82	21,577.29	9,456.47	21,242.59	24,203.30	212,253.61
Sapsorb Water Services Pty Ltd	-	-	-	17,393.75	24,805.00	39,355.25	22,067.38	28,041.75	23,171.50	27,678.75	24,169.75	23,685.75	230,368.88
Simmonds & Bristow	-	189,656.91	19,008.45	271,736.58	91,926.81	75,038.72	121,500.06	52,730.21	76,630.04	124,510.22	61,518.05	42,895.25	1,127,151.30
Stevenson Engineering Pty Ltd	-	-	-	-	-	36,818.57	-	79,399.15	27,856.95	29,141.53	-	-	173,216.20
Workpac	-	-	-	-	459.39	13,193.64	-	-	-	-	-	-	13,653.03
Total	**111,468.03**	**271,808.09**	**108,059.33**	**383,657.02**	**210,459.43**	**283,807.39**	**227,342.85**	**255,810.29**	**246,497.74**	**276,970.17**	**240,139.17**	**162,496.32**	**2,778,515.83**





4. Workforce leave

4.1. All leave taken (hours)

Across all directorates, a total of 27,341.21 hours of sick leave, 44,920.27 hours of RDO and 52,147.81 hours of annual leave were taken over the 12-month period. Infrastructure Services directorate recorded the highest leave usage overall. This includes the most long service leave and workers compensation hours. Parental leave was most significant in Community Services and Corporate Services. Leave without pay was also notable in Corporate Services, Community Services and Infrastructure Services. Noting the Infrastructure Services directorate has the largest number of employees (187).

Percentage breakdown of sick leave, RDO and annual leave

DIRECTORATE	SICK LEAVE	RDO	ANNUAL LEAVE
Office of the CEO	5%	7%	6%
Community Services	20%	20%	17%
Infrastructure Services	43%	36%	43%
Corporate Services Total	14%	20%	16%
Water & Waste Total	17%	18%	18%

PEOPLE AND CAPABILITY REPORT

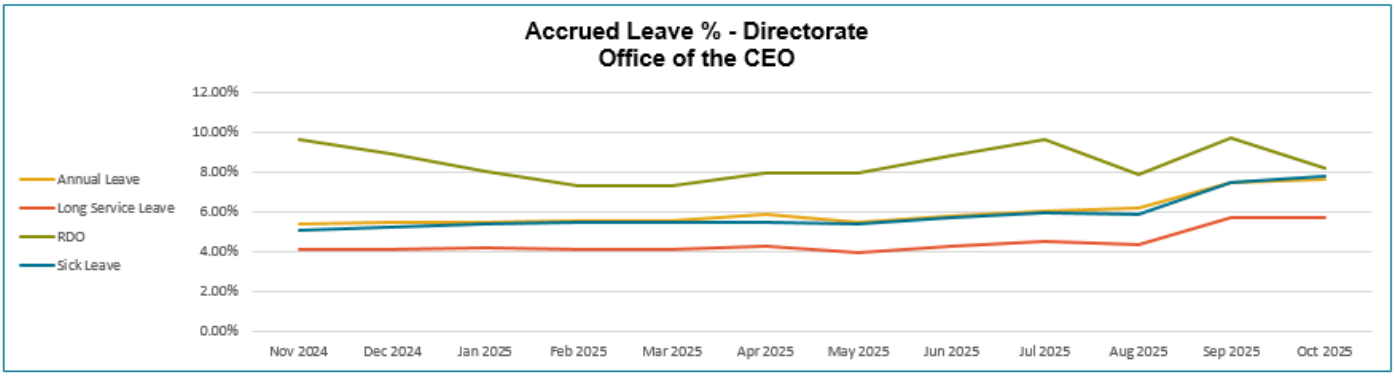
ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

Directorate	ALL LEAVE (HOURS TAKEN) - 1 November 2024 to 17 October 2025						
	Sick Leave	RDO	Annual Leave	Long Service Leave	Workers Compensation	Parental Leave	Leave With Out Pay
Office of the CEO							
Chief Executive Office	201.05	585.14	666.94	0.00	0.00	0.00	0.00
People & Capability	540.98	1,188.88	1,167.14	1.82	0.00	964.25	27.94
Advocacy	359.38	739.00	681.15	0.00	0.00	0.00	0.00
Economic Development	240.17	657.48	863.70	0.00	10.00	0.00	0.00
Office of the CEO Total	**1,341.58**	**3,170.50**	**3,378.93**	**1.82**	**10.00**	**964.25**	**27.94**
Corporate Services							
Corporate Services	87.36	181.88	368.98	0.00	0.00	0.00	86.75
Financial Services	1,169.61	2,965.10	3,130.23	136.00	0.00	333.50	104.38
Information Solutions	1,386.24	2,814.08	2,365.50	0.00	0.00	788.00	1,754.89
Governance & Assurance	164.75	224.88	359.47	0.00	0.00	0.00	33.18
Contracts & Procurement	389.48	656.12	402.37	0.00	0.00	0.00	2.60
Safety & Resilience	471.24	1,493.98	1,369.37	42.18	0.00	0.00	0.00
Enterprise Assets	126.96	569.48	408.41	0.00	0.00	0.00	0.00
Corporate Services Total	**3,795.64**	**8,905.52**	**8,404.33**	**178.18**	**0.00**	**1,121.50**	**1,981.80**
Infrastructure Services							
Infrastructure Services	53.95	209.56	330.37	0.00	0.00	0.00	0.00
Parks & Recreation	5,143.31	10,113.40	9,407.71	1,245.86	765.81	739.50	1,264.79
Infrastructure East	1,154.12	233.74	1,996.76	864.00	71.00	0.00	175.80
Infrastructure West	2,899.86	1,187.68	5,061.85	170.66	271.50	801.00	431.57
Corporate Properties	1,565.93	2,075.70	2,306.17	21.00	1,308.50	0.00	247.85
Fleet	754.07	820.87	2,089.18	364.00	59.00	0.00	16.00
Engineering Services	380.52	1,184.36	1,370.87	0.00	0.00	0.00	0.00
Infrastructure Services Total	**11,951.76**	**15,825.31**	**22,562.91**	**2,665.52**	**2,475.81**	**1,540.50**	**2,136.01**
Community Services							
Community Services	190.09	324.26	513.43	0.00	0.00	1,087.50	74.72
Planning & Environment	766.10	1,565.69	1,082.38	0.00	0.00	0.00	110.75
Community Education & Compliance	1,151.08	1,778.39	1,411.05	0.00	0.00	478.50	228.32
Community & Cultural Services	2,609.72	4,536.35	4,483.17	265.00	510.59	2,494.00	754.72
Civic Venues	522.32	865.90	1,069.03	0.00	0.00	492.00	46.08
Community Services Total	**5,239.31**	**9,070.59**	**8,559.06**	**265.00**	**510.59**	**4,552.00**	**1,214.59**
Water & Waste							
Water & Waste	0.00	104.78	198.97	0.00	0.00	0.00	48.34
Water & Waste Operations	2,603.81	5,787.10	5,179.24	547.20	3.50	0.00	150.71
Waste Management Operations	1,713.25	797.19	2,250.64	409.40	20.00	0.00	406.00
W&W Business Services	526.90	1,081.96	1,275.88	270.25	0.00	0.00	112.51
W&W Planning & Projects	168.96	177.32	337.84	0.00	0.00	0.00	12.45
Water & Waste Total	**5,012.92**	**7,948.35**	**9,242.57**	**1,226.85**	**23.50**	**0.00**	**730.01**
Grand Total	27,341.21	44,920.27	52,147.81	4,337.37	3,019.90	8,178.25	6,090.35

Office of the CEO

OFFICE OF THE CEO													
PERCENTAGE	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
	Annual Leave	5.41%	5.50%	5.46%	5.53%	5.53%	5.88%	5.45%	5.76%	6.06%	6.18%	7.50%	7.65%
	Long Service Leave	4.12%	4.13%	4.18%	4.13%	4.13%	4.29%	4.00%	4.25%	4.52%	4.39%	5.74%	5.73%
	RDO	9.62%	8.94%	8.05%	7.29%	7.29%	7.94%	7.95%	8.81%	9.66%	7.91%	9.76%	8.19%
	Sick Leave	5.06%	5.25%	5.37%	5.50%	5.50%	5.50%	5.42%	5.74%	5.98%	5.87%	7.48%	7.77%

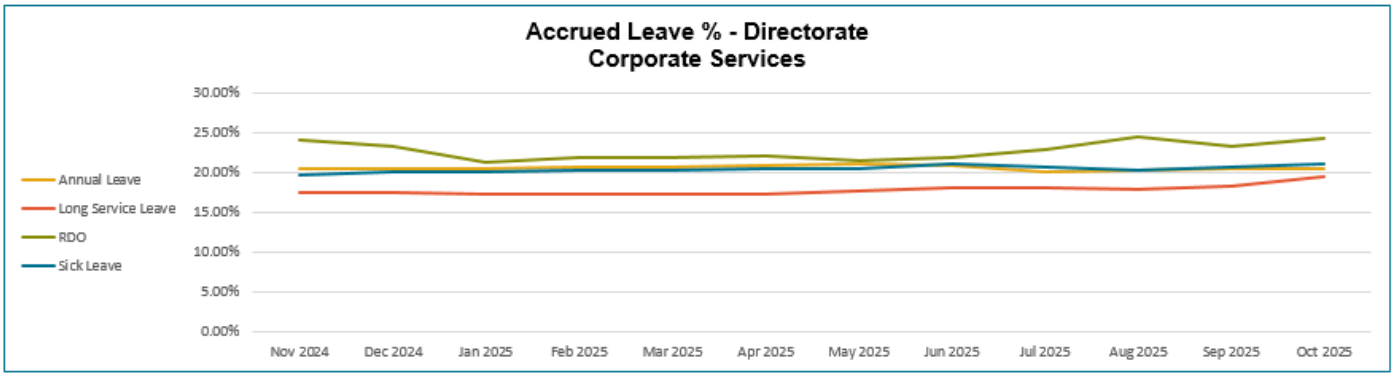
NUMBER OF WEEKS ACCRUED													
LEAVE TYPE	Annual Leave	106.63	103.22	91.96	96.64	96.64	107.44	97.64	105.71	110.14	113.23	140.15	142.75
	Long Service Leave	109.00	109.55	110.03	109.48	109.48	113.60	104.68	110.02	113.54	110.45	145.32	146.64
	RDO	11.83	9.05	7.45	7.25	7.25	8.69	8.96	9.85	10.74	8.95	11.54	9.64
	Sick Leave	140.99	144.84	147.36	151.07	151.07	151.23	150.64	156.29	158.78	154.17	195.93	205.58



Corporate Services

CORPORATE SERVICES													
PERCENTAGE	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
	Annual Leave	20.49%	20.40%	20.56%	20.62%	20.62%	20.96%	21.04%	20.88%	20.02%	20.25%	20.56%	20.52%
	Long Service Leave	17.43%	17.55%	17.22%	17.33%	17.33%	17.38%	17.77%	18.18%	18.05%	17.98%	18.24%	19.48%
	RDO	24.03%	23.22%	21.24%	21.95%	21.95%	22.09%	21.43%	21.92%	22.86%	24.49%	23.27%	24.22%
	Sick Leave	19.70%	20.01%	20.12%	20.29%	20.29%	20.48%	20.52%	21.12%	20.73%	20.36%	20.70%	21.15%

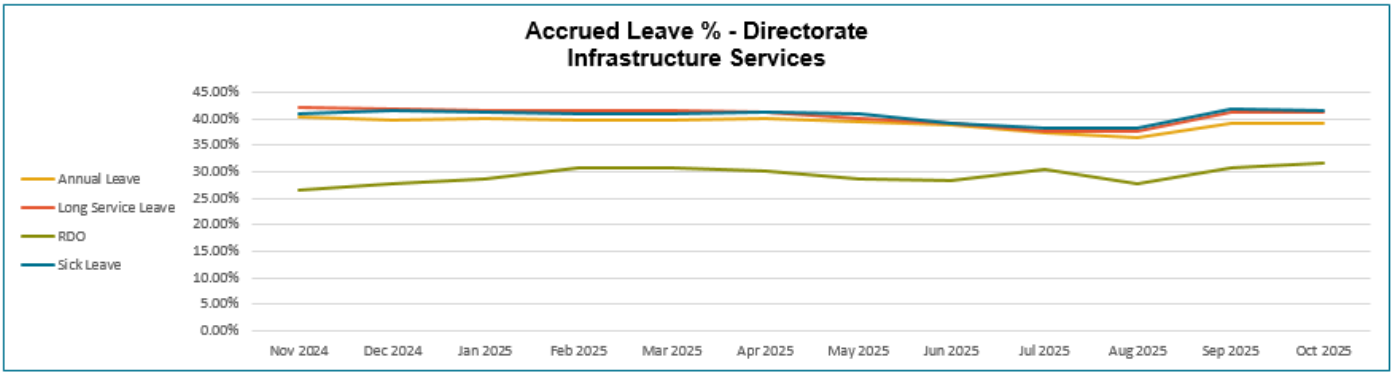
NUMBER OF WEEKS ACCRUED													
LEAVE TYPE	Annual Leave	404.07	383.15	346.27	360.52	360.52	383.15	377.15	383.07	363.69	371.20	384.23	382.76
	Long Service Leave	460.63	465.49	453.32	459.53	459.53	460.58	465.56	471.14	453.11	452.68	462.01	498.62
	RDO	29.53	23.49	19.66	21.83	21.83	24.18	24.15	24.52	25.43	27.73	27.52	28.49
	Sick Leave	549.30	552.05	552.48	557.36	557.36	563.17	570.24	574.59	550.61	534.27	542.34	559.37



Infrastructure Services

INFRASTRUCTURE SERVICES													
PERCENTAGE	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
	Annual Leave	40.35%	39.82%	40.16%	39.80%	39.80%	40.17%	39.59%	38.72%	37.25%	36.41%	39.14%	39.17%
	Long Service Leave	42.02%	41.76%	41.60%	41.69%	41.69%	41.20%	40.18%	39.06%	37.62%	37.69%	41.27%	41.25%
	RDO	26.51%	27.64%	28.50%	30.71%	30.71%	30.26%	28.57%	28.21%	30.36%	27.78%	30.68%	31.59%
	Sick Leave	41.00%	41.62%	41.22%	40.89%	40.89%	41.35%	40.95%	39.19%	38.10%	38.19%	41.78%	41.56%

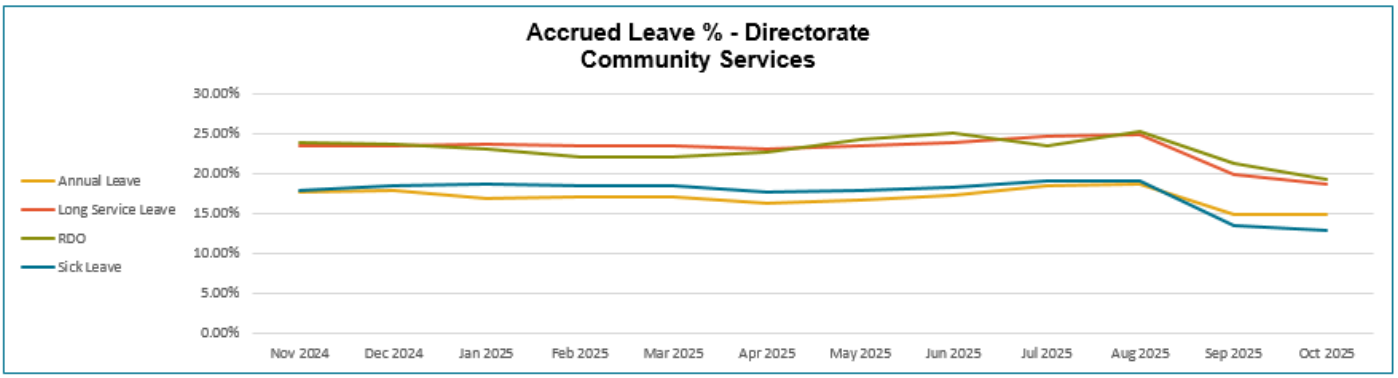
NUMBER OF WEEKS ACCRUED													
LEAVE TYPE	Annual Leave	795.81	747.80	676.32	695.78	695.78	734.35	709.77	710.41	676.55	667.66	731.43	730.72
	Long Service Leave	1110.75	1107.69	1095.03	1105.33	1105.33	1091.85	1052.53	1011.98	944.67	948.98	1045.41	1055.69
	RDO	32.57	27.96	26.37	30.54	30.54	33.12	32.20	31.56	33.77	31.46	36.29	37.17
	Sick Leave	1143.15	1148.49	1132.15	1123.32	1123.32	1136.92	1138.10	1066.22	1012.02	1002.32	1094.73	1099.34



Community Services

COMMUNITY SERVICES													
PERCENTAGE	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
	Annual Leave	17.64%	17.96%	16.93%	17.13%	17.13%	16.23%	16.75%	17.20%	18.48%	18.75%	14.87%	14.88%
	Long Service Leave	23.45%	23.59%	23.79%	23.54%	23.54%	23.03%	23.59%	23.85%	24.79%	24.93%	19.98%	18.68%
	RDO	23.91%	23.73%	23.15%	22.02%	22.02%	22.76%	24.26%	25.13%	23.56%	25.20%	21.25%	19.21%
	Sick Leave	17.98%	18.53%	18.69%	18.48%	18.48%	17.60%	17.95%	18.31%	19.01%	19.13%	13.54%	12.99%

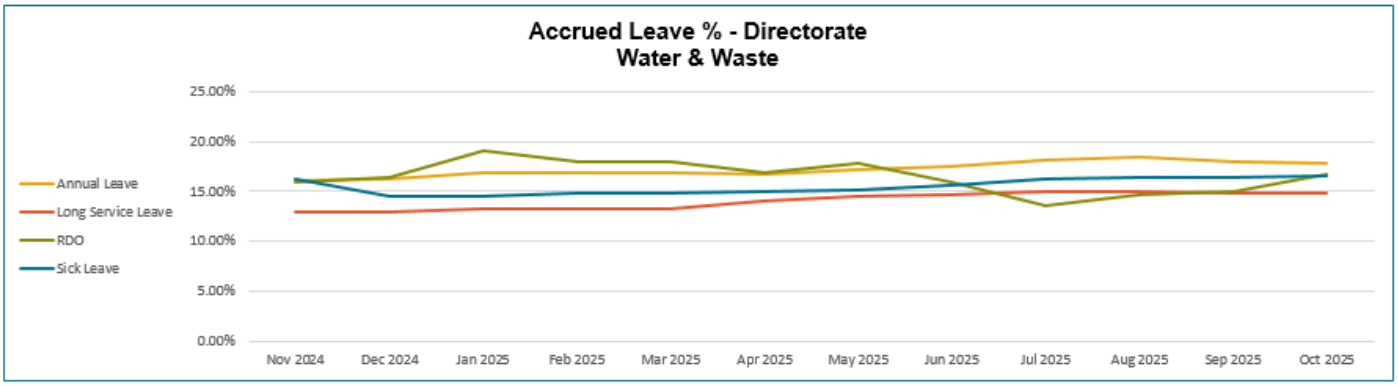
NUMBER OF WEEKS ACCRUED													
LEAVE TYPE	Annual Leave	347.88	337.32	285.06	299.50	299.50	296.71	300.34	315.54	335.74	343.72	277.87	277.52
	Long Service Leave	619.80	625.86	626.03	624.11	624.11	610.45	617.93	617.88	622.54	627.76	506.21	478.19
	RDO	29.38	24.01	21.42	21.89	21.89	24.91	27.35	28.12	26.21	28.54	25.13	22.60
	Sick Leave	501.44	511.34	513.36	507.63	507.63	483.96	498.85	498.07	505.10	502.09	354.83	343.60



Water and Waste

WATER & WASTE													
PERCENTAGE	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
	Annual Leave	16.12%	16.32%	16.89%	16.91%	16.91%	16.75%	17.17%	17.44%	18.18%	18.42%	17.93%	17.79%
	Long Service Leave	12.98%	12.97%	13.21%	13.31%	13.31%	14.10%	14.46%	14.67%	15.02%	15.02%	14.78%	14.86%
	RDO	15.92%	16.47%	19.06%	18.03%	18.03%	16.96%	17.79%	15.93%	13.56%	14.62%	15.05%	16.79%
	Sick Leave	16.26%	14.59%	14.60%	14.85%	14.85%	15.07%	15.16%	15.64%	16.18%	16.44%	16.49%	16.54%

NUMBER OF WEEKS ACCRUED													
LEAVE TYPE	Annual Leave	317.87	306.41	284.52	295.64	295.64	306.25	307.90	320.01	330.28	337.68	335.11	331.85
	Long Service Leave	343.17	344.08	347.61	352.90	352.90	373.75	378.71	380.01	377.12	378.22	374.37	380.36
	RDO	19.56	16.66	17.64	17.93	17.93	18.56	20.05	17.82	15.08	16.56	17.80	19.75
	Sick Leave	453.23	402.59	400.95	407.94	407.94	414.40	421.45	425.55	429.89	431.41	432.12	437.49

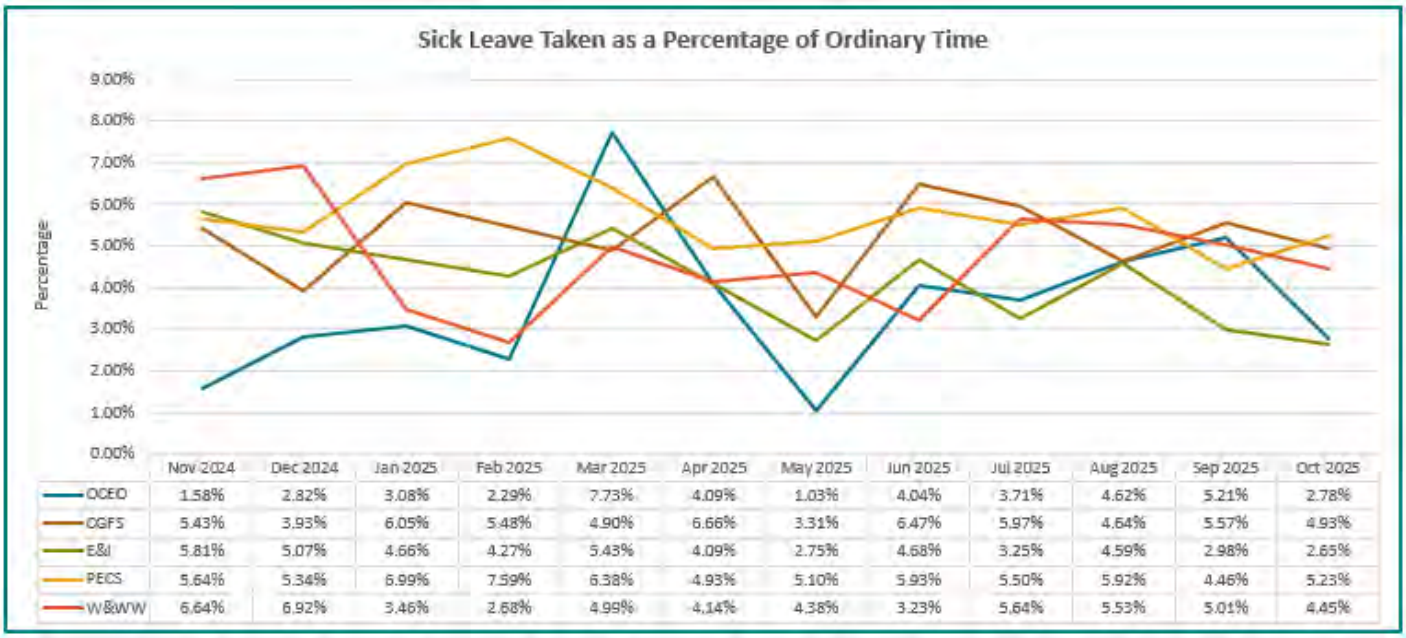


4.2. Sick leave

From November 2024 to October 2025, sick leave trends varied across directorates, with Infrastructure Services consistently showing the highest rates and Office of the CEO the lowest. November 2024 and January and March 2025 marked a minor increase in both sick leave and work hours across the board. Overall, sick leave remained steady each month with an average of 5% across all directorates. During the months of June, October and November 2025 saw sick leave decrease to between 3.8 and 4.5%. Moderate fluctuations were seen during the 12 months.

Directorate level

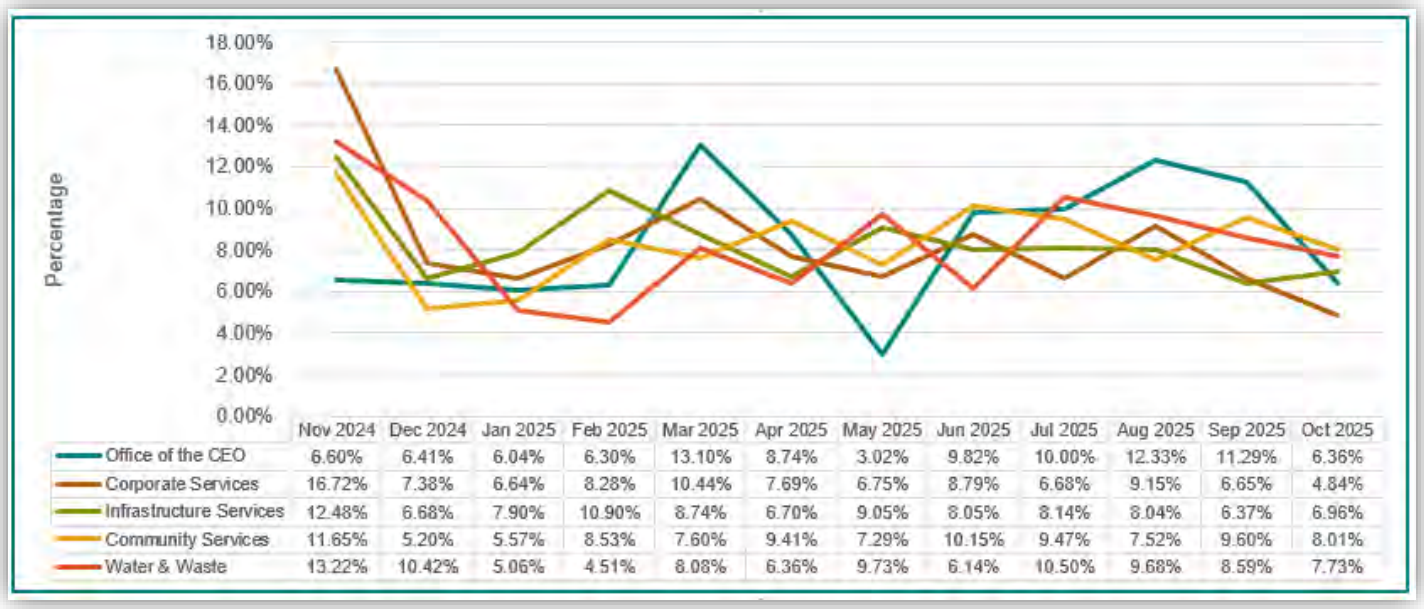
Sick leave as a percentage of Ordinary Time - 1 November 2024 to 31 October 2025



	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
OCEO	1.58%	2.82%	3.08%	2.29%	7.73%	4.09%	1.03%	4.04%	3.71%	4.62%	5.21%	2.78%
OGFS	5.43%	3.93%	6.05%	5.48%	4.90%	6.66%	3.31%	6.47%	5.97%	4.64%	5.57%	4.93%
E&I	5.81%	5.07%	4.66%	4.27%	5.43%	4.09%	2.75%	4.68%	3.25%	4.59%	2.98%	2.65%
PECS	5.64%	5.34%	6.99%	7.59%	6.38%	4.93%	5.10%	5.93%	5.50%	5.92%	4.46%	5.23%
W&WW	6.64%	6.92%	3.46%	2.68%	4.99%	4.14%	4.38%	3.23%	5.64%	5.53%	5.01%	4.45%

	Month	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
PERCENTAGE	OCEO	1.58%	2.82%	3.08%	2.29%	7.73%	4.09%	1.03%	4.04%	3.71%	4.62%	5.21%	2.78%
	CGFS	5.43%	3.93%	6.05%	5.48%	4.90%	6.66%	3.31%	6.47%	5.97%	4.64%	5.57%	4.93%
	E&I	5.81%	5.07%	4.66%	4.27%	5.43%	4.09%	2.75%	4.68%	3.25%	4.59%	2.98%	2.65%
	PECS	5.64%	5.34%	6.99%	7.59%	6.38%	4.93%	5.10%	5.93%	5.50%	5.92%	4.46%	5.23%
	W&WW	6.64%	6.92%	3.46%	2.68%	4.99%	4.14%	4.38%	3.23%	5.64%	5.53%	5.01%	4.45%
	ALL	**5.41%**	**5.04%**	**5.46%**	**5.26%**	**5.82%**	**4.90%**	**3.80%**	**5.17%**	**4.99%**	**5.22%**	**4.56%**	**4.31%**
SICK LEAVE	OCEO	$ 5,413.78	$ 5,427.79	$ 5,009.84	$ 5,333.88	$ 17,821.49	$ 8,875.11	$ 3,208.57	$ 10,201.47	$ 9,635.29	$ 12,014.10	$ 13,689.84	$ 6,350.85
	CGFS	$ 36,593.28	$ 14,914.86	$ 20,302.50	$ 26,635.18	$ 24,384.36	$ 30,344.24	$ 22,465.30	$ 31,554.43	$ 29,646.95	$ 24,494.69	$ 31,897.38	$ 26,192.22
	E&I	$ 40,218.72	$ 17,409.93	$ 15,826.22	$ 19,516.86	$ 25,717.61	$ 18,284.59	$ 16,092.50	$ 22,301.96	$ 16,925.56	$ 24,511.29	$ 16,207.63	$ 13,024.11
	PECS	$ 81,103.22	$ 39,987.78	$ 50,935.76	$ 67,148.03	$ 60,334.28	$ 44,017.86	$ 59,041.48	$ 53,612.17	$ 51,300.02	$ 55,911.32	$ 42,145.87	$ 44,796.85
	W&WW	$ 37,773.80	$ 22,479.58	$ 11,409.47	$ 10,624.18	$ 19,891.86	$ 16,283.72	$ 23,766.90	$ 13,424.11	$ 23,852.16	$ 23,709.02	$ 22,659.59	$ 18,201.79
	TOTAL	**$ 201,102.80**	**$ 100,219.94**	**$ 103,483.79**	**$ 129,258.13**	**$ 148,149.60**	**$ 117,805.52**	**$ 124,574.75**	**$ 131,094.14**	**$ 131,359.98**	**$ 140,640.42**	**$ 126,600.31**	**$ 108,565.82**
ORDINARY TIME	OCEO	$ 342,753.56	$ 192,221.76	$ 162,772.56	$ 233,010.09	$ 230,474.74	$ 216,788.16	$ 312,555.60	$ 252,372.55	$ 260,050.28	$ 259,974.82	$ 262,916.69	$ 228,108.59
	CGFS	$ 673,686.24	$ 379,487.74	$ 335,386.78	$ 486,387.98	$ 498,012.25	$ 455,279.68	$ 678,821.29	$ 487,838.80	$ 496,184.68	$ 527,430.95	$ 572,465.35	$ 531,141.21
	E&I	$ 692,217.63	$ 343,650.52	$ 339,668.85	$ 457,512.84	$ 473,292.67	$ 446,554.10	$ 586,225.40	$ 476,383.19	$ 520,538.39	$ 533,930.40	$ 544,688.57	$ 492,127.54
	PECS	$ 1,437,645.00	$ 748,363.79	$ 729,066.97	$ 884,810.04	$ 945,499.78	$ 892,345.69	$ 1,157,108.62	$ 903,932.18	$ 933,547.88	$ 943,891.55	$ 944,446.99	$ 856,542.97
	W&WW	$ 568,811.14	$ 325,019.18	$ 329,312.63	$ 395,729.65	$ 398,503.08	$ 393,402.22	$ 542,400.35	$ 414,966.39	$ 422,588.09	$ 429,103.59	$ 452,139.17	$ 409,018.86
	TOTAL	**$ 3,715,113.57**	**$ 1,988,742.99**	**$ 1,896,207.79**	**$ 2,457,450.60**	**$ 2,545,782.52**	**$ 2,404,369.85**	**$ 3,277,111.26**	**$ 2,535,493.11**	**$ 2,632,909.32**	**$ 2,694,331.31**	**$ 2,776,656.77**	**$ 2,516,939.17**

Sick Leave Taken percentage by Directorate up to Pay Period Ending (PPE) 17 October 2025.

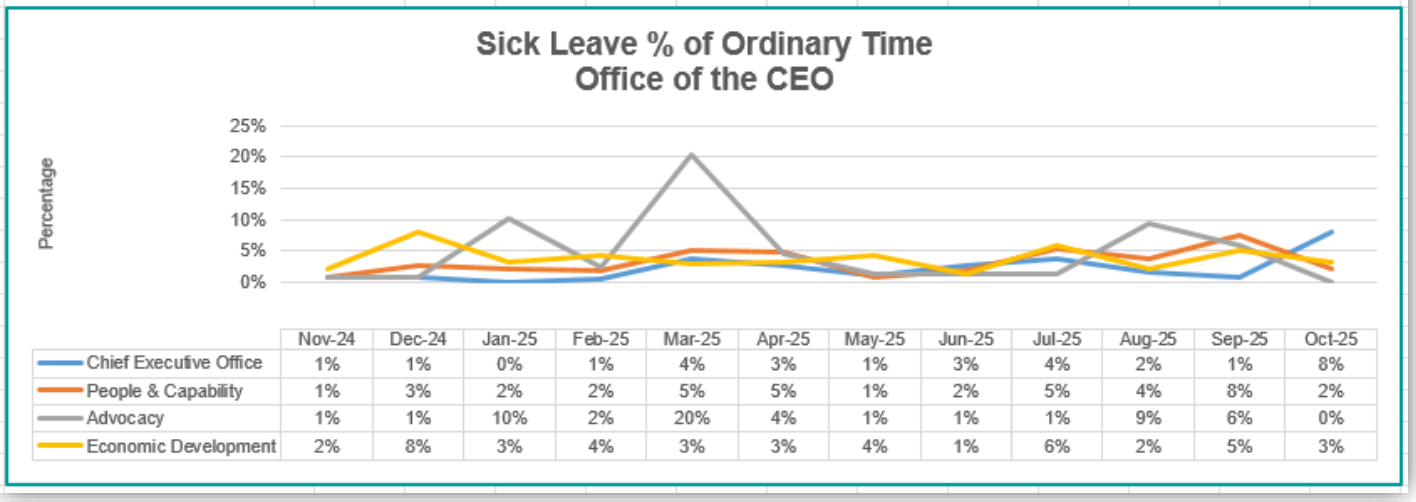


	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025
Office of the CEO	6.60%	6.41%	6.04%	6.30%	13.10%	8.74%	3.02%	9.82%	10.00%	12.33%	11.29%	6.36%
Corporate Services	16.72%	7.38%	6.64%	8.28%	10.44%	7.69%	6.75%	8.79%	6.68%	9.15%	6.65%	4.84%
Infrastructure Services	12.48%	6.68%	7.90%	10.90%	8.74%	6.70%	9.05%	8.05%	8.14%	8.04%	6.37%	6.96%
Community Services	11.65%	5.20%	5.57%	8.53%	7.60%	9.41%	7.29%	10.15%	9.47%	7.52%	9.60%	8.01%
Water & Waste	13.22%	10.42%	5.06%	4.51%	8.08%	6.36%	9.73%	6.14%	10.50%	9.68%	8.59%	7.73%

Department level

Office of the CEO

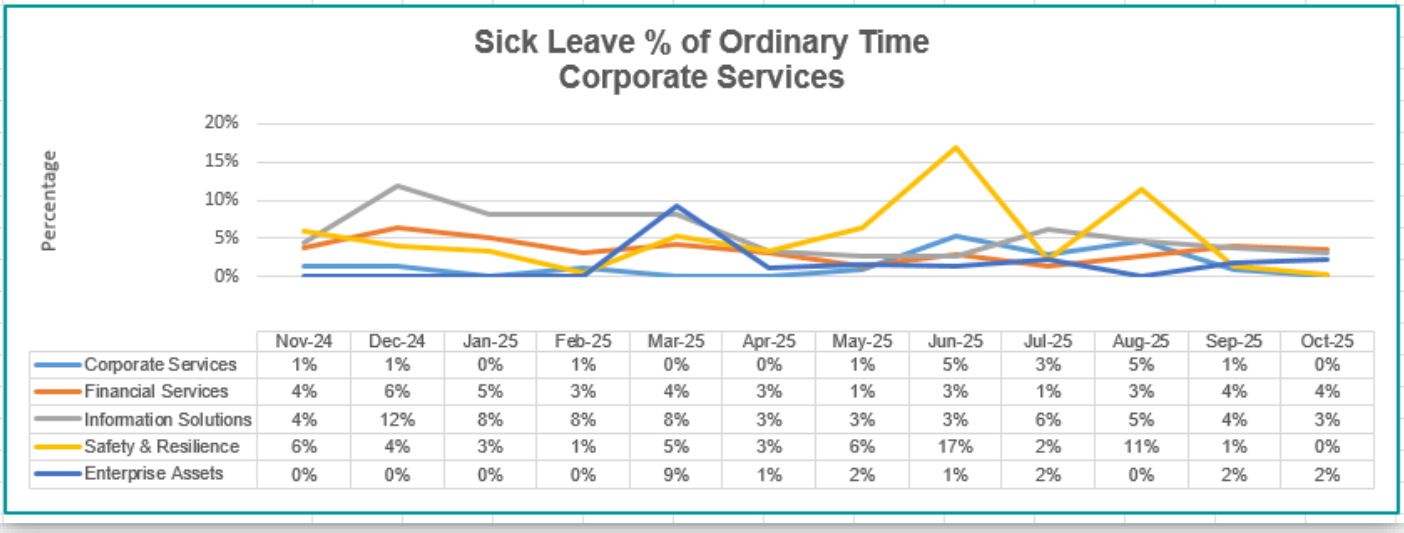
Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Chief Executive Office	1%	1%	0%	1%	4%	3%	1%	3%	4%	2%	1%	8%
People & Capability	1%	3%	2%	2%	5%	5%	1%	2%	5%	4%	8%	2%
Advocacy	1%	1%	10%	2%	20%	4%	1%	1%	1%	9%	6%	0%
Economic Development	2%	8%	3%	4%	3%	3%	4%	1%	6%	2%	5%	3%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Chief Executive Office	1%	1%	0%	1%	4%	3%	1%	3%	4%	2%	1%	8%
People & Capability	1%	3%	2%	2%	5%	5%	1%	2%	5%	4%	8%	2%
Advocacy	1%	1%	10%	2%	20%	4%	1%	1%	1%	9%	6%	0%
Economic Development	2%	8%	3%	4%	3%	3%	4%	1%	6%	2%	5%	3%

Corporate Services

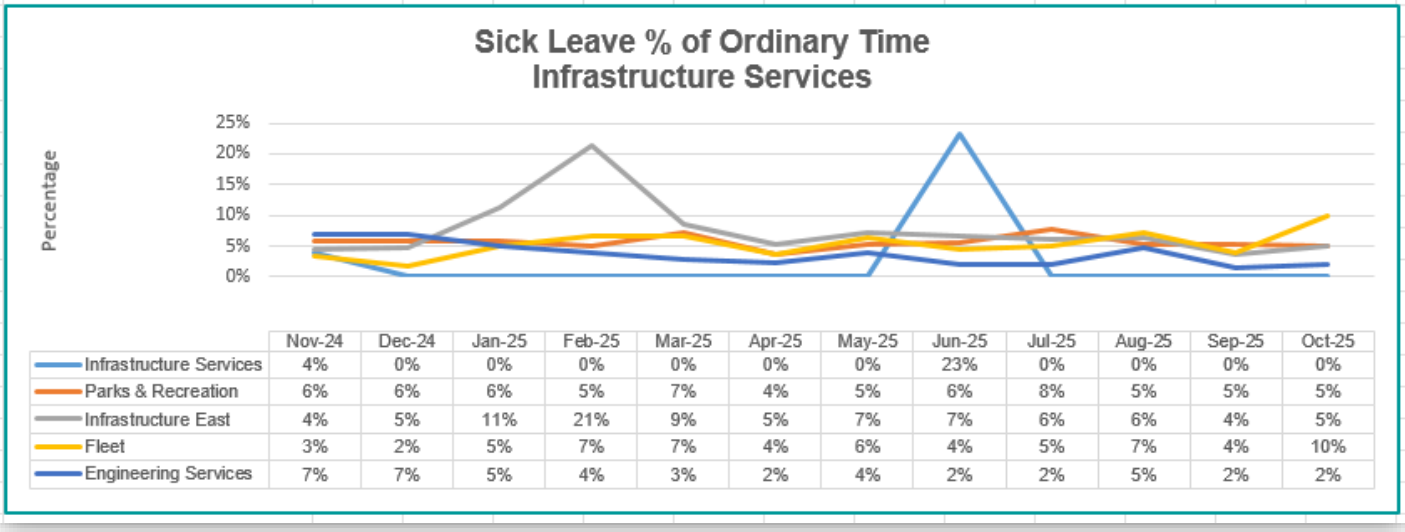
Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	1%	1%	0%	1%	0%	0%	1%	5%	3%	5%	1%	0%
Financial Services	4%	6%	5%	3%	4%	3%	1%	3%	1%	3%	4%	4%
Information Solutions	4%	12%	8%	8%	8%	3%	3%	3%	6%	5%	4%	3%
Governance & Assurance	0%	12%	0%	2%	2%	0%	2%	2%	7%	6%	2%	0%
Contracts & Procurement	20%	5%	3%	7%	2%	17%	3%	6%	4%	5%	3%	5%
Safety & Resilience	6%	4%	3%	1%	5%	3%	6%	17%	2%	11%	1%	0%
Enterprise Assets	0%	0%	0%	0%	9%	1%	2%	1%	2%	0%	2%	2%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	1%	1%	0%	1%	0%	0%	1%	5%	3%	5%	1%	0%
Financial Services	4%	6%	5%	3%	4%	3%	1%	3%	1%	3%	4%	4%
Information Solutions	4%	12%	8%	8%	8%	3%	3%	3%	6%	5%	4%	3%
Safety & Resilience	6%	4%	3%	1%	5%	3%	6%	17%	2%	11%	1%	0%
Enterprise Assets	0%	0%	0%	0%	9%	1%	2%	1%	2%	0%	2%	2%

Infrastructure Services

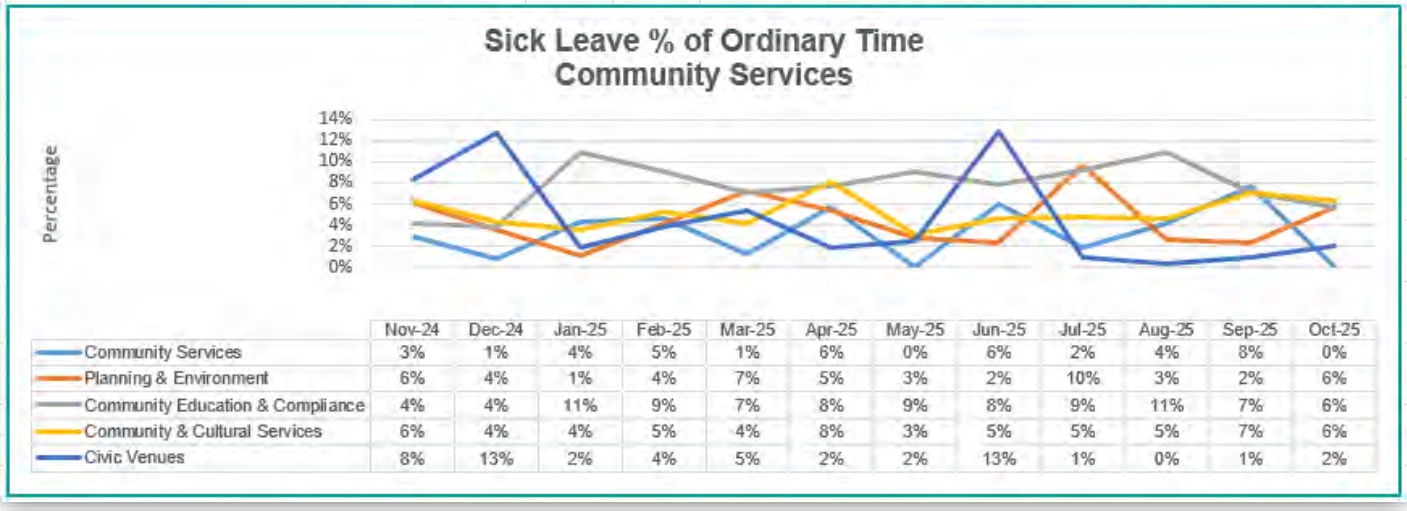
Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Infrastructure Services	4%	0%	0%	0%	0%	0%	0%	23%	0%	0%	0%	0%
Parks & Recreation	6%	6%	6%	5%	7%	4%	5%	6%	8%	5%	5%	5%
Infrastructure East	4%	5%	11%	21%	9%	5%	7%	7%	6%	6%	4%	5%
Infrastructure West	6%	5%	5%	9%	6%	5%	3%	6%	8%	7%	6%	5%
Corporate Properties	5%	15%	5%	8%	6%	12%	4%	5%	3%	7%	3%	3%
Fleet	3%	2%	5%	7%	7%	4%	6%	4%	5%	7%	4%	10%
Engineering Services	7%	7%	5%	4%	3%	2%	4%	2%	2%	5%	2%	2%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Infrastructure Services	4%	0%	0%	0%	0%	0%	0%	23%	0%	0%	0%	0%
Parks & Recreation	6%	6%	6%	5%	7%	4%	5%	6%	8%	5%	5%	5%
Infrastructure East	4%	5%	11%	21%	9%	5%	7%	7%	6%	6%	4%	5%
Fleet	3%	2%	5%	7%	7%	4%	6%	4%	5%	7%	4%	10%
Engineering Services	7%	7%	5%	4%	3%	2%	4%	2%	2%	5%	2%	2%

Community Services

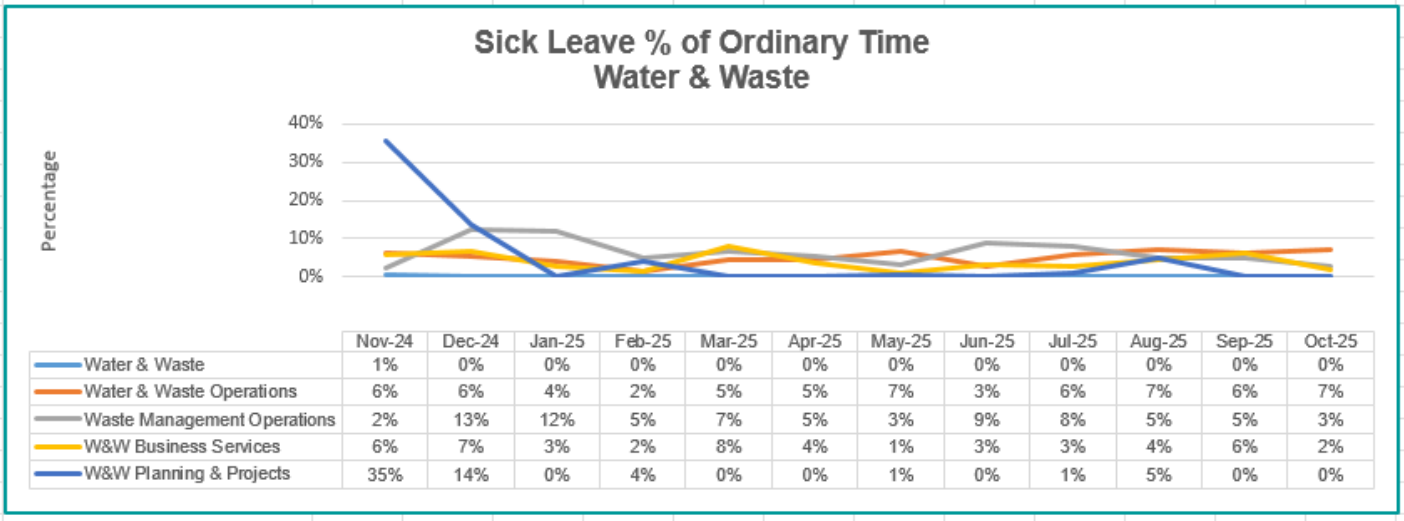
Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Community Services	3%	1%	4%	5%	1%	6%	0%	6%	2%	4%	8%	0%
Planning & Environment	6%	4%	1%	4%	7%	5%	3%	2%	10%	3%	2%	6%
Community Education & Compliance	4%	4%	11%	9%	7%	8%	9%	8%	9%	11%	7%	6%
Community & Cultural Services	6%	4%	4%	5%	4%	8%	3%	5%	5%	5%	7%	6%
Civic Venues	8%	13%	2%	4%	5%	2%	2%	13%	1%	0%	1%	2%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Community Services	3%	1%	4%	5%	1%	6%	0%	6%	2%	4%	8%	0%
Planning & Environment	6%	4%	1%	4%	7%	5%	3%	2%	10%	3%	2%	6%
Community Education & Compliance	4%	4%	11%	9%	7%	8%	9%	8%	9%	11%	7%	6%
Community & Cultural Services	6%	4%	4%	5%	4%	8%	3%	5%	5%	5%	7%	6%
Civic Venues	8%	13%	2%	4%	5%	2%	2%	13%	1%	0%	1%	2%

Water & Waste

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Water & Waste	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water & Waste Operations	6%	6%	4%	2%	5%	5%	7%	3%	6%	7%	6%	7%
Waste Management Operations	2%	13%	12%	5%	7%	5%	3%	9%	8%	5%	5%	3%
W&W Business Services	6%	7%	3%	2%	8%	4%	1%	3%	3%	4%	6%	2%
W&W Planning & Projects	35%	14%	0%	4%	0%	0%	1%	0%	1%	5%	0%	0%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Water & Waste	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water & Waste Operations	6%	6%	4%	2%	5%	5%	7%	3%	6%	7%	6%	7%
Waste Management Operations	2%	13%	12%	5%	7%	5%	3%	9%	8%	5%	5%	3%
W&W Business Services	6%	7%	3%	2%	8%	4%	1%	3%	3%	4%	6%	2%
W&W Planning & Projects	35%	14%	0%	4%	0%	0%	1%	0%	1%	5%	0%	0%

4.3. Absenteeism overview

The October report is the fourth overview of absenteeism. This new inclusion aims to provide greater transparency around patterns of unplanned leave across Council and to support strategic decision-making in relation to workforce planning, wellbeing and operational risk.

The analysis covers the 12-month period from 1 October 2024 to 22 September 2025, based on data from the five (5) directorates. This includes personal leave (sick and carers), unpaid leave (LWOP) and workers' compensation leave. Part-time employees were included based on their work patterns ensuring proportional representation in the calculation of working days and absenteeism rates. Casual employees have been excluded from this analysis due to the variability in their work patterns and the absence of consistent scheduled hours which limits the reliability of absenteeism rate calculations.

Across the directorates, 6,171.95 days of unplanned leave were recorded against 115,803.40 available working days resulting in an overall absenteeism rate of 5.33%. Corporate Servies and Infrastructure Services reported the highest rates, at 5.89% and 5.53%. This data continues to be monitored monthly to identify emerging trends, inform targeted interventions, and strengthen organisational resilience through timely and evidence-based workforce insights.

This month we have seen a slight increase in the amount of unplanned leave from 5.30% in September up to 5.33% in October.

Absenteeism rate displayed as a percentage (%); total days absent/total available workdays.

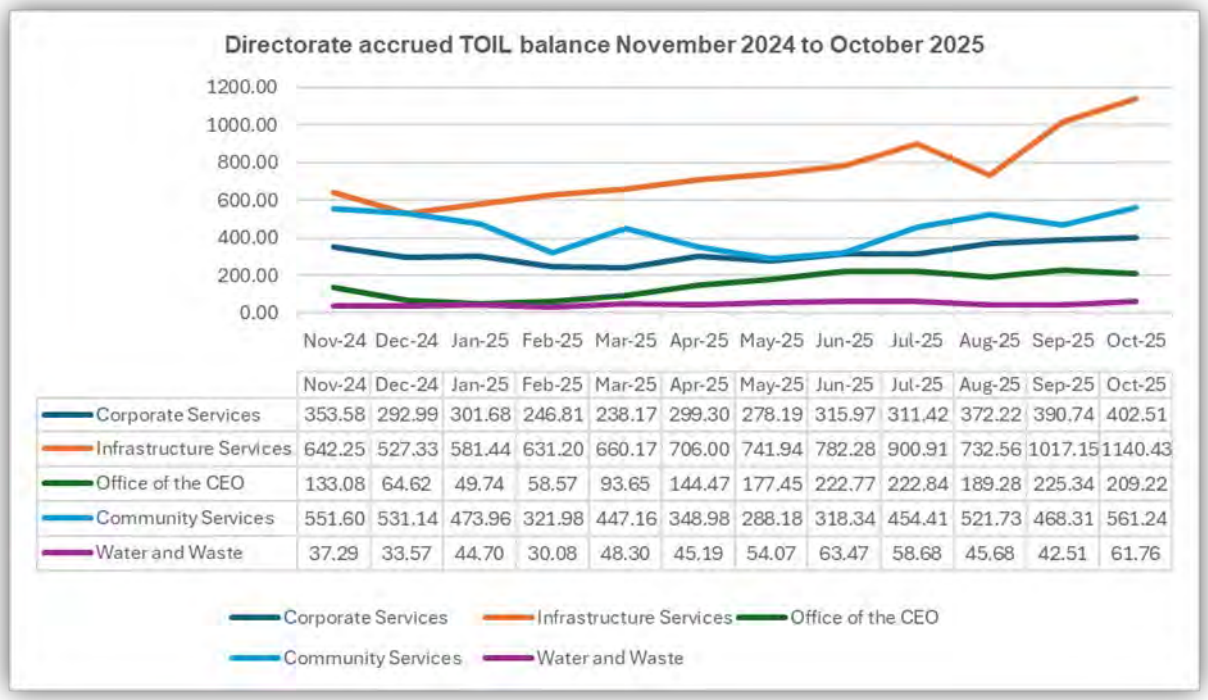
Absenteeism - 1 November 2024 to 17 October 2025			
Directorate	Unplanned Leave Taken (Days)	Number of Working (Days)	Absenteeism %
Office of the CEO	266.02	7,685.12	3.46%
Corporate Services	1,045.59	18,924.65	5.53%
Infrastructure Services	2,844.59	48,304.17	5.89%
Community Services	1,179.09	23,090.03	5.11%
Water & Waste	836.66	17,799.44	4.70%
Total	**6,171.95**	**115,803.40**	**5.33%**

4.4. TOIL

From November 2024 to October 2025, TOIL balances increased across most directorates, with Infrastructure Services consistently holding the highest levels. Starting at 642.25 hours in November, Infrastructure Services rose steadily to 1,140.43 hours in October. Community Services began at 551.60 hours, fluctuated mid-year and ended at 561.24 hours, its highest point. Corporate Services showed moderate growth moving from 353.58 hours to 402.51 hours. The Office of the CEO remained comparatively low increasing from 133.08 hours to 209.22 hours while Water and Waste stayed the lowest, rising slightly from 37.29 hours to 61.76 hours. Overall, the grand total TOIL balance climbed from 1,717.81 hours in November to 2,375.15 hours in October, the highest recorded for the year.

The highest TOIL balances were recorded in Parks & Recreation (4,333.18 hours), Community & Cultural Services (2,567.67 hours) and Information Solutions (2,500.59 hours).

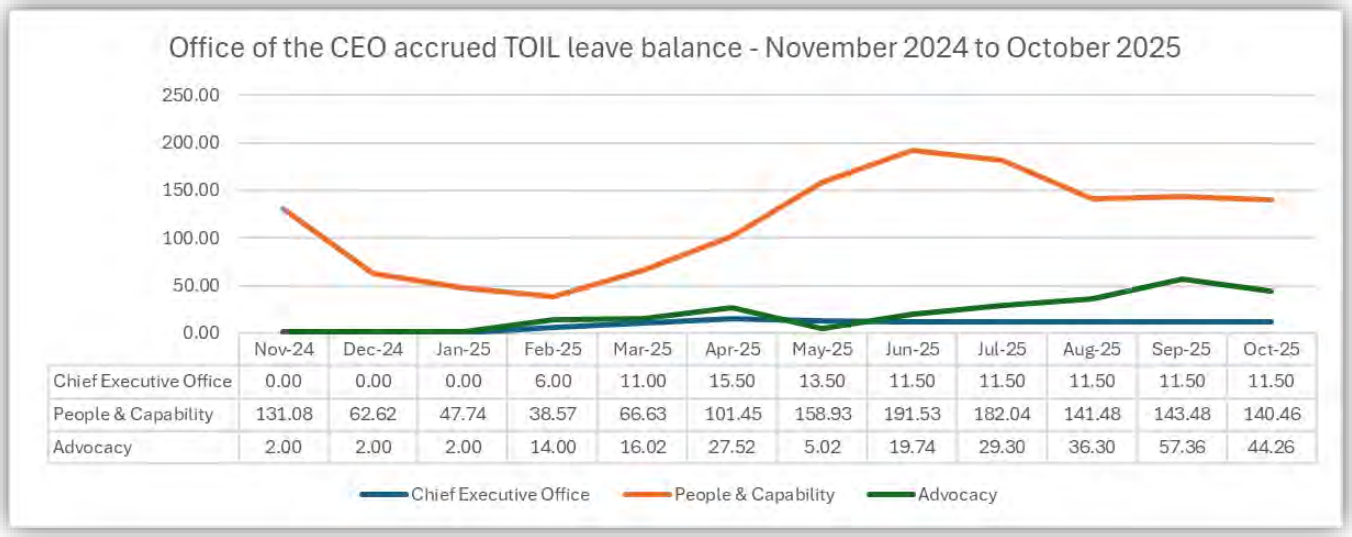
These trends highlight the need for proactive TOIL management and leave planning conversations between leaders and staff. High TOIL balances pose risks of employee fatigue, reduced productivity and potential burnout. They also create financial liabilities if converted to paid leave and may disrupt operations when multiple staff take time off simultaneously. The P&C team continue monitoring of TOIL balances and providing reports to supervisors/managers.



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	353.58	292.99	301.68	246.81	238.17	299.30	278.19	315.97	311.42	372.22	390.74	402.51
Infrastructure Services	642.25	527.33	581.44	631.20	660.17	706.00	741.94	782.28	900.91	732.56	1017.15	1140.43
Office of the CEO	133.08	64.62	49.74	58.57	93.65	144.47	177.45	222.77	222.84	189.28	225.34	209.22
Community Services	551.60	531.14	473.96	321.98	447.16	348.98	288.18	318.34	454.41	521.73	468.31	561.24
Water and Waste	37.29	33.57	44.70	30.08	48.30	45.19	54.07	63.47	58.68	45.68	42.51	61.76

Office of the CEO

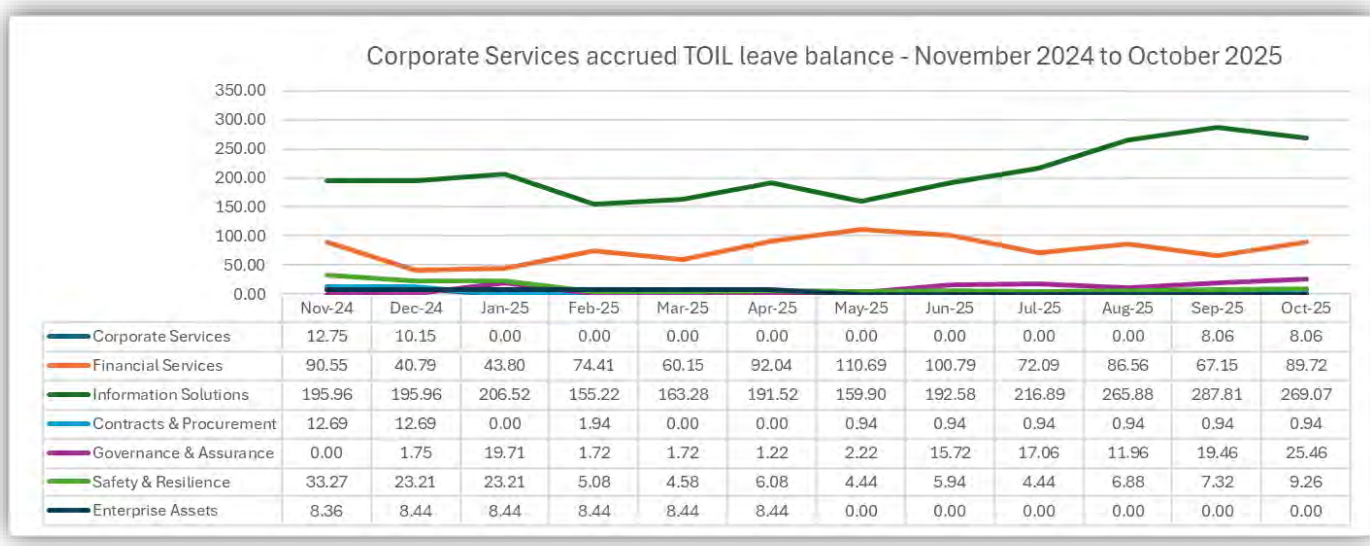
The Office of the CEO maintained very low TOIL balances, rising slightly from 6.00 hours in February to 11.50 hours from June through October. People & Capability fluctuated, peaking at 191.53 hours in June before easing to 140.46 hours in October. Advocacy showed variable growth, starting at 2.00 hours and reaching 57.36 hours in September before dropping to 44.26 hours.



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Chief Executive Office	0.00	0.00	0.00	6.00	11.00	15.50	13.50	11.50	11.50	11.50	11.50	11.50
People & Capability	131.08	62.62	47.74	38.57	66.63	101.45	158.93	191.53	182.04	141.48	143.48	140.46
Advocacy	2.00	2.00	2.00	14.00	16.02	27.52	5.02	19.74	29.30	36.30	57.36	44.26

Corporate Services

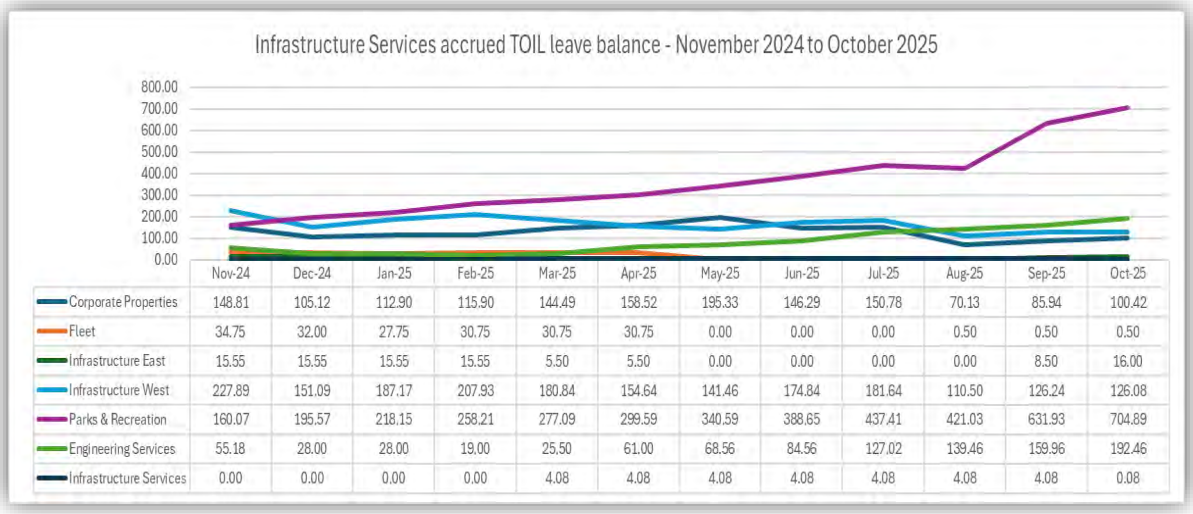
Corporate Services recorded varied TOIL balances across departments. Information Solutions consistently held the highest accruals, starting at 195.96 hours in November and peaking at 287.81 hours in September before easing to 269.07 in October. Financial Services fluctuated, reaching 110.69 hours in May and finishing at 89.72. Other areas, including Governance and Safety, maintained minimal balances throughout the year.



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	12.75	10.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.06	8.06
Financial Services	90.55	40.79	43.80	74.41	60.15	92.04	110.69	100.79	72.09	86.56	67.15	89.72
Information Solutions	195.96	195.96	206.52	155.22	163.28	191.52	159.90	192.58	216.89	265.88	287.81	269.07
Contracts & Procurement	12.69	12.69	0.00	1.94	0.00	0.00	0.94	0.94	0.94	0.94	0.94	0.94
Governance & Assurance	0.00	1.75	19.71	1.72	1.72	1.22	2.22	15.72	17.06	11.96	19.46	25.46
Safety & Resilience	33.27	23.21	23.21	5.08	4.58	6.08	4.44	5.94	4.44	6.88	7.32	9.26
Enterprise Assets	8.36	8.44	8.44	8.44	8.44	8.44	0.00	0.00	0.00	0.00	0.00	0.00

Infrastructure Services

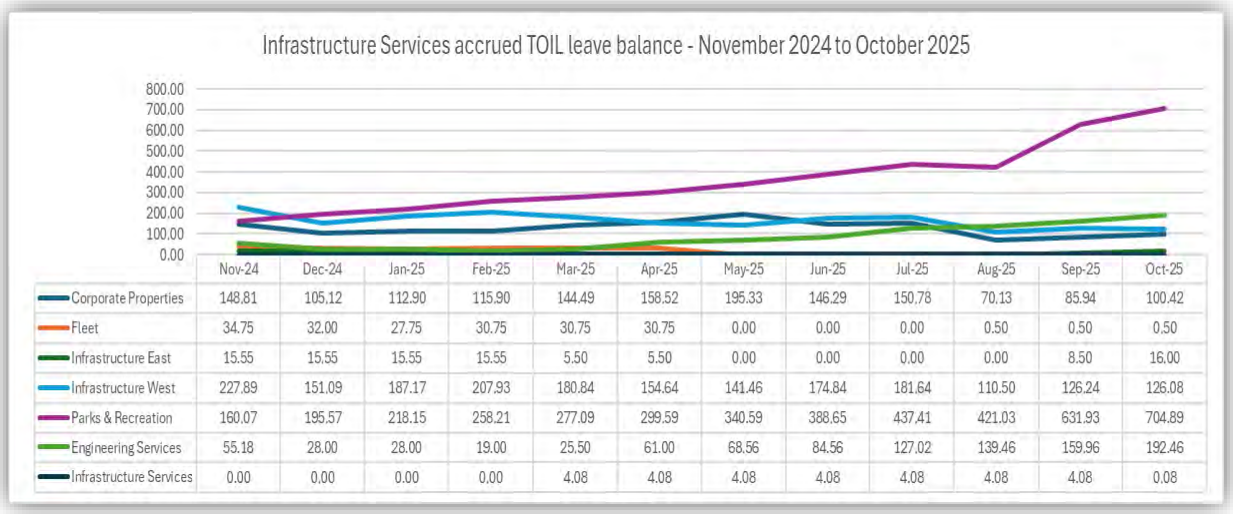
Infrastructure Services showed significant variation in TOIL balances. Parks & Recreation recorded the highest accruals, rising steadily to 704.89 hours in October. Infrastructure West followed with 1,970.32 hours overall, maintaining elevated levels despite fluctuations. Corporate Properties and Engineering Services also held substantial totals, while Fleet and Infrastructure East declined to minimal levels.



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Properties	148.81	105.12	112.90	115.90	144.49	158.52	195.33	146.29	150.78	70.13	85.94	100.42
Fleet	34.75	32.00	27.75	30.75	30.75	30.75	0.00	0.00	0.00	0.50	0.50	0.50
Infrastructure East	15.55	15.55	15.55	15.55	5.50	5.50	0.00	0.00	0.00	0.00	8.50	16.00
Infrastructure West	227.89	151.09	187.17	207.93	180.84	154.64	141.46	174.84	181.64	110.50	126.24	126.08
Parks & Recreation	160.07	195.57	218.15	258.21	277.09	299.59	340.59	388.65	437.41	421.03	631.93	704.89
Engineering Services	55.18	28.00	28.00	19.00	25.50	61.00	68.56	84.56	127.02	139.46	159.96	192.46
Infrastructure Services	0.00	0.00	0.00	0.00	4.08	4.08	4.08	4.08	4.08	4.08	4.08	0.08

Community Services

Community Services showed varied TOIL balances. Community & Cultural Services held the highest totals, starting at 321.54 hours and ending at 171.78 in October after mid-year declines. Civic Venues rose steadily, peaking at 308.99 hours in October. Economic Development fluctuated, reaching 175.84 in July before dropping sharply. Other areas, including Planning & Environment and Community Education remained low throughout.



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Properties	148.81	105.12	112.90	115.90	144.49	158.52	195.33	146.29	150.78	70.13	85.94	100.42
Fleet	34.75	32.00	27.75	30.75	30.75	30.75	0.00	0.00	0.00	0.50	0.50	0.50
Infrastructure East	15.55	15.55	15.55	15.55	5.50	5.50	0.00	0.00	0.00	0.00	8.50	16.00
Infrastructure West	227.89	151.09	187.17	207.93	180.84	154.64	141.46	174.84	181.64	110.50	126.24	126.08
Parks & Recreation	160.07	195.57	218.15	258.21	277.09	299.59	340.59	388.65	437.41	421.03	631.93	704.89
Engineering Services	55.18	28.00	28.00	19.00	25.50	61.00	68.56	84.56	127.02	139.46	159.96	192.46
Infrastructure Services	0.00	0.00	0.00	0.00	4.08	4.08	4.08	4.08	4.08	4.08	4.08	0.08

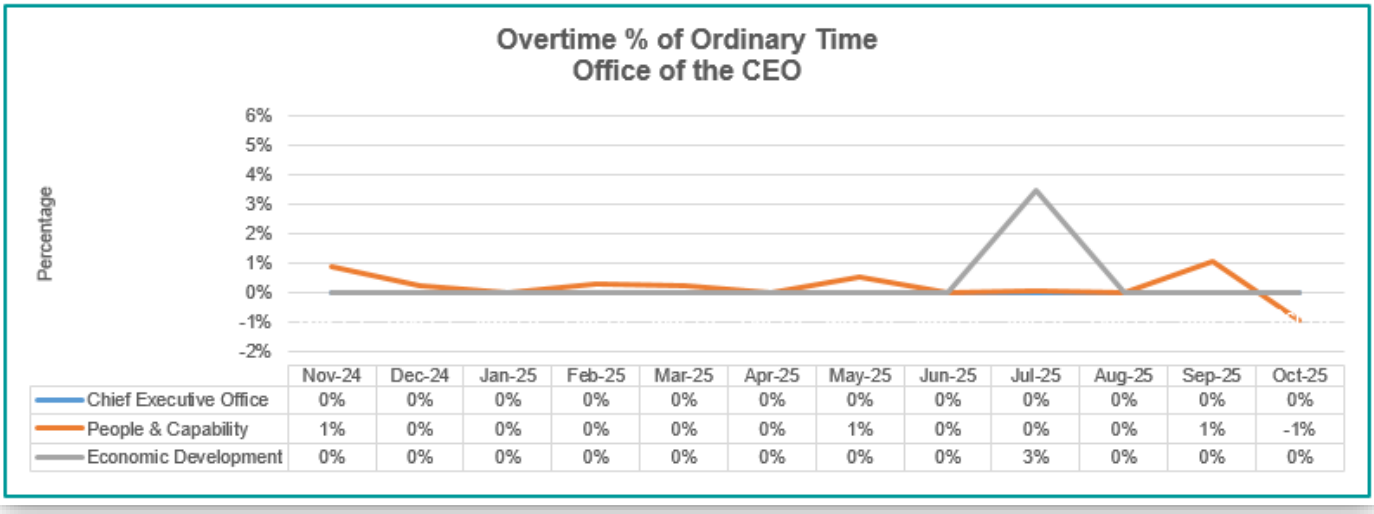
4.5. Overtime

From November 2024 to October 2025, Water & Waste directorate consistently records the highest overtime percentages, Water & Waste Operations peaked at 25% in February 2025 and Waste Management Operations also peaked at 25% in July 2025. Infrastructure Services continued to experience elevated levels of overtime. In August 2025, Infrastructure East recorded a peak overtime rate of 34%, reflecting increased operational demands during that period. This figure decreased by half to 16% in September and has returned to the normal percentage of 20% for October.

Office of the CEO

Overtime as a percentage of Ordinary Time - 1 November 2024 to 31 October 2025

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Chief Executive Office	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
People & Capability	1%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%	-1%
Advocacy	1%	2%	0%	2%	2%	5%	3%	0%	0%	1%	0%	0%
Economic Development	0%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%

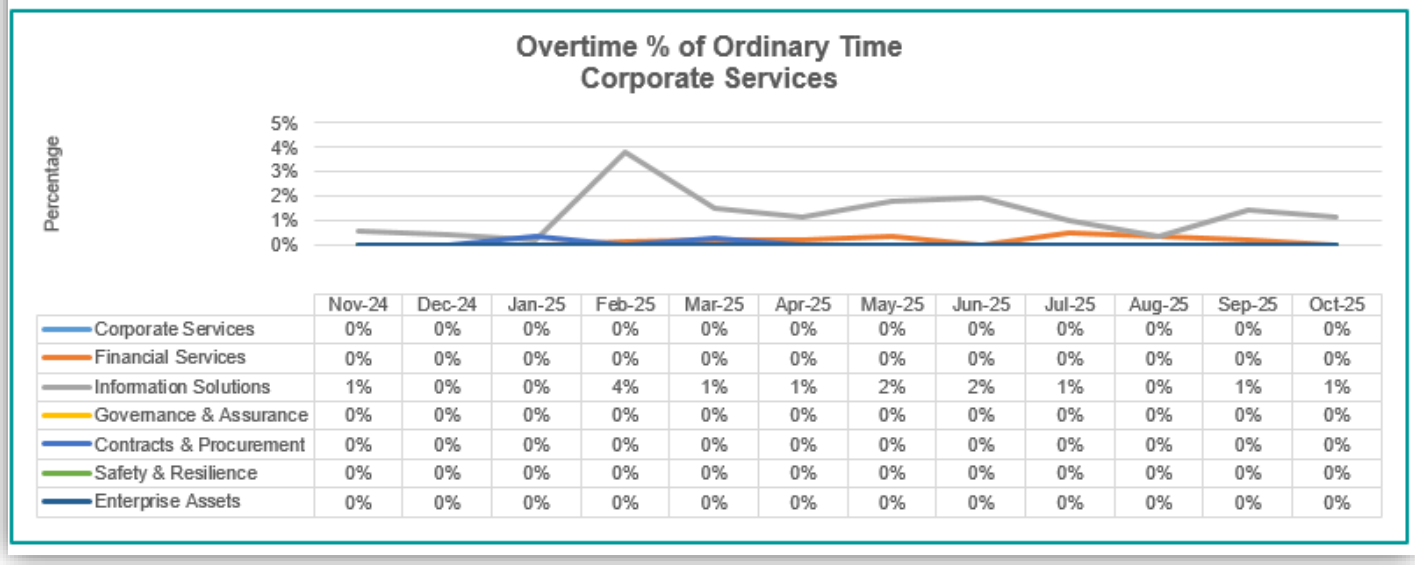


OFFICE OF THE CEO - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
Chief Executive Office	**$ 561,599.70**	**$ -**
Nov 2024	$ 44,203.21	$ -
Dec 2024	$ 45,657.61	$ -
Jan 2025	$ 20,393.03	$ -
Feb 2025	$ 66,038.76	$ -
Mar 2025	$ 47,302.77	$ -
Apr 2025	$ 42,587.45	$ -
May 2025	$ 38,748.04	$ -
Jun 2025	$ 43,324.42	$ -
Jul 2025	$ 69,753.78	$ -
Aug 2025	$ 48,670.20	$ -
Sep 2025	$ 51,149.08	$ -
Oct 2025	$ 43,771.35	$ -
People & Capability	**$ 1,144,819.52**	**$ 2,283.23**
Nov 2024	$ 95,966.16	$ 852.13
Dec 2024	$ 92,639.69	$ 237.43
Jan 2025	$ 55,027.17	$ -
Feb 2025	$ 132,166.65	$ 375.47
Mar 2025	$ 88,750.46	$ 237.43
Apr 2025	$ 87,241.66	$ -
May 2025	$ 81,111.42	$ 447.89
Jun 2025	$ 87,396.56	$ 3.09
Jul 2025	$ 139,336.68	$ 129.79
Aug 2025	$ 98,597.98	$ -
Sep 2025	$ 89,224.38	$ 937.21
Oct 2025	$ 97,360.71	-$ 937.21
Advocacy	**$ 724,321.94**	**$ 8,864.75**
Nov 2024	$ 53,035.70	$ 600.51
Dec 2024	$ 52,020.01	$ 903.44
Jan 2025	$ 29,649.53	$ 1.49
Feb 2025	$ 77,021.40	$ 1,650.94
Mar 2025	$ 51,107.46	$ 861.28
Apr 2025	$ 56,007.78	$ 2,768.84
May 2025	$ 43,946.61	$ 1,205.00
Jun 2025	$ 55,800.59	$ 86.36
Jul 2025	$ 94,914.04	$ 140.18
Aug 2025	$ 69,796.97	$ 646.71
Sep 2025	$ 75,518.07	$ -
Oct 2025	$ 65,503.78	$ -
Economic Development	**$ 523,258.24**	**$ 2,794.67**
Nov 2024	$ 38,920.59	$ -
Dec 2024	$ 36,982.51	$ -
Jan 2025	$ 23,292.75	$ -
Feb 2025	$ 67,743.20	$ -
Mar 2025	$ 43,314.05	$ -
Apr 2025	$ 30,951.27	$ -
May 2025	$ 35,767.26	$ -
Jun 2025	$ 54,366.78	$ -
Jul 2025	$ 80,512.25	$ 2,794.67
Aug 2025	$ 39,545.61	$ -
Sep 2025	$ 44,125.63	$ -
Oct 2025	$ 27,736.34	$ -
Total	**$ 2,953,999.40**	**$ 13,942.65**

Corporate Services

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Financial Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Information Solutions	1%	0%	0%	4%	1%	1%	2%	2%	1%	0%	1%	1%
Governance & Assurance	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Contracts & Procurement	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Safety & Resilience	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Enterprise Assets	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Corporate Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Financial Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Information Solutions	1%	0%	0%	4%	1%	1%	2%	2%	1%	0%	1%	1%
Governance & Assurance	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Contracts & Procurement	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Safety & Resilience	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Enterprise Assets	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

CORPORATE SERVICES - OVERTIME % OF ORDINARY TIME

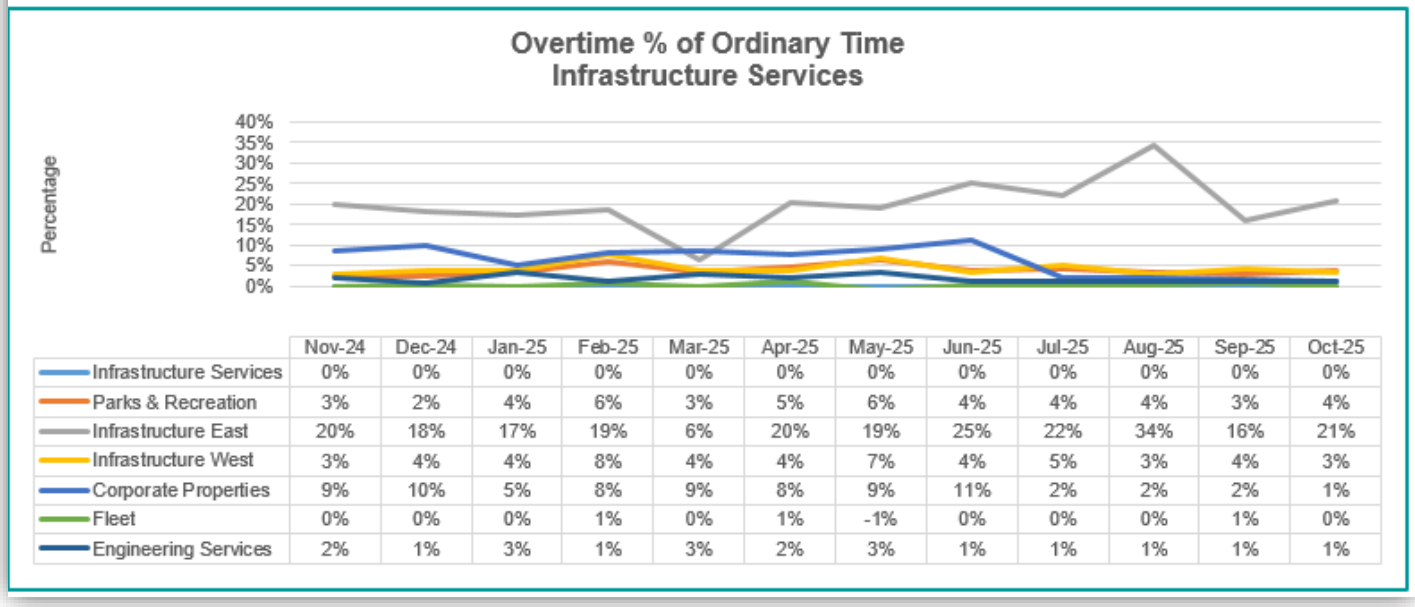
Directorate	Ordinary Time.	Overtime.
Corporate Services	**$ 411,680.33**	**$ -**
Nov 2024	$ 28,387.05	$ -
Dec 2024	$ 28,387.05	$ -
Jan 2025	$ 13,031.12	$ -
Feb 2025	$ 35,201.21	$ -
Mar 2025	$ 27,708.12	$ -
Apr 2025	$ 26,907.44	$ -
May 2025	$ 21,991.38	$ -
Jun 2025	$ 32,914.78	$ -
Jul 2025	$ 65,716.50	$ -
Aug 2025	$ 43,265.67	$ -
Sep 2025	$ 49,266.16	$ -
Oct 2025	$ 38,903.85	$ -
Financial Services	**$ 1,992,455.57**	**$ 3,382.47**
Nov 2024	$ 155,531.92	$ -
Dec 2024	$ 160,261.10	$ -
Jan 2025	$ 85,586.86	$ -
Feb 2025	$ 231,969.72	$ 270.42
Mar 2025	$ 171,764.92	$ 358.35
Apr 2025	$ 154,711.02	$ 231.74
May 2025	$ 129,409.95	$ 405.63
Jun 2025	$ 146,558.90	$ -
Jul 2025	$ 244,321.52	$ 1,106.53
Aug 2025	$ 179,810.38	$ 634.82
Sep 2025	$ 181,913.28	$ 374.98
Oct 2025	$ 150,616.00	$ -
Information Solutions	**$ 1,418,860.14**	**$ 19,531.12**
Nov 2024	$ 127,078.39	$ 733.45
Dec 2024	$ 88,270.93	$ 347.48
Jan 2025	$ 62,782.57	$ 99.28
Feb 2025	$ 166,705.71	$ 6,361.83
Mar 2025	$ 103,737.83	$ 1,512.69
Apr 2025	$ 106,696.40	$ 1,238.66
May 2025	$ 99,128.65	$ 1,731.75
Jun 2025	$ 113,689.61	$ 2,173.17
Jul 2025	$ 177,874.71	$ 1,788.42
Aug 2025	$ 119,216.74	$ 395.06
Sep 2025	$ 123,141.92	$ 1,721.62
Oct 2025	$ 130,536.68	$ 1,427.71
Governance & Assurance	**$ 314,977.54**	**$ -**
Nov 2024	$ 23,931.49	$ -
Dec 2024	$ 12,775.57	$ -
Jan 2025	$ 8,461.64	$ -
Feb 2025	$ 32,242.66	$ -
Mar 2025	$ 26,264.74	$ -
Apr 2025	$ 24,445.67	$ -
May 2025	$ 22,219.75	$ -
Jun 2025	$ 23,898.82	$ -
Jul 2025	$ 38,386.22	$ -
Aug 2025	$ 32,918.82	$ -
Sep 2025	$ 35,764.61	$ -
Oct 2025	$ 33,667.55	$ -

CORPORATE SERVICES - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
Contracts & Procurement	**$ 639,883.82**	**$ 227.15**
Nov 2024	$ 50,870.51	$ -
Dec 2024	$ 58,907.57	$ -
Jan 2025	$ 27,229.93	$ 97.35
Feb 2025	$ 79,558.92	$ -
Mar 2025	$ 52,326.12	$ 129.80
Apr 2025	$ 45,639.66	$ -
May 2025	$ 38,155.78	$ -
Jun 2025	$ 51,250.58	$ -
Jul 2025	$ 89,716.07	$ -
Aug 2025	$ 52,162.62	$ -
Sep 2025	$ 49,651.64	$ -
Oct 2025	$ 44,414.42	$ -
Safety & Resilience	**$ 732,899.93**	**$ -**
Nov 2024	$ 58,663.68	$ -
Dec 2024	$ 62,871.65	$ -
Jan 2025	$ 27,968.77	$ -
Feb 2025	$ 88,015.23	$ -
Mar 2025	$ 58,230.18	$ -
Apr 2025	$ 55,133.96	$ -
May 2025	$ 39,881.78	$ -
Jun 2025	$ 43,157.91	$ -
Jul 2025	$ 95,437.26	$ -
Aug 2025	$ 70,404.73	$ -
Sep 2025	$ 72,258.27	$ -
Oct 2025	$ 60,876.51	$ -
Enterprise Assets	**$ 396,032.77**	**$ -**
Nov 2024	$ 26,951.03	$ -
Dec 2024	$ 24,351.88	$ -
Jan 2025	$ 15,469.49	$ -
Feb 2025	$ 51,586.19	$ -
Mar 2025	$ 33,260.76	$ -
Apr 2025	$ 33,019.95	$ -
May 2025	$ 27,739.58	$ -
Jun 2025	$ 31,848.09	$ -
Jul 2025	$ 48,693.22	$ -
Aug 2025	$ 37,307.36	$ -
Sep 2025	$ 32,692.69	$ -
Oct 2025	$ 33,112.53	$ -
Total	**$ 5,906,790.10**	**$ 23,140.74**

Infrastructure Services

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Infrastructure Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks & Recreation	3%	2%	4%	6%	3%	5%	6%	4%	4%	4%	3%	4%
Infrastructure East	20%	18%	17%	19%	6%	20%	19%	25%	22%	34%	16%	21%
Infrastructure West	3%	4%	4%	8%	4%	4%	7%	4%	5%	3%	4%	3%
Corporate Properties	9%	10%	5%	8%	9%	8%	9%	11%	2%	2%	2%	1%
Fleet	0%	0%	0%	1%	0%	1%	-1%	0%	0%	0%	1%	0%
Engineering Services	2%	1%	3%	1%	3%	2%	3%	1%	1%	1%	1%	1%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Infrastructure Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Parks & Recreation	3%	2%	4%	6%	3%	5%	6%	4%	4%	4%	3%	4%
Infrastructure East	20%	18%	17%	19%	6%	20%	19%	25%	22%	34%	16%	21%
Infrastructure West	3%	4%	4%	8%	4%	4%	7%	4%	5%	3%	4%	3%
Corporate Properties	9%	10%	5%	8%	9%	8%	9%	11%	2%	2%	2%	1%
Fleet	0%	0%	0%	1%	0%	1%	-1%	0%	0%	0%	1%	0%
Engineering Services	2%	1%	3%	1%	3%	2%	3%	1%	1%	1%	1%	1%

INFRASTRUCTURE SERVICES - OVERTIME % OF ORDINARY TIME

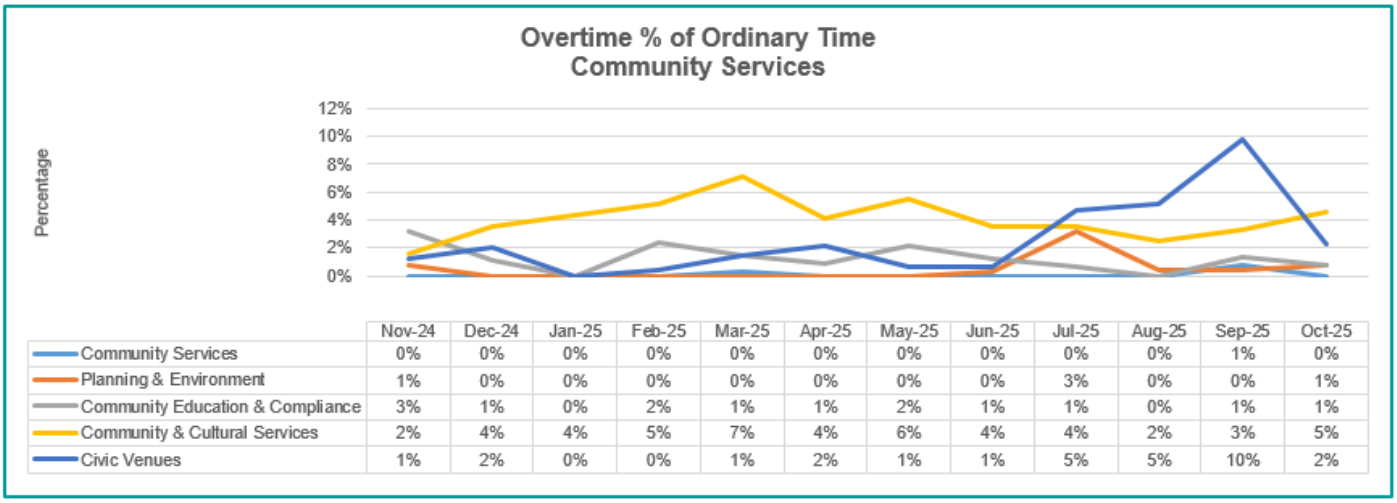
Directorate	Ordinary Time.	Overtime.
Infrastructure Services	**$ 348,179.56**	**$ -**
Nov 2024	$ 27,424.11	$ -
Dec 2024	$ 27,013.92	$ -
Jan 2025	$ 17,291.19	$ -
Feb 2025	$ 42,156.00	$ -
Mar 2025	$ 29,728.86	$ -
Apr 2025	$ 28,196.92	$ -
May 2025	$ 24,227.70	$ -
Jun 2025	$ 21,792.67	$ -
Jul 2025	$ 41,820.77	$ -
Aug 2025	$ 27,896.08	$ -
Sep 2025	$ 32,428.98	$ -
Oct 2025	$ 28,202.36	$ -
Parks & Recreation	**$ 4,165,894.99**	**$ 167,291.20**
Nov 2024	$ 329,823.99	$ 8,608.87
Dec 2024	$ 331,930.47	$ 8,216.36
Jan 2025	$ 220,725.42	$ 7,780.02
Feb 2025	$ 502,558.16	$ 30,679.34
Mar 2025	$ 340,087.49	$ 11,725.00
Apr 2025	$ 326,254.46	$ 14,885.72
May 2025	$ 279,309.54	$ 17,823.42
Jun 2025	$ 325,043.66	$ 11,755.08
Jul 2025	$ 498,168.79	$ 21,513.07
Aug 2025	$ 355,222.48	$ 12,461.52
Sep 2025	$ 334,376.01	$ 9,296.07
Oct 2025	$ 322,394.52	$ 12,546.73
Infrastructure East	**$ 915,176.63**	**$ 183,307.90**
Nov 2024	$ 95,747.14	$ 19,119.66
Dec 2024	$ 87,877.42	$ 16,160.53
Jan 2025	$ 36,676.68	$ 6,357.52
Feb 2025	$ 96,002.76	$ 17,762.26
Mar 2025	$ 74,982.96	$ 4,691.33
Apr 2025	$ 69,559.37	$ 14,242.98
May 2025	$ 55,785.85	$ 10,637.53
Jun 2025	$ 74,399.73	$ 18,808.02
Jul 2025	$ 100,820.26	$ 22,229.98
Aug 2025	$ 77,535.09	$ 26,465.25
Sep 2025	$ 73,827.59	$ 11,786.54
Oct 2025	$ 71,961.78	$ 15,046.30
Infrastructure West	**$ 3,004,651.42**	**$ 133,518.87**
Nov 2024	$ 255,385.38	$ 7,723.45
Dec 2024	$ 263,180.63	$ 10,011.98
Jan 2025	$ 156,368.42	$ 6,229.35
Feb 2025	$ 366,876.91	$ 27,736.53
Mar 2025	$ 250,606.82	$ 9,292.64
Apr 2025	$ 239,307.93	$ 9,598.00
May 2025	$ 199,828.13	$ 13,295.49
Jun 2025	$ 227,291.95	$ 8,072.99
Jul 2025	$ 364,758.33	$ 18,095.56
Aug 2025	$ 241,968.73	$ 7,035.83
Sep 2025	$ 234,074.68	$ 9,964.96
Oct 2025	$ 205,003.51	$ 6,462.09

INFRASTRUCTURE SERVICES - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
Corporate Properties	**$ 1,287,262.89**	**$ 77,618.19**
Nov 2024	$ 110,662.98	$ 9,637.18
Dec 2024	$ 97,920.13	$ 9,850.63
Jan 2025	$ 53,706.29	$ 2,673.88
Feb 2025	$ 143,076.18	$ 11,583.43
Mar 2025	$ 105,824.19	$ 9,076.15
Apr 2025	$ 111,250.77	$ 8,677.56
May 2025	$ 83,157.02	$ 7,383.56
Jun 2025	$ 92,394.16	$ 10,378.87
Jul 2025	$ 147,893.96	$ 2,860.98
Aug 2025	$ 114,229.01	$ 2,289.40
Sep 2025	$ 115,346.86	$ 2,086.22
Oct 2025	$ 111,801.34	$ 1,140.33
Fleet	**$ 747,511.71**	**$ 1,692.56**
Nov 2024	$ 65,360.86	$ -
Dec 2024	$ 66,634.32	$ 184.54
Jan 2025	$ 29,732.42	$ -
Feb 2025	$ 92,208.43	$ 606.05
Mar 2025	$ 69,039.25	$ -
Apr 2025	$ 51,261.64	$ 524.34
May 2025	$ 51,912.68	-$ 501.69
Jun 2025	$ 61,836.91	$ 201.32
Jul 2025	$ 84,690.04	$ -
Aug 2025	$ 62,131.83	$ 209.42
Sep 2025	$ 63,829.24	$ 468.58
Oct 2025	$ 48,874.09	$ -
Engineering Services	**$ 908,524.26**	**$ 15,366.68**
Nov 2024	$ 75,215.06	$ 1,548.03
Dec 2024	$ 68,734.85	$ 533.75
Jan 2025	$ 35,102.28	$ 1,149.28
Feb 2025	$ 101,899.75	$ 1,194.34
Mar 2025	$ 75,230.21	$ 2,253.48
Apr 2025	$ 65,527.75	$ 1,284.48
May 2025	$ 53,093.67	$ 1,796.59
Jun 2025	$ 79,885.39	$ 1,014.07
Jul 2025	$ 120,917.54	$ 1,575.29
Aug 2025	$ 74,048.76	$ 996.02
Sep 2025	$ 88,418.75	$ 1,054.63
Oct 2025	$ 70,450.25	$ 966.74
Total	**$ 11,377,201.46**	**$ 578,795.40**

Community Services

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Community Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Planning & Environment	1%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	1%
Community Education & Compliance	3%	1%	0%	2%	1%	1%	2%	1%	1%	0%	1%	1%
Community & Cultural Services	2%	4%	4%	5%	7%	4%	6%	4%	4%	2%	3%	5%
Civic Venues	1%	2%	0%	0%	1%	2%	1%	1%	5%	5%	10%	2%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Community Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Planning & Environment	1%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	1%
Community Education & Compliance	3%	1%	0%	2%	1%	1%	2%	1%	1%	0%	1%	1%
Community & Cultural Services	2%	4%	4%	5%	7%	4%	6%	4%	4%	2%	3%	5%
Civic Venues	1%	2%	0%	0%	1%	2%	1%	1%	5%	5%	10%	2%

COMMUNITY SERVICES - OVERTIME % OF ORDINARY TIME

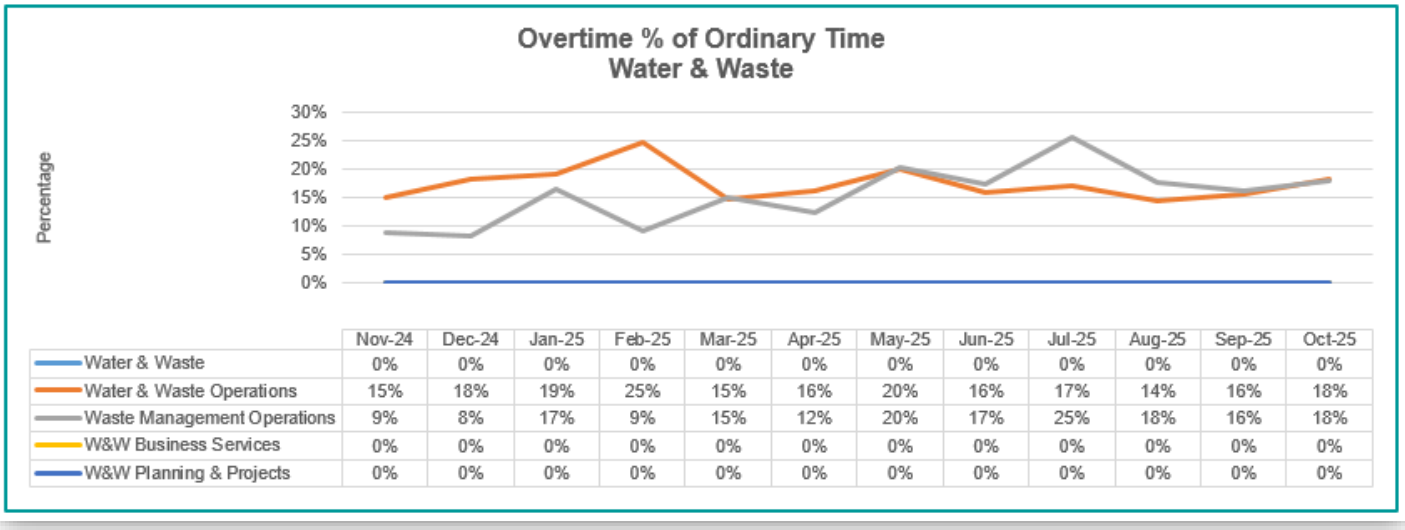
Directorate	Ordinary Time.	Overtime.
Community Services	**$ 574,051.34**	**$ 474.14**
Nov 2024	$ 53,859.58	$ -
Dec 2024	$ 53,231.24	$ -
Jan 2025	$ 27,507.51	$ -
Feb 2025	$ 68,111.41	$ -
Mar 2025	$ 45,201.65	$ 123.68
Apr 2025	$ 39,515.44	$ -
May 2025	$ 38,967.66	$ -
Jun 2025	$ 43,749.40	$ -
Jul 2025	$ 59,729.09	$ -
Aug 2025	$ 49,141.59	$ -
Sep 2025	$ 48,021.64	$ 350.46
Oct 2025	$ 47,015.13	$ -
Planning & Environment	**$ 923,275.35**	**$ 5,510.92**
Nov 2024	$ 56,843.29	$ 403.91
Dec 2024	$ 69,986.42	$ -
Jan 2025	$ 35,556.48	$ -
Feb 2025	$ 102,304.96	$ -
Mar 2025	$ 72,106.91	$ -
Apr 2025	$ 68,902.33	$ -
May 2025	$ 65,801.47	$ -
Jun 2025	$ 86,366.71	$ 212.94
Jul 2025	$ 112,781.36	$ 3,616.54
Aug 2025	$ 80,920.94	$ 304.05
Sep 2025	$ 90,992.57	$ 351.37
Oct 2025	$ 80,711.91	$ 622.11
Community Education & Compliance	**$ 946,855.92**	**$ 12,418.90**
Nov 2024	$ 71,687.06	$ 2,254.12
Dec 2024	$ 74,397.84	$ 845.30
Jan 2025	$ 42,491.94	$ -
Feb 2025	$ 112,629.55	$ 2,723.73
Mar 2025	$ 78,702.28	$ 1,127.06
Apr 2025	$ 66,298.14	$ 610.50
May 2025	$ 68,219.05	$ 1,455.79
Jun 2025	$ 77,803.96	$ 987.74
Jul 2025	$ 104,175.69	$ 640.25
Aug 2025	$ 74,957.85	$ -
Sep 2025	$ 89,983.79	$ 1,177.26
Oct 2025	$ 85,508.77	$ 597.15
Community & Cultural Services	**$ 2,873,209.89**	**$ 117,769.66**
Nov 2024	$ 203,732.92	$ 3,207.22
Dec 2024	$ 211,396.30	$ 7,464.64
Jan 2025	$ 117,834.03	$ 5,182.21
Feb 2025	$ 340,971.57	$ 17,780.54
Mar 2025	$ 239,822.49	$ 17,059.52
Apr 2025	$ 220,305.57	$ 9,180.78
May 2025	$ 203,159.92	$ 11,282.38
Jun 2025	$ 224,501.81	$ 8,024.76
Jul 2025	$ 353,488.96	$ 12,410.35
Aug 2025	$ 250,381.65	$ 6,111.22
Sep 2025	$ 263,696.66	$ 8,806.62
Oct 2025	$ 243,918.01	$ 11,259.42

COMMUNITY SERVICES - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
Civic Venues	**$ 804,730.45**	**$ 23,445.17**
Nov 2024	$ 59,233.69	$ 719.66
Dec 2024	$ 57,425.19	$ 1,162.44
Jan 2025	$ 31,501.42	$ -
Feb 2025	$ 84,365.69	$ 298.93
Mar 2025	$ 56,341.10	$ 794.89
Apr 2025	$ 65,000.32	$ 1,376.81
May 2025	$ 60,561.55	$ 356.18
Jun 2025	$ 54,040.37	$ 317.45
Jul 2025	$ 109,308.93	$ 5,184.83
Aug 2025	$ 71,930.85	$ 3,672.34
Sep 2025	$ 79,940.50	$ 7,855.76
Oct 2025	$ 75,080.84	$ 1,705.88
Total	$ 6,122,122.95	$ 159,618.79

Water & Waste

Department	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Water & Waste	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water & Waste Operations	15%	18%	19%	25%	15%	16%	20%	16%	17%	14%	16%	18%
Waste Management Operations	9%	8%	17%	9%	15%	12%	20%	17%	25%	18%	16%	18%
W&W Business Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
W&W Planning & Projects	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%



	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Water & Waste	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water & Waste Operations	15%	18%	19%	25%	15%	16%	20%	16%	17%	14%	16%	18%
Waste Management Operations	9%	8%	17%	9%	15%	12%	20%	17%	25%	18%	16%	18%
W&W Business Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
W&W Planning & Projects	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

WATER & WASTE - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
Water & Waste	**$ 342,854.77**	**$ -**
Nov 2024	$ 28,588.70	$ -
Dec 2024	$ 25,514.81	$ -
Jan 2025	$ 22,169.64	$ -
Feb 2025	$ 39,433.20	$ -
Mar 2025	$ 28,906.00	$ -
Apr 2025	$ 25,546.65	$ -
May 2025	$ 20,405.42	$ -
Jun 2025	$ 26,936.77	$ -
Jul 2025	$ 42,850.56	$ -
Aug 2025	$ 27,093.30	$ -
Sep 2025	$ 29,640.35	$ -
Oct 2025	$ 25,769.37	$ -
Water & Wastewater Operations	**$ 2,355,864.55**	**$ 413,016.37**
Nov 2024	$ 175,534.59	$ 26,064.78
Dec 2024	$ 159,301.50	$ 28,903.81
Jan 2025	$ 130,036.07	$ 24,937.72
Feb 2025	$ 261,189.86	$ 64,800.65
Mar 2025	$ 190,184.81	$ 27,998.49
Apr 2025	$ 198,542.14	$ 32,300.36
May 2025	$ 159,928.22	$ 31,873.85
Jun 2025	$ 193,419.27	$ 30,645.57
Jul 2025	$ 285,115.78	$ 48,883.34
Aug 2025	$ 193,101.82	$ 27,576.62
Sep 2025	$ 214,531.63	$ 33,516.22
Oct 2025	$ 194,978.86	$ 35,514.96
Waste Management Operations	**$ 1,187,879.10**	**$ 181,971.25**
Nov 2024	$ 99,291.19	$ 8,630.50
Dec 2024	$ 100,290.15	$ 8,337.95
Jan 2025	$ 74,256.47	$ 12,299.70
Feb 2025	$ 144,271.63	$ 13,205.78
Mar 2025	$ 89,707.23	$ 13,391.13
Apr 2025	$ 91,902.65	$ 11,205.74
May 2025	$ 80,278.08	$ 16,379.95
Jun 2025	$ 89,535.27	$ 15,526.63
Jul 2025	$ 134,637.19	$ 34,292.54
Aug 2025	$ 99,638.38	$ 17,520.09
Sep 2025	$ 95,152.22	$ 15,257.96
Oct 2025	$ 88,918.64	$ 15,923.28
W&W Business Services	**$ 803,817.45**	**$ -**
Nov 2024	$ 59,155.71	$ -
Dec 2024	$ 62,916.61	$ -
Jan 2025	$ 31,883.88	$ -
Feb 2025	$ 102,662.58	$ -
Mar 2025	$ 59,281.02	$ -
Apr 2025	$ 50,168.19	$ -
May 2025	$ 58,457.39	$ -
Jun 2025	$ 63,655.86	$ -
Jul 2025	$ 100,315.18	$ -
Aug 2025	$ 72,887.89	$ -
Sep 2025	$ 75,033.35	$ -
Oct 2025	$ 67,399.79	$ -

WATER & WASTE - OVERTIME % OF ORDINARY TIME

Directorate	Ordinary Time.	Overtime.
W&W Planning & Projects	**$ 390,578.48**	**$ -**
Nov 2024	$ 17,139.42	$ -
Dec 2024	$ 26,740.32	$ -
Jan 2025	$ 16,413.04	$ -
Feb 2025	$ 42,083.23	$ -
Mar 2025	$ 30,424.02	$ -
Apr 2025	$ 27,242.59	$ -
May 2025	$ 30,216.39	$ -
Jun 2025	$ 33,665.22	$ -
Jul 2025	$ 57,919.13	$ -
Aug 2025	$ 38,978.17	$ -
Sep 2025	$ 37,804.75	$ -
Oct 2025	$ 31,952.20	$ -
Total	$ 5,080,994.35	$ 594,987.62

OFFICE OF THE CHIEF EXECUTIVE OFFICER

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Cale Dendle
AUTHOR POSITION	Chief Executive Officer

9.13 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER – OFFICE OF THE CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY

This report provides an update of the Office of the Chief Executive Officer's progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Office of the Chief Executive Officer's first quarter progress update on the 2025-2026 Annual Operational Plan.

Resolution No.: CORP11/25-0023

Moved: Cr Vern Russell Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receives and notes the Office of the Chief Executive Officer's first quarter progress update on the 2025-2026 Annual Operational Plan.

Carried

BACKGROUND

During this quarter, solid progress was made across both the *People and Capability* and *Advocacy and Economic Development* business units, with the majority of projects either on target or progressing as planned.

Within *People and Capability*, key achievements included:

- Advancing research and drafting for the Capability Development Strategy, including benchmarking against other councils and public sector frameworks.
- Completion of the Flexible Workplace Framework Review, setting the stage for stakeholder engagement in the next quarter.

- Development of a draft Volunteer Policy, with consultation and implementation planning scheduled for the next quarter.

All activities under the People and Capability unit remain on target for completion by June 2026.

In the *Advocacy and Economic Development* area, work has continued on several strategic initiatives:

- The Economic Development Action Plan 2026–2030 experienced minor delays due to staffing changes and integration with the Tourism Action Plan. However, it remains on track for endorsement by June 2026, following adjusted consultation timelines.
- The Tourism Action Plan, Small Business Innovation, and Small Business Capability initiatives are all progressing on target, with stakeholder engagement and data collection advancing as planned.
- The Tourism Trail Strategy has been incorporated into the broader Economic Development Action Plan for efficiency and cohesive reporting.
- The Country Universities Centre (CUC) Initiative achieved a major milestone with the successful completion and official opening of the Moranbah Hub in early September 2025. Progress on the Clermont Hub, however, is below target due to the prioritisation of the Moranbah Hub's completion, finalisation of the site location, and design amendments. Completion is now expected by late February 2026.

Overall, the quarter reflects steady progress, with only one project (the CUC Initiative) requiring schedule adjustment.

ACTIVITY SUMMARY TABLE

AOP #	ACTIVITY/PROJECT/ INITIATIVE	BUSINESS UNIT	STATUS (COMPLETE, ON TARGET, MONITOR, BELOW TARGET)
1.3	Create Capability Development Strategy (30 June 2026)	People and Capability	On Target
PROGRESS THIS QUARTER			
• *Research on current trends conducted. Research included other councils and public sector organisations frameworks.* • *Drafting of document has commenced.* • *Capability framework is progressing and remains on track to be completed by June 2026.*			
1.4	Flexible Workplace Framework Review (30 June 2026)	People and Capability	On Target
PROGRESS THIS QUARTER			
• *The Flexible Workplace Framework Review is progressing well and remains on track for completion by June 2026.* • *This quarter focused on completing the review of the current framework and supporting documents.* • *Development of draft documentation and preparation for stakeholder engagement activities are scheduled for the next quarter.*			

2.3	Implementation of Volunteer policy (30 June 2026)	People and Capability	On Target
PROGRESS THIS QUARTER			
• *Review of current process completed, and draft policy created.* • *Consultation meetings to be booked with relevant departments next quarter to socialise proposed process and identify relevant areas for placement.* • *Item remains on track to be completed by June 2026.*			
3.1	Develop an IRC Economic Development Action Plan 2026-2030 (30 June 2026)	Economic Development	Monitor
PROGRESS THIS QUARTER			
• *Project delayed due to changes in staff and combining with Tourism Action Plan.* • *Revised schedule for internal/external consultation to occur Q3.* • *Project remains on target for endorsement by 30 June 2026.*			
3.2	Develop an IRC Tourism Action Plan 2026-2030 (30 June 2026)	Economic Development	On Target
PROGRESS THIS QUARTER			
• *Tourism Action Plan is on track and will be rolled in to the Economic Development Action Plan to be presented as one function.*			
3.3	Develop Small Business Innovation (30 June 2026)	Economic Development	On Target
PROGRESS THIS QUARTER			
• *Three small business events planning underway.* • *Event dates set and stakeholders engaged.* • *Actions on target for successful event delivery.*			
3.4	Develop Small Business Capability (30 June 2026)	Economic Development	On Target
PROGRESS THIS QUARTER			
• *Baseline data currently being collected and will be considered for inclusion in draft Economic Development Action Plan consultation.*			
3.5	Implement Tourism Trail Strategy (30 June 2026)	Economic Development	On Target
PROGRESS THIS QUARTER			

• *This has been rolled in to the Economic Development Action Plan and will be reported through there.* • *Project on target.*			
3.6	Implement Country University Initiative (31 January 2026)	Economic Development	Below Target
PROGRESS THIS QUARTER			
• *CUC Isaac Moranbah Hub has been completed and handed over to the CUC Isaac Board with Official Opening of the Country Universities Centre Isaac – Moranbah Hub held on Friday 5 September 2025.* • *Clermont design being finalised.* • *Construction tender to follow.* • *Possible delays to completion of Clermont Hub due to priority given to completing Moranbah Hub, delay in finalising building for Clermont Hub and design amendments.* • *Expected completion of Clermont Hub is late February 2026.*			

IMPLICATIONS

In accordance with section 174(3) of the *Local Government Regulation 2012,* Council must be presented with a written assessment of Council's progress towards implementing the Operational Plan on a quarterly basis.

No immediate risks are identified for this reporting period.

CONSULTATION

Manager People and Capability

Executive Manager Advocacy

Acting Manager Economic Development

Program Manager Capital Delivery

BASIS FOR RECOMMENDATION

The Operational Plan and associated quarterly reporting is a legislative requirement pursuant to the *Local Government Act 2009* and *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

Continual monitoring of programs to ensure that delivery is on track by Department Managers.

People and Capability:

Key Focus for Next Quarter will be Stakeholder engagement and validation activities.

Advocacy and Economic Development:

Key Focus for Next Quarter: Finalise revised CUC timeline, sustain engagement momentum across economic programs.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

Report prepared by:	**Report authorised by:**
CALE DENDLE **Chief Executive Officer**	CALE DENDLE **Chief Executive Officer**
Date: 6 November 2025	Date: 6 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2025-2026 Annual Operational Plan
- 2023-2028 Corporate Plan

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Donna Wilson
AUTHOR POSITION	Community Services Grants Officer

9.14 MINOR COMMUNITY GRANTS SUMMARY OCTOBER 2025

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 October to 31 October 2025.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Notes the minor community grants approved under delegation for the month of October 2025.

Resolution No.: **COMM11/25-032**

Moved: **Mayor Kelly Vea Vea** **Seconded:** **Cr Melissa Westcott**

That the Committee recommends that Council:

1. Notes the minor community grants approved under delegation for the month of October 2025.

Carried

BACKGROUND

As per Council's Community Grants Policy, as adopted on 25 August 2021, a monthly report is to be prepared for Council regarding the administrative approval of minor grants, under delegation to the Manager Community Services. Eight (8) Minor Grant applications (inclusive of Individual and Team Development Grants, and Scholastic Bursaries) were received and approved for the month of *October* 2025 to the value of $7,250.00.

The following table summarises the minor grant applications received for the month of October 2025:

Division	Applicant	Value	Event	Use of Funds
2	Dysart State School P&C **(Minor Grant)**	$1,000	Color Run fundraiser on 24 October 2025.	Purchasing equipment. **The total cost is $2,000.00**
2	Dysart Kindergarten **(Minor Grant)**	$1,000	Kindy open day on 18 October 2025.	Men's shed cooking BBQ. Hiring the Lions train. Prizes for Cent Sale. **The total cost is $5,360.00**
3, 4, 5	Moranbah East State School **(School Bursary Grant)**	$250	School awards day on 4 December 2025.	Dux of the Year 6 Award. **The total cost is $1,200.00**
3, 4, 5	Rock FM/4RFM **(Minor Grant)**	$1,000	Community Broadcasting Association of Australia conference in Hobart on 25-26 November 2025.	Registration and accommodation. **The total cost is $4,800.00**
3, 4, 5	Moranbah Bowls Club **(Minor Grant)**	$1,000	Annual Bowls Carnival on 22 & 23 November 2025.	Catering costs for the weekend. **The total cost is $6,500.00**
6	Clermont Artslink **(Minor Grant)**	$1,000	To attend the Mackay Isaac Tourism Awards on 31 October 2025.	Purchasing tickets and accommodation. **The total cost is $2,483.24**
6	Clermont Artslink **(Minor Grant)**	$1,000	To attend the QLD Tourism awards in Brisbane on 14 November 2025.	Tickets, flights and accommodation. **The total cost is $6,032.00**
1,6	Belyando Performance Horse Inc **(Minor Grant)**	$1,000	Campdraft on 3 & 5 October 2025.	Ambulance costs. **The total cost is $91,000.00**

IMPLICATIONS

The different types of grants processed through the Community Grants Management Framework are managed through different cost centres which is reflected in the tables below:

Table 1 below summarises implications to Community Grants divisional budgets (**includes major grants, minor grants, multi-year grants, individual and team development grants, and scholastic bursaries only)** for the 2025/2026 financial year including grants included in this report.

Division	Allocation	Total Actual Spend/Commitments	Multi-Year Grant Commitments	Remaining Budget
1	$50,000	$ 15,250	$6,142	$28,608
2	$50,000	$ 11,183	$1,143	$37,674
3	$50,000	$ 10,735	$5,768	$33,497
4	$50,000	$ 10,735	$5,768	$33,497
5	$50,000	$ 10,735	$5,768	$33,497
6	$50,000	$ 24,900	$1,142	$23,958
7	$50,000	$18,260	$5,768	$25,972
8	$50,000	$ 8,850	$0	$41,150
Total	**$400,000**	**$110,648**	**$31,499**	**$257,853**

*Table 1 – Community Grants budget implications (Major, Minor, Individual and Team Development Grants, Multi-Year Grants and Scholastic Bursaries). *Figures have been rounded.*

CONSULTATION

Director Community Services

Divisional Councillors

Manager Budgets & Statutory Reporting

A/Manager Community and Cultural Services

Departmental Administration Officer Community and Cultural Services

Grants Officer Community and Cultural Services

BASIS FOR RECOMMENDATION

To update Council on the approval of minor community grants as per PECS-POL-126 Community Grants.

ACTION ACCOUNTABILITY

Acting Manager Community and Cultural Services is responsible for the administration of the Isaac Regional Council Community Grants Program.

COMMUNITY AND CULTURAL SERVICES

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KEY MESSAGES

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by:	**Report authorised by:**
DONNA WILSON **Grants Officer Community Services**	HEIDI ROBERTS **Director Community Services**
31 October 2025	Date: 3 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- PECS-POL-126 Community Grants Policy
- CORP-GDS-036 Isaac Community Grants Guidelines

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Katie Dowd
AUTHOR POSITION	Program Leader - Museums

9.15 ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS - PHASE TWO

EXECUTIVE SUMMARY

The Isaac Museums Operational Adjustments – Phase One Report (November 2024) was developed from recommendations contained within the *Isaac Museums Collection Management Plan 2024*, prepared by the Queensland Museum. Phase One actions (as per Council endorsed resolution 8944, Ordinary Council Meeting 27 November 2024) aimed to improve operational efficiency, prioritise core museum work, and eliminate high-cost, low-benefit activities

Point 9 of the resolution required "The Chief Executive Officer or delegate to submit a report to Council after twelve months, outlining the impact of the changes made and providing any further recommendations". This report outlines the impact of changes made as required and also makes the further recommendation of renaming the Historic Nebo Museum to "Nebo Museum" for consistency of naming convention across the Isaac Museums network.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the impacts of the changes implemented as a result of the "Isaac Museums Operational Adjustments – Phase One Report" over the past 12 months***
2. ***Approves the recommendation that the Historic Nebo Museum be renamed to Nebo Museum, based on the successful re-naming of the Clermont Museum in Phase 1.***

Resolution No.: **COMM11/25-033**

Moved: **Mayor Kelly Vea Vea** **Seconded:** **Cr Melissa Westcott**

That the Committee recommends that Council:

1. **Receives and notes the impacts of the changes implemented as a result of the "Isaac Museums Operational Adjustments – Phase One Report" over the past 12 months.**
2. **Approves the recommendation that the Historic Nebo Museum be renamed to Nebo Museum, based on the successful re-naming of the Clermont Museum in Phase 1.**

Carried

NOTES:

The Committee has requested the cost of replacing signage for the change of name.

BACKGROUND

Phase One actions (per Council endorsed resolution 8944) aimed to:

- improve operational efficiency,
- prioritise core museum work, and
- eliminate high-cost, low-benefit activities.

This report evaluates the impact of those changes over the past twelve months and provides one new recommendation concerning museum naming consistency, resulting from the successful renaming of the Clermont Museum during Phase One.

Phase One actions and their impacts are summarized in the table below:

IMPACT

ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS – COUNCIL RESOLUTION 8922

Resolution Point	Action	Progress	Impact of Changes
1	*Approves the name change of the Clermont Historical Centre to Clermont Museum.*	Completed	Improved brand recognition.
2	*Approves free entry for the public at Isaac Museums.*	Completed	Clermont Stats March -Sept 24 – 1,597 pax March-Sept 25 – 1,604 pax. Nebo Stats March -Sept 24 – 323 pax March-Sept 25 – 488 pax See Attachment 1 for full visitor statistics and donation figures.
3	*Approves ceasing shop operations at Isaac Museums.*	Completed	For the small number of visitors that look to purchase a souvenir, staff direct them to local businesses. This has reduced costs for souvenir purchases and stock control.
4	*Approves the adjustment of opening hours at Historic Nebo Museum to Tuesday-Thursday 9am-1pm and 1.30pm-3pm, April-November inclusive, and cease the practice of non-museum staff opening the museum on request.*	Completed	Improved regional consistency.

5	*Approves ceasing the annual exhibition model whilst continuing with annual review of all displays.*	Completed	Annual review of displays was conducted in the following spaces: Diaries of a Landscape, Clermont Curiosities, Trucks, Blair Athol, Slab Hut and Shearing Shed Displays. This has enabled focus on updating specific displays.
6	*Approves a review of museum documentation and a moratorium on donations to Isaac Museums collections until the existing collection has been catalogued, and the moratorium reviewed.*	In Progress	Public Notice issued announcing the moratorium on donations for Isaac Museums. This has allowed existing collections to be reviewed. Documentation Review is currently underway with Queensland Museum, who will recommend when the moratorium should be lifted.
7	*Approves the disposal of the obsolete Suprascan digitiser.*	Completed	Suprascan digitiser was sold at the June 2025 council auction. Museums are looking at more cost-effective options to outsource digitisation.
8	*Approves transitioning to outsourced digitisation for museum collections.*	In Progress	To support preservation, cataloguing and future public access, staff are investigating options to outsource digitisation.
9	*Directs the Chief Executive Officer or delegate to submit a report to Council after twelve months, outlining the impact of the changes made and providing any further recommendations.*	In Progress	This report will be submitted to Ordinary Council meeting of 26 November 2025
10	*. Notes that Cr Jane Pickels as Chair of the Isaac Arts and Cultural Advisory Committee was consulted during the preparation of this report.*	Complete	Cr Pickels was consulted in the development of this report, which has improved councillor oversight and governance of the project.

12 MONTH REVIEW RECOMMENDATION – RENAME HISTORIC NEBO MUSEUM

Renaming the Clermont Historical Centre to Clermont Museum over the past 12 months, has resulted in the following benefits:

- Ensured consistency across Isaac Museums sites.
- Strengthened brand recognition and alignment with sector standards.

It is proposed that changing the name of the Historic Nebo Museum to Nebo Museum would have the following advantages:

- Improve clarity for the community and visitors.
- Ensure consistency across Isaac Museums sites.
- Strengthen brand recognition and alignment with sector standards.
- Reduce unnecessary wording- namely, the 'Historic' element of Nebo Museum's name is unnecessary as by definition of museum is *'a building where objects of historical, scientific, or artistic interest are kept'.*
- Reinforce Council's commitment to efficient and effective management of small community assets.

It is anticipated the name change would be implemented on any new promotional material, and on any signage once existing signs are due for renewal.

IMPLICATIONS

Financial

All actions implemented within existing budgets. It is anticipated cost savings can be realised as a result of the Phase One initiatives.

Service Levels

Visitor access, consistency, and engagement across museum sites has been upheld, even improved as a result of the Phase One initiatives.

Risk

Reduced risk through safety upgrades, improved documentation, and clearer branding.

Benefits

Strengthened regional museum identity and consistency.

Improved visitor satisfaction and engagement.

Enhanced collection care and operational efficiency.

Increased collaboration with Queensland Museum and peer institutions.

CONSULTATION

A/Manager Community and Cultural Services

Coordinator Community Hubs

Frontline Service Officer (Nebo Museum)

Isaac Museums Working Group

IMWG Chair – Cr Pickels

Program Leader – Economic Development

BASIS FOR RECOMMENDATION

The recommendation supports the continued implementation of the *Isaac Museums Collection Management Plan 2024* and builds on the outcomes achieved in Phase One operational adjustments. Renaming the Historic Nebo Museum to Nebo Museum will:

- Improve clarity for the community and visitors.
- Ensure consistency across Isaac Museums sites.
- Strengthen brand recognition and alignment with sector standards.
- Reinforce Council's commitment to efficient and effective management of small community assets.

ACTION ACCOUNTABILITY

The Program Leader - Museums to oversee implementation of the Nebo Museum name change, working with the Brand, Media, and Communications Team.

KEY MESSAGES

The operational adjustments implemented over the past twelve months have strengthened the Isaac Museums network and improved visitors' experience.

The proposed name change will align all Museums in the Isaac region under the same nomenclature.

The Isaac Museums continue to evolve through sustainable, efficient, and community-focused practices that preserve and promote local heritage.

Report prepared by:	**Report authorised by:**
BARB FRANKLIN **Coordinator Community Hubs**	HEIDI ROBERTS **Director Community Services**
Date: 30 October 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 - Isaac Museums Operational Adjustments – Phase Two: Visitor Statistics and Donation Figures
- ADDENDUM - Isaac Museums Operational Adjustments - Phase Two

REFERENCE DOCUMENT

- Isaac Museums Collection Management Plan 2024

ATTACHMENT 1 - ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS – PHASE TWO

VISITOR STATISTICS

From March–September 2025, visitor numbers increased compared to the same period in 2024. Staff in Clermont have observed that more visitors who initially attended for visitor information only are now going through the museum upon learning it is free entry and have praised the change.

Visitor Statistics				
Clermont Museum			**Nebo Museum**	
Month	**2024**	**2025**	**2024**	**2025**
March & April	204	115	36	65
May	201	194	55	32
June	345	515*	14	48
July	287	318	38	105
August	445*	294	25	63
September	115	168	155	175

**In August 2024 and June 2025, the Clermont Museum visitors' stats are higher due to the Clermont Museum Open Day.*

DONATION STATISTICS

Cash donations are still accepted at both Clermont Museum and Historic Nebo Museum and are banked at the end of each month. There has been an increase in donations compared to when it was paid entry.

Clermont Museum Donation Statistics	
March 2024 – September 2024	**March 2025 – September 2025**
$134.00	$326.00

ISAAC MUSEUMS GENERAL UPDATE

- Organised and ran the 2025 Clermont Museum Open Day and assisted with the Nebo Bush Poets' Smoko.
- Installed updated gate signage at both Clermont and Nebo Museums.
- Installed new air conditioners at both museums to maintain climate control for collection preservation.
- Clermont Museum hosted four tour/school group visits and Nebo Museum hosted two visits.
- Attended a two-day online workshop facilitated by Queensland Museum for staff and councillors. This workshop covered the fundamental elements of Museums and best practice standards.
- Isaac Museum staff attended a Queensland Museum seminar at Longreach. Staff also visited several museums to learn how other museums operate and network with other museums staff.
- Cleared out Nebo Museum's shed to improve visibility, accessibility and aesthetics
- Outside improvements at Clermont Museum include installing blue metal to temporarily stop the erosion at the traction engine display; painting the external toilet walls; and replacing fencing
- Conducted yearly maintenance of St Lawrence Broadsound Pavilion and an inventory of the objects
- Partnered with the University of Melbourne to organise a textile workshop for museums staff and conservation work for three textiles.
- The Aveling & Porter Steam Traction Engine was sent to the 19th NHMA Rally at Kingsthorpe Park. Staff promoted the region to visitors, learned more about the engine and networked with the steam community.

REPORT ADDENDUM

Community Services Standing Committee Meeting

DATE	13 November 2025
REPORT	9.15 Isaac Museums Operational Adjustments - Phase Two

This addendum provides additional information relating to *Report 9.15 – Isaac Museums Operational Adjustments: Phase Two*, as discussed during the Community Services Standing Committee Meeting held on Tuesday, 11 November 2025, in relation to rebranding and financial implications for signage replacement for the Historic Nebo Museum resulting from the recommended change of name to Nebo Museum.

Replacement Signage specifications	One (1) fence-mounted sign located at the Museum - 2400mm (L) x 1200mm (H). One (1) free-standing sign positioned on the Peak Downs Highway at the far-left corner of Snow's Place - 2400mm (L) x 1210mm (H).
Branding and Retention of IP	The Coordinator Community Hubs and Program Leader Museums have been collaborating with an external graphic design company to develop updated logos for both the Clermont Museum and Nebo Museum. Funding for the logo development was budgeted for within the 2025/2026 Museums operational budget. Final logo designs will undergo review and approval by the Manager Advocacy and External Affairs, Brand, Media and Communications (BMC) Team and consultation with the Isaac Museums Working Group (IMWG). Logo design suite will include: • Primary Logo: Full colour version. • Alternate Logo: Variations for different layouts (e.g. horizontal, stacked) • Responsive Logo: Formats for small-scale use (e.g. favicons, social media) • Monochrome Versions: Black & white and grayscale options. IRC will retain full ownership and exclusive usage rights for both logos.
Timeframes	Logo design and approval – 31/11/2025 Sign Production and installation – 30/3/2026.
Project Cost	$2,500 sign production. Sign installation to be undertaken by Isaac Regional Council staff.
Budget Cost Centre	2612 – Museums Nebo Repairs and Maintenance.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Rebekah McDonald
AUTHOR POSITION	Program Leader Development Assessment

9.16 REQUEST FOR REDUCTION OF DEVELOPMENT APPLICATION FEES – MCU25/0016 – DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE – SPECIAL INDUSTRY (POWER STATION) AND MAJOR ELECTRICITY INFRASTRUCTURE AND ENVIRONMENTALLY RELEVANT ACTIVITY (ERA 14 [1])

EXECUTIVE SUMMARY

This report seeks Council's consideration of a request from EPIC Environmental on behalf of QPME Pty Ltd to reduce development application fees for a Development Permit for Material Change of Use – Special Industry (Power Station) and Major Electricity Infrastructure located at 505 Goonyella Road, Moranbah (MCU25/0016). Officers recommend a partial fee reduction to align the payable fee with the expected cost of undertaking the assessment.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. ***Approves a reduction of the development application fee for MCU25/0016 to a payable amount of $36,120.00, to align with the anticipated internal and external costs realised by Council to assess the development application.***

Resolution No.: **COMM11/25-034**

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

That the Committee recommends that Council:

1. **Approves a reduction of the development application fee for MCU25/0016 to a payable amount of $36,120.00 to align with the anticipated internal and external costs realised by Council to assess the development application.**

2. **Requests a review of combined use development application fees and charges with the updated proposed fees to be presented to Council for consideration in February 2026.**

Carried

BACKGROUND

On 23 October 2025, QPME Pty Ltd c/- EPIC Environmental lodged a development application (MCU25/0016) for a Development Permit for Material Change of Use – Special Industry (Power Station) & Major Electricity Infrastructure & Environmentally Relevant Activity (ERA 14 [1]), over 505 Goonyella Road, Moranbah. The properties subject to this application are described as Lot 11 SP175258, Lot 61 SP282173, Lot 3 SP109690, Lot 62 SP282173, Lot 2 GV239, Lot 23 SP158749, Lot 20 SP102355.

The application seeks to establish a 120 megawatt (MW) gas-fired power station, ancillary infrastructure and a 132 kilovolt (kV) transmission line to connect to the Ergon Energy substation. The proposed power station is located on Lot 11 SP175258 which is the site of the Moranbah Gas Project (MGP), a facility which provides gas to the Dyno Nobel Ammonia plant to the north and feeds into the North Queensland Gas Pipeline. The power station will be fuelled by utilising the gas supplied by the MGP and nearby coal mines.

At the time of lodgement, the applicant formally requested a reduction of Council's development application fee, citing the following grounds:

> *In accordance with Section 109(b) of the Planning Act 2016, the Proponent respectfully requests a partial waiver of the application fee associated with the assessment of this development application. Under Council's Fees and Charges Schedule 2025–2026, a Material Change of Use (MCU) for both impact assessable Special Industry and Major Electricity Infrastructure uses would ordinarily attract a combined fee of $54,175.00.*
> *Given that the proposed development constitutes a substantially similar activity and is being coordinated as part of a single assessment process, the Proponent requests that only the higher fee applicable to the primary use be applied.*
> *Accordingly, the total fee payable for the development application would be $30,095.00.*

REQUEST

Development Application Fee

- The *Local Government Act 2009* and *Planning Act 2016* allow Council to set fees and charges for development assessment activities. Fees are set on a cost-recovery basis.
- The applicable fee for the development application is $54,175.00, noting that the application is Impact Assessable and is required to undertake public notification. By comparison, a Code Assessable development application fee for these uses would be $36,120.00.
- The development application proposes two separate land uses (Special industry and Major electricity infrastructure) which attracts two separate fees in accordance with Council's adopted Fees and Charges. These fees equal $54,175.00 and are broken down as follows:
    - Special industry – $30,095.00
    - Major electricity infrastructure - $24,080.00

- In consideration of the request, the costs to Council of assessing the application have been estimated at $33,924, comprising:
    - External consultancy costs of approximately $23,924.00
    - Internal costs attributed to Council's delivery of assessment manager function, including administration – approximately $10,000

ASSESSMENT CONSIDERATIONS

- Council's development application fees are adopted on a cost-recovery basis. The cost of assessing the application to Council has been estimated at approximately $33,924.00, which accounts for internal resourcing across Council (planning, engineering, administration) and outsourced technical consultants.
- The applicant has requested that the development application fee for only the Special Industry use component of the application ($30,095.00) be applied.
- This amount does not cover the estimated costs ($33,924.00) that Council anticipates expending on the assessment of the application.
- Officers consider the Code Assessable development application fee of $36,120.00 is a more appropriate fee which would also afford Council a slight contingency should the development application attract assessment costs greater than those anticipated. This is considered reasonable given that the development application will undergo public notification and at this stage of the application, it is unclear if there will be opposition to the project (which would generally increase assessment demands).
- It is considered reasonable to reduce the application fees for this application and for Council to adopt the Code Assessable application fee of $36,120.00 to align with the actual costs of assessing the application. The proposed fee reduction will support Council to achieve cost recovery and ensure compliance with the Local Government Act 2009.

IMPLICATIONS

The following implications have been identified:

- Financial – there is a risk that the costs to assess the application could exceed the reduced application fee if the application is subject to high submission numbers (opposing the development) during public notification. There is no ability for Council to recover additional costs from the applicant if the costs exceed the application fee. This risk has been partially mitigated through the applicable fee containing a contingency to account for any unanticipated additional workload.
- Precedent setting – there is a risk that the reduction will set a precedence for other applications to request similar reductions. Should this be realised, Council will consider each application based on its merits and impact on council's ability to achieve cost-recovery in its delivery of development assessment services.
- Legal – there is always a risk with Impact Assessable applications that an appeal (applicant or third-party) could be lodged against any application decided by Council. An appeal would significantly increase costs for Council, however, the original application fee would not cover legal costs in any case.
- Reputational – the recommendation demonstrates Council's support for economic development in the region, whilst also ensuring that this support comes at no additional cost to ratepayers.

- Compliance – the reduced application fee supports Council's compliance with the requirements of the Local Government Act 2009.

CONSULTATION

Internal

Manager Planning and Environment

Community Services Managers

External

Not applicable

BASIS FOR RECOMMENDATION

Council's development application fees are set on a cost recovery basis and reflect the costs to Council to deliver development assessment services. The proposed fee reduction will align the payable application fee with the expected cost of undertaking the assessment.

ACTION ACCOUNTABILITY

Manager Planning and Environment to provide written correspondence advising the applicant of Council's resolution.

Manager Planning and Environment to review Council's Fees and Charges Schedule for the 25/26 Financial Year with regards to the suitability of application fees for development applications which include multiple land uses.

KEY MESSAGES

Council's development application fees are adopted on a cost-recovery basis. Council is supportive of reducing development application fees where there is no negative impact to rate payers.

Report prepared by:	**Report authorised by:**
REBEKAH MCDONALD	HEIDI ROBERTS
Program Leader – Development Assessment	**Director Community Services**
Date: 24 October 2025	Date: 3 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Development application MCU25/0016
- Isaac Fees and Charges Register 2025/2026
- Isaac Regional Council Charges Resolution (No.3) 2021
- *Local Government Act 2009*
- *Planning Act 2016*

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Heidi Roberts
AUTHOR POSITION	Director Community Services

9.17 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER – COMMUNITY SERVICES DIRECTORATE

EXECUTIVE SUMMARY

This report provides an update of Community Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Community Services Directorates first quarter progress update on the 2025-2026 Annual Operational Plan.

Resolution No.: **COMM11/25-035**

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

That the Committee recommends that Council:

1. Receives and notes the Community Services Directorates first quarter progress update on the 2025-2026 Annual Operational Plan.

2. **Carried**

BACKGROUND

All deliverables are on target with good progress made towards a number of community benefit initiatives, particularly across the economic development and community portfolios. Initiatives directly supporting the growth of community (museums, libraries and events) as well as initiatives to ensure environmental outcomes (baiting of feral animals, weed removal programs and development of biosecurity plans) are well underway.

Visioning for the future is a priority to position Isaac as a region of choice for families across all ranges of age and diversity spectrums, supported by meaningful community services such as housing, medical, education, ongoing sport and recreational opportunities and regionally significant activities and a broad range of initiatives led by community groups, industry and council.

ACTIVITY SUMMARY TABLE

AOP #	ACTIVITY/PROJECT/ INITIATIVE	BUSINESS UNIT	STATUS (COMPLETE, ON TARGET, MONITOR, BELOW TARGET)
1.2	Develop place-based community plans (30 June 2026)	Engaged Communities	On Target

PROGRESS THIS QUARTER

- Data from the quality of life survey has been analysed and broken down by the 15 towns.

- A baseline mapping template for the social infrastructure audit has been developed. This template will provide a structured approach to capturing facilities, services and community assets across individual towns. 3 towns will be mapped in Q2.

2.2	Continuation of Museum and Gallery prioritisation management (30 June 2026)	Community Hubs	On Target

PROGRESS THIS QUARTER

- Review of Clermont Museum documentation.

Project has commenced with Queensland Museum and is predicted to be finalised by late February/early March.

- Outsourcing digitisation of Clermont Museum records.

Quotes are currently being sourced for the outsourcing of digitisation.

- Purchase of permanent collection for Coalface Arts Gallery.

John Henry Mills colonial era framed photographs (52 framed black and white re-printed photos) have been relocated from storage in St Lawrence for utilisation in the Coalface Gallery. 40 Iconic Isaac framed prints being for utilisation in Gallery in between other exhibitions.

4.2	Maintain a Contemporary Planning Scheme (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Administrative amendment adopted.

Minor and LGIP Amendment progressing and anticipated to be adopted by June 2026.

4.3	Deliver 12- month Action Plan to guide delivery of corporate emission reductions (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Action plan drafting commenced and anticipated to be presented to Council by March 2026.

Biosecurity Strategy Delivery Plan due to be presented to Council in October 2025.

4.4	Delivery of Nagoa and Mackenzie River Flood Study (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Contract awarded and inception meeting held in October 2025.

5.2	Complete the Reef Guardians Council's Program-Activating Local Council's Reef Action Plans projects at	Planning and Environment	On Target

	Notch Point and St Lawrence (30 June 2026)		

PROGRESS THIS QUARTER

Projects being delivered in accordance with Funding Agreements.

5.4	Develop a Biosecurity policy as part of the delivery plan to provide our stakeholders with greater certainty in achieving their GBO (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Drafting has commenced

5.6	Adoption of the IRC Stock Route Management Plan (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Drafting has commenced

5.8	Deliver an aerial culling program of feral pigs across the Isaac region (30 June 2026)	Planning and Environment	On Target

PROGRESS THIS QUARTER

Ongoing delivery of aerial culling program progressing across Clarke and Lotus Creek region and through support provided to Whitsunday Regional Council.

6.5	Undertake trade waste inspections (30 June 2026)	Community Education and Compliance	On Target

PROGRESS THIS QUARTER

Annual inspection schedule of Category B approval holders finalised.

- Annual inspections commenced

- 36% of inspections complete by Sept 2025.

6.6	Undertake microchipping in March Program (30 June 2026)	Community Education and Compliance	On Target

PROGRESS THIS QUARTER

Microchipping in March 2026:

- Free microchipping offered to registered dogs in March 2026

- Promotional material prepared

- Commence plan to contact participating vets and negotiate associated fees.

6.7	Undertake backflow prevention device testing (30 June 2026)	Community Education and Compliance	On Target

PROGRESS THIS QUARTER

Annual testing schedule is finalised.

- device testing (380 IRC devices) has commenced

- 19.4% tests complete, on track to meet Q2 target

6.8	Plan and deliver an approved systematic inspection program	Community Education and Compliance	On Target

	(a) Approved Systematic Inspection Program Clermont (b) Approved Selection Inspection Program - Non-Renewed - for remainder of Isaac Region (30 June 2026)	

PROGRESS THIS QUARTER

Targeted Inspection Programs - Systematic Inspection Program – Clermont (Commencing 2 March 2026 - 22 May 2026)

Focus: Compliance with the Animal Management Act (Cats and Dogs) 2008, Local Law 1 (Administration) 2011 and Local Law 2 (Animal Management) 2011, particularly dog keeping practices.

Selective Inspection Program – Region-wide (Commencing 2 March 2026 - 22 May 2026)

Focus: Properties where dogs were registered up to 31 August 2025, but no renewal has been received.

- Reports presented to Council for resolution on 7 October 2025.
- Public advertising and collateral finalised; and
- Commenced recruitment initiatives.

IMPLICATIONS

In accordance with section 174(3) of the *Local Government Regulation 2012,* Council must be presented with a written assessment of Council's progress towards implementing the Operational Plan on a quarterly basis.

CONSULTATION

Manager Planning and Environment

Manager Community and Cultural Services

Manager Community, Education and Compliance

Program Manager – Capital Delivery

Coordinator Community Facilities

Governance

BASIS FOR RECOMMENDATION

The Operational Plan and associated quarterly reporting is a legislative requirement pursuant to the *Local Government Act 2009* and *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

Not Applicable

Report prepared by: HEIDI ROBERTS **Director Community Services** Date: 3 November 2025	**Report authorised by:** CALE DENDLE **Chief Executive Officer** Date: 6 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2025-2026 Annual Operational Plan
- 2023-2028 Corporate Plan

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Mark Davey
AUTHOR POSITION	Program Manager – Capital Delivery

9.18 MATERIAL CHANGE OF SCOPE TO APPROVED CAPITAL PROJECT

EXECUTIVE SUMMARY

This report seeks authority for the approved capital project, listed as CW222966 St Lawrence (STLAW) Community Hub Design and Construct to be removed from the Community Services Capital works program and for the project budget ($131,154.00) to be reallocated to the project listed as CW253329 St Lawrence (STL) Hall - Kitchen upgrade.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Acknowledges the outcomes of community consultation regarding the St Lawrence Community Hub Design and Construct project (CW222966) and supports the reallocation of funds to deliver a compliant and functional facility through the St Lawrence Hall – Kitchen Upgrade project (CW253329).***

Resolution No.: **COMM11/25-036**

Moved: **Cr Terry O'Neill** **Seconded:** **Cr Melissa Westcott**

That the Committee recommends that Council:

1. **Acknowledges the outcomes of community consultation regarding the St Lawrence Community Hub Design and Construct project (CW222966) and supports the reallocation of funds to deliver a compliant and functional facility through the St Lawrence Hall – Kitchen Upgrade project (CW253329).**

Lost

NOTES:

- **The Committee have requested additional supporting information which includes timelines for the St Lawrence Hall – Kitchen Upgrade project (CW253329) prior to a decision being made by Council.**

- **The Committee has requested information on genuine Community Feedback relating to the St Lawrence Community Hub Design and Construct Project (including a copy of the Report and Resolution relating to the Isaac Community Hubs Regional Project).**
- **Requests the 2025/2026 PAG priority listing for St Lawrence Projects.**

BACKGROUND

St Lawrence Hub

As part of the capital budget in FY21/22, funds were allocated for the construction of the Dysart and St Lawrence Hubs. To initiate this, a design consultant was engaged to undertake an options analysis for both towns, this was completed through extensive consultation with staff and the relevant communities. Through this body of work, the Dysart Hub has been successfully delivered and is currently in use for the community.

During the development of the options analysis for the St Lawrence hub, it was identified that there was only one viable location, without committing to new build construction, and this was the administration building.

However, during the consultation process, it was identified that there were significant concerns from community members. The current Library serves as a meeting place for the elderly members of the community, who regularly attend the facility for social cohesion and interaction. Some of these community members have limited mobility or limited ability to drive. From the current Library, it is 1.7 Km's to the administration building which is an unobtainable distance for these members of the community.

While the administration building has been identified as the probable location, it is also identified that there would be the requirement for compliant access ramps, public toilets, and disability parking, these requirements would exceed the available budget before factoring in the construction costs for the hub itself.

There is a very strong sense in both the community and the staff of St Lawrence, that this project should not proceed and the project team agrees with this assessment after undertaking the relevant consultation and hearing the concerns firsthand.

St Lawrence Hall – Kitchen Upgrade

This project was approved in FY24/25 with a budget of $60,000.00. Works were undertaken on a design, this was then offered to market under a formal RFQ, once response was received at $241,145.96.

Officers have since met the relevant user groups and the local Councillor on site, this scope can be reduced, and an agreeable and compliant result can be achieved for the revised budget of $191,154.00 should this report be endorsed.

IMPLICATIONS

Financial

Funds from CW222966 ($131,154.00) will be reallocated to CW253329, allowing the upgraded kitchen to be delivered without the need for additional budget.

Operational

The kitchen upgrade will support community groups and events in St Lawrence, ensuring compliance with health and safety standards.

Community and Cultural Services will need to review operational resourcing for the St Lawrence Library and Customer Service functions (including Carmilla) to ensure continuity of service given the decision not to progress with the current Hub model.

Strategic

While the Hub project will not proceed, the decision aligns Council resources with community priorities and preserves service provision for vulnerable residents.

The decision to discontinue the St Lawrence Hub project relates specifically to local site and budget constraints and does not preclude Council from implementing the Hub model in other communities, including Middlemount, where the model remains a viable approach to integrated service delivery.

Reputational

Demonstrates Council's responsiveness to community feedback and commitment to delivering projects that meet actual local needs.

IDENTIFIED ISSUES

As there was already a procurement exercise undertaken in May 2025 that received a result over the proposed new budget, a high level of diligence will be required to ensure a satisfactory result in achieved.

CONSULTATION

Councillor Division 8
Director Community Services
St Lawrence Staff Members
St Lawrence Community Members
Community Services Leadership Team
Additional consultation with Acting Manager Community and Cultural Services & Coordinator Community Hubs:

While the St Lawrence Community Hub project (CW222966) is not proceeding in its current form, this decision does not signal the end of Council's consideration of the Hub model for St Lawrence. Future opportunities to improve service delivery, co-location, and community access will continue to be explored through operational planning and service reviews. This approach ensures that Council remains responsive to community needs while retaining the flexibility to revisit the Hub concept should circumstances or funding opportunities change.

BASIS FOR RECOMMENDATION

The St Lawrence community and staff have expressed concern over the original proposal for a Hub model as it would reduce the level of service available for the aging population. The Hall kitchen is used to serve the public at serval events and does not meet the food safety legislative requirements.

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ACTION ACCOUNTABILITY

The Program Manager – Capital Delivery in conjunction with the Community Services leadership team and under the guidance of Director Community Services hold responsibility for the scoping, procurement and the completion of the broader St Lawrence Hall Kitchen Upgrades project.

KEY MESSAGES

- Community consultation has been undertaken, and the majority of feedback indicates that the proposed St Lawrence Hub is not supported due to accessibility and mobility concerns for elderly residents.
- Reallocation of funds to the St Lawrence Hall Kitchen Upgrade will deliver a functional, compliant facility that supports community events and meets food safety legislative requirements.
- This decision ensures Council funds are used efficiently and in a way that provides tangible benefits to the community.
- The decision not to proceed with the current St Lawrence Hub project reflects local factors unique to that community and does not represent a withdrawal from Council's broader Hub service model. Council will continue to explore options to improve service integration and accessibility in St Lawrence as part of ongoing operational planning.

Report prepared by:	**Report authorised by:**
MARK DAVEY **Program Manager – Capital Delivery**	HEIDI ROBERTS **Director Community Services**
Date: 27 October 2025	Date: 3 November 2025

ATTACHMENTS

- Attachment 1 - St Lawrence Draft Concept Design

REFERENCE DOCUMENT

- Nil

ISAAC REGIONAL COUNCIL COMMUNITY HUBS

DEVELOPED CONCEPT

ISAAC REGION
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HAMILTON HAYES HENDERSON ARCHITECTS

image resource: Isaac Regional Council

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OBJECTIVES
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SWOT ANALYSIS
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EXISTING LOCATION PLAN
DESIGN OPTIONS
CONCLUSION



image resource: Isaac Regional Council


social connectivity
support and wellbeing
knowledge sharing and learning
OBJECTIVES
cultural and recreational
safety and security
economic development
digital inclusion

social connectivity

Building Relationships: foster connections between individuals, creating a sense of belonging and friendship.

Reducing Isolation: combat social isolation by providing a space for people to interact, share experiences, and support one another.

knowledge sharing and learning

Information Exchange: facilitate the sharing of information, expertise, and resources among community members.

Skill Development: workshops, seminars, and collaborative projects contribute to the skill development of participants.

support and wellbeing

Emotional Support: offering a supportive environment where individuals can share their challenges and receive emotional support from others.

Health and Wellness Programs: hosting health-related activities, promoting physical and mental well-being.

digital inclusion

Access to Technology: opportunity to bridge the digital divide by providing access to technology and digital literacy programs.

cultural and recreational

Cultural Exchange: providing a space for diverse cultural exchanges, celebrating and preserving the community's unique identity.

Recreational Activities: organizing events and activities, promoting leisure, entertainment, and a sense of fun among community members.

economic development

Entrepreneurship Support: nurturing local businesses and entrepreneurs, creating economic opportunities within the community.

Job Training: workshops and training sessions contribute to the development of employable skills, enhancing economic prospects.

safety and security

Neighborhood Watch Programs: creating safer neighborhoods through collaborative efforts in crime prevention.

Emergency Preparedness: focal points for disseminating information and coordinating community responses during emergencies.

BACKGROUND

St. Lawrence is one of the oldest towns located in Queensland, Australia, with a rich history dating back to the late 1800s. It was originally established as a port town in the 1860s during the gold rush era. The town played a significant role in the transportation of goods and people along the coast, particularly during the peak of maritime trade.

One of the remaining historical buildings from this time is the Council office, originally built to service the Customs Office for the Port of St Lawrence. The remains of the port and abattoir, constructed using convict labour, are also accessible. The Courthouse and Police Station was built in 1879 and has been repainted in its original colour scheme. The Centenary Pavilion at the sportsground was built to celebrate the Shire's Centenary in 1979 and includes a collection of past machinery and relics.

In the early 1900s, St. Lawrence experienced growth and development, with the construction of important infrastructure such as the St. Lawrence Railway Bridge, which connected the town to the railway network, further boosting its importance as a transport hub.

During World War II, St. Lawrence served as a strategic location for military operations, with defense installations and facilities established in the area.

Today, St. Lawrence is known for its historical charm, including well-preserved buildings and landmarks from its early days as a bustling port town. It also attracts visitors interested in its maritime history and heritage. The St Lawrence Wetlands are key perennial wetlands within the St Lawrence Creek system.



image resource: variety sources

SWOT ANALYSIS FOR ST. LAWRENCE

STRENGTHS

Community cohesion: St. Lawrence has a strong sense of community spirit, with residents actively participating in local events and initiatives.

Central location: St. Lawrence's central location makes it accessible to most residents, facilitating engagement with the community hub.

Supportive local government: The town may benefit from the support of the local government in funding, planning, and promoting the community hub.

Potential partnerships: St. Lawrence can collaborate with local businesses, organizations, and schools to create a diverse range of programs and services at the community hub.

WEAKNESSES

Limited resources: Being a small town, St. Lawrence may have limited financial resources, volunteers, and infrastructure to sustain a robust community hub.

Demographic challenges: The town's aging population and limited youth engagement may pose challenges in attracting a diverse range of participants to the community hub.

Connectivity issues: St. Lawrence may face challenges related to internet connectivity, transportation options, and access to services, impacting the reach and effectiveness of the community hub.

Sustainability concerns: Ensuring the long-term sustainability of the community hub, including funding, staffing, and maintenance, may be a concern for the town.

OPPORTUNITIES

Enhancing social connections: The community hub can provide a space for residents to connect, socialize, and participate in recreational and educational activities, fostering a stronger sense of belonging.

Addressing community needs: St. Lawrence can use the community hub to address specific needs of residents, such as healthcare services, cultural programs, and skill development workshops.

Tourism and outreach: The community hub can also serve as a focal point for tourism and outreach efforts, showcasing St. Lawrence's unique culture, history, and natural attractions to visitors.

Grant funding and partnerships: Exploring grant funding opportunities and forming partnerships with external organizations can provide additional resources and support for the community hub.

THREATS

Funding uncertainties: Dependence on external funding sources, economic fluctuations, and budget constraints may pose risks to the sustainability of the community hub.

Competition for resources: St. Lawrence may face competition from other community initiatives, projects, and priorities, leading to resource allocation challenges.

Changing demographics: Shifting population demographics, including migration trends and generational differences, could impact the demand for and engagement with the community hub.

External disruptions: Natural disasters, pandemics, and other external disruptions may temporarily disrupt operations and activities at the community hub, requiring contingency plans and resilience strategies.

COMMUNITY PROFILE

People 245
(All people)

Male	144	%59.0
Female	100	%41.0

Age
(All people)

0-19 years	%16.4
20-29 years	%7.4
30-49 years	%23.4
>50 years	%52.8
Median Age	52

Education
(People attending an educational institution)

Preschool	%4.1
Primary School	%16.4
Secondary School	%12.3
Tertiary	%4.1
No Stated	%47.9

Dwellings

Dwelling Count
(Private dwellings)

Occupied private dwellings	%62.0
Unoccupied private dwellings	%38.7

Household Composition
(Occupied private dwellings)

Family households	%53.3
Single person households	%41.0
Group households	%5.7

*Provided data from Australian Bureau of Statistics *'St. Lawrence 2021 Census All persons QuickStats'*

EXISTING LOCATION PLAN



1. Isaac Regional Council
2. Museum
3. St. Lawrence Hall and Bowls Club
4. Library

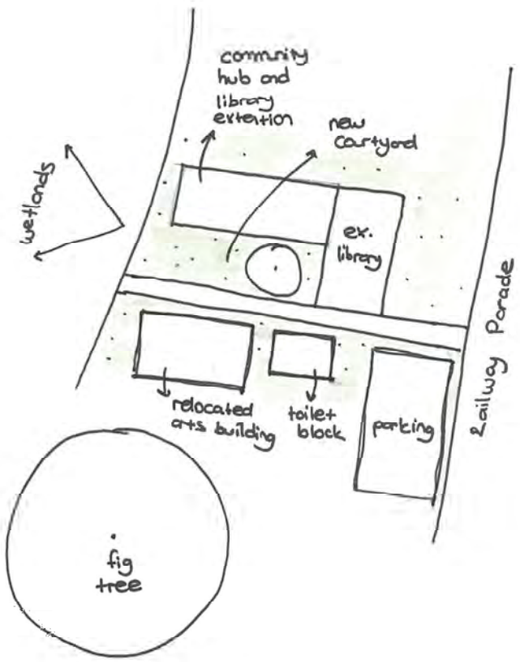
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DESIGN OPTIONS

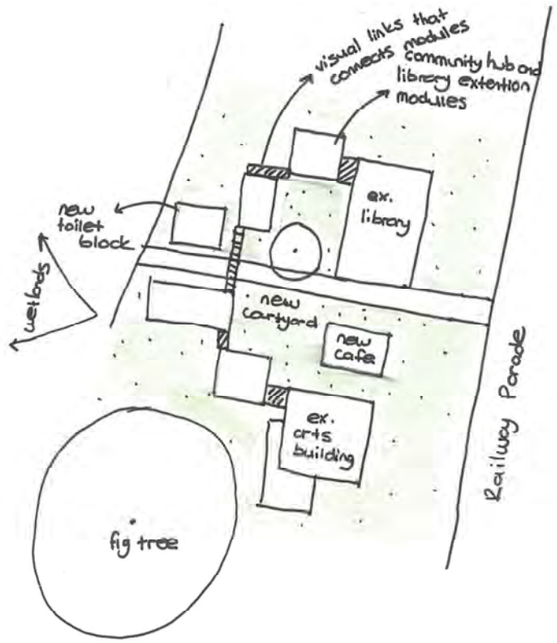
DESIGN OPTION 1

INCREASING THE SIZE OF THE EXISTING LIBRARY AND ADDING COMMUNITY HUB

OPTION A



OPTION B



PROS

-Existing library has established infrastructure such as electrical systems, and plumbing. Continued use of these systems saves time and resources.

-The existing library has a connection with the local community. Continued use of the existing historical building maintains the connection and provides familiar space with residents.

-Having the community hub and library together will provide more flexibility regarding staff allocation.

-Opportunity to include amenities into the new layout with the extention.

-Potential opportunity to link the Arts and Crafts building and existing library. Arts and Crafts building may be repurposed to accommodate some of the functions of the library extention.

-Potential opportunity for a pedestrian connectin to wetlands.

CONS

-Existing layout of the library may need to be reconfigured for better functionality. This may require replacing internal wall coverings or issues such as lead paint and asbestos would need to be addressed.

-Septic system of the Arts and Crafts building is damaged and if it can't be repaired, it may cause the demolition of Arts and Crafts building and iclude the funstion of Arts and Crafts building to the new extention of the existing library.

-Close proximity of the fig tree roots may limit the design of the new extention.

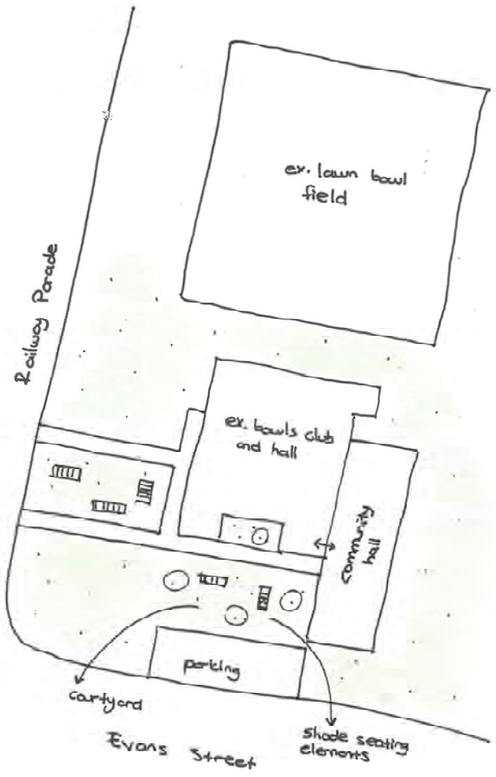
-High construction cost.

-Parking allocation may be very limited or may be street parking only.

-Staff allocation with other public buildings is not very flexible.

DESIGN OPTION 2

NEW LIBRARY AND COMMUNITY HUB NEXT TO THE EXISTING HALL



PROS

-Existing Hall has established infrastructure such as electrical systems, and plumbing. Continued use of these systems saves time and resources.

-Existing kitchen and toilets in Hall can be shared with the community hub.

-Having community hub, community hall and library together will provide more flexibility regarding staff allocation.

-Opportunity to share the amenities and kitchen facilities in the existing building.

CONS

-Existing library building will be abandoned.

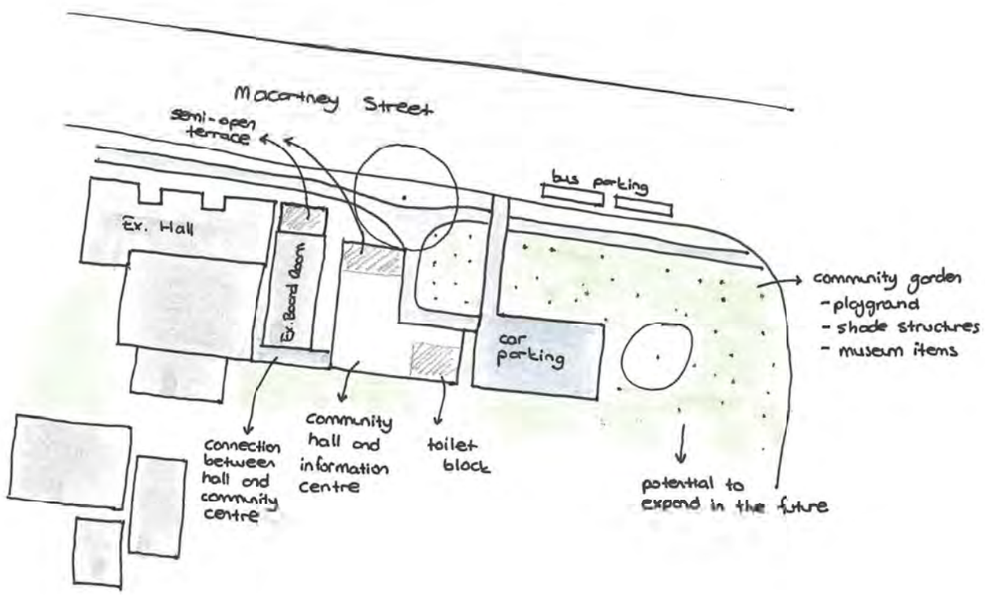
-Existing water tank and children playground behind the Hall will need to be relocated.

-Even there is a potential to share the amenities and kitchen, the hall layout may need be adjusted slightly.

-New community hub will be lifted from the ground to the same level with the hall which means there will be another ramp needed from parking to the new community hub for accessibility.

DESIGN OPTION 3

NEW COMMUNITY HUB NEXT TO THE EXISTING COUNCIL HALL



PROS

-Existing Council Hall has established infrastructure such as electrical systems, and plumbing. Continued use of these systems saves time and resources.

-Library functions can be integrated to the new community hall to comply with the QLD Public Library Standards and Guidelines.

-Having community hub, library, and Council Hall together will provide more flexibility regarding staff allocation.

-Opportunity to include amenities into the new community hub programme.

-Opportunity to provide semi-open public spaces in the design as well as a community garden. This will benefit for both the locals and temporary visitors of St. Lawrence.

-New layout will provide a lot of flexibility regarding staff allocation as the public buildings and functions will be grouped together in a centralised location.

CONS

-Existing library building will be abandoned. However, this historical building (with the existing arts and crafts building) can be repurposed in the future to suit community needs.

-New community hub will be lifted from the ground to the same level with the Council Hall which means there will be ramps needed for the accessibility of the community hub.

CONCLUSION

A community hub provides a space to come together, fostering a sense of belonging and social cohesion. Community hubs should respond to the community needs, be easily accessible, as well as provide flexible and adaptable spaces. There are challenges in implementing these requirements. After considering different design options, Design Option 3 has more benefits than the others.

Increased Connectivity:
With the proposed location next to the existing Council Hall, it can serve as a central point for communication, networking, and connecting residents with local services, resources, and information as well as can be a central point for temporary visitors of the town.

Support for Local Businesses:
By showcasing local products, services, and talents, the hub can support and promote the growth of small businesses and entrepreneurs within the community. Also, it can give a chance to local businesses for opening outside of the town via promoting their businesses to temporary visitors.

Cultural and Educational Opportunities:
It can serve as a platform for celebrating and preserving local culture, history, and traditions, as well as providing educational programs, classes, and workshops for lifelong learning. Relocating the existing museum to the proposed community garden will support this.

Tourism and Economic Boost:
A vibrant community hub can attract visitors, tourists, and investment to the area, boosting the local economy and creating opportunities for tourism-related businesses. Having the community hub next to the Council Hall, providing community garden exhibiting museum items will make this part of the town centralised. In addition, opportunity to have open, semi-open and closed public areas will respond to different needs of the community and temporary visitors.

Resilience and Disaster Preparedness:
The hub can play a role in community resilience by providing information, resources, and support for disaster preparedness, response, and recovery efforts.

Centralised Information Resource:
Having both a community hub and library in the same building provides a centralised location for various resources, making it convenient for community members to access information, services, and educational materials in one place.

Access to Technology:
Libraries often provide access to computers, internet, and digital resources. Integrating a linrary to community hub allows for the inclusion of technology-related programs and training, ensuring that residents have the necessary skills for the digital age.

Multifunctional Meeting Spaces:
The combined building can offer versatile meeting spaces suitable for book clubs, study groups, community meetings, and other events. This adaptability enhances the building's usability and ensures it meets the diverse needs of the community.

Cost Efficiency:
Combining the facilities can lead to cost savings by sharing infrastructure, utilities, administrative functions, and resources. This efficiency allows for a more effective use of community resources.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Mark Davey
AUTHOR POSITION	Program Manager – Capital Delivery

9.19 COMMUNITY SERVICES FY2025-2026 CAPITAL PROJECTS PROGRESS REPORT AS AT 27 OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Community Services 2025-2026 Capital Works Program.

OFFICER'S RECOMMENDATION

That Council:

1. ***Receives and notes the monthly Community Services 2025-2026 Capital Progress Summary Report as at 27 October 2025.***

Resolution No.: **COMM11/25-037**

Moved: **Cr Terry O'Neill** **Seconded:** **Cr Melissa Westcott**

That the Committee recommends that Council:

1. **Receives and notes the monthly Community Services 2025/2026 Capital Progress Summary Report as at 27 October 2025.**

Carried

NOTE:

The Committee has requested an update on the amendment to the State Government funding agreement for the CUC Isaac Projects.

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2025-2026 Community Services Capital Works program are provided in order to inform Council of progress of and of risk to the delivery of the program.

Note: Due to the recent organisational restructure, the approved budgets for Community Services have changed with a number of projects transferring to new asset custodians. One anomaly is the Nebo Showgrounds Master Plan Stage 1 project, which is now a cross-directorate project with the budget being transferred to the Manager Parks & Recreation, but Community Services undertaking to project delivery. This project will be reported from a delivery perspective, but the $2.6M budget is not included in the financials to eliminate the risk of double reporting.

2025/26 PECS Capital program as at 30 October 2025:

	Approved Forward Budget	*Approved 2025/26 Capital Budget*	*2025/26 Actual Expenditure*	*Current commitments*
PECS TOTAL	*$ 1,351,779.00*	*$ 13,251,889.00*	*$ 3,171,506.21*	*$ 2,433,669.32*

Key Project Updates:

Nebo (NEB) Showgrounds Master Plan Stage 1 – It is anticipated that an additional $120,000.00 will be required to complete the project to an acceptable status. Please refer to Attachment 1 for context on the expected cost overrun.

During post tender negotiations, a suitable alternative to box culverts was investigated however, due to their being deemed a necessity by the consulting Engineer, they have been ordered but will have a 10 – 12 week lead time. Works are continuing with temporary culverts installed and all works complete by Christmas, with the contractor returning in January for one week to install the permanent box culverts. There are no current bookings on the site for January so there will be no impacts to key community stake holders.

Dysart (DYS) Miners Memorial – Design completed. Project remains a medium risk as external funding is required for completion. This external funding is being sourced though the local union office, so council has minimal oversite or involvement.

Isaac Country University Centres (CUC)– Moranbah Centre is complete. Tender for the Clermont facility has been released to market. Officers are working with the State funding body to seek an extension of time for the project's completion as the anticipated construction completion date is now 28 February 2026. This constitutes a 3-month delay from the original completion date in the funding agreement.

Glenden (GLN) Recreational Centre - Toilets Stump renewal – Design has been awarded and is proceeding with a construction tender planned for release in early 2026.

Isaac Resources Excellence Precinct Moranbah (IREP)– Due to the nature, size and value of the project, a medium risk rating has been assigned. Current risks include design finalisation, budget overrun (there is presently no overrun but close scrutiny is being undertaken), and some restrictions imposed by the draft Ministerial Infrastructure Delegation assessment requirements in particular relating to road infrastructure.

IMPLICATIONS

The attached Community Services 2025-2026 Capital Projects Progress Summary (Attachment 1) identifies the 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

High number of carry forward projects are putting strain on resources in the early stages of FY2025/26, these are being managed to allow for minimal delays in the new FY2025/26 approved projects.

CONSULTATION

Director Community Services

Community Services Leadership Team

BASIS FOR RECOMMENDATION

To improve business within the 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 Community Services leadership team and under the guidance of Director Community Services hold responsibility for the scoping, procurement and the completion of the projects identified within the 2025-2026 Capital Program.

KEY MESSAGES

Council's continued investment, oversight, and engagement in the delivery of the Community Services Capital Works Program will ensure Isaac region communities continue to enjoy access to high quality facilities and services that improve community liveability, wellbeing, and visitor satisfaction.

Report prepared by:	**Report authorised by:**
MARK DAVEY **Program Manager – Capital Delivery**	HEIDI ROBERTS **Director Community Services**
Date: 27 October 2025	Date: 3 November 2025

ATTACHMENTS

- Attachment 1 – Community Services 2025-2026 Capital Projects Progress Summary as at 27 October 2025.

REFERENCE DOCUMENT

- Nil

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COMM'S 2025/2026 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 27 OCTOBER 2025

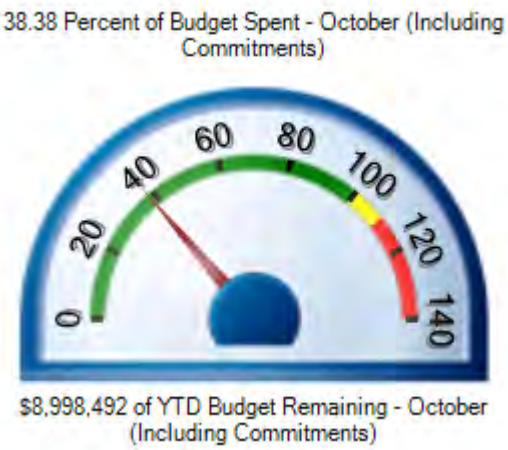
2025/2026 Community Services Capital Budget Status and Completion Rate as at 27 October 2025

Carry Forward Budget	$1,351,779.00
Adopted Budget	$13,251,889.00
FY 2024/25 PECS Capital Budget	**$14,603,668.00**
Actual Expenditure	$3,171,506.21
Remaining Budget (Actual)	**$11,432,161.79**
Commitments	$2,433,669.32
Remaining Budget (uncommitted)	**$8,998,492.47**

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*Below image does not include Nebo Showgrounds Masterplan Stage 1





Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW222966 STLAW Community Hub	131,154.00	0	0	131,154.00	Planning/ Design	Procurement -31/07/2023 Construct - 6/11/2025 Completion - 30/06/2026	Officers will be tabling a report to the November Standing Committee requesting project be cancelled and the remaining funds be transferred to increase the scope of the St Law Hall kitchen upgrade.	N/A	0%
CW223013 MBH Community Centre - Refurbishment	815,990.00	163,435.90	268,312.96	384,241.14	Construction	Procurement -5/06/2023 Construct - 30/10/2023 Completion - 30/05/2026	Primary project currently being finalised with some remaining invoices to be received. Lighting scope of works underway	Medium	50%

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW243164 MBH Animal Management Centre Renewal	364.00	0	363.64	0.36	Construction	Procurement -27/11/2023 Construct - 5/02/2024 Completion - 31/10/2025	Outstanding invoice to be paid	Low	90%
CW243172 CLM Civic Centre Roof replacement	15,918.00	15,749.19	0	168.81	Complete	Procurement -3/02/2025 Construct - 12/05/2025 Completion - 12/09/2025	Project Complete	N/A	100%
CW243227 DYS Miners Memorial	138,900.00	1,560.62	6,100.00	131,239.38	Design	Procurement -3/11/2025 Construct - 27/01/2026 Completion - 30/06/2026	Preliminary design received and being internally assessed. Project team has reached out to suitable parties for a cost analysis on the supplied design.	Medium	20%
MULTI YEAR PROJECT CW243241 NBO Showgrounds Stage 1	Project reported on delivery only as budget has been transferred to Manager Parks and Recreation			It is anticipated that an addition $120,000.00 will be required to complete the project to an agreeable status. This overrun is split between additional design work from Aecom, requirement for additional gravel (minimal won material recovered) and requirement for additional topsoil (we were trying to rely on won material but the top layer of the existing is predominantly bull dust and unsuitable) During post tender negotiations, we tried to find a suitable alternative to the required box culverts, unfortunately these have been deemed a necessity by the consulting Engineer, they have been ordered but will have a 10 – 12 week lead time. Works are continuing; we will have temporary culvert installed and all works complete by Christmas, but the contractor will need to return in January for a week to install the permanent box culverts.			Medium	30%
MULTI YEAR PROJECT	1,276,657.00	59,830.16	112,581.60	1,104,245.24	Procurement	Procurement -18/08/2025	Multiyear project - Moranbah Centre complete. Clermont CUC	High	50%

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW253316 Isaac Country University Centres						Construct - 10/11/2025 Completion - 19/12/2025	Construction out to tender. Closing 31 October Risk rating high due as a time extension to the funding agreement in negotiation but has not been executed at this time.		
CW253327 GLN Rec Centre - Toilets Stump renewal	261,968.00	0	16,150.00	245,818.00	Planning/ Design	Procurement -3/11/2025 Construct - 2/02/2026 Completion - 22/05/2026	Structural engineer attended site 21 October 2025.	Medium	10%
CW253329 STL Hall - Kitchen upgrade	60,001.00	0	0	60,001.00	Procurement	Procurement -28/04/2025 Construct - 12/01/2026 Completion - 8/05/2026	Revising scope of works to suit budget	Low	20%
MULTI YEAR PROJECT CW253331 Isaac Resources Excellence Precinct	10,200,000.00	2,501,936.96	1,856,794.92	5,841,268.12	Planning/ Design	Procurement -27/10/2025 Construct - 9/02/2026 Completion - 25/06/2027	Intersection and internal road complete. Site civil works complete. Design being finalised and construction due to go out for tender end of October	Medium	20%
CW253334 MELC Expansion & Renovation Works	255,232.00	255,231.55	0	0.45	Construction	Procurement - External Construct - 3/02/2025 Completion - 30/06/2026	Councils budgeted contribution has now been fully expended. Note MELC had additional grant funds as well as their own contribution to works.	Low	80%

COMMUNITY SERVICES

2025/2026 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 27 OCTOBER 2025

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW253337 MBH Childcare Sewer Mains Replacement	140,000.00	98,585.49	0	41,414.51	Construction	Procurement -28/07/2025 Construct - 22/08/2025 Completion - 31/12/2025	Stage 1 - Moranbah C&K works complete. Meeting with Simply Sunshine to review existing issues	Low	50%
CW263369 Replacement Public Access Computers	45,000.00	38,971.00	0	6,029.00	Complete	Procurement -28/07/2025 Construct - 14/08/2025 Completion - 20/10/2025	Project Complete	N/A	100%
CW263370 MBH Lift Pod for Gallery and IEC	30,000.00	0	0	30,000	Planning/ Design	Procurement -22/09/2025 Construct - 3/11/2025 Completion - 31/03/2026	Officers will submit a council report regarding this project. Staff consultation has determined that a new lift pod is not required.	Low	0%
CW263377 ILB Hall – Roof Restoration	100,000.00	0	0	100,000	Planning/ Design	Procurement -8/09/2025 Construct - 12/01/2026 Completion - 30/06/2026	Scope being finalised with RFQ to follow	Low	0%
CW263378 CORP Halls Emergent Renewals 2026	267,484.00	10,894.21	26,820.00	229,769.79	Procurement	Procurement – As required Construct – As required Completion - 30/06/2026	Emergent works as required. New generator for Flaggy Rock Floor cleaning machine for Dysart Recreation Centre	Low	10%

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW263381 CLM Museum Erosion Remediation	265,000.00	1,236.18	64,000.00	199,763.82	Procurement	Procurement -22/09/2025 Construct - 1/12/2025 Completion - 31/03/2026	Site Condition Assessment has been awarded and contractor to attend site 23 September 2025 Concrete, drainage and minor building works tender evaluated and with procurement for award	Low	20%
CW263382 CLM Hub Renewal	75,000.00	20,348.34	0	54,651.66	Planning/ Design	Procurement -18/08/2025 Construct - 6/10/2025 Completion - 30/03/2026	Air conditioners installation complete. Carpet and blinds in planning stage	Low	40%
CW263383 GLN Hub Project	200,000.00	2,331.31	34,915.00	162,753.69	Design	Procurement -28/07/2025 Construct- 2/02/2026 Completion - 22/05/2026	Design Stage – Design complete. Staff consultation complete. Community consultation in progress	Low	20%
CW263384 NBO Hall AC Upgrade	300,000.00	290.87	0	299,709.13	Procurement	Procurement -29/09/2025 Construct - 19/01/2026 Completion - 30/06/2026	AC Design out to market, closing 30 October	Low	10%
CW263385 MMT Hall – Floor Structural Repairs	25,000.00	1,018.03	47,488.00	-23,506.03	Construction	Procurement -14/08/2025 Construct - 24/09/2025 Completion - 31/10/2025	Project to be completed by 31 October 2025	Low	30%

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW233123 CLM Caravan Park Emergent Electrical Work	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW253320 CLM Showgrounds Electrical Renewals	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW253321 MBH – GCAC 25m Thermal Cover Renewal	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW253322 GLN – Pool Amenity and Grandstand Area	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263371 CLM Saleyards Selling Pen Renewal	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263372 CLM Saleyards Bull Ring Seating Renewal	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								

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Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW263373 NBO Airstrip Perimeter Fence Renewal	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263374 CLM Showgrounds Industrial Oven Upgrade	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263375 CLM Caravan Park Stage 3 Electrical Upgrades	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263376 NBO Showgrounds Sport Oval Light Replace	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
CW263379 COPR Pools Emergent Renewals 2026	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

Project Code and Project Name	Approved Budget	YTD Actual expenditure	Current Commitments	Remaining Uncommitted Budget	Current stage	Scheduled Dates	Status Commentary	Risk	Completion
CW263380 GLN Pool Equipotential Bonding	Project responsibility moved to Parks and Recreation in restructure. This project will no longer be reported on through Community Services.								
OVERALL	**14,603,668**	**3,171,506.21**	**2,433,669.32**	**8,998,492.47**					

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Joel Redden
AUTHOR POSITION	Acting Manager Economic Development

9.20 ST LAWRENCE WETLANDS FESTIVAL COMMUNITY-LED TRANSITION

EXECUTIVE SUMMARY

This report outlines the transition of the St Lawrence Wetlands Festival (SLWF) event from a council-led initiative to a community-led event. The transition aligns with Council's strategic goals to empower local communities, foster civic participation, and ensure long-term sustainability of public events. The process involved stakeholder consultation, capacity-building workshops, and the establishment of a new community governance model.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the proposed transition model of the St Lawrence Wetlands Festival from a Council-led initiative to a community-led event by FY2029-2030.***
2. ***Reviews the transition plan during post-event evaluation activities until FY2028-2029.***

Resolution No.:

Moved: Cr Alaina Earl **Seconded: Cr Terry O'Neill**

That the Committee recommends that Council:

1. **Receives and notes the proposed transition model of the St Lawrence Wetlands Festival from a Council-led initiative to a community-led event by FY2029-2030.**
2. **Directs the Chief Executive Officer (or delegate) to annually review the St Lawrence Wetlands Festival transition plan during post-event evaluation activities until FY2028-2029.**
3. **Requests information on the reduction of Council funding for the transition plan period, noting the intent of Council is to have the funding reflect the transition to a community led event with reasonable Community Grant Funding.**

Carried

BACKGROUND

Since its inception in 2008, the SLWF event has been delivered by Council in collaboration with key stakeholders and the local community. It has successfully:

- Showcased the ecological significance and beauty of the wetlands.
- Promoted regional tourism, cultural heritage, local cuisine, and arts.
- Attracted visitors from across Queensland and Australia.

In 2018, a strategic planning process was initiated to guide the event's growth and regional impact. This culminated in the development of a Strategic Business Plan in 2022 (see *Attachment 1* and *Attachment 2*), which outlined core values and strategic focus areas. The plan also identified the potential for transitioning event ownership to the community.

Council's strategic priorities, as outlined in the plan, specifically include:

- Priority 1: Proactively foster and build relationships between St Lawrence locals, Council, and external stakeholders.
- Action 2: Where opportunities arise, transfer responsibility for delivery of the event program and logistics to St Lawrence locals and event partners.

Since the plan's development, community engagement has significantly improved, and the SLWF event has increasingly served as a platform for showcasing local producers, artisans, and cultural groups. This was particularly evident in the St Lawrence Wetlands Weekend 2024 Event Evaluation report Evaluation (Resolution no.: 8911) whereby consideration to review the plan within the next 12-24 months maybe valuable, particularly its references to benefit the St Lawrence community and transfer of ownership in key areas.

These developments support the case for transitioning to a community-led model.

Phased Transition

To assist in the transition process, the event has been rebranded from the St Lawrence Wetlands Weekend to the St Lawrence Wetlands Festival. Any reference to the aforementioned will be referring to the pre-2025 event when it was a Council-led initiative.

Discussions were undertaken to initiate the transition process during the 2025 post-event evaluation with the SLWF Strategic Planning Group (17 July 2025), St Lawrence Community stakeholders (21 July, 25 August 2025) and finally supported through a Councillor workshop (9 September 2025). Its objectives are to:

- Empower local residents and organisations to take ownership of St Lawrence Wetlands Festival;
- Reduce Council's operational burden while maintaining event quality;
- Foster community leadership and skill development, and
- Ensure the event remains inclusive, accessible, and environmentally focused.

These objectives underpin the prosed, multi-year, three-phase transition approach as summarised below:

Phase 1: Stakeholder Engagement (Jul–Oct 2025)

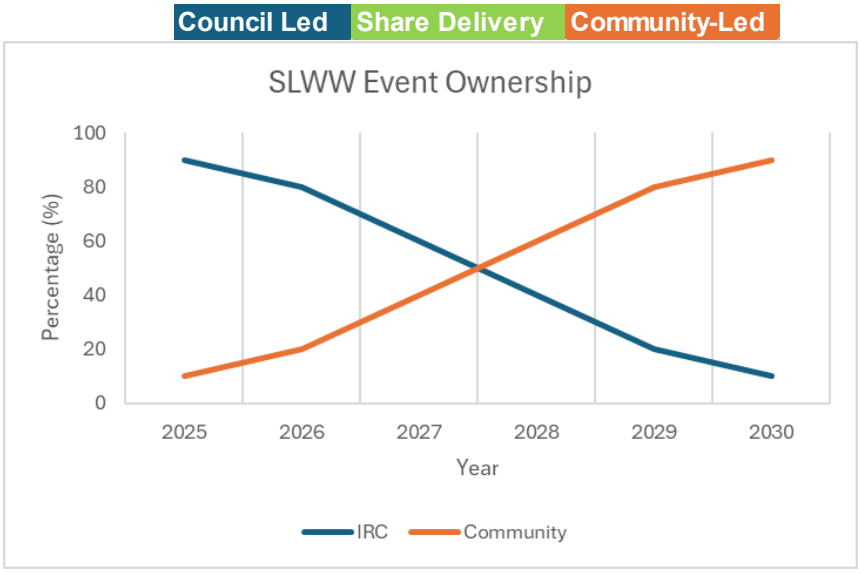
- Conduct meaningful engagement through public forums, workshops and roundtables.
- Identified key community groups interested in leading the event.
- Establish the St Lawrence Wetlands Festival Working Group.
- Develop Community Acquisition Checklist SLWF 2026

Phase 2: Capacity Building (FY2026-2028)

- Delivered training in event planning, budgeting, risk management, and marketing.
- Provided seed funding (to be workshopped) for initial community-led operations.
- Established a mentorship program with Council's Events Team.

Phase 3: Governance & Handover (FY2028-2029)

- Register "St Lawerence Wetlands Festival Inc." as a not-for-profit entity.
- Signed a Memorandum of Understanding outlining roles, responsibilities, and support.
- Transferred event assets including signage, equipment, and digital platforms.



Phase 1 (Stakeholder Engagement) commenced during the post-event evaluation process and completed with two public forums (21 July, 25 August 2025) and two community roundtables with identified interested groups (29 September 2025 and 27 October 2025) agreeing in-principle to the establishment of St Lawrence Wetlands Festival Working Group and the Community Acquisition Checklist SLWF 2026 (see *Attachment 3*).

This group and checklist will form the basis and enable phase 2 to commence by building their capacity event planning, budgeting, risk management, and marketing over the next two years. Finalisation of phase 2 and the commencement and end of phase 3 will be workshopped with community and Council following the event delivery every year. Timelines and objectives may change in accordance with workshop outcomes.

IMPLICATIONS

Reputational

The event has delivered strong reputational benefits to both the organisation and the region, gaining recognition at Regional, State, and National levels as Isaac's premier Arts, Cultural, Environment, and culinary festival. Transitioning to a community-led model presents both opportunities and risks. While it may enhance community ownership and long-term sustainability, there is a reputational risk if the quality, consistency, or strategic alignment of the event is not maintained. Council must ensure appropriate support, governance, and capacity-building measures are in place to safeguard the event's profile and continue delivering regional benefits to Isaac residents.

Financial and Resourcing

While the report itself presents no direct financial implications, the event carries significant financial and resourcing risks for Council, key external stakeholders, and the St Lawrence community. These risks are particularly relevant given the scale and complexity of the event, and the associated budget impacts. As the event transitions from a Council-led initiative to a community-led model, there is a need for careful planning to ensure sustainable delivery, maintain quality, and manage expectations.

Continued business planning and improvements to governance and delivery structures will be critical in mitigating these risks and supporting the long-term success of the event.

CONSULTATION

Internal

Councillor Division 8

Director Community Services

Executive Manager Advocacy

Renewable Energy Coordinator

Program Leader Environment and Sustainability

Manager Community and Cultural Services

St Lawrence Wetlands Festival Strategic Planning Group

Arts and Cultural Development Officer

Coastal and Community Development Officer

External

St Lawrence Wetlands Festival Community Planning Group

St Lawrence Bowls Club Inc.

St Lawrence Sportsground

St Lawrence Recreation Group

St Lawrence Parents and Citizens

St Lawrence business community

St Lawrence Creatives

BASIS FOR RECOMMENDATION

The recommendation to transition the event to a community-led model is based on the need for long-term sustainability, reduced reliance on Council resources, and stronger community ownership. It aligns with strategic goals to build local capacity, foster innovation, and ensure the event continues to reflect the identity and values of the region while maintaining its reputation and impact.

ACTION ACCOUNTABILITY

Economic Development will continue to facilitate and deliver the 2026 St Lawernce Wetlands Festival event with focus on community capacity building. Other internal council departments will assist with capacity building and delivering essential services

KEY MESSAGES

Isaac Regional Council empowers local ownership and pride, fostering stronger community engagement and leadership. It enhances sustainability by reducing reliance on Council resources and encouraging shared responsibility supporting innovation and authenticity, ensuring the St Lawrence Wetlands Festival continues to reflect local identity and values.

Report prepared by:	**Report authorised by:**
JOEL REDDEN **Acting Manager Economic Development** Date: 4 November 2025	BEAU JACKSON **Executive Manager Advocacy** Date: 4 November 2025

ATTACHMENTS

- Attachment 1 – St Lawrence Wetlands Weekend Business Plan
- Attachment 2 – St Lawrence Wetlands Weekend Business Plan on a Page
- Attachment 3 – Community Acquisition Checklist SLWF 2026
- ADDENDUM – St Lawrence Wetlands Festival Community-led Transition

REFERENCE DOCUMENT

- 2023-2028 Community Corporate Plan

St Lawrence wetlands weekend

Business Plan - Draft as at October 2022

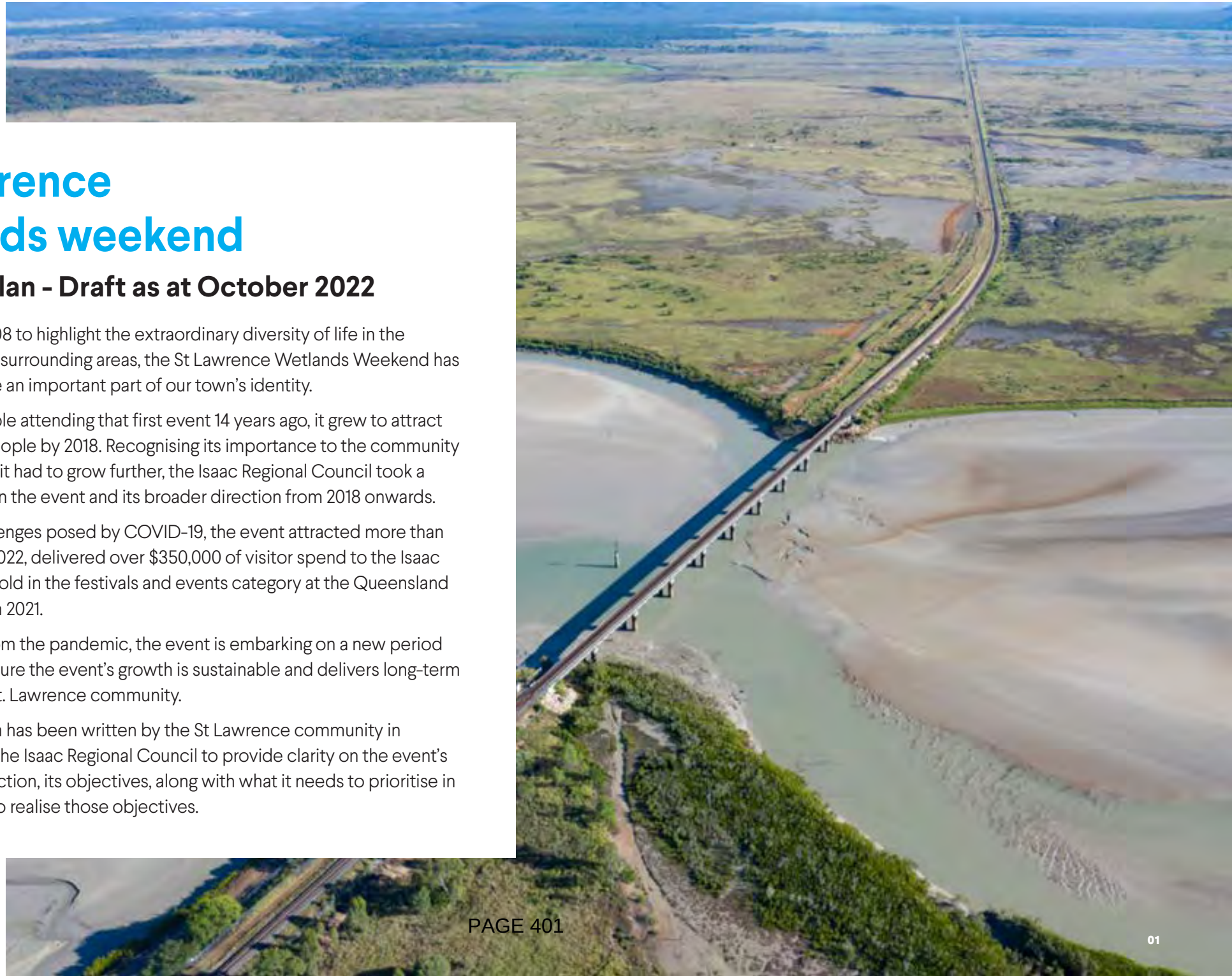
First staged in 2008 to highlight the extraordinary diversity of life in the wetlands and the surrounding areas, the St Lawrence Wetlands Weekend has grown to become an important part of our town's identity.

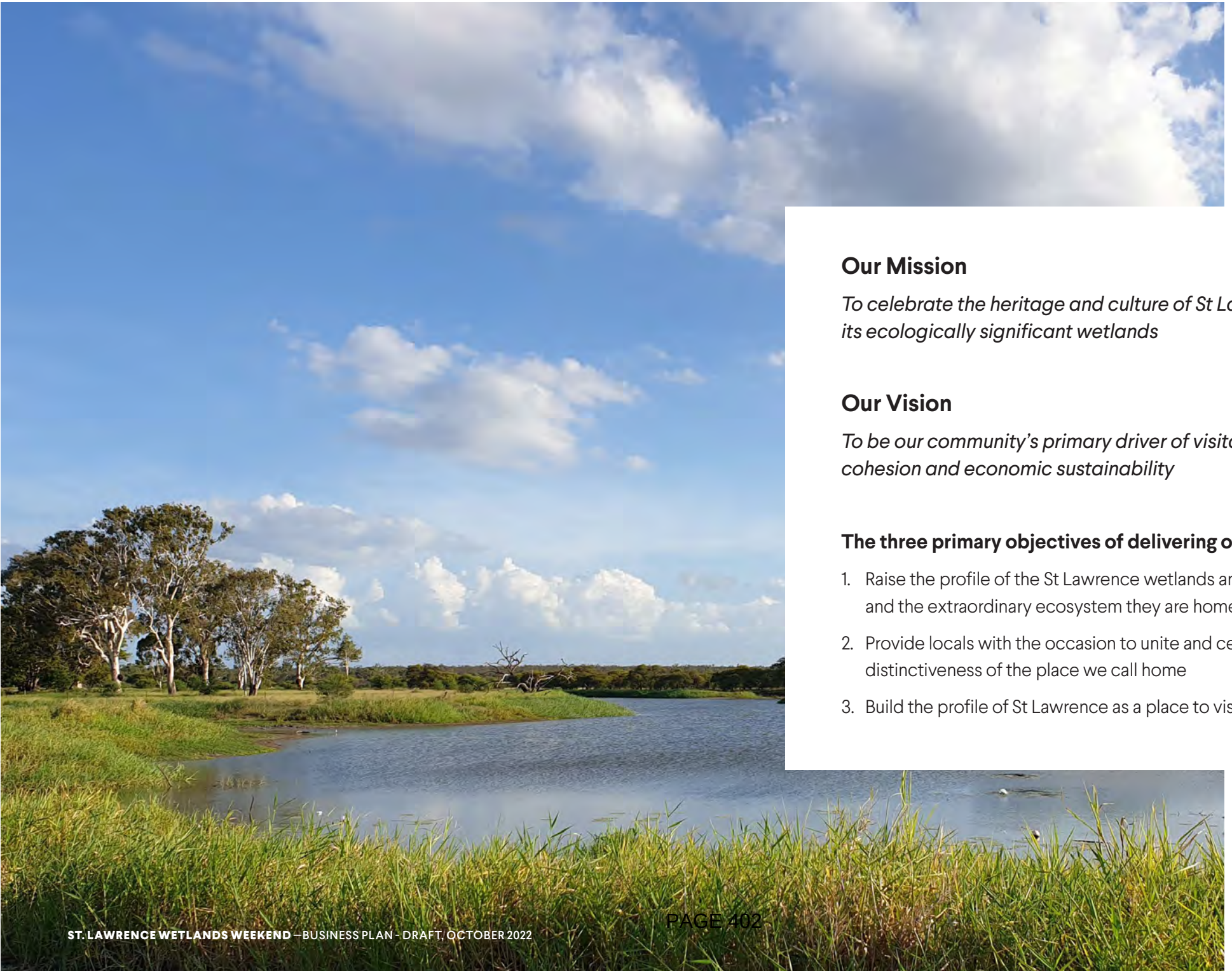
With just 30 people attending that first event 14 years ago, it grew to attract more than 500 people by 2018. Recognising its importance to the community and the potential it had to grow further, the Isaac Regional Council took a more active role in the event and its broader direction from 2018 onwards.

Despite the challenges posed by COVID-19, the event attracted more than 2,000 people in 2022, delivered over $350,000 of visitor spend to the Isaac region, and won gold in the festivals and events category at the Queensland Tourism awards in 2021.

As we emerge from the pandemic, the event is embarking on a new period of planning to ensure the event's growth is sustainable and delivers long-term benefits for the St. Lawrence community.

This Business Plan has been written by the St Lawrence community in partnership with the Isaac Regional Council to provide clarity on the event's purpose and direction, its objectives, along with what it needs to prioritise in the years ahead to realise those objectives.





Our Mission

To celebrate the heritage and culture of St Lawrence and its ecologically significant wetlands

Our Vision

To be our community's primary driver of visitation, cohesion and economic sustainability

The three primary objectives of delivering our event

1. Raise the profile of the St Lawrence wetlands and waterways and the extraordinary ecosystem they are home to
2. Provide locals with the occasion to unite and celebrate the distinctiveness of the place we call home
3. Build the profile of St Lawrence as a place to visit and stay

Our event's values

How we define them and why they are important to us

Our values are at the heart of our success. By ensuring they come through in how we deliver the event, we reinforce what has made it a success to date, and build towards our future.

From how the community contributes, to the event program, and how we attract and communicate with attendees and stakeholders, we use these four values as a decision-making filter by asking; ***Does this align with and enhance one or more of our values?***

1. Low-key, immersive, different

Our event provides attendees with the chance to ignite their five senses like no other

One of the beautiful things about our town is the quiet. Mirroring this, our event isn't as noisy as the typical festival. This quiet opens up the opportunity for our attendee's senses to be heightened.

The sights of the wetlands, the smells and tastes of the cooking, the hands on experiences with our artisans and the stories that can be heard, can all be felt that little more profoundly because of our town's quiet.

2. Grounded in our natural environment

We showcase the pristine nature surrounding our town, the species that it call home, and the produce it gives rise to

Our town's very existance is owed to the tides, waterways and surrounding lands that saw it established as a port in the mid-1800s.

Celebrating those waterways, our famous mudcrabs, the hundreds of species that call our place home, and the land around our town that yields a wide range of incredible produce, is what makes our place and our event unique.

3. For the benefit of St Lawrence

This event is our community's most important opportunity to unite and work for the benefit of the town as a whole

From its heyday in the late 1800s, St Lawrence has endured a gradual loss of residents and business. We want this event to help put a stop to that decline. We want it to "put our town on the map" as a place to visit and live.

By working with a spirit of collaboration, our community and its businesses come together to contribute to the event in a way that benefits the town as a whole.

4. Intimate, personal, welcoming

Our event provides people with the chance to connect, listen and learn from others in a welcoming, relaxed environment

From yarns with locals at our 100 year-old pub, to the 30+ first nations tribes that share their unique culture and stories at our event, and the celebrity and expert presenters, our attendees connect and learn from people they wouldn't ordinarily meet in their day to day.





Strategic Priorities

The two strategic priorities below have been identified as being critical for our event and its various stakeholders to work on collaboratively in the coming years. Focusing on these two priorities is designed to capitalise on our event's strengths and opportunities, whilst also addressing weaknesses and potential threats to our event's long-term sustainability.

Strategic priority	Rationale	Key measures
1. Proactively foster and build healthy relationships bewteen St Lawrence locals, Council and beyond	The long term sustainability of our event will depend on key factors such as: • The sense of unity amongst the St Lawrence community, • The securing of partners that contribute to and are invested in the event, • The capacity of St Lawrence locals to take on responsibility for event delivery, • The extent to which attendees feel welcome and go on to become advocates for our event All of the above points can be addressed by building on our existing relationships and building positive, constructive new ones.	1. The health of the relationships between key stakeholders within the local community 2. The health of the relationship between the community and Council, 3. The number of event partners that contribute and deliver content as part of the program
2. Build iconic "content pillars" that create a sense of place and pride amongst St Lawrence locals	At the heart of any place-based event's long term success will be "iconic content" that speaks to what makes that place unique. Doing so delivers two critical things: • Local pride: Event content that reflects their place fosters pride amongst locals and what they like about the place they call home, and • Unique content: It delivers visitors an experience they can not find elsewhere. That then translates in to repeat visits and positive word of mouth about the event and the place itself. By focusing on creating some "event pillars" that speak directly to what makes St Lawrence the place it is, we will fortify the event's long term sustainability	1. The number of event program elements that are exclusive to our event and not able to be seen elsewhere 2. The number of stalls, vans and food and beverage offerings that use local produce and tell the story of that produce

Strengths, Weaknesses, Opportunities and Threats

SWOT Analysis

Our SWOT analysis is critical to our event's ongoing health.

Clarifying what they are and how to address them provides us with focus and direction on things that are fundamental to our event's sustainability.

Those listed in the pages that follow are not an exhaustive list, rather, they are those which go to the heart of our event's long-term sustainability.



Strengths

Natural environment

The eco-system that our wetlands and surrounding waterways supports has been recognised as one of the most diverse in the country. Known by some as "the Kakadu of Queensland", this natural environment and the diversity of species that call it home is our point of difference.

By ensuring this extraordinary natural environment remains at the heart of our event's content, we reinforce what makes our place and our event different and worth the trip.

Our actions

Evolve and develop event content around elements of the natural environment that make our place genuinely different to other places. (eg: tides, birdlife, aquatic life)

Aligned strategic priority:

2 - Build "content pillars"

History and heritage

From the stories of the Koinjmal, to our history as one of Queensland's oldest towns, our place is home to a richness in history and heritage that few can rival.

By telling the stories of our place in a way that unites, we will build the reputation of our event, and by extension, our town.

Our actions

Evolve and develop event content based on the stories that our place has been witness to

Aligned strategic priority:

2 - Build "content pillars"

Key stakeholder support

Our event enjoys significant support from our first nations people, Council, tertiary institutions and State Government.

Coupled with our recent gold medal at the Queensland Tourism Awards, we have runs on the board with a range of supporters.

Our actions

Develop relationships with stakeholders that align with our values and can add content to our program.

Aligned strategic priority:

1 - Foster healthy relationships

SWOT Analysis - *Weaknesses*

Unity within the community

The longevity of place-based events such as ours will always depend on the support they receive from locals. For these events to survive in the long term, locals need to help deliver, sponsor, attend and support them more generally. If they don't, place-based events simply don't last.

Whilst improving, there is a lack of unity amongst some stakeholders in the community. If unity doesn't continue to grow, it is likely the divides that exist in the community (and with Council) will spill over in to the event attendee experience, in turn directly impacting on our event's Vision and the achieving of our primary objectives.

Our actions

1. Reach a consensus on the event's Mission, Vision and Values. Once finalised, actively use them as our guide in making decisions about the festival and how we grow it in to the future.

2. Build event content that sparks a sense of pride in locals and in turn brings the community together.

Aligned strategic priorities:

1 - Foster healthy relationships,

2 - Build "content pillars"

Event delivery primarily rests with Council

Whilst the event currently enjoys significant delivery and operational support from Isaac Regional Council, it leaves the event almost wholly reliant on Council staff. Ideally, to ensure the event's long-term sustainability, some of the responsibility for the event's delivery will shift to be in the hands of St Lawrence locals and other event partners.

Our action

Where opportunities arise, transfer responsibility for delivery of the event program and logistics to St Lawrence locals and other event partners.

Aligned strategic priorities:

1 - Foster healthy relationships





SWOT Analysis - *Opportunities*

Creation of event content and experiences that can live in our town throughout the year

In line with our Vision and primary objectives, this opportunity is about creating program content that builds assets for the community.

By way of example, initial consultation with our community yielded ideas such as a tidal clock, a "birdwatching" hub, regular activation of Margs Park in sync with high tides.

These ideas align with and enhance our values and highlight our place's primary point(s) of difference.

Our action

Think about whether our event content can be created in a way that delivers a year-round presence in the town and leaves St Lawrence with long-term assets

Aligned strategic priority

2 - Build "content pillars"

Unite our community

By working together on this event, we can unite behind an agreed, common purpose.

Our actions

Reach a consensus on the event's Mission, Vision and Values. Once finalised, actively use them as our guide in making decisions about the festival and how we grow it in to the future.

Aligned strategic priorities

1 - Foster healthy relationships,

2 - Build "content pillars"

Build locally based event delivery capacity

Working with Council to transfer responsibility for the event's delivery in to local hands opens up an opportunity to build skills and capacity in our town.

Our actions

Where opportunities arise, transfer responsibility for delivery of the event program and logistics to St Lawrence locals and other event partners.

Aligned strategic priority

1 - Foster healthy relationships



SWOT Analysis

Threats

Change in direction from Isaac Regional Council

Whilst our event enjoys significant support from Council, this may not necesarily always be the case.

Ensuring we work over the medium term to reduce the event's reliance on the Council will be an important step towards entrenching this event as part of our community's identity over the long term.

Our actions

a. Where opportunities arise, transfer responsibility for delivery of the event program and logistics to St Lawrence locals and other event partners

b. Engage with businesses in the local area, including primary producers, tertiary institutions and other Government bodies to uncover and identify opportunities for the event to generate support from organisations outside of Council.

Aligned strategic priorities *1 - Foster healthy relationships*

Losing sight of the event's purpose and values

To sustain the event and deliver on the objectives we seek to achieve, we will likely need to expand our event footprint and add content. Driving that growth in line with our objectives and values will be critical.

Adding event content that doesn't align with what our community prides itself on will risk compromising the event experince and jeopordise the community's want to host the event in the first place.

Our actions

Reach a consensus on the event's Mission, Vision and Values.

Once finalised, actively use them as our guide in making decisions about the festival and how we grow it in to the future

Aligned strategic priorities

1 - Foster healthy relationships,

2 - Build "content pillars"

St Lawrence Wetlands Weekend – Business Plan on a page
Draft – October 2022

Our mission

To celebrate the heritage and culture of St Lawrence and its ecologically significant wetlands

Our vision

To be our community's primary driver of visitation, cohesion and economic sustainability

Our three primary objectives

1. Raise the profile of the St Lawrence wetlands and waterways and the extraordinary ecosystem they are home to
2. Provide locals with the occasion to unite and celebrate the distinctiveness of the place we call home
3. Build the profile of St Lawrence as a place to visit and stay

Our values

Low key, immersive, different
Our event provides attendees with the chance to ignite their five senses like no other

Grounded in our natural environment
We showcase the pristine nature surrounding our town, the species that call it home, and the produce it gives rise to

For the benefit of St Lawrence
This event is our community's most important opportunity to unite and work for the benefit of the town as a whole

Intimate, personal, welcoming
Our event provides people with the chance to connect, listen and learn from others in a welcoming, relaxed environment

Our two strategic priorities and accompanying actions from our SWOT

Priority 1
Proactively foster and build relationships between St Lawrence locals, Council and beyond

Action 1
Reach a consensus on the event's Mission, Vision and Values.
Once finalised, actively use them as our guide in making decisions about the festival and how we grow it into the future.

Action 2
Where opportunities arise, transfer responsibility for delivery of the event program and logistics to St Lawrence locals and other event partners.

Action 3
Engage with businesses and organisations in the local area, including primary producers, not-for profit groups, tertiary institutions, and other Government bodies to uncover and identify opportunities for the event to generate support from organisations outside of Council.

Priority 2
Build iconic "content pillars" that create a sense of place and pride amongst St Lawrence locals

Action 1
Evolve and develop event content around elements of the natural environment that make our place genuinely different to other places (eg: tides, birdlife, aquatic life)

Action 2
Develop event content that is based on the stories that our place has been witness to.

Action 3
Develop relationships with stakeholders that align with our values and can add content to our program.

Action 4
Think about whether our event content can be created in a way that delivers a year-round presence in the town and leaves St Lawrence with long-term assets.

DRAFT

COMMUNITY ACQUISITION CHECKLIST – ST LAWRENCE WETLANDS FESTIVAL 2026

PURPOSE

Support community members in engaging stallholders, food vendors, and workshop facilitators for St Lawrence Wetlands Festival 2026 (the event).

St Lawrence Wetlands Festival 2026 Event Details

Event Date: Friday 3 July 2026 – Sunday 5 July 2026

Location: St Lawrence Recreation Grounds – 593 St Lawrence Connection Road, St Lawrence, Qld 4707

St Lawrence Wetlands Festival 2026 Pillars

The St Lawrence Wetlands Festival celebrates four key pillars that shape the event:

- **Food** – showcasing local flavours, sustainable practices, and community hospitality
- **Environment** – promoting the wetlands, conservation, and connecting with nature.
- **Culture** – sharing stories, traditions, and the spirit of St Lawrence.
- **Art** – inspiring creativity through visual, performing, and interactive arts.

As you reach out to stallholders, food vendors and workshop facilitators please keep the St Lawrence Wetlands Festival 2026 Pillars at the heart of your decisions. These pillars help shape the unique character of the event and ensures every part of the event reflects the values we celebrate.

PLANNING PHASE

☐	Understand the event vision and values for 2026	☐	Define the purpose and goals of the event
☐	Determine your measure of success and plan how you will celebrate when you achieve it	☐	Identify budget (i.e. funding sources)
☐	Identify budget (i.e. funding sources)	☐	Identify key contacts within council for support and guidelines
☐	Assign roles and responsibilities for committee members	☐	Set deadlines for vendor/workshop confirmations
☐	Develop your event delivery run sheet	☐	Develop a risk management plan of your area of responsibility and consider necessary contingencies in accordance with the broader Event Management Plan

Council Contacts

- Joel Redden, Event Project Manager (M) 0427 323 117 (E) joel.redden@isaac.qld.gov.au
- Jodie Hart, Events Coordinator (M) 0400 001 253 (E) Jodie.Hart@isaac.qld.gov.au
- Anne Marie Loeskow, Arts and Cultural Development Officer (Ph) 07 4846 3432 (E) Anne.Marie.Loeskow@isaac.qld.gov.au
- Kent Worsley, Program Leader Environment and Sustainability (Ph) 07 4846 3761 (E) kent.worsley@isaac.qld.gov.au

SPONSORSHIP AND GRANTS

☐	Determine sponsorship targets, including in-kind sponsors who could help offset expenses	☐	Identify suitable grant programs (review the eligibility and criteria closely)

PROMOTION & COMMUNICATION

☒	Marketing support – Council will lead the development and promotion of key materials to ensure smooth communication and coordination	☐	Share events and confirmed vendors/workshops on social media
☒	Council will manage vendor/workshop details in printed program	☐	Coordinate with council on signage and maps
☐	Ensure all participants know who to contact on the day	☐	Notifying nearby residents of the event

STALLHOLDER

☐	Identify and contact potential stallholders	☐	Document agreed acceptances
☐	Ensure relevant Insurances and Permits are held	☐	Distribute Bump In/Bump Out
☐	Allocate stall locations	☐	

FOOD VENDORS

☐	Identify food gaps (e.g., coffee, lunch, dessert, dietary options)	☐	Contact local and regional vendors with event details
☐	Document agreed acceptances	☐	Ensure vendors have appropriate food handling licenses

☐	Confirm power/water requirements and waste management plans	☐	Distribute Bump In/Bump Out
☐	Allocate vendor locations	☐	

WORKSHOPS & ACTIVITIES

☐	Brainstorm workshop themes (e.g., nature, sustainability, art, culture)	☐	Reach out to local artists, educators, and community groups
☐	Confirm workshop format (drop-in, age groups, materials needed)	☒	Council will manage the promotion of workshops through the official event program helping to maximise visibility and attendance. While all workshops will be promoted, tickets will not be available for sale online. Instead, workshop bookings and payments will need to be made on the day of the event.

LOGISTICS AND SET UP

☐	Book equipment (tables, chairs, sound systems, lighting etc.)	☐	Prepare a site map and set up plan
☐	Confirm bookings and deliveries	☐	Prepare a run sheet or event schedule

VOLUNTEERS AND STAFFING

☐	Recruit and brief volunteers	☐	Provide training or orientation
☐	Assign rosters and responsibilities	☐	Prepare contact lists and emergency procedures

POST-EVENT WRAP UP

☐	Thank all vendors and facilitators and volunteers	☐	Allocate a committee member to coordinate the post event review
☐	Collect feedback from participants and community	☐	Document lessons learned for 2027 planning
☐	Share outcomes with council and community	☐	

REPORT ADDENDUM

Community Services Standing Committee Meeting

DATE	14 November 2025
TO	All Councillors
FROM	Joel Redden, Acting Manager Economic Development
REPORT	9.20 St Lawrence Festival Community-Led Transition

Dear Councillors

This addendum outlines further information requested relation to Report 5.7 St Lawrence Festival Community-Led Transition from the Community Services Standing Committee Meeting held on Tuesday, 11 November 2025.

Changes have been made to the report to acknowledge the reduction in Isaac Regional Council's financial contribution following the discussion at the Community Services Standing Committee to better reflect the transition to a community-led event with reasonable Community Grant Funding. The changes better represent the transition model from a council-led initiative to a community-led event.

An updated Phased Transition section in the body of the report and a revised Financial and Resourcing Implication is drafted below for consideration. The additions to the report are highlighted in yellow.

Phased Transition

To assist in the transition process, the event has been rebranded from the St Lawrence Wetlands Weekend to the St Lawrence Wetlands Festival. Any reference to the aforementioned will be referring to the pre-2025 event when it was a Council-led initiative.

Discussions were undertaken to initiate the transition process during the 2025 post-event evaluation with the SLWF Strategic Planning Group (17 July 2025), St Lawrence Community stakeholders (21 July, 25 August 2025) and finally supported through a Councillor workshop (9 September 2025). Its objectives are to:

- Empower local residents and organisations to take ownership of St Lawrence Wetlands Festival;
- Reduce Council's operational burden while maintaining event quality;
- Foster community leadership and skill development, and
- Ensure the event remains inclusive, accessible, and environmentally focused.

These objectives underpin the prosed, multi-year, three-phase transition approach as summarised below:

Phase 1: Stakeholder Engagement (Jul–Oct 2025)

- Conduct meaningful engagement through public forums, workshops and roundtables.
- Identified key community groups interested in leading the event.
- Establish the St Lawrence Wetlands Festival Working Group.

- Develop Community Acquisition Checklist SLWF 2026
- Council funds and manages all aspects. Community provides volunteers only.
- Baseline established — Council documents current costs, staffing, and delivery model.
- Annual event report prepared by Council (attendance, satisfaction, costs etc.).

Phase 2: Capacity Building (FY2026-2028)

- Delivered training in event planning, budgeting, risk management, and marketing.
- Provided seed funding (to be workshopped) for initial community-led operations.
- Established a mentorship program with Council's Events Team.
- Council reduces funding and staff input (25%); community takes on programming, logistics, and sponsorship in accordance with Community Acquisition Checklist SLWF 2026.
- Milestones:
    - Year 1: Community committee formed with governance structure.
    - Year 1: Council reduces staff input by ~25% (to $135k).
    - Year 2: Community secures at least 25% of event budget through sponsorships/grants.

Phase 3: Governance & Handover (FY2028-2029)

- Register "St Lawerence Wetlands Festival Inc." as a not-for-profit entity.
- Signed a Memorandum of Understanding outlining roles, responsibilities, and support.
- Transferred event assets including signage, equipment, and digital platforms.
- Community fully manages event delivery; Council provides small grant/in-kind support and regulatory oversight.
- Milestones:
    - Community secures majority of funding (≥60%) through sponsorships, grants, ticket sales.
    - Council contribution reduced to $50k–$70k.
    - Community delivers first fully managed event with Council in advisory role only.
- Monitoring:
    - Annual grant acquittal and reporting to Council.
    - Independent audit of event finances (if required).
    - Council review of compliance and community satisfaction



Table 1 Responsibilities Matrix

Function	Council (Phase 1)	Shared (Phase 2)	Community (Phase 3)
Funding	$80k	$60k	$50k-70k (Council grant + sponsorship)
Staffing (coordination)	Full-time ($180k)	Part-time ($135)	Volunteer committee ($18k)
Risk and Insurance	Council	Council + advice	Community (with oversight)
Marketing	Council	Joint	Community
Logistics	Council	Shared	Community
Entertainment	Council	Community-led	Community
Reporting	Council	Joint	Community

Phase 1 (Stakeholder Engagement) commenced during the post-event evaluation process and completed with two public forums (21 July, 25 August 2025) and two community roundtables with identified interested groups (29 September 2025 and 27 October 2025) agreeing in-principle to the establishment of St Lawrence Wetlands Festival Working Group and the Community Acquisition Checklist SLWF 2026 (see *Attachment 3*). This group and checklist will form the basis and enable phase 2 to commence by building their capacity event planning, budgeting, risk management, and marketing over the next two years. Finalisation of phase 2 and the commencement and end of phase 3 will be workshopped with community and Council following the event delivery every year. Timelines and objectives may change in accordance with workshop outcomes.

Financial and Resourcing

This report outlines a structured approach to transition the St Lawrence Wetland Festival from Council-led delivery to community-led management over three phases across four years. The transition aims to ensure

sustainability, compliance, and quality while reducing Council's annual expenditure by 65–75% and significantly lowering internal resourcing requirements and aligning with reasonable Community Grant Funding.

While the report itself presents no direct financial implications, the event carries significant financial and resourcing risks for Council, key external stakeholders, and the St Lawrence community. These risks are particularly relevant given the scale and complexity of the event, and the associated budget impacts. As the event transitions from a Council-led initiative to a community-led model, there is a need for careful planning to ensure sustainable delivery, maintain quality, and manage expectations. Continued business planning and improvements to governance and delivery structures will be critical in mitigating these risks and supporting the long-term success of the event.

Should you require further information have any questions or require further context, I'd be happy to provide additional details, please contact Joel Redden on (07) 4846 3223 or via email joel.redden@isaac.qld.gov.au.

Yours faithfully,

JOEL REDDEN
Acting Manager Economic Development

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Beau Jackson
AUTHOR POSITION	Executive Manager Advocacy

9.21 EXTENSION OF RENEWABLE ENERGY COORDINATOR ROLE AND BUDGET ALLOCATION FOR FY2026–27

EXECUTIVE SUMMARY

This report seeks Council's endorsement to extend the Renewable Energy Coordinator role beyond the current Queensland Council Energy Partnerships (QCEP) funding term, which ends on 31 March 2026. The extension would continue the position until 31 March 2027, allowing for sustained delivery of key strategic and operational outcomes.

This continuation will require new funding to be allocated in Council's 2026-27 Operational Budget.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Affirms its resolution to retain and fund the Renewable Energy Coordinator position for a second year (beyond the State/LGAQ-funded first year) concluding 31 March 2027.***
2. ***Notes the intention to fund the second year of that role from savings yielded by combining the Executive Manager Advocacy and Advocacy Coordinator positions.***

Resolution No.: **COMM11/25-039**

Moved: **Mayor Kelly Vea Vea** **Seconded:** **Cr Terry O'Neill**

That the Committee recommends that Council:

1. **Affirms its resolution to retain and fund the Renewable Energy Coordinator position for a second year (beyond the State/LGAQ-funded first year) concluding 31 March 2027.**
2. **Notes the intention to fund the second year of that role from savings yielded by combining the Executive Manager Advocacy and Advocacy Coordinator positions.**

Carried

BACKGROUND

Council endorsed the creation of the Renewable Energy Coordinator role in October 2024, supported by a $240,000 grant through the Local Government Energy Partnerships program, administered by the LGAQ. The role commenced in January 2025 with a funded term through to March 2026. At the time of endorsement council passed a resolution requesting the role be extended to a 24-month term. This report delivers on that request.

This role supports Council's growing portfolio of renewable energy activity, which includes 22 projects in various stages of approval, numerous development proposals, and community and industry engagement across multiple localities.

Since commencement, the role has delivered:

- Improved stakeholder coordination across government and industry
- Contributions to the Social Investment Prospectus
- Renewed engagement with communities, particularly in Clarke Creek, Lotus Creek, and Nebo
- Input into land-use planning and policy reform initiatives
- Preparation of a Renewable Energy Engagement Guide for use across local government
    - As renewable project activity continues to expand, it is recommended the role be extended to ensure sustained organisational capability and advocacy strength.

Consistent with Council's resolution from October 2024, it is proposed that the role of Renewable Energy Coordinator be retained beyond the externally funded term from 1 April 2026 through to 31 March 2027.

It is proposed that this position be funded from the savings yielded from combining the Executive Manager Advocacy (formerly Beau Jackson) and Advocacy Coordinator (unfilled) positions – some $250,000 + oncosts with the intent that revenue from the Community Benefit Agreements with renewable energy project proponents will ultimately fund the position in time.

An alternative is to repeal the October 2024 resolution, not fund the position for the second year and absorb the duties into the Economic Development department until such time as revenue from Community Benefit Agreements with renewable Energy project proponents provides sufficient revenue to fund the position. Like all Council service levels, this is a cost/benefit assessment.

IMPLICATIONS

Strategic:
The extension supports Isaac Regional Council's long-term role in managing regional energy projects and assist in managing community benefits agreements for the region.

Financial:

Funding for Q4 FY2025–26 will be met through existing budget savings.

An estimated $160,000 plus oncosts will be required in FY2026–27 for a 1 FTE continuation of the role, subject to budget adoption.

It is proposed that this position be funded from the savings yielded from combining the Executive Manager Advocacy (formerly Beau Jackson) and Advocacy Coordinator (unfilled) positions – some $250,000 + oncosts with the intent that revenue from the Community Benefit Agreements with renewable energy project proponents will ultimately fund the position in time.

Operational:
Continued coordination will provide essential capacity to manage projects, support internal departments, represent Council in planning forums, and advance advocacy positions.

Reputational:
Sustained investment in this role demonstrates Council's leadership in responsible renewable energy growth and commitment to community outcomes.

CONSULTATION

Manager Economy and Prosperity

Director Community Services

Research and Policy Advisor

Chief Executive Officer

BASIS FOR RECOMMENDATION

Council has expressed strong desires for greater coordination of renewable energy projects and their community engagement efforts. The recommendations in this report provide an opportunity for the organisation to extend a role that addresses this request.

ACTION ACCOUNTABILITY

The Chief Executive Officer has accountability, with assistance of the Executive Manager Advocacy and relevant Officers.

KEY MESSAGES

- Isaac Regional Council is continuing its proactive approach to managing renewable energy development to ensure it benefits local communities.
- The Renewable Energy Coordinator role will be extended, helping to drive better planning outcomes, stronger community engagement, and transparent communication with industry.
- Council is committed to making sure renewable energy projects are not just built in Isaac, but built for Isaac, delivering lasting benefits for residents, workers and future generations.
- This role will continue to support local voices, advocate for social investment, and help guide responsible development that aligns with both community expectations and state energy goals.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

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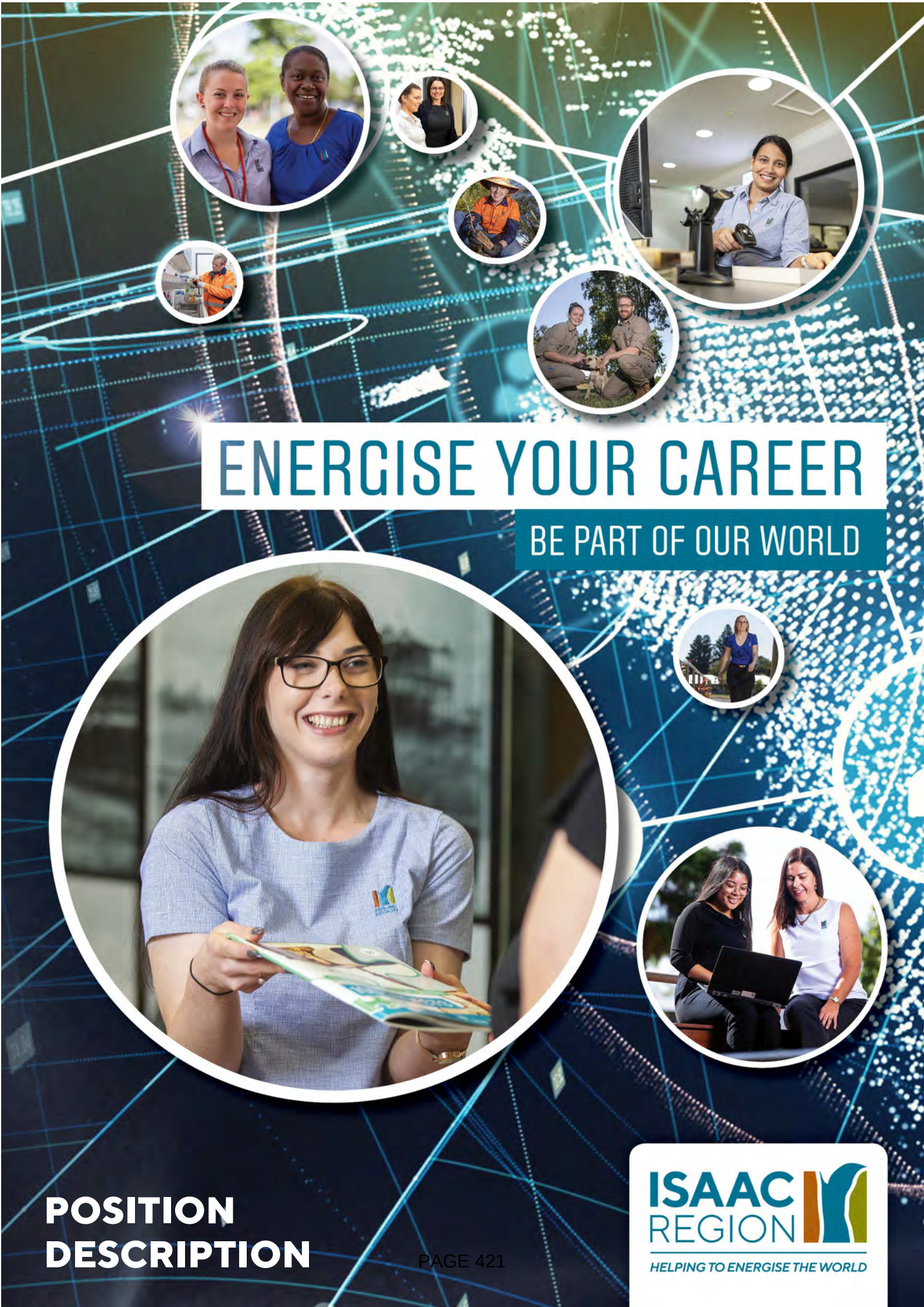
Report prepared by:	**Report authorised by:**
BEAU JACKSON **Executive Manager Advocacy**	CALE DENDLE **Chief Executive Officer**
Date: 31 October 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 - Renewable Energy Coordinator – Position Description

REFERENCE DOCUMENT

- Nil



POSITION DESCRIPTION

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POSITION TITLE	Renewable Energy Coordinator	**CLASSIFICATION**	M4/3 Contract
DIRECTORATE	Office of the Mayor & CEO	**AWARD STREAM**	M4/3Contract – 15 Months with possibility of extension
DEPARTMENT	Advocacy and External Affairs	**REPORTS TO**	Executive Manager Advocacy and External Affairs
POSITION NO.	TBA	**LAST REVIEW DATE**	January 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km2 comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Advocacy and External Affairs department plays a crucial role in advancing the strategic interests of the Council by leading its advocacy efforts, managing key stakeholder relationships, and shaping public policy initiatives. This department is responsible for developing and executing comprehensive advocacy campaigns that align with the Council's long-term goals and ensure that the voices of the community are heard at all levels of government.

As a central hub for stakeholder engagement, the Advocacy and External Affairs department fosters positive and productive relationships with governmental bodies, industry partners, and community leaders. It provides expert advice and strategic guidance on policy matters, ensuring that the Council is well-positioned to influence decisions that impact the region's growth and sustainability.

The department also manages the Council's reputation by addressing complex political dynamics and navigating regulatory environments. Through strategic communication and targeted advocacy, the



department aims to secure favourable outcomes for the community, driving investment and development that align with the Council's vision.

In addition to its core functions, the Advocacy and External Affairs department supports the Office of the CEO by providing high-level research, analysis, and advisory services. The department is committed to fostering a high-performance culture, emphasising continuous improvement, innovation, and collaboration across all its activities

C. POSITION SUMMARY:

Reporting to the Executive Manager Advocacy and External Affairs, the Renewable Energy Coordinator is responsible for managing engagement and outcomes associated with renewable energy projects across the Isaac region. This role includes developing and implementing renewable energy policies and projects, fostering stakeholder relationships, and providing expertise in policy, communications, and community engagement. The Renewable Energy Coordinator plays a vital role in coordinating Council's engagement with commercial renewable energy proponents and driving better outcomes for both community and the local economy. The position also involves managing key renewable energy projects and engaging with governmental and non-governmental stakeholders to promote community awareness and participation in renewable energy projects. Additionally, the role supports the Executive Manager in managing Council relationships, providing strategic advice, and addressing political matters for the Mayor and Chief Executive Officer, while facilitating special project development across the Advocacy and External Affairs portfolio.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Develop and implement renewable energy strategies, policies, and frameworks to support Council's objectives.
2. Monitor and advise on renewable energy trends, emerging technologies, and regulatory changes.
3. Oversee the planning, execution, and evaluation of renewable energy projects across the Isaac region and report to relevant stakeholders.
4. Develop and deliver engagement strategies to inform and involve the community in renewable energy projects.
5. Identify and monitor site specific and regional issues associated with individual and collective renewable energy development.
6. Organise workshops, forums, and consultation sessions to promote renewable energy awareness and gather local feedback on investment opportunities.
7. Build and maintain partnerships with government agencies, industry leaders, and local stakeholders.
8. Provide recommendations for continuous improvement and alignment with Council's sustainability goals.
9. Assist in the preparation of submissions and policy positions to state and federal governments on relevant issues.
10. Support the development and execution of a social investment prospectus for each locality.
11. Lead the preparation of strategic communication materials.
12. Manage and cultivate positive relationships with key stakeholders, including government officials, community leaders, and industry partners.



13. Provide support in the engagement with Ministerial offices, government departments, and other relevant bodies to advance the organization's advocacy goals.
14. Lead stakeholder meetings and ensure effective communication of the organisation's positions and priorities.
15. Provide input and expertise in the development of policy positions and strategic communication plans.
16. Draft briefing papers, reports, and communication materials for internal and external audiences.
17. Monitor and analyse relevant political, legislative, and regulatory developments to inform the organisation's strategies.
18. Assist in tracking and reporting on the progress of advocacy initiatives, including outcomes and impacts.
19. Work closely with the Executive Manager Advocacy and External Affairs to support special projects and initiatives as required.
20. Contribute to the organisation's reputation management by proactively addressing potential issues and sentiment as it relates to renewable energy.
21. Provide support in managing complex reputational issues by understanding stakeholder perspectives and political dynamics.
22. Work collaboratively with the broader Advocacy and External Affairs team to ensure alignment of advocacy efforts with organizational goals.

KEY COMPETENCIES:

Knowledge and skills

1. Effective high-level communication, interpersonal and negotiation skills, including the ability to interact effectively with representatives of the media, internal and external clients, senior executives, councillors and government agencies.
2. Demonstrated ability to monitor and analyse economic activities as they relate to industry and government policy.
3. Demonstrated ability to develop and deliver effective communications and stakeholder engagement for government and/or business.
4. Understanding of government policy and decision making within Australia.
5. Proven understanding of challenges facing regional Queensland communities as they relate to renewable energy projects.

Experience

1. Demonstrated experience in managing stakeholder and government relations, with a focus on community and economic development.
2. Proven ability to coordinate and deliver complex projects and initiatives.
3. Strong communication skills, including experience in preparing strategic communications, reports, engagement plans and policy documents.
4. Strong interpersonal and negotiation skills, with the ability to engage effectively with diverse stakeholders.
5. High-level research and analytical skills to support policy development and advocacy strategies.
6. Ability to manage multiple projects simultaneously and deliver results within tight deadlines.



7. Strategic thinking with the ability to leverage government processes and networks to achieve desired outcomes.
8. Experience in local government or community-driven renewable energy initiatives.

Qualifications

Mandatory:

- The role requires the possession of a current C Class Open Australian Drivers Licence.
- Certification in engagement practices (e.g., IAP2 Australasia Certificate) or equivalent practical experience delivering community engagement in regional communities.

Mandatory internal work instructions required for this role:

1. WI - Light Vehicle Operation CORP-WI-003
2. WI - Refuelling Vehicles, Plant & Equipment CORP-WI-113
3. WI - Loading, Securing and Unloading Vehicles CORP-WI- 063
4. WI - Vehicle Plant & Equipment Appropriate Disinfecting & Cleaning CORP-WI-129
5. WI - Tag Out for Faulty Equipment, Plant or Vehicles CORP-WI-057
6. WI - Isolation and Tagging Out of Faulty Electrical Equipment CORP-WI-057

Desirable:

1. Tertiary qualifications in communications, marketing, public relations, economic or regional development or other relevant qualifications.

23. PHYSICAL DEMAND CATEGORY:

☒ Sedentary Work
☒ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
☐ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
☐ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing (Avg)

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
☐ None	☐ None	☐ None
☒ Occasional	☐ Occasional	☒ Occasional
☐ 1 - 4 Hrs	☐ 1 - 4 Hrs	☐ 1 - 4 Hrs
☐ 4 - 6 Hrs	☐ 4 - 6 Hrs	☐ 4 - 6 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	☐	☒
Cold	☐	☒
Dampness	☐	☒
Fumes/Gases	☐	☒
Heat/Humidity	☐	☒



☐ 6 - 8 Hrs	☒ 6 - 8 Hrs	☐ 6 - 8 Hrs	Heights	☐	☒
			Noise	☐	☒

Repetitive Motions:

☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	☐	☒	☐
Squatting	☐	☒	☐
Climbing	☐	☒	☐
Twisting	☐	☒	☐
Reaching	☐	☒	☐

24. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

25. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.



11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

26. RESPONSIBILITIES:

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
   a. is in line with the expectations of Council as specified in the Code of Conduct, and
   b. decisions are made based on the principles of sound ethics and sound judgement.

2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
   a. Integrity and Impartiality
   b. Promoting the Public Good
   c. Commitment to the system of government
   d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

27. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.



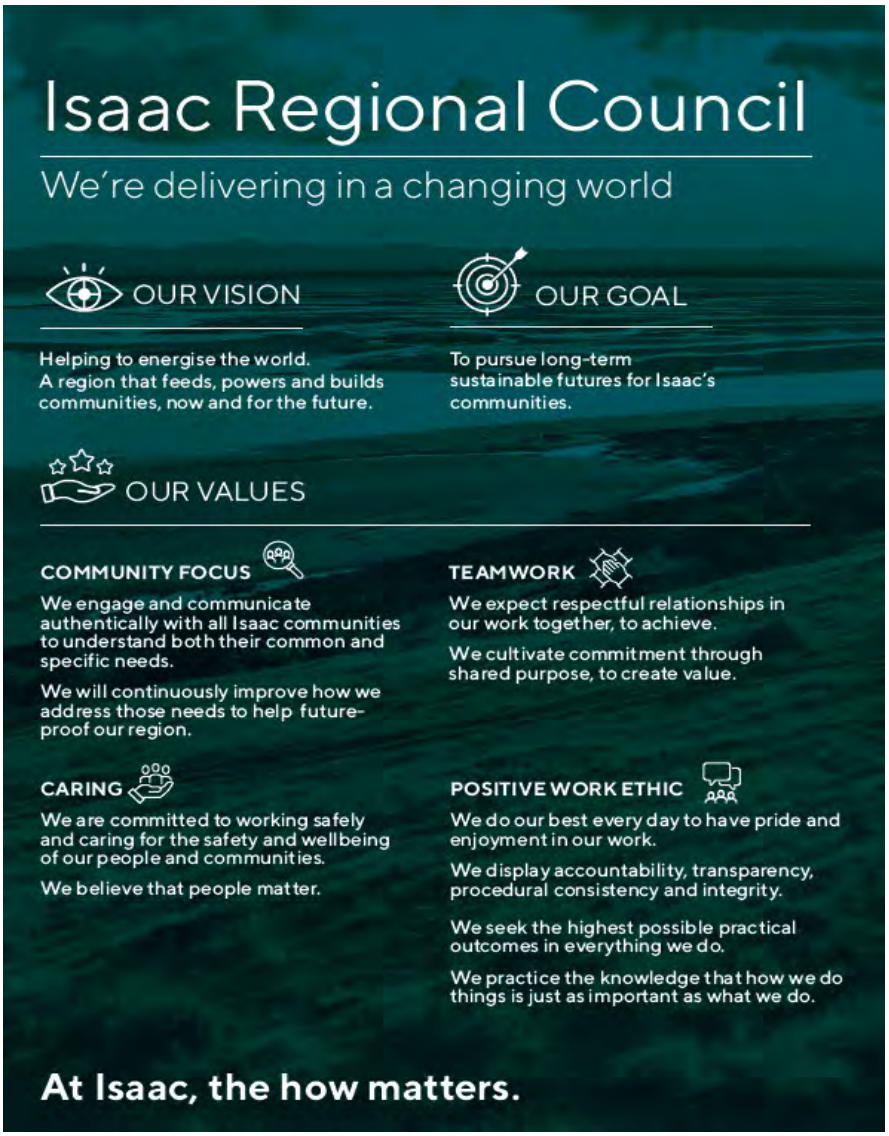
28. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Beau Jackson
AUTHOR POSITION	Executive Manager Advocacy

9.22 2025-26 ISAAC REGIONAL COUNCIL STATE AND FEDERAL BUDGET SUBMISSION

EXECUTIVE SUMMARY

This report seeks Council's endorsement for the State and Federal Budget Submission. This submission outlines key road investment priorities sought by Isaac Regional Council on behalf of community development in the Isaac Region.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. ***Endorses the Isaac Regional Council State and Federal Budget Submission.***
2. ***Endorses the Chief Executive Officer to forward the endorsed submission to the relevant government departments.***

Resolution No.: **COMM11/25-040**

Moved: **Cr Terry O'Neill** **Seconded:** **Cr Melissa Westcott**

That the Committee recommends that Council:

1. **Endorses the Isaac Regional Council State and Federal Budget Submission.**
2. **Endorses the Chief Executive Officer to forward the endorsed submission to the relevant government departments.**

Carried

BACKGROUND

Each year, Isaac Regional Council prepares formal Budget Submission to the Queensland and Commonwealth Governments. This submission outlines the strategic funding and policy priorities of the Isaac region, framed around Council's adopted strategic documents, capital works programs, and identified community needs.

The 2025–26 submission continues this practice and focuses on securing Government investment in regional roads.

Key Road Upgrade Projects

1. **Peak Downs Highway – Nebo to Moranbah**
    - Widen and strengthen 11 km to address critical defects
    - Estimated cost: $22 million (in addition to existing QTRIP funding)
2. **Peak Downs Highway – Moranbah to Clermont**
    - Widen and strengthen 9 km of road
    - Estimated cost: $18 million
3. **Peak Downs Mine Road**
    - Widen and strengthen 5 km
    - Estimated cost: $10 million
4. **Saraji Road**
    - Widen and strengthen 5 km
    - Estimated cost: $7 million
    - Additional $7 million required for critical defect remediation
5. **Dysart–Middlemount Road**
    - Widen and strengthen 10 km
    - Estimated cost: $20 million

IMPLICATIONS

Strategic:
The submission supports Council's strategic priorities around securing road investment and improving the road network across the region.

Financial:
There is no direct financial cost associated with the preparation or submission of the document. Funding requests, if secured, would reduce the burden on Council's own-source revenue, however may require co-contribution of funds in some cases.

Operational:
The document will guide targeted advocacy activities led by the Office of the CEO and Executive Leadership Team in the lead-up to the State Budget.

Reputational:
Endorsement and proactive advocacy enhances Council's visibility and credibility as a regional leader seeking practical, well-founded investment outcomes for its community.

CONSULTATION

Mayor

Councillors

Director Infrastructure Services

Executive Manager Advocacy

Manager Galilee and Bowen Basin Operations

Economic and Business Resilience Coordinator

BASIS FOR RECOMMENDATION

The basis for recommendation is to provide a foundation for the consistent review of State and Federal Budget Submissions.

ACTION ACCOUNTABILITY

Chief Executive Officer is responsible for ensuring the approved submission is registered with the relevant departments. The CEO may delegate responsibilities associated with the submission to relevant officers.

KEY MESSAGES

- **Isaac's road network underpins Queensland's economy** – our roads move the coal, cattle and commodities that generate billions in exports and royalties each year.
- **Many of Isaac's key freight routes were never built for today's volumes and loads**. They now require urgent upgrades to keep workers safe and industry moving.
- **Council is calling on the Government to invest** in five priority road projects to improve safety, reliability and freight efficiency across the region.
- **Our 2025–26 State Budget Submission highlights more than $75 million in road improvements**, including the Peak Downs Highway, Saraji Road and Dysart–Middlemount Road.
- **This is not just about roads, it's about jobs, safety and sustaining our communities.** These routes connect our towns, support our emergency services, and drive our industries.

Report prepared by:	**Report authorised by:**
BEAU JACKSON **Executive Manager Advocacy**	CALE DENDLE **Chief Executive Officer**
Date: 31 October 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 – Isaac Advocacy Budget Priorities 2025 (31OCT2025)

REFERENCE DOCUMENT

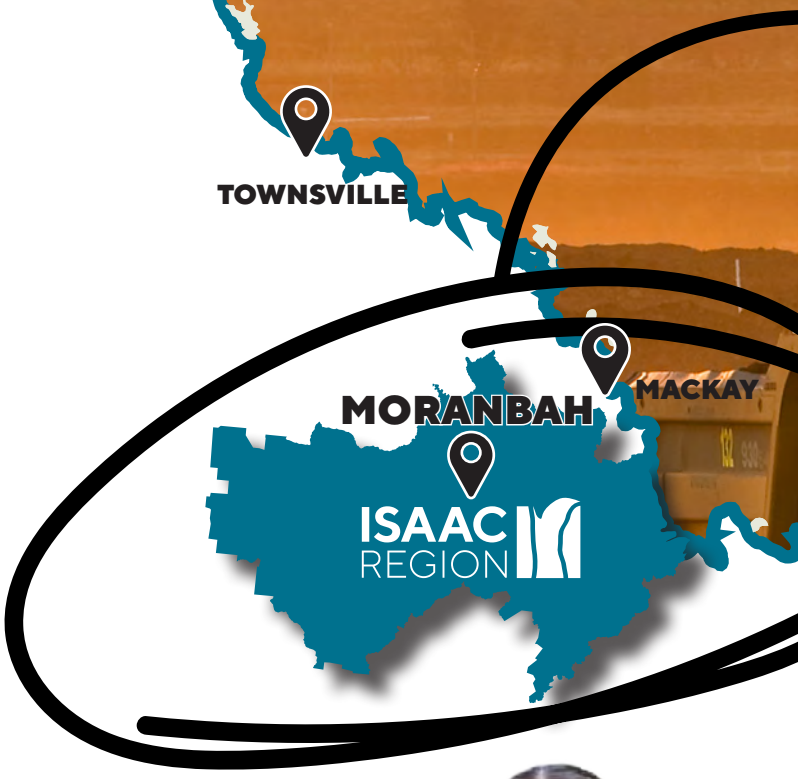
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ISAAC REGIONAL COUNCIL

GOVERNMENT PARTNERSHIP PRIORITIES

THE ISAAC REGION
IS HUGE - **58,709 SQ KM**
THAT IS **25 TIMES**
THE SIZE OF THE ACT!



The Isaac region is the engine room of the State and Nation's economy.

We are home to 32 active coal mines producing world-class premium metallurgical coal from the Bowen Basin.

Mines in Isaac produced 126 million tonnes last financial year, contributing more than $44.4 billion to Australia's GDP.

Our coal is relied upon across the world, with Japan, China, India, South Korea and Singapore among our key trading partners.

But Isaac is more than the coal we export. We are also a proud agricultural region, producing some of Australia's finest grains, sugar and seafood, and home to Australia's second largest cattle herd.

We are a region of innovation and coexistence, with 22 renewable energy projects in various stages of approval.

Isaac is helping drive the transition to cleaner, reliable energy. We are proving that regions like ours don't just carry the weight of today's economy, we are building the future one as well.

Isaac doesn't work hard for ourselves alone. We work hard for Queensland and for Australia.

Our communities are not seeking handouts. We are seeking partnership.



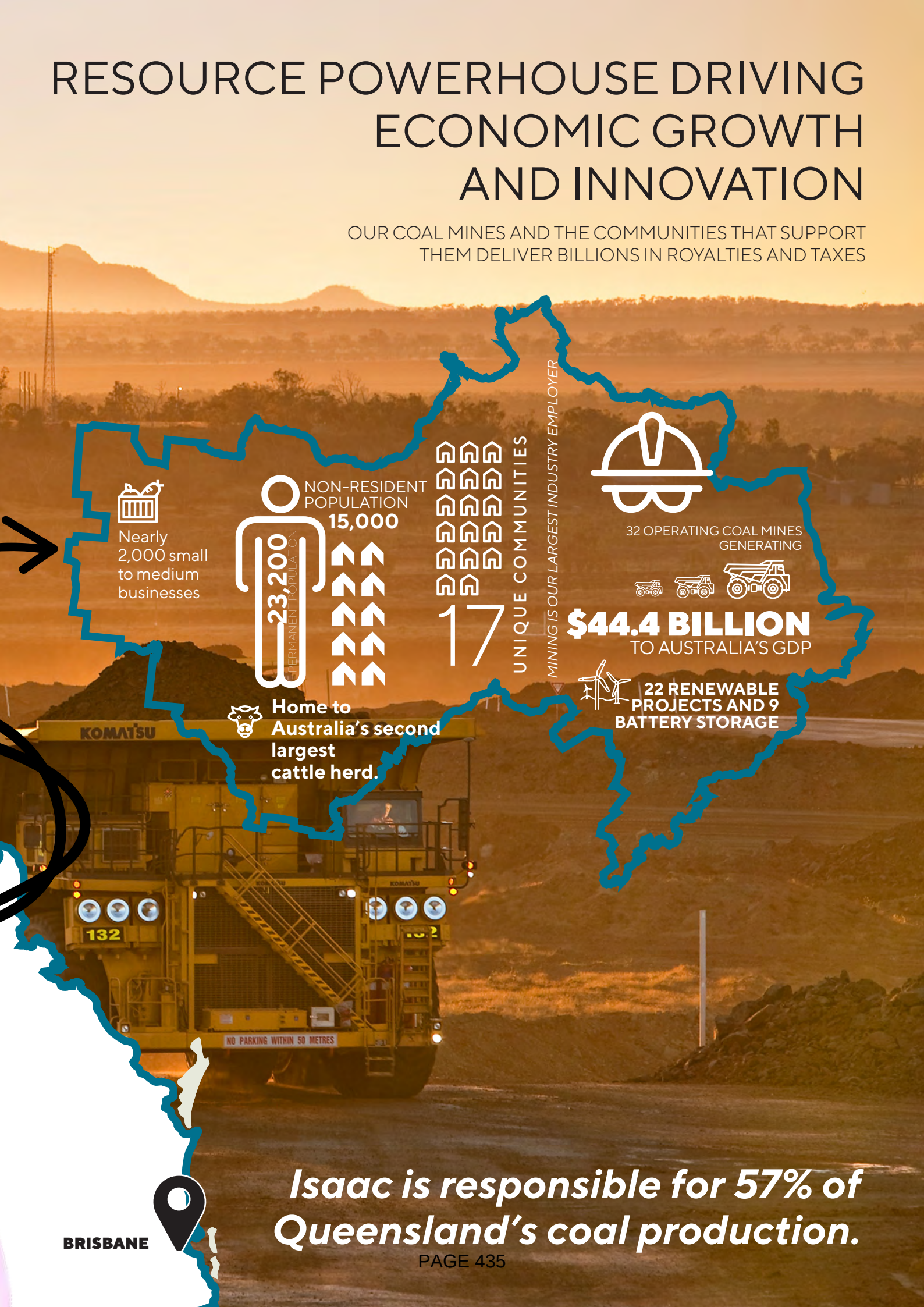
When Isaac is strong, the Nation thrives.

MAYOR KELLY VEA VEA
ISAAC REGIONAL COUNCIL



RESOURCE POWERHOUSE DRIVING ECONOMIC GROWTH AND INNOVATION

OUR COAL MINES AND THE COMMUNITIES THAT SUPPORT THEM DELIVER BILLIONS IN ROYALTIES AND TAXES



ROAD PARTNERSHIP OPPORTUNITIES

TO KEEP THAT ECONOMIC ENGINE RUNNING, WE NEED FIT-FOR-PURPOSE ROADS THAT SUPPORT HEAVY INDUSTRY AND, JUST AS IMPORTANTLY, KEEP OUR WORKERS AND COMMUNITIES SAFE.

Many roads across Isaac were never built to handle today's freight loads or traffic volumes. The size, weight and frequency of industrial vehicles have outgrown the capacity of existing infrastructure. Several key routes now require urgent investment to sections to address critical defects.

Isaac Regional Council allocates around 44 per cent of its total capital budget to maintaining roads, drainage and infrastructure, yet it still isn't enough to keep pace with demand. State Government investment and partnership is essential to maintain safe, reliable and efficient road connections that sustain the industries powering the State and Nation's prosperity.



EAST WEST CONNECTION

1 PEAK DOWNS HIGHWAY NEBO TO MORANBAH

Scope: Widen and strengthen sections to address critical defects
Project length: 11 km
Total cost: **$22 million** in addition to existing QTRIP investment.

2 PEAK DOWNS HIGHWAY MORANBAH TO CLERMONT

Scope: Widen and strengthen sections to address critical defects
Project length: 9 km
Total cost: **$18 million in** addition to existing QTRIP investment.

NORTH SOUTH CONNECTION

3 PEAK DOWNS MINE ROAD

Scope: Widen and strengthen sections to address critical defects
Project length: 5 km
Total cost: **$10 million**

4 SARAJI ROAD

Scope: Widen and strengthen
Project length: 5 km
Total cost: **$7 million**
An additional $7 million is required to address critical defects

5 DYSART-MIDDLEMOUNT ROAD

Scope: Widen and strengthen sections to address critical defects
Project length: 10 km
Total cost: **$20 million**

Isaac mines have contributed over *$44 billion* to Australia's GDP.


NEWLANDS
BYERWEN
SUTTOR CREEK
WOLLOMBI
HAIL CREEK
PEAK DOWNS HIGHWAY
CENTURION
BURTON
NEBO
GOONYELLA RIVERSIDE
BROADMEADOW
SOUTH WALKER CREEK
MORANBAH NORTH
BROADLEA
COPPABELLA
GROSVENOR
CARBOROUGH DOWNS
ISAAC PLAINS
MOORVALE
MORANBAH
1
MILLENNIUM
POITREL
DAUNIA
CAVAL RIDGE
PEAK DOWNS MINE ROAD
OLIVE DOWNS
LOTUS CREEK WIND FARM
RUGBY RUN SOLAR FARM
2
3
PEAK DOWNS
VULCAN
4
SARAJI
LAKE VERMONT
CLARKE CREEK WIND AND SOLAR FARM
DYSARTPEAK DOWNS HIGHWAY
SARAJI ROAD
DYSART
MIDDLEMOUNT
CLERMONT OPEN CUT
SARAJI SOUTH
5
MIDDLEMOUNT SUN FARM
MIDDLEMOUNT
DYSART-MIDDLEMOUNT ROAD
CLERMONT
FOXLEIGH
GERMAN CREEK
OAK PARK
GRASSTREE
LAKE LINDSAY
MACKENZIE NORTH
WILTON
LEGEND
WIND FARM
SOLAR FARM
COAL MINE
WASTE COAL SEAM GAS FIRE POWER PLANTS

ISAAC REGION

HELPING TO ENERGISE THE WORLD

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Tamara Bateman
AUTHOR POSITION	Coordinator Civic Venues

9.23 CIVIC VENUES STATUS UPDATE AS AT OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide a status update to Council on all Civic Venues across the region. The intent is to inform Council of emerging priorities and seek direction on identified areas of potential.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Civic Venues Status Update as at October 2025.

Resolution No.: **COMM11/25-041**

Moved: **Mayor Kelly Vea Vea** **Seconded:** **Cr Terry O'Neill**

That the Committee recommends that Council:

1. Receives and notes the Civic Venues Status Update as at October 2025.

Carried

BACKGROUND

As of September 2025, the Civic Venues department operates as a standalone unit following the dissolution of the Community Facilities portfolio. Previously responsible for cemeteries, community leasing and pools, those functions have now been reassigned to Council's Parks and Recreation department. Civic Venues now has a more focused scope, overseeing all civic venues across the region as well as childcare centres. The department no longer includes an M3-level Manager, with the M4 Coordinator reporting to the Director Community Services. Dedicated administrative support has also been removed, requiring the team to operate with increased autonomy.

Given the importance of these changes, it is timely to provide an update to reflect the current responsibilities of the Civic Venues department. Observations and findings shared at this stage are based primarily on the short period since the restructure took effect in September and will continue to evolve as the new arrangements are embedded.

IMPLICATIONS

The provision of departmental reports will provide Council visibility of the operational aspects of the Civic Venues department.

CONSULTATION

Director Community Services

Civic Venues Department

BASIS FOR RECOMMENDATION

The recommendation is to receive and note the content of this report which provides a high-level overview and status update of the Civic Venues department as at October 2025.

ACTION ACCOUNTABILITY

The Coordinator Civic Venues is responsible for the strategic direction and operational deliverables of the Civic Venues department, including reporting on operational matters.

KEY MESSAGES

The Coordinator Civic Venues will provide information on a regular basis to keep Council well informed of the performance and developing initiatives within the departments area of operations.

Report prepared by:	**Report authorised by:**
TAMARA BATEMAN **Coordinator Civic Venues**	HEIDI ROBERTS **Director Community Services**
Date: 28 October 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 – Civic Venues Status Update as at October 2025

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Robert Perna
AUTHOR POSITION	Director Infrastructure Services

9.24 INFRASTRUCTURE SERVICES 2025-2026 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide an update to the Infrastructure Services Standing Committee and Council of the progress in delivery of the Infrastructure Services 2025-2026 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the monthly Infrastructure Services 2025-2026 Capital Projects Progress Summary Report for October 2025.

Resolution No.: INF11/25-016

Moved: Cr Simon West Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

1. Receives and notes the monthly Infrastructure Services 2025/2026 Capital Projects Progress Summary Report for October 2025.

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2025-2026 Infrastructure Services 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 Infrastructure Services 2025-2026 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects.

Compliance

To ensure that the Infrastructure Services 2025-2026 Capital Works Program is achieved within the identified timeframes of the 2025-2026 financial year.

Benefits

Council can see a monthly progress report detailing progress of the projects. This report communicates risks/failures/delays that have been identified in the Infrastructure Services 2025-2026 Capital Works Program.

Project Highlights

The annual resealing program is now completed with the resheeting program awarded and underway. These are significant budget items for the roads capital program. The Infrastructure project managers have reviewed projects transferred as part of the organisational restructure and comments are included in the attachment .

CONSULTATION

Manager Engineering Services

Manager Parks and Recreation

Manager Fleet

Acting Manager Corporate Properties

Department Coordinators

BASIS FOR RECOMMENDATION

To improve business within Infrastructure 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

That the Managers and the Director Infrastructure Services oversee the scoping, procurement and the completion of the projects identified within the 2025-2026 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director Infrastructure Services are held accountable for the delivery of the project stages and are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight and transparency of the Infrastructure Services 2025-2026 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by:	**Report authorised by:**
ROBERT PERNA **Director Infrastructure Services**	CALE DENDLE **Chief Executive Officer**
Date: 5 November 2025	Date: 7 November 2025

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – INF Capital Projects Progress Summary – October 2025
- UPDATE CONFIDENTIAL Attachment 1 – INF Capital Projects Progress Summary – October 2025
- CONFIDENTIAL Attachment 2 – Transition to Infrastructure Services Project Update

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Robert Perna
AUTHOR POSITION	Director Infrastructure Services

9.25 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER

EXECUTIVE SUMMARY

This report provides an update of Infrastructure Services progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes Infrastructure Services first quarter progress update on the 2025-2026 Annual Operational Plan.***

Resolution No.: **INF11/25-017**

Moved: **Cr Rachel Anderson** **Seconded:** **Cr Viv Coleman**

That the Committee recommends that Council:

1. **Receives and notes Infrastructure Services first quarter progress update on the 2025-2026 Annual Operational Plan.**

Carried

BACKGROUND

Under section 174(3) of the *Local Government Regulation 2012* Council is required to report and publish its progress towards the Annual Operational Plan each quarter.

The table below shows the status of the Infrastructure Services activities nominated in the 2025/2026 Annual Operational Plan. Verbal updates will be provided on post 30 September activities.

ACTIVITY SUMMARY TABLE

AOP #	ACTIVITY/PROJECT/ INITIATIVE	BUSINESS UNIT	STATUS (COMPLETE, ON TARGET, MONITOR, BELOW TARGET)
4.5	Embed Volunteer "Good Samaritan" Roadworks Program (30 June 2026)	Infrastructure	On Target
PROGRESS THIS QUARTER			
Finalising risk assessment for traffic management for inclusion in “volunteer package”			
4.6	Conduct Planning Study to assess Moranbah alternate access (1 March 2026)	Infrastructure	Monitor
PROGRESS THIS QUARTER			
Consultant brief prepared, confirmation of offer and awarding to occur.			
6.1	Commence Building Asset Condition Assessment (30 June 2026)	Corporate Properties	On Target
PROGRESS THIS QUARTER			
Onsite inspections occurring and internal team developing skills in utilising the asset software.			

ANNUAL OPERATION PLAN MASTER

Section 174(1) of the *Local Government Regulation 2012* requires Council to prepare and adopt an Annual Operational Plan (AOP) for each financial year. Council adopted the 2025-2026 Operation Plan at its meeting held 30 June 2025 (resolution number 9239).

The AOP contains actions and activities which work towards achieving the key strategies of the Corporate Plan 2023-2028 during the financial year. In addition, the AOP informs the community of our key focus areas and commitment to the sustainability of our region.

The attached progress worksheet provides Council with an update for all actions and activities and tracks the measure of success identified at the outside of the period for the first quarter for each Directorate as at 30 September 2025.

Following its adoption, the first quarter progress worksheet for the period ending 30 September 2025, will be made available on Councils website.

IMPLICATIONS

In accordance with section 174(3) of the *Local Government Regulation 2012,* Council must be presented with a written assessment of Council’s progress towards implementing the Operational Plan on a quarterly basis.

CONSULTATION

Manager Engineering Services

Acting Manager Corporate Properties

Manager Roads Infrastructure

Manager Fleet

Manager Parks and Recreation

BASIS FOR RECOMMENDATION

The Operational Plan and associated quarterly reporting is a legislative requirement pursuant to the *Local Government Act 2009* and *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Assurance will arrange for the first quarter progress worksheet for the period ending 30 September 2025 to be published on Council's website.

Report prepared by:	**Report authorised by:**
ROBERT PERNA **Director Infrastructure Services**	CALE DENDLE **Chief Executive Officer**
Date: 5 November 2025	Date: 7 November 2025

ATTACHMENTS

- Attachment 1 – Annual Operation Plan Progress Worksheet – 30.09.2025

REFERENCE DOCUMENT

- 2025-2026 Annual Operational Plan
- 2023-2028 Corporate Plan

Corporate Plan Theme	Activity/Project/Initiative	Directorate	Business Unit	Quarterly Measures	Corporate Plan Link	1st Quarter Commentary - As at September 2025	Measure Tracking to Date
4. Urban Design and Infrastructure	4.5 Embed Volunteer "Good Samaritan" Roadworks Program (30 June 2026)	Infrastructure Services	Infrastructure	* Demonstrated uptake of landholder participation * Demonstrated uptake of landholder participation * Satisfactory update of landholder participation	4.2 We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.	Reviewing traffic management processes to include in volunteer package to be distributed to volunteers.	**On Target**
	4.6 Conduct Planning Study to assess Moranbah alternate access (1 March 2026)	Infrastructure Services	Infrastructure Planning and Technical Services	* Scope of Works defined, consultant brief issues, consultant selected and engaged * Project kick-off meeting, site investigation and data collection * Preliminary concept development, Council endorsed	4.2 We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.	Consultant being engaged to undertake high level assessment of route to provide information for council for discussion.	**Monitor**
6. Governance and Accountability	6.1 Commence Building Asset Condition Assessment (30 June 2026)	Infrastructure Services	Corporate Properties	* Scope of works completed * Engagement of consultant * Report received * Steps commenced for 2026/27 building remediation	6.3 We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.	On site inspections progressing well. Consultant undertaking data analysis and expectation is for report early in the new year.	**On Target**

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Bob Stephen
AUTHOR POSITION	Manager Roads Infrastructure

9.26 ROADS INFRASTRUCTURE OPERATIONAL UPDATE – OCTOBER 2025

EXECUTIVE SUMMARY

This report is to provide a monthly update to Council on the current operational status of the Roads Infrastructure Department.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the Roads Infrastructure Department monthly update for October 2025.

Resolution No.: **INF11/25-018**

Moved: **Cr Rachel Anderson** **Seconded:** **Cr Viv Coleman**

That the Committee recommends that Council:

1. Receives and notes the Roads Infrastructure Department monthly update for October 2025.

Carried

BACKGROUND

The below information highlights the monthly activities of the Roads Infrastructure Department.

ACHIEVEMENTS COMPLETED – OCTOBER 2025:

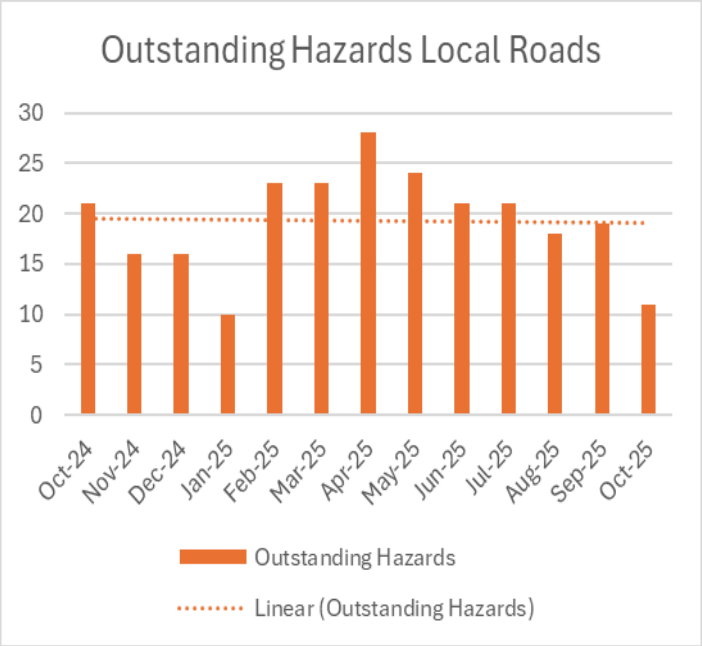
Clermont and surrounding area	
Peakvale Rd 5%, Golden Downs Rd 90% (remaining 5kms was left due to resheet commencing early 2026)	Programmed maintenance grading
Blair Athol Mine Rd	Vegetation Clearing

Huntley Rd, Laglan Rd	Pothole patching
Pioneer Park Grading	Other works
Dysart and surrounding area	
Saraji Rd, DYS/CLM Rd, Golden Mile Rd, Tieri Rd, May Downs Carfax Rd, Rolfe Creek Rd and Dysart Township	Pothole patching
Dysart Clermont Rd	Signage replacement
Isaac River Rd 100%, May Downs Carfax Rd 100%	Contract maintenance Grading
Middlemount and surrounding area	
Middlemount Township	Pothole patching
Centenary Drive South Rd, Grasstree Rd	Signage replacement
Moranbah and surrounding area	
MBH township, Moranbah Access Rd, PDMA Rd	Pothole patching
Goonyella Rd Waterpoint	Gravel patched (water fill point access road)
Bacon St	Footpath upgrade
MBH Township	Signage audit
Nebo and surrounding area	
Turrawulla Rd 50% complete	Maintenance grading
Nebo Town Streets, Turrawulla Rd	Signage
Coast and surrounding area	
Mt Olympus Rd – 100% Barmount South Rd – 70%	Maintenance Grading
Greenhill Rd, Carmila West Rd	Vegetation Management

State Controlled Network

Fitzroy Developmental Rd, Peak Downs Hwy, Marlborough Sarina Rd	Pothole patching
Round One (All State Roads)	Noxious weeds spray
33B Peak Downs Highway	Asphalt
Waverley Creek Rest Area	Plumbing repairs
Roadside Rest Areas	Monthly maintenance

Local Road Hazards and Defects Update



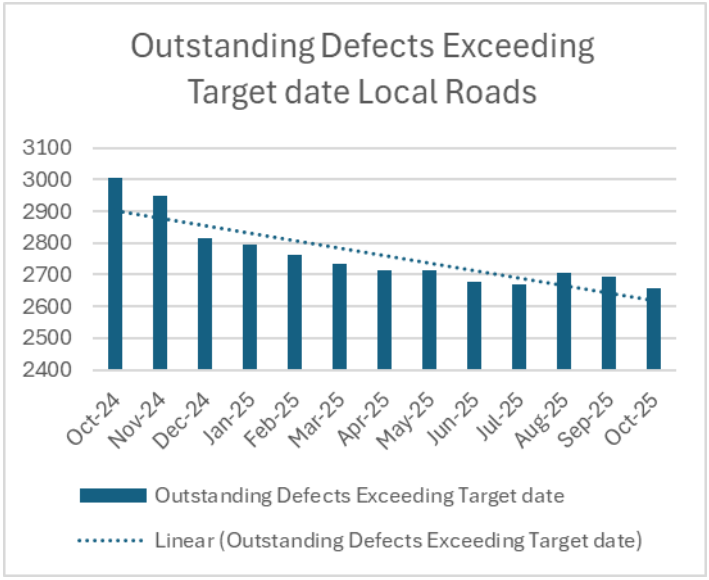
Outstanding Hazards local roads

This graph shows the number of defects each month for the past year that have been raised as higher than intervention level and identified as being a hazard.

In the last three months the number of outstanding defects has reduced.

Upon review of the data, there are some defects that have been completed and not closed out in the system. This will be addressed in the next month.

There are planned works in the procurement phase to address some defects. Temporary measures such as signage have been put in place to reduce the risk until the work is completed.

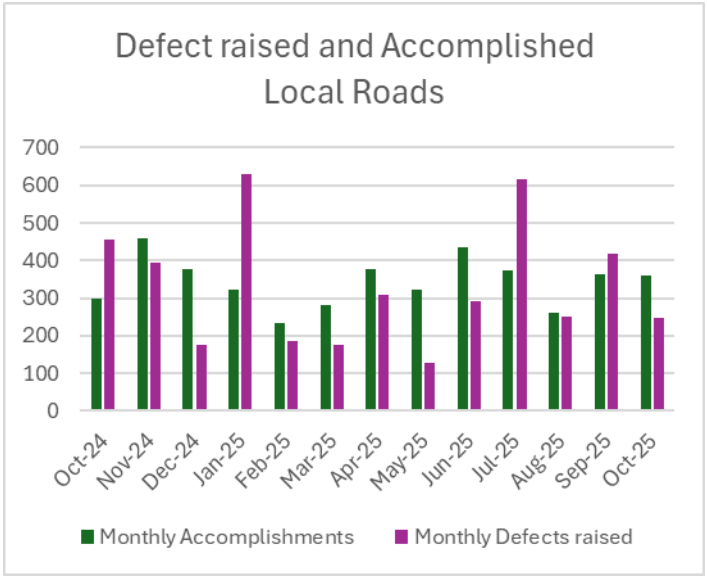


Outstanding Defect Exceeding Target Date Local Roads

This graph shows number of defects each month for the past year that have been raised and are past the response time (based on the Main Roads requirements)

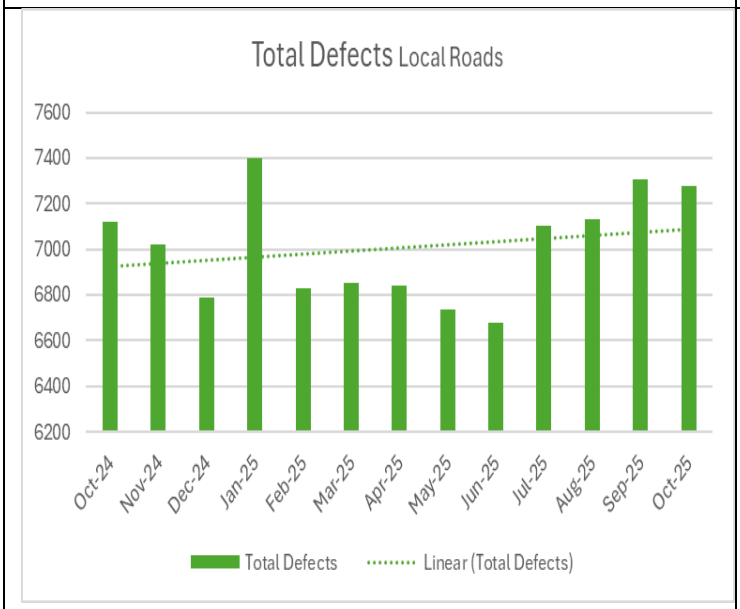
This graph includes all defects. Some defects are raised at a lower intervention level. Whilst these defects have a response time for TMR on the local road network they are monitored and used to predict future workload and help to inform some of the capital program development.

This is being reviewed to be able to separate out the different types of defects for future reports



Defect Raised and Accomplished Local Roads

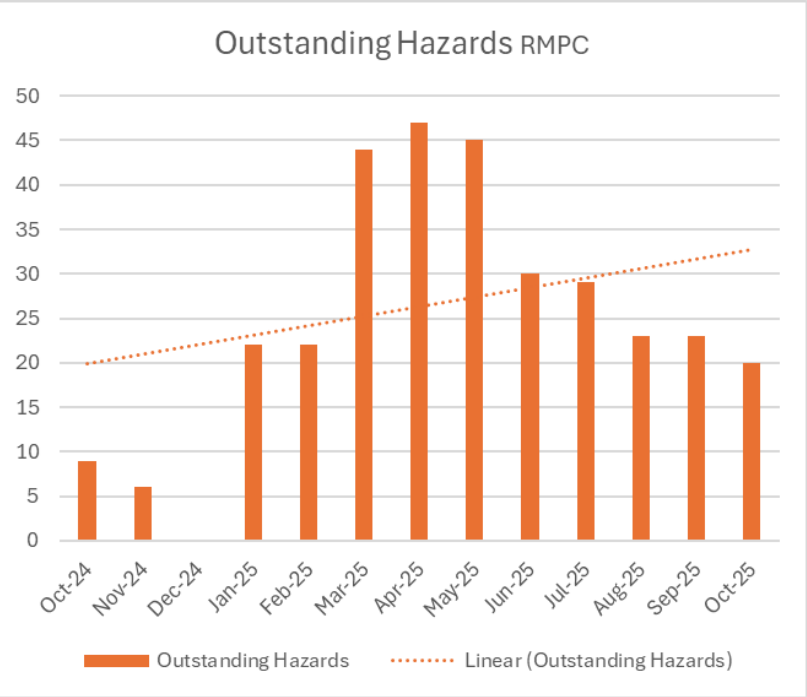
This graph shows number of defects and accomplishments each month for the past year that have been raised and completed



Total Defects Local Roads

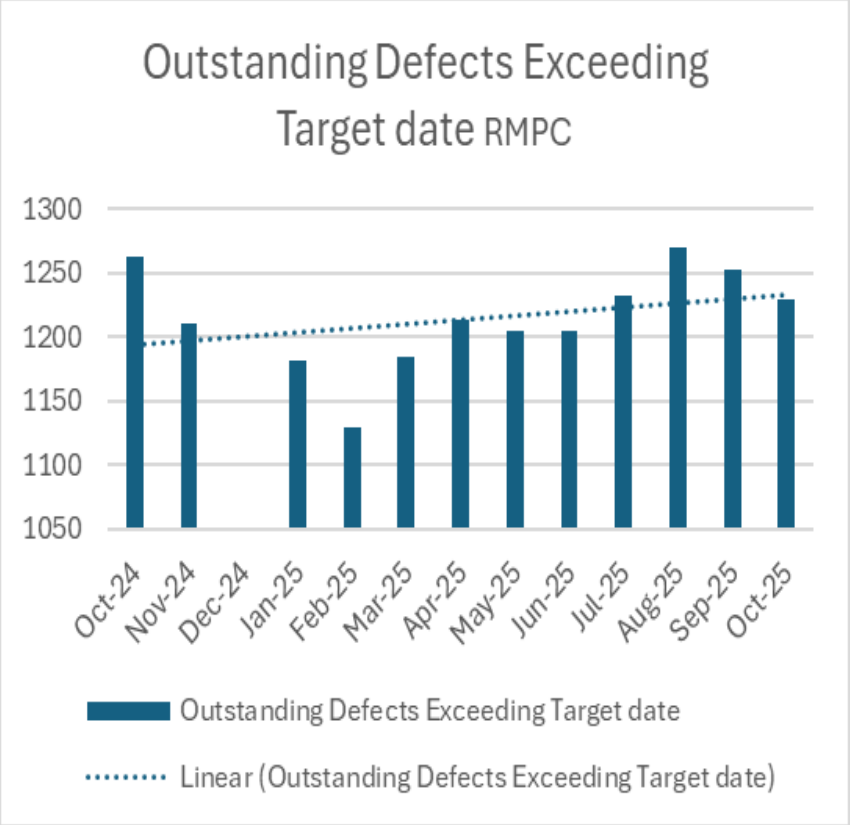
This graph shows the total number of defects each month for the past year that have been raised and have not been completed

RMPC Hazards and Defects Update – October



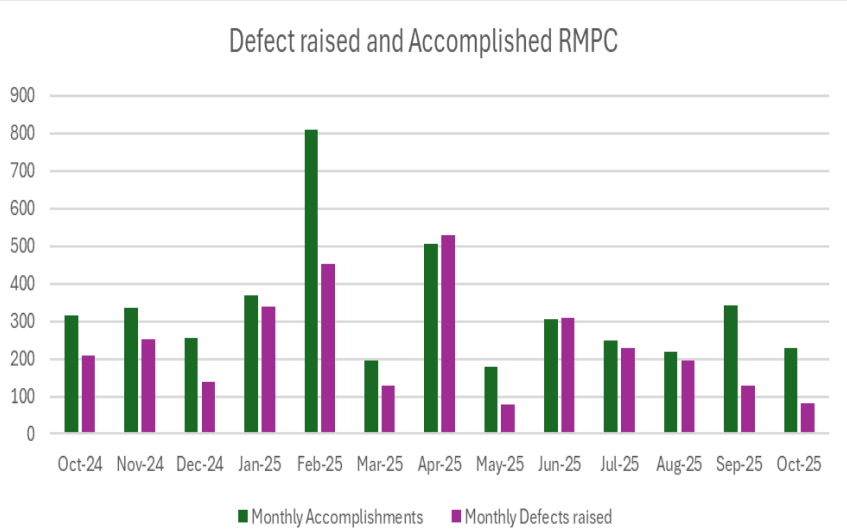
Outstanding Hazards RMPC

This graph shows number of defects each for the past year that have been raised as higher than intervention level and identified as being a hazard.



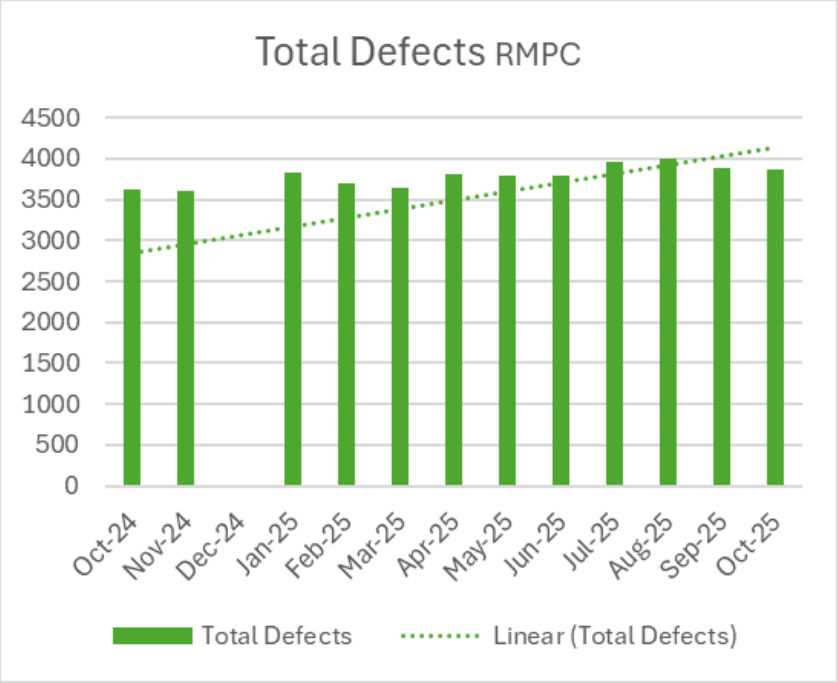
Outstanding Defect Exceeding Target Date RMPC

This graph shows number of defects each month for the past year that have been raised and are past the response time as per Main Roads Standard



Outstanding Hazards RMPC

This graph shows number of defects each for the past year that have been raised as higher than intervention level and identified as being a hazard.



Total Defects RMPC

This graph shows the total number of defects each month for the past year that have been raised and have not been completed

RMPC Hazards and Defects Update - October

Decrease in hazard pavement defects on the RMPC network due to completed and ongoing pavement repairs.

Pothole Patching 10F Bruce Highway – Greta Creek completed

Removed abandoned vehicle Marlborough Sarina Road

Tree removals on Marlborough Sarina Road, Alpha Clermont Road & May Downs Road completed

RMPC Programmed Works - October

Stabilisation works Peak Downs Highway Marlborough Sarina and Dysart Middlemount – Waiting on updated work schedule. Starting with Marlborough Sarina Rd

Herbicide Spraying Peak Downs highway 33B underway

May Downs shoulder Resheet – 20%

May Downs maintenance grading – 25%

List of Roads inspected October 2025	
Airstrip Road (RACAS)	Saraji Road
Donnellans Road	Blair Athol Mine Road
Landsborough Road	Kenlogan Road
Sewerage Treatment Plant Road	Laglan Road
Turrawulla Road (RACAS)	Old Blair Athol Mine Road
33B Peak Downs Highway (RACAS)	Percy Albert Drive
Suttor Developmental (CH 0.0 to 52.893)	Western Creek Road
Avon Road	Clermont Connection Road
10F Bruce Highway (South)	Gregory Developmental Road
Bar Plains Road	27C Gregory Highway
Hausens Road	27B Gregory Highway
Howards Road	Calveston Road
Meatworks Road	Coobyanga Road
Olives Road	Kilcummin Diamond Downs Road (CH 0.0 to 17.85)
Lynch Road	Albro Road
Settlement Road	Degulla Road (only first 140m)
St Lawrence-Croydon (RACAS)	Carrie Downs Road
St Lawrence Connection Road	33A Peak Downs Highway (RACAS)
10G Bruce Highway (North)	Dooruna Road
Barbours Road	Golf Club Road
Browns Road	Needs a name

Grasstree Road	Kemmis Creek Road
Junee Road	Red Hill Road (RACAS)
Mt Stuart Bedford Weir Road	Red Hill Road (Private) (RACAS) Schedule of works required
Rileys Crossing Road	Rugby Road
Wilpeena Road	Peak Downs Mine Road
85C Fitzroy Developmental Road	Moranbah Access Road
Blackspring Road	Goonyella Road
Dysart Clermont Road	Tieri Road
Golden Mile Road	Barmount Road
Mt Hillary Road	Barmount South Road
Dysart Middlemount Road	Marlborough Sarina Road (RACAS)
May Downs Road	

List of Roads Planned for inspection November 2025	
Blair Athol Mine Road	Craven Road
Fleurs Lane	Durdham Road
Fraser Lane	Durdham Road
Albert Lane	Glenavon Road
Matchett Lane	Pasha Road
Langston Lane	Mabbin Road
James Road	Hamilton Park Road
Clermont Connection Road	Newyard Road
Gregory Developmental Road	Johnsons Road
27C Gregory Highway	Leggetts Road
27B Gregory Highway	Turrawulla Road
Clermont - Alpha Road (CH 0.0 to 41.88)	Waitara Road
Sewerage Access Road	Walshs Road
Booroondarra Capella Road	33B Peak Downs Highway
Carfax Road	Oxford Downs Sarina Road
Cluen Access Road	Lake Lindsay Road
Dysart Clermont Road	85C Fitzroy Developmental Road (RACAS)
Golden Mile Road	10F Bruce Highway (South) (RACAS)
Dysart Middlemount Road (RACAS)	Lavinia Park Road
Saraji Road (RACAS)	Mt Olympus Road
Bygana Road	WOLFANG
10G Bruce Highway (North) (RACAS)	Malari Road
Campbells Crebers Road	33A Peak Downs Highway
Frederick Hoare Drive	Midden Road
Loadsmans Road	Red Hill Road
List Palms Road	Peak Downs Mine Road (RACAS)
Collaroy Killarney Road	Moranbah Access Road (RACAS)
Collaroy Tierawoomba Road	Goonyella Road (RACAS)

Mountain View Road	Tieri Road (RACAS)
Dysart and Middlemount Town Streets	

PLANNED WORKS FOR NOVEMBER 2025: THIS PROGRAM IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND EMERGENT WORKS

Clermont and surrounding area	
Peakvale Rd, Round Rd	Maintenance program
Spoonbill Rd, McDonalds Flats Rd	Herbicide spraying
Gregory Hwy, Peak Downs Hwy, Golden Downs Rd	Pothole Patching
Dysart and surrounding area	
Saraji Rd, Golden Mile Rd, Dysart Clermont Rd	Pothole Patching
Valkyrie and Lotus Ck roads	Maintenance grading
Middlemount and surrounding area	
Grasstree Rd	Line marking
Moranbah and surrounding area	
Moranbah Township	Line marking
Grosvenor Drive	Speed Hump
Nebo and surrounding area	
Turrawulla Rd, Lizzie Creek Rd, Mount Britton Road	Programmed maintenance grading
Nil programmed until fire danger decreases	Slashing
Coast and surrounding area	
Barmount South Rd, Barmount Rd, Manly Access Rd	Maintenance Grading
Nil programmed until fire danger decreases	Slashing
Tinerta Rd, North Flaggy Rock Rd, Flaggy Rock Rd, Carmila Hall, St Lawrence North Rd	Signage

State Controlled Network	
Fitzroy Developmental Rd, Peak Downs Highway, Marlborough Sarina Rd	Pothole Patching - Ongoing
Bruce Highway, Peak Downs Highway, Marlborough Sarina Rd	Round One – Slashing
May Downs Rd	Shoulder Resheeting
Marlborough Sarina Rd	Stabilisation Works
Bruce Highway, Peak Downs Highway, Marlborough Sarina Rd	Herbicide Spraying
May Downs Rd	Maintenance Grading

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

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

Report prepared by:	**Report authorised by:**
BOB STEPHEN **Manager Roads Infrastructure** Date: 5 November 2025	ROBERT PERNA **Director Infrastructure Services** Date: 7 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Darrin Anderson
AUTHOR POSITION	Manager Corporate Properties

9.27 NEBO HUB AND COMMUNITY HALL ROOF REPLACEMENT

EXECUTIVE SUMMARY

This report seeks approval to initiate a project for the full replacement of the existing roof at the Nebo Hub, including the Community Hall. To support this initiative, we request permission to reallocate funds from the current Corporate Residential Renewals 2026 budget (Project Code: CW263350).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Approves a new project for replacement of the roof for the Nebo Hub, including the Community Hall, and endorse the reallocation of $250,000.00 from the Corporate Residential Renewals 2026 budget (CW263350) for this project.***

Resolution No.: INF11/25-019

Moved: Cr Viv Coleman **Seconded: Mayor Kelly Vea Vea**

That the Committee recommends that Council:

1. **Approves a new project for replacement of the roof for the Nebo Hub, including the Community Hall, and endorse the reallocation of $250,000.00 from the Corporate Residential Renewals 2026 budget (CW263350) for this project.**

Carried

BACKGROUND

Significant roof leaks have been reported at the Nebo Office, prompting a detailed inspection of the roof structure. The assessment revealed that the roof is in poor condition and requires full replacement. Key findings from the investigation include:

- Rust holes present throughout the roof, particularly at sheet overlaps.
- Ridge capping is compromised due to rusting of the underlying sheets.
- All roof penetrations are deteriorated and in poor condition.

- Roofing sheets have lifted in areas secured by lead head nails. These lead head nails are now so old they will not be adequately securing the roof sheets down.
- The front section of the building features a low-pitch roof with an incorrect roofing iron profile. This Incorrect profile is allowing water to be drawn up between laps via capillary action. This is causing leaks that will damage insulation, framing and ceilings.
- Multiple areas across the roof show clear signs of water ingress.

These issues collectively indicate that repair is no longer a viable option, and a full roof replacement is necessary to ensure the integrity and safety of the facility.

IMPLICATIONS

Failure to address the deteriorating roof at the Nebo Hub poses ongoing risks to the structural integrity of the building and the safety of its occupants. Continued water ingress may lead to further damage to internal infrastructure, increased maintenance costs, and potential disruption to community services delivered from the facility. Proceeding with the roof replacement will mitigate these risks, extend the building's lifespan, and ensure a safe and functional environment for staff and community use.

Reallocation of funds from the Residential Renewal 2026 budget will mean deferral of repairs to residential properties however this roof is deemed a higher priority.

CONSULTATION

Coordinator Community Facilities

Program Manager – Capital Delivery – Community Services Directorate

BASIS FOR RECOMMENDATION

The recommendation to replace the roof at the Nebo Hub is based on a detailed assessment confirming the roof is in poor condition and beyond repair. The presence of rust holes, compromised ridge capping, deteriorated penetrations, loose lead head nails and widespread water ingress presents ongoing risks to the building's structural integrity and usability.

The Nebo Hub serves as a vital facility for both Council staff and the local community. The administrative office supports essential Council operations, while the Community Hall is regularly used for public events, meetings, and activities. The current roof condition threatens the continuity of these services and the safety of occupants.

A full roof replacement is the most cost-effective and sustainable solution to prevent further damage, reduce maintenance costs, and ensure the facility remains safe and functional. Reallocating existing funds from the Corporate Residential Renewals 2026 budget (CW263350) allows for timely delivery of the project without requiring additional budget allocation.

ACTION ACCOUNTABILITY

Corporate Properties will be responsible for managing the delivery of the roof replacement project at the Nebo Hub, including coordination of contractors, procurement, and oversight of works to ensure compliance.

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KEY MESSAGES

During the roof cladding replacement process, inspections will be conducted on the existing roof timber framing to assess its condition and suitability for securing the new cladding. Any damage or inadequacies identified will need to be addressed as part of the works. These issues cannot be fully determined until the existing cladding is removed and may result in additional costs.

As part of the upgrade, the building's roof frame tie-down points will also be brought into compliance with current QBCC regulations.

Report prepared by:	**Report authorised by:**
DARRIN ANDERSON **Manager Corporate Properties**	ROBERT PERNA **Director Infrastructure Services**
Date: 5 November 2025	Date: 5 November 2025

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Nebo Hub Roof Inspection Report

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Michael Buckley
AUTHOR POSITION	Manager Parks and Recreation

9.28 DYSART HORSE PERFORMANCE ASSOC INC. – TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease to Dysart Horse Performance Assoc Inc.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over lease Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease to Dysart Horse Performance Association Inc.***
2. ***Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a ten (10) year lease agreement with Dysart Horse Performance Association Inc. over lease Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease Inc.***
    a. ***Lease fees to be charged in accordance with 2025-2026 Fees & Charges – annual tenure fee $440.00 excl GST, matrix attached.***
    b. ***All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.***
    c. ***Acknowledging that the built assets are owned by Dysart Horse Performance Association Inc. therefore all repairs and maintenance responsibilities will remain with the club.***
3. ***Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.***

Resolution No.: **INF11/25-020**

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

That the Committee recommends that Council:

1. **Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolve that an exception from inviting written quotes or tenders is granted for tenure over lease Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease to Dysart Horse Performance Association Inc.**
2. **Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations 2012* resolve to enter into a ten (10) year lease agreement with Dysart Horse Performance Association Inc. over lease Lot 4 on CNS304, located at 82 Dysart Bypass Road, Dysart by way of a ten (10) year lease Inc.**
    a. **Lease fees to be charged in accordance with 2025-2026 Fees and Charges – annual tenure fee $440.00 excl GST, matrix.**
    b. **All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.**
    c. **Acknowledging that the built assets are owned by Dysart Horse Performance Association Inc. therefore all repairs and maintenance responsibilities will remain with the club.**
3. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

Carried

BACKGROUND

The organisation previously held a lease over a Council-owned facility for a period of ten years, commencing 2 May 2014 and concluding 1 May 2024.

In September 2025, a new executive committee was successfully elected. This development marked a period of renewed activity and community engagement, with the club seeking to revitalise its operations and re-establish formal tenure with Council.

On Friday, 17 October 2025, a meeting was convened between representatives of Council—including the Division 2 Councillor, Manager Parks and Recreation, Community Development Officer, and Senior Community Leasing Officer—and the club's President, Secretary and Treasurer. The purpose of the meeting was to progress discussions relating to new tenure arrangements.

During the meeting, the Senior Community Leasing Officer guided the club representatives through the Tenure Fee Matrix, providing a detailed explanation of each section and the method by which the total score determines the annual tenure fee. The representatives demonstrated understanding throughout the process and raised no objections in relation to the fee.

Council officers also reviewed the In Principle Agreement with the committee, ensuring the representatives were fully informed of its contents. It was communicated that Council requires the signed document to be returned as confirmation of the organisation's intent to proceed with the lease. The President signed the In Principle Agreement and provided it to the Community Development Officer to scan and send to Community Leasing prior to closure of the meeting.

During the meeting the Senior Community Leasing Officer enquired from the group if they would prefer to receive their Rates and Water invoices via email in the first instance. The Treasurer of the group responded that the club would appreciate this service. An email was sent by the Senior Community Leasing Officer to the Rates and Accounts Receivable teams after the meeting requesting that their records be amended to include that email of invoices is the clubs first preference.

At the internal consultation phase prior to the leasing meeting Council's Water team advised that there are changes being made to water meter size and invoicing over the next year, and that due to the group having a 50mm water meter they may be interested in downsizing to reduce costs. The President was interested to understand more about the different Tiers relating to water charges. The Council officers at the meeting were unable to provide specific information about water tiers and charges. The Senior Community Leasing Officer emailed the Water team after the meeting with a request to contact the President of the group to respond to his query.

Following the meeting, the Senior Community Leasing Officer provided the club with several documents discussed during the meeting, including:

- Standard Terms Document – Trustee Lease
- Tenure Process at a Glance
- Application for Works on Council-Owned or Controlled Site
- Community Tenure Resource Kit

BUILDING INSPECTION

A Building Compliance Inspection of the facility was conducted on behalf of Council in July 2024. The findings of this inspection were formally presented to the club's representatives during the leasing meeting held on 17 October 2025.

The inspection report identified that many of the groups individual structures did not meet with current building compliance and safety standards. Required works relate to essential aspects of the facility's structures and are necessary to ensure the premises meet applicable regulatory requirements for continued occupation and community use.

The club's executive committee acknowledged the findings of the inspection and confirmed their understanding of the associated obligations.

IMPLICATIONS

Financial

Preparation of tenure to be completed internally by the Senior Community Leasing Officer.

Lease fees and conditions attached to the proposed tenure will be applied in accordance with the 2025-2026 Fees & Charges.

Maintenance

Council has no maintenance responsibilities as all built assets are owned by the club.

CONSULTATION

Internal

Division 2 Councillor – In principle support

Director Infrastructure Services – In principle support

Manager Parks and Recreation – In principle support

Senior Community Leasing Officer – In principle support

External

Dysart Horse Performance Association Inc. – President

Dysart Horse Performance Association Inc. – Secretary

Dysart Horse Performance Association Inc. – Treasurer

BASIS FOR RECOMMENDATION

To enter into tenure with a long-term tenant that provides valuable access to activities to Dysart and the surrounding community; and at the same time provides Council with strong management capacity.

ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation.

KEY MESSAGES

Council is committed to transparent decision making.

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

Council is taking a considered and logical approach to the long-term life cycle of the Region’s Community Facilities.

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Report prepared by:	Report authorised by:
MICHAEL BUCKLEY **Manager Parks and Recreation**	ROBERT PERNA **Director Infrastructure Services**
Date: 5 November 2025	Date: 5 November 2025

ATTACHMENTS

- Attachment 1 – In Principle Agreement – Dysart Horse Performance Association Inc. – Redacted
- Attachment 2 – Tenure Fee Matrix – Dysart Horse Performance Association Inc.
- Attachment 3 – Site Location – Dysart Horse Performance Association Inc.
- Attachment 4 – Building Inspection – Dysart Horse Performance Association Inc.

REFERENCE DOCUMENT

- PECS-POL-128 Community Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Type of Tenure:	Trustee Lease
Address of Premises:	82 Dysart Bypass Road, Dysart
Lot on Plan Description:	Lot 4 on CNS304
Areas (Subject to Survey):	64.3539 Ha

Lessor:	Isaac Regional Council	
Contact:	Senior Community Leasing Officer	
	Telephone:	1300 ISAACS (472 227)
	Facsimile:	07 4941 8666
	Email:	records@isaac.qld.gov.au

Lessee:	Dysart Horse Performance Association Inc	
	Incorporation #:	IA10636
	ABN:	68 978 848 184
Contact for Lessee:	Attention:	President – Craig Rossow
	Telephone:	0435 833 884
	Email:	dhpainc@gmail.com

TENURE

Commencement Date:

Term: 10 years

Expiry Date:

RENTAL

Gross Rental: $440.00 ex GST per annum

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

Terms and Conditions: In accordance with the Standard Terms Document supplied to the Lessee.

Asset Ownership and Maintenance Responsibilities:

Number	Description	Owner	Maintenance Responsibility
	Land – Lot 4 on CNS304	IRC	IRC
	All built assets	DHPAI	DHPAI

Maintenance: **The community group will remain responsible for all repairs and maintenance to their own assets.**

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

Water
Electricity (if used)

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

SPECIAL CONDITIONS

Department of Resources Stated Use:	Local Govt	
Intended Use:	Equine facility	
Tenure Documentation:	Form 7 Form 20	Lease Document Standard Terms Document
Legal Fees:	Each party to pay their own	

INSURANCE

Public Liability Insurance:	$20,000,000
Certificate of Currency:	To be supplied by applicant with a copy of the receipt showing payment
Damage Policy:	Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items
Workers Compensation:	Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

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

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

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

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

Information Update:

The Lessee must complete a Community Group Annual Update each year and provide a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

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

Requests from Community Group for Consideration by Council:

For & on behalf of: Dysart Horse Performance Association Inc

Name: Craig Rossow

Committee Position: President

Signature: [redacted]

Date: 17/10/25

ATTACHMENT 2 – SITE LOCATION

COMMUNITY GROUP: DYSART HORSE PERFORMANCE ASSOC

LOT ON PLAN: LOT 4 ON CNS304

ADDRESS: 82 DYSART BYPASS ROAD, DYSART



ATTACHMENT 3 - TENURE FEE MATRIX

COMMUNITY GROUP: DYSART HORSE PERFORMANCE ASSOC INC

FACILITY: LOT 4 ON CNS304, 82 DYSART BYPASS ROAD, DYSART

LAND SIZE	POINTS	COMMENT	SCORE
Land < 500m2	1		-
Land 501m2 – 5,000m2	2		-
Land 5,001m2 – 15,000m2	3		-
Land 15,001m2 – 50,000m2	4		-
Land > 50,001m2	5	64.5278 ha	5
Facility/building provided by Council	5		-
ON COSTS			
Council pays electricity	5	Don't use electricity	-
Council pays water	5	No	-
Council maintains field/courts	5	No	-
MEMBERSHIP			
20 or less	1		-
21 – 50	2	21	2
51 – 100	3		-
101 – 200	4		-
201 or more	5		-
COUNCIL CAPEX EXPENDITURE – NON BASE BUILDING			
In past 3 years $0 - $5,000	1		-
In past 3 years $5,001 - $10,000	2		-
In past 3 years $10,001 - $15,000	3		-
In past 3 years $15,001 - $20,000	4		-
In past 3 years > $20,000	5		-
RISK TO COUNCIL			
Low – Fully compliant tenure holder	1		1
Medium – Compliant with outstanding works under management	2		-
High – Non-compliant, unmanaged outstanding works, operating issues, new Incorporated Association, new lessee	3		-
TOTAL POINTS			**8**
Category Fee Points Score 5 – 10	$300.00		$300.00
Category Fee Points Score 11 - 15	$450.00		
Category Fee Points Score 16 - 20	$600.00		
Category Fee Points Score > 20	$750.00		
Base Fee (State Rent as per Part1, Section 37A, 2(a))	$140.00		$140.00
	Total Tenure Fee excl GST		**$440.00**
	GST		**$ 44.00**
	Total Tenure Fee incl GST		**$484.00**

DYSART HORSE PERFORMANCE ASSOCIATION INC

Site Details

Lot Address : 82 Dysart Bypass Road, Dysart Qld 4745

Brief description :

The Dysart Horse Performance Association property consists of 14 minor buildings which contain stables, awnings, and shipping container storage sheds. Access for an up-close inspection was not possible due to multiple factors such as the restricted access to each allotment by owners with the use of locked gates, electric wire fencing to multiple cordoned allotments and in general dense scrub. Refer to the numbered aerial for a perspective of the inspection locations which concluded at the entry gates at the main road.

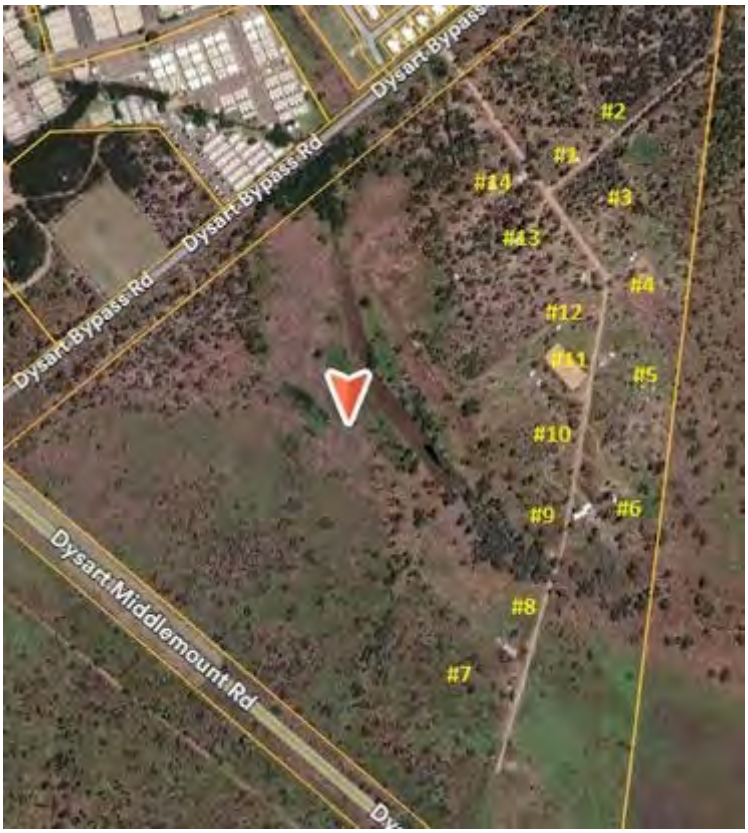


Photo 238

Lot on Plan : 4CNS304

Contact Person : • Kenneth Withington 0400 873 744 • Kylie Neilson 0427 157 142 dhpainc@gmail.com • Maxine Machen 0400 349 740

BUILDING # 1

1 - BUILDING DETAILS

Building Name :	Location #1 - refer to attached photo
Building Description :	Location #1 building is a semi-enclosed awing storage which is constructed using steel sections for the structure framework, walls are semi-cladded and contains a metal roof. No slab or signs of concrete footings were visible.

Building Location (circled)



Photo 239

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 240

2 - BUILDING OVERVIEW

Access to Building :	Restricted
Restrictions :	Wire fence and gate
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No

Issue # 1

Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 241

Safety Issues :	No
Maintenance Issues :	Yes
Issue # 1	
Description of Issue :	Overall corroded steel structure members and corroded metal roof.
Recommendations :	Treatment of corrosion to all structural steel members, application of a steel protective coating. Remove and replace corroded metal roofing.

Photo/s :



Photo 242

Dilapidated Building and/or Materials evident :	No
3 - PEST	

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building



Photo 243



Photo 244

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 2

1 - BUILDING DETAILS

Building Name :	Location #2 - refer to attached photo
Building Description :	Location #2 building is a small metal shed approximately 2m high x 1.5m x 1.5m

Building Location (circled)

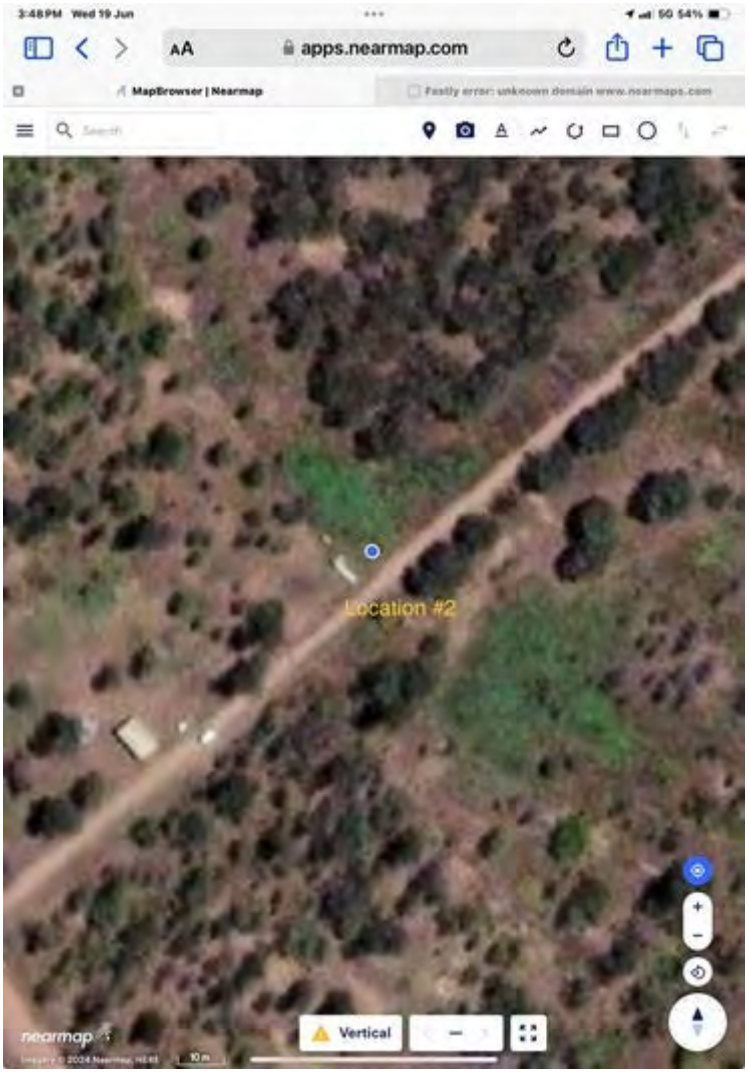


Photo 245

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No
Building Front Elevation Photo :	



Photo 246

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fencing and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 3

1 - BUILDING DETAILS

Building Name :	Location #3 - refer to attached photo
Building Description :	Location #3 building consists of a small metal garden shed approximately 2m high x 2.5m x 1.5m. plus a side awning / stable which has been constructed of dilapidated materials.

Building Location (circled)



Photo 247

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 248

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

Photo/s :



Photo 249



Photo 250

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 4

1 - BUILDING DETAILS

Building Name :	Location #4 - refer to attached photo
Building Description :	Location #4 building consists of two of shipping containers.

Building Location (circled)



Photo 251

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 252



Photo 253

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Shipping Container	
Does container conform to council requirements	No
Issue # 1	
Description of Issue :	This building does not appear to comply with Council requirements for tiedown of shipping containers. No Compliance certificate for the building design was evident at the time of the inspection
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Safety Issues :	No
Maintenance Issues :	No

Dilapidated Building and/or Materials evident :	No

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

Photo/s :



Photo 254

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 5

1 - BUILDING DETAILS

Building Name :	Location #5 - refer to attached photo
Building Description :	Location #5 building consists of two shipping containers and one metal shed with an attached stable.

Building Location (circled)



Photo 255

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No

Lease in place :	No

Building Front Elevation Photo :



Photo 256



Photo 257



Photo 258



Photo 259

2 - BUILDING OVERVIEW

Access to Building :	Restricted
Restrictions :	Fence and locked gates.

Shipping Container

Does container conform to council requirements	No
Issue # 1	
Description of Issue :	This building does not appear to comply with Council requirements for tiedown of shipping containers. No Compliance certificate for the building design was evident at the time of the inspection.

Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 260



Photo 261

Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No
4 - PLUMBING	
Plumbing has been installed to building	
4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

Photo/s :



Photo 262

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 6

1 - BUILDING DETAILS

Building Name :	Location #6 - refer to attached photo
Building Description :	Location #6 building consists of one garden shed and two larger metal sheds of one which has an attached carport.

Building Location (circled)



Photo 263

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 264



Photo 265



Photo 266

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 7

1 - BUILDING DETAILS

Building Name :	Location #7 - refer to attached photo
Building Description :	Location #7 building consists of one of metal garden shed.

Building Location (circled)



Photo 267

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 268

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	4 - Good - Acceptable for use
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 8

1 - BUILDING DETAILS

Building Name :	Location #8 - refer to attached photo
Building Description :	Location #8 building consists of two of metal garden sheds and one pitched gable roof timber homestead with an attached extended flat awning used as a stable area.

Building Location (circled)



Photo 269

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 270



Photo 271

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	4 - Good - Acceptable for use
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 9

1 - BUILDING DETAILS

Building Name :	Location #9 - refer to attached photo
Building Description :	Location #9 building consists of one corrugated metal roof and wall cladded shed with timber post framework. Along with an additional corrugated metal roof awning with timber post framework.

Building Location (circled)



Photo 272

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 273



Photo 274

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 10

1 - BUILDING DETAILS

Building Name :	Location #10 - refer to attached photo
Building Description :	Location # 10 building consists of one pitched gable roof metal garden shed and one construction shed with a flat pitched roof.

Building Location (circled)



Photo 275

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 276



Photo 277



Photo 278



Photo 279

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External
Building Condition :	2 - Below Average - Major maintenance required
Building Code Compliance :	No

Issue # 1

Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 280



Photo 281

Safety Issues :	Yes
Issue # 1	
Description of Issue :	The building walls are lined with Asbestos material.
Recommendations :	If building is to be demolished or removed, asbestos material will need to be removed and disposed strictly in accordance with statutory requirements.
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No
4 - PLUMBING	
Plumbing has been installed to building	
4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes
5 - ELECTRICAL	
No Electrical installed to building	

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 11

1 - BUILDING DETAILS

Building Name :	Location #11 - refer to attached photo
Building Description :	Location #11 building consists of one of Pitched gable metal roof shed and combined carport.

Building Location (circled)



Photo 282

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 283

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	N/A
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 12

1 - BUILDING DETAILS

Building Name :	Location #12 - refer to attached photo
Building Description :	Location #12 building consists of two Flat metal sheds

Building Location (circled)



Photo 284

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 285



Photo 286

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 13

1 - BUILDING DETAILS

Building Name :	Location #13 - refer to attached photo
Building Description :	Location #13 building consists of two metal sheds and one metal awning with a timber post structure.

Building Location (circled)



Photo 287

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 288



Photo 289

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 14

1 - BUILDING DETAILS

Building Name :	Location #14 - refer to attached photo
Building Description :	Location #14 building consists of one metal post awning structure.

Building Location (circled)



Photo 290

Date of inspection :	19 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 291

2 - BUILDING OVERVIEW	
Access to Building :	Restricted
Restrictions :	Fence and locked gates.
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes
4.2 - Metered water supply evident :	Yes

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

MEETING DETAILS	**Ordinary Meeting** Thursday 25 November 2025
AUTHOR	Michael Buckley
AUTHOR POSITION	Manager Parks and Recreation

9.29 DYSART JUNIOR MOTOCROSS CLUB INC. – TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease to Dysart Junior Motocross Club Inc.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Repeals Resolution 8362, adopted at the Ordinary Meeting of Council held on 28 June 2023, which approved the execution of a ten-year lease to Dysart Junior Motocross Club Inc. over Council-owned land; and***
    a. ***Notes that the resolution is no longer applicable as the lease was not executed due to the club entering Caretaker Mode, and the tenure fee previously proposed is now outdated and inconsistent with the current Tenure Fee Matrix and leasing policy; and***
    b. ***Acknowledges that the club has since re-established an executive committee and initiated steps toward entering into a new lease agreement, which is the subject of this report to Council for consideration.***
2. ***Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over lease Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease to Dysart Junior Motocross Club Inc.***
3. ***Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a ten (10) year lease agreement with Dysart Junior Motocross Club Inc. over Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease Inc.***
    a. ***Lease fees to be charged in accordance with 2025-2026 Fees & Charges – annual tenure fee $590.00 excl GST, matrix attached.***
    b. ***All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.***
    c. ***Acknowledging that the built assets are owned by Dysart Junior Motocross Club Inc. therefore all repairs and maintenance responsibilities will remain with the club.***

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

Resolution No.: INF11/25-021

Moved: Cr Terry O'Neill Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Repeals Resolution 8362, adopted at the Ordinary Meeting of Council held on 28 June 2023, which approved the execution of a ten-year lease to Dysart Junior Motocross Club Inc. over Council-owned land; and

a. Notes that the resolution is no longer applicable as the lease was not executed due to the club entering Caretaker Mode, and the tenure fee previously proposed is now outdated and inconsistent with the current Tenure Fee Matrix and leasing policy; and

b. Acknowledges that the club has since re-established an executive committee and initiated steps toward entering into a new lease agreement, which is the subject of this report to Council for consideration.

2. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over lease Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease to Dysart Junior Motocross Club Inc.

3. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into a ten (10) year lease agreement with Dysart Junior Motocross Club Inc. over Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart by way of a ten (10) year lease Inc.

a. Lease fees to be charged in accordance with 2025-2026 Fees & Charges – annual tenure fee $590.00 excl GST, matrix attached.

b. All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.

c. Acknowledging that the built assets are owned by Dysart Junior Motocross Club Inc. therefore all repairs and maintenance responsibilities will remain with the club

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

Carried

BACKGROUND

The organisation previously held a lease over a Council-owned facility for a period of ten years, commencing 1 June 2013 and concluding 31 May 2023. In anticipation of the lease expiry, the Senior Community Leasing Officer commenced discussions with the then-committee of the club in 2023 to negotiate and prepare new tenure arrangements.

Subsequently, a report was presented to the Ordinary Meeting of Council held on 28 June 2023, at which Resolution 8362 was passed authorising the execution of a further ten-year lease to the organisation (refer Attachment 5).

However, shortly following the adoption of the resolution, the organisation was unable to elect a new executive committee due to the transient nature of the Dysart community. As a result, the club entered Caretaker Mode, and the lease process was unable to proceed.

In June 2025, a new executive committee was successfully elected. This development marked a period of renewed activity and community engagement, with the club seeking to revitalise its operations and re-establish formal tenure with Council.

On Friday, 3 October 2025, a meeting was convened between representatives of Council—including the Division 2 Councillor, Manager Parks and Recreation, Community Development Officer, and Senior Community Leasing Officer—and the club's President and Treasurer. The purpose of the meeting was to progress discussions relating to new tenure arrangements.

During the meeting, the Senior Community Leasing Officer guided the club representatives through the Tenure Fee Matrix, providing a detailed explanation of each section and the method by which the total score determines the annual tenure fee. The representatives demonstrated understanding throughout the process and raised no objections in relation to the fee.

Council officers also reviewed the In Principle Agreement with the committee, ensuring the representatives were fully informed of its contents. It was communicated that Council requires the signed document to be returned as confirmation of the organisation's intent to proceed with the lease.

The club was previously provided with a copy of the terms and conditions of lease and, when invited to ask questions at the meeting, did not raise any issues or concerns.

An enquiry was made by the club regarding the possibility of appointing an onsite caretaker. It was explained that while applications for caretakers can be submitted, no assurances could be given at the meeting. The request would be subject to internal consultation with relevant Council departments. It was also noted by the Senior Community Leasing Officer and the Councillor that provisions within the Planning Scheme may restrict the ability to accommodate a caretaker on site.

Following the meeting, the Senior Community Leasing Officer provided the club with several documents discussed during the meeting, including:

- Application for Works on Council-Owned or Controlled Site
- Shipping Containers on Council-Owned or Controlled Site
- Application for a Caretaker
- Rates Concession – Not for Profit Policy
- Application for Rates Concession – Not for Profit Organisation

BUILDING INSPECTION

A Building Compliance Inspection of the facility was conducted on behalf of Council in July 2024. The findings of this inspection were formally presented to the club's representatives during the leasing meeting held on 3 October 2025.

The inspection report identified a range of works required to bring the facility into alignment with current building compliance and safety standards. These works relate to essential aspects of the facility's structures and are necessary to ensure the premises meet applicable regulatory requirements for continued occupation and community use.

The club's executive committee acknowledged the findings of the inspection and confirmed their understanding of the associated obligations. They further indicated a willingness to work cooperatively with Council to address the identified compliance matters and undertake the required improvements within an appropriate timeframe.

IMPLICATIONS

Financial

Preparation of tenure to be completed internally by the Senior Community Leasing Officer.

Lease fees and conditions attached to the proposed tenure will be applied in accordance with the 2025-2026 Fees & Charges.

Maintenance

Council has no maintenance responsibilities as all built assets are owned by the club.

CONSULTATION

Internal

Division 2 Councillor – In principle support

Director Infrastructure Services – In principle support

Manager Parks and Recreation – In principle support

Senior Community Leasing Officer – In principle support

External

Dysart Junior Motocross Club Inc. – President

Dysart Junior Motocross Club Inc. – Treasurer

BASIS FOR RECOMMENDATION

To enter into tenure with a long-term tenant that provides valuable access to activities to Dysart and the surrounding community; and at the same time provides Council with strong management capacity.

ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation.

KEY MESSAGES

Council is committed to transparent decision making.

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

Council is taking a considered and logical approach to the long-term life cycle of the Region's Community Facilities.

Report prepared by:	**Report authorised by:**
MICHAEL BUCKLEY **Manager Parks and Recreation**	ROBERT PERNA **Director Infrastructure Services**
Date: 5 November 2025	Date: 5 November 2025

ATTACHMENTS

- Attachment 1 – In Principle Agreement – Dysart Junior Motocross Club Inc. - Redacted
- Attachment 2 – Tenure Fee Matrix – Dysart Junior Motocross Club Inc.
- Attachment 3 – Site Location – Dysart Junior Motocross Club Inc.
- Attachment 4 – Dysart Junior Motocross Club Inc. – Building Inspection
- Attachment 5 – Resolution 8362 Ordinary Meeting of Council 28 June 2023

REFERENCE DOCUMENT

- PECS-POL-128 Community Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Type of Tenure:	10-year Lease
Address of Premises:	157 Golden Mile Road, Dysart, Qld 4745
Lot on Plan Description:	Lot 82 on SP171905
Areas (Subject to Survey):	13.0664 Ha

Lessor:	Isaac Regional Council	
Contact:	Senior Community Leasing Officer	
	Telephone:	1300 ISAACS (472 227)
	Facsimile:	07 4941 8666
	Email:	records@isaac.qld.gov.au

Lessee:	Dysart Junior Motocross Club Inc.	
	Incorporation #:	IA07599
	ABN:	12 575 952 480
Contact for Lessee:	Attention:	Kelly Harris
	Telephone:	0434 635 387
	Email:	djmxclub@outlook.com

TENURE

Commencement Date:	To be advised
Term:	10-years
Expiry Date:	To be advised

RENTAL

Gross Rental:	$590.00 ex GST per annum
Rent Review:	Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

Terms and Conditions:	In accordance with the Standard Terms Document supplied to the Lessee.
Maintenance:	**The community group will remain responsible for all repairs and maintenance to their own assets.**
Outgoings:	All outgoings to be at the expense of the Lessee including but not limited to the following including the connection of services: Electricity if used Water if used

SPECIAL CONDITIONS

Tenure Documentation:	Form 7 & 20 Form 20	Lease Document Standard Terms Document
Legal Fees:	Each party to pay their own	

INSURANCE

Public Liability Insurance:	$20,000,000
Certificate of Currency:	To be supplied by applicant with a copy of the receipt showing payment
Damage Policy:	Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation:	Insure under the Workers Compensation Act, all persons it employs to work upon the Premises
Make Good Clause:	The lessee agrees to submit to the Lessor for approval a complete scope of works prior to installation for any fit-out works. Return the premises to the Lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the Lessor, may include but not be limited to: • removal of any structures erected by the Lessee; • commercial cleaning of the premises; • removal of any fittings and fixtures installed by the Lessee; • repair of any surface damaged or altered by the Lessee; and • any other rectification works as directed by the Lessor. Ensure the land and buildings are clear of all waste, etc and is clean, tidy and in a reputable state.
Information Update:	The Lessee must complete a Community Group Annual Update each year and provide a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held. Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.
Requests from Community Group for Consideration by Council:	The Dysart Junior Motocross Club is seeking free access to recycled water for use on the track/s, particularly leading up to and during events.

For & on behalf of: Dysart Junior Motocross Club Inc

Name: Kelly Harris

Committee Position: Treasurer

Signature: [redacted]

Date: 03/10/2025

TENURE FEE MATRIX

COMMUNITY GROUP: DYSART JUNIOR MOTOCROSS CLUB

LAND SIZE	POINTS	COMMENT	SCORE
Land < 500m2	1		-
Land 501m2 – 5,000m2	2		-
Land 5,001m2 – 15,000m2	3		-
Land 15,001m2 – 50,000m2	4		-
Land > 50,001m2	5	13.1032 Ha	5
Facility/building provided by Council	5		-
ON COSTS			
Council pays electricity	5		-
Council pays water	5		-
Council maintains field/courts	5		-
MEMBERSHIP			
20 or less	1		-
21 – 50	2		-
51 – 100	3		-
101 – 200	4		4
201 or more	5		-
COUNCIL CAPEX EXPENDITURE – NON BASE BUILDING			
In past 3 years $0 - $5,000	1		-
In past 3 years $5,001 - $10,000	2		-
In past 3 years $10,001 - $15,000	3		-
In past 3 years $15,001 - $20,000	4		-
In past 3 years > $20,000	5		-
RISK TO COUNCIL			
Low – Fully compliant tenure holder	1		-
Medium – Compliant with outstanding works under management	2		-
High – Non-compliant, unmanaged outstanding works, operating issues, new Incorporated Association, new lessee	3		3
TOTAL POINTS			**12**
Category Fee Points Score 5 – 10	$300.00		
Category Fee Points Score 11 - 15	$450.00		$450.00
Category Fee Points Score 16 - 20	$600.00		
Category Fee Points Score > 20	$750.00		
Base Fee (State Rent as per Part1, Section 37A, 2(a))	$140.00		$140.00
	Total Tenure Fee excl GST		**$590.00**
	GST		**$ 59.00**
	Total Tenure Fee incl GST		**$649.00**

ATTACHMENT 2 – SITE LOCATION

COMMUNITY GROUP: DYSART JUNIOR MOTOCROSS CLUB INC

LOT ON PLAN: LOT 82 ON SP171905

ADDRESS: 157 GOLDEN MILE ROAD, DYSART



DYSART JUNIOR MOTOCROSS

Site Details

Lot Address :	157 Golden Mile Road, Dysart Qld 4745
Brief description :	The Dysart Motocross lies approximately 3.5km north-east of Dysart's town centre. The property consists of multiple buildings, awnings, and storage / shipping units. This facility has not been used for some time and is a great town asset once it operates again.



Photo 128

Lot on Plan :	82SP171905
Contact Person :	Scott Warren 0408 703 678 worro_85@hotmail.com

BUILDING # 1

1 - BUILDING DETAILS

Building Name :	Building #1 - Location #1 - Generator Awning
Building Description :	Location #1 facility is a metal awning structure with posts imbedded in concrete slab constructed for the purpose of providing shelter to the generator which sits beside a fuel reservoir.

Building Location (circled)



Photo 129

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No

Lease in place :	No

Building Front Elevation Photo :



Photo 130



Photo 131

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No

Issue # 1

Description of Issue :	The overall structure does not appear to comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited Building Certifier to determine any additional requirements.

Photo/s :


Photo 132


Photo 133

Safety Issues :	Yes
Issue # 1	
Description of Issue :	No evidence of passive or active fire safety equipment in place.
Recommendations :	A fire compliance expert should be engaged to determine any requirements to comply with statutory requirements.

Photo/s :


Photo 134

Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No

3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

No plumbing installed to building

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD's present :	No
5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 2

1 - BUILDING DETAILS

Building Name :	Building #2 - Location #2 - Kitchen / Canteen Entertainment block
Building Description :	Location #2 facility is a portable construction container sitting on concrete slab with large steel awning over the container and extended over outdoor seating and dining area. Trim-deck roof sheets with steel purlins and SHS posts imbedded in the concrete slab. Its overall size is approximately 12m x 13m.

Building Location (circled)



Photo 135

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 136



Photo 137

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External

Shipping Container

Does container conform to council requirements	No
Issue # 1	
Description of Issue :	The overall site shed, and roof awning structure does not appear to comply with Council requirements. No Compliance certificate for the building design was evident at the time of the inspection.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 138



Photo 139

Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	Yes

Photo/s :



Photo 140



Photo 141

4.2 - Metered water supply evident :	No

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD's present :	Yes
Logbook of RCD testing available :	No

Photo/s :



Photo 142



Photo 143

5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

Fire Protection has been installed to building

6.1 - Sprinkler System :	No
6.2 - Fire Extinguishers :	Yes

Comments :

Fire extinguishers have not been installed to comply with statutory requirements.

A fire compliance contractor is required to test equipment, ensure tags are current, and ensure equipment has been mounted correctly with the correct signage.

Photo/s :



Photo 144

6.3 - Fire Blanket :	No
6.4 - Smoke Alarm :	No

7 - OTHER

No Additional items to report :

BUILDING # 3

1 - BUILDING DETAILS

Building Name :	Building #3 - Location #3 - Bar & Drinks Building / Combined Toilet shower facility
Building Description :	Location #3 facility is a shipping container sitting on soil. Its overall size is 13m x 2.2m

Building Location (circled)



Photo 145

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 146



Photo 147

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External

Shipping Container

Does container conform to council requirements	No
Issue # 1	
Description of Issue :	This building does not appear to comply with Council requirements for tiedown of shipping containers. No Compliance certificate for the building design was evident at the time of the inspection.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 148



Photo 149

Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Safety Issues :	No
Maintenance Issues :	Yes

Issue # 1

Description of Issue :	Corrosion to doors and to multiple hinged components.
Recommendations :	Treatment of corrosion to all steel members, application of a steel protective coating.

Photo/s :



Photo 150



Photo 151

Issue # 2

Description of Issue :	Timber door has deteriorated.
Recommendations :	Remove and replace timber door to match existing .

Photo/s :



Photo 152

Issue # 3	
Description of Issue :	The base of the metal doors have corroded.
Recommendations :	Doors require repair or full replacement to match the existing.

Photo/s :



Photo 153



Photo 154

Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No
4 - PLUMBING	
Plumbing has been installed to building	
4.1 - Plumbing to building installed professionally :	No

Plumbing works appear to be incomplete and do not meet statutory building requirements. Allow to engage a plumber to inspect and determine any additional requirements.

Photo/s :



Photo 155



Photo 156

4.2 - Metered water supply evident :	No

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD's present :	No
5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 4

1 - BUILDING DETAILS

Building Name :	Building #4 - Location #4 - Racing Officials Viewing Tower

Building Description :	Location #4 facility consists of two shipping containers connected on top of another with a steel staircase leading to the upper container floor level. Its overall length 6 lineal metres.

Building Location (circled)



Photo 157

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 158



Photo 159

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External

Shipping Container

Does container conform to council requirements	No
Issue # 1	
Description of Issue :	This building does not appear to comply with Council requirements for tiedown of shipping containers. No Compliance certificate for the building design was evident at the time of the inspection.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.

Photo/s :



Photo 160



Photo 161

Building Condition :	2 - Below Average - Major maintenance required
Building Code Compliance :	No
Safety Issues :	Yes
Issue # 1	
Description of Issue :	Corrosion to stairs connecting points. The overall structure including the stairs do not appear to comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier.

Photo/s :



Photo 162



Photo 163

Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	No
3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No
4 - PLUMBING	

No plumbing installed to building

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD's present :	No

Photo/s :



Photo 164



Photo 165

5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 5

1 - BUILDING DETAILS

Building Name :	Building #5 - Location #5 Riders Entry Awnings
Building Description :	Location#5 facility consists of two sets of steel fabricated awnings with steel support posts imbedded into the soil.

Building Location (circled)



Photo 166

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 167



Photo 168

2 - BUILDING OVERVIEW	
Access to Building :	Unrestricted - Internal / External
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not appear to comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Photo/s :	
Safety Issues :	No
Maintenance Issues :	Yes
Issue # 1	
Description of Issue :	Corrosion evident to the awning structure members.

Recommendations :	Treatment of corrosion to all structural steel members, application of a steel protective coating.

Photo/s :



Photo 169



Photo 170

Dilapidated Building and/or Materials evident :	No

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

No plumbing installed to building

5 - ELECTRICAL

No Electrical installed to building

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 6

1 - BUILDING DETAILS

Building Name :	Building #6 - Location #6 - Workshop Area

Building Description :	Location #6 is a workshop area consisting of two shipping containers sitting on either end of a large steel awning structure. The awning is made up of 150mm circular steel posts with steel purlin roof structure and Trim-deck metal roof sheeting. The western end shipping container sits directly onto soil and the eastern shipping containers sits on the concrete slab which runs underneath the awning area.

Building Location (circled)



Photo 171

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry

Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 172



Photo 173

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External

Shipping Container

Does container conform to council requirements	No
Issue # 1	
Description of Issue :	The overall site shed, and roof awning structure does not appear to comply with Council requirements. No Compliance certificate for the building design was evident at the time of the inspection.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Photo/s :	



Photo 174

Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Safety Issues :	Yes
Issue # 1	
Description of Issue :	Gas cylinders, fuel and chemical containers storage does not comply with relevant statutory requirements.
Recommendations :	Gas cylinders, fuel and chemical containers to be removed or a compliant lockable and ventilated storage unit should be installed with correct signage displayed.

Photo/s :



Photo 175



Photo 176

Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	Yes
Issue # 1	
Description of Issue :	Scattered building and mechanical materials around the property.
Recommendations :	Correct storage and or disposal required.

Photo/s :



Photo 177

3 - PEST	
3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No
4 - PLUMBING	
No plumbing installed to building	
5 - ELECTRICAL	
Electrical has been installed to building	
5.1 - Electrical meter box has RCD's present :	No
5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 7

1 - BUILDING DETAILS

Building Name :	Building #7 - Location #7 - Concrete Toilet Block
Building Description :	Location #7 facility is a fixed toilet block constructed of Blockwork walls, timber roof structure and corrugated metal roof sheeting.

Building Location (circled)



Photo 178

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 179



Photo 180

2 - BUILDING OVERVIEW	
Access to Building :	Unrestricted - Internal / External
Building Condition :	3 - Average - Minor maintenance required
Building Code Compliance :	No
Issue # 1	
Description of Issue :	The overall structure does not appear to comply with statutory building requirements and is unlikely to have building approval.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Photo/s :	
Safety Issues :	No
Maintenance Issues :	No
Dilapidated Building and/or Materials evident :	Yes
Issue # 1	
Description of Issue :	Building materials stored on site.

Recommendations :	Materials to be removed or stored in a designated fenced area.

Photo/s :



Photo 181

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	No
4.2 - Metered water supply evident :	No

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD’s present :	No
5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

BUILDING # 8

1 - BUILDING DETAILS

Building Name :	Building #8 - Location #8 - Portable Toilet Block
Building Description :	Location #8 is constructed of a metal structure imbedded into concrete slab, clad with metal Trim-deck sheeting to walls and roof. It was advised at the time of inspection that the building was condemned due to the faulty suspended flooring.

Building Location (circled)



Photo 182

Date of inspection :	20 Jun 2024
Weather Conditions on day of inspection :	Clear / Dry
Council Asset :	No
Lease in place :	No

Building Front Elevation Photo :



Photo 183



Photo 184

2 - BUILDING OVERVIEW

Access to Building :	Unrestricted - Internal / External
Building Condition :	1 - Poor - Beyond Economical Repair
Building Code Compliance :	No
Issue # 1	
Description of Issue :	No Compliance certificate for the building design was evident at the time of the inspection.
Recommendations :	Further assessment is required by an accredited building certifier to determine additional requirements.
Safety Issues :	Yes
Issue # 1	

Description of Issue :	Flooring is unsafe to walk on and the building is condemned by Council.
Recommendations :	If building is to be salvaged, Further assessment is required by an accredited building certifier to determine additional requirements.
Maintenance Issues :	Yes
Issue # 1	
Description of Issue :	Deteriorating floors, gutters, and windows.
Recommendations :	If building is to be salvaged, Further assessment is required by an accredited building certifier to determine additional requirements.
Dilapidated Building and/or Materials evident :	Yes
Issue # 1	
Description of Issue :	Scattered materials around the property.
Recommendations :	Materials to be removed or stored in a designated fenced area.

Photo/s :



Photo 185

3 - PEST

3.1 - Evidence of pest (termite) or vermin damage :	No
3.2 - Evidence of pest / termite treatment :	No

4 - PLUMBING

Plumbing has been installed to building

4.1 - Plumbing to building installed professionally :	No
4.2 - Metered water supply evident :	No

5 - ELECTRICAL

Electrical has been installed to building

5.1 - Electrical meter box has RCD's present :	Yes
Logbook of RCD testing available :	No

Photo/s :



Photo 186

5.2 - Emergency exit signs :	No
5.3 - Emergency Lighting :	No

6 - FIRE PROTECTION

No Fire Protection has been installed to building

7 - OTHER

No Additional items to report :

9.9	Dysart Junior Motocross Club Inc Tenure Arrangements

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of the whole of Lot 82 on SP171905, located at 157 Golden Mile Road, Dysart, by way of a ten (10) year lease to Dysart Junior Motocross Club Inc.

Resolution No.: *PECS1033*

Moved: *Cr Sandy Moffat* *Seconded:* *Cr Carolyn Franzmann*

That the Committee recommends that Council:

1. *Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 82 on SP171905, 157 Golden Mile Road, Dysart.*
2. *Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a ten-year lease agreement with Dysart Junior Motocross Club Inc;*
   a. *Lease fees to be charged in accordance with 2022-2023 Fees & Charges – annual rent/usage fee $430.00 ex GST, matrix attached.*

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   b. *All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.*
   c. *Acknowledging that all built assets are owned by the Dysart Junior Motocross Club Inc, therefore all repairs and maintenance responsibilities will be the responsibility of the club.*
3. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

Carried

Resolution No.: **8362**

Moved: **Cr West** **Seconded:** **Cr Pickels**

That Council:

1. **Under the provisions of *Section 236 (2) of the Local Government Regulations 2012* resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 82 on SP171905, 157 Golden Mile Road, Dysart.**
2. **Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a ten-year lease agreement with Dysart Junior Motocross Club Inc;**
   a. **Lease fees to be charged in accordance with 2022-2023 Fees and Charges – annual rent/usage fee $430.00 ex GST, matrix attached.**
   b. **All outgoings will be at the expense of the Lessee as detailed in the Standard Terms Documents.**
   c. **Acknowledging that all built assets are owned by the Dysart Junior Motocross Club Inc, therefore all repairs and maintenance responsibilities will be the responsibility of the club.**
3. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

Carried

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Michael Buckley
AUTHOR POSITION	Manager Parks and Recreation

9.30 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012) - HAHNLEC

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement to appointment Hahnlec Electrical to complete the remaining Stage 2 electrical works and Stage 3 electrical rectification works at the Clermont Caravan Park. This appointment is requested under the exception provisions for entering into medium or large sized contractual arrangements within s235 (b) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Resolves that it is satisfied that because of the familiarity of the supplier with the location and requirements of the work due to their prior involvement in investigating the electrical issues at the Clermont Caravan Park, it would be impractical or disadvantageous for the local government to invite quotes from other suppliers.***

2. ***Endorses the following exception to enter into a medium or large sized contractual arrangement as per s235 of the Local Government Regulations (2012) for the engagement of Hahlec Electrical to complete the remaining Stage 2 and Stage 3 electrical rectification works at Clermont Caravan Park.***

Resolution No.: **INF11/25-022**

Moved: **Mayor Kelly Vea Vea** **Seconded:** **Cr Terry O'Neill**

That the Committee recommends that Council:

1. **Resolves that it is satisfied that because of the familiarity of the supplier with the location and requirements of the work due to their prior involvement in investigating the electrical issues at the Clermont Caravan Park, it would be impractical or disadvantageous for the local government to invite quotes from other suppliers.**

2. Endorses the following exception to enter into a medium or large sized contractual arrangement as per s235 of the *Local Government Regulations (2012)* for the engagement of Hahnlec Electrical to complete the remaining Stage 2 and Stage 3 electrical rectification works at Clermont Caravan Park.

Carried

BACKGROUND

Electrical rectification work to the Clermont Caravan Park has been a multi-year program commencing in 2023 after several faults and fires were experienced requiring repair and/or replacement of aging electrical infrastructure. This included the replacement of the Main Switchboard (MSB), and the installation of electrical infrastructure to both existing and future sites. The program was based upon the renewal and upgrade requirements independently investigated and identified by Ashburner Francis (Electrical Engineer) in the December 2022. Hahnlec Electrical were appointed to perform the required electrical compliance upgrade due to their extensive knowledge and first-hand experience with the electrical infrastructure located within the Clermont Caravan Park.

Ashburner were again engaged to provide the specifications for the Clermont Caravan Park MSB Design which was provided in November 2024 as noted in IRCQ-CLM5-1222-1201. To date the MSB development and delivery has not been completed and is proposed to be included in the Stage 3 electrical rectification works. It is also noted that the reenergising of the powered sites (numbered 1 - 9 and 18 - 26) located between Prospectors Pde and Specimen Drive which were part of Stage 2 are yet to be completed.

Discussion

Hahnlec performed the initial rectification works at the Clermont Caravan Park in Stage 1 and 2. It would be beneficial to have Hahnlec complete the outstanding Stage 2 work and future Stage 3. Consultation with Hahnlec initially held on the 3 October 2025 has identified the opportunity to have the re-energising of the afore mentioned sites which will be linked to the board already installed by Hahnlec Electrical between DB-3 and DB-3A. This can be achieved with minimal disruption due to preliminary works installing conduits under roadways. Final works require trenching and installation of nodes like those already placed and linked to DB-3A.

Hahnlec has supplied quotes for the all-inclusive costs of reinstating the compliant power connection to the row of 10 power mushrooms providing power to 20 caravan sites (image attached) which are not and have not been operational since December 2024. The proposed preliminary installation date was flagged as December 2025 due to quiet season.

There is a desire to promptly effect rectification of the issue, and therefore it is in Council's best interest to continue with the Hahnlec to perform the works for the upgrade, due to their prior involvement and knowledge of the site and subsequent recommendation for resolving the issue;

- Under section 235 of *Local Government Regulations 2012*, a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if;

  a) the local government resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

IMPLICATIONS

Attempts to obtain quotes if made in order to comply with the Default Contracting Procedure of the *Local Government Regulation 2012*, would potentially disadvantage suppliers in terms of their understanding of the site, requirements and particularly the timeframe to respond. There were concerns that this did not align with the *Local Government Act 2009*, Sound Contracting Principles S104 (b) open and effective competition; and e) ethical behaviour and fair dealing. On review, it is believed that the more appropriate course of action was to seek the Council's endorsement for Hahnlec's appointment to perform the remaining upgrade works, due to the impracticalities of seeking alternative quotes in an equitable and impartial manner.

CONSULTATION

Manager Contracts and Procurement

BASIS FOR RECOMMENDATION

Compliance with s235 of the *Local Government Regulations (2012)*.

ACTION ACCOUNTABILITY

Manager Parks and Recreation to ensure completion of the project.

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

KEY MESSAGES

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

Report prepared by:	**Report authorised by:**
MICHAEL BUCKLEY **Manager Parks and Recreation**	ROBERT PERNA **Director Infrastructure Services**
Date: 5 November 2025	Date: 7 November 2025

ATTACHMENTS

- Attachment 1 – Clermont Caravan Park Map with location highlighted.
- CONFIDENTIAL Attachment 2 - Hahnlec quote – Clermont Caravan Park Stage 2 Mushrooms
- CONFIDENTIAL Attachment 3 - Hahnlec quote – Civil Scope

REFERENCE DOCUMENT

- *Local Government Regulations 2012*
- *Local Government Act 2009*
- IRC Procurement Policy

CLERMONT CARAVAN PARK (07) 4983 19

1a Haig Street CLERMONT QLD 4721 info@clermontcaravanpark.com.au

CHECK OUT TIME

By 10:00AM

Check in times:

Powered Sites: Any time after 10:30AM

Cabins: After 2:00PM

Cabin keys MUST be returned to office on depart

If departing outside of office hours leave key in mail box at office d

Children under 18 MUST BE ACOMPANIED by an a

in the Rec R

Dogs must remain on leads at all tin

& please pick up after your anir

Park speed limit : 8KM WALKING PA

Park within your site O



Site Layout

Draw Bar of Van MUST face the road.

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Sean Robinson
AUTHOR POSITION	Manager Engineering Services

9.31 TRAFFIC ADVISORY GROUP AND SPEED MANAGEMENT COMMITTEE TERMS OF REFERENCE

EXECUTIVE SUMMARY

This report is seeking to establish an Isaac Regional Council Traffic Advisory Group and Speed Management Committee, endorsement a Terms of Reference and Nomination of Elected Member representative.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Endorses the Terms of Reference for the Isaac Regional Council Traffic Advisory Group and Speed Management Committee.***
2. ***Nominates Cr xxxxxxx as the Elected Member Representative for the Isaac Regional Council Traffic Advisory Group.***
3. ***Delegates authority to the Chief Executive Officer to nominate the relevant officers for representation to both the Isaac Regional Council Traffic Advisory Group and the Isaac Regional Council Speed Management Committee.***

Resolution No.: INF11/25-023

Moved: Cr Rachel Anderson Seconded: Cr Simon West

That the Committee recommends that Council:

1. **Endorses the Terms of Reference for the Isaac Regional Council Traffic Advisory Group and Speed Management Committee.**
2. **Nominates Cr xxxxxxx as the Elected Member Representative for the Isaac Regional Council Traffic Advisory Group.**
3. **Delegates authority to the Chief Executive Officer to nominate the relevant officers for representation to both the Isaac Regional Council Traffic Advisory Group and the Isaac Regional Council Speed Management Committee.**

Carried

NOTES:

Through an expression of interest process at the meeting the following Councillors nominated their interest in the Isaac Regional Council Traffic Advisory Group:

1. **Cr Simon West**
2. **Cr Alaina Earl**
3. **Cr Terry O'Neill**

BACKGROUND

Road safety is a shared responsibility among road users, government bodies, non-governmental organisations, and stakeholders in the transportation industry. The objectives are to reduce the number of accidents and to mitigate the severity of the accidents that do occur. To address this, Traffic Advisory Groups (TAG) and the Speed Management Committees (SMC) have been established across the State to provide comprehensive and informed advice regarding the management of traffic environments and speed controls within Queensland on all roads including local, state and federal roads. This advice is informed by authoritative resources such as the Queensland Manual of Uniform Traffic Control Devices (MUTCD) and the Queensland Road Safety Technical User Volumes (QRSTUV)

Isaac Regional Council does not currently have a TAG or a SMC and this reports seeks to establish both groups.

Traffic Advisory Group (TAG)

The TAG provides a technical forum for road safety discussion and action planning on traffic related matters within, or impacting on, the geographic region. Membership of the TAG is to include

- Queensland Department of Transport and Main Roads
- Isaac Regional Council
    - Elected Member Representative:
    - Engineering Services: and
    - Community and Cultural Services.
- Queensland Police.

Members will be appointed based on their expertise, experience, and ability to contribute to the objectives of TAG.

Speed Management Committee (SMC)

The SMC will oversee and implement consistent practices, policies, and strategies to address speed-related issues, with the goal of improving road safety, reducing accidents, and enhancing traffic flow. This will be achieved by:

- Implementing integrated strategies across agencies that include enforcement, education, and engineering to manage speed effectively and determine speed limits that are consistent and forgiving.

Review and update of speed management strategies to ensure they align with the Queensland Road Safety Technical User Volumes (QRSTUV), Guide to Speed Management, and ensuring consistent application of these standards. Membership of the SMC is to include:

- Engineering Services representative from Isaac Regional Council.
- Engineering representative from the Mackay Whitsunday Transport and Main Roads office
- Queensland Police Service representative, and
- Transport and Main Roads, Road Safety Manager or Road Safety Senior Advisor.

It is noted that elected members are not intended to attend SMC meetings.

IMPLICATIONS

Nominated Officers and Elected Members will be required to attend routine meetings and respond to any consultation matters distributed in accordance with the Terms of Reference

CONSULTATION

Director Infrastructure Services

Manager Community and Cultural Services

Department of Transport and Main Roads

BASIS FOR RECOMMENDATION

We will focus on presenting compelling propositions to all tiers of government and the services sector, to prioritise investment in our region that fulfills the needs of our communities

We will undertake strategic land use, infrastructure planning and urban design activities in a financially sustainable manner that responds to growth and enhances liveability

ACTION ACCOUNTABILITY

Manager Engineering Services to work with the Chief Executive Officer and the Department of Transport and Main Roads to establish the Traffic Advisory Group and Speed Management Committee.

KEY MESSAGES

Road safety is a shared responsibility among road users, government bodies, non- governmental organisations, and stakeholders in the transportation industry. Isaac Regional Council is committed to improving Road Safety across our regional road network.

Report prepared by:	**Report authorised by:**
SEAN ROBINSON **Manager Engineering Services**	ROBERT PERNA **Director Infrastructure Services**
Date: 5 November 2025	Date: 7 November 2025

ATTACHMENTS

- Attachment 1 - Draft Terms or Reference IRC TAG SMC

REFERENCE DOCUMENT

- Queensland Road Safety Technical User Volumes
- Manual of Uniform Traffic Control Devices

Terms of Reference (TOR)

Traffic Advisory Group (TAG)

and

Speed Management Committee (SMC)

Note: This template for a Terms of Reference for the IRC TAG and SMC. It should be adjusted according to specific needs and may require further details such as governance structure, specific roles and responsibilities of officers, quorum requirements, terms of appointments for members, and procedural rules, depending on the precise requirements of the committee's mandate.

Background

Road safety is a shared responsibility among road users, government bodies, non-governmental organisations, and stakeholders in the transportation industry. Its objectives are not only to reduce the number of accidents but also to mitigate the severity of the accidents that do occur.

The Traffic Advisory Group (TAG) and the Speed Management Committee (SMC) have been established to provide comprehensive and informed advice regarding the management of traffic environments and speed controls within Queensland. This advice is informed by authoritative resources such as the Queensland Manual of Uniform Traffic Control Devices (MUTCD) and the Queensland Road Safety Technical User Volumes (QRSTUV).

Purpose

This document formulates the road safety partnership between State and Local Government Authorities in the Isaac Regional Council area through the formation of a TAG and SMC.

It recognises the value of a cross-agency approach to road safety decision-making and delivery through engineering, education and enforcement domains and provides guidance for the TAG on core membership, strategic focus, and governance requirements.

The philosophy underpinning the TAG is a shared commitment to providing a 'Safe System' – *Safe Road Use, Safe Roads and Roadsides, Safe Speeds and Safe Vehicles* – by improving local ownership of road safety in the local area and adopting a 'One Network' mindset.



Safe System model - Queensland Road Safety Strategy 2022–2031

IRC Traffic Advisory Group

Objectives of TAG

The TAG will aim to improve the overall safety, efficiency, and effectiveness of traffic flow and management throughout Queensland's roadways. This will be achieved by:

- Monitoring local crash trends to prioritise road safety focus areas.
- Facilitating a multi-agency collaborative approach to ensure a comprehensive strategy in traffic management that upholds Queensland's established road safety guidelines.
- Auditing the road network to identify areas for safety enhancements, which feeds into maintenance and future roadwork planning.
- Promoting road safety skill development through professional education and funding, while also encouraging community network engagement in safety discussions and actions.
- Trialing innovative approaches to road safety delivery within the education, enforcement, and engineering framework.
- Ensuring adherence to the Queensland Manual of Uniform Traffic Control Devices (MUTCD) on signage, road markings, and traffic signals.

Membership of TAG

The TAG provides a technical forum for road safety discussion and action planning on traffic related matters within, or impacting on, the geographic region.

- Queensland Department of Transport and Main Roads - Program Delivery & Operations (PDO), Road Safety Operations (Land Transport Safety and Regulation)(LTSR) and Translink.
- Local Government Authorities –
    - Engineering Services (engineering and planning) and
    - Community & Cultural Services, representing Community Groups, and
    - A nominated elected representative (Councilors).
- Queensland Police Service - Road Policing Command and Police Divisions within the catchment.

Members will be appointed based on their expertise, experience, and ability to contribute to the objectives of TAG.

Note: other government, community and industry stakeholders can be invited to TAG meetings in an advisory role only to provide input into local issues. However, TAG meetings are not open to the general public.

Decision-Making of TAG

Where possible, the TAG will endeavor to reach consensus on decisions. However, the Senior Responsible Officer of the relevant road authority is ultimately responsible for making the final decision and subsequent implementation:

- Local Roads - Chief Executive Officer (or delegate), Isaac Regional Council.

- State Controlled Roads - District Director (Mackay Whitsunday) (or delegate), Department of Transport and Main Roads (TMR).

Note: The Local Government Association of Queensland (LGAQ) and the TMR have agreed on arrangements that define the management responsibilities for the State Authority to a Local Authority when it comes to managing the State and Local Authority road network – Cost Sharing Arrangement, 2022-2027 Edition.

Project Escalation of TAG

The TAG has no direct access to funding but will advocate for low-cost projects/works to be funded through appropriate agency allocations,confirmed by the relevant road authority. Project/works which are beyond the scope of these allocations, but deemed important by the TAG, should be escalated to the Regional Roads & Transport Group (RRTG) for consideration in the QTRIP prioritisation process or progressed through a planning project and Targeted Road Safety Program submission.

Projects escalated regionally or to the RRTG will remain logged with TAG and revisited Annually (every second meeting) for a status update to ensure priority road safety projects remain on the local agenda.

Out of Scope

The TAG meetings are not the appropriate forums for addressing concerns related to pavement condition or routine maintenance works. Such matters should be directed to the relevant RMPC or Works Meetings for resolution. The focus of TAG meeting will remain on strategic planning, technical guidance, and project-specific discussions within their defined scope.

Speed Management Committee (SMC)

Objectives of SMC

The SMC will oversee and implement consistent practices, policies, and strategies to address speed-related issues, with the goal of improving road safety, reducing accidents, and enhancing traffic flow. This will be achieved by:

- Implementing integrated strategies across agencies that include enforcement, education, and engineering to manage speed effectively and determine speed limits that are consistent and forgiving.

- Review and update speed management strategies to ensure they align with the Queensland Road Safety Technical User Volumes (QRSTUV), Guide to Speed Management, and ensuring consistent application of these standards.

Note: The speed management function – identifying local speed controls (including speed limit determinations) – is to be managed independently of other traffic matters. As such, a separate Speed Management Committee meeting will be held immediately following TAG, primarily focusing on proposed speed limit changes and speed camera locations.

Membership of SMC

SMCs are expected to draw relevant membership from the local TAG meetings, including members from other local government authorities or regional councils. Committees are formed exclusively with the following membership:

a) Engineering Services representative from Isaac Regional Council.
b) engineering representative from the relevant Transport and Main Roads office
c) Queensland Police Service representative, and
d) Transport and Main Roads, Road Safety Manager or Road Safety Senior Advisor.

An SMC may have non-member observers attend a meeting, **excluding elected officials**, although the observer shall not have a role in the endorsing or not endorsing of a Speed Limit Review. It is up to the discretion of the SMC members as to which observers may attend an SMC meeting.

In some instances, it may not be necessary for the SMC to meet formally, and members of the SMC may forward their endorsement / comments to the road authority. In this case, the road authority shall collate and summarise all feedback and circulate to all members of the SMC prior to endorsement of a recommendation. The road authority which chaired the SMC, or conducted the Speed Limit Review/s, is responsible for recording, collating and summarising all relevant documentation associated with deliberations of the SMC.

Decision Making of SMC

The role of the SMC is to either **endorse or not endorse** the recommended speed limit from a Speed Limit Review, providing a clear explanation for their decision. The SMC is expected to carefully consider all relevant factors in relation to the road authority's recommendation, including, but not limited to, safety, uniformity, consistency, and credibility. Additionally, the SMC must ensure that the Speed Limit Review process has been conducted in accordance with the QRSTUV guidelines.

Endorsement by the SMC requires a majority vote among its members. The outcome of the majority decision, whether to endorse or not endorse the engineer’s recommendation, shall be provided in writing, along with the minutes of all SMC meetings, to the responsible officer for further action. Where the SMC has **endorsed** the recommendation, the responsible officer shall implement the recommendation.

Where the SMC has **not endorsed** the recommendation of the engineer, the responsible officer shall require the engineer to reconsider the recommendation, together with documentation from the SMC that explains its reasons for not endorsing the recommendation.

The engineer is then tasked to evaluate the Safety Management Committee's (SMC) feedback on a Speed Limit Review recommendation and must choose to either modify the recommendation according to the SMC's input or supply additional information to the SMC that supports and rationalises the initial proposal.

The responsible officer shall submit the engineer’s recommendation and any supporting information to the SMC again. Where the SMC endorses the recommendation, the responsible officer shall implement the recommendation.

If the SMC continues to not endorse the recommendation, the responsible officer shall refer the Speed Limit Review and all relevant documentation to the Chairperson of the Speed Limit Review Panel (SLRP) for its review, investigation and advice (refer escalation process below).

Please note: All Speed Limit Reviews conducted by all road authorities shall be submitted to the local Speed Management Committee (SMC) for endorsement, even if the recommendation is to retain the existing speed limit. This is intended to ensure that the interests of all road users are considered before a speed zone is established and to ensure that speed zones throughout Queensland are consistent and credible.

Escalation Process of SMC

In cases where SMC decisions cannot be reached or require external input, relevant information is to be sent to an independent Speed Management Review Panel within Transport and Main Roads.

The Speed Limit Review Panel (SLRP) is an independent body within Transport and

Main Roads which reviews the SMC's recommendations when decisions cannot be reached by the SMC or when external input is required. The SLRP, led by the Director (Safer Roads), evaluates these recommendations and sends its own recommendations back to the responsible officer for a final determination.

Governance TAG & SMC

Duties and Responsibilities

Members of the TAG and SMC are required to:

- Attend scheduled meetings and actively participate in discussions.
- Review and interpret data related to traffic conditions and speed management.
- Provide expert advice in the development and review of traffic control and speed management policies.
- Share knowledge and best practices in the field of traffic and speed management.
- Consider community feedback and the impact of traffic management strategies on the general public.

Meetings

TAG and SMC meetings will be held six monthly however, special meetings may be convened to address urgent issues. Meetings will be held at the Isaac Regional Council, 1 Bachelor Parade, Moranbah however, could involve site visits if required. Where possible, meetings will be scheduled to link with capability development opportunities. TAG members are encouraged to table new items to the Chair one week prior to an upcoming meeting.

For the meetings to proceed, we must meet the quorum requirement, which necessitates the presence of a representative from each department (LGA, TMR & QPS).

Chair and Secretariat Support TMR's Road Safety Operations, will chair the TAG meeting and the SMC meeting. TMR Road Safety Operations will provide secretariat support for both the TAG and SMC meetings. Where possible, meeting minutes will be circulated for comment within one month following meeting.

The TAG and the SMC will each maintain separate meeting minutes to ensure clear documentation and track actions specific to their respective responsibilities.

Document Review

These terms of reference shall be reviewed annually or as required to ensure relevance and effectiveness in addressing traffic environment and speed management issues within Queensland.

Document Control				
Date	**Author**	**Version**	**Comments**	**Approval Date**

References

Queensland Road Safety Technical User Volumes, Transport and Main Roads, (August 2023), *Guide to Speed Management.*

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Amal Meegahawattage
AUTHOR POSITION	Manager Planning and Projects

9.32 WATER AND WASTE 2025-26 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2025/26 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the monthly Water and Waste 2025/26 Capital Projects Progress Report.

Resolution No.: **WW11/25-0010**

Moved: **Cr Rachel Anderson** **Seconded:** **Cr Vern Russell**

That the Committee recommends that Council:

1. Receives and notes the monthly Water and Waste 2025/2026 Capital Projects Progress Report.

Carried

BACKGROUND

Regular updates on the financial and physical status of projects within the 2025/26 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 2025/26 Capital Projects Progress Summary provides an overview of the financial and physical status of all projects, with red indicating a projected cost overrun of over 10% or completion after June 2025, yellow indicating a cost overrun of 0-10%, and green indicating no issues. Brief commentary is provided to explain the status of each project.

Larger and more complex projects are sometimes delivered over multiple financial years and the exact expenditure in each year may deviate from the annual budget due to variations in the delivery schedule. This can affect expenditure in each year without exceeding the total budgeted amount for the project.

A few projects have been flagged as not having adequate funds to complete delivery. The Water and Waste Directorate is working with Finance to consider funding options for these projects on a case-by-case basis. It is also noted that estimated costs in the current 10-Year Capital Program, which are typically used during PAG processes, require review to ensure future estimates more accurately reflect actual delivery costs. The Planning and Projects team is undertaking this review, including scopes and cost estimates, as part of the current program assessment.

COMPLIANCE

Compliance with the Water and Waste 2025/26 Capital Works Program is essential to meet the identified timeframes of the 2025/26 financial year.

CAPITAL PROJECTS PROGRESS

Excluding carryover projects completed between July to September 2025, the Planning and Projects Department is actively managing 56 projects in the 2025/26 Water and Waste Capital Works Program.

Project status categories (Definitions):

Completed: 100% of construction works delivered

Nearly Complete: Over 95% of scope delivered, with only minor works remaining

On Track: progressing in line with the revised schedule

Lacking Progress: Behind revised program milestones

Planned: scheduled to commence at a later date

Deferred: deferred to a future year or removed from the Capital Works Program

Project Status (Construction)

- Completed: 2 projects (4%)
- Neary Completed: 6 projects (11%)
- On Track: 42 projects (75%)
- Lacking Progress: 1 project (2%)
- Planned: 5 projects (9%)
- Deferred: Nil

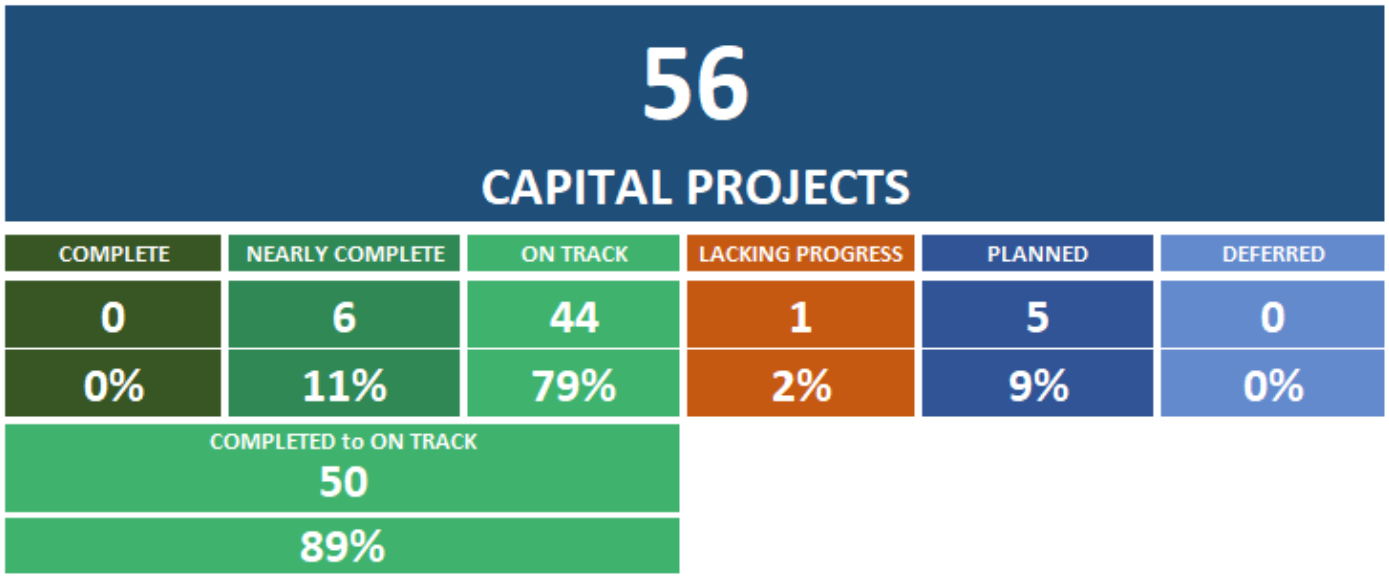


Figure 1: 2025/26 Capital Project Progress Snapshot – 23 Oct 2025

KEY CAPITAL PROJECTS

Completed Projects

1. CW253290 – Middlemount Water Network Augmentation

This project involved installation of a new water main and drainage component on Nolan Drive. The water main was commissioned and is operational. All construction works are complete, and the project is now awaiting the final contractor invoice and close-out documentation.

2. CW263418 – Moranbah Waste Management Facility Oil Shed

This project involved the installation of a new covered oil storage shed at the Moranbah Waste Management Facility to enhance environmental compliance and improve storage safety. Construction and commissioning have been completed, and the facility is now operational. The project is progressing toward financial close-out.

Nearly Completed Projects

3. CW222983 – Moranbah Water Treatment Plant Roof Replacement

This project involves replacing the roof of the 5.7 ML water reservoir to protect the structure and extend asset life. Construction has been completed; however, several defects were identified during testing. The contractor has confirmed rectification works will be undertaken in late October. Practical Completion will be issued once all defects are satisfactorily resolved.

Project Risks and Measures:

- Ongoing leaks remain unresolved despite several rectification attempts, posing a risk to project completion and delaying operational use of the tank.
- Contractor's internal personal circumstances are also contributing to delays.

- Works are 99% complete, but Practical Completion will be withheld until defects are satisfactorily resolved.

4. CW253254 – CORP Upgrade Mandalay Terminals

This project involves upgrading Mandalay EFTPOS terminals at Waste Management Facilities across the region. The scope of works has been completed, and project finalisation and financial close-out are now underway.

5. CW253278 – Moranbah Water Treatment Plant Drinking Water Compliance

This project installs upgraded turbidity analysers and drainage infrastructure to improve automatic filter control and compliance with the Drinking Water Quality Management Plan. The main scope has reached Practical Completion. Drainage works for the main WTP analysers, delivered as a variation, are scheduled for late October 2025, after which the project will move to close-out.

6. CW253282 – Corporate Water Network Meters

This project renews existing water meters across the region to improve billing accuracy and assist in monitoring non-revenue water. The contractor has completed the majority of installation works, with the final batch of meters scheduled for completion shortly. Once completed, the project will move to financial close-out.

7. CW253285 – Corporate Water Network Bulk Meter Replacements

This project renews bulk water meters across the regional network to ensure accurate flow measurement and reliable billing data. All installation and commissioning works have been completed, and the project is progressing to financial close-out.

Projects on Track

8. CW233155 – Clermont Water Treatment Plant Modernisation

This upgrade ensures the water supply continues to meet safe drinking water standards. In September 2024, turbidity monitoring equipment was replaced with analysers that meet current national requirements. The associated control panel upgrade is complete.

The next stage will upgrade the chemical dosing system through a Design and Construct contract which has been awarded and is in progress, with full project completion expected by mid-2026. Officers are working with the funding agency to finalise scope variations for funding compliance.

9. CW243205 – Moranbah Rectification of Landfill Cell (Cell 0)

This project addresses stability and compliance issues within the Moranbah landfill cell to meet environmental and licensing requirements. Tender evaluation has been completed, and Council resolved on 8 October 2025 to allocate additional funding to enable contract award.

Project Risks and Measures

- Delays in delivery may increase the risk of deterioration of the landfill cell, leading to environmental non-compliance and potential regulatory action.
- Timely award will mitigate potential environmental risks.

10. CW243185 – Moranbah Recycled Water Network

This multi-stage program improves recycled-water management in Moranbah through the construction of new distribution mains and supporting infrastructure, including portable evaporators. The RFQ for the Sarchedon Drive pipeline closed in early October, with submissions under evaluation. The RFQ for the portable evaporator has also been received and is being reviewed by the evaluation panel. Procurement of an environmental consultant to assist with Environmental Authority (EA) amendments is progressing.

Project Risks and Measures

- Additional funding will likely be required to deliver the irrigation components and achieve full operational benefits.

11. CW222991/CW222992 – Nebo and Glenden Waste Water Treatment Plant - SCADA Projects

These projects form part of a multi-year program to modernise SCADA monitoring and control systems at the Nebo and Glenden WWTPs. Procurement activities are progressing and are scheduled for completion by December 2025, with construction completion anticipated by May 2026.

Project Risks and Measures

- Limited availability of specialised contractors in the region may cause delays to delivery.
- Close liaison with appointed contractors once contracts are awarded will ensure realistic scheduling and efficient resource utilisation.

12. CW243239/CW243240 – Carmila and Greenhill Landfill Capping

These projects provide engineered capping for the Carmila and Greenhill landfill sites to ensure long-term environmental compliance and containment integrity. The combined tender resulted in the award of only the Greenhill portion due to limited available funding. A pre-start meeting has been held, and site works have commenced at Greenhill. The Carmila portion has been proposed for deferral to the 2026/27 financial year.

Project Risks and Measures

- The proposed deferral of the Carmila capping works due to inadequate funding increases compliance risk.
- Waste Services has assessed the short-term risk as acceptable, but further delays could heighten environmental compliance concerns.
- A new Project Accountability Gateway (PAG) submission will be prepared for the 2026/27 budget process to secure funding for Carmila and ensure the works proceed without further deferral.

13. CW253266 – Dysart Waste Management Facility Repurpose to Transfer Station

This project will repurpose the existing Dysart landfill into a modern transfer-station facility to enhance environmental compliance, improve operational efficiency, and extend the service life of the site. The consultant has completed the detailed design and tender documentation; however, the available funding is insufficient to deliver the construction phase. Discussions are underway to explore options for a revised scope or future budget allocation.

Project Risks and Measures

- Insufficient funding to deliver the current scope may necessitate project deferral, increasing compliance and operational risks.

- A design review will be undertaken with the aim of identifying cost-saving opportunities without compromising key operational outcomes.
- Further consultation with Waste Services and the Finance Department is required to determine whether additional funding can be provided to enable delivery within the current financial year.

14. CW253273 / CW253274 – Carmila and St Lawrence Water Treatment Plant Upgrades

These projects upgrade chemical dosing systems, process monitoring, and SCADA at the Carmila and St Lawrence WTPs to ensure compliance with current water-quality standards. Tender documentation for the combined Design and Construct package is being finalised, with release to the market expected in early November 2025.

15. CW253275 – CORP Sewer Relining 2025

This project renews priority sections of Council's sewer network through CCTV inspection and relining to extend asset life and reduce infiltration risk. Approximately 3.5 kilometres of sewer mains have been relined in Moranbah. The contractor will resume work in late November following delivery of materials for larger-diameter sewers.

Project Risks and Measures

- Further deterioration of untreated sections could require additional works.
- Ongoing monitoring will inform future renewal priorities.

16. CW253277 – Moranbah Water Treatment Plant West & East High Lift Pumps

This project refurbishes and replaces high-lift pumps at the Moranbah WTP to improve system resilience and reduce service-interruption risk. Installation works are progressing, and commissioning of the East Tower diesel pump is planned for late October 2025. Completion is expected in November.

17. CW253276 – Moranbah Recycled Network Flow Measuring at Grosvenor Creek

This project introduces new flow-measurement capability at Grosvenor Creek to enhance recycled-water data accuracy and reporting. The concept design has been approved by Operations, and the detailed design draft is awaited from the contractor for review. Completion is forecast for Q2 2025/26.

Project Risks and Measures

- Variation to the original scope has increased project costs.
- Additional design requirements may cause further cost escalation or delays.
- Close coordination with Operations and the contractor will be maintained to finalise the variation and prevent further delays.

18. CW253279 – Middlemount and Dysart - Drying Beds Water Treatment Plants

This project will refurbish the sludge drying beds at Middlemount and Dysart WTPs to improve solids handling and operational efficiency. Tender documentation is being prepared, with release to market anticipated in early November 2025 and delivery planned for Q2 2025/26.

19. CW253288 – Middlemount Water Treatment Plant Clearwater Pump Replacement

This project replaces aging clearwater pumps and associated electrical components to improve reliability and operational safety at Middlemount WTP. Procurement has been completed, and delivery of the new pumps and motors is pending. Installation will commence immediately upon receipt of equipment.

20. CW263391 – Middlemount Water Treatment Plant Upgrade

This multi-year project will improve compliance with the Drinking Water Quality Management Plan (DWQMP) and the Risk Management Improvement Program (RMIP) by upgrading treatment processes and incorporating modern remote monitoring technologies.

The upgrade will address high-risk chlorine disinfection issues during colder conditions by improving contact time and reviewing raw water abstraction. Additional improvements will include upgrades to chemical dosing, clarification, and supernatant return control, along with the potential installation of turbidity meters and automated backwashing systems.

Year 1 of the program will focus on design works. GBA Engineers have been engaged to undertake the design and project management. The scope is being refined with Operations, and design completion is expected within the current financial year.

21. CW263394 St Lawrence Weir Plan - Identify & Repair Leak

This project investigates and addresses leakage at the St Lawrence Weir to maintain structural integrity and water-storage capacity. A technical workshop has been held with Aurecon following receipt of their report, and further discussions with the dam specialist are underway to determine the preferred remediation method.

22. CW263396/ CW263397 Moranbah Recycled Water Main & Plant Upgrade

These multi-year projects represent the next stages of the Moranbah recycled water initiative, with only design works planned for the current financial year. They involve construction of a recycled water main along Tallon Street and upgrades to the recycled effluent polishing plant.

Together, these projects will complement the Sarchedon Drive recycled water main project currently underway by enabling both treatment and distribution of recycled water for community use. GBA has been engaged to support the design phase, maintaining continuity and value for money given their existing involvement in Sarchedon Drive.

Site investigations were completed on 17 September 2025, and design development is progressing with GBA Engineers.

23. CW263399 Clermont Water Treatment Plant - Replace Backwash Pipeline to Lagoon

This project replaces the existing deteriorated backwash pipeline to the lagoon at Clermont WTP to improve operational reliability and compliance. RFQ documentation has been finalised, with release to the market scheduled for late October 2025. Preliminary estimates indicate potential funding shortfalls depending on tender outcomes.

Project Risks and Measures

- Pricing received through the RFQ process may exceed the available budget.
- Additional funding is being considered through the ongoing quarterly budget adjustment process, subject to the availability of savings from other completed projects.

- If adequate funds cannot be sourced, delivery may need to be deferred to the following financial year.

24. CW263405 CORP WN Water Meters

This project involves replacing water meters that are at the end of their useful life to improve billing accuracy and water consumption tracking.

In the previous financial year, 450 meters were replaced in Moranbah. The 2025/26 program has expanded the scope to include the replacement of a further 450 meters across the Isaac Region.

The contract has been awarded, with supply of water meters anticipated to commence shortly and completion expected within the next few months.

Projects Lacking Progress

25. CW233143 – CORP SCADA Upgrades

This multi-year project upgrades SCADA systems at multiple treatment plants. Clermont Water Treatment Plant upgrades are complete. Contracts for Nebo and Glenden have been awarded, with works underway at Glenden, although progress is behind schedule.

The Request for Quotation (RFQ) for the Council-wide Wide Area Network (WAN) closed on 9 October 2025, with six submissions received. Evaluation by the ICT panel is currently underway. Completion of this procurement is critical to ensuring integration with the site-specific SCADA upgrades.

Project Risks and Measures

- Contractor performance has been below expectations, slowing progress.
- Contractor performance at the Glenden site has been below expectations, causing delays.
- Prolonged delays may impact the overall delivery schedule and increase costs.
- Written notices have been issued to the contractor, emphasising the need for timely resource allocation.
- Close monitoring and enforcement of contractual obligations will continue to support schedule recovery.
- Any delays in the WAN procurement may affect the broader SCADA integration timeline.
- Continued coordination between ICT and project teams will ensure program alignment and minimise schedule overlap.

PROGRESS PHOTOS



Image 1: MMT WN Augmentation – Water Line Complete



Image 2: CORP WTP & WWTP Switchboard Installations



Image 3: Moranbah Waste Management Facility Oil Shed – Installation Complete

CONSULTATION

- Director Water and Waste
- Manager Operations and Maintenance
- Manager Waste Services
- Planning and Projects Capital Works Project Managers

BASIS FOR RECOMMENDATION

To provide Council with a clear monitoring tool to track capital works delivery for the Water and Waste Directorate by providing transparent and relevant reporting. This report will help identify and communicate any project delays, overspends and project risks.

ACTION ACCOUNTABILITY

The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2025/26 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 2025/26 Capital Works Program, to ensure Isaac will have effective and sustainable water and waste infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by:	**Report authorised by:**
AMAL MEEGAHAWATTAGE **Manager Planning and Projects**	SCOTT CASEY **Director Water and Waste**
Date: 20 October 2025	Date: 4 November 2025

ATTACHMENTS

- CONFIDENTIAL Attachment 1- WW Capital Projects Progress Summary Spreadsheet November 25

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Kirstie Mathews
AUTHOR POSITION	Program Leader – Customer Administration and Business

9.33 WATER AND WASTE DEPARTMENTAL REPORT – CUSTOMER ADMINISTRATION AND BUSINESS

EXECUTIVE SUMMARY

The purpose of this report is to present an update of the customer service, administration and business functions of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes this report regarding an update of the customer service, administration and business functions of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.

Resolution No.: **WW11/25-0011**

Moved: **Cr Rachel Anderson** **Seconded:** **Cr Vern Rusell**

That the Committee recommends that Council:

1. Receives and notes this report regarding an update of the customer service, administration and business functions of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.

Carried

BACKGROUND

The Water and Waste (W&W) Customer Administration and Business team comprise of eight (8) positions across Moranbah and Clermont. No positions are currently under recruitment.

The Customer Administration and Business team comprises:

1. Program Leader – Customer Administration and Business undertaking contract management including telecommunication leases and raw, potable and effluent water regulation, policy development and governance, budget management and reporting, business improvement initiatives and waterwise activities.
2. Team Leader – Customer Administration provides supervision, coaching and mentoring to the Customer Administration team, coordinating water meter reading across the region, MiWater system and data management, customer service, complaints and administrative support and document management, projects and waterwise activities.
3. Project Administration Officer – provides support for Water & Waste projects; Meter Replacement Program; Water Rates Review. Liaises with customer enquiries and concerns pertaining to projects. Assists with the coordination of water meter reading across the region when required, MiWater system and data management.
4. Customer Administration Officers (CAO) and Administration Officer positions provide customer service to Isaac resident's requests and enquiries in a variety of ways including water connections, water leaks, sewer overflows, missed kerbside waste services and waste facility enquiries. They maintain and monitor plumbing requests and act as a liaison between residents, customers and field staff, inputting and collating data for accurate monthly billing, developing public notices and providing administrative and MiWater systems support to the whole directorate.
5. Trainee Business Services assists with and learns both the Compliance, Integrated Management System and CAO functions and roles and assists in administrative duties including meeting minutes.

IMPLICATIONS AND SIX-MONTHLY UPDATE

Telecommunications

Formalised equipment leases for existing third-party infrastructure upon W&W assets are being actioned, a successful executed lease with BAI for Moranbah, while pursuing and communicating with identified owners of equipment is ongoing.

The breakdown of current lease agreements and their status is provided below;

Broadcast Operations - MBH	Lease agreement sits with client for signing
Broadcast Operations - NBO	Lease agreement sits with client for signing
Broadcast Operations - NBO	Lease agreement being drafted
BAI - MBH	Lease executed
BAI - STL	Lease agreement negotiations
BAI - CLM	Lease agreement negotiations
QPS - CLM	Lease agreement sits with client for signing
QPS - CLM	Lease agreement sits with client for signing
QPS - MBH	Lease agreement sits with client for signing
QPS - NBO	Lease agreement sits with client for signing
Seven Networks - GLN	Lease agreement sits with client for signing

The outlined lease agreements anticipated revenue is $42,062.12. The total expected revenue for new and established lease agreements in 25/26 is approximately $80,000.00.

Unfortunately, Queensland Pacific Metals (QPM), formally Arrow Energy have commercially decided to remove their equipment from both Moranbah water towers in November 2025 and not enter into a formal lease agreement.

Water Rates Review

In preparation for July 1, 2026, Water Rates Review (WRR) implementation, communication with Isaac property owners has taken focus. Notwithstanding the initial flyer sent with the August 2025 Water Rates Notices, the dedicated team have to date sent 306 emails and 56 posted letters, to property owners which had a high impact.

The uptake from the communication has thus far been limited;

- 3 enquiries received after Rates notices were received (Water Access Charge)
- 1 enquiry received from the flyer provided with Water Rates Notice
- 8 enquiries received from emails sent
- 2 enquiries received from letters sent

From the uptake, a single face to face meeting has been completed with a Dysart property owner and, 2 property owners have advised of their intention to downsize their water meters.

Education

Carrying on with last year's success of the Waterwise Calendar Drawing Competition, the team have carried out the Water & Wastewise 2026 drawing completion combining Water Night undertaken in October 2025 along with Plantarks' national recycling week – Reduce, Reuse and Recycling undertaken in November 2025.

Water Wednesdays have also been reinvigorated, utilising entries from last year's competition as inspiration for weekly waterwise tips and tricks in consultation with the Brand, Media and Communications team.

The Business Services Trainee recently assisted a W&W IMS Compliance Officer to undertake a process improvement at the Dysart Wastewater Treatment Plant, with IMS Document Control and Management to align standards with the current quality certification. With the plant having reasonably new operators, the works undertaken demonstrate collaboration and teamwork.

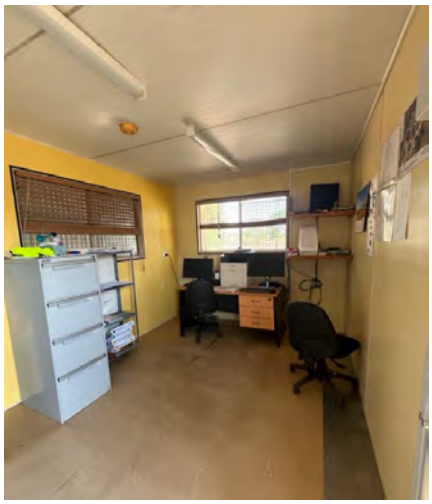
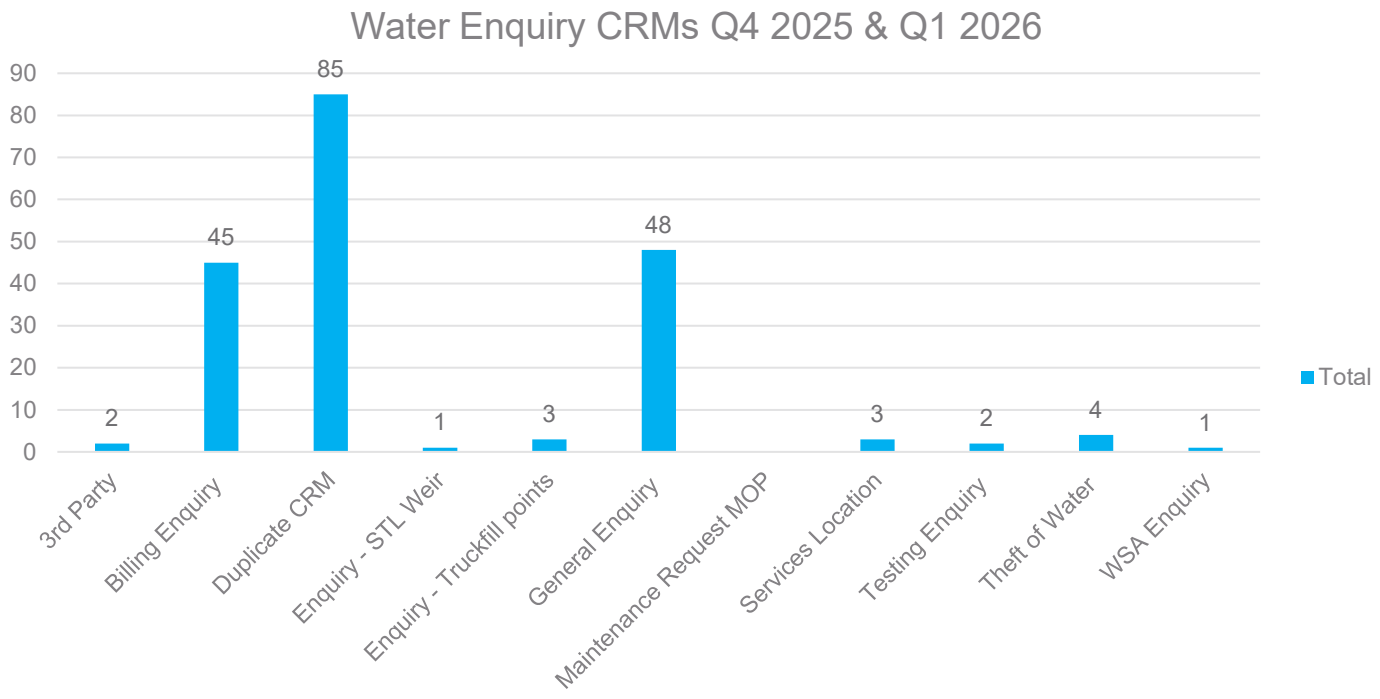
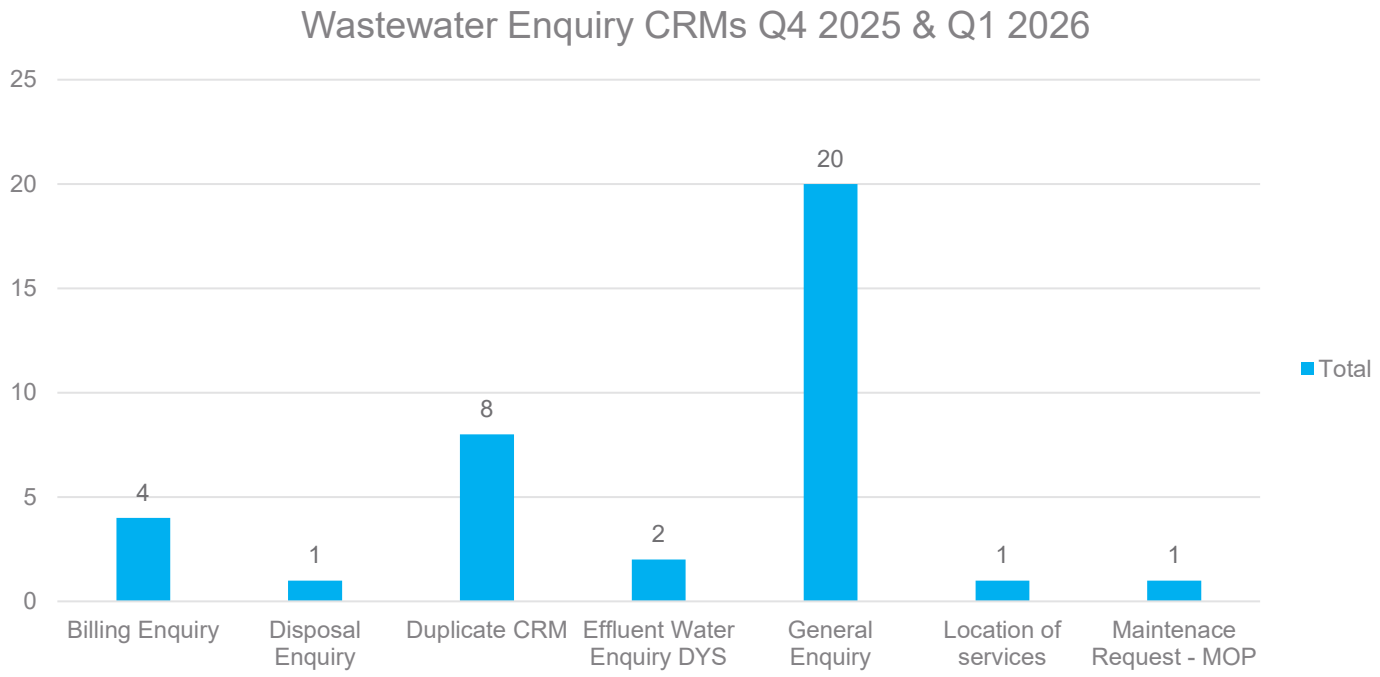



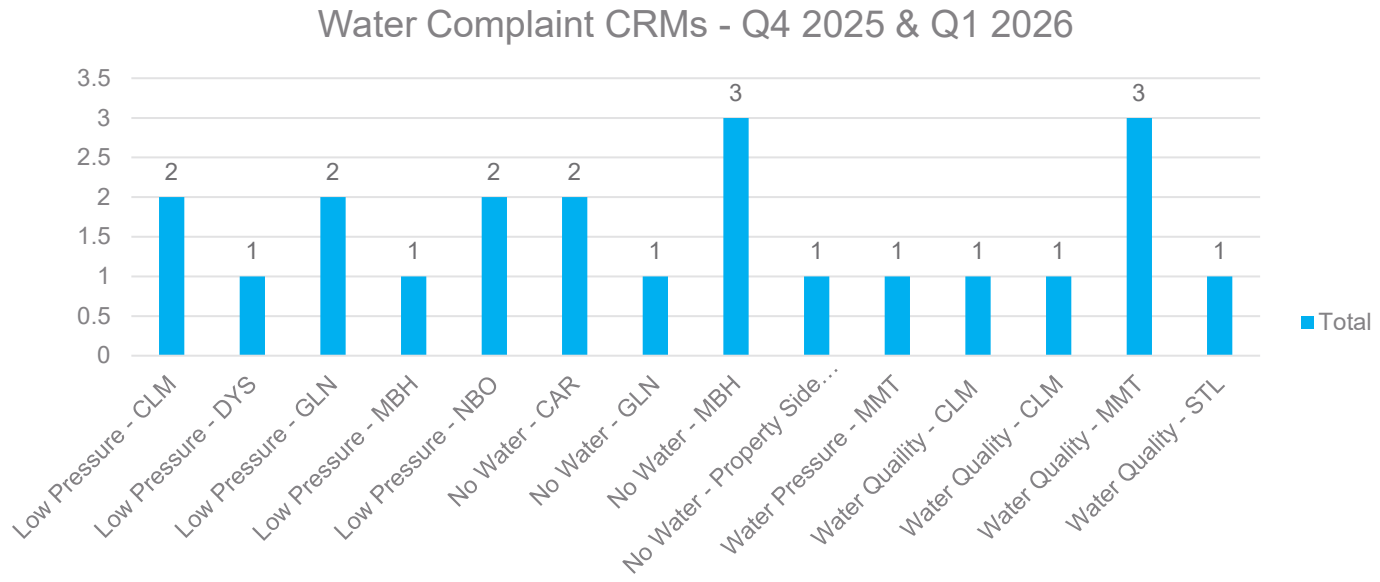

Image 1: Business Service Trainee assisting IMS Document Control and Management at the Dysart Wastewater Treatment Plant

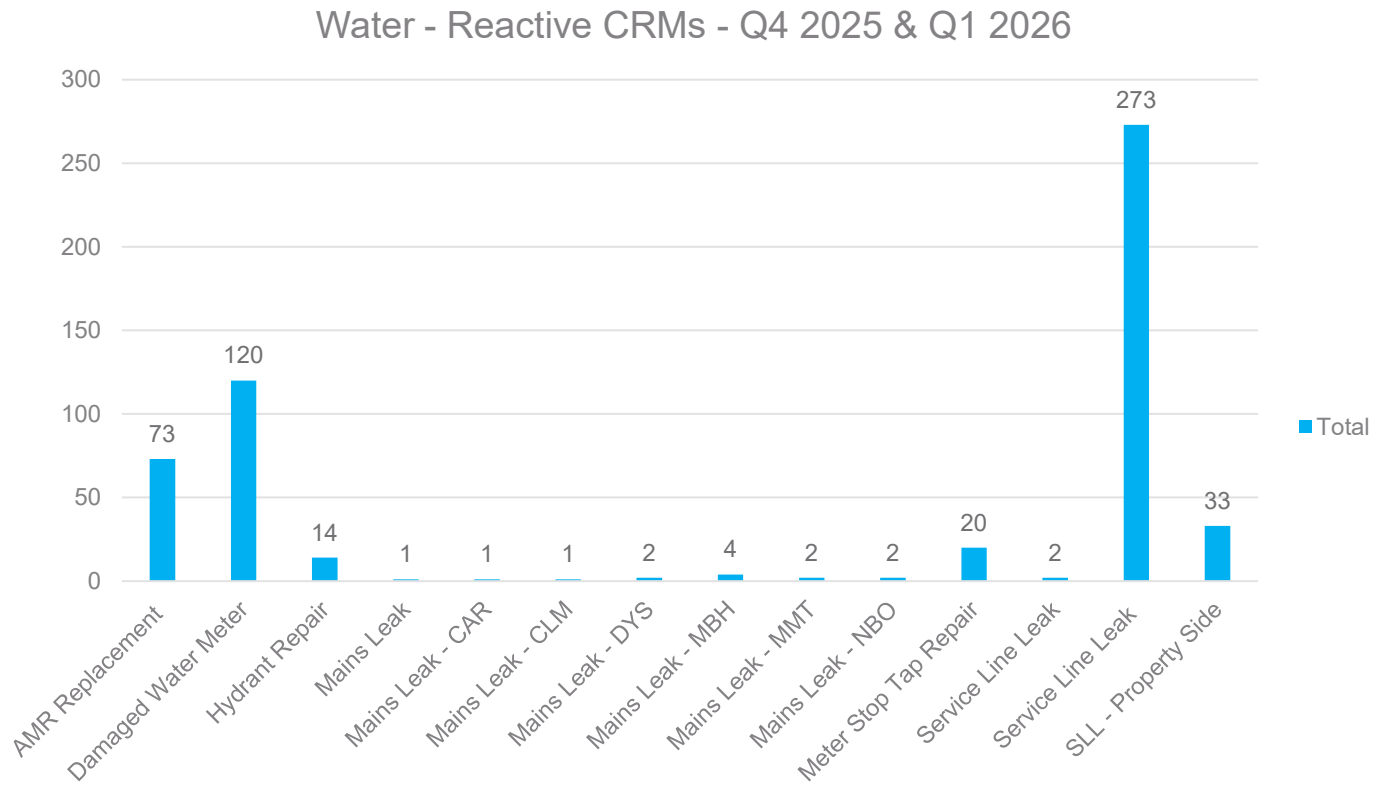
Customer Service Requests (CRMs)

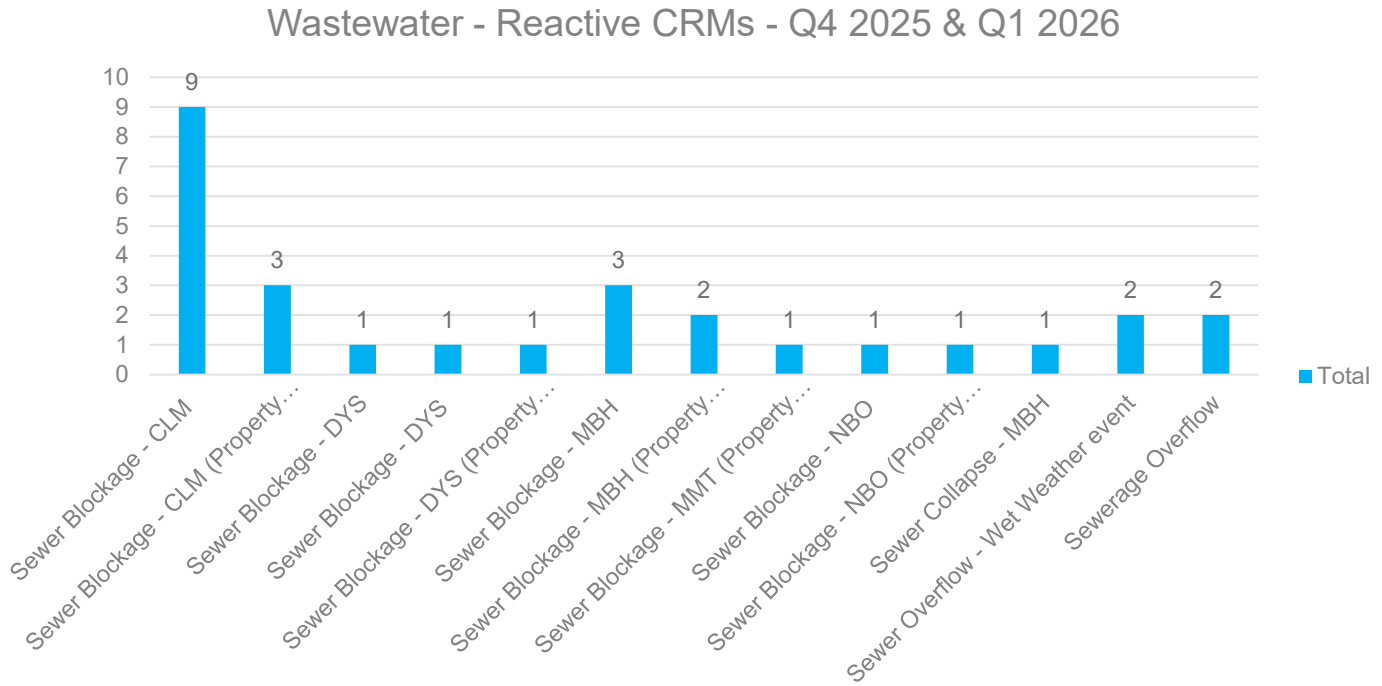
A total of 1784 CRMs (average of 67 per week) were received during Q4 and Q1, by the Business Services Team. Dependant on the priority of the requests and as per the W&W Customer Service Standards, the team adhere to strict response times for each CRM and have an average close out rate of 6.4 days. A snapshot of these CRMs can be seen below.

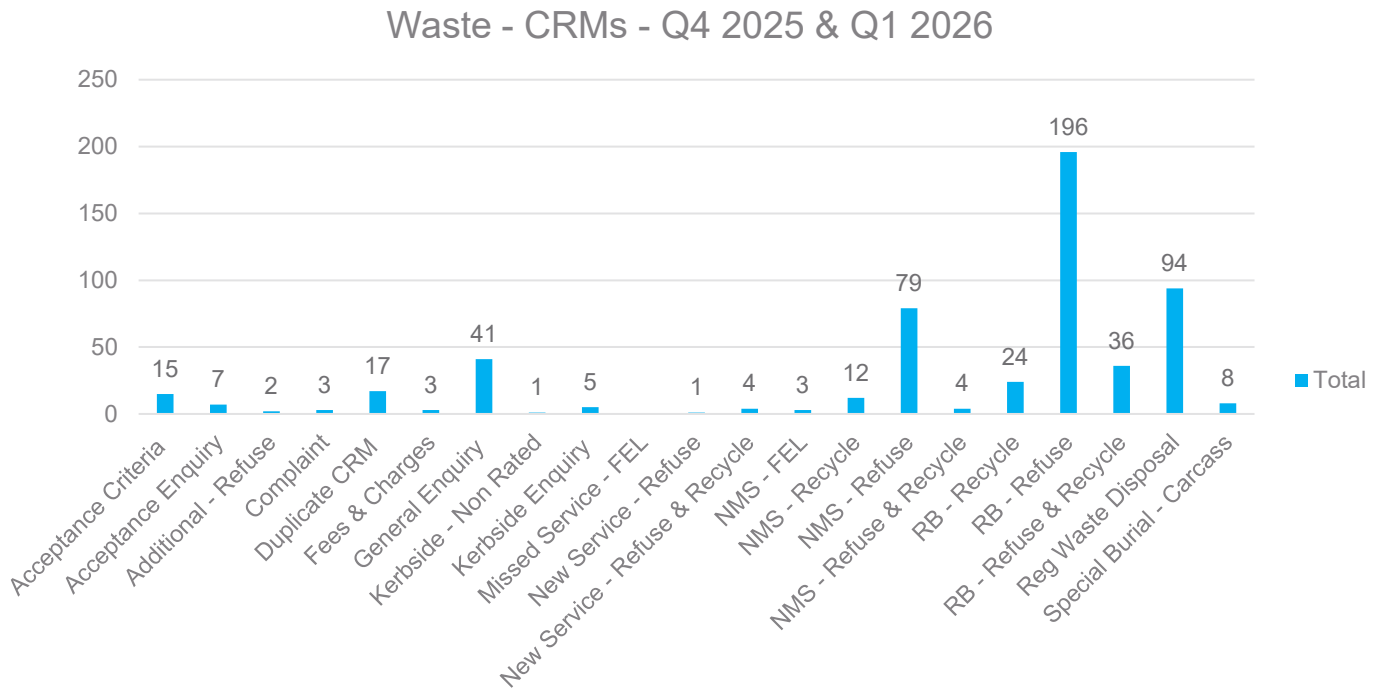



Wastewater Enquiry CRMs Q4 2025 & Q1 2026
25
20
15
10
5
0
4
1
8
2
20
1
1
Billing Enquiry
Disposal Enquiry
Duplicate CRM
Effluent Water Enquiry DYS
General Enquiry
Location of services
Maintenace Request - MOP
Total

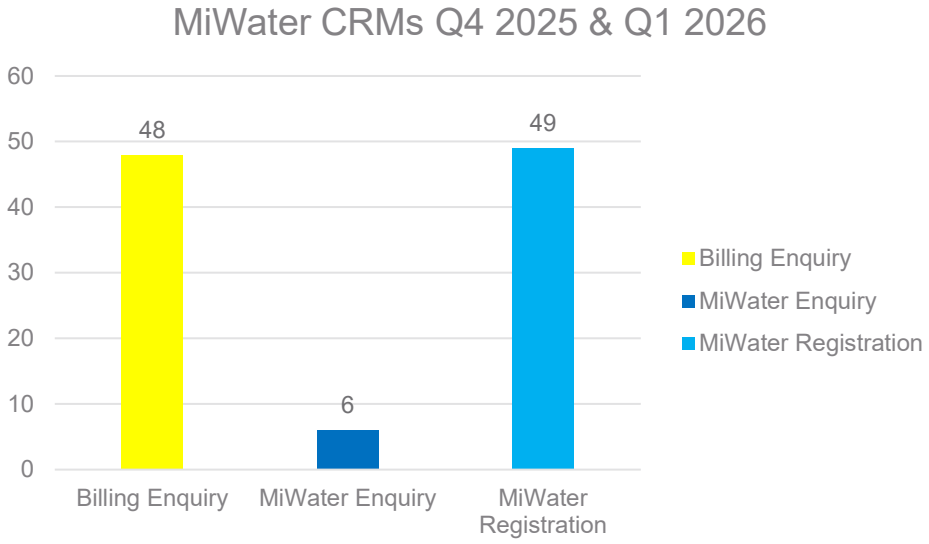

Water Complaint CRMs - Q4 2025 & Q1 2026
3.5
3
2.5
2
1.5
1
0.5
0
2
1
2
1
2
2
1
3
1
1
1
1
3
1
Low Pressure - CLM
Low Pressure - DYS
Low Pressure - GLN
Low Pressure - MBH
Low Pressure - NBO
No Water - CAR
No Water - GLN
No Water - MBH
No Water - Property Side...
Water Pressure - MMT
Water Quality - CLM
Water Quality - CLM
Water Quality - MMT
Water Quality - STL
Total


Water - Reactive CRMs - Q4 2025 & Q1 2026
300
250
200
150
100
50
0
73
120
14
1
1
1
2
4
2
2
20
2
273
33
AMR Replacement
Damaged Water Meter
Hydrant Repair
Mains Leak
Mains Leak - CAR
Mains Leak - CLM
Mains Leak - DYS
Mains Leak - MBH
Mains Leak - MMT
Mains Leak - NBO
Meter Stop Tap Repair
Service Line Leak
Service Line Leak
SLL - Property Side
Total


Wastewater - Reactive CRMs - Q4 2025 & Q1 2026
10
9
8
7
6
5
4
3
2
1
0
9
3
1
1
1
3
2
1
1
1
1
2
2
Sewer Blockage - CLM
Sewer Blockage - CLM (Property...
Sewer Blockage - DYS
Sewer Blockage - DYS
Sewer Blockage - DYS (Property...
Sewer Blockage - MBH
Sewer Blockage - MBH (Property...
Sewer Blockage - MMT (Property...
Sewer Blockage - NBO
Sewer Blockage - NBO (Property...
Sewer Collapse - MBH
Sewer Overflow - Wet Weather event
Sewerage Overflow
Total



Following the most recently completed January 2025 to June 2025 water billing, the uptake of MiWater has been significant in townships such as Moranbah and Clermont. Below illustrates the MiWater uptake, against Billing Enquiries received.



Meter Replacement Project (MRP) – Moranbah

The additional 150 Water Meters and Automatic Meter Readers (AMR) scheduled to be carried out under the Meter Replacement Project IRC-W&W-0724-Q1337 are due to be completed in February 2026.

The MRP is to be undertaken for a period of 3 years. Over the next 12 months, the MRP is anticipated to assist in reducing the amount of reactive works undertaken for AMR replacements by the Council plumbing team. Furthermore, the project will assist in ensuring meters are mechanically sound and legislative requirements of meter replacement and or calibration vs. kilolitres delivered via the meter are met.

As the initial MRP was a success, the project will be carried into the next 3 financial years under IRC-W&W-0525-Q1407 in collaboration between the Planning and Projects and Business Services Departments.

Monthly Business Activities

Each month CAOs attend to secretariat directorate meetings. These meetings include but are not limited to:

- Cleanaway Monthly Contract Meeting
- Waste Whole Team Talk
- Plumbers Meeting
- Landfill Management Contract Meeting
- Operators Meeting

Moreover, CAOs also complete end of month activities to provide financial and data reporting needs to the W&W directorate. The end of month activities, some of which are completed twice a month is shared between the team and includes:

- Chlorine Gas – Ordering, Reconciliation & Stocktake
- Debtor Invoice Reporting – Waste Billing
- Cleanaway kerbside reporting / bin activity
- Debtor Prep and Invoice – Reconciliation & Reporting – Septic Waste
- Debtor Invoice – Reporting – Standpipe Billing
- Plumbing Reporting – Weekly - Current Tasks
- Plumbing Reporting – Fortnightly - Completed Tasks
- Directorate Contact List – Update
- Repair Work Order Forms
- Directorate ‘Monday Mantra’ – Fortnightly affirmations
- Water & Wastewater ECM Tasks

CONSULTATION

- Director Water and Waste
- Manager Business Services

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ACTION ACCOUNTABILITY

Manager Business Services is responsible for ensuring all deliverables for the Business Services Department are completed as per Policy and the Business Services 2025/2026 Business Plan.

KEY MESSAGES

The Customer Administration and Business team is the support hub for the entire W&W Directorate. Providing this support structure allows the directorate to increase the focus and reliability of customer service and administration for Isaac residents and ensures that Councils performance continues to improve.

Report prepared by:	**Report authorised by:**
KIRSTIE MATHEWS **Program Leader – Customer Administration and Business**	SCOTT CASEY **Director Water and Waste**
Date: 24 October 2025	Date: 4 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Water and Waste Customer Service Standards
- Business Services 2025/2026 Business Plan

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Stephen Wagner
AUTHOR POSITION	Manager Operations and Maintenance Water and Wastewater

9.34 RAW WATER SOURCE FOR ISAAC REGIONAL TOWNS

EXECUTIVE SUMMARY

This report outlines the status of raw water sources and water restrictions across Isaac Regional towns for October 2025.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes this report outlining the raw water source update for Isaac Regional Towns.

Resolution No.: **WW11/25-0012**

Moved: **Cr Vern Russell** **Seconded:** **Cr Rachel Anderson**

That the Committee recommends that Council:

1. Receives and notes this report outlining the raw water source update for Isaac Regional Towns.

Carried

BACKGROUND

The Isaac Regional Council oversees the management of water resources across a diverse range of communities, each with unique supply systems and environmental conditions. Ensuring the availability and sustainability of raw water sources is critical for supporting residential and industrial needs throughout the region. This report provides a snapshot of the raw water supply for October 2025, detailing source locations, infrastructure, rainfall data, and any applicable water restrictions. It serves as a tool for monitoring water security and guiding operational decisions across the Isaac region.

IMPLICATIONS

The data provided in the attached document has been provided to update Council on the current levels of raw water sources and current water restrictions across the region.

CONSULTATION

- Director Water and Waste
- Manager Operations and Maintenance Water and Wastewater
- Data Integrity and Compliance Officer
- Water and Wastewater Operators

BASIS FOR RECOMMENDATION

The recommendation is to receive and note the content of this report which provides an overview and status update of the raw water sources and restrictions across Isaac Regional towns for October 2025.

ACTION ACCOUNTABILITY

To ensure the continued reliability of water supply across the Isaac region, it is essential that Water and Waste Directorate take proactive steps based on the insights from this report. Operations and maintenance team are accountable for monitoring water levels, maintaining infrastructure, and responding promptly to emerging risks such as declining dam levels or increased restriction requirements. Strategic planning and resource allocation will be guided by this data to support sustainable water management and community resilience.

KEY MESSAGES

The Manager of Operations and Maintenance will provide regular updates to ensure Council is well informed on the status of raw water sources and restrictions across Isaac Regional towns.

Report prepared by:	**Report authorised by:**
STEPHEN WAGNER **Manager Operations and Maintenance**	SCOTT CASEY **Director Water and Waste**
Date: 30 October 2025	Date: 4 November 2025

ATTACHMENTS

- Attachment 1 - Raw Water Source for Isaac Regional Towns- October 2025
- Attachment 2 - Water Restrictions Procedure WW-PRO-105

REFERENCE DOCUMENT

- Attachment 2 - Water Restrictions Procedure WW-PRO-105

RAW WATER SOURCE FOR ISAAC REGIONAL TOWNS- OCTOBER 2025

GLENDEN

Raw water for Glenden is provided from the Bowen River which can be refilled from Gattonvale off-stream storage and Eungella Dam.

- Newlands Coal Mine (Xstrata) N/A
- Bowen River Weir

98.25%

No Water Restrictions

NEBO

Nebo's raw water is supplied through six bores. The new water treatment plant and reservoir as part of the Nebo Water Supply Project have 2ML storage on site.

No Water Restrictions

CARMILA

Raw water is supplied from two shallow bores located near the Carmila Creek approx. 1km from the WTP. Water is flowing over the weir near the bore. 45.6mm of rain for the reporting month.

Level 1 Water Restrictions

MORANBAH

Moranbah's raw water is supplied from two sources:
Burdekin Dam through Burdekin-Moranbah pipeline
Eungella Dam through BMA or Sunwater's pipelines

Water to date	2024/2025	2025/2026	Available Qty
Pembroke Tier 1	150ML	ML	150ML
Dyno Tier 1	50ML	ML	50ML
BMA Tier 1	1825ML	590ML	1825ML
Dyno Tier 2	575ML	ML	325ML
Stanmore T1	150ML	ML	150ML
Sunwater	0ML	ML	0ML
BMA Tier 2	21ML	ML	375ML

No Water Restrictions

ST LAWRENCE

St Lawrence's raw water is supplied through high lift pump from the St Lawrence Creek Approx. 45.6mm of rain in St Lawrence township. Water level is 0.51m below weir level.

Level 1 Water Resctrictions

CLERMONT

Clermont's raw water is supplied from Theresa Creek Dam. 19mm rain at Theresa Creek Dam.0.89m below overflow level

No Water Restrictions

DYSART

Dysart's raw water is supplied from Bingegang Weir in the Mackenzie River which can be re-filled from Fairbairn Dam through Bedford Weir.

- Bingegang Weir 65.90%

No Water Restrictions

MIDDLEMOUNT

Middlemount's raw water is supplied from the Bingegang Weir on the Mackenzie River approx. 60km away. The weir is re-filled from Fairbairn Dam through Bedford Weir.

Bingegang Weir 65.90%
Fairbairn Dam 18.13%
Bedford Weir 95.81%

No Water Restrictions

PROCEDURE

WATER RESTRICTIONS

APPROVALS

PROCEDURE NUMBER	WW-PRO-105	**DOC. ID**	4768837
DATE EFFECTIVE	27 November 2024		
PROCEDURE OWNER:	Water and Waste		
APPROVED BY THE DIRECTOR	Director Water and Waste		
ENDORSED BY	Resolution No. 8962		
POLICY REFERENCE NUMBER	STAT-POL-033		

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ISAAC REGIONAL COUNCIL ABN 39 274 142 600

AIM

This procedure defines how Isaac Regional Council (Council) will declare, implement, and enforce water restrictions to control the demand of raw and potable water in the Isaac region.

SCOPE

This procedure applies to all customers and properties that access raw and/or potable water via Council's water supply system and will be implemented and followed by all Council staff including the CEO, Director Water and Waste and management teams.

ROLES & RESPONSIBILITIES

Chief Executive Officer (CEO):

The Chief Executive Officer as a delegate of Council is responsible for exercising water restriction powers in accordance with Council's Water Restrictions Policy and under the provisions of the *Water Supply (Safety and Reliability) Act 2008*.

To enable effective implementation of this procedure, the CEO shall:

- Actively support the implementation of this procedure; and
- Ensure compliance with this procedure.

Director Water and Waste:

- Consider applications for exemption from water restrictions.

ELT/Managers/Supervisors:

- Ensure they are familiar with this procedure and corresponding policy; and
- Ensure their employees are familiar with this procedure and have adequate training to perform their duties.

All Isaac Regional Council staff:

Council employees are responsible for understanding their role in implementing this procedure.

DEFINITIONS

TERM	MEANING
Automated irrigation system	Shall mean an irrigation system that is permanently installed and regulate the flow of water through an electronic device that controls the flow to installed sprinklers and drippers. All automated irrigation systems must be reprogrammed to operate within the guidelines of *Appendix 1, Water Restrictions Conditions*.
Council	Isaac Regional Council

Designated watering days	Shall mean the designated days of water use allowable per property, as follows: • Odd numbered premises water on Wednesday, Friday and Sunday. • Even numbered premises water on Tuesday, Thursday and Saturday. • Properties without a Council prescribed street number may water on Wednesday, Friday, and Sunday.
ELT	Executive Leadership Team comprising the Chief Executive Officer and Council Directors.
Exemption	Shall mean permission approved by Council in writing and accepted by an applicant that modifies or waives an imposed water restriction.
Exemption permit	A document that contains details of the exemption. An exemption permit must be displayed in a prominent position on the property and will contain an approved property address, an approval number, any conditions attached to the approval and a commencement and expiry date or a Level to which the approval is given.
Hand-held hose	A hose or pipe used to convey water, held in the physical possession of any person controlling the efficient distribution of water.
Paved area	Shall mean footpath, driveway, hard standing area or similar having an impervious surface such as concrete, asphalt, paving stones, tiles, etc.
Pool, pond and spa	Any pool, spa or ornamental pond which is not a Council owned public asset.
Watering can / bucket	Shall mean a water receptacle holding a maximum of 20 litres of water, at any one time.

PROCEDURE

DECLARATION OF WATER RESTRICTIONS

Subject to the provisions of the *Water Supply (Safety and Reliability) Act 2008* and Council's Water Restrictions Policy, Council will implement water restrictions when the trigger for each water supply scheme is reached in accordance with *Appendix 3 Water Restriction Trigger Levels*. The declaration of water restrictions will be made at levels specified in *Appendix 1 Water Restriction Conditions. Appendix 1 Water Restriction Conditions* outlines the activities which are allowable and prohibited during each level of water restrictions from Level 1 to Level 4.

PUBLICATION OF WATER RESTRICTIONS

The publication of water restrictions will be targeted towards the affected township and will at a minimum, include the following methods for each level of restrictions:

LEVEL OF WATER RESTRICTIONS	PUBLIC NOTICE DISTRIBUTION
LEVEL 1	• Council's website and Facebook page. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions.
LEVEL 2	• Council's website and Facebook page. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drop. • Township publications if available.
LEVEL 3	• Council's website and Facebook page including a Facebook 'push'. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drop. • Township publications if available.
LEVEL 4	• Council's website and Facebook page including a Facebook 'push'. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drops. • Township publications if available.

Each public notice will specify the region to which the water restrictions apply, the level of restrictions, the date of commencement and contact details for further information.

Water restrictions remain in effect unless otherwise substituted or revoked by a subsequent declaration or published notice.

BREACHES OF WATER RESTRICTIONS

As per Section 43(5) of the *Water Supply (Safety and Reliability) Act 2008*, it is an offence to contravene an imposed water restriction. Alleged breaches of enforced water restrictions will be investigated and actioned as per Council's Community Education and Compliance Policy PECS-POL-113.

EXEMPTIONS

Where an exemption or amendment to imposed water restrictions is sought, applicants shall apply for each individual property or circumstance. A separate application is required for residential and commercial properties versus mobile water tankers utilising Council's various potable and raw water truck fill points (standpipes).

To apply for an exemption, residents and businesses are required to complete and submit an Exemption Application for Mobile Water Tanker to take water from Standpipes during Water Restrictions Form and/or an Application for Exemption Residential & Commercial Users during Water Restrictions Form as per the instructions on the form.

Applications may be:

- Approved unconditionally.
- Approved subject to certain conditions; or
- Declined.

Exemption applications will only be considered where reasonable grounds have been presented with regard to social, health, environmental and economic impacts.

Approval, if granted, will:

1. Be in writing;
2. Note the conditions applicable during the exemption; and
3. Take effect as of the date of such approval.

Approval will only be applicable to the current level of restriction (Level 1 to Level 4) and will cease upon a specified end date or when the current level of restriction is escalated to a higher level, whichever comes first. If, however, approval is granted at a higher level and the restrictions level is lowered, the exemption will remain current, i.e., if the exemption is approved during Level 3 Water Restrictions and the restrictions are lowered to Level 1 Water Restrictions, the exemption will remain current.

Approvals may be modified or withdrawn at any time Council deems appropriate. If an extension is required under normal circumstances an additional application must be submitted.

Approved exemptions will be issued with an Exemption Permit. The Exemption Permit is to be displayed in a prominent position on the approved property and is to be removed on the expiry of the permit.

REFERENCES AND RELATED DOCUMENTS

- *Water Supply (Safety and Reliability) Act 2008*
- *State Penalties Enforcement Act 1999*

DOCUMENT ID/NAME

ID	NAME
STAT-POL-033	Water Restrictions Policy
WW-FRM-137	Application for Exemption Residential & Commercial Users during Water Restrictions Form
WW-FRM-126	Exemption Application for Mobile Water Tankers to take Water from Standpipes during Water Restrictions Form
WW-GDS-190	Water Restrictions Internal Guideline
PECS-POL-113	Community Education and Compliance Policy

APPENDIX 1 WATER RESTRICTION CONDITIONS

PURPOSE	LEVEL 1 (LOW)	LEVEL 2 (MEDIUM)	LEVEL 3 (HIGH)	LEVEL 4 (CRITICAL)
RESIDENTIAL	• No watering on any day between 9am and 5pm. • Watering permitted outside of these hours on designated watering days with a: – Sprinkler. – Handheld trigger or twist nozzle hose. – Automated Irrigation System. – Washing cars & boats with a watering can or bucket only. – Top up pools, ponds & spas to their minimum operating level only. – No topping up of tanks and dams unless for firefighting purposes. – Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. • Outside water activities (i.e. water slides) are restricted to maximum 3 hours.	• No watering on any day between 9am and 5pm. • Watering permitted outside of these hours on designated watering days with a: – Handheld trigger or twist nozzle hose. – Automated Irrigation System (garden beds only, no grassed areas). – Washing cars & boats with a watering can or bucket only. – Top up pools, ponds & spas to their minimum operating level only. – No topping up of tanks and dams unless for firefighting purposes. – Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. • Outside water activities (i.e. water slides) are restricted to maximum 1.5 hours.	• No watering on any day between 9am and 5pm. • Watering permitted outside of these hours on designated watering days with a: – Watering can or bucket. – No topping up or filling of pools, ponds & spas. – No topping up of tanks and dams unless for firefighting purposes. – Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. – No outside water activities (i.e. water slides).	• No watering or outside water activities permitted.

COMMERCIAL	• No watering between 9am and 5pm when connected to Council's potable or raw water supply system. • Watering permitted outside of these hours on designated watering days with a: – Sprinkler. – Handheld trigger or twist nozzle hose. – Automated Irrigation System. – Top up of pools, ponds & spas to their minimum operating level only. – No topping up of tanks and dams unless for firefighting purposes.	• No watering between 9 am and 5 pm when connected to Council's potable or raw water supply system. • Watering permitted outside of these hours on designated watering days with a: – Handheld trigger or twist nozzle hose. – Automated Irrigation System (garden beds only, no grassed areas. Top up of pools, ponds & spas to their minimum operating level only. – No topping up of tanks and dams unless for firefighting purposes.	• No watering or outside usage of potable or raw water.	• No watering or outside usage of potable or raw water.
MOBILE WATER TANKERS	• Mobile water tankers, other than tankers directly used for firefighting purposes, must not be filled with raw or potable water from the water supply system.			

APPENDIX 2 WATER CONSERVATION MEASURES

Council supports and commits to water saving measures being implemented wherever feasible in residential, commercial, and Council properties and facilities. Council actively encourages the use of water saving devices, measures and activities which support water sustainability. Although not enforceable, these Water Conservation Measures are in place all year round and all water users are encouraged to comply with them.

WATERING DAYS	The designated days of water use allowable per property, as follows: • Properties with an odd street number may water on Wednesday, Friday and Sunday. • Properties with an even street number may water on Tuesday, Thursday and Saturday. • Properties without a Council prescribed street number may water on Wednesday, Friday and Sunday.
WATERING TIMES	No watering between 9am – 5pm daily.
SPRINKLERS	No fixed sprinklers, micro-spray, drip irrigation systems or unattended hoses between 9am – 5pm daily.
PRIVATE GARDENS, LAWNS AND NEW TURF INCLUDING SPORTS GROUNDS AND ACTIVE PLAYING SURFACES	No watering between 9am – 5pm daily. Watering permitted outside of these times on designated watering days with a sprinkler, handheld trigger or twist nozzle hose, irrigation system, watering can or bucket.
VEHICLES AND BOATS	Private cars, trucks, boats, and motors to be cleaned on grassed areas where possible, using a handheld trigger or twist nozzle hose to initially wet or rinse. To wash, a high-pressure low-volume water blaster, watering can, bucket or commercial car wash facility may be used. Outboard motors may be flushed clean after use.
GUTTERS	Gutters should not be cleaned by using a hand-held hose.
DRIVEWAYS, PAVED AREAS OR EXTERNAL WALLS AND WINDOWS	Driveways, paved areas, external walls, and windows are not to be hosed down unless using a handheld trigger or twist nozzle hose, high pressure low-volume water blaster, watering can, bucket or mop unless cleaning is required as a result of accidents, removal of algae growth or moss or prior to painting.

APPENDIX 3 WATER RESTRICTION TRIGGER LEVELS

RAW SUPPLY WATER	WATER RESTRICTION TRIGGER LEVELS			
LOCATION	**LEVEL 1 (LOW)**	**LEVEL 2 (MEDIUM)**	**LEVEL 3 (HIGH)**	**LEVEL 4 (CRITICAL)**
CARMILA *CARMILA CREEK BORES*	Flow of 100mm or less-over V-Notch weir located 100m upstream of bore locations in Carmila Creek	No flow over V-Notch Weir located 100m upstream of bore locations in Carmila Creek	No visual water in Carmila Creek at the bores	Raw water pumps can no longer pump at 1.5l/s each and must run off one pump to maintain supply
CLERMONT *THERESA CREEK DAM*	When storage reaches 40% (2.1m below spillway)	When storage reaches 31% (2.45m below spillway)	When storage reaches 25% (2.8m below spillway)	When storage reaches 20% (3.15m below spillway)
DYSART *SUPPLIER RELIANT*	Dependent on water suppliers			
GLENDEN *SUPPLIER RELIANT*	Dependent on water suppliers			
MIDDLEMOUNT *SUPPLIER RELIANT*	Dependent on water suppliers			
MORANBAH *SUPPLIER RELIANT*	Dependent on water suppliers			
NEBO *BORE 2 USED AS REFERENCE POINT*	1.2m to 1.175m above the bore pump	1.175m to 1.15m above the bore pump	1.15m to 1.125m above the bore pump	Less than 1.125m above the bore pump
ST LAWRENCE WEIR *ST LAWRENCE CREEK WEIR*	0.5m below spillway	1.0m below spillway	1.5m below spillway	More than 2.0m below spillway

NOTE - Water restrictions may also be triggered by water treatment plant failures, major main breaks or other issues that may affect the supply of potable water to customers.

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ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Scott Casey
AUTHOR POSITION	Director Water and Waste

9.35 2025/2026 ANNUAL OPERATION PLAN – QUARTERLY REPORT - FIRST QUARTER

EXECUTIVE SUMMARY

This report provides an update of Water and Waste progress towards achieving the Annual Operational Plan 2025-2026 objectives for the first quarter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receive and note Water and Waste first quarter progress update on the 2025-2026 Annual Operational Plan.***

Resolution No.: **WW11/25-0013**

Moved: **Cr Rachael Anderson** **Seconded:** **Cr Vern Russell**

That the Committee recommends that Council:

1. **Receive and note Water and Waste first quarter progress update on the 2025-2026 Annual Operational Plan.**

Carried

BACKGROUND

Overall operational plan targets are generally on track. Capital works projects to extend the recycled water scheme in Moranbah and to augment the water supply network in Middlemount are progressing well and remain on track.

The water rates review implementation is underway and to date has elicited only limited response from the community. Council will continue to inform and support residents on the possible impacts to them of the planned changes and will work with customers to help them make informed decisions.

Two initiatives are behind schedule, namely the review of the kerbside collection contract and the review of the waste strategy. Both of these projects have commenced but plan to engage Council through a workshop to discuss options and receive feedback which will in turn inform the formulation of the final recommendation. These workshops will be scheduled for Q2/Q3 and it is anticipated that the projects will still be achievable by the target date of 30 June 2026.

It is recommended that officers continue to monitor the delivery status of these projects and adjust the activities as needed to meet the operational plan objectives.

ACTIVITY SUMMARY TABLE

AOP #	ACTIVITY/PROJECT/ INITIATIVE	BUSINESS UNIT	STATUS (COMPLETE, ON TARGET, MONITOR, BELOW TARGET)
2.1	Effluent Reuse - Sarchedon Drive and irrigation (30 June 2026)	Planning and Projects	On Target
PROGRESS THIS QUARTER			
Sarchedon Dr recycled water pipeline design completed and construction project is currently out to market, tenders closed Thurs 2 October. Sarchedon Dr Environmental Engineering Consultant for amendment to the current EA to include the proposed irrigation area is currently out to market, submissions closed Fri 3 October. Recycled Effluent evaporator is currently out to market, tenders closed Thurs 9 October. Cultural Heritage survey investigation over the entire proposed irrigation area was completed 25-27 September. Minimal culturally significant items found, which will be avoided by the works (7 x scar trees and a scattering of rock artifacts which were relocated on site).			
4.1	Middlemount Water Network Augmentation (30 June 2026)	Planning and Projects	On Target
PROGRESS THIS QUARTER			
The Middlemount water main and chlorine analyser were commissioned in September, with all works now complete. Practical Completion has been issued, and the project is in the finalisation stage, progressing ahead of schedule.			
5.1	Kerbside Collection Contract Renewal (30 June 2026)	Waste Services	Below Target
PROGRESS THIS QUARTER			
Workshop has not occurred. Will be booked in for the 2nd quarter.			
5.3	Review of community waste services provided	Waste Services	On Target
PROGRESS THIS QUARTER			
Initial implementation of community waste services occurred in this quarter. Early data and information will be provided in the 2nd quarter, along with a communications strategy on Clean Up Australia Day by December 2025.			
5.5	Waste Management Strategy Review 2026-2031 (30 June 2026)	Waste Services	Below Target

PROGRESS THIS QUARTER			
Data collection has commenced. Workshops will be booked in the 2nd quarter.			
5.7	Dysart Waste Management Facility Repurpose to Transfer Station (30 June 2026)	Planning and Projects	On Target
PROGRESS THIS QUARTER			
The construction cost estimate has come in significantly above the available budget. Following consultation, the Manager Waste Services has recommended a design review to ensure operational requirements are met and to identify potential cost savings. While this will add time and cost, operational risks remain manageable at this stage.			
6.4	Water rates review (30 June 2026)	Business Services	On Target
PROGRESS THIS QUARTER			
1. Communication Plan is drafted and is continuously being refined as the project progresses in consultation with BMC. 2. Tender is complete. Inception meeting complete with chosen supplier and timelines agreed.			

IMPLICATIONS

In accordance with section 174(3) of the *Local Government Regulation 2012,* Council must be presented with a written assessment of Council's progress towards implementing the Operational Plan on a quarterly basis.

CONSULTATION

Director Water and Waste

BASIS FOR RECOMMENDATION

The Operational Plan and associated quarterly reporting is a legislative requirement pursuant to the *Local Government Act 2009* and *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

Director Water and Waste to monitor continue progress against annual operation plan objectives and implement all actions which arise from this report.

KEY MESSAGES

Delivery of the annual operation plan ensures that Council meets the strategic objectives that it has committed to deliver for the community.

Report prepared by:	**Report authorised by:**
SCOTT CASEY **Director Water and Waste**	SCOTT CASEY **Director Water and Waste**
Date: 4 November 2025	Date: 4 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2025-2026 Annual Operational Plan
- 2023-2028 Corporate Plan

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Jason Rivett
AUTHOR POSITION	Manager Financial Services

10.1 2025/2026 1ST QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2025/2026 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 30 September 2025.

The review proposes a $349K decrease to the budgeted operating surplus, a $1.1M increase to capital revenue and a $2.2M increase to the capital expenditure program.

It should be noted that there are a large number of Watching Brief Items across Council (identified in the attached Executive Summary) that contain a material risk of required adjustments at the Quarter 2 Budget Review.

OFFICER'S RECOMMENDATION

That Council:

1. ***In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2025/2026.***

BACKGROUND

The first budget review for the 2025/2026 has been undertaken at the end of the September quarter. This initial review is primarily a desktop exercise and aimed at allowing correction of any significant budget variances or unexpected events since the budget was formulated.

A review was undertaken by Finance for the operating budget and results provided to Managers and Directors for their review and commentary.

Capital project listings, as at 30 September 2025, were circulated to Managers for review and comment and subsequently forwarded to respective Directors.

An executive summary outlining the 1st quarter performance, proposed amendments to the budget and any emerging trends or risks are attached.

Key proposed variations include:

- Grants, Subsidies and Contributions increased $2M, recognising Blackspot funding, Scheme Supply Fund, maintenance contributions, DRFA November 2021 event and outstanding / carry forward grant liabilities.

It should be noted that the maintenance contributions and the DRFA November 2021 event revenue will be constrained to reserves, while the remainder of the additional funding is offset by an increase to materials and services expenditure.

- Materials and Services increased $2.36M, predominately for carry forward / additional grant programs $1.4M (partially offset by increases in grant revenue above) and $1M for items deferred at the Quarter 3 Budget Review 24/25 FY.
- Transfers from Reserves increased $1M for consultancy / works deferred at the Quarter 3 Budget Review 2024/2025 FY and constrained to the Operational Sustainability Reserve for this purpose.
- Transfers to Reserves increased $678K to constrain budgeted maintenance contributions and for the final revenue for the DRFA November 2021 event.

The budget review proposes a $349K decrease to the adopted operating budget and therefore the budgeted operating surplus reduces to $2.25M, prior to reserve transfers. Incorporating the revised transfers to / from reserves, the operating position before Capital Items remains at $1.94M. The various income and expenditure adjustments are outlined in the attached executive summary.

The review recommends an increase of $1.15M to Capital Revenue. This is due to recognition of developer contributions, Country Roads Connect grant funding, insurance receipts, correction of STIP funding and a contribution to the Middlemount Bus Shelters.

If the proposed capital expenditure variations are approved by Council, then the overall capital program will increase from $80.3M to $82.5M.

Whilst the budget revisions result in a significant change to the operating position, as the budget is balanced within existing resources there is no budgeted change to the existing adopted Long Term Financial Forecast. The overall position of the Long-Term Financial Forecast will be reviewed as part of the 2026/2027 budget process.

CONSULTATION

- Executive Leadership Team
- Departmental Managers
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

Council has undertaken the 1st quarter budget review.

Council is amending the operating budget to recognise variations to Council's funding sources and current operations as detailed in the Executive Summary.

Council is amending the capital budget to recognise variations to capital program.

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Report prepared by:	Report authorised by:
JASON RIVETT **Manager Financial Services**	DARREN FETTELL **Director Corporate, Governance and Financial Services**
Date: 18 November 2025	Date: 19 November 2025

ATTACHMENTS

- Attachment 1 – Executive Summary – 2025-2026 1st Quarter Budget Review

REFERENCE DOCUMENT

- Quarter 1 2026 FY Capital Budget Review
- Quarter 1 2026 FY Operational Budget Review

EXECUTIVE SUMMARY

1st Quarter BUDGET Review 2025-26

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Net Rates & Utility Charges	110,630,242	110,630,242	-	56,961,496
Fees & Charges	4,375,400	4,375,400	-	1,357,486
Rental Income	2,093,327	2,093,327	-	526,394
Interest Received	3,392,150	3,392,150	-	763,265
Sales of Contract & Recoverable Works	6,581,465	6,581,465	-	302,673
Operating Grants, Subsidies & Contributions	15,252,354	17,260,474	2,008,120	2,541,124
Other Recurrent Revenue	13,459,673	13,459,673	-	1,953,196
	155,784,611	**157,792,731**	**2,008,120**	**64,405,635**
Expenses				
Operating Expenses				
Employee Expenses	53,914,075	53,914,075	-	12,557,267
Materials & Services	64,170,168	66,527,262	(2,357,094)	15,002,625
Finance Costs	1,249,859	1,249,859	-	244,930
Depreciation and Amortisation	33,847,817	33,847,817	-	8,461,954
	153,181,919	**155,539,013**	**(2,357,094)**	**36,266,777**
Operating Surplus / (Deficit)	**2,602,692**	**2,253,718**	**(348,974)**	**28,138,858**
Transfer from Reserves	1,281,013	2,307,837	1,026,824	-
Transfer to Reserves	(1,941,056)	(2,618,906)	(677,850)	-
Operating Position Before Capital Items	**1,942,649**	**1,942,649**	**-**	**28,138,858**
Capital Revenue				
Capital Revenue	32,202,071	33,347,992	1,145,921	1,334,472
Proceeds from Sale of Land & PPE	800,000	800,000	-	146,429
	33,002,071	**34,147,992**	**1,145,921**	**1,480,901**
Net Result Attributable to Council in Period	**34,944,720**	**36,090,641**	**1,145,921**	**29,619,758**
Total Comprehensive Income	**34,944,720**	**36,090,641**	**1,145,921**	**29,619,758**

Executive Summary

The 1st quarter budget review for 2025/2026 has been undertaken at the end of September by engaging with respective Department Managers and Directors. The 1st Quarter review is a desktop exercise and primarily aimed at identifying any significant budgeting errors or subsequent unexpected events. An initial evaluation was undertaken by Finance and results provided to Managers and Directors for their review and commentary. It should be noted that there are a large number of Watching Brief Items across Council (identified in the report below) that contain a material risk of required adjustments at the Quarter 2 Budget Review.

Overall, the proposed budget revision results in a decrease of operating surplus of approximately $349K. Various movements in income and expense lines items are noted below:

Key changes to the Operating result were as follows:

- Operating Grants, Subsides & Contributions increased $2M, recognising Blackspot funding, Scheme Supply Fund, maintenance contributions, DRFA November 2021 event and outstanding / carry forward grant liabilities. It should be noted that the maintenance contributions and the DRFA November 2021 event revenue will be constrained to reserves, while the remainder of the additional funding is offset by an increase to materials and services expenditure.
- Materials & Services increased $2.4M, predominately for carry forward / additional grant programs $1.4M (partially offset by increases in grant revenue above) and $1M for items deferred at the Quarter 3 Budget Review 24/25 FY.
- Transfers from Reserves increased $1M for consultancy / works deferred at the Quarter 3 Budget Review 24/25 FY and constrained to the Operational Sustainability Reserve for this purpose.
- Transfer to Reserves increased $678K for the constraining of additional maintenance contributions and funds from the finalised DRFA November 2021 event.

The capital revenue budget is proposed to be increased by $1.1M to $33.3M for the recognition of developer contributions, Country Roads Connect grant funding, insurance receipts, correction of STIP funding and a contribution to the Middlemount Bus Shelters.

The capital expenditure program is proposed to be amended from $80.3M to $82.5M to recognise variations of the 25/26 FY Capital Program.

The following key operational budget areas are highlighted for monitoring and will be assessed further at the next budget review.

Council

- Increased depreciation expense due to revaluations (noting the 2024/2025 final depreciation and progress of asset class asset management plans).
- Risk that the early release of 2026/2027 Financial Assistance Grant does not occur in the 2025/2026 FY or is below budgeted expectations.
- Risk associated with Rates reclassifications and change of categories / backdating of reclassification.
- Budgeted vacancy rate of employee expenses (11% General fund and 9 % Water, Sewer and Waste funds).
- Continuing uncertainty around economic inflationary pressures, global events, supply chain and difficulty in obtaining / retaining a skilled workforce.
- Risks of Disaster related impacts during upcoming disaster season for Disaster Management and impacts on capital delivery and business continuity.
- Delayed Capital Program Delivery leading to cost escalations and/or grant funding risk through non delivery.
- Risk around ongoing or unforeseen legal matters / legal challenges.
- Management of employee expenses (additional duties, re-grading of positions, capital allocation).
- Risk around completion of identified operational projects / strategies.
- Risk around completion of Grant Funded projects within timeframe and potential requirement to refund Grants (historical and current).
- Risk around long-term vacant positions and the use of agency temp staff.
- Turnover of key management personnel.

Corporate Services

- Risk around ad-hoc project requests and business continuity scenarios.
- Risk around Disaster Management.
- Risk around Digital Strategy project and associated expenditure and resourcing.

Infrastructure Services

- Management of employee expense/internal plant hire allocations, in particular costing to capital projects in line with budget estimate.
- Risk around time frame of recovering expenditure on infrastructure agreements.
- Management of expenditure with some Departments approaching 100% of annual spend (including commitments) for some expenditure items.
- Risk of increase to management fees for Council facilities as leases expire.
- Potential risk around pool operations and repairs and maintenance.

Community Services

- Risk around employees budgeted as 100% Capital.
- Risk around long-term vacancies and use of Agency Temp Staff to backfill.
- Risk around repairs and maintenance of Civic Venues Infrastructure.
- Risk around wildlife management.
- Opportunity with increased development application activity.

Water & Waste

- Risk around management of existing water agreement and progression of additional agreements.
- Risk of items currently costed to Capital being of an operational nature and transferred / impacting on the Operational budget.
- Risk around operational expenditure for continuity of service with vacant positions (use of agency temp staff on a long term basis).
- Risk around unexpected emergent events.
- Risk around Wastewater Treatment Plants environmental requirements and subsequent costs.

Council Performance Year to Date

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 30 September 2025

	Notes	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Commitments	Completion
		$	$	$	$	$	%
Income							
Operating Revenue							
Net Rates & Utility Charges	1	56,961,496	57,354,663	(393,166)	110,630,242	-	51.5%
Fees & Charges	2	1,357,486	1,071,967	285,520	4,375,400	-	31.0%
Rental Income		526,394	521,836	4,558	2,093,327	-	25.1%
Interest Received		763,265	848,037	(84,773)	3,392,150	-	22.5%
Sales of Contract & Recoverable Works	3	302,673	676,977	(374,304)	6,581,465	-	4.6%
Operating Grants, Subsidies & Contributions	4	2,541,124	2,042,410	498,714	15,252,354	-	16.7%
Other Recurrent Revenue	5	1,953,196	2,735,748	(782,552)	13,459,673	-	14.5%
		64,405,635	**65,251,637**	**(846,003)**	**155,784,611**	**-**	**41.3%**
Expenses							
Operating Expenses							
Employee Expenses		12,557,267	12,479,596	77,671	53,914,075	-	21.9%
Materials & Services	6	15,002,625	15,153,863	(151,237)	64,170,168	21,145,849	24.5%
Finance Costs		244,930	277,164	(32,234)	1,249,859	-	19.6%
Depreciation and Amortisation		8,461,954	8,461,954	-	33,847,817	-	25.0%
		36,266,777	**36,372,577**	**(105,800)**	**153,181,919**	**21,145,849**	**23.7%**
Operating Position Before Capital Items		**28,138,858**	**28,879,061**	**(740,203)**	**2,602,692**	**(21,145,849)**	**1081.1%**
Capital Revenue							
Capital Revenue	7	1,334,472	231,000	1,103,472	32,202,071	-	4.1%
Proceeds from Sale of Land & PPE	8	146,429	-	146,429	800,000	-	18.3%
		1,480,901	**231,000**	**1,249,901**	**33,002,071**	**-**	**4.5%**
Net Result Attributable to Council in Period		**29,619,758**	**29,110,061**	**509,698**	**35,604,763**	**(21,145,849)**	**83.2%**
Total Comprehensive Income		**29,619,758**	**29,110,061**	**509,698**	**35,604,763**	**(21,145,849)**	**83.2%**

Council's operating position at month end is a $28.1M surplus

Operating Revenue

Net Rates & Utility Charges

Net rates and utility charges are tracking below budget with an unfavourable variance of $393K, increasing to a $1.9M unfavourable variance at the end of October. The unfavourable variance is due to lower general rates. In October, a mining lease was split, and the majority was reclassified to a rural rate category (following a successful valuation objection). This change was back dated to the prior financial year. In addition, two mines have had category changes which have also negatively impacted on general rates. Partially offsetting this unfavourable variance is lower utilisation of the early payment discount offered on general rates and higher than anticipated sewerage and water access charges. **The expected impact of the classification and category changes is $3.1M shortfall in general rates compared to budget**. Rates will be closely monitored and reviewed at the Quarter 2 budget review.

Fees & Charges

Fees and charges are tracking above budget with a favourable variance of $286K, increasing to $435K in October. The predominant reason for this favourable variance is higher than anticipated revenue from development fees, road corridor permits and saleyards. Individual revenue streams will be closely monitored and reassessed at the Quarter 2 Budget Review.

Rental Income

Rental income is tracking in line with budget with an unfavourable variance of $5K at the end of September.

Interest Received

Interest received year to date at the end of September was $85K below YTD budget, increasing to $88K at the end of October. This revenue line item will be monitored and assessed at the Quarter 2 Budget Review.

Sales of Contract & Recoverable Works

Sales of contract & recoverable works are tracking below YTD budget with an unfavourable variance of $374K. This unfavourable variance is due to the cash flowing of RMPC and recoverable works associated with infrastructure agreements. Recoverable works for RMPC will be evaluated at the Quarter 2 Budget Review to account for any variations that may occur to the contract value.

Operating Grants, Subsidies & Contributions

Operating grants are $499K favourable to budget at the end of September predominately due to road maintenance contributions. **It should be noted that the Financial Assistance Grant allocation (General and Roads component) is approx. $210K below the budgeted amount.** Due to the early release of funds expected for the 26/27 FY, and the unpredictable nature of this amount, no adjustment will be made to the overall budgeted amount for this grant.

Proposed adjustments at the Quarter 1 Budget Review of $2M include:

Additional Grant Funding

- $950K increase Blackspot funding (offset by increased expenditure)

Grant and Contribution Movement

- $84K increase W4QLD Building Condition Assessment (offset by a reduction in expenditure)
- $650K increase maintenance contributions (note to be constrained to reserve)
- $3K reduction Australia Day grants (offset by decreased expenditure)
- 85K increase Scheme Supply Fund 1 & 2 (offset by increased expenditure)

Carry Forward Grants

- $28K increase DRFA November 2021 event
- $45K increase QRA Hydraulic Flood Study (partially offset by increased expenditure)
- $82K increase Reef Guardian Grants (Coastal Habitat & Feral Animal Control) (offset by increased expenditure)
- $85K increase Illegal Dumping Grant (offset by increased expenditure)
- $3K increase QLD Council Energy Partnership funding

Other Recurrent Revenue

Other recurrent revenue is $783K unfavourable to budget at the end of September decreasing to $293K unfavourable in October. This unfavourable variance is due to lower waste received at Moranbah Waste Facilities. This revenue line item will be monitored and assessed at the Quarter 2 Budget Review.

Operating Expenses

Employee Expenses

Employee expenses are unfavourable to the adopted budget by $78K, increasing to $195K in October. This unfavourable variance is primarily due to the application of the vacancy rate to the budgeted staffing costs and staff turnover. This expenditure line item is continually monitored and assessed during the financial year, with the expectation of adjustments at the Quarter 2 Budget Review.

Materials & Services

Materials and services actual expenses for the year to date are $15M resulting in a favourable variance to budget of $151K. This favourable variance is predominantly due to cash flow timings for various expenditure items including electricity and consultancy fees and timing of invoices for the Wate Services refuse collection contract. Partially offsetting this favourable variance is the payment of rates in September which was cash flowed to be paid in October. YTD commitments are at $21,145,849, larger commitments of note are $3.3M Galilee and Bowen Basin recoverable works, $2.8M for Waste Levy and $2.7M for water purchases, $2.1M of IT expenses associated with the Digital Strategy and $1.3M for RMPC works.

Materials and Services are proposed to be increased by $2.36M. Items to note include:

Grant Funding

- $950K increase Black Spot funding (offset by revenue).

- $84K increase Works for QLD Building Assessment (offset by revenue)
- $85K increase Scheme Supply funding (offset by revenue).
- $3k reduction Australia Day Grants.
- $37K reduction RADF expenditure (note – overallocated in budget).

Carry Forward Grants

- $36K increase Feral Animal Control (partially offset by revenue).
- $69K increase Coastal Habitat funding (partially offset by revenue).
- $40K increase QRA Hydraulic Flood Study (offset by revenue).
- $85K increase Illegal Dumping Grant.
- $3K increase QCEP

Deferred items from 24.25 FY (constrained at the 24/25 Q3 Budget Review / to be funded by transfers from the Operational Sustainability Reserve)

- $103K increase People & Capability Leadership Management Program / Gallup Workplace Engagement / Mental Health Shirts.
- 450K increase Technology 1 CIA Upgrade project.
- $75K increase Community & Cultural Services - Arts and Cultural plant / Stakeholder Management System.
- $230K increase Waste Management Operations – Green waste Processing / Tender Development.
- $187K increase Water, Wastewater & Waste – Environmental Approval Bores.

Finance Costs

Finance costs are currently below budget with a favourable variance of $32K.

Depreciation & Amortisation

Depreciation is in line with the budgeted amount at the end of September, noting that for the first few months of the financial year, the expense is allocated as per budget estimate. The Quarter 2 Budget Review will examine the budgeted projections for depreciation. **It should be noted that the final audited 24/25 FY depreciation was $37.5M. Early modelling for the 25/26 FY is currently around $37M (noting further review through asset class asset management plans) compared to the current budget of $33.8M.**

Transfers to / from Reserve – Operational

The Quarter 1 Budget Review proposes movement in the funds to constrain / utilise from the operational sustainability reserve. As per original budget a portion of the surplus from the waste fund, in addition to maintenance contributions (increasing as per budgeted revenue) are to be constrained to reserve. The remaining funds from the DRFA November 2021 event are also proposed to be transferred to the DRFA Reserve. Funding from the Operational Sustainability Reserve includes the Digital Strategy (as per original budget) and items deferred at the Quarter 3 Budget Review 2025 FY. The remaining budgeted $1.9M surplus will be used to pay the debt redemption on Council's loans.

Transfer to Reserve			
Department	**Item**	**Original Budget**	**Quarter 1 Budget**
Engineering Services	Maintenance Contributions (Res 2002 – Operational Sustainability Reserve – constrained maintenance contributions)	400,000	1,050,000
DRFA	November 2021 Event	-	27,850
Waste	Cash backing of the refuse sites restoration provision	1,541,056	1,541,056
Total Transfer to Reserve		**1,941,056**	**2,618,906**

Transfer from Reserve			
Department	**Item**	**Original Budget**	**Quarter 1 Budget**
P & C	Leadership Management Program / Leadership Pathways (Constrained Q3 24/25 FY)	-	(40,000)
P & C	Gallup Workplace Engagement (Constrained Q3 24/25 FY)	-	(32,800)
P & C	Mental Health Shirts (Constrained Q3 24/25 FY)	-	(30,000)
CIO	Digital Strategy (Constrained Q3 24/25 FY)	-	(450,000)
Community & Cultural Services	Arts & Cultural Plan / Stakeholder Management System (Constrained Q3 24/25 FY)	-	(56,979)
Waste	Tender Development / Waste Strategy Review (Constrained Q3 24/25 FY)	-	(50,000)
Waste	Greenwaste processing (Constrained Q3 24/25 FY)	-	(180,000)
W & W	Additional CF items W & W EA Bores	-	(187,045)
Corporate	Digital Strategy	(1,281,013)	(1,281,013)
Total Transfer from Reserve		**(1,281,013)**	**(2,307,837)**

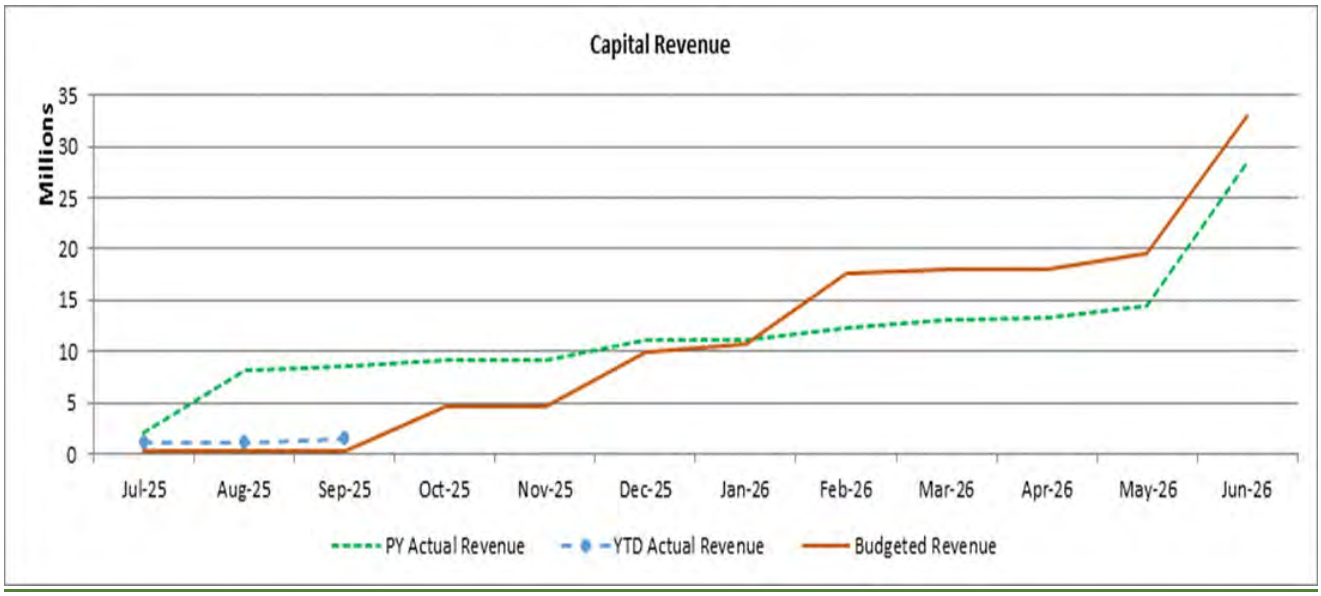
Reconciliation of Reserve 2002 Operational Sustainability General Fund

Reserve 2002 Operational Sustainability General Fund	Original Budget	Quarter 1 Budget
2025 FY Closing Balance	11,498,475	11,498,475
Digital Strategy 26	(1,281,013)	(1,281,013)
Digital Strategy 27	(1,245,273)	(1,245,273)
Dysart Centenary Park CCTV		(100,000)
CF Operational items (deferred at Q3 25 FY)		(857,800)
Additional CF items W & W		(187,045)
Closing Balance (after budgeted LTFF usage)	**8,972,189**	**7,827,344**

Financial assistance grant budgeted above guaranteed payments **6,142,329**

Capital Revenue

Capital Revenue



The full year capital revenue budget is currently $33M which comprises of Federal Grants, State Grants and Proceeds from the Disposal of Assets. The YTD actual revenue of $1.5M is above YTD budget predominately due to revenue from developer contributions.

Since the adoption of the Revised Council Budget (Carry Forward Review), the following events below are to be recognised in relation to capital revenue:

- Recognition of developer contributions received to date $907K.
- Recognition of insurance proceeds received to date $62K.
- Recognition of successful grant application for Country Roads Connect $80K for new project CW263419 Cotherstone-Capella Road Pave and Seal. Note the project will be delivered over 2 financial years with total grant funds of $2.4M.
- Increase of funding for CW253269 Moranbah Bacon Street Concrete Footpath $10K (correction of grant amount).
- Recognition of a contribution to CW263417 MMT Bus Shelter $87K.

From the above, Council's capital revenue budget is proposed to be increased by $1.15M at the 1st Quarter Review for the 2025/2026 financial year.

Capital Projects

Below is the summary position of the whole of Council, by Directorate for Capital expenditure as at the end of September 2025. At the end of October, the actual expenditure had increased to a total of $16.9M.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete (YTD Actual vs FY Budget)	% Complete (YTD Total vs FY Budget)
Corporate Services	168,499	110,480	278,979	1,283,318	13.1%	21.7%
Infrastructure Services	8,670,232	18,013,057	26,683,289	42,598,717	20.4%	62.6%
Community Services	1,971,101	6,100,669	8,071,770	17,222,323	11.4%	46.9%
Water & Waste	1,047,220	5,777,578	6,824,798	19,190,689	5.5%	35.6%
TOTAL	11,857,052	30,001,784	41,858,836	80,295,047	14.8%	52.1%

The capital expenditure program is proposed to be amended from $80.3M to $82.5M.

The 1st Quarter Budget Review has identified the below proposed amendments:

Infrastructure Services

- Parks & Recreation – CW253335 Maddern Oval Western Field Irrigation – increase $15K funded from Res 1060 Glenden Asset Reserve.
- Parks & Recreation – NEW PROJECT Clermont Pool Upgrade – creation of new capital works for the grant funded project. Note – funding to be added at Quarter 2 budget review when 2026 FY expenditure has been confirmed (multiyear project).
- Infrastructure West – CW263357 Dysart School Zone Flashing Signs – cancellation of works $75K (TMR have assumed ownership of items requiring replacement). Funds transferred to NEW PROJECT Moranbah Access Road / Railway Station Road Intersection Upgrade.
- Infrastructure West – CW263417 Middlemount Bus Shelter – increase $87K Reserve 1254 Anglo contribution.
- Corporate Properties – NEW PROJECT Nebo 6 Kemmis Street Acquire Land – as per Council resolution 9394 (funds transferred from within current program).
- Corporate Properties – CW253310 Moranbah Admin Building Elevator Lift Renewal – cancellation / reduction of funds $15K, noting option analysis finalised and under the capitalisation threshold.
- Corporate Properties – NEW PROJECT Nebo Hub / Hall Roof Replacement – increase $250K (funds transferred from within the current program).
- Fleet – CW263365 Replace 20 Vehicles – increase $496K (funds transferred from CW263362 which has confirmed pricing under budget amount). Change of project name to Replace 28 Vehicles enabling fleet to bring forward replacement items from 2027 program that are uneconomical to keep repairing.

- Engineering Services – CW243201 Peak Downs Mine Road Reconstruction and Widen – increase $200K Reserve 2002 Maintenance Contributions.
- Engineering Services – CW253296 Moranbah Federation Walk Extension Design – increase $25K depreciation (note reduction in transfers to reserves) for IREP footpath variation.
- Engineering Services – CW253304 Saraji Road Upgrade and Renewal – increase $300K Reserve 2002 Maintenance Contributions.
- Engineering Services – NEW PROJECT Cotherstone-Capella Road Pave & Seal - increase $100K ($80K Reserve 1267 Country Roads Connect Grant / $20K transferred from within program).
- Engineering Services – NEW PROJECT Dysart Centenary Park CCTV installation – increase $100K as per Council resolution 9391 funded from Reserve 2002 Operational Sustainability Reserve.
- Engineering Services – NEW PROJECT Moranbah Access Road / Railway Station Road Intersection Upgrade – increase $25K depreciation (note reduction in transfers to reserves).

Community Services

- Director Community Services – CW243241 Nebo Showgrounds Masterplan Stage 1 – increase $109K funded from depreciation (note reduction in transfers to reserves). It should be noted that the total increase to the project is $120K with a $11K transfer from CW263376 Nebo Showgrounds Sport Oval Light Replace. Note this project is transferring to Infrastructure Services with the change of asset owners.
- Community & Cultural Services –CW263370 Moranbah Lift Pod for Gallery and Isaac Events Centre – cancellation and reduction $30K depreciation (noting cancellation of project as item is no longer required).
- Community Hubs – CW263369 Replacement Public Access Computers – reduction of $6K depreciation noting final value of completed works.

Water & Waste

- Water & Wastewater – CW263403 Clermont Raw TCD Intake Tower Control Panel – cancellation of works due to works being of an operational nature $10K (transferred within program)
- Waste – CW243205 Moranbah Rectification of Landfill Cell – increase $1.3M funded from depreciation (note reduction in transfers to reserves).
- Waste – CW253254 Corporate Upgrade Mandalay Terminals – increase $10K funded from depreciation (note reduction in transfers to reserves).
- Waste – CW243239 Carmila Landfill Capping – reduction of $155K rehabilitation provision funding which has been transferred to CW243240 Greenhill Landfill Capping to support delivery of the awarded scope. It should be noted that the Carmila works will be resubmitted through PAG for the 2026/2027 FY.

In addition to the proposed amendments above, the detailed projects review undertaken by managers and ELT has led to proposed balancing adjustments inside of Departments / Directorate's with nil bottom line impact.

The below table represents the Quarter 1 Budget Review funded depreciation, movements that have occurred (transfer of depreciation between programs) and the transfers to reserves. To note Corporate additional depreciation is funding:

Original Budget

- Roads $375,511 (various) / Corporate Properties $50,418 (various)

Carry Forward Review

- CW243234 Nebo – New 5 x 2 Bed Units (LGGSP) $253,904

Quarter 1 Budget Review

- CW253296 Moranbah Federation Walk extension design $25,000
- NEW PROJECT – Moranbah Access Road / Railway Station Road Intersection Upgrade $25,000
- CW243241 - Nebo Showgrounds Masterplan Stage 1 $79,149

Directorate	Funded Depreciation	Q1 Budget Review Usage	Reallocation Depreciation	Reserve Allocation
Corporate Services	764,060	(762,000)	-	2,060
Corporate Additional	1,000,000	-	(808,982)	191,018
Corporate Services Total	**1,764,060**	**(762,000)**	**(808,982)**	**193,078**
Infrastructure Services				
Saleyards / Showgrounds	394,776	(473,925)	79,149	-
Pools	836,976	(243,362)	(35,961)	557,653
Caravan Parks TCD Washdowns	114,039	(150,000)	35,961	-
Parks / Sportsgrounds	2,150,607	(778,000)	(1,320,170)	52,437
Corporate Properties	999,610	(2,624,102)	1,624,492	-
Roads	11,099,863	(11,525,374)	425,511	-
Aerodrome	455,967	(50,000)	-	405,967
Fleet	3,385,229	(3,277,000)	-	108,229
Infrastructure Services Total	**19,437,067**	**(19,121,763)**	**808,982**	**1,124,286**
Community Services				
Community Hubs	102,614	(378,971)	276,357	-
Community Facilities	1,110,220	(675,000)	(276,357)	158,863
Community Services Total	**1,212,834**	**(1,053,971)**	**-**	**158,863**
Water & Waste				
Water	6,104,009	(3,540,000)	(607,621)	1,956,388
Sewer	3,981,868	(3,319,688)	-	662,180
Waste	897,979	(1,505,600)	607,621	-
Waste Rehab	450,000	-	-	450,000
Total Water & Waste	**11,433,856**	**(8,365,288)**	**-**	**3,068,568**
Total Whole of Council	**33,847,817**	**(29,303,022)**	**-**	**4,544,795**

Prepared by:
Susan Martin – Manager Budgets & Statutory Reporting

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

Office of the CEO

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Operating Grants, Subsidies & Contributions	395,000	397,704	2,704	13,275
Other Recurrent Revenue	41,500	41,500	-	535
	436,500	**439,204**	**2,704**	**13,809**
Expenses				
Operating Expenses				
Employee Expenses	5,681,627	5,681,627	-	1,439,953
Materials & Services	2,574,065	2,679,569	(105,504)	641,840
Finance Costs	-	-	-	(10)
Corporate Overheads & Competitive Neutrality Costs	(3,907,546)	(3,907,546)	-	(976,886)
	4,348,146	**4,453,650**	**(105,504)**	**1,104,897**
Operating Surplus / (Deficit)	**(3,911,646)**	**(4,014,446)**	**(102,800)**	**(1,091,088)**
Transfer from Reserves	-	102,800	102,800	-
Transfer to Reserves	-	-	-	-
Operating Position Before Capital Items	**(3,911,646)**	**(3,911,646)**	**(0)**	**(1,091,088)**
Capital Revenue				
	-	-	-	-
Net Result Attributable to Council in Period	**(3,911,646)**	**(3,911,646)**	**(0)**	**(1,091,088)**
Total Comprehensive Income	**(3,911,646)**	**(3,911,646)**	**(0)**	**(1,091,088)**

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

Corporate Services

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Net Rates & Utility Charges	75,565,702	75,565,702	-	41,473,087
Fees & Charges	122,100	122,100	-	37,591
Interest Received	3,170,800	3,170,800	-	721,945
Sales of Contract & Recoverable Works	90,000	90,000	-	20,557
Operating Grants, Subsidies & Contributions	7,630,078	7,630,078	-	891,999
Other Recurrent Revenue	100,000	100,000	-	1,472
	86,678,680	**86,678,680**	**-**	**43,146,650**
Expenses				
Operating Expenses				
Employee Expenses	10,547,319	10,547,319	-	2,025,132
Materials & Services	14,814,364	15,264,364	(450,000)	6,665,866
Finance Costs	484,789	484,789	-	80,149
Depreciation and Amortisation	1,764,060	1,764,060	-	441,015
Corporate Overheads & Competitive Neutrality Costs	(17,778,337)	(17,778,337)	-	(4,444,584)
	9,832,194	**10,282,194**	**(450,000)**	**4,767,578**
Operating Surplus / (Deficit)	**76,846,486**	**76,396,486**	**(450,000)**	**38,379,072**
Transfer from Reserves	1,281,013	1,731,013	450,000	-
Transfer to Reserves	-	-	-	-
Operating Position Before Capital Items	**78,127,499**	**78,127,499**	**-**	**38,379,072**
Capital Revenue				
	-	**-**	**-**	**-**
Net Result Attributable to Council in Period	**78,127,499**	**78,127,499**	**-**	**38,379,072**
Total Comprehensive Income	**78,127,499**	**78,127,499**	**-**	**38,379,072**

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

Infrastructure Services

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Fees & Charges	1,329,500	1,329,500	-	541,501
Rental Income	1,981,545	1,981,545	-	515,028
Sales of Contract & Recoverable Works	6,491,465	6,491,465	-	282,116
Operating Grants, Subsidies & Contributions	5,552,450	7,264,179	1,711,729	1,473,667
Other Recurrent Revenue	1,500	1,500	-	29,652
	15,356,460	**17,068,189**	**1,711,729**	**2,841,965**
Expenses				
Operating Expenses				
Employee Expenses	18,965,707	18,965,707	-	4,440,032
Materials & Services	19,243,672	20,277,551	(1,033,879)	3,963,920
Depreciation and Amortisation	20,547,287	20,547,287	-	5,136,822
Corporate Overheads & Competitive Neutrality Costs	12,498,530	12,498,530	-	3,124,632
	71,255,196	**72,289,075**	**(1,033,879)**	**16,665,407**
Operating Surplus / (Deficit)	**(55,898,736)**	**(55,220,886)**	**677,850**	**(13,823,442)**
Transfer from Reserves	-	-	-	-
Transfer to Reserves	(400,000)	(1,077,850)	(677,850)	-
Operating Position Before Capital Items	**(56,298,736)**	**(56,298,736)**	**-**	**(13,823,442)**
Capital Revenue				
Capital Revenue	17,322,425	20,659,863	3,337,438	731,577
Proceeds from Sale of Land & PPE	800,000	800,000	-	146,429
	18,122,425	**21,459,863**	**3,337,438**	**878,006**
Net Result Attributable to Council in Period	**(38,176,311)**	**(34,838,873)**	**3,337,438**	**(12,945,436)**
Total Comprehensive Income	**(38,176,311)**	**(34,838,873)**	**3,337,438**	**(12,945,436)**

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

Community Services

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Fees & Charges	1,741,600	1,741,600	-	563,868
Rental Income	1,000	1,000	-	-
Operating Grants, Subsidies & Contributions	1,115,096	1,408,783	293,687	162,183
Other Recurrent Revenue	-	-	-	1,100
	2,857,696	**3,151,383**	**293,687**	**727,151**
Expenses				
Operating Expenses				
Employee Expenses	10,067,184	10,067,184	-	2,475,874
Materials & Services	6,166,306	6,516,972	(350,666)	1,127,783
Finance Costs	719,812	719,812	-	155,131
Depreciation and Amortisation	102,614	102,614	-	25,654
Corporate Overheads & Competitive Neutrality Costs	2,220,363	2,220,363	-	555,091
	19,276,280	**19,626,946**	**(350,666)**	**4,339,533**
Operating Surplus / (Deficit)	**(16,418,584)**	**(16,475,563)**	**(56,979)**	**(3,612,381)**
Transfer from Reserves	-	56,979	56,979	-
Transfer to Reserves	-	-	-	-
Operating Position Before Capital Items	**(16,418,584)**	**(16,418,584)**	**-**	**(3,612,381)**
Capital Revenue				
Capital Revenue	14,295,190	11,731,889	(2,563,301)	231,111
	14,295,190	**11,731,889**	**(2,563,301)**	**231,111**
Net Result Attributable to Council in Period	**(2,123,394)**	**(4,686,695)**	**(2,563,301)**	**(3,381,270)**
Total Comprehensive Income	**(2,123,394)**	**(4,686,695)**	**(2,563,301)**	**(3,381,270)**

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2025

Water & Waste

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	$	$	$	$
Income				
Operating Revenue				
Net Rates & Utility Charges	35,064,540	35,064,540	-	15,488,410
Fees & Charges	1,182,200	1,182,200	-	214,525
Rental Income	110,782	110,782	-	11,366
Interest Received	221,350	221,350	-	41,320
Operating Grants, Subsidies & Contributions	559,730	559,730	-	-
Other Recurrent Revenue	13,316,673	13,316,673	-	1,920,438
	50,455,275	**50,455,275**	**-**	**17,676,060**
Expenses				
Operating Expenses				
Employee Expenses	8,652,238	8,652,238	-	2,176,275
Materials & Services	21,371,760	21,788,805	(417,045)	2,603,216
Finance Costs	45,258	45,258	-	9,660
Depreciation and Amortisation	11,433,856	11,433,856	-	2,858,464
Corporate Overheads & Competitive Neutrality Costs	6,966,991	6,966,991	-	1,741,748
	48,470,103	**48,887,148**	**(417,045)**	**9,389,363**
Operating Surplus / (Deficit)	**1,985,172**	**1,568,127**	**(417,045)**	**8,286,697**
Transfer from Reserves	-	417,045	417,045	-
Transfer to Reserves	(1,541,056)	(1,541,056)	-	-
Operating Position Before Capital Items	**444,116**	**444,116**	**-**	**8,286,697**
Capital Revenue				
Capital Revenue	584,456	956,240	371,784	371,784
	584,456	**956,240**	**371,784**	**371,784**
Net Result Attributable to Council in Period	**1,028,572**	**1,400,356**	**371,784**	**8,658,481**
Total Comprehensive Income	**1,028,572**	**1,400,356**	**371,784**	**8,658,481**

ISAAC REGION
HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600

MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Peta Eyschen
AUTHOR POSITION	Manager Governance and Assurance

10.2 POLICY RENEWAL – DEALING WITH COMPLAINTS INVOLVING SUSPECTED CORRUPT CONDUCT OF THE CHIEF EXECUTIVE OFFICER POLICY – CORP-POL-062

EXECUTIVE SUMMARY

This purpose of this report is to propose an update to the policy relating to complaints against the Chief Executive Officer.

OFFICER'S RECOMMENDATION

That Council:

1. ***Resolves to change the name of the Dealing with Complaints Involving Suspected Corrupt Conduct of the Chief Executive Officer Policy to Complaints Against the Chief Executive Officer Policy (CORP-POL-062); and***
2. ***Adopts the updated Complaints Against the Chief Executive Officer Policy.***

BACKGROUND

Council is undertaking an update of policies which require review.

The 'Complaints Involving Suspected Corrupt Conduct of the Chief Executive Officer Policy' (CORP-POL-062) was identified as requiring an update.

Section 48A of the *Crime and Corruption Act 2009* (the **Act**) requires that Council adopt a policy which outlines the process for investigating allegations of corrupt conduct by the Chief Executive Officer (**CEO**). The Act also requires that the mandatory policy is drafted in consultation with the Crime and Corruption Commission (**CCC**) Chairperson.

The CCC have provided the recommended requirements of a policy under Section 48A of the Act and the proposed update fulfils Council's obligations under the section. The CCC also informally recommended a simplification of the policy name for public ease of reference, this suggestion has been accepted.

Changes to the 2021 policy are largely grammatical and reflect updates in the legislation. The intent of the policy has not changed. There is a change to the Nominated Person from the listed Director Corporate Services to the Mayor.

IMPLICATIONS

Council is required by legislation to adopt a policy regarding complaints about alleged corruption by the CEO. This policy fulfils Council's obligations.

CONSULTATION

Consultation has occurred with the CCC, the Mayor (the nominated person who coordinates investigation of allegations), the Chief Executive Officer, and Director Corporate Services.

BASIS FOR RECOMMENDATION

The proposed updated policy ensures Council's compliance with relevant legislation.

The CCC have confirmed they have no concerns with the proposed updated policy.

ACTION ACCOUNTABILITY

The Manager Governance and Assurance is the owner of this policy and is responsible for actions relating to its administration.

KEY MESSAGES

Adoption of this policy shows Council's commitment to legislative compliance.

Report prepared by:	**Report authorised by:**
PETA EYSCHEN **Manager Governance Assurance** Date: 13 October 2025	DARREN FETTELL **Director Corporate Services** Date: 17 November 2025

ATTACHMENTS

- Attachment 1 – Original Policy with Tracked Changes – Dealing with Complaints Involving Suspected Corrupt Conduct of the Chief Executive Officer Policy (CORP-POL-062)
- Attachment 2 – Draft Policy – Complaints Against the Chief Executive Officer Council Policy (CORP-POL-062)

REFERENCE DOCUMENT

- CCC Section 48A Template Policy

POLICY

~~DEALING WITH~~ COMPLAINTS ~~INVOLVING SUSPECTED CORRUPT CONDUCT OF~~AGAINST THE CHIEF EXECUTIVE OFFICER POLICY

~~APPROVALS~~

POLICY NUMBER	~~GOV~~CORP-POL-062	**DOC.ID**	4446932v1
CATEGORY	~~Statutory Policy~~		
POLICY OWNER	~~Governance and Corporate Services~~Manager Governance and Assurance		
APPROVAL DATE	24 November 2021	**RESOLUTION ~~NUMBER~~**	7599

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ISAAC REGIONAL COUNCIL ABN 39 274 142 600

OBJECTIVE

The Chief Executive Officer (CEO), is the public official of the Isaac Regional Council (~~IRC~~Council) for the purposes of the *Crime and Corruption Act 2001* ~~(CC Act~~).

This policy sets out how ~~the IRC~~ Council will deal with a complaint, information or matter that involves or may involve corrupt conduct, ~~of its CEO~~ as defined in the CC Act, by the Chief Executive Officer (**CEO**).

The policy is designed to assist ~~IRC~~ Council to:

- Comply with s48A of the *Crime and Corruption Act 2001 (the CC Act),*
- Promote public confidence in the way suspected corrupt conduct ~~of IRC's~~by the CEO is dealt with (s34(c) of the CC Act), and
- Promote accountability, integrity and transparency in the way ~~the IRC~~ Council deals with a complaint that is reasonably suspected to involve, or may involve, corrupt conduct ~~of~~ by the CEO.

SCOPE

This policy applies:

• If there are grounds to suspect that a complaint may involve corrupt conduct by the CEO of Council; and

To all persons who hold an appointment in, or are employees of Council. ~~to the treatment of a complaint that involves, or may involve, corrupt conduct by the CEO.~~

~~This policy is to guide the general public, community, staff of IRC and agencies in how to deal or make a complaint against the CEO.~~

DEFINITIONS

TERM / ACRONYM	MEANING
Crime and Corruption Commission (CCC)	the Commission continued in existence under the *Crime and Corruption Act 2001*
CC Act	*Crime and Corruption Act 2001*
CEO	Chief Executive Officer
Complaint	includes information or matter. See definition provided by section 48A(4) of the *Crime and Corruption Act 2001*
Contact details (of Nominated Person)	Phone: ~~(~~0437 018 18~~407) 4846 3549~~ Email: kelly.veavea@isaac.qld.gov.au ~~Darren.fettell@isaac.qld.gov.au~~ Postal:

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	PO Box 97 MORANBAH QLD 4744 Grosvenor Complex, Batchelor Parade MORANBAH QLD 4744
Corrupt conduct	see s15 of the *Crime and Corruption Act 2001*
Corruption in Focus	www.ccc.qld.gov.au/publications/corruption-focus; see chapter 2, page 26~~corrupt conduct or police misconduct (Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001)*~~
~~Corrupt conduct~~	~~see s15 of the *Crime and Corruption Act 2001*~~
Deal with	see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*
Information or matter	See Section 48A(4) of the *Crime and Corruption Act 2001*
~~IRC~~Council	Isaac Regional Council
Nominated ~~person~~Person	~~Director Corporate, Governance & Financial Services~~Mayor of Isaac Regional Council
Notify	See Section 38 of the CC Act.
Public Official~~/CEO~~	see Schedule 2 (Dictionary) and also s48A of the *Crime and Corruption Act 2001* For the purposes of this Policy, ~~IRC's~~ Isaac Regional Council's ~~a~~ Public Official is its **Chief Executive Officer** ~~EO~~

POLICY STATEMENT

~~This policy applies:~~

- ~~If there are grounds to suspect that a complaint may involve corrupt conduct of a CEO of the IRC~~
- ~~To all persons who hold an appointment in, or are employees of IRC~~

~~For the purpose of this policy, reference to a complaint includes information or matter~~

NOMINATED PERSON

Having regard to s48A(2) and (3) of the CC Act ~~2001~~, this policy nominates the Director Corporate, Governance & Financial Services to notify the CCC of the complaint and to deal with the complaint under Chapter 2, Part 3, Division 4, Subdivision 2 of the CC Act.

~~Once IRC nominates a person, the CC Act applies, as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person.~~ The provisions of the CC Act that regulate how the CEO as the public official of Council is to notify or deal with a complaint also apply to the Nominated Person.

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COMPLAINTS ABOUT ~~A~~ THE CEO

~~Where~~ If a complaint ~~involves~~ may involve an allegation of corrupt conduct ~~of a~~by the CEO of ~~IRC~~Council, the complaint may be reported to:

- The ~~nominated~~ Nominated ~~person~~Person; or
- The CCC directly, via this form on the CCC's website;
- A person to whom there is an obligation to report under an Act (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the Nominated ~~person~~Person.

COMPLAINTS RECEIVED BY THE NOMINATED PERSON

If the nominated person reasonably suspects the complaint may involve corrupt conduct by the CEO they are to:

- Notify the CCC of the complaint ; and
- Deal with the complaint, subject to the CCC's monitoring role, when pursuant to s46, the CCC refers the complaint to the Nominated Person to deal with under Section 43 and 44 of the CC Act.

If a CEO receives a complaint ~~reasonably suspects that the complaint~~ that may involve corrupt conduct on their part, ~~and there is a nominated person, the CEO must~~they must:

- Report the complaint to the ~~n~~Nominated ~~p~~Person as soon as practicable and may also notify the CCC, and
- Take no further action to deal with the complaint unless requested to do so by the ~~n~~Nominated ~~p~~Person in consultation with the Mayor.

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~~If the nominated person reasonably suspects the complaint may involve corrupt conduct of a CEO they are to:~~

- ~~Notify the CCC of the complaint~~
- ~~Deal with the complaint, subject to the CCC's monitoring role, when directions issued under s40 apply to the complaint, if any, or~~
- ~~Pursuant to s46, the CCC refers the complaint to Nominated person to deal with~~

~~If a CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the CEO must:~~

- ~~Report the complaint to the nominated person as soon as practicable and may also notify the CCC, and~~
- ~~Take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.~~

~~Where there is a nominated person, and if directions issued under s40 apply to the complaint:~~

- ~~The nominated person is to deal with the complaint, and~~
- ~~The CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.~~

RECORDKEEPING REQUIREMENT

Should the Nominated Person decide that a complaint, or information or matter, about alleged corrupt conduct by the CEO is not required to be notified to the CCC under s. 38 of the CC Act, the Nominated Person must make a record of the decision that complies with Section 40A of the CC Act.

RESOURCING THE NOMINATED PERSON

If, pursuant to ~~s40 or S46~~ Section 46 of the CC Act, the Nominated ~~person~~ Person has responsibility to deal with the complaint:

• ~~IRC~~ Council will ensure that sufficient resources are available to the Nominated Person to enable them to deal with the complaint appropriately, and

• the Nominated ~~person~~ Person is to ensure that any consultations~~, if any,~~ for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:

• _____authorisation under a law of the Commonwealth or the State, or

• _____the consent of the Nominated ~~person~~ Person ~~responsible for dealing with the complaint~~

• The Nominated ~~person~~ Person must, at all times, use their best endeavours to act independently, impartially and fairly, having regard to the:

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- Purposes of the CC Act
- The ilmportance of promoting public confidence in the way suspected corrupt conduct in ~~the IRC~~ Council is dealt with; and
- ~~IRC's~~ Council's statutory, policy and procedural framework.
- If the Nominated Person has responsibility to deal with the complaint, they are delegated the same authority, functions, and powers as the CEO to direct and control staff of IRC as if the Nominated Person is the CEO for the purpose of dealing with the complaint only.

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If the Nominated person has responsibility to deal with the complaint, they:

- Are delegated the same authority, functions and powers as the CEO to direct and control staff of the IRC, for the purposes of dealing with the complaint only
- Are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the IRC for the purpose of dealing with the complaint
- Do not have any authority, function or power that cannot, under the law of the Commonwealth or the State, be delegated by the Council, Mayor or CEO, to the Nominated person.

LIAISING WITH THE CCC

The CEO is to keep the CCC and the Nominated person Person informed of:

- the cContact details for the CEO and the Nominated person Person; and
- Any any proposed changes to this policy.

CONSULTATION WITH THE CCC

The CEO will consult with the CCC when preparing any policy about how IRC Council will deal with a complaint that involves or may involve corrupt conduct of by the CEO.

STATUTORY REFERENCES

Unless otherwise stated, all statutory references are to the Crime and Corruption Act 2001.

LEGISLATIONS AND RELATED GUIDELINES

- *Crime and Corruption Act 2001Local Government Act 2009*
- *Local Government Regulations 2012*
- *Crime and Corruption Act 2001*
- *Right to Information Act 2009*
- *IRC Code of Conduct*
- *Information Privacy 2009*

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	
PROCEDURE	

N/A

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REVIEW

This policy is required by legislation. This policy should be reviewed at intervals of no more than five (5) years, or earlier if legislation or other circumstances change.

VERSION CONTROL

DATE	VERSION	UPDATE
24 November 2019	V1	Res 7599 - Initial policy endorsed
26 November 2025	V2	Draft Policy proposed at Ordinary Meeting

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COMPLAINTS AGAINST THE CHIEF EXECUTIVE OFFICER POLICY

POLICY NUMBER	CORP-POL-062	**DOC.ID**	4446932v2
CATEGORY	Council Policy		
POLICY OWNER	Manager Governance and Assurance		
APPROVAL DATE		**RESOLUTION**	

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OBJECTIVE

The Chief Executive Officer (**CEO**) is the public official of the Isaac Regional Council (**Council**) for the purposes of the *Crime and Corruption Act 2001* (**CC Act**).

This policy sets out how Council will deal with a complaint, information or matter that involves or may involve corrupt conduct, as defined in the CC Act, by the Chief Executive Officer (**CEO**).

The policy is designed to assist Council to:

- comply with Section 48A of the CC Act,
- promote public confidence in the way suspected corrupt conduct by the CEO is dealt with (Section 34(c) of the CC Act), and
- promote accountability, integrity and transparency in the way Council deals with a complaint that is reasonably suspected to involve, or may involve, corrupt conduct by the CEO.

SCOPE

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct by the CEO of Council; and
- to all persons who hold an appointment in, or are employees of, Council.

DEFINITIONS

TERM / ACRONYM	MEANING
Crime and Corruption Commission (CCC)	the Commission continued in existence under the *Crime and Corruption Act 2001*
CC Act	*Crime and Corruption Act 2001*
CEO	Chief Executive Officer
Complaint	includes information or matter. See definition provided by Section 48A(4) of the *Crime and Corruption Act 2001*
Contact details (of Nominated Person)	Phone: 0437 018 184 Email: kelly.veavea@isaac.qld.gov.au Postal: PO Box 97 MORANBAH QLD 4744 Grosvenor Complex, Batchelor Parade MORANBAH QLD 4744
Corrupt conduct	see Section 15 of the *Crime and Corruption Act 2001*
Corruption in Focus	www.ccc.qld.gov.au/publications/corruption-focus; see chapter 2, page 26

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Council	Isaac Regional Council
Deal with	see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*
Information or matter	See Section 48A(4) of the *Crime and Corruption Act 2001*
Nominated Person	Mayor of Isaac Regional Council
Notify	See Section 38 of the *Crime and Corruption Act 2001*
Public Official	see Schedule 2 (Dictionary) and also Section 48A(4) of the *Crime and Corruption Act 2001* For the purposes of this Policy, Isaac Regional Council's Public Official is its **Chief Executive Officer**

POLICY STATEMENT

NOMINATED PERSON

Having regard to Section 48A(2) and (3) of the CC Act, this policy nominates the Mayor to notify the CCC of the complaint and to deal with the complaint under Chapter 2, Part 3, Division 4, Subdivision 2 of the CC Act.

The provisions of the CC Act that regulate how the CEO as the public official of Council is to notify or deal with a complaint also apply to the Nominated Person.

COMPLAINTS ABOUT THE CEO

If a complaint may involve an allegation of corrupt conduct by the CEO of Council, the complaint may be reported to:

- the Nominated Person; or
- the CCC directly, via this form on the CCC's website; or
- a person to whom there is an obligation to report under an Act (this does not include an obligation imposed by Section 37, Section 38, and Section 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the Nominated Person.

COMPLAINTS RECEIVED BY THE NOMINATED PERSON

If the nominated person reasonably suspects the complaint may involve corrupt conduct by the CEO they are to:

- notify the CCC of the complaint; and
- deal with the complaint, subject to the CCC's monitoring role, when pursuant to Section 46, the CCC refers the complaint to the Nominated Person to deal with under Section 43 and Section 44 of the CC Act.

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- If a CEO receives a complaint that may involve corrupt conduct on their part, they must:
  - report the complaint to the Nominated Person as soon as practicable and may also notify the CCC, and
  - take no further action to deal with the complaint unless requested to do so by the Nominated Person, in consultation with the Mayor.

RECORDKEEPING REQUIREMENT

Should the Nominated Person decide that a complaint, or information or matter, about alleged corrupt conduct by the CEO is not required to be notified to the CCC under Section 38 of the CC Act, the Nominated Person must make a record of the decision that complies with Section 40A of the CC Act.

RESOURCING THE NOMINATED PERSON

If, pursuant to Section 46 of the CC Act, the Nominated Person has responsibility to deal with the complaint:

- Council will ensure that sufficient resources are available to the Nominated Person to enable them to deal with the complaint appropriately, and
- the Nominated Person is to ensure that any consultations for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State, or
  - the consent of the Nominated Person,
- the Nominated Person must, at all times, use their best endeavours to act independently, impartially and fairly, having regard to the:
  - purposes of the CC Act,
  - the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with, and
  - Council's statutory, policy and procedural framework.

If the Nominated Person has responsibility to deal with the complaint, they are delegated the same authority, functions, and powers as the CEO to direct and control staff of Council as if the Nominated Person is the CEO for the purpose of dealing with the complaint only.

LIAISING WITH THE CCC

The CEO is to keep the CCC and the Nominated Person informed of:

- the contact details for the CEO and the Nominated Person; and
- any proposed changes to this policy.

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CONSULTATION WITH THE CCC

The CEO will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct by the CEO.

LEGISLATIONS AND RELATED GUIDELINES

Crime and Corruption Act 2001

REFERENCES

N/A

REVIEW

This policy is required by legislation. This policy should be reviewed at intervals of no more than five (5) years, or earlier if legislation or other circumstances change.

VERSION CONTROL

DATE	VERSION	UPDATE
24 November 2019	V1	Res 7599 - Initial policy endorsed
26 November 2025	*V2*	*Draft Policy proposed at Ordinary Meeting (change to date adopted when applicable)*

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Dannette Barfield
AUTHOR POSITION	Governance Officer - Legal

10.3 POLICY RENEWAL – PRIVACY POLICY – CORP-POL-106

EXECUTIVE SUMMARY

The purpose of this report is to present the proposed new Privacy Policy aligning with the Queensland Privacy Principles and the *Information Privacy and Other Legislation Amendment Act 2023*.

OFFICER'S RECOMMENDATION

That Council:

1. ***Resolve to change the name of the Information Privacy Policy (CGFS-037) to Privacy Policy (CORP-POL-106); and***
2. ***Adopt the updated Privacy Policy CORP-POL-106.***

BACKGROUND

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) introduces significant reforms to Queensland's privacy framework, effective from 1 July 2025. These reforms include:

- Replacement of the Information Privacy Principles (IPPs) and National Privacy Principles (NPPs) with the Queensland Privacy Principles (QPPs).
- Introduction of a Mandatory Notification of Data Breach (MNDB) scheme for Queensland government agencies.
- Enhanced powers for the Information Commissioner.
- Procedural changes to the *Right to Information Act 2009*, including access and amendment processes.

These changes necessitate a comprehensive review and update of Council's Privacy Policy to ensure compliance with the new legislative requirements.

Council's current Information Privacy Policy (CGFS-037) was developed under the IPPs and NPPs framework. While it has served as a foundational document for managing personal information, it does not reflect the new legislative requirements introduced by IPOLA.

Summary of key amendments in the proposed Privacy Policy

- Branding: the policy has been added to Council's current branding template.
- Definitions: updated definitions table to reflect new language used in accordance with IPOLA
- Alignment with QPPs: Incorporates the new privacy principles governing collection, use, disclosure, and storage of personal information.
- Streamlined Wording and Structure: The legal and technical jargon has been reduced to improve clarity, and the structure has been simplified to support better understanding by staff and the public.

IMPLICATIONS

Council is required by legislation to adopt a privacy policy. This policy fulfils Council's obligations.

CONSULTATION

Senior Leadership Team

Manager Governance and Assurance

BASIS FOR RECOMMENDATION

The proposed updated policy ensures Council's compliance with the QPPs and IPOLA.

ACTION ACCOUNTABILITY

The Manager Governance and Assurance is the owner of this policy and is responsible for actions relating to its administration.

KEY MESSAGES

Adoption of the proposed policy shows Council's commitment to legislative compliance.

Report prepared by:	**Report authorised by:**
DANNETTE BARFIELD **Governance Officer - Legal**	DARREN FETTELL **Director Corporate Services**
Date: 13 October 2025	Date: 17 November 2025

ATTACHMENTS

- Attachment 1 – Current Information Privacy Policy – CGFS-037
- Attachment 2 – Draft Privacy Policy – CORP-POL-106

REFERENCE DOCUMENT

- Nil

POLICY TITLE: **INFORMATION PRIVACY**

POLICY NUMBER: **CGFS - 037**

CATEGORY: **Council Policy**

CLASSIFICATION: **Statutory**

Approved by Council	Meeting number and date
26 April 2016	26 April 2016
	Resolution number
	4464
Approved by CEO	
Effective date	**Review date**
26 April 2016	26 April 2018
Policy Author	
Governance and Corporate Services	
Endorsed by	
Director Corporate Governance and Financial Services	
Responsible Position	
Manager Governance and Corporate Services	

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Document Set ID: 2519779
Version: 1, Version Date: 15/09/2017

1. Purpose

The Isaac Regional Council (**IRC**) collects and manages personal information in the course of performing its activities, functions and duties. IRC respects the privacy of the personal information that it holds.

The way in which IRC manages the personal information that it holds is governed by the *Information Privacy Act 2009* (Qld) (**IP Act**).

This Policy provides an overview of IRC's approach in managing personal information in accordance with the requirements of the IP Act.

2. Scope

This policy sets out IRC's legislative obligations and establishes a framework for the responsible collection and handling of personal information by IRC.

3. Definitions

For the purpose of this policy, the following definitions apply:

Term	Definition
Disaster	A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.
Documents	As defined by the RTI Act, and applicable to the IP Act, mean documents in the possession of, or under the control of, IRC whether created or received by the IRC. Documents may be in the possession of, or under the control of, a Councillor or staff member of IRC in that person's official capacity. Documents may be items in hard copy or electronic format, including files, reports, emails or other correspondence, computer printouts, maps, plans, photographs, and recordings.
Personal Information,	as defined by the IP Act, means information or opinion, including information or 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 reasonably be ascertained, from the information or opinion.
IRC	Isaac Regional Council
IP	Information Privacy
RTI	Right to Information

4. Policy Provisions

4.1 Privacy Obligations

Council collects and uses personal information of residents, Council employees and others for the purpose of ensuring that Council business is conducted efficiently and effectively and to meet its statutory obligations. Council only collects personal information that is directly relevant and necessary for its operations.

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Document Set ID: 2519779
Version: 1, Version Date: 15/09/2017

The protection of personal information which can identify an individual is a matter of great significance to Council.

Council will comply with the Information Privacy Principles contained in the *IP Act*, namely:

- IPP 1: Collection of Personal Information (lawful and fair);
- IPP 2: Collection of Personal Information (requested from an individual);
- IPP 3: Collection of Personal Information (relevance);
- IPP 4: Storage and Security of Personal Information;
- IPP 5: Providing Information about Documents Containing Personal Information;
- IPP 6: Access to Documents Containing Personal Information;
- IPP 7: Amendment of Documents Containing Personal Information;
- IPP 8: Checking of Accuracy of Personal Information before use by Council;
- IPP 9: Use of Personal Information only for Relevant Purpose;
- IPP 10: Limits on Use of Personal Information;
- IPP 11: Limits on Disclosure.

4.1.1 Personal Information

Council collects and uses personal information about Isaac Regional residents, employees and others for the purpose of ensuring that Council business is conducted, efficiently, effectively and to meet its statutory obligations. Council only collects personal information that is directly relevant and necessary for its operations.

4.1.2 Privacy obligations

In accordance with the IP Act, Council aims to ensure that all personal information held by Council, or under the control of Council, is collected and managed in accordance with the Information Privacy Principles (IPPs) prescribed in the IP Act.

Council is committed to meeting its legal requirements under the IP Act by:-

- complying with the Information Privacy Principles (IPPs);
- not transferring personal information out of Australia unless the transfer complies
- section 33 of the IP Act; and
- taking reasonable steps to make contractors subject to the IP Act where required by Chapter 2, Part 4.

4.1.3 Access (Non-personal information)

- The Right to Information Act 2009 extends a right of access to information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access.
- Council is subject to the Right to Information Act 2009 (RTI Act) and accordingly acknowledges the right of the public to obtain information about council's structure, policies and activities unless disclosure would, on balance, be contrary to the public interest and is committed to ensuring that personal information held about them by council is up-to-date, accurate and complete.

- Council is committed to providing, as far as possible an open, accountable and transparent environment which enables members of the public access to council documents which do not require recourse to formal procedures in the RTI Act. However, there will be occasions when it is necessary or appropriate to make an application under the RTI Act, for instance, where third party or sensitive non-personal information is requested, or where there are grounds for considering that the documents may be exempt from access under the RTI Act.

4.1.2 Disclosure Statement

All forms used by Council to collect information, where such information includes personal information about an individual, will carry the following notice on that form:

"Isaac Regional Council is collecting your personal information on this form to process this request. The information will be only accessed by authorised council employees. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law."

4.1.3 Anonymity

The Council will, wherever it is lawful and practicable, offer individuals the option of not identifying themselves when entering into transactions with the Council.

4.1.4 Complaints

If an individual is not satisfied with the manner in which Council has handled the collection, management, use or disclosure of their personal information, they may lodge a formal complaint under Administrative Action Complaints Policy, a copy of which can be found on Council's website.

4.2 Privacy and Managing Disaster Events

In common with the rest of Australia, natural disaster events such as tropical cyclones, floods, bushfires and storms can occur in Queensland at any time. Natural disaster events exact a corresponding cost on individuals, communities and businesses, and also affect government functions and services. This is particularly likely during Queensland's storm season: between November and April.

4.2.1 Personal Information in a Disaster Event

The privacy obligations in the IP Act apply only to personal information, which is any information about an individual whose identity is apparent, or can reasonably be ascertained, from that information. Information about an individual is distinct from information about things associated with individual or even information of great interest to individuals. Individuals are generally aware of why their information is being collected, any legislative authority for collection, and the identity of third parties to which their personal information would usually be provided.

4.2.2 What Protections are offered by the IP Act in the Event of a Disaster?

Secondary use and disclosure obligations in the event of a disaster, there are also provisions that ensure that IRC's dealings with personal information remain fair, particularly after the

disaster event. The following protections remain, regardless of the fact that the initial information sharing occurred in the context of managing a disaster event.

4.2.3 Collection

Regardless of whether IRC sources the personal information from the individual themselves, another government agency or a third party, IRC must only collect/obtain information that is necessary for a purpose directly related to one or more of IRC's functions or activities. The collected information must also be relevant to that purpose, and complete and up-to-date. This means that if another law requires that personal information be dealt within a certain way, the other law must be applied first. Some examples include agency authority to compel the provision of personal information and authorising provisions in emergency management laws. When a disclosure of personal information is made in accordance with another law, there can be no privacy breach.

4.2.4 Storage and Security

Once IRC receives personal information from another source, IRC becomes responsible for protecting that information from loss, unauthorised dealings and any other misuse.
Individuals also have a right to seek access to and, as necessary, amendment of, this information from the agency that holds the information.

4.2.5 Secondary Use and Disclosure.

IRC has obtained personal information for the specific purpose of managing a disaster event is limited to other uses to which it could put the information. IRC is similarly limited in being able to itself provide personal information it has sourced from one agency to someone else.

5. Communication Channels

The Information Privacy Policy will be communicated throughout the Council via:

- Uploaded to the external website
- An announcement on the IRIS intranet
- Online policy library

6. Implementation

This policy is to be implemented by Chief Executive Officer; Director Governance, Corporate and Financial Services, Manager Governance and Corporate Services.

7. References and Related Documents

- Right to Information Act 2009
- Information Privacy Act 2009
- Information Privacy Regulations 2009
- Office of the Information Commission
- Local Disaster Management Plan
- Privacy and Managing Disaster Events guideline

PRIVACY POLICY

APPROVALS

POLICY NUMBER	CORP-POL-106	**DOC.ID**	4616834
CATEGORY	Statutory		
POLICY OWNER	Manager Governance and Assurance		
APPROVAL DATE	Insert	**RESOLUTION NUMBER**	Insert

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OBJECTIVE

Isaac Regional Council (IRC) collects and manages personal information in the course of performing its activities, functions and duties. IRC is committed to protecting an individual's personal information and right to privacy.

The way in which IRC collects, uses, disclosures, stores, and manages personal information is in accordance with the Queensland Privacy Principles (QPPs) contained in Schedule 3 of the Queensland *Information Privacy Act 2009* (IP Act) and other privacy provisions in the IP Act.

SCOPE

This Policy provides an overview of IRC's legislative obligations in managing personal information in accordance with the requirements of the *IP Act*. This Policy applies to Councillors, all IRC employees, volunteers and authorised non-Council employees (e.g. contractors) who conduct activities and functions on behalf of IRC and are involved in the collection, use, disclosure, and storage of personal/sensitive information.

DEFINITIONS

TERM / ACRONYM	MEANING
Agency	As defined by the *Right to Information Act 2009* (RTI Act), and applicable to the IP Act, means— (a) a department; or (b) a local government; or (c) a public authority; or (d) a government owned corporation; or (e) a subsidiary of a government owned corporation
Documents	As defined by the RTI Act, and applicable to the IP Act, means a document, other than a document to which this Act does not apply, in the possession, or under the control, of the agency whether brought into existence or received in the agency, and includes— (a) a document to which the agency is entitled to access; and (b) a document in the possession, or under the control, of an officer of the agency in the officer's official capacity.
Personal Information	As defined by the IP Act, means information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion – (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.
Sensitive Information	For an individual, means the following—

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(a) information or an opinion, that is also personal information, about the individual's—

(i) racial or ethnic origin; or

(ii) political opinions; or

(iii) membership of a political association; or

(iv) religious beliefs or affiliations; or

(v) philosophical beliefs; or

(vi) membership of a professional or trade association; or

(vii) membership of a trade union; or

(viii) sexual orientation or practices; or

(ix) criminal record;

(b) health information about the individual;

(c) genetic information about the individual that is not otherwise health information;

(d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or

(e) biometric templates.

POLICY STATEMENT

Privacy Obligations

The IP Act and associated Queensland Privacy Principles (QPPs) set out directions for how IRC can handle personal information.

IRC collects and uses personal information for the purposes of ensuring that IRC business is conducted efficiently and effectively and to meet its statutory obligations. IRC only collects personal information that is directly relevant and necessary for its operations.

IRC will comply with the Queensland Privacy Principles contained in the IP Act - Information Privacy Act 2009

Collection of Personal/Sensitive Information

IRC collects and uses personal/sensitive information about IRC residents, employees and others for the purpose of ensuring that IRC business is conducted efficiently, effectively meets its statutory obligations. IRC only collects personal/sensitive information that is directly relevant and necessary for its operations. IRC may collect this information by telephone and email communication, in-person, via closed circuit television (CCTV), body worn cameras, online forms and surveys or by public records. IRC collects personal information directly from individuals who access our services and indirectly from third parties as part of carrying out our business functions. IRC will generally only collect sensitive information directly from the

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individual it is about or with their consent, and/or otherwise in accordance with our obligations under the IP Act.

Types of Personal/Sensitive Information Collected

The type of personal/sensitive information IRC collects may include - Contact details (name, address, phone number, email address), Demographic information (age, gender, occupation), Financial information (bank details, payment history), Health information (medical conditions, disabilities), Other information relevant to the services provided by IRC.

The Use and Disclosure of Personal/Sensitive Information

IRC uses and discloses personal/sensitive information in accordance with the IP Act. IRC may only use or disclose an individual's personal/sensitive information for the purpose in which it was collected. IRC may also use or disclose personal/sensitive information for secondary or alternative purposes if it is permitted by the IP Act.

The Use and Disclosure of Personal/Sensitive Information Outside of Australia

IRC will only transfer personal/sensitive information outside of Australia if it is obligated to do so, disclosure will occur only with the individual's consent, when authorised or required by law, or in accordance with the IP Act.

Storage of Personal/Sensitive Information

IRC takes all reasonable steps to ensure personal/sensitive information is protected from misuse, loss, unauthorised access and modification. This includes implementing physical, technical and administrative security measures, such as:

- Access control – personal and sensitive information is stored in secure systems with access restricted to authorised staff only.
- Physical security – physical records containing personal and sensitive information are stored in secure areas with restricted access to authorised staff only.
- Training and awareness – all employees, contractors and agents will receive training on secure storage practices and importance of protecting personal and sensitive information.

IRC complies with the obligations set out in the *Public Records Act 2023* (Qld), IRC routinely destroys and de-identifies unsolicited personal/sensitive information or personal/sensitive information no longer required for any of its functions.

Access to and Correction of Personal/Sensitive Information

Matters relating to access and correction of personal/sensitive information are set out in the RTI Act. Individuals can apply to access or correct their personal/sensitive information held by IRC.

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Requests can be made in writing and should include sufficient detail to identify the information. A list of the ways access and correction requests can be made are set out on IRC's website Accessing Council information - Isaac Regional Council

Privacy Complaints

If an individual is not satisfied with the way IRC has handled the collection, management, use or disclosure of their personal/sensitive information, they may lodge a formal complaint. Privacy complaints will be managed in accordance with IRC's Complaints Management Policy and Procedure both of which are available on IRC's website Report an issue, request a service or make a complaint - Isaac Regional Council

LEGISLATIONS AND RELATED GUIDELINES

- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- *Right to Information Regulation 2025*
- *Information Privacy and Other Legislation Amendment Act 2023*
- *Queensland Privacy Principals*
- *Office of the Information Commissioner Guidelines Privacy Principles*
- *Public Records Act 2023*

REFERENCES

TYPE	DOCUMENT ID/NAME
CGFS-115	Information Security Policy
CORP-POL-079	Code of Conduct
CORP-POL-049	Right to Information Policy
CORP-POL-032	Surveillance in Public Places
PECS-034	Complaints Management Process
CORP-POL-004	ICT – Use of Electronic Communications
CGFS-117	Administrative Action Complaints
CGFS-108	Information Privacy Plan
PRO-001	Administrative Access Scheme Procedure
PRO-030	Complaints Management Procedure
PRO-031	Information Privacy Complaints Procedure
CORP-PRO-082	Right to Information & Information Privacy Application Procedure

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CORP-FRM-056	Administrative Action Complaints Form
CORP-FRM-289	General Complaints Form
CORP-FRM-182	Information Privacy Complaints Form

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MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Cale Dendle
AUTHOR POSITION	Chief Executive Officer

10.4 CHANGES TO ORGANISATION STRUCTURE

EXECUTIVE SUMMARY

Chief Executive Officer seeking endorsement of proposed changes to organisation structure.

OFFICER'S RECOMMENDATION

That Council:

1. ***In accordance with s196 of the Local Government Act 2009, adopts the attached organisation structure to take effect from 12 December 2025.***
2. ***Approves the conversion of the fixed-term Project Support Officer position in the Engineering Services department to a permanent position to provide ongoing support to all Infrastructure Services capital projects.***

BACKGROUND

Following the resignation of the Executive Manager Advocacy (Beau Jackson) effective 12 December 2025, an opportunity exists to refine organisation structure to realign some duties that have been historically assigned to the position due to the incumbent's capabilities.

Separately, approval to make a current, temporary resource permanent in the Engineering Services Department is sought.

A proposed new organisation structure (at Level 3) is attached for approval in line with s196 of the *Local Government Act 2009*. Separate approval is sought (in line with established protocols) to add to the staff establishment.

COMMENTARY

The Chief Executive Officer makes the following observations about organisation design:

- Structure needs to balance grouping like-minded functions together alongside deployment of resources in a way that reasonably balances responsibilities.
- Generally speaking, organisation structure is designed without regard to incumbent personnel, but in some cases "if it ain't broke (even if it's unusual), don't fix it".
- Changes are often intended to create efficiencies (budget savings) but sometimes we will deliberately look to actually increase resource levels.

Proposed Changes:

- Executive Manager Advocacy position (Manager contract) is not filled once vacated (therefore redundant).
- Existing Advocacy Coordinator position is reclassified as Manager Public Affairs reporting to the Chief Executive Officer. This revised position takes on responsibility for advocacy and communications functions.
- Economic Development department is realigned to Community Services.
- Renewable Energy Coordinator and Research and Policy Advisor positions are realigned to Economic Development department.

IMPLICATIONS

Budget:

The recurrent budget savings from the removal of the Executive Manager Advocacy position will be around $320,000 annually (salary, overheads and oncosts).

The current fixed-term Project Support Officer position is 100% capital funded. It is proposed to shift the funding model to a split of 80% capital funding and 20% operational funding for the permanent position. The 20% operational funding is to be sourced from the savings realised from the removal of the Manager Galilee and Bowen Basin Operations position from the structure approved in September 2025.

The result will be a reduction in 1.0 FTE executive position and convert 1.0 FTE temporary (fixed-term) Certified Agreement position to permanent.

Legislation:

S196 of the *Local Government Act 2009* obliges council to adopt an organisation structure by resolution, viz:

> *A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.*

The conversion of a temporary position to permanent is a policy position for Isaac Council to determine on a case-by-case basis.

These changes are proposed to take effect from Friday, 12 December 2025.

CONSULTATION

These changes are being achieved through attrition, and no redundancy payments are necessary.

As normal, consultation on proposed changes on the organisational structure occurred in accordance with Council's Certified Agreement requirements and contractual obligations.

BASIS FOR RECOMMENDATION

An opportunity to refine organisation structure and reduce operating costs.

ACTION ACCOUNTABILITY

The Chief Executive Officer is responsible for the architecture and delivery of the proposed changes and is being supported by People and Capability personnel along with the Executive Leadership Team.

OFFICE OF CHIEF EXECUTIVE OFFICER

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Report prepared by:	**Report authorised by:**
CALE DENDLE **Chief Executive Officer** Date: 20 November 2025	CALE DENDLE **Chief Executive Officer** Date: 20 November 2025

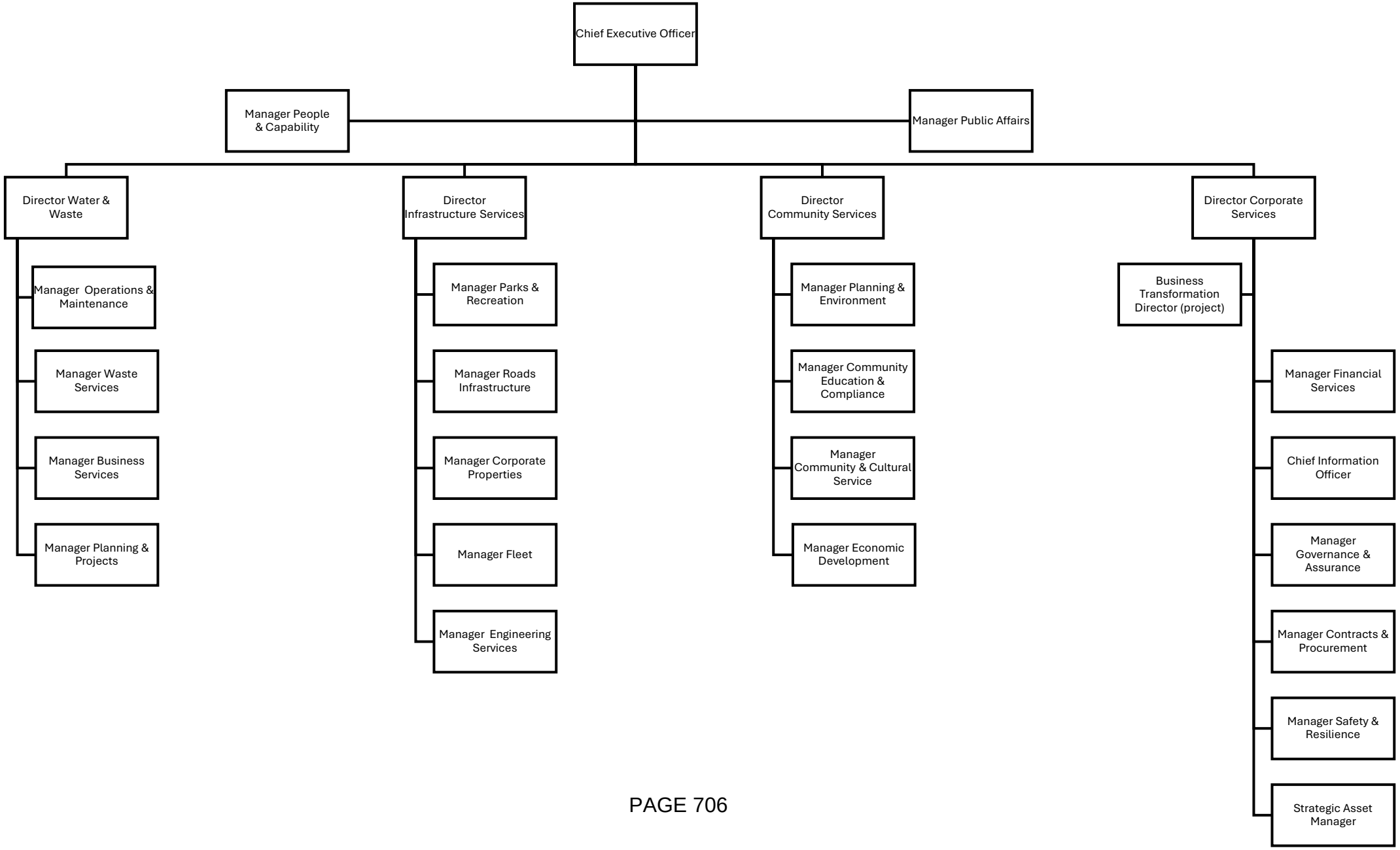
ATTACHMENTS

- Attachment 1 - Proposed New Organisation Structure (at Level 3)

REFERENCE DOCUMENT

- Nil

Isaac Regional Council Organisation Chart



MEETING DETAILS	**Ordinary Meeting** Tuesday 25 November 2025
AUTHOR	Sean Robinson
AUTHOR POSITION	Acting Director Infrastructure Services

10.5 REQUESTS TO RE-NAME PHILLIPS CREEK BRIDGE

EXECUTIVE SUMMARY

Council has received two individual requests to re-name the new Phillips Creek Bridge that is currently under construction.

OFFICER'S RECOMMENDATION

That Council:

1. ***Acknowledges the individual requests for naming of Phillips Creek Bridge.***
2. ***Resolves that Council does not proceed with the renaming of Phillips Creek Bridge in accordance with the Naming of Roads and Community Infrastructure Policy CORP-POL-093.***

BACKGROUND

Council has received two applications/requests for consideration of renaming of the Phillips Creek Bridge currently under construction. Following receipt of the naming requests, Officers have undertaken an assessment in accordance with Naming of Roads and Community Infrastructure Policy CORP-POL-093:

1. Request to Name the bridge "Bill Murphy Bridge":
    a. It is inferred, however not confirmed that the suggested name complies with the policy as extracted below noting that an application does not have to comply with all 4 criteria.

a. have been directly involved in, was instrumental in or had made a significant contribution to the development of the land or area;

b. have demonstrated outstanding levels of civic service;

c. have achieved role-model status in the wider community or have donated property or funds for community benefit;

d. be recognised in memoriam. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances and where the following can be demonstrated:

- Councillors with three or more terms of office at Council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.
- Recorded long-term action (15 years) by an individual to protect, restore, enhance, or maintain an area that produces substantial long-term improvements for the community.

2. Request to name the bridge after a Barada Barna Ancestor:
    a. While a formal application has not yet been received, it can be inferred from the details provided that the suggested name would comply with the policy as extracted below:

- Sensitivity to diverse cultural situations should be applied and derogatory or discriminatory terms or terms likely to cause offence should be avoided.
- Recognition and use of Aboriginal and Torres Strait Islander Peoples' languages are encouraged.
- Names must comply with relevant Indigenous Land Use Agreement (ILUA) conditions (where applicable).
- Demonstration of linkage to locality and reflection of local themes such as local historical, ancestral, cultural, landscape, biodiversity, feature etc are encouraged.

While the applications have been received Council Officers had previously not contemplated engaging in a re-naming process due to the existing bridge name being a widely known reference point across community and industry. However, should Councillors choose to undertake a community engagement process to inform the potential renaming of the Phillips Creek Bridge, the additional options are as follows:

Option 1

Following the receipt of a formal nomination of a name from the representatives of the Barada Barna Aboriginal Corporation and confirmation that the suggested Bill Murphy Bridge nomination complies with the policy, Council may choose to undertake community consultation to gain further understanding of community sentiment for renaming the bridge limited to the two suggested names. Once feedback has been received, Council can then undertake further deliberations.

Option 2

Following the receipt of a formal nomination of a name from the representatives of the Barada Barna Aboriginal Corporation and confirmation that the suggested Bill Murphy Bridge nomination complies with the policy, Council may choose to undertake community consultation to gain further understanding of Community sentiment for renaming the bridge limited to the two suggested names and invite further nominations for alternate names. Once consultation has been concluded, Council will be able to then undertake further deliberations.

Councillors might also choose one of the nominated names, or another name without consultation – although doing so would be inconsistent with published policy and require publication of reasons for the departure in accordance with s254H.1.b of the *Local Government Regulation 2012*.

IMPLICATIONS

Customer sentiment will need to be managed with respect to providing a reasonable response to the suggested names outlining the reasons not to progress with renaming the Phillips Creek Bridge.

CONSULTATION

Chief Executive Officer

Engineering Services Department

Executive Manager Advocacy and External Affairs

Elected Members

BASIS FOR RECOMMENDATION

Council Officers had previously not contemplated engaging in a re-naming process due to the existing bridge name being a widely known reference point across community and industry.

ACTION ACCOUNTABILITY

Manager Engineering Services to contact each of the nominators and advise that Council will not be progressing with the renaming of the Phillips Creek Bridge including providing an outline as to why the decision was made.

KEY MESSAGES

The Naming of Roads and Community Infrastructure Policy (CORP-POL-093) has been reviewed in light of recent community requests to rename Phillips Creek bridge. While Council officers had not previously considered initiating a renaming process—given the bridge's long-established use as a widely recognised reference point across the community and industry—the policy provides a framework to assess such requests transparently and consistently. This report offers advice to Council on the application of CORP-POL-093 to the current request and outlines implications, considerations, and recommended next steps.

Report prepared by:	**Report authorised by:**
SEAN ROBINSON **Acting Director Infrastructure Services**	CALE DENDLE **Chief Executive Officer**
Date: 20 November 2025	Date: 20 November 2025

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Naming of Roads and Community Infrastructure Policy CORP-POL-093

PAGES 710 TO 745 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS