

NOTICE OF MEETING

Dear Councillors

You are requested to attend the following meeting of Council.

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

**TO BE HELD ON
TUESDAY, 5 MARCH 2024
COMMENCING AT 9.00AM
ISAAC REGIONAL COUNCIL
COUNCIL CHAMBERS, MORANBAH**

KEN GOULDTHORP
Chief Executive Officer

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally Section 254J

Closed meetings

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

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

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

Conflict of Interest Obligations

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

STATUTORY (POST-ELECTION) MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

FRIDAY 5 APRIL 2024

COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL CHAMBERS, MORANBAH

AGENDA

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

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1. OPENING OF MEETING

2. APOLOGIES

3. CONDOLENCES

- DENNIS, Ross William formerly of "Urella" Clermont
- SMITH, Phillip Mitchell formerly of Moranbah
- WALMSLEY, Anne 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 at Isaac Regional Council Chambers, Moranbah on Wednesday 13 March 2024 at 9.00am.

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. STANDING COMMITTEE REPORTS

No Standing Committee Reports this meeting.

10. OFFICER REPORTS

10.1

Appointment of Deputy Mayor - 2024 Local Government Elections

EXECUTIVE SUMMARY

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

10.2

Isaac Regional Council Standing Committee's (Statutory) Membership

EXECUTIVE SUMMARY

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

10.3

Isaac Regional Council Audit and Risk Committee Councillor Membership

EXECUTIVE SUMMARY

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

10.4

Isaac Regional Council Local Disaster Management Group Councillor Membership

EXECUTIVE SUMMARY

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

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

10.5

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

EXECUTIVE SUMMARY

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

11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

12. INFORMATION BULLETIN

No Information Bulletins this meeting.

11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

12. INFORMATION BULLETIN

No Information Bulletins this meeting.

13. COUNCILLOR QUESTION TIME

14. CONCLUSION

UNCONFIRMED MINUTES

**ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL**

**HELD ON
WEDNESDAY, 13 MARCH 2024
COMMENCING AT 9.00AM
ISAAC REGIONAL COUNCIL
COUNCIL CHAMBERS, MORANBAH**

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT ISAAC REGIONAL COUNCIL

COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 13 MARCH 2024

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• Ordinary Meeting of Isaac Regional Council held in Isaac Regional Council Chambers, Moranbah on Wednesday 28 February 2024	
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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT ISAAC REGIONAL COUNCIL

COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 13 MARCH 2024 COMMENCING AT 9.00AM

ATTENDANCE

Mayor Anne Baker, Chair
Deputy Mayor, Cr Kelly Vea Vea, Division Five
Cr Greg Austen, Division One
Cr Sandy Moffat, Division Two
Cr Simon West, Division Four
Cr Carolyn Franzmann, Division Six
Cr Jane Pickels, Division Seven
Cr Viv Coleman, Division Eight

OFFICERS PRESENT

Mr Ken Gouldthorp, Chief Executive Office
Mr Darren Fettell, Director Corporate Governance and Financial Services
Mr Dan Wagner, Director Planning, Environment and Community Services
Mr Jason Frost, Acting Director Engineering and Infrastructure
Mr Scott Casey, Director Water and Waste
Mr Beau Jackson, Executive Manager Advocacy and External Affairs
Mr Paul Simonds, Executive Manager People and Capability
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and CEO

1. OPENING

The Mayor declared the last meeting of the term open at 9.00am and welcomed all in attendance to the March Ordinary Meeting.

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

UNCONFIRMED MINUTES

2. LEAVE OF ABSENCE AND APOLOGIES

An apology was received from Cr Gina Lacey.

Resolution No.: 8671

Moved: Cr West

Seconded: Cr Moffat

That Council accepts the apology received from Cr Gina Lacey.

Carried

3. CONDOLENCES

- BETTRIDGE, Ivan Douglas (100 Years Old - World War II Veteran)
- BIRD, Loraine Denise formerly of Moranbah
- DUNBAR, Wendy Margaret formerly of Carmila

4. DECLARATION OF CONFLICTS OF INTEREST

No Conflict of Interests declared this meeting.

NOTE:

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

UNCONFIRMED MINUTES

5. DEPUTATIONS

No deputations this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

7. CONFIRMATION OF MINUTES

Ordinary Meeting of Isaac Regional Council held in Isaac Regional Council Chambers, Moranbah, Wednesday 28 February 2024

Resolution No.: 8672

Moved: Cr Coleman

Seconded: Cr Moffat

The Minutes of the Ordinary Meeting held in Isaac Regional Council Chambers, Moranbah on Wednesday 28 February 2024 are confirmed.

Carried

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

9. STANDING COMMITTEE REPORTS

No Standing Committee Reports this meeting.

10. OFFICER REPORTS

10.1

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 29 FEBRUARY 2024

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

1. *Receive the financial statements for the period ended 31 January 2024 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

Resolution No.: 8673

Moved: Cr Pickels

Seconded: Cr Austen

That Council:

1. **Receive the financial statements for the period ended 28 February 2024 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.**

Carried

10.2

SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 8674

Moved: Cr Moffat

Seconded: Cr Franzmann

That Council:

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

Carried

10.3

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES FY2023/2024 CAPITAL PROJECTS PROGRESS REPORT AS AT 29 FEBRUARY 2024

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

1. *Receives and notes the monthly Planning, Environment and Community Services 2023/2024 Capital Progress Summary Report as at 29 February 2024.*

Resolution No.: 8675

Moved: Cr Coleman

Seconded: Cr Franzmann

That Council:

1. **Receives and notes the monthly Planning, Environment and Community Services 2023/2024 Capital Progress Summary Report as at 29 February 2024.**

Carried

10.4

ENGINEERING AND INFRASTRUCTURE 2023/2024 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2023/2024 Capital Works Program.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.*

UNCONFIRMED MINUTES

Resolution No.: 8676

Moved: Cr West

Seconded: Cr Vea Vea

That Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.**

Carried

10.5

WATER AND WASTE 2023/2024 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

This report is to provide an update to the Water and Waste Standing Committee and Council of the progress in the delivery of the Water and Waste 2023/2024 Capital Works Program.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receives and notes the monthly Water and Waste 2023/2024 Capital Projects Progress Summary Report.*

Resolution No.: 8677

Moved: Cr West

Seconded: Cr Austen

That Council:

- 1. Receives and notes the monthly Water and Waste 2023/2024 Capital Projects Progress Summary Report.**

Carried

10.6

WATER AND WASTEWATER PREVENTATIVE MAINTENANCE PROGRAM UPDATE

EXECUTIVE SUMMARY

The Water and Wastewater Preventative Maintenance Programme was initially prepared to provide a multiyear program addressing a wide range of high priority maintenance needs across the Water and Wastewater Directorate asset base. This report highlights the progress against the schedule of preventive maintenance proposed for the 2023/24 Financial Year. The report outlines the total number of preventative maintenance programs implemented based on the approved FY2023/2024 budget.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the contents of the Water and Wastewater Preventative Maintenance Program Update.*

Resolution No.: 8678

Moved: Cr Moffat

Seconded: Cr West

That Council:

1. **Notes the contents of the Water and Wastewater Preventative Maintenance Program Update.**

Carried

UNCONFIRMED MINUTES

11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

12. INFORMATION BULLETIN

12.1

OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION BULLETIN – MARCH 2023

EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for March 2023 is provided for Council review.

Resolution No.: 8679

Moved: Cr Franzmann

Seconded: Cr Coleman

That Council:

- 1. Notes the Office of the Chief Executive Officer Information Bulletin for March 2024.**

Carried

13. COUNCILLOR QUESTION TIME

No Councillor Questions this meeting.

UNCONFIRMED MINUTES

14. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 9.37am.

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

.....
MAYOR

..... / /
DATE

MEETING DETAILS	Post-Election (Statutory) Meeting Friday 5 April 2024
AUTHOR	John Nyawo
AUTHOR POSITION	Manager Governance and Corporate Services

10.1 APPOINTMENT OF DEPUTY MAYOR – 2024 LOCAL GOVERNMENT ELECTIONS

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

1. ***Appoints Councillor _____ as Deputy Mayor.***

BACKGROUND

In accordance with *Section 175 (2) of the Local Government Act 2009* Council must within 14 days of a quadrennial election appoint a Deputy Mayor from one of the Councillors (other than the Mayor).

The Chief Executive Officer will facilitate the process of appointing the Deputy Mayor. Prior to the Council's Post-Election meeting scheduled for Friday 5 April 2024, a call for nominations will be forwarded to all Councillors. All Councillors have the opportunity to put forward a nomination or be nominated. The Mayor cannot be nominated.

Nomination Process:

1. The nomination is to be made by completion of the appropriate form as a self-nomination or nomination by another Councillor. The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
2. The nomination is to be delivered or sent to Chief Executive Officer by 9am, Friday 5 April 2024. Email delivery is accepted, completed forms can be emailed to OCEO@isaac.qld.gov.au.
3. The Chief Executive Officer is to announce the names of the nominees at the Post-Election Meeting at which the election is to be held.

Election Process:

1. If only one Councillor is nominated, that Councillor is elected.
2. If more than one Councillor is nominated, a ballot will be conducted by the Returning Officer.
3. The election is to be held at the Post Election Meeting scheduled for Friday 5 April 2024.
4. The Chief Executive Officer is to facilitate the election process.
5. Councillors will make a resolution as to whether this will be a secret ballot or by the show of hands prior to the commencement of the election

The outcome of the election is final with the Councillor with the most votes plus one being the successful nominee. The Chief Executive Officer will announce the successful nominee at the conclusion of the election process.

IMPLICATIONS

Budget

Remuneration is budgeted, no impact

Community

Manage community expectations on remuneration to Councillors, noting it is in line with best practice and the Tribunal's recommendation

CONSULTATION

- Mayor
- Chief Executive Officer

BASIS FOR RECOMMENDATION

- To acknowledge legislative obligations and previous resolutions and ensure transparency in decision making.

ACTION ACCOUNTABILITY

- CEO confirm with Chief Financial Officer to ensure remuneration is allocated to the appropriate Councillor
- CEO and Executive Manager Advocacy and External Affairs to ensure publications, website, and all relevant documentation are updated to reflect resolution, including appropriate announcements (media releases)

KEY MESSAGES

- Council is committed to transparent decision making.

Report Prepared By:

JOHN NYAWO
Manager Governance and Corporate Services

Date: 27 March 2024

Report Authorised By:

KEN GOULDTHORP
Chief Executive Officer

Date: 27 March 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Act 2009*
- *Local Government Regulations 2012*

MEETING DETAILS	Post-Election (Statutory) Meeting Friday 5 April 2024
AUTHOR	Tricia Hughes
AUTHOR POSITION	Coordinator Executive Support – OCEO

10.2 ISAAC REGIONAL COUNCIL STANDING COMMITTEES (STATUTORY) MEMBERSHIP

EXECUTIVE SUMMARY

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

OFFICER’S RECOMMENDATION

That Council:

1. **Confirm the continuation of the following Standing Committees with respective Terms of Reference as attached to this report:**
 - a. **Corporate, Governance and Financial Services Standing Committee**
 - b. **Planning Environment and Community Services Standing Committee**
 - c. **Engineering and Infrastructure Standing Committee**
 - d. **Water and Waste Standing Committee**

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

Committee Name	Number of Representatives	Chairperson	Membership
Corporate, Governance and Financial Services Standing Committee	Mayor 4 x Councillors	Chairperson: 1.	2. 3. 4. Mayor
Planning, Environment and Community Services Standing Committee	Mayor 4 x Councillors	Chairperson: 1.	

Engineering and Infrastructure Standing Committee	Mayor 4 x Councillors	Chairperson: 1.	2. 3. 4. Mayor
Water and Waste Standing Committee	Mayor 4 x Councillors	Chairperson: 1.	

BACKGROUND

Council has four standing committees aligned to the Directorates:

1. Corporate Governance and Financial Services (CGFS)
2. Planning Environment and Community Services (PECS)
3. Engineering and Infrastructure (E&I)
4. Water and Waste (W&W)

The membership of all Standing Committees is to be resolved by Council at its first Statutory meeting, post-quadrennial election and will be in place until the next quadrennial election. While all Standing Committees have separate Chairs, it is preferable that there is common membership with:

- CGFS and PECS Standing committees; and
- E&I and W&W Standing Committees.

This will assist with the efficient running of the committees given that PECS follows on directly from CGFS and W&W follows on directly from E&I.

The membership for all standing Committee shall comprise of, by resolution, four (4) elected Councillor representatives, one of which will be appointed the chair. The Mayor is also a member, with full voting rights, however may not appoint an alternate in their absence. Refer Section 12(4)(g) of the *Local Government Act 2009*.

1. Chairperson Members
2. Cr x
3. Cr x
4. Cr x
5. Mayor

Where the Chair cannot attend, they are to nominate an alternate from the Members to assume the role of the Chair for that meeting.

Where a Member cannot attend the scheduled Standing Committee meeting, Council may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting. (s266 *Local Government Regulation 2012*) For the purposes of this meeting the alternate will have full voting rights.

The membership of all Standing Committees can be amended by resolution, as determined by the council.

All Elected Representatives of Isaac Regional Council, who are not members of a particular Standing Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of a particular Committee, they have no voting rights.

IMPLICATIONS

The Standing Committees have no delegated authority, unless authorised by Council.

CONSULTATION

- Mayor and Divisional Councillors
- Director Planning, Environment and Community Services
- Director Corporate, Governance and Financial Services
- Director Engineering and Infrastructure
- Director Water and Waste

BASIS FOR RECOMMENDATION

Prior to the 2024 election LGAQ provided a member update that included discussion on learnings from the 2020-24 term and the CEO provided a presentation on his impressions of the organisation. The proposed meeting structure recommended in this report is consistent with the outcome of those discussions and provided as a starting point for the new 2024-28 Council.

The Standing Committees provide oversight on the functional responsibilities within each of the relevant Directorates and put forward recommendations on actions to be taken to the full Council at its Ordinary meeting.

ACTION ACCOUNTABILITY

Directors are Committee Officers for their relevant Standing Committee.

The Chief Executive Officer is responsible for appointing Secretariat responsibilities for all Standing Committees.

Each Standing Committee makes recommendations to the Ordinary Council meeting.

KEY MESSAGES

Council is committed to transparent decision making.

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

Report prepared by:

TRICIA HUGHES

Coordinator Executive Support

Date: 28 March 2024

Report authorised by:

KEN GOULDTHORP

Chief Executive Officer

Date: 28 March 2024

ATTACHMENTS

- Attachment 1 - Council Standing Committees - Terms of Reference – Corporate, Governance and Financial Services Standing Committee
- Attachment 2 - Council Standing Committees - Terms of Reference – Planning, Environment and Community Services Standing Committee
- Attachment 3 - Council Standing Committees - Terms of Reference - Engineering and Infrastructure Standing Committee
- Attachment 4 - Council Standing Committees - Terms of Reference – Water and Waste Standing Committee

REFERENCE DOCUMENT

- Nil

SCOUNCIL STANDING COMMITTEES TERMS OF REFERENCE

ISAAC'S GOAL

To pursue long term sustainable futures for Isaac's communities

ISAAC'S VISION

Helping to energise the world

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

ISAAC'S VALUES

Community focus

- *We engage and communicate authentically with all Isaac communities to understand both their common and specific needs*
- *We will continuously improve how we address those needs to help future-proof our region*

Caring

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

Teamwork

- *We expect respectful relationships in our work together, to achieve*
- *We cultivate commitment through shared purpose, to create value*

Positive work ethic

- *We do our best every day to have pride and enjoyment in our work*
- *We display accountability, transparency, procedural consistency and integrity*
- *We seek the highest possible practical outcomes in everything we do*
- *We practice the knowledge that how we do things is just as important as what we do*

At Isaac, the how matters

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Council Standing Committee Meeting Framework

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Corporate, Governance and Financial Services Standing Committee

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COUNCIL STANDING COMMITTEE MEETING FRAMEWORK

Reference – Corporate Governance Framework

Meeting of the Local Government	Frequency	Timing
Ordinary Council Meeting	Monthly	Fourth Wednesday of the month
Standing Committee: <ul style="list-style-type: none"> • Corporate, Governance and Financial Services • Planning, Environment and Community Services • Engineering and Infrastructure • Water and Waste 	Monthly	Third Wednesday of the month

DATES & TIMES OF STANDING COMMITTEES

Commences	3 rd Wednesday of each month
9.00am – 12.30pm	Corporate, Governance and Financial Services Standing Committee Followed by Planning, Environment and Community Services Standing Committee
12.30pm – 1.00pm	Lunch
1.00pm – 4.00pm	Engineering and Infrastructure Standing Committee Followed by Water and Waste Standing Committee

CONDUCT OF A MEETING OF A LOCAL GOVERNMENT

- A meeting of a local government means:
 - A meeting of the local government (Council Ordinary Meeting); and
 - A meeting of a committee of a local government
 - Section 271 of the *Local Government Regulation 2012*
- A local government must, at least once in each year, publish a notice of the days and times when its ordinary meetings and ordinary meetings of its standing committees will be held under section 277 of the *Local Government Regulation 2012*
- A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275 of the *Local Government Regulation 2012*

Other Meetings

- Audit and Risk Committee
- Advisory Committees

TERMS OF REFERENCE

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING COMMITTEE

S264(1)(a) Local Government Regulation 2012 – Appointment of committees

1. PURPOSE

The Corporate, Governance and Financial Services Committee provide direction and leadership on the functional responsibilities listed below.

2. SCOPE AND RESPONSIBILITIES

This committee deals with all matters that align with the Corporate, Governance and Financial Services Directorate, Office of the Chief Executive Office and other matters as determined by the Mayor or Chief Executive Officer. The Corporate, Governance and Financial Services Committee makes recommendations to the Ordinary Council meeting. The Corporate, Governance and Financial Services Standing Committee has no delegated authority, unless authorised by Council.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Discuss and formulate final recommendations to the Ordinary Council meeting.

The following is a list of, but not limited to, portfolios/functions assigned to the Corporate, Governance and Financial Services Standing Committee:

- Accounting systems and reporting
- Council media and communication
- Business improvement
- Advocacy
- Corporate insurance and risk management
- Corporate procurement
- Council policy
- Councillor services
- Debt recovery
- Electoral and elected representative matters
- Legal services
- Rating functions including levies collection, write-offs and valuation analysis
- Records management
- IT related matters
- Annual budget monitoring and approval of budget variances
- External and Internal Audit
- Corporate and operational planning
- Corporate strategic financial management
- Corporate image and marketing
- Corporate policy co-ordination
- Councillor discretionary funding
- Council's legislative program
- Delegations of authority
- Asset management (organisational)
- Boundary changes
- Legislation review
- Human resource management (Enterprise bargaining, Industrial relations)
- Disaster Management
- Matters relating to the Office of the CEO

- Workplace, Health and Safety/Organisational Safety
- Matters as deemed appropriate to be raised at the Corporate, Governance and Financial Services Standing Committee
- Community Board Liaison Matters
 - Moranbah Early Learning Centre (MELC)
 - Isaac Affordable Housing Trust (IAHT)
- Advisory Committees:
 - Audit and Risk Management Committee
 - Local Disaster Management Group (LDMG)

3. MEMBERSHIP

The membership of the Governance and Financial Services Committee shall comprise of, by resolution, four (4) elected representatives, one of which will be appointed the chair:

Chairperson	Members
Councillor 1	Mayor
	Councillor 2
	Councillor 3
	Councillor 4

The Mayor is a member, with full voting rights, however may not appoint an alternate in their absence. Refer Section 12(4)(f) of the *Local Government Act 2009*.

Where the Chair cannot attend, they are to nominate an alternate Chair from the Members to assume the role of the Chair for that meeting, where practical. On these occasions, the Chief Executive Officer will open the meeting and call for motions to appoint a Chairperson, which will then be formally recorded in the minutes.

Where a Member cannot attend the scheduled Standing Committee meeting, the Committee may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting (s266 *Local Government Regulation 2012*). For the purposes of this meeting the alternate will have full voting rights.

All Elected Representatives of Isaac Regional Council, who are not members of the Corporate, Governance and Financial Services Standing Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of the Corporate, Governance and Financial Services Standing Committee, they have no voting rights.

4. TERM

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

The membership of the Corporate, Governance and Financial Services Standing Committee can be amended by resolution, as determined by the Council.

5. QUORUM

The quorum for Council's standing committees be fixed as a majority of its members or at least one half of its members. A quorum will be a minimum of three (3) members. Council/Members are encouraged to nominate an alternate to ensure Standing Committees proceed.

(NB: This is in accordance with Section 269 of the *Local Government Regulation 2012*)

6. FREQUENCY OF MEETINGS

The Corporate, Governance and Financial Services Standing Committee will meet two weeks prior to the Council Meeting as per the Days and Times of Councils Standing Committees Schedule and followed by the Planning, Environment and Community Services Standing Committee Meeting.

Meetings of a committee are to be held at the times and places decided by the committee as per s268 (Frequency of meetings) of the *Local Government Regulation 2012*

The Calendar of Meetings will be published on Council's website and a public notice issued at least annually when schedule is adopted or when amended.

7. GOVERNANCE ARRANGEMENTS

Agenda Distribution

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*. A list of items for this committee will be available for viewing on Council's website at the same time agendas are delivered to all Councillors.

The Agenda will be delivered to Councillors no less than two (2) business days prior the scheduled meeting date.

The Chief Executive Officer has responsibility for appointing Secretariat responsibilities for all Standing Committees.

Conduct of Meetings

The Corporate, Governance and Financial Services Standing Committee operates in accordance with s270 (Procedure at meetings) of the *Local Government Regulation 2012* and Councils Standing Orders.

Recording of minutes

In accordance with Section 272(6) of the *Local Government Regulation 2012*, Council will take and prepare minutes of meeting and provide a written report or reports of the committee's recommendations to the Ordinary Council meeting for consideration and adoption.

COUNCIL STANDING COMMITTEES TERMS OF REFERENCE

ISAAC'S GOAL

To pursue long term sustainable futures for Isaac's communities

ISAAC'S VISION

Helping to energise the world

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

ISAAC'S VALUES

Community focus

- *We engage and communicate authentically with all Isaac communities to understand both their common and specific needs*
- *We will continuously improve how we address those needs to help future-proof our region*

Caring

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

Teamwork

- *We expect respectful relationships in our work together, to achieve*
- *We cultivate commitment through shared purpose, to create value*

Positive work ethic

- *We do our best every day to have pride and enjoyment in our work*
- *We display accountability, transparency, procedural consistency and integrity*
- *We seek the highest possible practical outcomes in everything we do*
- *We practice the knowledge that how we do things is just as important as what we do*

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COUNCIL STANDING COMMITTEE MEETING FRAMEWORK

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Meeting of the Local Government	Frequency	Timing
Ordinary Council Meeting	Monthly	Fourth Wednesday of the month
Standing Committee: <ul style="list-style-type: none"> • Corporate, Governance and Financial Services • Planning, Environment and Community Services • Engineering and Infrastructure • Water and Waste 	Monthly	Third Wednesday of the month

DATES & TIMES OF STANDING COMMITTEES

Commences	3 rd Wednesday of each month
9.00am – 12.30pm	Corporate, Governance and Financial Services Standing Committee Followed by Planning, Environment and Community Services Standing Committee
12.30pm – 1.00pm	Lunch
1.00pm – 4.00pm	Engineering and Infrastructure Standing Committee Followed by Water and Waste Standing Committee

CONDUCT OF A MEETING OF A LOCAL GOVERNMENT

- A meeting of a local government means:
 - A meeting of the local government (Council Ordinary Meeting); and
 - A meeting of a committee of a local government
 - Section 271 of the *Local Government Regulation 2012*
- A local government must, at least once in each year, publish a notice of the days and times when its ordinary meetings and ordinary meetings of its standing committees will be held under section 277 of the *Local Government Regulation 2012*
- A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275 of the *Local Government Regulation 2012*

Other Meetings

- Audit and Risk Committee
- Advisory Committees

TERMS OF REFERENCE

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES STANDING COMMITTEE

S264(1)(a) Local Government Regulation 2012 – Appointment of committees

1. PURPOSE

The Planning, Environment and Community Services Standing Committee provide direction and leadership on the functional responsibilities listed below.

2. SCOPE AND RESPONSIBILITIES

This committee deals with all matters that align with the Planning, Environment and Community Directorate. The Planning, Environment and Community Services Standing Committee make recommendations to the Ordinary meeting. The Planning, Environment and Community Services Standing Committee have no delegated authority, unless authorised by Council.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Discuss and formulate final recommendations to the Ordinary Council meeting.

The following is a list of, but not limited to, portfolios /functions assigned to the Planning, Environment and Community Services Standing Committee:

- Land use planning – including new Isaac Planning Scheme and Local Government Infrastructure Plan
- Development Assessment
- Planning appeals
- Infrastructure planning and charging
- Delegated development assessment responsibilities for the Moranbah Priority Development Area under the Economic Development Act
- Administration of existing LGIP and infrastructure charging regime
- Native Title coordination up to registration of ILUAs
- Coastal Hazard Adaptation Planning
- Community, Social, Environmental and Sustainability Planning
- Management of Council and third party operated Halls/Centres
- Management of land and building owned by Council and leased to community organisations
- Cemetery Management
- Management of Leased Aquatic Commercial Facilities
- Community Lease management – negotiation, development, implementation and oversight of community leases.
- Local law administration, education/awareness and enforcement
- Land Use education/awareness; Development Audits & Investigation
- Animal management & nuisance response; pound operations & animal care
- Building Services –building searches, Asbestos sampling & testing

- Environmental services (assessment, education/awareness, pest management, policy, investigations)
- Stock route management
- Natural Resource management
- Biodiversity management and sustainability strategy
- Climate change adaption
- Economic Development
- Tourism Development and Management of Regional tourism events
- Business Support
- Development of industry strategy
- Investment and Business attraction
- Commercial operations – Saleyards, Aerodromes, and Theresa Creek Dam
- Fossicking management
- Commercial operations – Saleyards, Aerodromes, and Theresa Creek Dam
- Council, Civic and Community Events
- First Peoples engagement
- Matters as deemed appropriate to be raised at the Planning, Environment and Community Services Standing Committee
- Certification, pool safety inspections, Education/awareness and building compliance /investigation
- Plumbing and Drainage Services – Plumbing Application Assessments; Trade Waste Audits; On-Site Sewerage Designs; Backflow testing & repairs; Hydrant flow & pressure testing
Plumbing education/awareness; compliance investigations
- Environmental Health Services – Public and environmental health education/awareness & licensing and approvals; Public and environmental health regulatory activities; illegal dumping enforcement
- Administer State Penalties Enforcement Registry
- Community Engagement
- Customer Service
- Community relationship management - place and portfolio (youth, first peoples, sport & recreation)
- Community and Youth Programs
- Community development and capacity building including community grants program
- Exhibition and Museum management
- Arts and Library Services

Advisory Committees

- Nebo Showgrounds Revitalisation Advisory Committee
- Isaac Arts and Cultural Advisory Committee
- Clermont Saleyards Committee

3. MEMBERSHIP

The membership of the Planning, Environment and Community Services Standing Committee shall comprise of, by resolution, the Mayor and four (4) elected representatives, one of which will be appointed the chair:

Chairperson	Members
Councillor 1	Mayor
	Councillor 2
	Councillor 3
	Councillor 4

The Mayor is a member, with full voting rights, however may not appoint an alternate in their absence. Refer Section 12(4)(f) of the *Local Government Act 2009*.

Where the Chair cannot attend, they are to nominate an alternate Chair from the Members to assume the role of the Chair for that meeting, where practical. On these occasions, the Chief Executive Officer will open the meeting and call for motions to appoint a Chairperson, which will then be formally recorded in the minutes.

Where a Member cannot attend the scheduled Standing Committee meeting, the Committee may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting (s266 *Local Government Regulation 2012*). For the purposes of this meeting the alternate will have full voting rights.

All Elected Representatives of Isaac Regional Council, who are not members of the Planning, Environment and Community Services Standing Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of the Planning, Environment and Community Services Standing Committee, they have no voting rights.

4. TERM

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

The membership of the Planning, Environment and Community Services Standing Committee can be amended by resolution, as determined by the Council.

5. QUORUM

The quorum for Council's standing committees be fixed as a majority of its members or at least one half of its members. A quorum will be a minimum of three (3) members. Council/Members are encouraged to nominate an alternate to ensure Standing Committees proceed.

(NB: This is in accordance with Section 269 of the *Local Government Regulation 2012*)

6. FREQUENCY OF MEETINGS

The Planning, Environment and Community Services Standing Committee will meet two weeks prior to the Council Meeting as per the Days and Times of Councils Standing Committees Schedule and following the Corporate, Governance and Financial Services Standing Committee Meetings.

Meetings of a committee are to be held at the times and places decided by the committee as per s268 (Frequency of meetings) of the *Local Government Regulation 2012*.

The Calendar of Meetings will be published on Council's website and a public notice issued at least annually when schedule is adopted or when amended.

7. GOVERNANCE ARRANGEMENTS

Agenda Distribution

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*. A list of items for this committee will be available for viewing on Council's website at the same time agendas are delivered to all Councillors.

The Agenda will be delivered to Councillors no less than two (2) business days prior the scheduled meeting date.

The Chief Executive Officer has responsibility for appointing Secretariat responsibilities for all Standing Committees.

Conduct of Meetings

The Planning, Environment and Community Services Standing Committee operates in accordance with s270 (Procedure at meetings) of the *Local Government Regulation 2012* and Councils Standing Orders.

Recording of minutes

In accordance with Section 272(6) of the *Local Government Regulation 2012*, Council will take and prepare minutes of meeting and provide a written report or reports of the committee's recommendations to the Ordinary Council meeting for consideration and adoption.

COUNCIL STANDING COMMITTEES

TERMS OF REFERENCE

ISAAC'S GOAL

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COUNCIL STANDING COMMITTEE MEETING FRAMEWORK

Reference – Corporate Governance Framework

Meeting of the Local Government	Frequency	Timing
Ordinary Council Meeting	Monthly	Fourth Wednesday of the month
Standing Committee: <ul style="list-style-type: none"> • Corporate, Governance and Financial Services • Planning, Environment and Community Services • Engineering and Infrastructure • Water and Waste 	Monthly	Third Wednesday of the month

DATES & TIMES OF STANDING COMMITTEES

Commences	3 rd Wednesday of each month
9.00am – 12.30pm	Corporate, Governance and Financial Services Standing Committee Followed by Planning, Environment and Community Services Standing Committee
12.30pm – 1.00pm	Lunch
1.00pm – 4.00pm	Engineering and Infrastructure Standing Committee Followed by Water and Waste Standing Committee

CONDUCT OF A MEETING OF A LOCAL GOVERNMENT

- A meeting of a local government means:
 - A meeting of the local government (Council Ordinary Meeting); and
 - A meeting of a committee of a local government
 - Section 271 of the *Local Government Regulation 2012*
- A local government must, at least once in each year, publish a notice of the days and times when its ordinary meetings and ordinary meetings of its standing committees will be held under section 277 of the *Local Government Regulation 2012*
- A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275 of the *Local Government Regulation 2012*

Other Meetings

- Audit and Risk Committee
- Advisory Committees

TERMS OF REFERENCE

ENGINEERING INFRASTRUCTURE STANDING COMMITTEE

S264(1)(a) Local Government Regulation 2012 – Appointment of Committees

1. PURPOSE

The Engineering and Infrastructure Standing Committee provide direction and leadership on the functional responsibilities listed below.

2. SCOPE AND RESPONSIBILITIES

This committee deals with all matters that align with the Engineering and Infrastructure Directorate. The Engineering and Infrastructure Standing Committee makes recommendations to the Ordinary Council meeting. The Engineering and Infrastructure Standing Committee has no delegated authority, unless authorised by Council.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Discuss and formulate final recommendations to the Ordinary Council meeting.

The following is a list of, but not limited to, portfolios/functions assigned to the Engineering and Infrastructure Standing Committee:

- Management of plant acquisition and disposal
- Plant & Fleet maintenance/management
- Workshop Management
- Asset Manager – Administration buildings and Residential properties
- Residential Tenancy Property Management
- Building Maintenance
- Building Capital renewal / upgrade
- Building Compliance maintenance
- Operational, Renewal and compliance activities
- Parks, open spaces, sporting facilities/precincts, recreational facilities including playgrounds
- Public lighting
- Traffic engineering and management
- Transport planning
- Strategic asset management on all related infrastructure
- Footpaths and Bikeways
- Road and drainage planning, design, construction and maintenance
- Surveying, mapping and spatial services
- Traffic engineering and management
- Public lighting
- Public transport infrastructure
- Industry Road Maintenance and Compensation Agreements
- Industry Road Infrastructure Agreements
- Surveying, mapping and spatial services
- State Controlled Roads – Advocacy
- Public transport infrastructure
- Matters as deemed appropriate to be raised at the Engineering and Infrastructure Standing Committee

3. MEMBERSHIP

The membership of the Engineering and Infrastructure Standing Committee shall comprise of, by resolution, four (4) elected representatives, one of which will be appointed the chair:

Chairperson	Members
Councillor 1	Mayor
	Councillor 2
	Councillor 3
	Councillor 4

The Mayor is a member, with full voting rights, however, may not appoint an alternate in their absence. Refer Section 12(4)(f) of the *Local Government Act 2009*.

Where the Chair cannot attend, they are to nominate an alternate Chair from the Members to assume the role of the Chair for that meeting, where practical. On these occasions, the Chief Executive Officer will open the meeting and call for motions to appoint a Chairperson, which will then be formally recorded in the minutes.

Where a Member cannot attend the scheduled Standing Committee meeting, the Committee may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting (s266 *Local Government Regulation 2012*). For the purposes of this meeting the alternate will have full voting rights.

All Elected Representatives of Isaac Regional Council, who are not members of the Engineering and Infrastructure Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of the Engineering and Infrastructure Standing Committee, they have no voting rights.

4. TERM

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

The membership of the Engineering and Infrastructure Standing Committee can be amended by resolution, as determined by the Council.

5. QUORUM

The quorum for Council's standing committees be fixed as most of its members or at least one half of its members. A quorum will be a minimum of three (3) members. Council/Members are encouraged to nominate an alternate to ensure Standing Committee meetings proceed.

(NB: This is in accordance with Section 269 of the *Local Government Regulation 2012*)

6. FREQUENCY OF MEETINGS

The Engineering and Infrastructure Standing Committee will meet two weeks prior to the Ordinary Meeting of Council as per the Days and Times of Councils Standing Committees Schedule and will be followed by the Water and Waste Standing Committee Meetings.

Meetings of a committee are to be held at the times and places decided by the committee as per s268 (Frequency of meetings) of the *Local Government Regulation 2012*.

The Calendar of Meetings will be published on Council's website and a public notice issued at least annually when schedule is adopted or when amended.

7. GOVERNANCE ARRANGEMENTS

Agenda Distribution

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*. A list of items for this committee will be available for viewing on Council's website at the same time agendas are delivered to all councillors.

The Agenda will be delivered to Councillors no less than two (2) business days prior the scheduled meeting date.

The Chief Executive Officer has responsibility for appointing Secretariat responsibilities for all Standing Committees.

Conduct of Meetings

The Engineering and Infrastructure Standing Committee operates in accordance with s270 (Procedure at meetings) of the *Local Government Regulation 2012* and Councils Standing Orders.

Recording of minutes

In accordance with Section 272(6) of the *Local Government Regulation 2012*, Council will take and prepare minutes of meeting and provide a written report or reports of the committee's recommendations to the Ordinary Council meeting for consideration and adoption.

COUNCIL STANDING COMMITTEES TERMS OF REFERENCE

ISAAC'S GOAL

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At Isaac, the how matters

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COUNCIL STANDING COMMITTEE MEETING FRAMEWORK

Reference – Corporate Governance Framework

Meeting of the Local Government	Frequency	Timing
Ordinary Council Meeting	Monthly	Fourth Wednesday of the month
Standing Committee: <ul style="list-style-type: none"> • Corporate, Governance and Financial Services • Planning, Environment and Community Services • Engineering and Infrastructure • Water and Waste 	Monthly	Third Wednesday of the month

DATES & TIMES OF STANDING COMMITTEES

Commences	3 rd Wednesday of each month
9.00am – 12.30pm	Corporate, Governance and Financial Services Standing Committee Followed by Planning, Environment and Community Services Standing Committee
12.30pm – 1.00pm	Lunch
1.00pm – 4.00pm	Engineering and Infrastructure Standing Committee Followed by Water and Waste Standing Committee

CONDUCT OF A MEETING OF A LOCAL GOVERNMENT

- A meeting of a local government means:
 - A meeting of the local government (Council Ordinary Meeting); and
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 - Section 271 of the *Local Government Regulation 2012*
- A local government must, at least once in each year, publish a notice of the days and times when its ordinary meetings and ordinary meetings of its standing committees will be held under section 277 of the *Local Government Regulation 2012*
- A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275 of the *Local Government Regulation 2012*

Other Meetings

- Audit and Risk Committee
- Advisory Committees

TERMS OF REFERENCE

WATER AND WASTE STANDING COMMITTEE

S264(1)(a) Local Government Regulation 2012 – Appointment of committees

1. PURPOSE

The Water and Waste Standing Committee provides direction and leadership on the functional responsibilities listed below.

2. SCOPE AND RESPONSIBILITIES

This committee deals with all matters that align with the Water and Waste Directorate. The Water and Waste Standing Committee makes recommendations to the Ordinary Council meeting. The Water and Waste Standing Committee has no delegated authority, unless authorised by Council.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Discuss and formulate final recommendations to the Ordinary Council meeting.

The following is a list of, but not limited to, portfolios /functions assigned to the Water & Waste Standing Committee:

- Water, Wastewater and Waste management
- Water, Wastewater and Waste strategic and business planning
- Water, Wastewater and Waste policy, legislation, compliance and performance
- Water, Wastewater and Waste strategic asset management
- Water, Wastewater and Waste infrastructure planning and delivery
- Water and wastewater network and treatment operations and maintenance
- Water, Wastewater and Waste service areas
- River, Dam Safety and catchment engineering
- Water, Wastewater and Waste product quality, service delivery and customer satisfaction
- Waste collection - domestic, commercial and recycling services
- Water restrictions
- Waste recycling and disposal – landfills and transfer stations
- Water supply security
- Matters as deemed appropriate to be raised at the Water & Waste Standing Committee

3. MEMBERSHIP

The membership of the Water and Waste Standing Committee shall comprise of, by resolution, four (4) elected representatives, one of which will be appointed the chair:

Chairperson	Members
Councillor 1	Mayor
	Councillor 2
	Councillor 3
	Councillor 4

The Mayor is a member, with full voting rights, however may not appoint an alternate in their absence. Refer Section 12(4)(f) of the *Local Government Act 2009*.

Where the Chair cannot attend, they are to nominate an alternate Chair from the Members to assume the role of the Chair for that meeting, where practical. On these occasions, the Chief Executive Officer will open the meeting and call for motions to appoint a Chairperson, which will then be formally recorded in the minutes.

Where a Member cannot attend the scheduled Standing Committee meeting, the Committee may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting (s266 *Local Government Regulation 2012*). For the purposes of this meeting the alternate will have full voting rights.

All Elected Representatives of Isaac Regional Council, who are not members of the Water and Waste Standing Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of the Water and Waste Standing Committee, they have no voting rights.

4. TERM

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

The membership of the Water and Waste Standing Committee can be amended by resolution, as determined by the Council.

5. QUORUM

The quorum for Council's standing committees be fixed as a majority of its members or at least one half of its members. A quorum will be a minimum of three (3) members. Council/Members are encouraged to nominate an alternate to ensure Standing Committees proceed.

(NB: This is in accordance with Section 269 of the *Local Government Regulation 2012*)

6. FREQUENCY OF MEETINGS

The Water and Waste Standing Committee will meet two weeks prior to the Council Meeting as per the Days and Times of Councils Standing Committees Schedule and following the Engineering and Infrastructure Standing Committee Meetings.

Meetings of a committee are to be held at the times and places decided by the committee as per s268 (Frequency of meetings) of *the Local Government Regulation 2012*

The Calendar of Meetings will be published on Council's website and a public notice issued at least annually when schedule is adopted or when amended.

7. GOVERNANCE ARRANGEMENTS

Agenda Distribution

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*. A list of items for this committee will be available for viewing on Council's website at the same time agendas are delivered to all Councillors.

The Agenda will be delivered to Councillors no less than two (2) business days prior the scheduled meeting date.

The Chief Executive Officer has responsibility for appointing Secretariat responsibilities for all Standing Committees.

Conduct of Meetings

The Water and Waste Standing Committee operates in accordance with s270 (Procedure at meetings) of the *Local Government Regulation 2012* and Councils Standing Orders.

Recording of minutes

In accordance with Section 272(6) of the Local Government Regulation 2012, Council will take and prepare minutes of meeting and provide a written report or reports of the committee's recommendations to the Ordinary Council meeting for consideration and adoption.

MEETING DETAILS	Post-Election Meeting Friday 5 April 2024
AUTHOR	John Nyawo
AUTHOR POSITION	Manager Governance and Corporate Services

10.3 ISAAC REGIONAL COUNCIL AUDIT AND RISK COMMITTEE COUNCILLOR MEMBERSHIP

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Committee Name	Number of Representatives	Council Representatives
<i>Audit and Risk Advisory Committee</i>	<i>2 x Councillors</i> <i>2 x Proxy</i>	<i>1.</i> <i>2.</i> <i>Proxy:</i> <i>3.</i> <i>4.</i>

BACKGROUND

The Audit and Risk Committee acts as an advisory body to Council and senior executive on issues relating to internal and external audits, and financial and other accountability responsibilities. An Audit Committee complements the relationship between internal audit and the wider organisation, safeguarding internal audit's independence and further increasing the internal audit function's effectiveness and value to the Council.

The Audit and Risk Committee will comprise:

- an Independent Chair;
- up to three suitably qualified external representatives (independent members), including the Chair;

-
- c. a representative from both the internal and external auditors shall attend meetings of the Audit and Risk Committee by invitation, but shall not be members of the Audit and Risk Committee;
 - d. the Chief Executive Officer shall attend the meetings of the Audit and Risk Committee by invitation but shall not be a member of the Audit and Risk Committee.

External representatives are appointed for two-year terms and may serve a maximum of three consecutive terms. Current External representatives are:

1. Mr Stephen Coates (Chair) appointed 19 July 2019. Currently serving third consecutive term.
2. Mr Peter Sheville appointed 13 October 2023. Currently serving first term.
3. Ms Kerry Philips appointed 13 October 2023. Currently serving first term.

The membership of the Audit and Risk Committee can be amended by resolution, as determined by the Council.

IMPLICATIONS

The Audit and Risk Committee is an advisory body only and has no line of authority however the Committee has full right of access to all levels of management through the Chief Executive Officer.

The Audit and Risk Committee key responsibilities are identified in the Audit and Risk Committee Policy and Charter (attached). The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, internal control and compliance with laws, regulations and ethics within Council rests with management, the Committee may exercise a monitoring and review role.

The Audit and Risk Committee reports directly to Council.

The Committee has the authority to conduct or authorise investigations into matters within its scope of responsibility and in accordance with the Act.

CONSULTATION

- Director Corporate, Governance and Financial Services
- Manager Governance and Corporate Services

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

The Director Corporate, Governance and Financial Services or their delegated officer is responsible for ensuring the purpose, objectives and secretariat functions are met for the Audit and Risk Committee.

KEY MESSAGES

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

Report prepared by: John Nyawo Manager Governance and Corporate Services Date: 28 March 2024	Report authorised by: KEN GOULDTHORP Chief Executive Officer Date: 28 March 2024
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ATTACHMENTS

- Attachment 1 - Audit and Risk Committee Policy CORP-POL-021
- Attachment 2 – Audit and Risk Committee Charter CORP-MISC-070

REFERENCE DOCUMENT

- Nil

AUDIT & RISK COMMITTEE POLICY

APPROVALS

POLICY NUMBER	CORP-POL-021	DOC.ID	3585955
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CATEGORY	Statutory
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POLICY OWNER	Manager Governance & Corporate Services
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APPROVAL DATE	27 September 2023	RESOLUTION NUMBER	8500
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OBJECTIVE

To provide a framework which Council's Audit & Risk Committee operates within all the functional areas of Council and meet all legislative requirements under the *Local Government Act 2009* and *Local Government Regulations 2012*.

Under section 105(4) of the *Local Government Act 2009*, a large local government is required to establish an Audit Committee and in accordance with sections 210 and 211 of the *Local Government Regulation 2012*, Council has resolved to establish an Audit & Risk Committee.

SCOPE

This Policy and Audit & Risk Committee Charter applies to all Councillors, external representatives and employees appointed to, and participate in, the Isaac Regional Council Audit & Risk Committee.

An Audit Committee acts as an advisory body to senior management and the Council on issues relating to internal and external audits, and financial and other accountability responsibilities. An Audit Committee complements the relationship between internal audit and the wider organisation, safeguarding internal audit's independence and further increasing the internal audit function's effectiveness and value to the Council.

The Audit & Risk Committee will receive the full support of the Council and the full cooperation, involvement and support of senior management. It will also have ready access to staff, information, expertise and other resources necessary to carry out its responsibilities.

DEFINITIONS

Not Applicable

POLICY STATEMENT

The Audit & Risk Committee must meet at least twice each financial year and its responsibilities include, but are not limited to, the following aspects of Council's activities:

- a. Review each of the following matters:
 - i. the internal audit plan for the internal audit for the current financial year;
 - ii. the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - iii. a draft of the local government's General Purpose Financial Statements for the preceding financial year before the statements are certified and given to the Auditor-General under section 212; and
 - iv. the Auditor-General's audit report and the auditor-general's observation report
 - v. about the local government's financial statements for the preceding financial year.

- b. Monitor the effectiveness of:
 - i. The risk management and internal control framework;
 - ii. The corporate risk management system/risks;
 - iii. Key governance processes; and
 - iv. Asset management.
- c. Review reports on the activities and investigations of any significant fraud prevention and security related matters;
- d. Review and monitor whether the audit process is effective;
- e. Ensure the objectivity and independence of all the audit functions;
- f. Critically review timely and reasonable implementation of management's agreed upon responses to audit's recommendations, findings and advice;
- g. The Audit & Risk Committee will self-assess annually;
- h. Review any other matters referred to it by Council or the Chief Executive Officer;
- i. Maintain an Annual Work Plan to facilitate (a)-(h) above and other responsibilities as per legislation; and
- j. 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 & Risk Committee will operate in accordance with the Audit & Risk Committee Charter and the relevant legislation.

Membership of the Audit & Risk Committee

The Audit & Risk Committee will comprise:

- a. up to five members – two Councillor representatives and up to three suitably qualified external representatives (independent member);
- b. a representative from both the internal and external auditors shall attend meetings of the Audit & Risk Committee by invitation, but shall not be members of the Audit & Risk Committee;
- c. the Chief Executive Officer shall attend the meetings of the Audit & Risk Committee by invitation but shall not be members of the Audit & Risk Committee.

Administration of Audit & Risk Committee Charter

The Chief Executive Officer has the delegated authority to make minor administrative changes to the Audit & Risk Charter, such as formatting, position title references and members of the Committee as resolved by Council.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulations 2012*

REFERENCES

ID	NAME
CORP-POL-022	Internal Audit Policy
CORP-MISC-070	Audit & Risk Committee Charter

AUDIT & RISK COMMITTEE CHARTER

Version Control		
Council Meeting Date	Resolution No.	Comments
22/11/2016	4720	
26/04/2017	4873	Updated following council's endorsement for an additional independent member, Council resolution 4827
11/7/2017	4982	Updated following council's endorsement of new Chair and additional independent member and noting change in Proxy arrangements
26/6/2018	5470	Updated to new branding template
25/06/2019	6141	Updated following appointment of two new Committee members (resolutions 6009 & 6067)
26/05/2020	6618	Updated following Local Government Elections and appointment of a new Alternate Member
28/10/2020	6932	Update to terms of office
24/03/2021	7192	Document readopted, no amendments made.
30/06/2021	7343	Amended to include all elected members to receive the agenda
27/04/2022	7803	Document readopted, no amendments made.
29/06/2022	7921	Updated following Council's appointment of Cr Moffat, replacing Cr Pickels
27 Sept 2023	8500	Updated to amend Chairperson and appointment of new External Members (resolutions A001258 and 8500),

The *Local Government Act 2009* (Act) requires that each large local government must establish an Audit Committee, Isaac Regional Council has therefore established the Audit & Risk Committee. In addition to those identified in the Act and *Local Government Regulation 2012* (Regulation) and Audit & Risk Committee Policy, this Charter defines the role and responsibilities of the Audit & Risk Committee (Committee) within Council and in particular how the Committee will operate and perform its functions.

This Charter should be read in conjunction with the Audit & Risk Committee Policy.

PURPOSE

The primary objective of the Committee is to assist Council in fulfilling its oversight responsibilities relating to accounting and reporting requirements imposed under the Act and other relevant legislation, in particular relating to Audit and Internal Audit obligations.

PRINCIPLES OF THE COMMITTEE

This Charter sets the principles and standards for the Committee to:

- Enhance the ability of members to fulfil their legal and governance responsibilities.
- Add to the credibility and objectivity of financial reports.
- Enhance the independence and effectiveness of the Council's Internal Audit function.
- Oversee the application of appropriate accounting and disclosure policies and procedures.
- Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- Provide a communication link between management, internal auditors/external auditors and Council.
- Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.
- Support measures to improve governance, risk and internal controls.

AUDIT & RISK COMMITTEE RESPONSIBILITIES:-

Key responsibilities are identified in the Audit & Risk Committee Policy. The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, internal control and compliance with laws, regulations and ethics within Council rests with management, the Committee may exercise a monitoring and review role.

INTERNAL AUDIT ACTIVITIES

- Ascertain that the activities undertaken by Internal Audit are in accordance with the Internal Audit Policy and the International Standards for the Professional Practice of Internal Auditing.
- Review the Internal Audit Policy, resources and budget such that this charter maintains and enforces internal audit's independence from management.
- Monitor whether Internal Audit is receiving the co-operation of all levels of management; and in light of its functions and activities, is viewed as a highly regarded function of Council.
- Review the planning and scope of internal audit activities and assess the resultant recommendations and findings.
- Assess whether all significant recommendations of the Internal Audit reports have been properly implemented by management. Any reservations the Internal Auditor or Manager Governance & Corporate Services may have about control risk, and accounting and disclosure practices should be discussed by the Committee.
- Review the three year and annual Internal Audit Plans to assess that it covers the material business risks of the Council.
- Monitor the extent of reliance on internal audit work by the external auditors to facilitate completeness of coverage and the effective use of audit resources.
- Review and concur in the tender process for the services of the Internal Audit.

- Review and monitor the effectiveness and objectivity of internal audit.

EXTERNAL AUDIT FOCUS

- Oversee Council compliance with the Act and other relevant legislation requirements for financial reporting.
- Review the scope of the total audit activities with the external auditors.
- Review of effectiveness of the annual audit, to ascertain whether emphasis is being placed on areas where the Committee, management or the auditors believe special attention is necessary.
- Review management responses to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.
- Review the final draft financial statements prior to its approval by Council, taking on board any external audit comments. In particular the review should focus on but not limited to:
 - significant changes in accounting policies and practices
 - major judgmental areas
 - significant audit adjustments
 - proposed departures from accounting standards

OTHER MATTERS

- Determine whether Council is receiving reliable and timely financial management information.
- Review the proposed Annual Report of Council.
- Review the effectiveness of the control environment established by management including computerised information system controls and security.
- Review the effectiveness of the risk assessment/management policies and processes. In particular monitoring that Council risk management activity is not limited to insurance coverage but includes active risk minimisation.
- To assist the Audit Committee with its review the Committee will be provided periodically with an overview of the status of the following risk issues including but not limited to:
 - Council's major policies with respect to risk assessment and risk management, to ensure that they embrace best practice standards.
 - Progress on evolving, implementing and testing the Business Continuity Plan.
 - Significant information systems breaches, concerns and improvements.
 - Significant litigation issues.
 - The quality of Council's insurance cover, the cost of cover and other relevant insurance tender details (benchmarking with other councils will be relevant).
 - The status in implementing Risk Registers throughout the organisation.
 - Significant risk incidents and their outcomes.
 - Emerging risk issues, including major projects.
- Review and recommend all significant accounting policy changes.
- Monitor compliance with important regulations relevant to Council's activities including statutory regulations for any subsidiaries of Council.

- Review policies and procedures relating to conflict of interest, misconduct, fraud and other related sensitive issues.
- Ascertain whether fraud risks have been included in the assessment of the risk profile of Council.
- Oversee management's efforts to create and maintain a strong internal control environment, including the design and implementation of antifraud strategies and programs.
- Recommend special projects or investigations on any matter within its terms of reference.
- Oversee how management is monitoring the effectiveness of its compliance and ethics program and making changes as necessary.

AUTHORITY

The Audit & Risk Committee is an advisory body only and has no line of authority however the Committee has full right of access to all levels of management through the Chief Executive Officer.

The Audit & Risk Committee reports directly to Council.

The Committee has the authority to conduct or authorise investigations into matters within its scope of responsibility and in accordance with the Act.

MEMBERSHIP

As per the Audit & Risk Committee Policy and Council resolution, membership of the Audit & Risk Committee are appointed as follows. The table also represents the composition of the Audit & Risk Committee:

Chair	Mr Stephen Coates, External Representative
Members	Cr Sandra Moffat Cr Gina Lacey Peter Sheville, External Representative Kerry Phillips, External Representative
Alternates	Mayor Anne Baker Cr Simon West
Attendees/Contributors	Chief Executive Officer Directors

Meetings would be attended by relevant Managers (M2, M3, M4) and technical officers, as appropriate and required by the Committee.

TERM OF OFFICE

The membership of the Audit & Risk Committee will be reviewed on an annual basis with a report made to Council.

Audit Committee Guidelines issued by Queensland Treasury, section 3.7, provides that the initial term of a Committee should be for no longer than three years, with extension of no more than three years, giving no more than a total period of service of six years.

To clarify, the six-year maximum term refers to all Members both external and Councillor representatives as follows:

- Two-year terms of no more than three consecutive terms.
- If achieved the six-year maximum, can return to the committee with a minimum break of twelve months.

- Preferred that External Members maximum term of six years is consecutive.

Preference is the rotation of members will be via a staggered basis to ensure continuity of knowledge. Alternate members are not captured in the six-year maximum term, with the Mayor being a perpetual alternate.

TERM OF CHAIR

Council has determined that the Chair of the Committee will be by a suitably qualified external representative, sourced via expression of interest.

Noting the Audit Committee Guidelines issued by Queensland Treasury, this arrangement should be for an initial period of no longer than three years, with any extension of the Chair, based on performance, for a further three years, giving a maximum of six years of service.

EXTERNAL REPRESENTATION

The appointment of an external representatives on Council's Audit & Risk Committee will be through an Expression of Interest, for an initial period of no longer than three years. Any extension of the arrangement will be based on performance, for a further three years, giving no more than a total period of service of six years.

Obtaining the services of a person external to the Council to serve as a member of the Audit & Risk Committee requires consideration of the qualifications of the person required.

The following are the initial selection criteria for the position of an external committee representative on the Audit & Risk Committee:

- hold a relevant tertiary qualification and membership of a recognised professional body or
- minimum qualification of a chartered accountant or certified accountant or Certified Practising Accountant ("CPA"); and/or
- experience in local government is not a requirement, however, the successful applicant will need to become familiar with the requirements of the Local Government Act 2009 and the Local Government Regulation 2012; and
- it is desirable that the appointee have a broad understanding of the Isaac Regions community and an awareness of the Council functions and activities in the delivery of works and services to its community.

MEETING & ATTENDANCE

ADVISORY COMMITTEE ADMINISTRATIVE GUIDELINE

In addition to legislation, the role of the Chair and Members of the Audit & Risk Committee, preparation of agenda and matters relating to the administrative operations of the Audit & Risk Committee will be in line with Council's Meeting Standing Orders and the overarching Advisory Committee Administrative Guideline, adopted by council on 28 June 2016, Resolution No. 4546.

Where there is conflict, legislation will take precedence.

AGENDAS

A copy of the agenda will be distributed to all Committee members at least five (5) business days before the commencement of the meeting.

Agendas will also be sent to all elected members of Isaac Regional Council.

FREQUENCY OF MEETINGS

The Committee will meet as per the Annual Work Plan, with a minimum of four meetings a year, or as determined by the Chairperson.

QUORUM

A quorum of the committee is a majority of its members. Where an elected member cannot be present, the Alternate/s will replace them on that occasion.

Where a quorum cannot be satisfied, the Chair is to determine if the meeting will proceed or be postponed.

Where the appointed Chair cannot attend, they are to delegate the role to another elected member on the Committee.

CONFLICT OF INTEREST

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from committee discussions on the issue where a conflict exists.

VOTING

Motions are decided on by a majority of its members present. If the votes are equal, the Committee Chair will have a casting vote.

SELF-ASSESSMENT

The Committee will undertake a Self-Assessment each year, as per the Work Plan, at which time a review of this Charter and related Policies should take place.

ADMINISTRATION/SECRETARIAT

Administration and secretariat for the Audit & Risk Committee will be provided by the Governance & Corporate Services Department and will assist the chair to develop and distribute agendas, papers, minutes and calendar.

REFERENCES

The Audit Committee Guidelines issued by Queensland Treasury provide guidance on best practice for the operations of an Audit Committee

MEETING DETAILS	Post-Election Meeting Friday 5 April 2024
AUTHOR	Tricia Hughes
AUTHOR POSITION	Coordinator Executive Support - OCEO

10.4

ISAAC LOCAL DISASTER MANAGEMENT GROUP (LDMG) COUNCILLOR MEMBERSHIP

EXECUTIVE SUMMARY

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

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

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

The Isaac Local Disaster Management Group (LDMG) is made up of members from various agencies who support the community in times of need. The Mayor is the Chair of the Local Disaster Management Group and a Senior Officer is the Local Disaster Coordinator.

The Local Disaster Management Group is responsible for developing and implementing the Local Disaster Management Plan (LDMP) to manage disaster operations in the area. This includes the planning, organisation, coordination, and implementation of all measures to mitigate, prepare for, respond to, and recover from disasters within the Isaac Region. A copy of the LDMP is available by clicking on the image below.

In the event of a disaster, one of the responsibilities of the LDMG is to activate the Local Disaster Coordination Centre (LDCC), which plans and implements strategies and activities on behalf of the LDMG. The LDCC is managed by Council and is staffed by local government employees, local emergency services, and non-government organisations.

MEMBERSHIP

Council is required to advise Queensland Fire and Emergency Services QFES (QFES) and the Chair of the Mackay District Disaster Management Group annually of the membership of the LDMG. Membership is as in accordance with Section 33 and 34 of the Act and includes appointments from Council and relevant agencies. Current membership of the LDMG is tabulated below (note this reflects p12 of the attached Isaac Local Disaster Management Plan).

In accordance with Section 33 of the Act, Council appoints the Chairperson to the LDMG. The Chairperson must be a Councillor of the Local Government.

The Chief Executive of the Department has the authority to appoint agency representative to the LDMG and the Local Disaster Coordinator is appointed by the Chair of the LDMG in consultation with Councils CEO.

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

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

Position within Isaac Regional	Council LDMG Role
Mayor	LDMG Chair
Deputy Mayor	LDMG Deputy Chair
Director Corporate Governance and Financial Services	Local Disaster Coordinator
Manager Safety & Resilience	Deputy Local Disaster Coordinator
Disaster Resilience Partner	Disaster Management Officer

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

Agency	Position
Isaac Regional Council	Chief Executive Officer
Isaac Regional Council	Director Planning, Environment and Community Services - Local Recovery Coordinator
Isaac Regional Council	Manager Engaged Communities
Isaac Regional Council	Disaster Resilience Partner
Queensland Police Service	QPS/Mackay DDMG
Queensland Fire & Emergency Services	Area Representative
Queensland Police Service	Officer in Charge Moranbah
Queensland Ambulance Service	Officer in Charge Moranbah
Queensland Health Mackay Hospital and Health Service	Emergency Management Coordinator
Isaac Regional Council	SES Local Controller
Isaac Regional Council	Safety and Resilience Support (Secretariat)

The following are example **ADVISORY MEMBER** Agencies:

Government agencies

Australian Red Cross	Department of Communities	Department of Education
Department of Transport & Main Roads	Ergon Energy	North Queensland Primary Health Network
Mackay Hospital and Health Service	Queensland Fire & Rescue Service	Queensland Reconstruction Authority
Industry & other local agencies	Other industries/organisations may be invited as relevant	
Anglo American	Arrow Energy	Aurizon
BHP	Bravus Mining	Civeo
Dyno Nobel	Glencore	Peabody
Fitzroy	Vitrinite	Terracom

The membership of the Isaac Local Disaster Management Group can be amended by resolution, as determined by the Council.

IMPLICATIONS

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

CONSULTATION

- Mayor
- Director Corporate, Governance and Financial Services (Local Disaster Coordinator)
- Manager Safety and Resilience

BASIS FOR RECOMMENDATION

The Councillor membership of the Isaac Local Disaster Management Group is to be resolved by Council following the quadrennial election.

ACTION ACCOUNTABILITY

The Chair with the assistance of the CEO and Local Disaster Coordinator is responsible for ensuring the purpose, objectives and secretariat functions are met for the Isaac Local Disaster Management Group.

KEY MESSAGES

Council will be a strong and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.

Report prepared by: TRICIA HUGHES Coordinator Executive Support Date: 28 March 2024	Report authorised by: KEN GOULDTHORP Chief Executive Officer Date: 28 March 2024
--	---

ATTACHMENTS

- Attachment 1 - Isaac Local Disaster Management Plan

REFERENCE DOCUMENT

- *Disaster Management Act 2003.*

LOCAL DISASTER MANAGEMENT PLAN

Endorsed: 10 November 2022

Presented by: Local Disaster Management Group

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FIRST NATIONS ACKNOWLEDGEMENT

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

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FOREWORD

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

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

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


PLAN ENDORSEMENT

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

Cr Mayor Anne Baker

Chair of Local Disaster Management Group

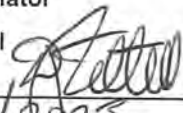
Isaac Regional Council

Sign 
Date 24/2/23

Darren Fettell

Local Disaster Coordinator

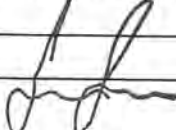
Isaac Regional Council

Sign 
Date 07/02/2023

Graeme Paine

District Disaster Coordinator

Queensland Police Service – Mackay Police District

Sign 
Date 15/5/23

DOCUMENT CONTROL

AMENDMENT CONTROL

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

Local Disaster Coordinator

C/- Isaac Regional Council

PO BOX 97

Moranbah QLD 4744

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

AMENDMENT REGISTER

VERSION	DATE	AMENDMENT	PLAN UPDATED
V1 – V7	March 2008	KTG Engineering	Initial version of plan under Qld Disaster Management Plan 2005 and Operational Plan 2006 Guidelines. Updated annually as required.
V8	February 2018	LDMG	Updated Cover, ABS Statistics and Isaac Slogan at footer. Completed review of document in line with yearly legislative requirements.
V9	December 2018	LDMG Executive	Review by LDMG, update to new IRC template.
V10	April 2020	LDMG	Reviewed by LDMG executive, revision of the membership structure. Review of the population data.
V11	October 2020	LDMG	Reviewed the committee structure as part of the required annual review. LDMG Endorsement: 22 October 2020
V 12	March 2021	LMDG	Reviewed the committee structure and incorporated relevant information from Sub Plans into this document. The Sub Plans are now hazard specific.
V 13	June 2021	LDC & team	Post disaster management conference, reviewed for meaning and context of the plan, prior to presenting to LDMG for endorsement in October 2021.
V 14	November 2021	LDC & team	Review by LDMG, with endorsement from LDMG on 25 November 2021.
V 15	September 2022	LDC & team	Review by LDMG, with endorsement from LDMG on 10 November 2022.

DISTRIBUTION

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

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

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

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

PURPOSE

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

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

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

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

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

SCOPE

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

OBJECTIVES OF THE PLAN

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

PRIMARY OBJECTIVES INCLUDE

To assess risk to the community:

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

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

<https://www.disaster.qld.gov.au/dmp/Documents/Strategic-Policy-Statement.pdf>



DISASTER MANAGEMENT ARRANGEMENTS

STRATEGIC POLICY FRAMEWORK

The development of a Strategic Policy Framework for Disaster Management is the responsibility of the State Disaster Management Group as per s18 of the *Disaster Management Act 2003*. The local government's responsibility under the Act is outlined in s30 and states that the local government is to ensure that Disaster Management and disaster operations in the area are consistent with the State's Strategic Policy Framework for disaster management.

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

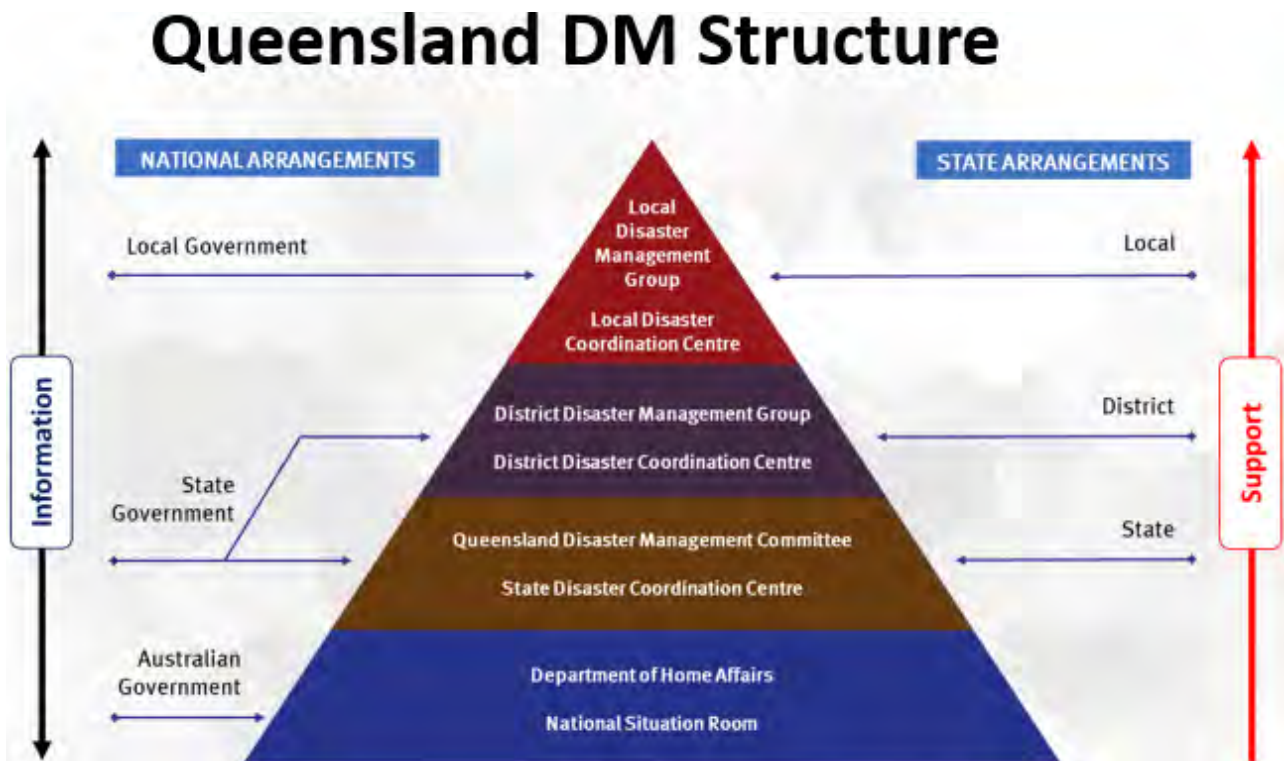
DISASTER MANAGEMENT IN QUEENSLAND

Queensland Disaster Management Arrangements (QDMA) are characterised by and implemented through strong partnerships between government, government-owned corporations, NGOs, commerce and industry sectors and the local community. <https://www.disaster.qld.gov.au/dmp/Documents/Queensland-Disaster-Management-Arrangements-Participant-Guide.pdf>

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

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

Figure 1.



DISASTER MANAGEMENT STRUCTURES

Queensland Disaster Management Arrangements (QDMA) enable a progressive escalation of support and assistance through the four tiers as required as shown in Figure 1 (page 10). These arrangements comprise several key management and coordination structures for achieving effective disaster management in Queensland.

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

The QDMA is based on five main principles:

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

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

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

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

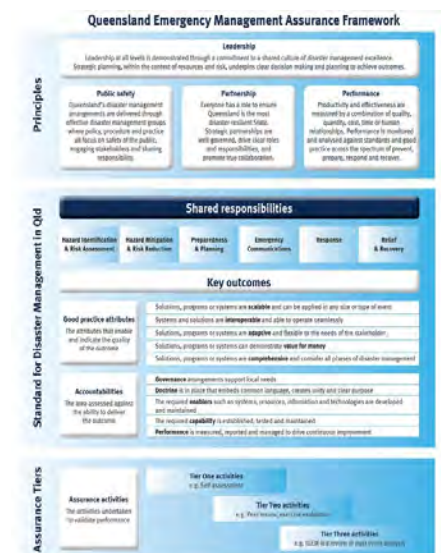
QUALITY ASSURANCE FRAMEWORK

Disaster management and disaster operations within the Isaac Regional Council aim to be consistent with Igem’s Emergency Management Assurance Framework.

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

This is achieved by following the framework objectives to:

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



FUNCTIONS OF THE LOCAL DISASTER MANAGEMENT GROUP

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

MEMBERSHIP

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

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

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

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

Position within Isaac Regional Council	LDMG Role
Mayor	LDMG Chair
Deputy Mayor	LDMG Deputy Chair
Director Corporate Governance & Financial Services	Local Disaster Coordinator
Manager Safety & Resilience	Deputy Local Disaster Coordinator
Disaster Resilience Partner	Disaster Management Officer

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

Agency	Position
Isaac Regional Council	Chief Executive Officer
Isaac Regional Council	Director Planning, Environment & Community Services - Local Recovery Coordinator
Isaac Regional Council	Manager Engaged Communities
Isaac Regional Council	Disaster Resilience Partner
Queensland Police Service	QPS/Mackay DDMG
Queensland Fire & Emergency Services	Area Representative
Queensland Police Service	Officer in Charge Moranbah
Queensland Ambulance Service	Officer in Charge Moranbah
Queensland Health	Mackay Hospital & Health Service Emergency Management Coordinator
Isaac Regional Council	SES Local Controller
Isaac Regional Council	Safety & Resilience Support (Secretariat)

The following are example **ADVISORY MEMBER** Agencies:

Government agencies

Australian Red Cross	Department of Communities	Department of Education
Department of Transport & Main Roads	Ergon Energy	North Queensland Primary Health Network
Mackay Hospital and Health Service	Queensland Fire & Rescue Service	Queensland Reconstruction Authority
Industry & other local agencies	Other industries/organisations may be invited as relevant	
Anglo American	Arrow Energy	Aurizon
BHP	Bravus Mining	Civeo
Dyno Nobel	Glencore	Peabody
Fitzroy	Vitrinite	Terracom

MEETINGS

The business and conduct of meetings of the LDMG are in accordance with the provisions of Division 4, Section 38 of the *Disaster Management Act 2003*. Meetings are to be held at least three times a year at the Isaac Regional Council offices across the region. Attendance at meetings can be either in person, video or teleconference, and minutes are recorded and retained.

As per Section 16 of Disaster Management Regulation 2014 the chairperson of the LDMG is to preside at all meetings when present. If absent the deputy chair is to preside. If in the event both the chair and deputy chair are unable to be present a nominated member of the LDMG nominated by the chairperson is to preside.

QUORUM

A quorum for the Isaac LDMG is equal to one half of the number of Executive and Core members plus one (1). An appointed deputy attending on behalf of a member is to be counted in the quorum.

AGENCY STATUS REPORTS

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

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

Advisory member agencies are to provide a verbal update at LDMG meetings only.

ANNUAL REPORTS

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

COMMUNITY ADVISORY GROUPS

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

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

The Community Advisory Groups will be chaired by elected representatives of the Isaac Regional Council and at the first instance are to be established at:

- Isaac Coast
- Middlemount

Following a 12-month review, additional subcommittees may be established at:

- Moranbah
- Clermont
- Dysart
- Glenden
- Nebo/Clarke Creek/Valkyrie

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

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

GROUP MEMBERSHIP

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

Elected member (Chair)	LDC/Deputy/DMO
Local agencies (QPS/QAS/QFES/SES)	Local advisory members of LDMG
Local school principals	Hospitals
IRC Community Relations Officer	

LDMG MEMBER ROLES AND RESPONSIBILITIES

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

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

MEMBER RESPONSIBILITIES

The LDMG Executive have specific responsibilities:

LDMG POSITION	RESPONSIBILITIES / ACCOUNTABILITIES
CHAIRPERSON In accordance with s. 34 of the Act the relevant local government should appoint a Chairperson to the LDMG.	Manage and coordinate the business of the group Activate the LDMG when conditions warrant Ensure, as far as practicable, that the group performs its functions to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions In accordance with <i>Disaster Regulations 2014</i> s16(2), the Chairperson is to preside at LDMG meetings.
DEPUTY CHAIRPERSON In accordance with s. 34 of the Act the relevant local government should appoint a Deputy Chairperson to the LDMG.	Section 16(2) The Deputy Chairperson is to preside at LDMG meetings if the Chairperson is absent from the meeting.
LOCAL DISASTER COORDINATOR In accordance with s. 35 of the Act, the Chair of the LDMG must, after consultation with the QFES Commissioner, QFES, appoint a local disaster coordinator (LDC) for the group.	Advise the Mayor (Chair), the CEO IRC, and the Isaac LDMG on disaster related matters, during normal times and during disasters In doing this, the LDC will also work within the organisational structure using direct access to senior staff, with higher financial delegations and authority to deploy specific resources as required Maintain normal position reporting relationships within the organisational structure outside times of disaster Report regularly to the LDMG about disaster operations Undertake public awareness and education activities on disaster preparedness during normal times – schools, business, and residents Facilitate the preparation and review of the IRC Local Disaster Management Plan, its sub-plans, and maintain currency of same Maintain the operational readiness of the local disaster control centre Induction, training, and sourcing staff and agency representatives to operate the disaster control centre

Ensure an appropriate level of staffing and expertise in the LDCC.
Activate the LDCC
Ensure, as far as practicable, that any decisions of the LDMG about disaster operations are implemented
Determine rosters and manage operations fatigue so that there is continuous leadership, authority and responsibility in key positions in the disaster control centre
Manage the governance and reporting requirements of the Counter Disaster Operations Claims component of the Disaster Recovery Funding Arrangements (DRFA) and to the IRC Finance Department
The LDC has authority to incur expenditure during a disaster event for disaster related matters in addition the LDC is authorised under a number of disaster sub-plans to direct staff and coordinate resources necessary for particular functions necessary and appropriate for responding to the event
The LDC will make effective use of delegation during a disaster event and maintain clear lines of communication with the Chair and CEO

LOCAL RECOVERY COORDINATOR

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

SECRETARIAT

The Secretariat is not a legislated position, therefore should be appointed by, and report to the Executive Team.

If the appointed Secretariat is not a member of the LDMG, this position should not be included in the calculation of a quorum. A Secretariat may provide support to the LDMG including:
Managing legislative requirements relating to administration and meetings
Managing the LDMG meeting cycle and associated responsibilities including monitoring action items and resolutions
Maintaining member contact details in accordance with information privacy principles
Managing information, record keeping, decision making and administrative requirements
Monitoring member induction and training records.

STATE AGENCY ROLES AND RESPONSIBILITIES

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

<https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>

LOCAL RECOVERY SUB COMMITTEES

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

ISAAC COMMUNITY CHARACTERISTICS

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

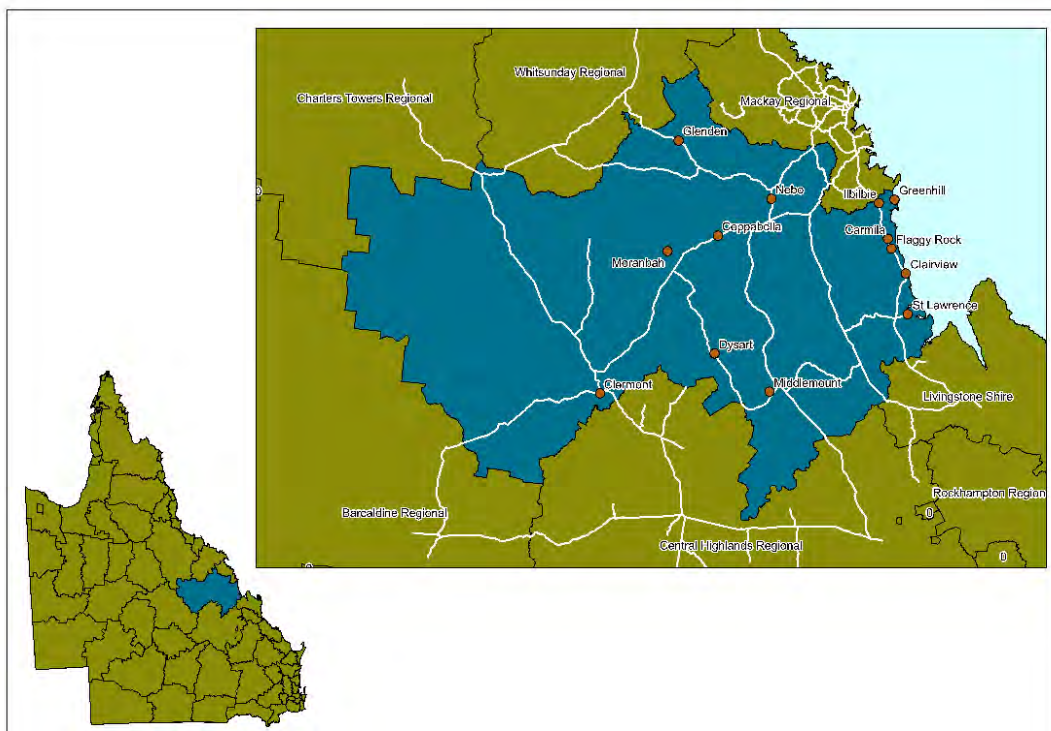
Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

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

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

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

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



ESTIMATED RESIDENT POPULATION BY AGE

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

INDIGENOUS STATUS

LGA / STATE	INDIGENOUS PERSON						NON-INDIGENOUS PERSON		TOTAL PERSONS	
	ABORIGINAL		TORRES STRAIT ISLANDER		BOTH					
ISAAC (R)	927	4.2%	136	0.6%	37	0.4%	4,520	16,364	74.2%	22,046
QLD	139,405	3.7%	21,772	0.4%	22,122	0.4%	4,635,042		89.9%	5,156,138

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

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

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

ESTIMATED RESIDENT POPULATION BY LOCALITY

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

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

EMPLOYMENT BY INDUSTRY

* source REMPLAN Isaac Economy Profile October 2022.

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

INDUSTRY

Much of the region's economic output is attributable to the resource sector. As at March 2022, Isaac LGA had 26 of the 43 coal operations in the Bowen Basin, along with four other resource operations and six projects under construction. 72% of Queensland's total metallurgical coal and generates \$4.5 billion in royalty shared across Queensland. (QGSO Bowen and Galilee Basins Non-resident Population Projects, 2022 to 2026)

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

described as an area that has all the requirements for agriculture to be successful and sustainable, is part of a critical mass of land with similar characteristics and is strategically significant to the region or the state.

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

HEALTH AND MEDICAL

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

INFRASTRUCTURE	LOCATION	DETAILS
Hospitals	Clermont	10 acute beds with 24-hour emergency care 22 residential aged care beds
	Moranbah	12 beds with 24-hour emergency care
	Dysart	9 beds with 24-hour emergency care
Community Health Centres	Glenden	Nurse led clinic facilities from Monday – Friday
	Middlemount	Nurse led clinic facilities from Monday – Friday

CEMETERY SITES

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

MORGUE FACILITIES

BODY CAPACITY

Clermont Hospital	2
Central Highlands Funeral Services, Emerald	10
Central Highlands Funeral Services, Sarina	20
Dysart Hospital	2
Moranbah Hospital	2

TEMPORARY COOL ROOM FACILITIES

APPROXIMATE BODY CAPACITY

Glenden Recreation Centre	4
Moranbah Community Centre	8
Dysart Community Centre	4
Clermont Community Centre	4
Middlemount Community Centre	4
Nebo Undercover Arena	20

EMERGENCY SERVICES

	POLICE	FIRE (URBAN)	FIRE (RURAL)*	AMBULANCE	SES
CARMILA					
CLERMONT					
DYSART					
GLENDEN					
GREENHILL					
ILBILBIE					
MIDDLEMOUNT					
MORANBAH					
NEBO					
ST LAWRENCE					

*There are additional 29 Rural Fire Service (RFS) primary producer brigades located across the Isaac region which are equipped with slip on units.

REFERRABLE DAMS

There are three referable dams located within the IRC LGA. Each of the respective referable dam's owners are currently reviewing their dam Emergency Action Plan (EAP) and risk studies. Where an EAP has been completed, a copy of the EAP has been requested by the LDMG for reference.

Information as per <https://data.qld.gov.au/dataset/referable-dams-register>

DAM	DAM ID NUMBER	DETAILS
Burton Gorge	557	Located 54km south-west of Glenden Full Supply Capacity 14,829 ML Managed by Peabody
Theresa Creek Dam	366	Located 22km south-west of Clermont Full Supply Capacity 9,200 ML Managed by Isaac Regional Council
Environmental Dam	222	Located at Blair Athol Mine, Clermont Full Supply Capacity Managed by TerraComm, Blair Athol Coal

WATER

Isaac Regional Council operates eight (8) water treatment plants and networks across our 58,862 square kilometre region:

LOCATION	RAW WATER SUPPLY SOURCE
Carmila	Two shallow bores located near the Carmila Creek approx. 1km from the WTP.
Clermont	Theresa Creek Dam.
Dysart	Bingegang Weir in the Mackenzie River which can be re-filled from Fairbairn Dam, through Bedford Weir.
Glenden	Bowen River which can be refilled from Gattonvale off-stream storage and Eungella Dam.
Middlemount	Bingegang Weir on the Mackenzie River approximately 60km away. The weir can be re-filled from Fairbairn Dam through Bedford Weir.
Moranbah	Burdekin Dam through the Burdekin to Moranbah pipeline, and Eungella Dam through either BMA or SunWater's pipelines.
Nebo	Raw water is supplied from six bores.
St Lawrence	Through high lift pumps from the St Lawrence Creek approximately 500m upstream from the creek weir.

These facilities have been designed and are continually upgraded to effectively treat water supplied from a range of different sources as water quality can be subject to periodic change throughout the year.

WASTEWATER

Isaac Regional Council operates six (6) wastewater treatment facilities and sewer reticulation systems at Moranbah, Middlemount, Dysart, Glenden, Nebo and Clermont. Sewer is transported through the sewer networks by 42 sewer pumping stations across the region to the treatment facilities for treatment and storage in effluent storage dams (ESD) for reuse. Bio-solids from all sites are stockpiled at Moranbah for more than 12 months and then collected by mining entities for environmental rejuvenation projects.

Isaac Regional Council has recycled water treatment facilities that treat stored effluent to Class A standard and pump through pressurised reticulation systems at Moranbah, Dysart, and Middlemount. Clermont, Glenden, and Nebo treat recycled water to Class B standard and pump the recycled water direct from the ESD. All recycled water is used for parks, sporting fields, government facilities, local businesses and on-site at the wastewater treatment facility.

POWER

High voltage (275 000, 132 000, 11 000) and low voltage (66 000, 32 000) power reticulation including SWER lines traverse the area

Substations owned by Powerlink and Ergon at Carmila (fed from Alligator Creek), St Lawrence and Clairview (fed from Rockhampton), Middlemount & Dysart (fed from Tieri)

Power outages could be 4-24 hours depending upon location and severity of damage for our western areas, whilst our coastal communities may have power outages for several days.

Refer to: ECM_4786229 - DM Plans - Isaac Region - Power Restoration Planning - Critical Services

COMMUNICATIONS

National, local and commercial radio and television reception pay TV; Limited mobile phone reception. Isaac coastal communities have intermittent access to local television stations and only receive local ABC Radio.

HAZARDOUS SITES

Hazardous sites including service stations, swimming pools and pool chemical suppliers, chemical and gas suppliers, coal and coal seam gas mining sites and a range of other locations are included in Council's all hazards risk register via QERMF. Hazardous fuels being transported across and through the region include but are not limited to: ammonium nitrate; FX water gel; high energy fuel. fuel; and ULD and diesel.

ROADS

Major arterial roads passing through the region include:

- Bruce Highway
- Gregory Highway
- Peak Downs Highway
- Fitzroy Developmental Road
- Suttor Developmental Road
- Middlemount-Dysart-Moranbah Road
- Clermont-Alpha Road
- Marlborough-Sarina Road

Many of these roads become compromised by flooding during wet seasons and heavy rain periods as do many of the local roads providing access to the towns for residents from outlying areas and on properties. There are two major vehicle transport corridors through the region:

- Bruce Highway runs north-south through the coastal area of the region, linking Mackay to Rockhampton.
- Peak Downs Highway runs east-west linking Nebo, Moranbah, and Clermont.
- Several other road corridors link the smaller towns to the major centres:
- The Gregory Developmental Road runs north-south linking Charters Towers to Emerald through Clermont.
- The Peak Downs Dysart and Fitzroy Developmental Roads run south from the Peak Downs Highway linking Dysart and Middlemount to the major transport corridors.
- The Suttor Developmental Road runs north-west out of Nebo to Glenden and then onto the northern sector of the region linking the Gregory Development Road and Peak Downs Highway.

AIRPORTS

Moranbah Airport is a commercial airport owned and operated by BMA. Middlemount airport is privately owned and operated and licensed to operate Dash 8 type aircraft. Clermont airport is also licenced to operate Dash 8 aircraft and is owned and operated by Isaac Regional Council. Dysart has an Aircraft Landing Area (ALA).

Middlemount and Clermont airports all have private charters and private planes using them. Dysart ALA is not available for private use however all airports and the Dysart ALA receive regular medical flights including Royal Flying Doctor Service, CQ Rescue and Capricorn Rescue.

Helipads are in Nebo, Glenden, Dysart and Clermont. All other communities have council managed air strips for private and emergency use, as well as emergency helicopter landing spots. Many rural properties also have private landing strips for business and emergencies.

RAIL NETWORK

There is an extensive rail network in the Isaac Region including:

- The Tilt train operates between Brisbane and Cairns, as a high-speed passenger and freight network passing through the Isaac Coastal region.
- The Central Qld Coal Network (CQCN) services the Bowen basin primarily to transport coal from mines to ports, this includes the Newlands and Goonyella systems which deliver coal Abbot Point, Dalrymple Bay, and Hay Point. Some grain is transported from Mt McLaren Grain Depot near Clermont when the system allows.
- The Central Western System operates between Emerald and Clermont, primarily carrying cattle trains from the Clermont Saleyards.
- The Galilee Basin proposed railway network is in development, with a State Development Area declared over parts of the Galilee Basin.

HAZARD SPECIFIC ARRANGEMENTS

A number of natural and non-natural hazards that have potential to impact the Isaac region have been considered, as summarised below:

NATURAL HAZARD	NON-NATURAL HAZARD
Meteorological	Human Caused
Cyclone	Major Transport Infrastructure Outage
Flood	Terrorist Incident
Storm Tide	Marine Oil Spill
Bushfire	Arson
Severe Storm	Sabotage of Essential Services
Heatwave	Severe Civil Unrest
Drought	Bombing
Geological	Supply Chain Failure
Earthquake	Infrastructure
Landslide	Building Collapse
Tsunami	Failure of Essential Infrastructure
Biological	Hazardous Materials Incident
Human Epidemic	Bridge Collapse
Animal and Plant Disease	Dam Failure
Insect or Vermin Plague	Industrial Incident

HAZARD SPECIFIC PLANNING

In accordance with the State Disaster Management Plan (SDMP), Functional Lead Agencies are allocated for a range of identified hazards and are responsible for the development of a hazard specific plan. These plans are to support the functional agency to manage the hazard specific event.

Conducting assessments under the (QERMF) in conjunction with the district and relevant agencies.

Participating in fire management group specific to our region and working with other government bodies to manage fire risks.

RISK ASSESSMENT MANAGEMENT

The hazards detailed above are routinely considered as part of ongoing risk assessment activities. Isaac Regional Council and partner agencies will develop a detailed risk assessment of the hazard events considered most likely to impact the Mackay region. The events assessed will be confirmed based on historical events and emerging risks.

In order to ensure a contemporary and consistent methodology, Isaac Regional Council has adopted the process of the Queensland Emergency Risk Management Framework (QERMF).

<https://www.disaster.qld.gov.au/qermf/Pages/default.aspx>

The outcomes of the risk assessment inform the basis of this plan and associated sub plans. The risk assessment documentation is provided to the LDMG and partner agencies in order to assist them in the formation of their own respective operational and response plans.

In summary, the risk assessment process examines the risk of the hazard seriously disrupting the community and requiring a significant coordinated response by the LDMG.

The process specifically considers the following:

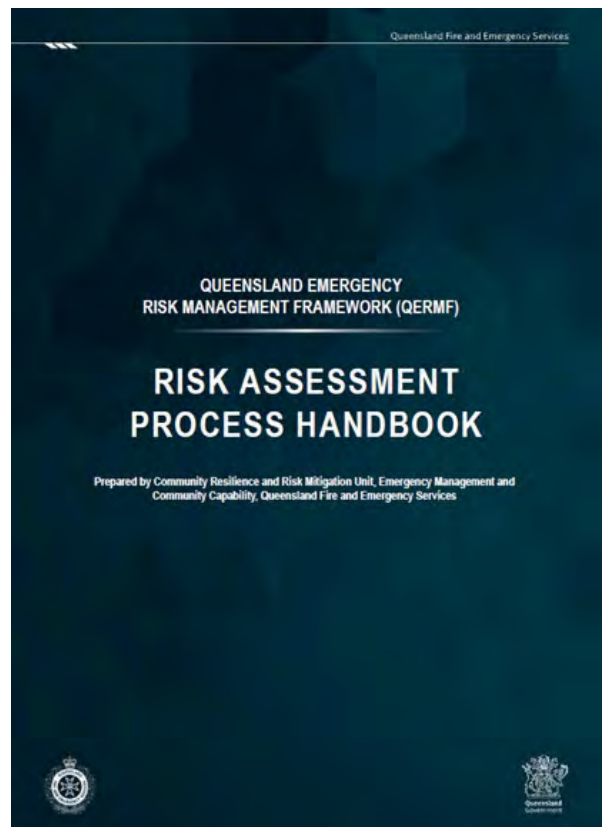
- The hazard
- The exposed elements
- Treatment options
- Capability and capacity of the local government and partner agencies to respond
- Residual risk rating

After identification of any residual risk, it is imperative to communicate with the relevant stakeholders the intended strategies that will be employed to either,

- Accept the risk
- Treat the risk
- Manage the risk.

Communicating gaps in capacity that may lead to residual risk ensures those either accepting the management of the residual risk or looking to share the residual risk can clearly plan to address the identified gaps.

Any plans or strategies developed to manage residual risk will need to be complementary between the relevant agencies at each level within the QDMA.





PREVENTION



PREVENTION ARRANGEMENTS

The Isaac LDMG is committed to reducing disaster risks wherever possible, by reducing the likelihood and/or consequence of disaster events.

The following strategies are promoted by the group to reduce disaster risk to the community:

- Compliance with Legislation, Regulations and Standards
- The LDMG is committed to implementing and promoting knowledge and awareness within the group's members in respect to their applicable legislation/s.
- The various acts, regulations and standards include provisions which work to reduce the risks associated with disasters and have been considered in the preparation of this LDMP.

COMMUNITY ENGAGEMENT

- To ensure that disaster resilience is built within community.
- Through promotion of the Get Ready Queensland activities, radio updates, community group engagement activities.
- Maintain and communicate Council's Disaster Dashboard, which provides real time updates for awareness for disasters with access to current weather warnings, road closures, power outages – <https://dashboard.isaac.qld.gov.au/>
- Isaac Local Disaster Coordination Centre Facebook page is another platform for sharing community messaging using the toolkits provided by Get Ready Queensland which ensures consistent messaging, and other relevant communications sources such as posts from the Bureau of Meteorology, Queensland Health, Queensland Fire and Emergency Services.

<https://www.facebook.com/IsaacLDCC>

AGENCY ENGAGEMENT ACTIONS

Throughout the year the LDMG participates in regional activities:

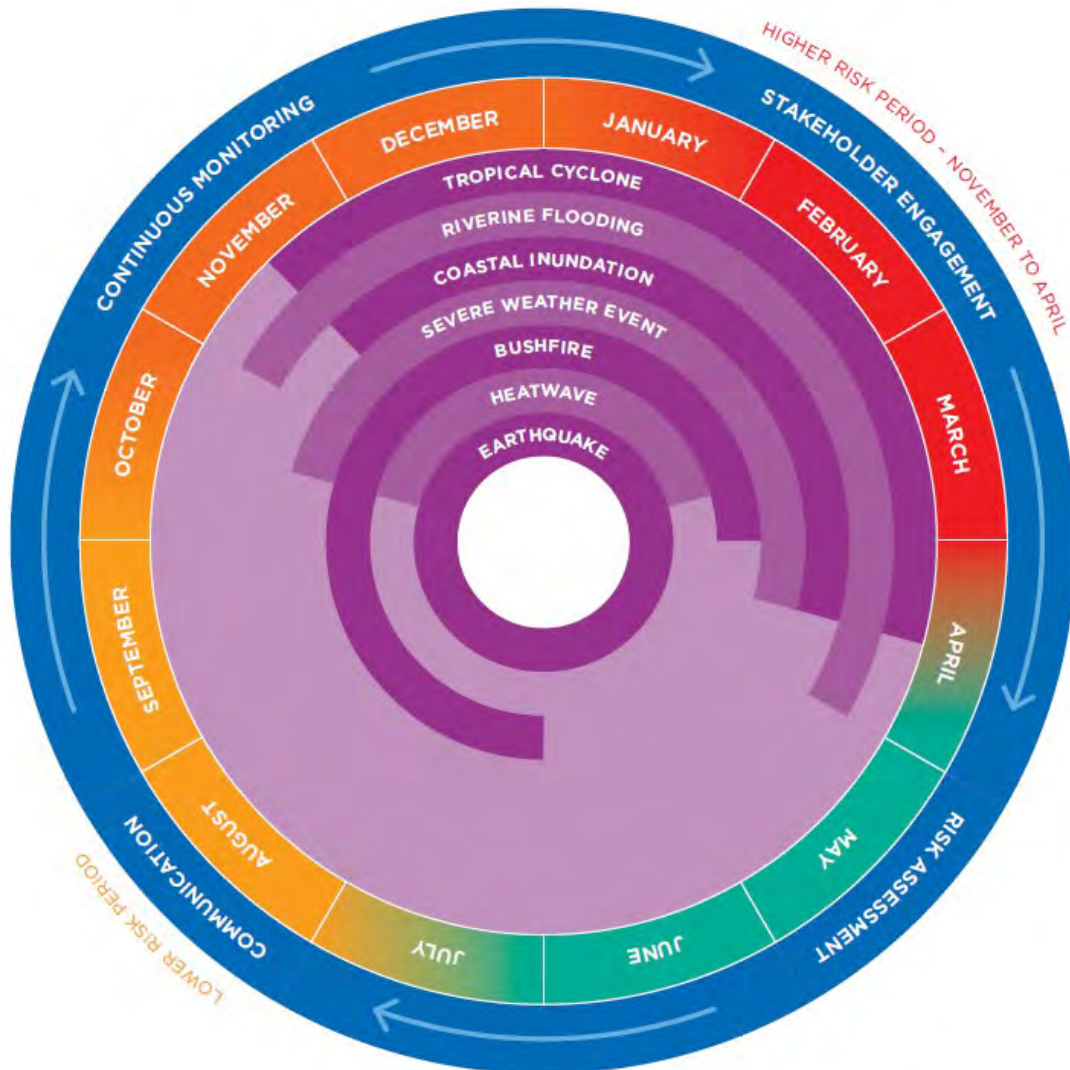
- Fire Management Group meetings facilitated by Rural Fire Service
- Disaster Management Officer Forums – with district and regional LGA's
- Resilient Queensland strategies facilitated by Queensland Reconstruction Authority
- Infrastructure Resilience Working Group facilitated internally by Isaac Regional Council
- Community Advisory Subgroup's which are facilitated regionally by Isaac Regional Council via the LDMG.

The graphic is a promotional poster for the Isaac Region's Disaster Dashboard. At the top, it says "real updates. real time." in white text on a black background. Below this, the title "ISAAC REGION'S DISASTER DASHBOARD" is written in large, bold, white letters on a red background. The dashboard itself is represented by four colored boxes: a yellow box for "LATEST UPDATES" with a megaphone icon, a blue box for "ROAD CONDITIONS" with a road sign icon, a blue box for "POWER OUTAGES" with a lightning bolt icon, and an orange box for "WEATHER WARNINGS" with a cloud and lightning icon. Below these boxes is a large QR code. At the bottom, it says "Scan the QR CODE to check the Disaster Dashboard on your mobile device." and provides the URL "dashboard.isaac.qld.gov.au" in a white rounded rectangle.

DISASTER MANAGEMENT ACTIVITIES CALENDAR

PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
Key Activities Reporting, Assessing, Planning, Training & Exercising	Key Activities Reviewing, Planning, Training, Exercising, Cabinet Submission & Community Awareness	Key Activities Responding, Recovering, Meetings & Reporting	Key Activities Post Event Series i.e. Meetings Assurance Activities Review & Assess

Reference: Queensland State Disaster Management Plan





PREPAREDNESS

PREPAREDNESS ARRANGEMENTS

SUB PLANS

NAME	DOCUMENT NUMBER	INTERNAL DOCUMENT NUMBER
Cyclone & Storms	CORP-PLN-035	ECM 4479062
Bushfire	COPR-PLN-033	ECM 3643414
Pandemic / Epidemic	CORP-PLN-036	ECM 711023
LDCC Activations	CORP-PLN-032	Internal operations guide
Community Recovery Plan		ECM 4683695

These plans address specific hazards where State departments or agencies have primary management responsibility to ensure that an effective plan is prepared. Hazard specific plans address the hazard actions across all PPRR phases and include information on how the QDMA links with the hazard specific arrangements and support the primary agency to manage the hazard specific event. Specific planning is required to ensure appropriate coordination and operational procedures are developed for specific hazards; these may be different to those for disaster management.

COMMUNITY PREPAREDNESS

With 17 unique communities and arrange of differing lifestyles, economic drivers, historical impacts and a vast distance to cover, it is essential that the communities of the Isaac region are resilient and able to cope with a range of potential natural and manmade disasters.

Most of the Isaac communities have thriving local sports groups, volunteer organisations and community groups. The majority have active Rural Fire and SES services with a wealth of local knowledge, as well as teams on all mine sites specifically trained to manage on site mine disasters.

With most events, a combined community and industry response, led by the LDMG and appropriate government agencies, would be forthcoming to prevent, prepare for, respond to and recover from an event.

IRC has worked to develop Disaster Management capacity within the region, with 1.5 full time staff employed in Disaster Management, and a full time SES Local Controller. Council's disaster management team is continually gaining capacity through training and exercises. Council employs approximately 450 staff across all major locations in the region.

COMMUNITY EDUCATION

In accordance with s30 (e) of the Act, the LDMG undertakes several place-based and regional campaigns to promote the key themes in alignment with Get Ready Queensland.

Communications Strategy:

- Annual regional media campaigns.
- Disaster dedicated preparation messages released through social media, during storm, cyclone and fire season, event based.
- Dedicated messaging during events via press releases, public notices and social media via the Isaac Local Disaster Coordination Centre page. <https://www.facebook.com/IsaacLDCC>
- Isaac's Disaster Dashboard. <https://dashboard.isaac.qld.gov.au/>

- Participation in local and regional events promoting Get Ready Queensland, and other disaster management messaging.
- Conducting preparedness educational programs at the local primary schools in the Isaac Region each year.
- Targeted community awareness at a grass roots level for development of contact lists and registers, focussed on most likely event/hazard/risk.

COMMUNICATION

Communicating with the LDMG about events is via email and SMS (via Guardian IMS).

If the primary means of communications fails, then Telstra and the various Lead and Support Agencies will attempt to restore communications or provide alternative means of communications.

All Lead and Support Agencies involved in the disaster response shall provide their own communication links between the LDCC and their agency.

Council will use the most efficient and appropriate means to warn the community before, during and after a disaster event. These means may include:

- Media warnings including the utilisation of radio stations and ABC local radio
- Personal visit to property by Police, Emergency Services members or Council employees
- Emergency Alert - EA provides a platform for local and state agencies to issue warnings. EA is a way to deliver messages directly to a person's mobile or landline phone, it should complement other forms of public information or warning delivery such as traditional media, social media and website updates.
- Disaster Dashboard (via Latest Updates)
- LDCC Facebook page

[Refer to Communication Approvals – LDMG/LDCC – Appendix C](#)

WEBSITE UPDATES

The Communications Officer in conjunction with the Web Coordinator is responsible for editing, where necessary and lodging the contents of any routine updates or situation reports on the council website. The Media and Communications Officer is also responsible for the drafting of any messages to be lodged on the website and advising the community of imminent threats, changes to threat states, recommended actions and precautions. These messages are to be authorised by the Mayor, LDMG Chair, or the LDMG in their absence, prior to lodgement on the website.

MEDIA MANAGEMENT

Information is the basis of timely and appropriate decisions. The best use of information will follow a systematic handling of information.

All information must be evaluated before communications are developed. At all-time consideration will be given to sharing ONLY from the single point of truth (the responsible agency).

The key steps are:

- Collection – from multiple sources (history and real time)
- Collation – the sorting of information by interested parties
- Confirmation – the verification of information collected and collated
- Interpretation – suitably skilled and authorised personnel make sense of the information

- Act – response to the above actions
- Record/store/file

These actions are repeated constantly during disaster operations, and result in substantial quantities of information. The sign of good information management is the capture and recording of all the information, to enable it to be shared with as many interested personnel as possible – both during an event.

When this is done well all personnel involved will have far greater ‘situational awareness’ and, after the event, will be able to reconstruct what happened, and when.

This facilitates organisational learning, by continuous improvement, through analysis of past operations. It will also ensure information is not lost and is processed in a thorough and systematic manner. Personnel needing to make decisions can be assured they have the most up-to-date and complete information with which to work.

LOCAL DISASTER COORDINATION CENTRE

The primary functions of the Local Disaster Coordination Centres (LDCC) revolve around three key activities:

- Forward planning
- Resource management
- Information management.

Local Disaster Coordination Centres are either permanent or temporary facilities within each local government area, or combined local government area, established to support the LDMG during disasters.

Primary Location – Disaster Management Complex, 38 Bacon Street Moranbah QLD

Secondary Location – Council Chambers, Batchelor Parade, Moranbah QLD

LDCCs operationalise LDMG decisions, as well as plan and implement strategies and activities on behalf of the LDMG during disaster operations.

Representatives from the media are not permitted in the LDCC.

TRAINING FOR LDMG

- Training for LDMG, staff and operations personnel facilitated by QFES Emergency Management Coordinator to occur a minimum of once per calendar year.
- Training for the LDMG, staff and operations personnel shall be in accordance with the Queensland Disaster Management Training Framework.
- Members of the IRC disaster management team, who shall assist in the event of a disaster, shall be trained in the use of Guardian IMS.

EXERCISES

In accordance with the Act s59 (2) a Local Government must review the effectiveness of their LDMP at least once a year and this is normally achieved through an exercise.

Exercises can enhance capacity and confidence of the people that participate in them. The conduct of an exercise is one way in which the LDMG can undertake a review of the Local Plan. The development and enactment of scenarios to evaluate the effectiveness of plans is key to good governance and assurance.

Analysing plan effectiveness – both in times of exercise and post-incident response – enhances planning outcomes and enables the implementation of lessons identified.

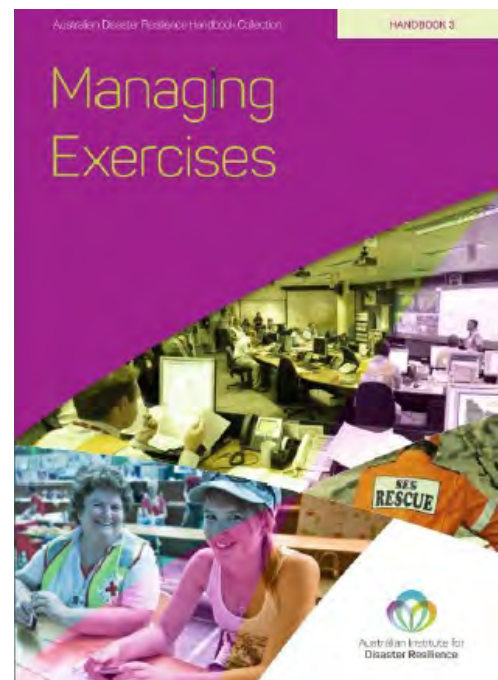
Accordingly, plans must be adjusted where necessary. Flexibility and agility in planning, rather than rigidity, ensures plans remain relevant, realistic and risk-based.

<https://knowledge.aidr.org.au/media/3547/handbook-3-managing-exercises.pdf>

An exercise determined by the LDC which is designed to evaluate the Isaac LDMG's response and coordination capability should be facilitated annually.

This exercise can be any of the following types:

- Discussion
- Functional
- Field
- Seminars
- Practice Functions
- Simulated realistic event
- Agency Presentations
- Real Time
- Hypothetical
- Syndicate Progressive
- Workshop based
- Skills based



LESSONS MANAGEMENT

Lessons management is a key element of continuous improvement and disaster management stakeholders in Queensland are urged to apply this learning practice. It involves the identification of learning of lessons captured through evaluation activities (including debriefing, monitoring and reviews) occurring before, during and after emergencies. It includes the establishment of a learning culture to support the monitoring, debriefing and review activities, which are then analysed for trends, risk, and lessons. Lessons are then assessed for action, which are then in turn implemented and monitored for change and improvement.

<https://www.disaster.qld.gov.au/dmg/Pages/DM-Guideline.aspx>

It is strongly recommended that the strategy applied by disaster management stakeholders be consistent with The Australian Resilience Handbook for Lessons Management.

<https://knowledge.aidr.org.au/resources/handbook-8-lessons-management/>

ACTIVATIONS & TRIGGERS

The Chairperson of the LDMG is responsible for the decision to activate the LDMG, in consultation with the Local Disaster Coordinator as required. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision. Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable.

Timely activation, across all levels of Queensland's Disaster Management Arrangements, is critical to an effective disaster response. This relies on a clear understanding of the indicators used in Queensland's disaster management arrangements to monitor and provide situational awareness of events.

Disaster management arrangements in Queensland are activated using an escalation model based on the following levels:

ACTIVATION LEVEL	DEFINITION
PRE-ACTIVATION	A state of awareness of a potential situation or threat, generally during bush fire and severe weather seasons. Watching and gathering information with the LDMG Chair and LDC consultation to determine activation to the next level
ALERT	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for the potential hazard.
LEAN FORWARD	An operational state prior to 'Stand Up', characterised by the heightened level of situational awareness of a disaster event (either current or impending) and state of operational readiness. Disaster coordination centres are on standby – prepared by not activated.
STAND UP	The operational state following 'Lean Forward' where resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.
STAND DOWN	Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response.
DEBRIEF	This stage is the close out of the activation ensuring that lessons identified are captured.

<https://www.disaster.qld.gov.au/dmg/st/Documents/RG1157-DMG-Activation-Triggers-Reference-Guide.pdf>

DECLARATION OF A DISASTER SITUATION

Section 64 of the *Disaster Management Act 2003* gives the legislative authority for declaring a disaster situation. The declaration of a disaster situation provides additional powers to nominated officers.

A disaster situation will normally only be declared when it is necessary to exercise those additional powers to prevent or minimise:

- Loss of human life

- Illness or injury to humans
- Property loss or damage
- Damage to the environment

If a District Disaster Coordinator believes the disaster or impending disaster is likely to require specific disaster powers, then the DDC may, after consultation with the DDMG and relevant local governments and with the approval of the Minister declare a disaster situation for all or part of the district in the Isaac Region.

FINANCIAL MANAGEMENT

All agencies are responsible for meeting and recording their own operational expenses incurred during a disaster event, and for claiming reimbursement of any expenses allowed refer to:

<https://www.gra.qld.gov.au/funding/drfa>

Financial cost codes are activated for cost recovery and staff operations. IRC is required to discharge financial management responsibilities in accordance with the Financial Accountability Act 2009.

LOGISTICS SUPPORT & RESOURCE ALLOCATION

Isaac Regional Council is required to manage the purchasing of resources and support in accordance with Local Government Regulations 2012.



RESPONSE

RESPONSE ARRANGEMENTS

RESUPPLY

Reference: <https://www.disaster.qld.gov.au/dmg/st/Documents/M1205-Queensland-Resupply-Manual.pdf>

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Resupply operations are not intended to ensure retailers can continue to trade nor are they a substitute for individual and retailer preparation and preparedness. Resupply operations are expensive and logistically challenging and must be considered as a last resort.

When local and district operations require additional resources, QFES coordinates the acquisition and management of resupply through the SDCC Logistics (if activated) or the SDCC Watch Desk (if not activated).

There are three types of resupply operations undertaken in Queensland:

1. RESUPPLY OF ISOLATED COMMUNITIES

This operation occurs when people residing in a community have access to retail outlets, but those outlets are unable to maintain the level of essential goods required due to normal transport routes being inoperable as a result of a natural disaster event. In this scenario, the state government contributes to the cost of transporting goods by alternate methods.

This operation ensures essential goods are available to the community through the normal retail facilities within that community. This maintains the safety and wellbeing of humans and domestic animals during the period of isolation.

2. RESUPPLY OF ISOLATED RURAL PROPERTIES

Isolated rural properties are groups of individuals isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event. This may include primary producers, outstations or small communities that have no retail facilities and require resupply. The aim of resupply operations to isolated rural properties is to maintain access to essential goods, including medications.

Isolated rural property owners are responsible for placing and paying for their orders with retailers. The LDCC and DDCC facilitate and meet the cost of transport only. Resupply to isolated rural properties may continue for some time after resupply to isolated communities is no longer required.

LDMGs whose area of responsibility contains rural properties that are subject to isolation should ensure that all rural properties are aware of the resupply process, protocols and contacts.

3. RESUPPLY OF STRANDED PERSONS

This operation provides essential goods to individuals who are isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event and are not at their normal place of residence. This is usually stranded travellers and campers.

The resupply or evacuation of stranded persons is coordinated by the QPS. QPS may also use the resources of the LDCC if it is activated in response to a disaster event in the local government area.

QPS determines the most appropriate course of action: whether to resupply stranded individuals or to evacuate them to a safer environment. If the LDCC is not activated, QPS will resupply or evacuate stranded individuals and report through the normal police reporting system.

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be as effective as possible, it must be appropriately planned and implemented.

Reference:

<https://knowledge.aidr.org.au/resources/handbook-evacuation-planning/>

Stages of the evacuation process

The key consideration in evacuation planning is to address the five -stage evacuation process:

1. **Decision to evacuate**
2. **Warning**
3. **Withdrawal**
4. **Shelter**
5. **Return**

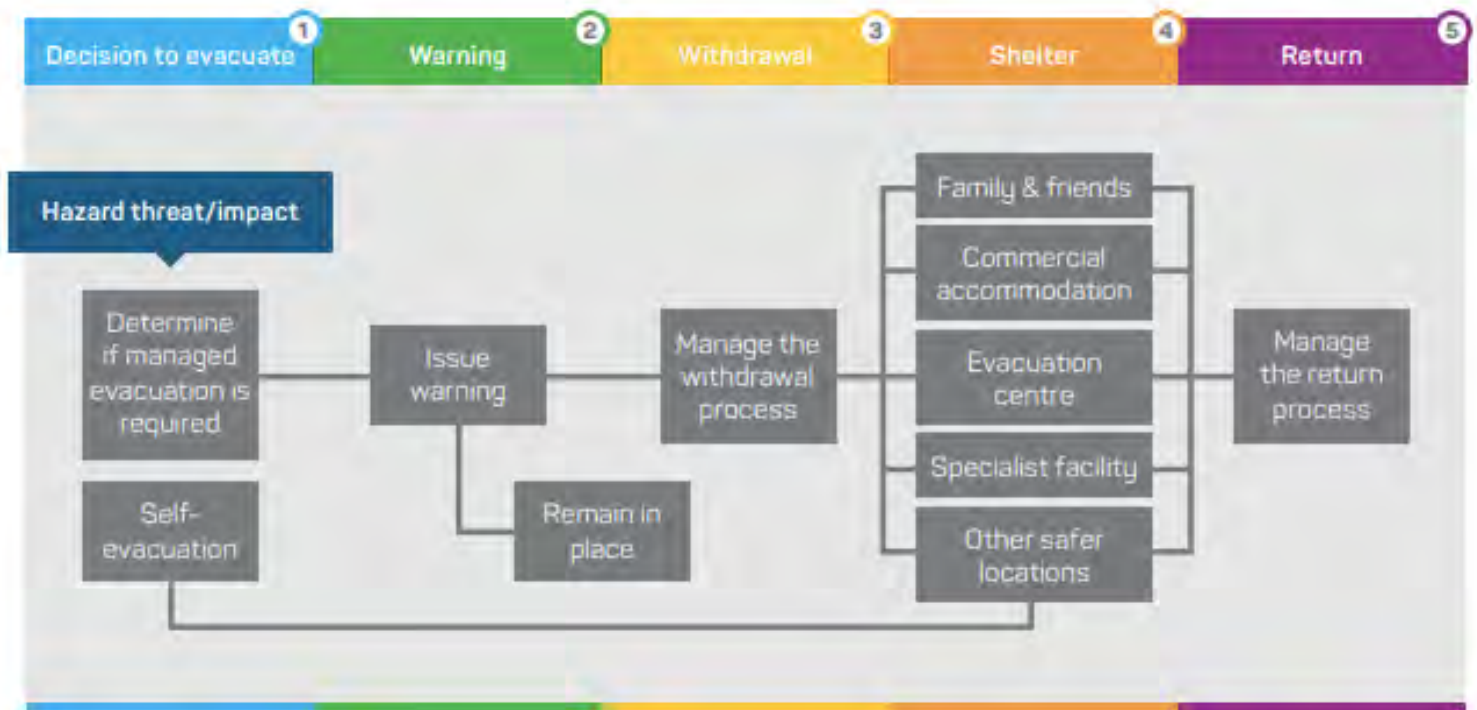


Figure 1 Evacuation process

1. Decision to Evacuate

During evacuation planning, decision makers analyse event specific information and intelligence and make an assessment on the necessity to evacuate exposed persons.

Considerations

- Is evacuation the best option?
- Are there other alternatives?
- Is it possible to evacuate?
- Has a risk assessment been undertaken to inform the decision to evacuate?
- Will it be a staggered evacuation?
- Have any special arrangements for the vulnerable population been considered?

Authority to evacuate

The decision to authorise an evacuation may occur under the following conditions or authorities:

- QPS under the Public Safety Preservation Act 1986
- QFES under the Fire and Rescue Service Act 1990
- LDMG may recommend a voluntary self-evacuation of a community or portions of a community
- LDMG may recommend that the Mackay DDC declare a Disaster Situation under the *Disaster Management Act 2003* to affect a managed evacuation of a community or portions of a community

Disaster Management Act 2003 (the Act) requires the declaration of a disaster situation. During a disaster situation, the DDC and Declared Disaster Officers are provided with additional powers under sections 77-78 of the Act. These powers may be required to give effect to a directed evacuation.

2. Warning

All warnings should be timed to allow sufficient time for the community to evacuate the impending danger area. Timing will depend upon information and intelligence received on the impending threat.

Time of issue of warning = Warning time + evacuees' reaction time + travel time to a shelter.

Warning dissemination and methods

The following table (page 41) documents the agencies' responsible for the dissemination of evacuation warnings to exposed populations.

EXPOSED POPULATION	ACTIVATION / RISK LEVEL	WARNING METHOD	WHO
GENERAL POPULATION	Minor	Mass media: Media releases Social Media Disaster Dashboard Interviews with approved officers.	LDMG – Public Information Officers.
	Moderate	Door Knocking.	QPS with assistance from SES
		Information / letter drop.	LDMG - Public Information Officers
Major	Emergency Alert	LDMG to formally request through DDMG to SDCC.	
HOSPITALS NURSING HOMES, AGED CARE	All	Notification of LDMG Activation via QH and Hospital Services and Department of Communities, Child Safety and Disability Services.	LDMG via contact lists
		Mass Media.	Public Information Officers
SCHOOLS DAY CARE CENTRES KINDERGARTEN	All	Notification of LDMG Activation via Department of Education	LDMG via contact lists
		Mass Media.	Public Information Officers
TOURISTS	All	Via Tourism Operators, Accommodation Providers etc.	LDMG via contact lists
		Mass Media.	Public Information Officers
OFFSHORE ISLANDS	Middle Island has two caretakers in residence and there may be campers / recreational vessels in the area.	Warning via Maritime Safety Queensland and mass media.	LDMG contacts MSQ
CARAVAN PARKS, CAMPING GROUNDS	All	Signage at camp grounds.	LMDG contact to IRC
		Information to camping ground / caravan park managers.	
NON-ENGLISH SPEAKING	All	Nominated central point of contact within community for interpretation and distribution to relevant ethnic group.	
PEOPLE WITH A DISABILITY	All	Notification of event to community service providers.	LDMG via contact lists
MARINE USERS	All	Marine Radio and Distress Systems and Networks via Maritime Safety Queensland.	LDMG contacts MSQ
HOMELESS		Mobile Public Address System at known hot spots.	

Standard messages to the community

The standard 'wording' content contained in evacuation orders and media release statements should be further populated with the details relevant to the event and then utilised across all warning methods to ensure consistent messages are provided to all sectors of the community. For some events there are Standard Emergency Alert messages that have been preformatted and lodged with the SDCC.

3. Withdrawal

Transport

Transportation of evacuees will be via their own vehicles or with friends and family. Public transport is limited in the Isaac region however pre-agreements with bus contractors can be investigated. Details of transportation will be included in the localised planning.

SUBURB / LOCATION	PLANNING ARRANGEMENTS	TRANSPORT MODE	TRANSPORT PROVIDER	NUMBER OF SERVICES	PICK UP POINT	DESTINATION
	No shelters or places of refuge.	Own vehicles				Mackay / Rockhampton
IRC COAST	Clients of Broadsound Community Care.	Private Bus	Broadsound Community Care.	1	To be advised	

Pets and animals

Pets and animals are the responsibility of the owner. Should the household be required to evacuate they are to take their domestic animals with them or make arrangements with someone in a safe place to care for them.

4. Shelter

Evacuation Centres

There are no Evacuation Centres located within the Isaac region. Refer below to places of refuge. Residents should consider Self-Shelter options first where possible.

Self-Shelter Options

Residents are encouraged to make their own arrangements away from the hazard impact area. Some options that should be considered are:

- Using a holiday home
- Staying with family and friends
- Using commercial accommodation (hotels, motels)

Places of Refuge

For our residents located in our coastal communities, refer to 'Summary of Safer Locations for Coastal Residents' table below. Noting these centres are considered places of refuge as Council does not have supplies, without the request for assistance.

SUMMARY OF SAFER LOCATIONS FOR COASTAL RESIDENTS

LOCATION	NAME	KNOWN COMMUNITY GATHER POINTS	CYCLONE	FLOOD	STORM TIDE	BUSHFIRE	TSUNAMI	PANDEMIC	EARTH- QUAKE	HAZMAT
CARMILA	Carmila Memorial Hall	Broadsound Community Care				✓		✓		
CLAIRVIEW	Clairview Community Centre					✓		✓		
CLARKE CREEK	Clarke Creek Community Hall					✓		✓		
CLERMONT	Clermont Community Centre					✓		✓		
DYSART	Dysart Civic Centre					✓		✓		
FLAGGY ROCK	Flaggy Rock Community & Recreation Centre					✓		✓		
ILBILBIE	Ilbilbie Community Centre					✓		✓		
MIDDLEMOUNT	Middlemount Community Hall					✓		✓		
MORANBAH	Moranbah Community Centre					✓		✓		
NEBO	Nebo Memorial Hall					✓		✓		
ST LAWRENCE	Broadsound Centenary Hall					✓		✓		

PLACES OF REFUGE

Council Owned Community Facilities

Should Council be asked to assist external agencies or local businesses in providing a temporary space for a place of refuge the following Council facilities can be made available.

LOCALITY	ADDRESS	CAPACITY	AMENITIES	
			TOILET	SHOWER
Broadsound Centenary Hall	7 Railway Street, St Lawrence	50	M/F	
Carmila Hall	Music Street, Carmila	50	M/F	
Clarke Creek Hall	44 May Downs Road, Clarke Creek	50	M/F	
Clermont Civic Centre	Daintree Street, Clermont	200	M/F	
Dysart Civic Centre	Queen Elizabeth Drive, Dysart	200	M/F	
Dysart Recreation Centre	Queen Elizabeth Drive, Dysart	200	M/F	Yes
Glenden Recreation Centre	Ewan Drive, Glenden	200	M/F	
Middlemount Community Hall	27 James Randall Drive, Middlemount	200	M/F	
Moranbah Community Centre	Batchelor Parade, Moranbah	Hall 1 – 600 Hall 2 – 200 Chapel – 100		
Nebo Memorial Hall	Reynolds Street, Nebo	Capital Works underway on the Hall. Possibility to offer 50- 100 capacity	M/F	
Nebo Recreation Centre	Bowen Street, Nebo	100	M/F	
Nebo Medical Centre	Kemmis Street, Nebo	Under lease to a medico. Capacity for 10	M/F	

Council Owned Fatigue Accommodation

Council has accommodation options that may be available at the following locations across the region.

LOCALITY	ADDRESS	CAPACITY
Dysart	2 Nolan Street	3 bedrooms
	2 Singleton Street	3 bedrooms
	1 Fisher Street	3 bedrooms
	Bradford St	4 rooms (donga style with private ensuite)
Middlemount	Nolan St	7 rooms (donga style with ensuite)
Clermont	Wattle Hill Road	20 rooms (donga style with ensuite)
St Lawrence	1-3/6 Wilangi Street	2-bedroom units
	7 Arthur Street	3 bedrooms
	14A Arthur Street	2 bedrooms
	31 Macartney Street	3 bedrooms
	36 Macartney Street	3 bedrooms
	Railway Parade	23 Rooms (donga style with shared bathroom facilities)
Nebo	Bowen St	4 Rooms (donga style with ensuite)
	Unit 2/8 Bovey Street	1-bedroom unit
Glenden	3 Dinang Crescent	3-bedroom house
Moranbah	Acacia Street	16 rooms (donga style with private ensuite, and back-up generator power on site)

5. Return

Timely return of evacuees is critical; however, safety should not be compromised, all issues need to be considered and the area deemed safe for return. The decision for the return of evacuees and the development of a return strategy will be undertaken by the LDMG and local emergency service representative on the ground. This decision will be based on the information provided by agencies and organisations, such as:

- Queensland Police Service
- Electricity provider
- Communications provider
- Local government operational business units as relevant (may include environmental health, engineering and infrastructure, water, and sewerage).



RECOVERY

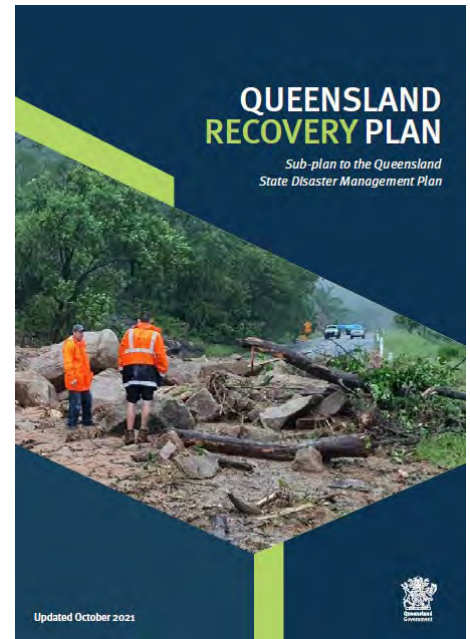
RECOVERY ARRANGEMENTS

LOCAL RECOVERY STRATEGY

Isaac's LDMG recovery strategy reflects the Queensland Recovery Plan which provides detailed information on the roles, responsibilities and reporting requirements of Queensland's recovery groups, committees and positions.

<https://www.gra.qld.gov.au/recovery/recovery-governance/queensland-recovery-plan>

As per the Act, IRC has appointed a Local Recovery Coordinator (LRC) to conduct planning and ensure Council is prepared and equipped to assist the community's recovery needs. IRC have facilitated recovery training and workshops in the area during 2016-2018. The Local Recovery Group was established and have applied learnings from significant local events which impacted communities in the region.



LOCAL RECOVERY PLAN

The Community Recovery Plan has been adopted by the LDMG.



FUNCTIONAL RECOVERY GROUPS

FUNCTION	DETAILS	LEAD AGENCY
HUMAN AND SOCIAL RECOVERY	Human and social recovery relates to the emotional, social, physical and psychological health and well-being of individuals, families and communities following a disaster.	Department of Communities, Housing and the Digital Economy
ECONOMIC RECOVERY	The effects of a disaster on the economic environment can be classified in terms of direct and indirect impacts. The tangible impacts can usually be given a monetary value and may include loss of tourism, employment opportunities and reduction in cash flow for businesses.	Department of State Development, Infrastructure, Local Government and Planning
ENVIRONMENT RECOVERY	The effects of a disaster on the natural environment may be a direct result of the disaster or through a secondary impact or flow on from the disaster response or recovery process. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, or damage to heritage listed places.	Department of Environment and Science
BUILDING RECOVERY	The effects of a disaster on the built environment often result in damage and disruption which inhibits the capacity of essential services and services such as housing, accommodation, education, and health facilities.	Department of Energy and Public Works
ROADS AND TRANSPORT	The effects of a disaster on transport networks, including road, rail, aviation and maritime normally result in difficulty accessing communities and disruption to critical supply chains (both within and outside of the impacted area). Restoration of these networks, or the identification of alternatives, is a priority in disaster recovery.	Department of Transport and Main Roads

APPENDIX A – AGENCY RESPONSIBILITIES BY HAZARD

HAZARD / RESPONSE	DESCRIPTION	LEAD AGENCY	STATE AND NATIONAL PLANS
Flood	A flood is an overflow of water that submerges land that is usually dry.	Local Disaster Management Group Queensland Fire & Emergency Services Queensland Police Service	State Disaster Management Plan. Queensland Recovery Plan.
Storm	A storm is very bad weather, with heavy rain, strong winds, and often thunder and lightning.		
Storm Tide	Storm tide is the total observed seawater level during a storm, which is the combination of storm surge and normal high tide.		
Earthquake	An earthquake is the result of a sudden release of stored energy in the Earth's crust that creates seismic waves.		
Tsunami	A tsunami is a series of waves caused by earthquakes or undersea volcanic eruptions.		
Landslip	A landslide is defined as the movement of a mass of rock, debris, or earth down a slope.		
Animal & Plant Disease	A highly infectious disease that can be transmitted animals, plants and humans.	Department of Agriculture and Fisheries (DAF)	Australian Veterinary Emergency Plan. Australian Aquatic Veterinary Emergency Plan. Australian Emergency Plant Pest Response Plan. Biosecurity Emergency Operations Manual.
Road Traffic Accident	An accident originated on a way or street open to public traffic and at least one moving vehicle involved.	Queensland Police Service	

HAZARD / RESPONSE	DESCRIPTION	LEAD AGENCY	STATE AND NATIONAL PLANS
Bushfire	Bushfires occur when both managed and unmanaged areas of vegetation ignite and burn through reserves, national parks, private property and urban corridors and are most likely to occur when the weather is very hot and dry.	QFES	Wildfire Mitigation and Readiness Plans (Regional). Queensland Recovery Plan.
Chemical	Defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.		State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents.
Aircraft Accident	Associated with the operation of an aircraft that affects or could affect the safety of operation.	Related Agency	
Rail Accident	A train wreck, crash or derailment is a type of disaster involving one or more trains.		
Hazardous Material Accident	Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal.		
Epidemic / Pandemic	An outbreak of disease that attacks many peoples at the same time and may spread through one or several communities / throughout the world.	Queensland Health	Queensland Pandemic Influenza Plan. National Action Plan for Human Influenza. Pandemic.
Heatwave	A period of excessively hot weather, which may be accompanied by high humidity.		Heat Stress Response Plan.
Biological (Human)	Refers to substances that pose a threat to the health of living organisms, primarily that of humans.		State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents.
Radiological			

HAZARD / RESPONSE	DESCRIPTION	LEAD AGENCY	STATE AND NATIONAL PLANS
Animal and Plant Disease	Containment and eradication of emergency animal and plant diseased, plant and animal pests, invasive plants and animals, residue and contaminates in agricultural commodities and emergency animal welfare incidents.	Department of Agriculture and Fisheries Search	Biosecurity Emergency Operations Manual
Terrorist Attack	A surprise attack involving the deliberate use of violence against civilians.	Queensland Police Service	Queensland Counter-Terrorism Plan. National Counter-Terrorism Plan. Queensland Recovery Plan.
Ship-Sourced Pollution	Refers to substances discharged into the sea that pose a threat to the health of living organisms.	Dept. Transport and Main Roads	Queensland Coastal Contingency Action Plan. National Plan for Maritime Environmental Emergencies.
Mass Casualty Management	QH is response for the provision of an integrated response. A mass casualty event is an incident or event where the location, number, severity or type of live casualties requires extraordinary resources.	Queensland Health Queensland Ambulance Queensland Police Service	Domestic Response Plan for Mass Casualty Incidents of National Consequence.
	QH and QPS has joint responsibility for the management of deceased.	Queensland Police Service	
	May Support recovery hubs to provide initial grant payments for personal hardship assistance, psychological first aid and access to a range of support and information services to enable transition into post-event recovery.	Department of Communities, Disability Services and Seniors	

APPENDIX B – TRIGGERS AND ACTIVATIONS

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
Note: 'Alert' and 'Lean Forward' stages may not be possible if the emergency/disaster strikes without warning.				
PRE-ACTIVATION	<p>Localised agency event – no community impact. Watching and gathering of information.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Maintain a watching brief to monitor the situation.</p> <p>Liaise with required personnel.</p>	<p>Chair and LDC on mobile remotely.</p> <p>Public messaging from Council for awareness.</p>
ALERT	<p>Awareness of a hazard that has the potential to affect the local government area. Organisations will be alerted to ensure readiness to act if required.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Lean Forward Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Activate Guardian IMS</p> <p>Ensure the LDCC is in a basic state of readiness</p> <p>Determine required LDCC staff and seek permission from OCEO for release</p> <p>Establish contact with the XO</p> <p>Provide initial advice to relevant stakeholders identified in the LDMG contact list</p> <p>Identify potential risks of imminent hazard and outline strategies and planning in anticipation of escalation</p> <p>Establish contact with community relations officers as required</p>	<p>Chair and LDC on mobile remotely.</p> <p>Identified stakeholders will receive an email stating "LDMG/LDCC @ Alert Stage". The email will contain non-sensitive information about the event.</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
LEAN FORWARD	<p>There is a likelihood that threat may affect the local government area. The threat is quantified but may not yet be imminent. The Lead Agency / LDMG are alerted to “Lean Forward” being placed on standby and ready to deploy resources and respond.</p> <p>The Chairperson of the LDMG will, in consultation with the LDC, make the decision to activate to the “Stand Up Stage.”</p>	<p>LDMG Executive LDCC Membership LDMG members as required.</p>	<p>Confirm the level of potential threat</p> <p>Conduct meeting with core and available LDMG members regarding briefing, future planning and response strategies</p> <p>Determine trigger point to stand up</p> <p>maintain contact with XO</p> <p>Inform relevant stakeholders of “Lean Forward” stage</p> <p>Ensure the LDCC is fully established & set up ready for operation</p> <p>Release public advice (via media officer) of any relevant public information and warnings, approved by the LDC</p> <p>Commence financial management processes of internal cost codes</p> <p>Chair and LDC to arrange record decisions in Guardian IMS.</p>	<p>Identified stakeholders in LDMG Contacts List will receive an email stating “LDMG/LDCC – Lean Forward Stage”.</p> <p>Chair and LDC face to face or via mobile</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND UP	<p>LDMG Chairperson and LDC decide to activate to the “Stand Up” Stage when a trigger point is reached e.g.:</p> <p>A warning or advice of an impending threat.</p> <p>The community will be or already have been impacted.</p> <p>Multi agency response will be required.</p> <p>Request is made by other agency to provide assistance.</p>	<p>LDMG executive</p> <p>LDMG members as required</p> <p>LDCC membership group</p> <p>Recovery Coordinator.</p>	<p>LDCC is activated in Stand Up:</p> <p>Maintain contact with the Mackay DDC, XO & EMC</p> <p>Commence SITREPs as required by DDMG</p> <p>Scale LDCC staffing levels as required with rosters planned and implemented and core LDMG members located in LDCC</p> <p>Call LDMG meetings with the lead agency and all LDMG Members</p> <p>Continue providing information to the public (via the Media Liaison Officer) including IRC phone contacts</p> <p>LDCC remains operational until all tasks have been completed.</p>	<p>Maintain contact with XO by telephone or otherwise as determined by the LDC</p> <p>Advice of the LDMG and LDCC activating to ‘Stand Up’ stage will be sent to identified stakeholders LDMG contacts list.</p> <p>All core members to be physically located in the LDMG meeting from this stage.</p> <p>Communications officer will maintain the flow of notifications and warnings to the public as approved by the LDC and Chairperson via social media</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND DOWN	<p>LDMG Chairperson and LDC in consultation with the lead Agency (if applicable) determine at when “Stand Down” is initiated to conclude an operation.</p> <p>The ‘Stand Down’ stage is the point that the response to the emergency/disaster event is completed and the coordination of operations transitions to Recovery.</p>	<p>LDMG Executive Recovery coordinator LDMG members as required LDCC staff</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <p>Coordinate stand down of participating organisations</p> <p>Notify XO, EMC of stand down</p> <p>Ensure completion and collation of all paperwork and financial management within LDCC and DRFA</p> <p>Conduct hot debrief</p> <p>Close LDCC – transition to Recovery.</p>	<p>Contact with the XO will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating “LDMG Stand Down” and provide details of final meeting times and LDCC closure process.</p> <p>Advice of response operations ceasing will be forwarded to identified stakeholders with advice pertaining to required debriefs and post operation reporting.</p>
DEBRIEF	<p>To be undertaken on conclusion of the activation.</p>	<p>All personnel involved Internal/ external.</p>	<p>Questions:</p> <p>What went well?</p> <p>What did not go well?</p> <p>Where can we improve for next time?</p> <p>Conduct formal debrief and Collate into lessons identified.</p>	<p>Hot Debrief</p> <p>Formal debrief</p> <p>Confidential feedback.</p>

APPENDIX C – COMMUNICATION APPROVALS – LDMG/LDCC

COMMUNICATION APPROVALS – LDMG/LDCC

ACTIVATION LEVEL	TYPE	PLATFORM	EXAMPLE	SOURCE	APPROVAL REQUIRMENTS
Pre-activation	Education and resilience posts	Disaster Dashboard LDCC Facebook	<ul style="list-style-type: none"> • Road Conditions • Severe weather warnings • Weather Updates • Get Ready Toolkit resources 	<ul style="list-style-type: none"> • IRC • Disaster Dashboard • BOM • Get Ready 	NIL
Pre-activation	Situational awareness posts	Disaster Dashboard LDCC Facebook, with share to IRC Facebook	<ul style="list-style-type: none"> • Road Conditions • Severe weather warnings • Weather Updates • Get Ready Toolkit resources 	<ul style="list-style-type: none"> • IRC • Disaster Dashboard • BOM • QFES • QPS • QAS • Get Ready Queensland 	NIL
Alert Lean Forward Stand Up Stand Down	LDMG status updates	Disaster Dashboard (activation status function) LDCC Facebook	LDCC activation – noting simplified messaging for public		Deputy LDC LDC Mayor

Approved by: Darren Fettell

Date: 14 June 2022

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MEETING DETAILS	Post-Election (Statutory) Meeting Friday 5 April 2024
AUTHOR	Tricia Hughes
AUTHOR POSITION	Coordinator Executive Support - OCEO

10.5 SCHEDULE OF ORDINARY MEETINGS AND STANDING COMMITTEE MEETINGS OF COUNCIL – APRIL 2024 TO DECEMBER 2024

EXECUTIVE SUMMARY

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

OFFICER’S RECOMMENDATION

That Council:

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

ORDINARY MEETINGS

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

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

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

MEETING DATE	TIME	LOCATION
Wednesday 22 May 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 19 June 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 17 July 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 21 August 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 18 September 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 16 October 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 20 November 2024	9.00am – 12.30pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

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

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

BACKGROUND

Ordinary Meetings are the principal decision-making forum for a local government. Standing Committee Meetings are a forum for Councillors to receive key operational updates from Executive Staff and to provide recommendations to Council strategic matters.

Councils must meet at least once a month. Local governments must publish, at least once a year, details of the days and times of both the ordinary meetings of the local government and any standing committees. The details must be published on the local government's website and in a newspaper circulating in the area.

Isaac Regional Council follows a set monthly meeting schedule as follows:

Day and Week of Month	Details/Schedule
1 st Wednesday of each Month (Week 1)	Board Meetings <i>*Other days in Week 1 can be used for Advisory Committees and Working Group Meetings</i>
2 nd Wednesday of each Month (Week 2)	Councillor Workshops and Presentation Days <i>(only to be held if required)</i> <i>*Other days in Week 2 can be used for Advisory Committees and Working Group Meetings</i> <i>Note: Standing Committee Agendas will be distributed to Councils by COB 2nd Friday of each month</i>
3 rd Wednesday of each Month (Week 3)	Standing Committee Meetings <ul style="list-style-type: none"> • CGFS followed by PECS held from 9.00am to 12.30pm • E&I followed by W&W held from 1.00pm to 4.00pm <i>Note: Ordinary Meeting Agendas will be distributed to Councils by COB 3rd Friday of each month</i>
4 th Wednesday of each Month (Week 4)	Ordinary Meetings
5 th Wednesday of each Month (Week 5)	Bi-Annual Industry Meetings or Advisory Committees and Working Group Meetings

Please note that other meetings and commitments may arise throughout the year and every effort is made to schedule these commitments into calendars at a date and time that is convenient to the majority. The above schedule may change from time to time as required.

IMPLICATIONS

Costs for Ordinary Meetings of Council and Standing Committee Meetings are included in the budget of the Office of the Chief Executive Officer.

CONSULTATION

Chief Executive Officer
Office of the Chief Executive Officer
Councillors

BASIS FOR RECOMMENDATION

Providing transparent and quality decision making.

ACTION ACCOUNTABILITY

- Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements.
- Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.

KEY MESSAGES

Providing transparent and quality decision making.

Report prepared by: TRICIA HUGHES Coordinator Executive Support Date: 27 March 2024	Report authorised by: KEN GOULDTHORP Chief Executive Officer Date: 27 March 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Section 257 and 277 of the *Local Government Regulation 2012* under the *Local Government Act 2009* the following applies.

Local Government Regulation 2012
Chapter 8 Administration
Part 2 Local government meetings and committees

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or
 - (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

277 Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
 - (a) its ordinary meetings will be held; and
 - (b) the ordinary meetings of its standing committees will be held.

- (2) The notice mentioned in subsection (1) must be published—
 - (a) in a newspaper circulating generally in the local government's area; and
 - (b) on the local government's website.

- (3) The local government must display in a conspicuous place in its public office a notice of the days and times when—
 - (a) its meetings will be held; and
 - (b) meetings of its committees will be held.