



NOTICE OF MEETING

Dear Committee Members

You are requested to attend the following meeting of Council.

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL**

TO BE HELD ON
TUESDAY, 3 NOVEMBER 2020
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

Chief Executive Officer

JEFF STEWART-HARRIS

Committee Officer

Director Planning, Environment and
Community Services

Committee Members:

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Jane Pickels

Cr Viv Coleman

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.

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 3 NOVEMBER 2020

COUNCIL CHAMBERS, MORANBAH

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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1. OPENING OF MEETING

2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9.00am on Tuesday, 6 October 2020.

5. OFFICER REPORTS

5.1 COMMUNITY DROUGHT SUPPORT PROGRAM GRANTS

EXECUTIVE SUMMARY

This report seeks Council's endorsement to deliver the Queensland Government funded Community Drought Support Program grants via the existing Isaac Regional Council Community Grants Program and to approve the updated Community Grants application form and guidelines.

5.2 MORANBAH HIGHLANDERS SWIMMING CLUB INCORPORATED TENURE ARRANGEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider the tenure arrangements for the Moranbah Highlanders Swimming Club Incorporated for use of the Greg Cruickshank Aquatic Centre located at 20 Batchelor Parade, Moranbah Qld 4744, with legal description Lot 18 on SP249143.

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5.3 MORANBAH RACE CLUB INCORPORATED TENURE ARRANGEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Race Club Incorporated for use of Lot 45 on GV219, 87 Sarchedon Drive, Moranbah Qld 4744.

5.4 DOMESTIC DOG ADVISORY COMMITTEE MEETING MINUTES – TUESDAY 27 OCTOBER 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Tuesday, 27 October 2020.

5.5 REQUEST FOR DISCOUNT OR WAIVER OF INFRASTRUCTURE CHARGES ASSOCIATED WITH DEVELOPMENT APPLICATION MCU20/0021 – 121 MILLS AVENUE, MORANBAH

EXECUTIVE SUMMARY

This report requests Council consideration of a request by Economic Development Queensland (EDQ) for a discount or waiver of infrastructure charges for a development application for a material change of use for a Multiple Dwelling comprising 16 dwelling units at 121 Mills Avenue Moranbah (MCU20/0021) described as Lot 13 on SP301946.

5.6 2020-2021 REEF GUARDIAN COUNCILS ACTION PLAN

EXECUTIVE SUMMARY

This report seeks the committee's endorsement of the draft Isaac Regional Council 2020-2021 Reef Guardian Councils Action Plan.

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5.7	REQUEST FOR COUNCIL SUPPORT – PERMIT TO OCCUPY OVER LAND – LOT 1 ON CP858261, CLAIRVIEW
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EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of a request from an adjoining landowner (the Applicant) to the Department of Natural Resources, Mines and Energy for a Permit to Occupy over Lot 1 on CP858261.

6. INFORMATION BULLETINS

6.1	PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – NOVEMBER 2020
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EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for November 2020 is provided for Committee review.

7. GENERAL BUSINESS

8. CONCLUSION



UNCONFIRMED MINUTES

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
TUESDAY, 6 OCTOBER 2020

COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 6 OCTOBER 2020

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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 6 OCTOBER 2020 COMMENCING AT 9.00AM

ATTENDEES

Cr Kelly Vea Vea, Division Five (Chair)
Mayor Anne Baker
Cr Gina Lacey, Division Three (*by video conference*)
Cr Jane Pickels, Division Seven
Cr Viv Coleman, Division Eight
Cr Sandy Moffat, Division Two (Observer)

OFFICERS PRESENT

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Mr Shane Brandenburg, Manager Economy and Prosperity
Ms Nishu Ellawala, Manager Community Education and Compliance
Mr Jim Hutchinson, Manager Engaged Communities
Mr Bruce Wright, Manager Community Facilities
Mr Mark Davey, Capital and Program Project Manager
Ms Carenda Jenkin, Senior Communications Officer
Mrs Nicole Money, Executive Assistant
Ms Barbara Franklin, Executive Coordinator, Planning, Environment and Community Services
Ms Tori Gordon, Administration Officer
Ms Sade Quill, Administration Officer

1. OPENING

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

UNCONFIRMED MINUTES

Resolution No.: PECS0559

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Planning, Environment and Community Services Standing Committee accepts Cr Gina Lacey's participation by video conference.

Carried

2. APOLOGIES

No apologies this meeting.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared.

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held at the Council Chambers, Moranbah on Tuesday 8 September 2020.

Resolution No.: PECS0560

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 8 September 2020 are confirmed.

Carried

5. OFFICERS REPORTS

5.1

Middlemount Youth Support

EXECUTIVE SUMMARY

This report seeks endorsement from Council for the continuation of youth support arrangements in Middlemount via an annual funding agreement with Scripture Union Queensland for FY2020-21.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves a one-year funding agreement with Scripture Union Queensland to the value of \$30,000 (GST exclusive) for the provision of youth support services to the Middlemount community.*
- 2. That the stated funding is conditional on its use only for the provision of youth support services.*
- 3. Authorises the Chief Executive Officer to negotiate and finalise the terms of the funding agreement.*

Resolution No.: PECS0561

Moved: Cr Jane Pickels

Seconded: Cr Gina Lacey

That the Committee recommends that Council:

- 1. Approves a one-year funding agreement with Scripture Union Queensland to the value of \$30,000 (GST exclusive) for the provision of youth support services to the Middlemount community, pending the outcomes of the imminent regional Unmet Youth Needs Study.**
- 2. That the stated funding is conditional on its use only for the provision of youth support services.**
- 3. Authorises the Chief Executive Officer to negotiate and finalise the terms of the funding agreement.**

Carried

5.2

Close Out Report – Initial COVID Support and Stimulus Packages

EXECUTIVE SUMMARY

This paper presents the final close out report on the Business Support and Stimulus, Community Support and Wellbeing and Community Compliance Response Packages.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the close out report on the timely implementation of the initial three support and stimulus packages, namely Business Support and Stimulus Package, Community Support and Wellbeing Package and Community Compliance Response Package which were adopted by Council on 26 March 2020.***

Resolution No.: PECS0562

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- Notes the close out report on the timely implementation of the initial three support and stimulus packages, namely Business Support and Stimulus Package, Community Support and Wellbeing Package and Community Compliance Response Package which were adopted by Council on 26 March 2020.**

Carried

5.3

Mayor Grant Application – Round 1 FY20-21 Capella Tieri Middlemount Community Support Network Incorporated

EXECUTIVE SUMMARY

The Capella Tieri Middlemount Community Support Network (CTM Links) have submitted a Major Grant application to be considered in Round 1 FY20-21 of the Isaac Community Grants program. CTM Links is requesting \$4,775.85 to purchase promotional materials, cover performance fees and travel expenses for artists associated with the 2020 Middlemount NAIDOC Celebration, scheduled to be held on 29 October 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves the grant of \$4,775.85 to the Capella Tieri Middlemount Community Support Network, payable from the Division 7 Community Grants budget, to purchase promotional materials, cover performance fees and travel expenses for artists associated with the 2020 Middlemount NAIDOC Celebration, scheduled to be held on 29 October 2020.**
- 2. Notes the additional in-kind support provided by the Community Relations Officer (Middlemount/Dysart) who is assisting with COVID Safe protocols and delivery of the event.**
- 3. Notes a condition of funding, the event will operate under a COVID Safe Event Checklist.**

Resolution No.: PECS0563

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That the Committee lay Report 5.3 on the table.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0564

Moved: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Planning, Environment and Community Services Standing Committee closes the meeting to the public under section 275 (1) (h) to deliberate on Confidential Report 5.4 and under section 275 (1) (a) to deliberate on Confidential Reports 5.5 at 9.21am.

Carried

ATTENDANCE

Ms Tori Gordon left the meeting room at 9.24am

PROCEDURAL MOTION:

Resolution No.: PECS0565

Moved: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Planning, Environment and Community Services Standing Committee opens the meeting to the public at 9.41am.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0566

Moved: Mayor Anne Baker

Seconded: Cr Viv Coleman

That the Planning, Environment and Community Services Standing Committee lift Report 5.3 from the table for consideration.

Carried

5.3 Mayor Grant Application – Round 1 FY20-21 Capella Tieri Middlemount Community Support Network Incorporated

EXECUTIVE SUMMARY

The Capella Tieri Middlemount Community Support Network (CTM Links) have submitted a Major Grant application to be considered in Round 1 FY20-21 of the Isaac Community Grants program. CTM Links is requesting \$4,775.85 to purchase promotional materials, cover performance fees and travel expenses for artists associated with the 2020 Middlemount NAIDOC Celebration, scheduled to be held on 29 October 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves the grant of \$4,775.85 to the Capella Tieri Middlemount Community Support Network, payable from the Division 7 Community Grants budget, to purchase promotional materials, cover performance fees and travel expenses for artists associated with the 2020 Middlemount NAIDOC Celebration, scheduled to be held on 29 October 2020.***
- 2. Notes the additional in-kind support provided by the Community Relations Officer (Middlemount/Dysart) who is assisting with COVID Safe protocols and delivery of the event.***
- 3. Notes a condition of funding, the event will operate under a COVID Safe Event Checklist.***

Resolution No.: PECS0567

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Approves the grant of \$4,775.85 to the Capella Tieri Middlemount Community Support Network, payable from the Division 7 Community Grants budget, to purchase promotional**

materials, cover performance fees and travel expenses for artists associated with the 2020 Middlemount NAIDOC Celebration, scheduled to be held on 29 October 2020.

2. Notes the additional in-kind support provided by the Community Relations Officer (Middlemount/Dysart) who is assisting with COVID Safe protocols and delivery of the event.
3. Notes a condition of funding, the event will operate under a COVID Safe Event Checklist.

Carried

CONFIDENTIAL REPORT

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

5.4 Change of Service – Unaccompanied Childrens Programs, Dysart and Glenden Recreation Centres

EXECUTIVE SUMMARY

This report seeks Council's consideration to continue the earlier temporary cessation of unaccompanied children's programs at the Dysart and Glenden Recreation Centres due to licencing and risk implications and to formally seek expressions of interest for other licenced entities to conduct these services at those venues.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Approves the continued cessation of unaccompanied children's programs operated and supervised by Council Officers at the Dysart and Glenden Recreation Centres due to licencing and risk implications; and*
2. *Approves the attached Communication Plan for immediate implementation and the commencement of consultation with Clients and Community Stakeholders; and*
3. *Endorses for Expressions of Interest to be sought from appropriate licensed parties for the operation of unaccompanied children's programs at the Dysart and Glenden Recreation Centres.*

Resolution No.: PECS0568

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. **Considers this matter at the October Ordinary Meeting of Council.**

Carried

CONFIDENTIAL REPORT

Closed under s275 (1) (a) the appointment, dismissal or discipline of employees and (b) industrial matters affecting employees

5.5

New Position – Community Resilience Officer

EXECUTIVE SUMMARY

This report seeks Council's approval to amend the Organisation Structure to add a temporary two-year fixed term position to support Isaac's community organisations to ensure that Council's stimulus and recovery momentum is maintained.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Amends the Organisational Structure to add a temporary two-year fixed term position of Community Resilience Officer reporting to the Manager Engaged Communities to be funded from Council's funds reserved for Pandemic Recovery.***

Resolution No.: PECS0569

Moved: Cr Gina Lacey

Seconded: Mayor Anne Baker

That the Committee recommends that Council:

1. **Amends the Organisational Structure to add a temporary two-year fixed term position of Community Resilience Officer reporting to the Manager Engaged Communities to be funded from Council's funds reserved for Pandemic Recovery.**

Carried

ATTENDANCE

Mr Shane Brandenburg left the meeting at 9.43am and returned to the meeting room at 9.44am

Ms Tori Gordon returned to the meeting room at 10.06am

UNCONFIRMED MINUTES

PROCEDURAL MOTION:

Resolution No.: PECS0570

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That the Committee adjourn the meeting for morning tea at 10.39am.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0571

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That the Committee resume the meeting at 11.00am.

Carried

ATTENDANCE

Mayor Anne Baker left the meeting room at 11.08am

Cr Kelly Veale left the meeting room at 11.09am

Mr Bruce Wright left the meeting room at 11.10am

PROCEDURAL MOTION:

Resolution No.: PECS0572

Moved: Cr Viv Coleman

Seconded: Cr Gina Lacey

That Cr Jane Pickels assumed position of the Chair for the Planning Environment and Community Services Standing Committee Meeting.

Carried

ATTENDANCE

Cr Kelly Veale returned to the meeting room at 11.12am and resumed position of the Chair.

Mr Bruce Wright returned to the meeting room at 11.12am

Ms Tori Gordon left the meeting room at 11.19am and returned at 11.20am

6. INFORMATION BULLETIN REPORTS

6.1 Planning, Environment and Community Services Information Bulletin – October 2020

EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for October 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Note the Planning, Environment and Community Services Directorate Information Bulletin for October 2020.*

Resolution No.: PECS0573

Moved: Cr Viv Coleman

Seconded: Cr Gina Lacey

That the Committee:

1. Notes the Planning, Environment and Community Services Directorate Information Bulletin for October 2020.

Carried

ACTION: Manager Economy and Prosperity to develop tourism marketing plan and engage with Manager Brand, Media and Communication and Manager Corporate Properties and Fleet for delivery across the region.

7. GENERAL BUSINESS

7.1 Briefing on Australia Day Celebrations

Director Planning, Environment and Community Services advised the Committee of a briefing to be provided at the October Strategic Planning Day regarding planning of Australia Day celebrations.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11.50am.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held Tuesday 3 November 2020 in Moranbah.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 3 November 2020

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.1

COMMUNITY DROUGHT SUPPORT PROGRAM GRANTS

EXECUTIVE SUMMARY

This report seeks Council's endorsement to deliver the Queensland Government funded Community Drought Support Program grants via the existing Isaac Regional Council Community Grants Program and to approve the updated Community Grants application form and guidelines.

OFFICER'S RECOMMENDATIONS

That the Committee recommends that Council:

- 1. Notes the allocation of \$84,000 (ex. GST) in funding provided under the Queensland Government's Community Drought Support Program to support Isaac Region communities in accordance with the approved grant as follows:**
 - a. \$24,000 for 'Check-In and Check-Up' events to be delivered by Council in 12 localities within the drought-declared regions of Isaac.**
 - b. \$52,500 for drought grants to support delivery of community-led events which activate drought affected Isaac region districts.**
 - c. \$7,500 for administration and operating costs associated with event delivery and promotion.**
- 2. Approves the drought grants component of Council's response be administered collectively via the existing Isaac Regional Council Community Grants Program framework for areas identified as being drought-declared as at 1 July 2020.**
- 3. Notes that should additional Isaac Region localities become drought-declared, Council may elect to extend the grants program eligibility area to these localities, subject to approval from the Queensland Government.**
- 4. Approves the updated Isaac Regional Council Community Grants Program application form and guidelines to reflect inclusion of drought grants funded under the Community Drought Support Program.**

BACKGROUND

In response to more than 65% of the State being drought-declared, the Queensland Government announced \$5 million in funding to Local Government Authorities, Non-Profit Organisations and Community Groups via a Community Drought Support Program. The aim of this funding is for organisations to provide in-kind or

financial assistance to individuals, families and households impacted by the drought and to contribute towards events and activities in drought-affected communities.

Isaac Regional Council's Engaged Communities team was successful in an application to the Queensland Government for \$84,000.00 (excluding GST) to deliver the 'Dry Lands and High Hopes' program, comprised of Council-organised events plus the delivery of grants to support community-led initiatives in drought-affected communities.

The scope of Council's application was informed by internal consultation among the Engaged Communities team and an identification of stakeholder needs in drought-affected Isaac Region districts. Based on the fully funded grant approval, the allocation and dispersal of the \$84,000.00 in funding provided under the program is to be as per the table below:

'Check-In and Check-Up' events to be delivered by IRC across 12 communities	\$24,000.00
Grants program to support delivery of community-led events which activate and support drought-declared Isaac region districts (based on a funding methodology of \$7500 per full drought affected division)	\$52,500.00
Administration and operating costs to support event delivery and promotion	\$7,500.00
TOTAL	\$84,000.00 ex. GST

\$24,000.00 is allocated to the internal delivery of 'Check in and Check-up' events, to be delivered by the end of 2021 in Glenden, Mackenzie River, Clermont, Kilcummin, Nebo, Clarke Creek, Valkyrie, Moranbah, Dysart, Middlemount, Twin Hills and Blue Mountain. These events will offer drought-affected communities a chance to come together and will include a check-up station with a GP or Nurse Practitioner. In addition, local and visiting support services will be invited to display and connect with attendees. These events are in keeping with the Isaac Region Drought Advocacy Framework, supporting community resilience and sustainability through local gatherings with an agricultural and community cohesion focus.

\$52,500.00 will be delivered via grants to community organisations, utilising the existing Isaac Regional Council Community Grants program and framework. To support this, Dry Lands and High Hopes has been added as a category on the proposed Community Grants application form for both Major and Minor Grants (Attachment 1). Category information and outcomes have also been included in the proposed Community Grants guidelines (Attachment 2). As at 1 August 2020, 90.3% of the Isaac Region was drought declared, with locations east of Marlborough-Sarina Rd deemed unaffected. As such, only events and activities in drought-declared areas will be eligible to receive funding.

As per the table above the methodology used to calculate value of the grants pool was \$7500 per full drought affected division. It is proposed to administer the funding pool collectively to ensure maximum utility of funds across all drought-affected localities. However, Council may wish to segment allocation of the funds at the divisional level.

The remaining \$7,500.00 is allocated to administration and operating costs to support the delivery of these events as the program provides for up to 10 per cent of funding to be directed to administration, coordination and salary related costs associated with event delivery.

As per the funding agreement between the Queensland Government and Isaac Regional Council, activities and events supported via the Community Drought Support Program can be delivered until 31 December 2021. Therefore, it is requested that any surplus funds in each of the divisional Community Grants budgets be rolled over to the FY21/22 budget for use under the same funding category (if not previously exhausted).

IMPLICATIONS

Financial

Council has received an \$84,000.00 grant under the State Government's Community Drought Support Program to be expended by 31 December 2021. This has been included in the Engaged Communities operational budget for FY2020-21.

CONSULTATION

Director Planning, Environment and Community Services

Manager Engaged Communities

Manager Community Engagement, Programs and Events

Departmental Administration Officer – Engaged Communities

Engaged Communities Administration Officer

Senior Community Relations Officer

Community Relations Officer – Nebo/Glenden

Community Relations Officer – Middlemount/Dysart

Community Relations Officer – Clermont

BASIS FOR RECOMMENDATION

Delivering the Community Grants component of the Community Drought Support Program funding via IRC's existing grants program will ensure consistency in process, familiarity for applicants and greater promotional opportunities.

ACTION ACCOUNTABILITY

The Manager Community Engagement, Programs and Events will work with appropriate internal stakeholders to ensure the Community Drought Support Program grants are delivered in accordance with program guidelines.

KEY MESSAGES

Isaac Regional Council is proud to support our communities facing drought with the Dry Lands and High Hopes Community Grants.

Report prepared by:

JIM HUTCHINSON
Manager Engaged Communities

Date: 27 October 2020

Report authorised by:

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

Date: 28 October 2020

ATTACHMENTS

- Attachment 1 - Proposed Community Grants Application Form
- Attachment 2 - Proposed Community Grants Guidelines

REFERENCE DOCUMENTS

- Funding Agreement between State of Queensland and Isaac Regional Council for Community Drought Support Program
- Queensland Drought Situation as reviewed on 1 August 2020
- Isaac Region Drought Advocacy Framework

MINOR OR MAJOR GRANTS APPLICATION FORM

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

INTRODUCTION

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities which benefit the community across the following categories:

- Community Development
- Community Events
- Community Facilities
- Sport, Recreation and Healthy Living
- Cultural Development - refer to Regional Arts Development Funding (RADF) program

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living <input type="checkbox"/> Dry Lands and High Hopes* <i>In conjunction with the Queensland Government, we're offering grants to groups who deliver events/activities that enhance community connectedness and/or help participants link with relevant support networks in the face of drought.</i> <i>*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.</i>
<input type="checkbox"/> MAJOR GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living <input type="checkbox"/> Dry Lands and High Hopes* <i>In conjunction with the Queensland Government, we're offering grants to groups who deliver events/activities that enhance community connectedness and/or help participants link with relevant support networks in the face of drought.</i> <i>* Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.</i> NOTE: Applications in this category seeking a multi-year funding agreement or requesting amounts over \$5,000 must first contact council's communities administration officer prior to completing an application.

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	
ADDRESS	
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

SECTION 2 – AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

NOTE: If this application is being auspiced by another group/organisation, please provide their details below

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	
PHONE	
EMAIL	
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

NOTE: For all applications related to a Community Event, an Event Plan must accompany your application. An Event Plan template can be found on the Council website: www.isaac.qld.gov.au/isaac-community-grants

PROJECT/ACTIVITY NAME	
PROJECT/ACTIVITY LOCATION	
PROJECT/ACTIVITY DATE/S	
DESCRIPTION OF YOUR PROPOSAL:	<p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	
MINIMUM CO-FUNDING REQUIREMENT (%):	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget): Please provide evidence of co-Funding contributions.	Cash contribution:
	In-kind:
	Volunteer labour:
	Grants:
	Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input type="checkbox"/> Yes - please indicate who: Date: <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

CATEGORY Which of the following categories does your project or activity most align with? (tick one)	CATEGORY OUTCOMES Which category outcomes will your project or activity deliver? (tick all that apply)
COMMUNITY DEVELOPMENT	<input type="checkbox"/> Promote social inclusion <input type="checkbox"/> Enhance cultural awareness and diversity <input type="checkbox"/> Enhance cultural awareness and diversity <input type="checkbox"/> Enhance community safety <input type="checkbox"/> Encourage community engagement, participation and volunteerism <input type="checkbox"/> Engage with the community to encourage sustainability within the Isaac region
COMMUNITY EVENTS	<input type="checkbox"/> Supporting and building capacity of local event management talent and suppliers <input type="checkbox"/> Contribute to local economy by planning events which attract a broad range of patrons and participants <input type="checkbox"/> Demonstrate sound event management principles and planning <input type="checkbox"/> Promoting a vibrant, diverse and fun place to live and visit <input type="checkbox"/> Contribute to building strong communities: inclusive, connected, engaged, healthy and active <input type="checkbox"/> Demonstrate a commitment to the development of local creative skills and cultural pursuits <input type="checkbox"/> Increase access and engagement with cultural heritage, including aboriginal culture <input type="checkbox"/> Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment <input type="checkbox"/> Celebrate and contribute to our lifestyle, diversity and culture
COMMUNITY FACILITIES	<input type="checkbox"/> Provide well maintained and accessible community facilities which enable opportunities for social interaction <input type="checkbox"/> Promote the principles of access and equity <input type="checkbox"/> Address issues of risk management or compliance with Australian standards <input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Improve the sustainability of sport and recreation clubs

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input type="checkbox"/> Engage a broad spectrum of the community <input type="checkbox"/> Provide access for all abilities <input type="checkbox"/> Provide benefit to multiple user groups
DRY LANDS AND HIGH HOPES Community Drought Support Funding	<input type="checkbox"/> Contribute to building strong communities: inclusive, connected, engaged, healthy and active. <input type="checkbox"/> Fight social isolation <input type="checkbox"/> Encourage mental and physical wellbeing <input type="checkbox"/> Build community resilience <input type="checkbox"/> Connect community members to services and support networks

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

IS YOUR PROJECT OR ACTIVITY SUPPORTED BY THE BROADER COMMUNITY AND/OR REGION?

(Please provide letters of
support or registration on
interested individuals /
parties)

MINOR OR MAJOR GRANTS APPLICATION FORM

HOW WILL YOUR
PROJECT OR ACTIVITY
BENEFIT THE PEOPLE
AND COMMUNITY OF
THE ISAAC REGION?

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

NOTE: Funds for successful applicants will not be released without proof of lodgement (receipts) for all relevant local and state government permits/approvals

WILL YOUR PROJECT
OR ACTIVITY INVOLVE
THE PREPARATION,
SERVING OR SELLING
OF FOOD OR
REFRESHMENTS?

☐ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

☐ No - To verify requirement please refer to the following link:
<https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed>

WILL YOUR PROJECT
OR ACTIVITY INVOLVE
THE SERVING OF
SELLING OF
ALCOHOLIC
BEVERAGES?

☐ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

☐ No - To verify requirement please refer to the following link:
https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True

MINOR OR MAJOR GRANTS APPLICATION FORM

**DOES YOUR PROJECT
OR ACTIVITY HAVE THE
NECESSARY LOCAL
AND STATE PLANNING
OR BUILDING
PERMITS/APPROVALS?**

- ☐ Yes – please provide a copy or proof of lodgement (receipt)
☐ No

SECTION 8 – FINANCIAL MANAGEMENT

As Council's Community Grants program is funded by public funds Council requires evidence of your group/organisation's financial prudence and compliance. Your group/organisation is required to present its latest audited financial report and a budget is mandatory for your project or activity.

**ARE YOU ABLE TO
PROVIDE YOUR GROUP
/ORGANISATIONS MOST
RECENT AUDITED
FINANCIAL REPORT?**

- ☐ Yes – Please provide a copy
☐ No - Please provide an explanation:

NOTE: Your group / organisations audited financial report will have been adopted at your most recent Annual General Meeting and presented to the Office of Fair Trading as part of your Annual Return (Form 32).

**ARE YOU ABLE TO
PROVIDE A BUDGET FOR
YOUR
PROJECT/EVENT/ACTIVITY?**

- ☐ Yes – Please provide a copy.
On the following page is an example budget template.
☐ No – This application is not eligible

NOTE:

1. Please indicate in your budget the level of co-funding contributed by applicant and/or others towards the project (e.g.grants from other funding bodies, sponsorship or in-kind support).
2. Please specify in your budget which expenditure item/s you would like Council to fund by placing an asterisk (*) beside the item/s in your project/event/activity budget.
 - For items valued below \$1,500 it will be advantageous to include at least one written quote.
 - For items valued over \$1,500 two written quotes are required.

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

A Budget template can be found on the Council website: www.isaac.qld.gov.au/isaac-community-grants

Clear budget information will allow the panel to better understand your project.

Volunteer in-kind hours should be calculated at the appropriate rate of \$20 per hour.

The income should be equal to the expenses.

Please account for all expenses and income; monetary and voluntary. This includes all items listed in the income column, including in-kind, sponsorship and the amount requested from Council.

Round up each item to the nearest dollar value - do not include cents.

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	
		Co-funding amount contributed by your group / organisation	
Venue hire		- Cash contributions	
Other equipment hire		- In-kind	
Bar expenses		- Volunteer labour	
Catering expenses		- Grants	
Promotional materials		- Sponsorships	
		Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker		- Cash contributions	
Workshop facilitator		- In-kind	
Travel/accommodation		- Volunteer labour	
Permit/approvals costs		- Grants	
Photographer		- Sponsorships	
Donations		Ticket sales	
Prizes and gifts		Bar sales	
Material expenses		Food sales	
Other expenses		Other income	
Total Expenditure:	\$	Total Income:	\$

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 9 – SUPPLIER REQUEST DETAILS (REQUIRED FOR PAYMENT TO GROUP / ORGANISATIONS)

NOTE: *Electronic Funds Transfer (EFT) is Isaac Regional Council's preferred method of payment. To ensure that payments are made to the correct bank account, please provide a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead.*

GROUP/ORGANISATION NAME	
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	
ADDRESS	
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

I declare the supplier details information provided is true and correct.

SUPPLIER	Signature	DATE	
	Print Name		

SECTION 10– APPLICATION CHECKLIST

ANSWER THE FOLLOWING QUESTIONS IN RELATION TO YOUR GROUP/ ORGANISATION	YES	NO	N/A
Does your group/organisation operate within the Isaac Regional Council local area?			
Is your group/organisation free of debt with Isaac Regional Council?			
Have you acquitted any previous grants obtained from Isaac Regional Council?			
Have you provided a valid public liability certificate? (Section 1)			
Have you provided an Event Plan? (Section 4)			
Have you met the minimum co-funding requirements? (Section 4)			
Have you provided evidence of confirmed co-funding contributions? (Section 4)			
Have you provided letters of support or registration of interested parties? (Section 6)			
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)			
Have you provided the most recent audited financial report? (Section 8)			
Have you completed a Budget? (mandatory) (Section 8)			
Have you provided written quotes? (Section 8)			
Have you provided a copy of banking verification? (Section 9)			
<div> PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE </div>			

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input type="checkbox"/> The statements made in this application are true. <input type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input type="checkbox"/> The project will be covered by appropriate insurance. <input type="checkbox"/> All relevant health and safety standards will be met. <input type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.				
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input type="checkbox"/> Complete the project within twelve months of receiving Council funding.				
AUTHORISED PERSON	<table><tr><td>Signature</td><td rowspan="3">DATE</td></tr><tr><td>Print Name</td></tr><tr><td>Position Title</td></tr></table>	Signature	DATE	Print Name	Position Title
Signature	DATE				
Print Name					
Position Title					

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature	Date
	Print Name	

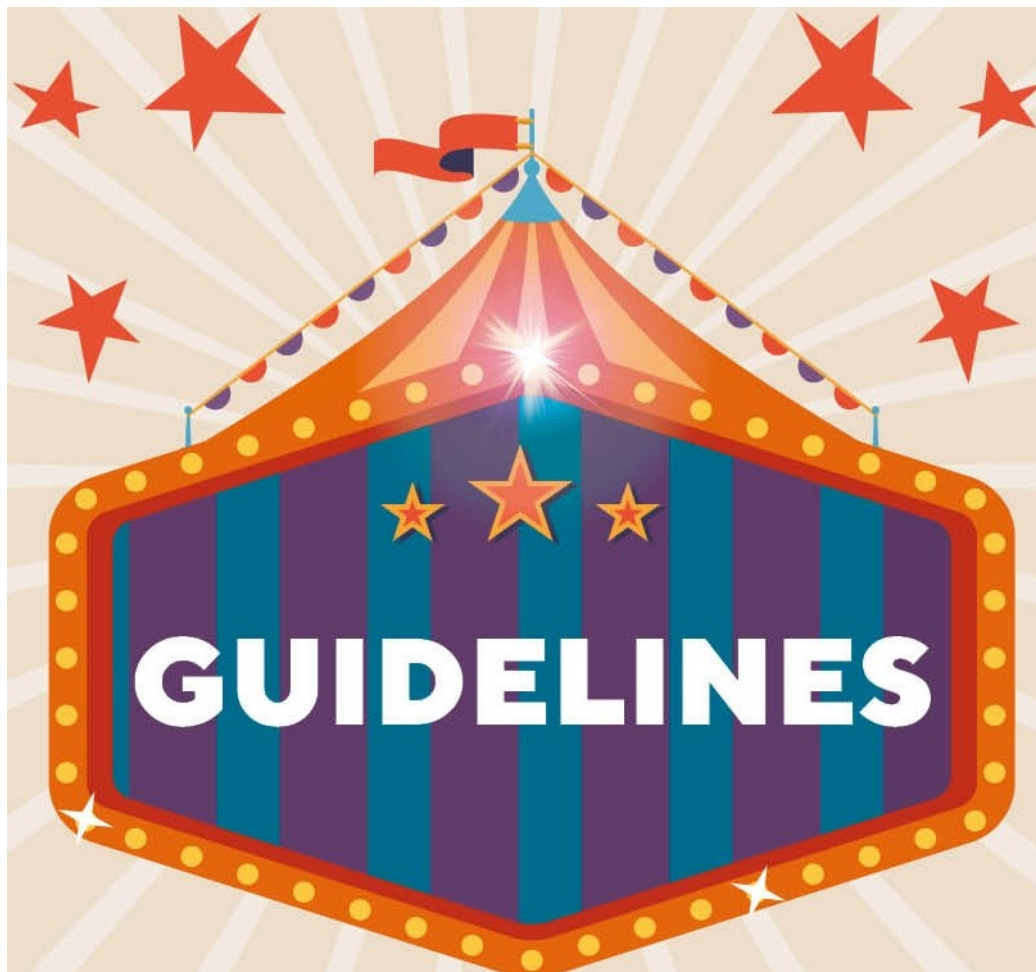
NOW
OPEN
MAJOR
GRANT

APPLICATIONS
●●●●●



MINOR GRANT
UPTO
\$1000
APPLICATIONS
MUST BE RECEIVED
FOUR WEEKS BEFORE
PROJECT, EVENT OR

ACTIVITY DATE
●●●●●



ISAAC COMMUNITY GRANTS

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GRANT TYPES

GRANT TYPES

Isaac Regional Council's Community Grants program funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors. The program consists of the following four funding types:

MINOR OR MAJOR GRANTS

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities which benefit the community across the following categories:

- 1.1 Community Development.
- 1.2 Community Events.
- 1.3 Community Facilities.
- 1.4 Sport, Recreation and Healthy Living.
- 1.5 Cultural Development - refer to Regional Arts Development Funding (RADF) program.

INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

Funding is available to support Isaac Regional Council local government area residents who are performing, competing or representing the region at national or international competitions or events across the areas of sport, culture, academia, community or environment.

SCHOLASTIC BURSARIES

Scholastic bursaries enable our local school communities to identify the significant contribution of their students during and post-school, and serves to recognise and support academic and sporting excellence, outstanding achievement, community spirit and cultural leadership.

EMERGENCY GRANTS

Emergency grants enable local applicants to apply for funding for situations that have arisen, due to unforeseen circumstances resulting in; (including, but not limited to) failure, damage or loss of essential equipment or infrastructure.



MINOR OR MAJOR GRANTS

MINOR OR MAJOR GRANTS

PROGRAM DETAILS

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities which benefit the community across the areas of community development; community events; community facilities, sport, and recreation and healthy living.

NOTE: Council facility use and equipment supply fees and charges will not be covered as in-kind – such items need to be reflected as expenses in the applicant's budget and will be paid upon approval as part of the total funding amount requested. It is the applicant's responsibility to pay Council's Fees and Charges

PRIORITIES

Applications need to be submitted prior to the project or activity taking place and need to align with one or more of the following priorities for our region:

- Target, include or engage youth.
- Contribute towards positive engagement of the aged.
- Enhance mental health awareness.
- Encourage Aboriginal and Torres Strait Islander peoples.
- Foster multicultural communities.
- Promote access and inclusion for all.
- Enhance community safety.

WHO CAN APPLY?

Not-for-profit community organisations who meet all of the following criteria:

- Operate within the Isaac Regional Council local government area or can demonstrate the project or activity will benefit residents of the Isaac Regional Council local government area.
- Have appropriate insurance and adhere to sound workplace health and safety practices.
- School Parent & Citizen Associations are eligible to apply, but funding **will not** be provided for the following types of projects:
 - Projects that develop improve or maintain school grounds or infrastructure.
 - Projects that are part of the school curriculum.

NOTE: If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. The auspicings group will receive payment and be responsible for fulfilling acquittal requirements.

WHO CANNOT APPLY?

Applications cannot be made by:

- Not-for-profit community organisations who hold a gaming license under the Gaming Machine Act 1991 and where the application is for community facility improvements that are not for the direct benefit of the sport.
- Employees and Councillors of Isaac Regional Council.
- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.
- Businesses.

INELIGIBLE ITEMS

- Ongoing operational or recurrent costs including salaries, rent, fuel, rates, insurance and leasing fees.
- Projects / Events / Activities that have already begun prior to submitting a grant application.
- Projects / Events / Activities which do not have the relevant Local or State Government approvals (Food License, Liquor License, Planning or Building Permit).
- The core business of educational, religious or medical organisations.
- Development of privately-owned facilities.
- Technology.
- Payment of debt pertaining to the project, event or activity.
- Political projects / events / activities.
- Projects / Events / Activities run solely for commercial profit.
- Items included and/or covered by another grant application.
- Projects / Events / Activities run solely for fundraising purposes.
- Projects / Events / Activities run solely for the benefit of members.
- Projects / Events / Activities without broader community benefit.
- Judging fees.
- Uniforms.

LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

GRANT TYPE	AMOUNT
MINOR GRANT	Up to \$1,000
MAJOR GRANT	Up to \$5,000

NOTE: Applicants requesting amounts over \$5,000 or seeking commitment for 1–3 years must discuss their application with Council's Community Administration Officer prior to submission.

APPLICATION ROUNDS AND ASSESSMENT

Minor Grant applications are open year-round and are assessed with the Community Grants Officer, the local Community Relations Officer and local Divisional Councillor/s. Applicants may submit only one Minor Grant application per project/event/activity.

MINOR GRANTS

APPLICATIONS REMAIN OPEN YEAR-ROUND	Applications must be received a minimum of 4 weeks prior to the project / event / activity start date or they will not be considered	2 weeks following assessment
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Major Grant applications are assessed in four set rounds through the financial year (July 1 - June 30). Applicants are assessed by the Community Grant Assessment Panel, which includes Council staff specialising in each category, and Divisional Councillor/s who then make recommendations to Council through ordinary meetings for final resolution. Applicants may submit only one Major Grant application per grant round.

MAJOR GRANT ROUNDS

Updated annually as per Council resolution.

In some instances, Council may choose to only part-fund minor or major projects / events / activities.

CO-FUNDING

Council cannot be the sole funder for every project, event or activity. Depending on the amount requested, funds from other sources may be required. These could include:

- Applicant cash contributions.
- Grants from other funding bodies.
- Sponsorship.

In-kind support (excludes use/supply of Council facilities or equipment as listed in Fees and Charges). Co-funding is required for requests over \$1,000. The table below outlines co-funding requirements.

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
UP TO \$1,000	N/A
BETWEEN \$1,001 TO \$2,500	20% of total project costs
BETWEEN \$2,501 TO \$5,000	30% of total project costs
\$5,001+	40% of total project costs

CATEGORIES

COMMUNITY DEVELOPMENT

This category funds projects and activities which respond to an identified local need and build more inclusive, engaged, and safer communities.

The goal of this category is to facilitate a focused range of social, cultural, recreational, health and education services and programs to build thriving and resilient communities. It aims to facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations. To be eligible for funding in this category, services and programs must be scheduled to take place after notification of funding outcomes.

Category outcomes

- Promote social inclusion.
- Enhance cultural awareness and diversity.
- Foster partnerships and collaboration between community groups.
- Enhance community safety.
- Encourage community engagement, participation and volunteerism.
- Engage with the community to encourage sustainability within the Isaac region

COMMUNITY EVENTS

This category funds projects and activities that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.

The category's goal is to facilitate events that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities. It aims to grow the number of community-based and initiated events that focus on connection to locality and place. To be eligible for funding in this category, events must be scheduled to take place after notification of funding outcomes.

Category outcomes

- Supporting and building capacity of local event management talent and suppliers.
- Contribute to local economy by planning events which attract a broad range of patrons and participants.
- Demonstrate sound event management principles and planning.
- Promoting a vibrant, diverse and fun place to live and visit.
- Contribute to building strong communities: inclusive, connected, engaged, healthy and active.
- Demonstrate a commitment to the development of local creative skills and cultural pursuits.
- Increase access and engagement with cultural heritage, including Aboriginal culture.
- Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment.
- Celebrate and contribute to our lifestyle, diversity and culture.

COMMUNITY FACILITIES

This category funds projects and activities which involve the development, maintenance or improvement of community-owned infrastructure or land that contributes to providing a safe, accessible and inclusive community facility.

The goal of this category is to provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost-effective services. It aims to encourage accessibility to facilities and services across all community groups and geographic areas within the region. To be eligible for funding in this category, projects and activities must be scheduled to take place after notification of funding outcomes.

Category outcomes

- Provide well maintained and accessible community facilities which enable opportunities for social interaction.

- Promote the principles of access and equity.
- Address issues of risk management or compliance with Australian standards.
- Encourage a current maintenance schedule and ongoing development of community-owned facilities.

NOTE: The necessary local and state government permits / approvals must be obtained prior to beginning the project.

SPORT, RECREATION AND HEALTHY LIVING

This category funds projects and activities which promote community participation in sport and recreational pursuits across the Isaac Regional Council local government area.

The category's goal is to facilitate services and programs to promote liveability (including urban design), health and wellbeing and community safety across the region. It aims to improve the levels of community health and safety against regional, state and national benchmarks. To be eligible for funding in this category, services and programs must be scheduled to take place after notification of funding outcomes.

Category outcomes

- Contribute to building healthy and active communities.
- Provide physical activity initiatives or opportunities.
- Improve the sustainability of sport and recreation clubs.
- Encourage healthy eating and the availability of fresh, healthy foods.
- Engage a broad spectrum of the community.
- Provide access for all abilities.
- Provide benefit to multiple user groups.

CULTURAL DEVELOPMENT

This category funds projects which enable the practical foundations for a range of creative arts and cultural projects and activities. Applications in this category must refer to the Regional Arts Development Fund (RADF) program, and will be assessed under the RADF program guidelines www.isaac.qld.gov.au/radf


DRY LANDS AND HIGH HOPES – Community Drought Support Funding

This category funds events and activities that enhance community connectedness and/or help participants link with relevant support networks in the face of drought.

The goal of this category is to offer a chance for drought-affected communities to connect and share through trying times. It aims to promote mental and physical wellbeing and connect individuals and families with service providers and support networks. The Dry Lands and High Hopes grants are a joint initiative between Isaac Regional Council and the Queensland Government. Events and activities funded via this category must be delivered by 31 December 2021. As areas east of Marlborough Sarina Road are not declared drought-affected, events and activities targeting these communities are ineligible under this category.

Category outcomes

- Contribute to building healthy and active communities.
- Provide physical activity initiatives or opportunities.
- Improve the sustainability of sport and recreation clubs.

- 
- Encourage healthy eating and the availability of fresh, healthy foods.
 - Engage a broad spectrum of the community.
 - Provide access for all abilities.
 - Provide benefit to multiple user groups.

A photograph of two young boys in blue athletic tank tops. The boy on the left is smiling and looking towards the camera, with his hand near his face. The boy on the right is looking down. Both have black paint markings on their upper arms. The background shows other people and a purple canopy, suggesting an outdoor event. The text "INDIVIDUAL OR TEAM DEVELOPMENT GRANTS" is overlaid in white, bold, sans-serif font.

INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

PROGRAM DETAILS

Up to **\$1,000** is available to support Isaac Regional Council local government area residents who are performing, competing or representing the region at national or international competitions or events in the following categories:

- | | |
|-------------|----------------|
| 1. Sports | 4. Community |
| 2. Culture | 5. Environment |
| 3. Academia | |

Applications need to be submitted prior to the representation and receipts of expenses will need to be presented to Council within 4 weeks of representation.

Applications are to be submitted by the individual, or organisation (team) with documentation to be submitted to support your application, or have an accepted nomination.

Individuals must be selected by a recognised national body. Evidence of level of representation must be provided.

In some instances, Council may choose to only part-fund the project / event / activity. Please refer to the State Government website for further funding / grant opportunities - <https://www.qld.gov.au/recreation/sports/funding>.

WHO CAN APPLY?

Individuals and teams who meet all of the following criteria:

- Have been a permanent resident of the Isaac Regional Council local government area for at least the preceding 12 months.
- Are representing the region by performing, competing or presenting at national or international competitions or events.
- In addition to the above, applications for sporting events must be:
 - Competing in official national and international championships, recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission.
 - Selected by an official Queensland or Australian team, endorsed by the relevant National Sporting Organisation (NSO).
- For non-sporting applications, the assessment panel will confirm the status of the representation required.

WHO CANNOT APPLY?

Applications cannot be made by:

- Employees and Councillors of Isaac Regional Council.
- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.
- Businesses.
- Coaches, team managers, trainers and support crew.

ELIGIBLE ITEMS

- Travel.
- Accommodation.
- Nomination / registration fees.

INELIGIBLE ITEMS

- School based competitions / representation.
- Travel insurance.
- Uniforms.

LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

LEVEL OF REPRESENTATION	TEAM*	INDIVIDUAL
NATIONAL (REPRESENTING QUEENSLAND)	Up to \$500	Up to \$250
INTERNATIONAL (REPRESENTING AUSTRALIA)	Up to \$1,000	Up to \$750

* Team defined by three or more individuals from the same organisation representing the Isaac region by performing, competing or representing at national or international competitions or events.



SCHOLASTICBURSARIES

SCHOLASTIC BURSARIES

PROGRAM DETAILS

Scholastic bursaries enable our local school communities to identify the significant contribution of their students during and post-school, and serves to recognise and support academic and sporting excellence, outstanding achievement, community spirit and cultural leadership.

All funds awarded are for the sole purpose of the scholastic bursary and applications need to be submitted prior to the award presentation or post-school education or employment taking place.

Should applicants be seeking financial assistance for ceremonies associated with the scholastic bursaries, they should refer to the minor or major grant application process.

In some instances, Council may choose to only part-fund the project / event / activity.

WHO CAN APPLY?

Schools located within the Isaac region are eligible to apply for scholastic bursaries each year to recognise outstanding students. Applicable organisations in the Isaac region who offer student bursaries / scholarships for post-school education or employment are also eligible to apply for scholastic bursaries annually.

ELIGIBLE ITEMS

- Academic excellence.
- Sports award.
- Outstanding achievement.
- Community spirit.
- Cultural leadership.

LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

BUSARY	AMOUNT	DETAILS
PRIMARY SCHOOL (PREP – YEAR 6)	Up to \$250	One application per year can be submitted by each primary school in the Isaac region
HIGH SCHOOL (YEAR 7 – YEAR 12)	Up to \$1,000	Two applications per year can be submitted by each high school in the Isaac region
TERTIARY/VOCATIONAL	Up to \$5,000	One application per year can be submitted by applicable organisations in the Isaac region who offer student bursaries / scholarships for post school education or employment

An aerial photograph of a coastal landscape. The terrain is covered in dense, low-lying vegetation that appears in shades of purple and blue. Several long, straight, light-colored paths or roads cut through the vegetation, radiating from the center towards the edges. In the center of the image, there is a prominent palm tree with a fan-like frond. The overall scene is captured from a high angle, looking down on the landscape.

EMERGENCY GRANTS

EMERGENCY GRANTS

PROGRAM DETAILS

Emergency grants enable local not-for-profit applicants to apply for funding for situations that have arisen, due to unforeseen circumstances resulting in; (including, but not limited to) failure, damage or loss of essential equipment or infrastructure. Applications for emergency grants can be submitted at any time in either of the following two categories:

1. Failure/Damage or Loss

- Failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances and deemed to be an emergency or significant health and safety implications for the organisation's and/or service users.

2. Ability to operate

- Significantly impact on the organisation's ability to continue to execute a planned project, event or activity.

Rectification works or repairs may start prior to application, but applicants should be aware that funding is competitive and Council cannot guarantee that the application will be successful.

The necessary local and state government permits / approvals must be obtained prior to beginning the project.

In some instances, Council may choose to only part-fund the project / event / activity.

WHO CANNOT APPLY?

Applications cannot be made by:

- Employees and Councillors of Isaac Regional Council.
- Government agencies or departments of local, state or federal government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.
- Businesses.

INELIGIBLE ITEMS

- Projects that are covered by insurance.

A photograph of two women in formal attire, likely at a horse racing event. The woman on the left wears a blue patterned dress, a large black hat with a veil, and a pink sash that reads "PASHAQUEMOLA". She is holding a bouquet of flowers and several shopping bags. The woman on the right wears a white dress, a wide-brimmed hat with a veil, sunglasses, and a pink sash that reads "PASHAQUEMOLA". She is also holding a bouquet of flowers and shopping bags. The background shows a grassy field with other people and a building under a cloudy sky.

AUTHORISATIONS AND APPLICATION COMPLIANCE

AUTHORISATIONS

Applicants should ensure that official club contact information is provided (e.g. club Secretary, President or Treasurer - use of personal or business contact details is not recommended).

Applicants must be authorised by their group/organisation to complete an application form and agree that:

- The statements made within the application are true.
- The necessary local and state government permits / approvals will be obtained prior to beginning the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- Acknowledge that Council does not accept any liability or responsibility for the project.

If your application is successful, you will:

- Accept the conditions of the grant in accordance with Council requirements.
- Provide proof of successful co-funding (other grant sources) within six months.
- Complete the project within twelve months of receiving Council funding.

Ensure that Acquittal requirements are met within twelve weeks of project completion.

APPLICATION COMPLIANCE

Application forms for Minor, Major, Individual and Team Development, Scholastic Bursaries and Emergency Grants are available on council's website www.isaac.qld.gov.au/isaac-community-grants

- The use of expired application forms, and requests for assistance by letter, email or phone will be redirected to Council's website for completion of the above-mentioned application forms.
- Quotes:
 - For items valued below \$1,500 it will be advantageous to include at least one written quote with your application.
 - For items valued over \$1,500 two written quotes are required with your application.
- Budget:
 - Must be submitted for all applications.
 - Refer to Example Budget Template within the application form for assistance.

A person is seen from the back, with their arms raised high to form a heart shape with their hands. They are wearing a blue floral top. The background is a soft, out-of-focus sunset or sunrise sky with warm colors. The text is overlaid in the center of the image.

ACKNOWLEDGMENT, ASSESSMENT CRITERIA, ACQUITTAL, PAYMENT AND APPLICANT SUPPORT

ACKNOWLEDGEMENT

As a condition of funding, successful applicants are required to actively and publicly acknowledge Isaac Regional Council's support. The level of acknowledgement is determined by the amount funded and outlined in the funding program agreement.

Approved Funding Amount	Acknowledgement
Up to \$1,000	<ul style="list-style-type: none"> • IRC logo on flyer/poster/Facebook post.
Between \$1,001 to \$2,500	<ul style="list-style-type: none"> • IRC logo on flyer/poster/Facebook posts/invitation. • Where possible, naming rights for a minor activity associated with the funded project, event or activity. • Where logo is not suitable on Facebook, written acknowledgement is to be provided. • Written or verbal acknowledgement in all written media and advertising materials including media releases. • If speaking opportunities are available, invitation for Councillor or Mayor to speak. • Photo opportunity made available with Council representative. • Mention of sponsorship in emcee script or voice overs.
Between \$2,501 to \$5,000	<ul style="list-style-type: none"> • IRC logo on all promotional materials such as flyer/poster/Facebook posts/invitation. • Where logo is not suitable on Facebook, written acknowledgement as either 'sponsored by Isaac Regional Council' or tag Isaac Regional Council's Facebook page in the post. • Where possible, naming rights for a medium activity associated with the funded project, event or activity. • Written or verbal acknowledgement in all written media and advertising materials including media releases. • If speaking opportunities are available, invitations for Councillor or Mayor to make a short speech. • Photo opportunity made available with Council representative. • Onsite banner/s display. • Mention of sponsorship in emcee script or voice overs.
Amounts over \$5,000	<ul style="list-style-type: none"> • IRC logo on all promotional materials such as flyer/poster/Facebook posts/invitation. • Where logo is not suitable on Facebook, written acknowledgement as either 'sponsored by Isaac Regional Council' or tag Isaac Regional Council's Facebook page in the post. • Where possible, naming rights for a major activity associated with the funded project, event or activity. • Written or verbal acknowledgement in all written media and advertising materials including media releases. • If speaking opportunities are available, invitations for Councillor or Mayor to make a short speech. • Photo opportunities made available with Council representative/s. • Arrangements made with Council for a selection of photographs to be taken with appropriate permissions. • Onsite banner/s display. • Mention of sponsorship in emcee script or voice overs.

ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- Demonstrated need for the project / event / activity.
- Alignment to the specific aims and priorities of the chosen category.
- Evidence the organisation is working towards or maintaining self-sufficiency.
- Benefit to the people and communities of the Isaac Regional Council local government area.
- Evidence of consultation and community partnerships and support.
- Capacity of the applicant to successfully complete the project.
- Balanced, realistic and complete project budget.
- Evidence the organisation has inclusive participation policies and practices.
- Level of funding contributed by the applicant and/or others towards the project.
- Have no debt to Council, or have entered into scheduled payment arrangements with Council which are being met.
- Have met acquittal conditions for previous Council grants.

Once the application has been assessed the applicant will be notified of the outcome upon receipt of a Notification Letter from Council. If the application has been supported the correspondence will also include a Funding Agreement which will need to be reviewed, and a signed copy returned to Council. Approved grant payments are paid within 10 business days of receiving the signed copy of the Funding Agreement.

ACQUITTAL

All grant money must be acquitted within twelve weeks of project completion. Acquittal forms will be provided with your funding agreement.

NOTE: Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.

PRIVACY

Your personal information is dealt with in accordance with Council's Privacy Policy.

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so.

Please note the information provided on your grant application and in any related documentation / discussions may be provided to members of the Community Grant assessment panel in order to assist Council in processing your grant application.

By submitting an application you consent to Council publishing the applicant's name, project description and amount funded on our website. This information may also be used for promoting Council's Community Grant program.

PAYMENT

Isaac Regional Councils preferred method of payment is via EFT – all applicants are required to complete the IRC Supplier Request section of the Application Form and provide a copy of banking verification, such as the top portion of a recent bank statement (with account balance blacked out) or a blank invoice showing ABN. The details provided will be checked and updated accordingly to ensure prompt payment.

All approved grant funding is GST exclusive.

If the application is being auspiced, payment will be made to the auspicings organisation.

Council fees and charges will not be covered in-kind – the applicant's budget needs to reflect the costs as cash and will be paid as such. It is the applicant's responsibility to pay Council's relevant fees and charges.

In addition, funding recipients must also ensure that Council's positive reputation is maintained at all times.

APPLICANT SUPPORT

For further information or help completing on-line applications, please contact Isaac Regional Council's Communities Team:

- 1300 ISAACS (1300 472227)
- communitygrants@isaac.qld.gov.au

Council's Community Relations Officers are also available to assist to develop your project and explore other funding opportunities.

NOTE: Office hours are 8.30am – 5.00pm, Monday – Friday (excluding public holidays).



These guidelines should be read with Isaac Regional Council's Community Grants Policy
You can view the policy at www.isaac.qld.gov.au/isaac-community-grants

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 3 November 2020

AUTHOR

Bruce Wright

AUTHOR POSITION

Manager Community Facilities

5.2

MORANBAH HIGHLANDERS SWIMMING CLUB INCORPORATED TENURE ARRANGEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider the tenure arrangements for the Moranbah Highlanders Swimming Club Incorporated for use of the Greg Cruickshank Aquatic Centre located at 20 Batchelor Parade, Moranbah Qld 4744, with legal description Lot 18 on SP249143.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves a one-year peppercorn License to Occupy Agreement between Council and the Moranbah Highlanders Swimming Club Incorporated for the use of land occupied by its club house at the Greg Cruickshank Aquatic Centre located at 20 Batchelor Parade, Moranbah Qld 4744, Lot 18 on SP249143.***
- 2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.***

BACKGROUND

The Moranbah Highlanders Swimming Club Incorporated (Inc) was formerly a party to a Memorandum of Understanding (MOU) with the former Lessee of the Greg Cruickshank Aquatic Centre (GCAC). The MOU detailed the roles and responsibilities of each party in relation to the facility, its use and general communications.

The Community Facilities Department is currently managing the GCAC following the cancellation of the former Lessee. With an active and continuing presence at the GCAC, a formal agreement between Council and the Moranbah Highlanders Swimming Club Inc is now required.

The Moranbah Highlanders currently occupy a non-descript free standing Club House near to the northern perimeter of the GCAC complex. The structure is best described as being similar to a prefabricated garage/shed. The facility provides for limited office, storage and kiosk space in two distinct areas. It is understood that the facility was constructed during the refurbishment of the GCAC (circa 2011) and provides the Club with adequate amenity to operate. The facility is not shared.

At this time, the Club is rebuilding following the departure of membership and past operational issues at the GCAC. In the best interests of the sport of swimming and the return of the Club to it's former glory, the site provides for the most logically positioned and cost effective operating base.

During consultation with the Club President, an in-principle agreement was reached to enter into the License to Occupy. The terms and conditions of the License to Occupy include the provisions of the former MOU and in addition, an obligatory section for the management of Covid safe operations.

IMPLICATIONS

Financial

Preparation of tenure to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to an external legal agency.

Council will be responsible for the management of maintenance and utilities of the Club House.

Risk

Given the nature of Club activities, a formal agreement will provide for a level of governance and mutual understanding at the facility.

The nature of the Club's activities requires, as best as possible, the removal of liability from Council. The Club is duly insured.

CONSULTATION

Internal

Director Planning Environment and Community Services

Manager Community Facilities

Manager Governance and Corporate Services

External

President, Moranbah Highlanders Swimming Club Incorporated

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation with the Moranbah Highlanders Swimming Club Inc.

KEY MESSAGES

Council is committed to transparent decision making.

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

Report prepared by:

BRUCE WRIGHT
Manager Community Facilities

Date: 21 October 2020

Report authorised by:

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

Date: 22 October 2020

ATTACHMENTS

- Attachment 1 - Draft License to Occupy for Moranbah Highlanders Swimming Club Incorporated Redacted

REFERENCE DOCUMENT

- Nil

THIS LICENSE

Made on the _____ day of _____ 2020

BETWEEN:

THE LICENSOR

ISAAC REGIONAL COUNCIL

1 Batchelor Parade,
Moranbah, Qld 4744

ABN 39 274 142 600

E: records@isaac.qld.gov.au

Ph: 1300 ISAACS (472 227)

AND

LICENSEE

Moranbah Highlanders
Swimming Club Inc

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BACKGROUND:

The Licensee acknowledges that:

- (1) The Trust Land is a reserve under the *Land Act*.
- (2) The Licensor holds the Trust Land as trustee under the *Land Act*.
- (3) The Licensor is the owner of the land identified in the Schedule as the Premises.
- (4) Licensee seeks to utilise the Premises for the permitted purpose during the term permitted.
- (5) The Licensor has agreed to grant a license to enter and use the Premises on the terms specified in this License.

SCHEDULE

Item 1	Premises	The swim clubhouse and storage area identified by the blue border in Annexure A being part of the Greg Cruickshank Aquatic Centre Lot 18 on SP249143 20 Batchelor Parade, Moranbah
Item 2	Commencement Date	On Execution of License to Occupy
Item 3	Permitted Term	12 months; or whilst the Greg Cruickshank Aquatic Centre is manager by Isaac Regional Council, whichever is the shorter period
Item 4	Permitted Days and Hours	Permitted to be at the Premises for the entire duration within the Operational hours of the Greg Cruickshank Aquatic Centre And/or by booking with Council
Item 5	Permitted Purpose	To assist children to develop their race skills and swimming etiquette and to affiliate swimmers with Centre Queensland and QLD Swimming
Item 6	Occupation Fee	\$1.00 per annum
Item 9	Rubbish Removal	The licensee is to arrange/provide skips for in line with the Hire Agreement on planned club meets and carnivals

IT IS AGREED:

1. Definitions

In this License, unless the context or subject matter otherwise requires:

- (a) Any reference in this License to any terms set out in the Schedule of this License is to be construed to incorporate the data that corresponds with those terms in the Schedule;
- (b) “Premises” means part of the inside area of the facility from the surface of the floor to the underside of the ceiling and between the internal surfaces of all exterior window frames and exterior walls of the facility and includes all fixtures and fittings and floor coverings in the Premises, but excludes any cupboards, rooms, storage or other areas of the facilities which are locked by the Licensor or which the Licensor notifies the Tenants are not part of the area that is able to be licensed from time to time.

2. Interpretation

In the interpretation of this License, unless the context or subject matter otherwise requires:

- (a) a reference to the singular includes the plural and vice versa;
- (b) a reference to any gender includes every gender;
- (c) a reference to a person includes a corporation, trust, association, partnership, government authority or other legal entity;
- (d) a reference to writing includes printing, typing, facsimile, email and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible form, in English;
- (e) references to statutes include statutes amending, consolidating or replacing the statutes referred to and all regulations, order-in-council, rules, by-laws and ordinances made under those statutes;
- (f) headings are for convenience only and do not form part of this License or affect its interpretation;
- (g) where any word or phrase is given a defined meaning, another grammatical form of that word or phrase has a corresponding meaning;
- (h) a reference to a party includes that party’s executors, administrators, successors and permitted assigns;
- (i) a reference to money is to Australian dollar unless otherwise stated;
- (j) the word “including” and similar expressions are not words of limitation; and
- (k) if a party consists of more than one person this License binds them jointly and each of them severally.

3. Grant of License

- 3.1 The Licensors grants to the Licensee, and the Licensee accepts, a license to enter and use the Premises for the Permitted Term commencing on the Commencement Date subject to the terms of this License.
- 3.2 The Licensors reserves the right during the term of this License:
- (a) to change the Permitted Day/s or the Permitted Hour/s; or
 - (b) to use the Premises itself to the exclusion of the Licensee during any one or more of the Permitted Day/s or Permitted Hour/s, provided that the Licensors gives the Licensee at least four (4) weeks prior written notice of the changed referred to in clause 3.2(a) or of the Licensors's intention to use the Premises on one or more occasion instead of the Licensee as referred to in clause 3.2(b).
- 3.3 The Licensors also reserves the right to enter the Premises for any purpose and at any time when the Licensee may be using the Premises provided that reasonable steps are taken to minimise interference with the Licensee's use of the Premises at the material time.

4. Purpose

- 4.1 The Licensee will not use or permit the Premises or any part of it to be used for any purpose other than the Permitted Purpose.
- 4.2 The Licensee must obtain the Licensors's permission before using the Premises for any purpose other than the Permitted Purpose.

5. Occupation Fee

The Licensee will pay to the Licensors the Occupation Fee for each Fee Period without any formal or other demand, in advance, commencing on the Commencement Date and then on the first day of each Fee Period and in the case of any broken period of less than one full Fee Period by an instalment on the first day of the broken period of a proportionate amount.

5.2 GST

- (a) Regardless of any other provision of this License, if a goods and services tax or similar value added tax ("GST") is imposed on any supply made to the Licensee under or in accordance with this License, the amount the Licensee must pay for that supply is increased by the amount of the applicable GST.
- (b) The Licensee must pay the applicable GST amount to the Licensors at the same time and in the same manner as the GST-exclusive amount is paid by the Licensee.
- (c) If GST is payable by the Licensee, the Licensors must provide to the Licensee a tax invoice for the supply in the approved form in accordance with the relevant GST law.

6. Use of Premises

6.1 The Licensee must:

- (a) comply with all statutes, regulations and ordinances regarding the use of the Premises;
- (b) follow all reasonable and lawful instruction given by the Licensor concerning the use by the Licensee of the Premises;
- (c) comply with any directions and regulations displayed in the Premises by the Licensor;
- (d) not cause or permit any rubbish to be left in or about the Premises;
- (e) not let the Premises be used in any noxious or offensive manner or do or permit any nuisance, annoyance or obstruction to the Licensor or other users or occupiers of the facility or any adjoining or nearby properties;
- (f) not bring onto or store in the Premises any inflammable or corrosive fluids or chemicals other than those that are normally used in the conduct of the Permitted Purpose (in which case any such fluids or chemicals must be kept in suitable containers);
- (g) not store any property of the Licensee in the Premises without first obtaining the consent of the Licensor, which will not be unreasonably refused;
- (h) not deface or alter the Premises without written approval;
- (i) not use or interfere with any equipment or items of property in the Premises that is owned by or in the possession and control of the Licensor;
- (j) not display or affix any signage in or on the Premises without first obtaining the consent of the Licensor, which may be given, refused or given upon conditions at The Licensor's absolute discretion;
- (k) attend all Working Group meetings and if necessary nominate a proxy;
- (l) share industry communication and information as it comes to hand;
- (m) notify the other party and relevant members, as soon as practical, if any matters arise;
- (n) commit to adherence to safety at all times;
- (o) commit to providing members with complete, accurate and meaningful information in a timely manner;
- (p) commit to open and honest discussions.

6.2 Cleaning, Health, Maintenance and Repair

- (a) The Licensee must keep the Premises clean and free from the accumulation of refuse, waste, rubbish, weeds and long grass, and anything that may attract vermin.
- (b) The Licensee acknowledges its duty of care and requirement to implement a Covid-19 Management Plan including but not limited to any directives issued by Queensland Health.

- (c) The Licensee must maintain the Premises, including all fixtures and fittings, in good repair, working order and condition.
- (d) The Licensee must test and tag its equipment in accordance with WorkSafe.qld.gov.au guidelines.
- (e) The Licensee must promptly report to the Licensor all damage it becomes aware, or is informed, of:
 - i. Damage to the Premises (other than minor damage the repair of which is its responsibility);
 - ii. The defective operation of a Service;
 - iii. An unsafe condition of the Premises or the Trust Land; or an area adjacent the Trust Land, via which person access the Trust Land or the Premises;
 - iv. A danger or potentially dangerous activity in which persons are engaging regularly or periodically within the Premises or the Trust Land; or an area adjacent the Trust Land, via which person access the Trust Land or the Premises.

6.3 Keys

- (a) The Licensor will provide the Licensee with the Permitted Number of keys to enable entry to the Premises.
- (b) The details of any person holding a key on behalf of the Licensee must be entered into a key register kept by the Licensor and signed for by the holder. If there is any change in the person holding a key on behalf of the Licensee, the new holder must be registered in the key register kept by the Licensor.
- (c) The Licensee must not duplicate any key provided by the Licensor and if the Licensee loses or misplaces any key provided by the Licensor, the Licensor will arrange a replacement key for the Licensee and the Licensee must pay (or reimburse the Licensor) for the cost incurred in producing a replacement key.
- (d) All keys provided by the Licensor must be returned to the Licensor at the end of the Permitted Term or the earlier termination of the License.

7. Risk

- 7.1 The Licensor is not responsible for the safe custody of any property used or left in the Premises or its facilities by the Licensee.
- 7.2 The Licensee uses the Premises and its facilities at its own risk and the Licensor is not responsible for loss or damage to any property of the Licensee used or left in the Premises or its facilities or injury or damage done or suffered by any person when entering, leaving or being in the Premises or its facilities unless caused by the negligence of the Licensor, and the Licensor is exempted from liability for such loss, injury or damage however caused.

8. Indemnity

The Licensee indemnifies the Licensor against any losses – including financial losses, liabilities or legal costs incurred by the Licensor or any claims or actions against the Licensor brought by the Licensee or anyone else, arising directly or indirectly out of or in connection with the Licensee's breach or non-performance of its obligations under this License or the Licensee's use of the Premises or its facilities.

9. Insurance

9.1 The Licensee will during the term of this License at its expense obtain and keep in full force and effect in the name of the Licensee (noting the interests of the Licensor if requested), public risk liability insurance covering the Licensee's use of the Premises and its facilities to the extent of not less than \$20 million per occurrence. Evidence of such insurance must be given to the Licensor on or before the Commencement Date and upon the periodic renewal of any such insurance policy by the Licensee.

9.2 The Licensee will during the term of this License at its expense obtain and keep in full force and effect in the name of the Licensee a damage policy covering all of their goods and chattels stored at the facility.

9.3 During each year of the Term, the Licensee must produce to the Licensor, no later than the date of expiry of the then current insurance term, a certificate of currency for the renewed insurance term, issued under the policy by the insurer.

9.4 The Licensee also must insure under the Workers Compensation Act all persons it employs to work at the Premises.

9.5 The Licensee must, as soon as practicable, inform the Licensor, in writing, of the occurrence of any event that the Licensee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Licensor are kept fully informed of subsequent actions and developments concerning the claim.

9.6 To remove doubt, the requirements of Part 9 Insurance apply to any area of the land used by the Licensee.

10. Assignment, Sub-Licensing and Mortgaging

10.1 The Licensee must not:

- (a) Transfer its interest under the License;
- (b) Sub-license the Premises or any part of it;
- (c) Mortgage or charge its interest under this License; or
- (d) Allow a Third Person to take or share possession of the Premises.

10.2 Failure by the Licensee to observe strictly its obligations under Clause 10.1 will constitute a fundamental breach of this License, entitling the Trustee to cancel the License.

11. Termination

- 11.1 The Licensor may terminate this License during its term by giving at least 30 days prior written notice of termination at any time in any of the following circumstances:
- (a) where the Licensee fails to pay the Occupation Fee for a period in excess of 30 days; or
 - (b) where the Licensee breaches any covenant contained in this License.
- 11.2 The Licensee or the Licensor may terminate this License during its term at any time by giving at least six (6) months prior written notice to the other party.

12. On Expiry or Termination

- (a) On the expiry or earlier termination of this License, the Licensee must promptly remove from the Premises all the Licensee's property, leaving the Premises clean and tidy.
- (b) The Licensee must also remove any rubbish, building waste or other items upon the Premises whether or not they are the property of the Licensee and return the Premises to the pre-existing condition of a vacant grassed lot.
- (c) If the Licensee fails to comply with clause 12(a), Council may remove any property of the Licensee from the Premises and its facilities at the risk and as the agent of the Licensee and may retain it until the Licensee pays costs incurred in such removal and storage and any other money owing by the Licensee to Council in connection with this License.
- (d) In the event that the Licensor is required to undertake any works in relation to the returning of the Premises to pre-existing condition any funds expended become a debt owed to the Licensor.

13. Costs of this License

- (a) Each Party must pay its own costs and outlays in connection with the negotiation, preparation and execution of this License.
- (b) The Licensee must pay any stamp duty payable in connection with this License.

14. Trustee Benefit Covenants

14.1 Provision of Licensee Information

- (a) The Licensee must give the Licensor a written return containing updated details of the office-bearers and the other members of the governing body of the association whenever there is a change to those office-bearers or other members.
- (b) The Licensee must give the Licensor the return within 30 days after a change occurs.
- (c) The Licensee also must give the Licensor whatever information the Licensor requests concerning the activities for which the Licensee uses the Premises or permits it to be used.

- (d) The Licensee must give the Licensors that information within 14 days following the request.
- (e) Further, the Licensee must answer promptly, truthfully, and candidly all the Licensors enquiries concerning activities of:
 - i. employees and contractors, and past employees and contractors, of the Licensee;
 - ii. persons who provide, or have provided, voluntary services to the Licensee;
 - iii. persons who visit, or have visited, the License Area; and
 - iv. persons who visit, or have visited, other facilities the Licensee uses with the Licensors's permission, or uses in conjunction with the License Area or Licensee activities upon the License Area.

15. Suitability of Premises

- (a) The Licensee acknowledges having received no representation or promise given by or on behalf of the Licensors that (or to the effect that):
 - i. the Premises, or any area of the Trust Land; or
 - ii. any fixtures, fittings, or other items within the Premises or the Trust Land, are suitable for any Licensee purpose.
- (b) The Licensee releases the Licensors from liability for whatever Cost the Licensee sustains or incurs through the failure of any Service to the Premises or the Trust Land save where the failure results from the wilful acts of the Licensors.

16. Privacy and Confidentiality

The parties acknowledge that confidential information exists and may come into existence and agree that this information is private unless it pertains to a duty of care issue.

17. General Provisions

- (a) The Licensee has a personal right of occupation on the terms specified in this License and has no interest in the land on which the Premises are situated. The legal right to possession and control over the Premises remains vested in the Licensors throughout the term of this License.
- (b) This License is personal to the Licensee and the Licensee must not assign the benefit of this License or grant any sub-license or cease to use the Premises personally.
- (c) Any notice may be served on either party by post, facsimile, email or by personal delivery to that party personally, or by leaving it with some person over the age of 18 years residing or working at that party's address, or in the case of a notice to the Licensors then personal delivery to an office of the Licensors. A notice must be treated as given and received upon delivery, or if posted then on the expiration of two (2) business days after posting.

- (d) The law of Queensland governs this License. The parties submit to the non-exclusive jurisdiction of the courts of Queensland for the purpose of any action, suit or proceedings relating in any way to this License.
- (e) This License contains the entire agreement and understanding between the parties on everything connected with the subject matter of this License. All representations or agreements made prior to the date of this License and relating to any matter dealt with in this License are merged in this deed and do not have any effect from the date of this License.
- (f) If any part of this License is, or becomes, illegal, void or unenforceable then it is severed, and the remainder of this License remains in force.
- (g) Failure or delay in exercise, or partial exercise of a right, power, authority, discretion or remedy arising from a breach of or default under this License does not result in a waiver of that right, power, authority, discretion or remedy. A right, power, authority, discretion or remedy may only be waived by notice signed by the party to be bound by the waiver and a waiver is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

EXECUTED as a Deed.

Isaac Regional Council
(ABN 39 274 142 600)

Signature

Full Name

Gary Stevenson PSM
Chief Executive Officer

Qualification / / 2020

Witnessing Officer

Execution Date

Moranbah Highlanders Swimming Club Inc
(ABN 21 732 835 205)

Signature

Full Name

Licensee Signature

Qualification

Name and Position

Witnessing Officer

/ / 2020

Execution Date

Annexure A



MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 3 November 2020
AUTHOR	Bruce Wright
AUTHOR POSITION	Manager Community Facilities

5.3 MORANBAH RACE CLUB INCORPORATED TENURE ARRANGEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Race Club Incorporated for use of Lot 45 on GV219, 87 Sarchedon Drive, Moranbah Qld 4744.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Approves to enter into a ten-year lease agreement with Moranbah Race Club Incorporated for use of land at Lot 45 on GV219 the total of which is approximately 41.919 Ha.***
 - a. ***Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of lease area > 50,000 m2 annual rent/usage fee \$900.00 ex GST.***
 - b. ***All outgoings will be at the expense of the Trustee Lessee.***
 - i. ***Rates***
 - ii. ***Electricity***
 - iii. ***Telephone/Internet***
 - iv. ***Water***
 - v. ***Cleaning***
 - vi. ***Garbage/Waste***
 - vii. ***Repairs & Maintenance; and***
 - viii. ***Other outgoings as detailed in the In-Principle Agreement***
2. ***Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.***

BACKGROUND

The existing ten-year lease to Moranbah Race Club Incorporated (Inc) expired on 31 May 2020.

A leasing meeting was held on Tuesday 13 October 2020. A signed In Principle Agreement was received from the club on 21 October 2020.

Leasing Process Followed

- Expressions of Interest for Land Tenure received

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

Building Inspection

A building inspection was conducted by Council's former Senior Building Surveyor. All structures on the land are club assets with the exception of the amenities block. The Asset Custodian, Parks and Recreation has notified the Moranbah Race Club of non-compliance issues that need to be addressed.

IMPLICATIONS

Preparation of tenure to be completed internally by the Senior Community Leasing Officer eliminating legal costs by not outsourcing to an external legal agency.

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

Size of the leased area is approximately 41.919 Ha therefore falls in the < 50,000m² annual rent/usage fee \$900.00 ex GST.

CONSULTATION

Internal

Division Three Councillor

Division Five Councillor

Technical Parks and Recreation Officer

Senior Community Leasing Officer

External

Secretary, Moranbah Race Club Incorporated

Treasurer, Moranbah Horse and Pony Club Incorporated

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation with the Moranbah Race Club Incorporated.

KEY MESSAGES

Council is committed to transparent decision making.

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

Report prepared by:

BRUCE WRIGHT
Manager Community Facilities

Date: 21 October 2020

Report authorised by:

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

Date: 22 October 2020

ATTACHMENTS

- Attachment 1 - Moranbah Race Club in Principle Agreement_Redacted

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Type of Tenure: 10 year lease

Address of Premises: 87 Sarchedon Drive, Moranbah Qld 4744

Lot on Plan Description: 45GV219

Areas (Subject to Survey): Approx 41.919 Ha

Lessor: Isaac Regional Council

Contact: Senior Community Leasing Officer

Attention: [REDACTED]

Telephone: [REDACTED]

Facsimile: 07 4941 8666

Email: records@isaac.qld.gov.au

Lessee: Moranbah Race Club Incorporated

Incorporation #: IA07615

ABN: 50 921 325 866

Contact for Lessee:

Attention: [REDACTED]

Telephone: [REDACTED]

Facsimile: NA

Email: moranbahraceclub2@bigpond.com

Tenure Documentation:	Form 7 Form 20 (718162354)	Lease Document Isaac Regional Council Standard Terms Document
Legal Fees:	Each party to pay their own	
Keys:	Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.	
Goods & Services Tax:	Consideration for a Taxable Supply under the Lease is GST Exclusive	

INSURANCE	Refer Part 10: Lessee Insurance of the Standard Terms Document	
Public Liability Insurance:	\$20,000,000	
Certificate of Currency:	To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment	
Damage Policy:	Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items	
Workers Compensation:	Insure under the Workers Compensation Act, all persons it employs to work upon the Premises	
Make Good Clause:	<p>Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:</p> <ul style="list-style-type: none"> • removal of any structures erected by the lessee; • commercial cleaning of the premises; • removal of any fittings and fixtures installed by the lessee; • repair of any surface damaged or altered by the lessee; and • any other rectification works as directed by the lessor. <p>The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.</p> <p>Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.</p>	
Information Update:	<p>The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.</p> <p>Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.</p>	

TENURE

Commencement Date: 01/06/2020

Term: 10 years

Expiry Date: 31/05/2020

RENTAL

Gross Rental: \$900.00 ex GST per annum

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

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

Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste

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

Maintenance:

The community group will remain responsible for all repairs and maintenance to their own assets.
Council will maintain Base Building for Isaac Regional Council assets.
Refer to the tables below for clarification of Inclusions and Exclusions under Base Building.

Base Building INCLUSIONS	Examples
Council will perform maintenance and renewals on the structural building envelope (on structures built or provided by the Lessor)	i.e. Roof, foundations, slabs, stumps, external walls, window framing, structural flooring, external doors, access/egress elements stairs, balustrades, decks.
Council will perform maintenance and renewals on the external Hydraulic (water/sewer) services from the boundary point of the allotment to the point of connection. Note: "Point of connection" being to the fitting with the fitting being the tenants responsibility i.e. repair/replace toilet is the tenants responsibility repair leaking behind wall of toilet is base building	i.e. existing plumbing fixture services (hot water systems), external stormwater drainage and connections, external and internal sewer to the fitting, site drainage, all water supply pipework and connections to the point of connection (fitting)
Council will perform maintenance and renewals to the Electrical Services from the boundary to the point of connection. Note: "Point of connection" being to the electrical fittings i.e. - GPO/light switch/light fitting/bulbs are tenants responsibility	i.e. inclusive of electrical main feed line to the building, point of attachment, all distribution/switch boards, and cabling to the fixture/fittings
Council will provide Statutory compliance for Building & Fire safety at start of lease only for structures under lease that are built/provided by the Lessor Note: The ongoing maintenance of Fire and life safety systems is the tenants responsibility	Provision of start of lease BCA statutory compliance requirements in building fire safety installations including portable extinguishers, fire hose reels, emergency & exit lighting, detection systems, hydrants, access/egress for structures built or provided by Lessor at the start of Lease

Base Building EXCLUSIONS	Examples
Maintenance/Renewal/Upgrade of any building structure or additions/alterations not built/provided by the Lessor	i.e. additional new structures, extensions, alteration of partitions, refurbishment of tenant's fitout. i.e. roof repair/renewal on an extension built by Lessee
Provision of and maintenance/renewal and upgrade of Statutory building compliance requirements for any building addition/alteration or structure not built or provided by the Lessor	Building & Fire compliance requirements for any alteration or addition by the Lessee. i.e. new internal partitions trigger a requirement for additional exit lighting – tenants responsibility
Maintenance/renewal/upgrade to the non-structural building elements (tenancy fitout) of the building, inclusive of fixtures and fittings	i.e. internal wall linings, floor coverings, internal ceilings, kitchen, bathrooms, lighting, benches, cupboards, shelving, racks, fixed & loose furnishings
Maintenance/renewal/upgrade of the internal of the building hydraulic services fixtures and fittings.	i.e. all plumbing hardware/ fixtures/fittings being toilets, hand basins, taps, water dispensers, vanities, sinks, wet areas etc.
Maintenance/renewal/upgrade of Mechanical Services –Air conditioning, Heating	i.e. repairs/maintenance/servicing of air conditioning units in place at time of tenancy, as well as replacement or upgrades for air conditioning/heating
Maintenance/renewal/upgrade of the internal of the building Electrical fixtures/fittings	i.e. Lighting - bulbs & fittings, GPO's (power points), switches, stoves, fans and other electrical goods e.g. fridges, microwave etc.
Proactive maintenance & servicing of each the building systems including Mechanical, Hydraulic, and Electrical, Air conditioning and termite barrier protection	i.e. rodent/vermin/termite inspections and treatment, gutter & downpipe cleaning, servicing air conditioning units/systems, Electrical earth leakage testing – (RCD's tests)
Maintenance of building systems statutory compliance requirements i.e. Fire protection and life safety systems.	Maintenance of statutory compliance systems i.e. Inspection and testing programs for Electrical test & tag/RCD testing and fire safety installations as in portable fire equipment fire extinguishers/fire blankets, fire hose reels, fire panels, emergency & exit lighting servicing and electrical items.
Maintenance & renewal of external & internal painting	Maintenance & renewal of internal & external painting

SPECIAL CONDITIONS

DNRM Stated Use: Racecourse and Show Grounds

Intended Use: Racecourse

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes. Caretakers/Trainers approved through Council excepted.

Any required signage must be approved by Lessor

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

WARNING - this area is under constant video surveillance

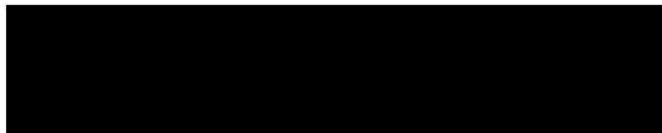
For & on behalf of:

Moranbah Race Club Incorporated

Name:

Signature:

Date:



16/10/20 16/10/20

MEETING DETAILS	Planning Environment and Community Services
	Standing Committee
	Tuesday 3 November 2020
AUTHOR	Nishu Ellawala
AUTHOR POSITION	Manager Community Education and Compliance

5.4

DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 27 OCTOBER 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Tuesday, 27 October 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the minutes of the Domestic Dog Advisory Committee held on 27 October 2020.*
2. *Adopts the recommendations of the Domestic Dog Advisory Committee held on 27 October 2020 in particular, that Council;*
 - i. *Considers and adopts the Domestic Dog Desexing Voucher Policy PECS-POL-112.*
 - ii. *Consider and endorse issuing of Microchipping Vouchers to eligible dog owners of the Isaac Regional Council area in Carmila, Clairview, Flaggy Rock, St Lawrence, Notch Point, Greenhill and Ilbilbie to have their pet microchipped by visiting a supporting veterinary practice.*
 - iii. *Note the Domestic Dog Lifetime Dog Identification Tags report*
 - iv. *Investigates opportunities for electronic delivery of dog registration renewal notices and confirmations with the option for dog owners to nominate to receive their notices via email.*
 - v. *Note the Close Out Report for the Follow My Lead Campaign.*
 - vi. *Investigates opportunities for electronic delivery of dog registration renewal notices and confirmations with the option for dog owners to nominate to receive their notices via email.*

BACKGROUND

The purpose of the Domestic Dog Advisory Committee (DDAC) is to oversee the development and implementation of a holistic responsible pet dog ownership program. Council may seek advice from the Committee on matters relating to the planning and implementation of the Program and any other matters of mutual interest referred to the Committee.

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

The Domestic Dog Advisory Committee met on 27 October 2020. The minutes of this meeting are attached for Councillor's consideration of recommendations.

IMPLICATION

Requires ongoing internal liaison and consultation with all stakeholders to ensure most efficient use of regulatory resources.

CONSULTATION

Domestic Dog Advisory Committee members

Director Engineering and Infrastructure

Community Education Officer

Regulatory Services Officers

BASIS FOR RECOMMENDATION

Consideration and adoption of Domestic Dog Advisory Committee Minutes as per Terms of Reference and legislative requirements.

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by: NISHU ELLAWALA Manager Community Education and Compliance Date: 21 October 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 28 October 2020
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ATTACHMENTS

- Attachment 1 – Domestic Dog Advisory Committee Minutes – 27 October 2020
- Attachment 1a – DDAC Presentation - 2020 Desexing Policy
- Attachment 1b – DDAC Presentation – 2020 Life Time Identification Tags
- Attachment 2 – Animal Management – Domestic Dog Desexing Voucher Policy

REFERENCE DOCUMENT

- Nil

MEETING MINUTES

Tuesday, 27 October 2020

UNCONFIRMED MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD TUESDAY, 27 OCTOBER 2020 COUNCIL CHAMBERS, MORANBAH

MEETING MINUTES

Tuesday, 27 October 2020

**DOMESTIC DOG ADVISORY COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL
HELD ON TUESDAY, 27 OCTOBER 2020
COUNCIL CHAMBERS, MORANBAH**

1. OPENING MEETING

The Chair declared the meeting open at 12.40pm and acknowledged the traditional custodians of the land on which we meet today and paid respects to their Elders past, present and emerging.

2. ATTENDANCE COMMITTEE

Cr Simon West, Division Four (Chair)

Cr Jane Pickels, Division Seven

Cr Sandy Moffat, Division Two

Mr Jeff Stewart-Harris, Director Planning Environment and Community Services

Ms Nishu Ellawala, Manager Community Education and Compliance

Mr Gert Nel, Manager Compliance and Integration

OBSERVERS

Ashley Robbins, Lead Compliance Officer - Community Education and Compliance

Mr Ilham Nafiam, Community Education Officer – Community Education and Compliance

MINUTE TAKER

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

Resolution No.: DDAC0045

Moved: Jeff Stewart-Harris Seconded: Cr Jane Pickels

That the Committee accept Cr Sandy Moffatt's participation in the meeting by Video Conference.

Carried

MEETING MINUTES

Tuesday, 27 October 2020

3. APOLOGIES

No apologies for this meeting

4. DECLARATION OF CONFLICT OF INTEREST

No conflict of interests declared this meeting.

5. CONFIRMATION OF MINUTES

MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE HELD ON 13 AUGUST 2020

Receipt and confirmation of minutes from the Domestic Dog Advisory Committee (DDAC) Meeting held on 13 August 2020, at the Council Chambers, Batchelor Parade Moranbah.

Resolution No.: DDAC0046

Action: Minute Secretary

Mover: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Advisory Committee:

- 1. Confirms the Minutes of the Domestic Dog Advisory Committee held on Tuesday, 13 August 2020, at the Council Chambers, Batchelor Parade Moranbah.**

Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

7. DISCUSSIONS/PRESENTATIONS

Nil

8. OFFICERS REPORTS

8.1 Domestic Dog Desexing Voucher Policy

MEETING MINUTES

Tuesday, 27 October 2020

Resolution

No.:

DDAC047

Mover:

Jeff Stewart-Harris

Seconded:

Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Considers and adopts the Domestic Dog Desexing Voucher Policy PECS-POL-112.***

Carried

Attachment 1 – Presentation 2020 Desexing Policy

ATTENDANCE

Mrs Nicole Money entered the Council Chambers at 12.49pm and left at 12.51pm

8.2 Microchipping Vouchers for the Coastal Communities

Resolution No.:

DDAC048

Mover:

Mayor Anne Baker

Seconded:

Cr Jane Pickels

That the Committee recommends that Council:

- 1. Consider and endorse issuing of Microchipping Vouchers to eligible dog owners of the Isaac Regional Council area in Carmila, Clairview, Flaggy Rock, St Lawrence, Notch Point, Greenhill and Ilbilbie to have their pet microchipped by visiting a supporting veterinary practice.***

Carried

8.3 Domestic Dog Lifetime Dog Identification Tags

Resolution No.:

DDAC0049

Mover:

Mayor Anne Baker

Seconded:

Cr Jane Pickels

MEETING MINUTES

Tuesday, 27 October 2020

That the Committee recommends that Council:

- 1. Note the report in relation to lifetime dog identification tags***
- 2. Investigates opportunities for electronic delivery of dog registration renewal notices and confirmations with the option for dog owners to nominate to receive their notices via email.***

Carried

Attachment 2 – Presentation 2020 Life Time Identification Tags

8.4 Close Out Report for the Follow My Lead Campaign

Resolution No.: DDAC0050

Mover: Jeff Stewart-Harris

Seconded: Cr Sandy Moffatt

That the Committee recommends that Council:

- 1. Note the Close Out Report for the Follow My Lead Campaign***
- 2. Investigates opportunities for electronic delivery of dog registration renewal notices and confirmations with the option for dog owners to nominate to receive their notices via email.***

Carried

ATTENDANCE

Mayor Anne Baker left the Council Chambers at 2.04pm

Mrs Nicole Money entered the Council Chambers at 2.05pm and left at 2.07pm

9. GENERAL BUSINESS

9.1 Compliance Officer attendance at Advisory Committee

Lead Compliance Officers have been invited to attend DDAC. As front-line officers they are in a position to provide a valuable contribution to the advisory committee

9.2 Dog Parks in other Regional Areas

Action: Community Education and Compliance Officers to investigate usage statistics of dog parks in neighbouring Local Government areas.

MEETING MINUTES

Tuesday, 27 October 2020

9.3 Feral cats in Isaac Region

Clermont Veterinary Clinic has requested Council support to euthanise feral cats as they are a major pest in the area.

Action: Manager Community Education and Compliance to advise Clermont Veterinary Clinic that Council has no objection to euthanising feral cats that come into the clinic's possession at its discretion. Council are appreciative of their efforts.

10. NEXT MEETING

Next meeting scheduled for 10 December 2020.

11. CLOSURE

Chair closed the meeting at 2.13pm

.....
CHAIR

..... / /
DATE

ATTACHMENTS

Attachment 1 – Presentation 2020 Desexing Policy

Attachment 2 – Presentation 2020 Life Time Identification Tags



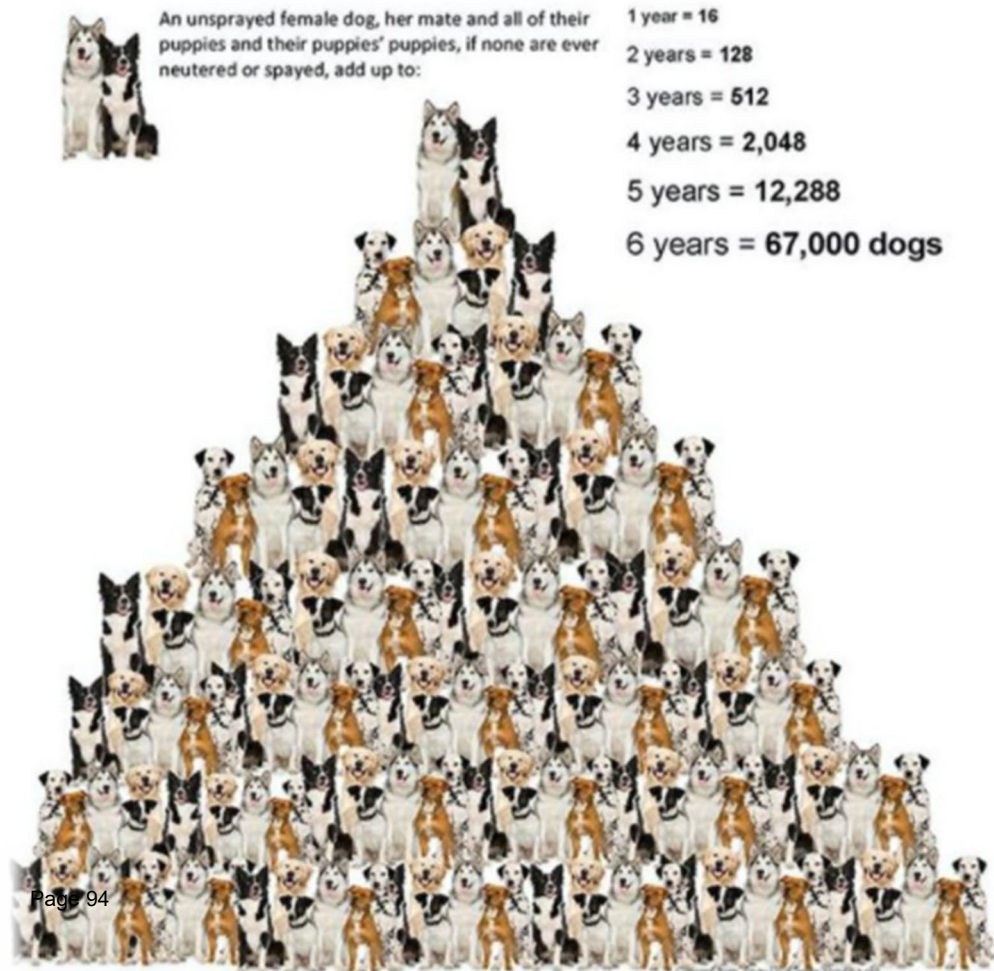
Dog Desexing Voucher Policy

ISAAC.QLD.GOV.AU

Dog Desexing Voucher Policy

This policy aims to

- Promote dog desexing for long term population control
- Reduce the financial burden



Benefits of Desexing Dogs

BENEFITS OF DESEXING DOGS



Male Neutering

- Eliminate the risk of testicular cancers
- Reduce the risk of prostatic diseases
- Positive behavioural changes less likely to wander and aggressively protect territory

Female Spaying

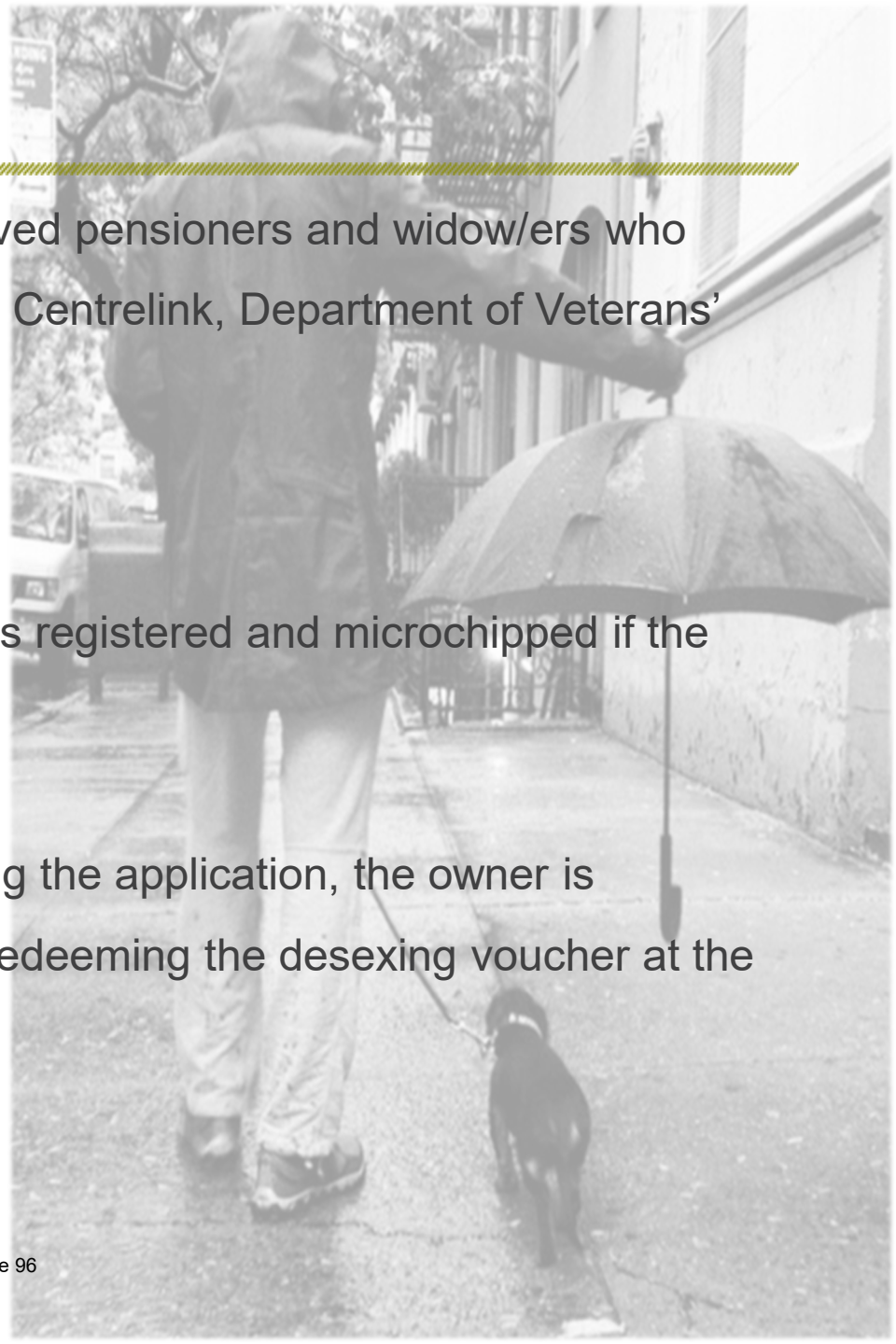
- Female puppy desexing makes the risk of mammary tumors less likely
- Eliminate the risk of tumors in ovaries, uterus, cervix
- Prevent accidental pregnancy and associated risks and complications, and unwanted litters

Eligible Persons

Desexing vouchers are available to approved pensioners and widow/ers who are in receipt of pension entitlements from Centrelink, Department of Veterans' Affairs or Widow's Allowance who:

- a) Is a resident of the Region;
- b) The owner of a non-desexed dog that is registered and microchipped if the dog is over 12 weeks of age.

If the dog is not microchipped when making the application, the owner is required microchip the dog at the time of redeeming the desexing voucher at the nominated vet clinic at their own cost.



Typical Cost and Value of Voucher

The costs of desexing a dog is dependent on the sex of the dog and what the weight of the dog is.

Desexing female dogs:

Starts at around \$200 – \$220 for small dogs & up to \$400 or more for large dogs (60kg plus).

Desexing male dogs:

Starts at around \$180 – \$190 for small dogs and can go up to \$380 and more for large dogs (60kg plus).

Value Of Voucher

The value of the desexing voucher is to the amount of \$100 for a dog.

Operational Budget

\$10,000 with a view to issue 100 vouchers

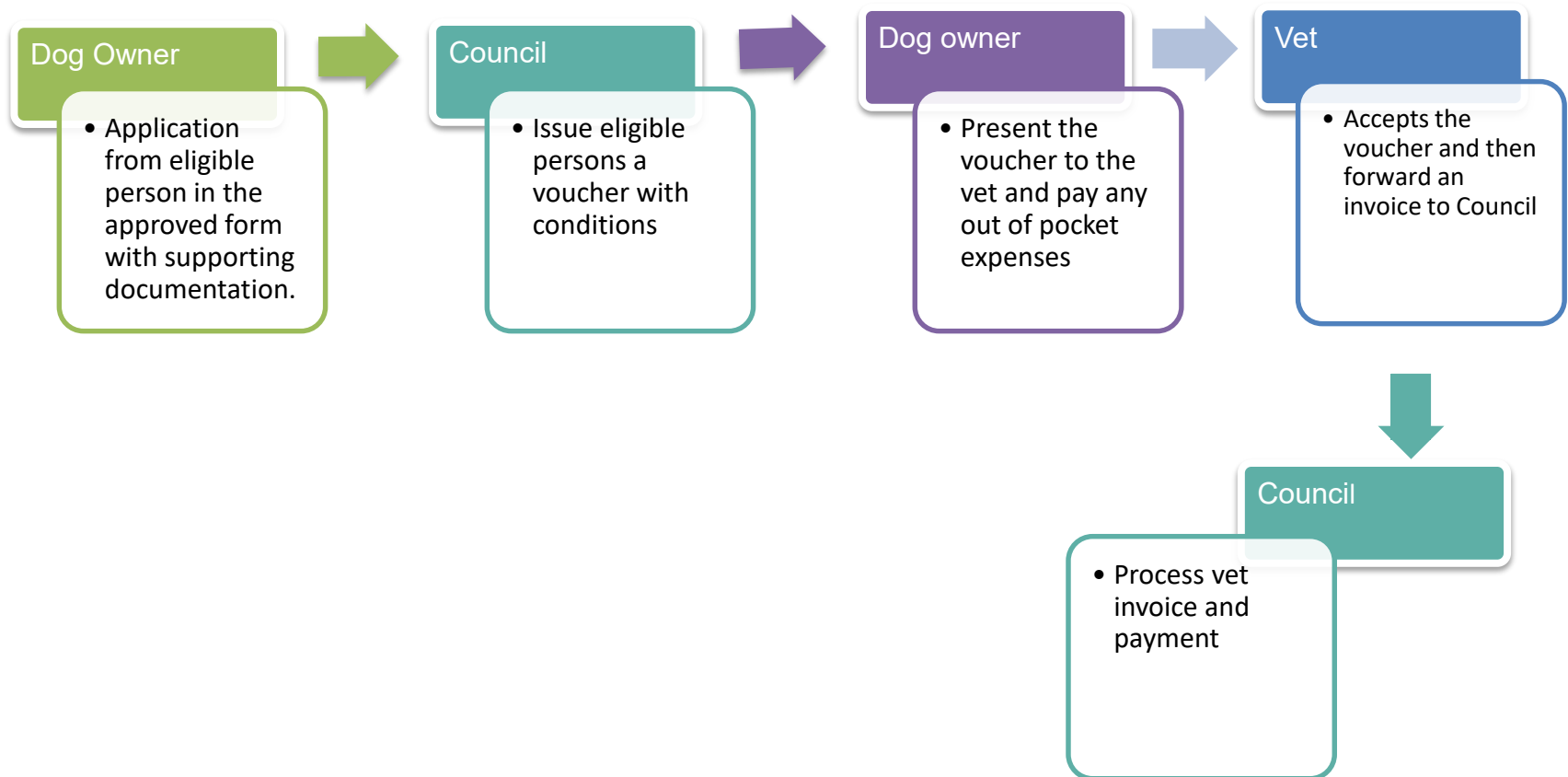


Selected Vets

- Both Clermont Veterinary Surgery and Moranbah Veterinary Clinic have been consulted and support the initiative in principal.
- For the community on the coast Sarina Veterinary Surgery and Torenbeek Vet Clinic in Rockhampton confirmed their support.
- Valley Vet Surgery in Walkerston discussions are in progress.



Process



OFFICER'S RECOMMENDATION

That the Committee Recommends that Council:

- 1. Considers and adopts the Domestic Dog Desexing Voucher Policy PECS-POL-112.***



Lifetime Dog Identification Tags

ISAAC.QLD.GOV.AU

 [isaacregionalcouncil](https://www.facebook.com/isaacregionalcouncil)

 [isaacregionalcouncil](https://www.instagram.com/isaacregionalcouncil)

 [isaaccouncil](https://twitter.com/isaaccouncil)

Lifetime Dog Identification Tag

What is a Lifetime Dog Identification Tag

The dog registration tag issued when a dog is first registered or have been renewed before September 2020 will remain with the dog for the life of the pet as its permanent identification with Council.

Tag will last forever but owners still need to register their dog each year and will continue to receive an annual Registration Renewal Notice.

Replacement tags

- Will be issued if the tag is lost or damaged or when requested and this new tag number would become the lifetime identification tag.



Electronic Document Delivery

Opportunity

- With moving to a Lifetime ID tag system opportunity is also presented for Council to enhance the environmental stewardship by moving to electronic dog registration renewal delivery.
- Council currently have 72% of dog owners with an email contact.
 - Records indicate that 1,512 people own 1,936 registered dogs
 - 1,090 with a contact email address
 - 422 without an email
- Opportunity to opt-in to receive their dog registration renewal notice via email. This will enable future registration confirmations to be issued electronically reducing further environmental impacts of plastic and paper use.



Registration Period Costings - Estimated

2020/2021 Registration Period Costings – Estimated

	Number	Costings
Registration Tag Cost	4,260	\$ 1,150.00
Renewal Notice Printing Costs	2,000	\$ 1,981.65
Supply & Printing of Envelopes Fold & Insert Cost	2000	\$ 113.52
Administrative Cost *	70 hrs	\$ 3,012.70
Postage Registration Renewal Letters with Tags (Internal)	790	\$ 1,225.00 (Based on 70% 2019/20 renewals)
Total		\$ 7,482.87

- * 2 x Compliance Officers working on data cleansing prior to notice run approx. 30 hours over 2 weeks.
- * 1 x Administration Officer work 8 hours a day for a minimum of 5 working days
- * Postage at a rate of \$1.55 per standard sized C5 envelope

2021/2022 Registration Period Costings - Estimated

	Number	Costings
Replacement Tag Allocation	500	\$ 170.00 (Based on estimated 2% of renewals requesting tag replacement)
New Tag Allocation	470	\$ 126.90 (Based on a 20% increase on 2019/2020)
Renewal Notice Printing Cost	2,400	\$ 2,380.00 (Based on 20% increase on last year's fees 100% print delivery)
Supply & Printing of Envelopes	2,500	\$ 150.00 (Based on current pricing (0.05c per envelope)
Electronic delivery cost of 70% of predicted Animal Renewal Notices	1680	\$ 184.80 (Based on current rate of \$0.11c per email)
Administrative Cost *	40 hrs	\$ 1,820.80
Postage Internal Registration Renewal Letters	520	\$ 806.00 (Based on new tag allocation + 2% of renewals requesting replacement tag)
Total		\$ 5,638.50

- * Tag costs based on current rate of \$0.27c per tag
- * 1 x Administration Officer work 8 hours a day for a minimum of 5 working days
- * Postage at a rate of \$1.55 per standard sized C5 envelope

Electronic Document Delivery - Advantages

- Remove the requirement for the posting of registration tags.
- Reallocation of those resources to improve service delivery in other areas.
- Flow on saving benefits through the immediate reduction on consumables required for the registration renewal process.
- Savings from electronic delivery of notices and reducing the carbon footprint and postage costs.
- At this stage has identified that approximately 70% of dog registration notices would be electronically delivered by 2021/2022 subject to owners opting into it.

Electronic Document Delivery - Challenges

- That the community and council staff will not know from sight if an animal is currently registered.
- Dog owner not replacing lost/damaged tags, as they are accustomed to getting a new registration tag each year.

These challenges to be mitigated by education and awareness as well as promoting the take up of the necessary dog microchipping.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Considers and endorses the proposed introduction Lifetime Dog Identification Tags, and;***
- 2. Investigates opportunities for electronic delivery of dog registration renewal notices and confirmations with the option for dog owners to nominate to receive their notices via email***

ANIMAL MANAGEMENT – DOMESTIC DOG DESEXING VOUCHER POLICY

APPROVALS

POLICY NUMBER	PECS-POL-112	DOC.ID	4679372
CATEGORY	Community		
POLICY OWNER	Manager Community Education and Compliance		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

To identify eligible persons and establish guidelines to assess requests for desexing vouchers to alleviate the impact of desexing costs on Isaac Regional Council residents who are in receipt of an approved government pension and/or have presented evidence of requiring support due to hardship to ensure responsible pet ownership.

SCOPE

This policy applies to eligible persons within the Isaac Region who are seeking a voucher for desexing a dog.

DEFINITIONS

TERM / ACRONYM

MEANING

Council	Isaac Regional Council.
Desexing	Surgical spay and /or neutering of a domestic dog.
Desexing Voucher	<u>Desexing Voucher</u> —A voucher to the amount of \$100.00 awarded by Council to eligible persons to assist in reducing the overall cost of desexing a domestic dog.
Entire Dog	Non desexed dog.
<u>Approved Hardship Recipient</u>	<u>An eligible recipient of reduced or waived fees under the Exceptional Circumstances Policy.</u> <u>Factors contributing to serious hardship generally include: family tragedy; financial misfortune; serious illness; impacts of natural disaster; and other serious or difficult circumstances.</u> <u>Determination of any case of “hardship” should be subject to the “reasonable person” test, i.e., would this be considered a case of hardship by a reasonable person.</u> <u>Chief Executive Officer has delegated authority to determine/approve this criterion.</u>
Participating Veterinary Surgery	A veterinary surgery that accepts Council's desexing vouchers.
Region	Area defined by the electoral boundaries of Isaac Regional Council.

POLICY STATEMENT

Council is committed to reducing the number of unwanted dogs within the region by providing eligible persons access to desexing services through the distribution of desexing vouchers.

ELIGIBILITY

Desexing vouchers are available to approved pensioners and war widow/ers who are in receipt of pension entitlements from Centrelink, Department of Veterans' Affairs or War Widow/War Widower pension/allowance or other identified person/s as approved by the CEO. Domestic Dog Desexing Voucher applications must be accompanied by evidence of current pensioner and or war widow/er's allowance status or have been identified as an Approved Hardship Recipient by the CEO.

Approved Pensioner

An approved pensioner is a person who is:

- A resident of the Region; and
- An eligible holder of a Queensland Pensioner Concession Card issued by Centrelink or the Department of Veterans' Affairs, or a Queensland Repatriation Health Card – for all conditions issued by the Department of Veterans' Affairs; and
- The owner of an entire dog (must be registered and microchipped if the dog is over 12 weeks of age).

Approved War Widow/ War Widower

An approved war widow/war widower is a person who is:

- A resident of the region; and
- In receipt of a War Widow/War Widower pension/allowance; and
- The owner of an entire dog (must be registered and microchipped if the dog is over 12 weeks of age).

Approved Hardship Recipient

An approved Hardship Recipient is a person who is:

- A resident of the region; and
- An eligible recipient of reduce or waived fees under the Exceptional Circumstances Policy; and
- The owner of an entire dog (must be registered and microchipped if the dog is over 12 weeks of age).

The Chief Executive Officer is authorised to approve an individual that meets this criterion on a case by case basis and in reference to relevant Council Policies.

If the dog is not microchipped when making the application, the owner is required to make an undarkening to microchip the dog at the time of redeeming the desexing voucher at the nominated vet clinic at their own cost. The voucher will be conditioned to reflect such.

Value of Voucher

The value of the desexing voucher is for the amount of \$100 for a dog.

Application for a Desexing Voucher

Application for desexing vouchers must be submitted to Council by the eligible person on the Domestic Dog Desexing Voucher Application Form and accompanied by the mandatory supporting documentation. Supporting documentation includes proof of current pensioner or War Widow/War Widower pension/ allowance status.

If an application is approved a desexing voucher is sent to the applicant with conditions.

If the application is refused, a letter is sent to the applicant within five business days of the decision being made.

Presentation of Desexing Voucher to Participating Veterinary Surgery

At the time the domestic dog is admitted for desexing, the owner must present the desexing voucher to the veterinary surgery. The owner is responsible for payment of any remaining fee in excess of the value of the voucher, directly to the veterinary surgery.

Participating Veterinary Surgeon Invoice

The participating veterinary surgery will accept the desexing voucher from the owner at the time of admission, sign the desexing voucher and forward an invoice to council for the desexing voucher amount once the desexing has been undertaken.

Conditions

The following conditions apply to the distribution and usage of desexing voucher:

- a. A maximum of two desexing vouchers within two years (for two dogs) are to be issued per household;
- b. Desexing vouchers must be used within the validity period specified in the voucher;
- c. The dog must be microchipped if not already to redeem the vouchers; and
- d. Only desexing vouchers issued by Isaac Regional Council can be used.

LEGISLATIONS AND RELATED GUIDELINES

- *Animal Management (Cats and Dogs) Act 2008*

REFERENCES

ID	NAME
130	Exceptional Circumstances Policy
PECS-WI-155	Animal Management – Domestic Dog Desexing Voucher Work Instruction
PECS-FRM-398	Domestic Dog Desexing Voucher Application Form

DRAFT

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 3 November 2020

AUTHOR

Dan Wagner

AUTHOR POSITION

Manager Liveability and Sustainability

5.5 REQUEST FOR DISCOUNT OR WAIVER OF INFRASTRUCTURE CHARGES ASSOCIATED WITH DEVELOPMENT APPLICATION MCU20/0021 – 121 MILLS AVENUE, MORANBAH

EXECUTIVE SUMMARY

This report requests Council consideration of a request by Economic Development Queensland (EDQ) for a discount or waiver of infrastructure charges for a development application for a material change of use for a Multiple Dwelling comprising 16 dwelling units at 121 Mills Avenue Moranbah (MCU20/0021) described as Lot 13 on SP301946.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves a 50% discount of infrastructure charges associated with a development application for a Multiple Dwelling (16 dwelling units) at 121 Mills Avenue, Moranbah (MCU20/0021) described as Lot 13 on SP301946 on the grounds that:**
 - i. the project is intended to deliver permanent affordable housing for low to middle income families in Moranbah;**
 - ii. the project will likely be delivered in partnership with a local community housing provider;**
 - iii. reduction in the project cost base will make securing funding for the project easier;**
 - iv. affordable housing is a vital community resource which has proved essential to maintain a non-mining related workforce during times of increased mining activity, and;**
 - v. the project will support local construction trades and associated retail trade employment.**

BACKGROUND

On 24 September 2020, Council received correspondence from Economic Development Queensland (EDQ) seeking an unspecified discount or waiver of the infrastructure charges associated with the above project. Refer to correspondence at Attachment 1.

Economic Development Queensland (EDQ) Request

EDQ is a state government agency that combines property development with specialist planning functions to achieve its vision - Creating places and investment opportunities for Queenslanders to prosper.

On 24 September 2020, EDQ lodged a development application for a material change of use for a Multiple Dwelling comprising 16 dwelling units at the corner of Mills Avenue and Arkana Terrace, Moranbah. This application attracted a development application processing fee of \$21,293 and is currently being assessed in accordance with the requirements of the *Economic Development Act 2012*. The application is code assessable and will be decided under delegation by the Director, Planning Environment and Community Services (DPECS). A preliminary assessment indicates general compliance with relevant planning instruments and a high-quality residential development on a prominent site in Moranbah. The development contains a mix of one, two and three bedroom units with covered carparking and significant landscaping.

EDQ advises that it is intended that these dwellings will be developed for affordable housing in Moranbah and that the total estimated cost of the project is approximately \$6.5 million. EDQ submits that there is a shortage of affordable housing, particularly for key workers, not engaged in the mining industry, who provide essential community services such as childcare workers, supermarket and other retail staff.

EDQ provides the following reasons in support of its request:

- The project will potentially be delivered in partnership with a community housing provider and any ability to reduce the cost base will increase the likelihood of the project being delivered;
- The proposed development will cost approximately \$6.5 million with the majority of the construction related investment supporting local construction and trade jobs;
- EDQ is seeking funding via mining group contributions and other grants to deliver the project so any support to reduce the cost base will assist in a greater likelihood of the project being funded;
- EDQ understands that Council has previously supported other affordable housing projects in the Isaac community via the discounting of infrastructure charges; and
- Affordable housing is a vital community resource that has proved essential to maintain a non-mining related workforce in previous mining booms.

Infrastructure Charges Resolution

The site where EDQ is seeking a discount or waiver of infrastructure charges is in the Moranbah Priority Development Area (PDA). Part 4 of the Moranbah Urban Development Area Development Scheme 2011 provides that infrastructure charges are payable for applicable development in accordance with Council's applicable infrastructure charging document. The relevant document is Council's Adopted Infrastructure Charges Resolution (No.2) 2018.

Previous Infrastructure Charges Subsidies

In July 2011, Council adopted the Infrastructure Contributions Subsidisation Policy which provided a subsidy of development contributions to encourage the construction of 3-bedroom dwellings. The policy provided decreasing incentives each year from 2011 until its expiry in 2015. The subsidy was available to all applicants.

Since the expiry of the subsidisation policy, Council had not previously waived or discounted infrastructure charges for individuals or companies undertaking development in the region. However, Council at its meeting held on 24 June 2020 resolved to approve a 50% reduction of infrastructure charges for 7 dual occupancy and multiple dwelling developments proposed by the Isaac Affordable Housing Trust (IAHT) at Rosella Court,

Bushlark Drive and Raven Crescent in Moranbah. The financial impact of this decision is \$167,991.50 in foregone infrastructure charges revenue.

Infrastructure charges are calculated having regard to the likely future demand that particular development will put on existing infrastructure networks. Not charging for the additional demand within the network means that network augmentation and upgrading works will need to be funded in another way. It should be noted that Council is not legally obligated to transfer funds into trust accounts to cover the reduced or waived charges for the individual development but will need to be aware that infrastructure upgrades to cater for additional demand on the networks will still be required at some future stage.

The question is whether the positive development outcome of more affordable housing for low to middle income families within Moranbah justifies the subsidisation of this form of development by other Council revenue sources.

Analysis of financial costs

Assessment of the code assessable material change of use development application for the Multiple Dwelling will not be complex. Pre-lodgement discussions have been held with EDQ and its consultants and the proposed development is generally compliant with the *Moranbah Urban Development Area Development Scheme 2011* and the proposed new IRC Planning Scheme.

If the current development application is approved in its current form, the infrastructure charges payable for the development would be **\$311,695**. These funds are required to be expended on the upgrading and augmentation of the water supply, sewerage, stormwater, transport and park networks to accommodate the additional demand the residential development will place on these networks. A breakdown of the approximate revenue lost to each infrastructure network is as follows:

Infrastructure Network	\$ Full Waiver	\$ 50% Reduction
Water supply	\$70,440	\$35,220
Sewerage	\$70,440	\$35,220
Stormwater	\$67,019	\$33,510
Transport	\$95,695	\$47,848
Parks	\$8,001	\$4,000

EDQ has not provided information regarding the likely timing of the project so it is not clear in which financial year the requirement to pay the infrastructure charges (and the possible need to upgrade infrastructure networks) will materialise.

IMPLICATIONS

An estimate of the foregone infrastructure charges for the project is \$311,695 if a full waiver of charges is supported. A 50% discount, consistent with the concession provided to IAHT, would result in foregone infrastructure charges revenue of \$155,848.

If Council agrees to the EDQ request, there is some risk that other organisations will note Council's decision and seek similar concessions. It may be prudent for Council to provide reasons for granting any concession. It is suggested these reasons could be based on the urgent need for permanent residential accommodation

for low to middle income families in Moranbah, the not-for-profit status of EDQ, the likely use of a local community housing provider to undertake the project and to assist in the recovery from COVID-19.

CONSULTATION

Director Engineering and Infrastructure

Director Water and Waste

Manager Liveability and Sustainability

Manager Economy and Prosperity

Manager Financial Services

Commentary provided to the Liveability and Sustainability Department upon consultation on the request is summarised as follows:

- Infrastructure charges are collected to provide Council with the funds to upgrade existing infrastructure networks to accommodate the additional demands placed on the network. The asset custodians of the various infrastructure networks need to plan and fund upgrades to accommodate the additional demand on these networks. If Council is to approve a waiver or discount of the infrastructure charges, then alternative funding sources should be identified.
- Council has received a number of additional stimulus packages for roads which have had the effect of paying for some works that would have normally been funded from general revenue which partially mitigates the foregone revenue.
- Reasons should be provided to support the decision to avoid creating an undesirable precedent.
- A shortage of accommodation exists in Moranbah for low to middle income families not directly involved in the resources sector. Recruitment and retention of staff across all industries in the Isaac Region are reliant on Council and other prospective employers being able to access a stock of permanent housing that is fit for purpose.

BASIS FOR RECOMMENDATION

Other Recent Subsidies and Concessions

It is noted that Council recently resolved to reduce development application processing fees for commercial and industrial developments for eligible small and medium Isaac region enterprises to assist in the recovery from COVID-19.

Council at its meeting held on 24 June 2020 resolved to approve a 75% reduction in development application fees and a 50% reduction of infrastructure charges payable by IAHT for 7 residential development projects in Moranbah. The foregone revenue from this decision is approximately \$246,811.50.

Council has also approved reductions in processing fees payable in respect of a small industry development at Clermont and two telecommunications facilities elsewhere in the region.

If Council decides to support the request, the following could be advanced as reasons:

- The project is intended to deliver permanent affordable housing for low to middle income families in Moranbah

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

- The project will likely be delivered in partnership with a local community housing provider
- Reduction in the project cost base will make securing funding for the project easier
- Affordable housing is a vital community resource which has proved essential to maintain a non-mining related workforce during times of increased mining activity
- The project will support local construction trades and associated retail trade employment

ACTION ACCOUNTABILITY

Liveability and Sustainability Department to inform Economic Development Queensland of Council's decision.

KEY MESSAGES

Council recognises the need for sustainable investment in affordable housing for low to middle income families across the Isaac region.

Report prepared by: DAN WAGNER Manager Liveability and Sustainability Date: 27 October 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 28 October 2020
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ATTACHMENTS

- Attachment 1 – Incoming Correspondence from Economic Development Queensland

REFERENCE DOCUMENT

- Moranbah Urban Development Area Development Scheme 2011
- Council's Schedule of Fees and Charges 2020/2021
- IRC Adopted Infrastructure Charges Resolution (No.2) 2018



Department of
State Development,
Tourism and Innovation

Our ref: OUT20/5362

24 September 2020

Mr Gary Stevenson PSM
CEO
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744

ceo@isaac.qld.gov.au

Dear Mr Stevenson

Proposed 16 unit development - Mills Ave, Moranbah

Economic Development Queensland (EDQ) has recently submitted a material change of use (MCU) application for the development of 16 units on the corner of Mills Ave and Arkana Terrace, Moranbah.

It is intended that these units will be developed for affordable housing in Moranbah. EDQ understands there is a shortage of affordable housing, particularly for key workers who do not work within the mining industry but provide essential community services such as childcare workers and supermarket and retail staff.

Total costs for the project are forecast at circa \$6.5 million, with the majority of this cost being construction related which would go directly to supporting local construction and trade jobs.

As the project will potentially be delivered in partnership with a community housing provider, any ability to reduce the cost base of the project will increase the likelihood of the project being delivered.

EDQ understands that Council has previously supported other affordable housing projects in the Isaac community via discounting of infrastructure charges.

I am writing to seek Council's support for a waiver or discount to the council infrastructure charges attributable to the development application.

Economic Development Queensland
GPO Box 2202
Brisbane Queensland 4001 Australia
Website www.edq.qld.gov.au
ABN 76 590 288 697

Should you have further queries regarding our proposal, please contact Ms Bianca Harris, Acting Project Director, New Business, EDQ. Ms Harris can be contact on 3452 7788 or bianca.harris@dsdti.qld.gov.au

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jason Camden', with a stylized, cursive script.

Jason Camden
General Manager
Economic Development Queensland

MEETING DETAILS

**Planning Environment and Community Services Standing
Committee Meeting**
Tuesday 3 November 2020

AUTHOR

Dan Wagner

AUTHOR POSITION

Manager Liveability and Sustainability

5.7

2020-2021 REEF GUARDIAN COUNCILS ACTION PLAN

EXECUTIVE SUMMARY

This report seeks the committee's endorsement of the draft Isaac Regional Council 2020-2021 Reef Guardian Councils Action Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the Isaac Regional Council 2020-2021 Reef Guardian Council Action Plan.***
- 2. Authorise the Chief Executive Officer to issue correspondence to the Great Barrier Reef Marine Park Authority, notifying them of Council's decision.***

BACKGROUND

The Reef Guardian Council program showcases environmentally sustainable practices undertaken by councils in the Great Barrier Reef catchment. The program recognises the effective management and protection of the Reef requires a coordinated effort from industries, communities and all levels of government.

There are 18 councils between Bundaberg and Cooktown in the Reef Guardian Councils program undertaking a range of projects. This covers a 300,000 square kilometre area and a population of almost over one million people. Isaac Regional Council encompasses almost 14 per cent of the total Great Barrier Reef catchment area.

On 3 July 2020, Council executed a Memorandum of Understanding (MOU) with the Great Barrier Reef Marine Park Authority (GBRMPA), agreeing to a four-year commitment to the Reef Guardian Councils program.

As part of the MOU, council must adopt an action plan which addresses the following key threats to the Great Barrier Reef:

- Climate change
- Coastal development (including head water catchments)
- Land-based run-off
- Direct use
- Heritage values

Council will need to report to GRBMPA annually on its action plan.

In development of the action plan, the Liveability and Sustainability department has consulted across Council's directorates to understand current and committed activities which align to the reef threats recognised to the program.

IMPLICATIONS

It is not envisaged that any additional cost or policy implications will be incurred by undertaking the activities listed in the draft action plan. The activities listed are already budgeted and costed in Council's 2020-2021 Annual Operating Plan and departmental business plans.

The action plan generates a positive contribution to council's future policy work in the areas of environment, biodiversity and climate change.

CONSULTATION

Infrastructure, Parks and Recreation Department, Engineering and Infrastructure

Infrastructure Planning and Technical Services Department, Engineering and Infrastructure

Planning and Projects Department, Water and Waste

Operations and Maintenance Department, Water and Waste

Waste Services Department, Water and Waste

BASIS FOR RECOMMENDATION

Adoption of an action plan fulfils Council's commitment to the Reef Guardian Councils program.

ACTION ACCOUNTABILITY

Liveability and Sustainability Department to prepare correspondence for Chief Executive Officer approval, notifying GRBMPA of Council's decision.

KEY MESSAGES

Reef Guardians deliver projects to minimise threats to the Reef and educate others about what they can do to support a healthy and resilient Reef.

Reef Guardian Councils are taking a wide range of regulated, voluntary and innovative actions to address key Reef threats and help protect the Reef.

Reef Guardians are a community of schools, councils and fishers working together with partner organisations and community members across Queensland.

The Reef remains one of the best-managed marine ecosystems in the world and science is central to our management.

The Isaac Region encompasses nearly 14 per cent of the entire Great Barrier Reef catchment area.

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Report prepared by:

DAN WAGNER
Manager Liveability and Sustainability

Date: 27 October 2020

Report authorised by:

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

Date: 29 October 2020

ATTACHMENTS

- Attachment 1 – Draft 2020-2021 Reef Guardian Council Action Plan
- Attachment 2 – Matrix of Council-Wide Actions

REFERENCE DOCUMENT

- MOU – Reef Guardian Councils Program – ECM #4842669

Isaac Regional
Council

REEF GUARDIAN COUNCIL ACTION PLAN

ISAAC
REGION

HELPING TO ENERGISE THE WORLD


Australian Government
Great Barrier Reef
Marine Park Authority

reef
guardian
council 

Reef Guardian Council program

The Reef Guardian Council program (RGC program) is a collaborative stewardship arrangement between local government in the Great Barrier Reef catchment and the Authority, which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports.

The RGC program was first launched in 2007 and in 2020 has grown to include 18 member councils covering an area of 300 000 square kilometres and a population of more than one million people.

Whether Reef Guardian Councils and their communities are large or small, they are making continuous improvements to help the Reef.

Action plans

This Action Plan records the diversity of council actions and projects that contribute to Reef health. It aligns with Queensland and Australian Government objectives to improve the long-term outlook for the Reef.

Actions are scalable reflecting each council's financial and technical capacities. To be a member, councils with a population of less than 50,000 residents must commit to at least one action for each item (climate change, coastal development, land-based run-off, direct use, heritage values), while councils with greater than 50,000 residents must commit to at least three actions per item. Examples of actions are provided in Table 1 of the Reef Guardian Council program Terms of Reference, however the program empowers councils to drive change and deliver innovative solutions to help the Reef by identifying other actions beyond those provided.

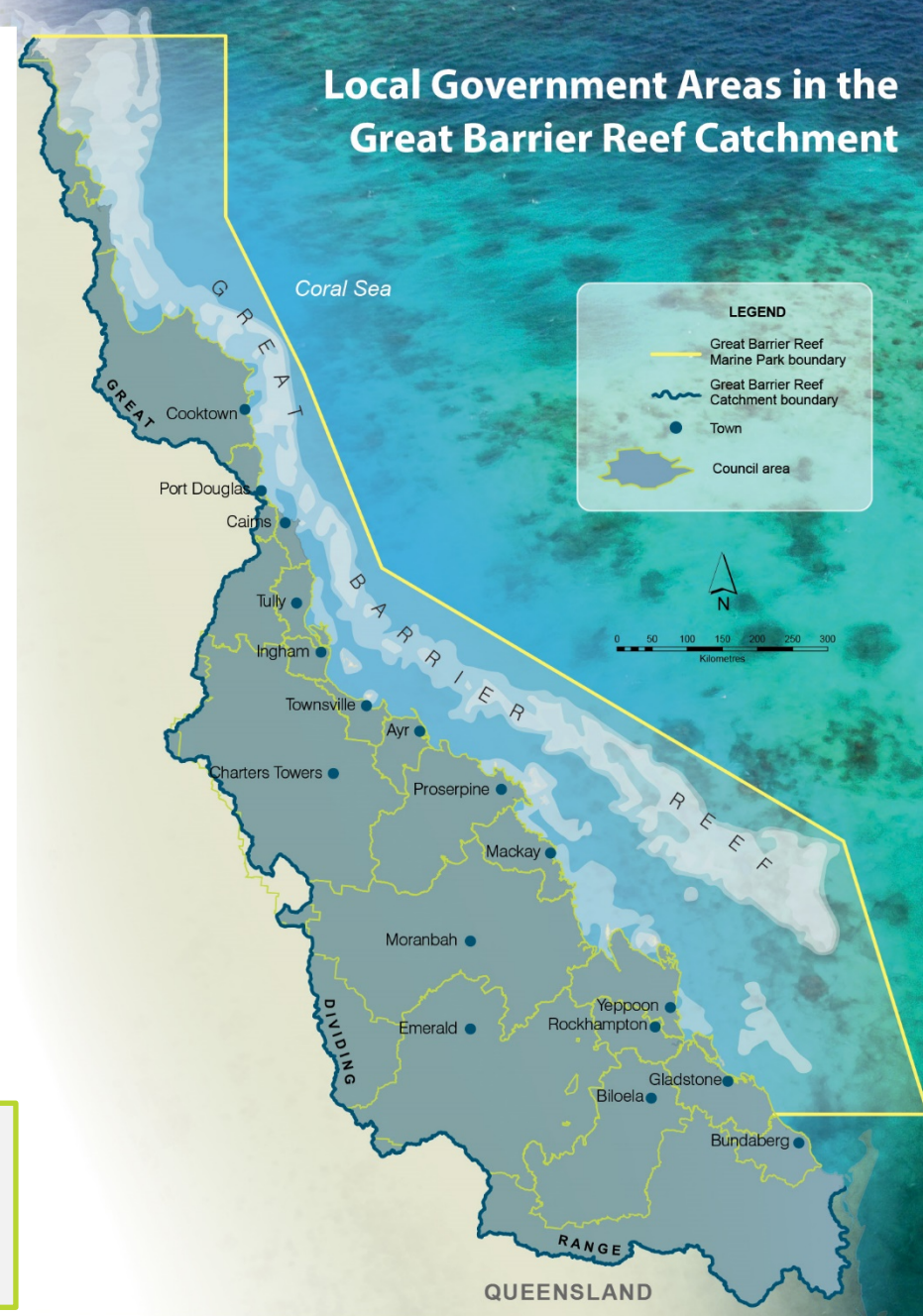
Endorsement

The council recognises the importance of the Reef Guardian partnership and values the contributions made by staff and the community 'working together today for a healthier Reef tomorrow'.

Period of Action Plan: July 2020 – June 2021

Endorsed: /..... /.....

Council signatory



Climate change

Action	Description	Financial/Resource Commitment	Partnerships	Responsible department/position	Project Status
Electronics recycling	Establishment of 'Mobile Muster' collection points at Council Community Hubs.	Council budget	Mobile Muster	Liveability & Sustainability	Commenced
QCoast2100 CHAS	Development of <i>Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy</i>	Grant funding / Council budget	LGAQ	Liveability & Sustainability	Phases 1-3 completed, phase 4 commenced
Climate Change Policy	Development of a council-wide climate change policy and action plan	Council budget	Nil	Planning, Environment & Community Services directorate	Project manager engagement commenced
Euro-6 emissions specification	Adoption of Euro-6 emissions specification for council's waste services fleet	Council budget	Cleanaway – Council's contracted service provider	Waste Services	In effect
Landfill capping	Installation of caps at the Dysart and Middlemount landfills	Council budget		Waste Services	Project commenced

Future projects wish list

Project Name	Description	Financial / Resource Requirements
Fleet efficiency and emissions review	Consideration of emissions and efficiency improvements for Council fleet policy framework	Budget impacts to be evaluated
Implementation of CHAS outcomes	Implementation of recommendations and actions outlined in <i>Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy</i>	Budget and policy impacts to be evaluated upon completion of the strategy
Implementation of Climate Change Policy	Commencement of activities outlined in forthcoming climate change policy and action plan.	Budget and policy impacts to be evaluated upon completion of the framework

Coastal development

Action	Description	Financial/Resource Commitment	Partnerships	Responsible department/position	Project Status
Waterway monitoring	Launch of waterway monitoring program in urban waterways	Council budget		Liveability & Sustainability	Initial testing completed at Hoods Lagoon, Clermont
Coastal development policy	Completion and implementation of the draft Isaac Region Planning Scheme to better regulate development in sensitive coastal environments	Council budget	Ethos Urban Cardno	Liveability & Sustainability	Planning scheme has been approved for adoption by the Queensland Government
Illegal dumping management	Development of illegal dumping management and community education framework	Council budget		Community Education & Compliance Waste Services	Framework endorsed by Council
Environmental Offsetting for Council works	Creation of high-quality offsets in response to revetment wall works at Marg's Park, St Lawrence	Council budget		Infrastructure, Parks & Recreation Liveability & Sustainability	Planning commenced
Erosion management of Council assets and lands	Installation of bollarding and regulation of camping areas at Carmila Beach Camping Reserve.	Council budget		Infrastructure, Parks & Recreation	Project completed and monitoring commenced to evaluate success
Roadside vegetation management	Development of a roadside vegetation management framework	Council budget		Infrastructure Planning & Technical Services	In development
Active transport enhancements	Delivery of cycle and footpath network improvements to enable active transport in the region's communities	Council budget		Infrastructure, Parks & Recreation	Planning finalized, for delivery in 20-21 FY.
Water usage monitoring	Implementation of MiWater Program to educate on residential water use	Council budget		Business Services, Water and Waste	Commenced
LG Sherlock	Investigation into LG Sherlock data capture initiatives	Council budget		Asset Management Waste Services	Commenced

Future projects wish list

Project Name	Description	Financial / Resource Requirements
Climate change policy	Undertake actions relating to coastal development and impacts on biodiversity value as outlined in Council's forthcoming climate change policy and action plan	Budget and policy impacts to be evaluated upon completion of the framework
Local Biodiversity Plan	Development of a local biodiversity plan to improve localized understanding of biodiversity values and threats	Project requires in-house project management and/or financial commitment to obtain relevant consultant expertise in delivery.

Land-based run-off

Action	Description	Financial/Resource Commitment	Partnerships	Responsible department/position	Project Status
Recycled water use	Use of recycled water on council parklands and recreation facilities	Council budget		Infrastructure, Parks & Recreation Operations & Maintenance - Water Services Liveability & Sustainability	Commenced
Development compliance	Establishment of Council's development compliance framework to monitor and address matters of pollution, sediment and nutrient runoff.	Council budget		Community Education & Compliance Liveability & Sustainability Bowen and Galilee Basin Operations	In development
Impact assessment of civil works	Environmental clearances and environmental management plans developed for major infrastructure projects	Council budget		Infrastructure, Parks & Recreation Liveability & Sustainability	In effect
Gravel pit management plans	Development of unique site-based management plans for gravel pits to manage environmental impacts	Council budget		Engineering & Infrastructure directorate	5 developed last year, 12 being developed this year
Landfill stormwater management	Investment in landfill stormwater management measures to manage contaminated runoff from landfill sites	Council budget		Waste Services	Planned capital works for 20-21 FY.
Dump point installation	Investment in dump point infrastructure to manage illegal dumping of effluent from recreation vehicles	Council budget		Water & Waste directorate Economy & Prosperity	Planned capital works for 20-21 FY.

Future projects wish list

Project Name	Description	Financial / Resource Requirements
Development compliance	Development of audit schedules for civil works activities to monitor pollution risks	Resource implications need to be evaluated prior to pursuing

Direct use

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible department/position	Project Status
Biosecurity Plan	Development and implementation of the Isaac Region Biosecurity Plan 2020-2024.	Council budget		Liveability & Sustainability	Plan has been adopted by Council. IRC-specific strategy in development for Council adoption
Invasive species management	Active control works for invasive species such as Hymenachne in the St. Lawrence Wetlands	Council budget		Liveability & Sustainability	Scoping has been undertaken to determine extent and management tactics
Wildlife monitoring	Support 'community science' initiatives to monitor dugong populations at Clairview	Council budget	Healthy Rivers to Reef Partnership	Liveability & Sustainability	Community materials in development for rollout prior to summer holiday season.

Future projects wish list

Project Name	Description	Financial / Resource Requirements
Invasive species management	Investigate additional opportunities for invasive species management in coastal environments	Resource impacts need to be evaluated prior to committing to new programs.
Wildlife monitoring	Investigate additional opportunities for wildlife monitoring in Isaac's coastal environment	Resource impacts need to be evaluated prior to committing to new programs.

Reef heritage and social values

Action	Description	Financial/Resource Commitment	Partnerships	Responsible department/position	Project Status
QCoast2100 CHAS	Coastal values community engagement program delivered for <i>Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy</i>	Grant funding / Council budget	LGAQ	Liveability & Sustainability	Coastal values workshops held in September 2020.
Reconciliation Action Plan	Development of a Council-wide reconciliation action plan to build and foster relationships with Traditional Owner groups.	Council budget		Planning, Environment & Community Services directorate	Project management engagement process commenced

Future projects wish list

Project Name	Description	Financial / Resource Requirements

2020-2021 Isaac Regional Council Reef Guardian Action Plan

Matrix of council-led activities managing priority reef risks

Risk Priority Areas	Planning Environment and Community Services	Engineering and Infrastructure	Water and Waste	Corporate Governance and Financial Services	Reef Guardian Council TOR model actions/projects
Climate Change	<ul style="list-style-type: none"> Mobile Muster collection points installed at Council Community Hubs QCoast2100 Coastal Hazard Adaption Strategy development and implementation Development of a Council-wide Climate Change policy framework 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Adoption of Euro-6 emissions specification for waste collection machinery Capping of Dysart and Middlemount Landfills 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Adopt a climate change policy and / or emissions reduction target Corporate emissions profile / reporting Increased renewable energy generation Buildings / facilities emissions reduction Fleet emissions reduction Landfill management emissions reduction Emissions offsets Climate Change adaptation / resilience planning Circular economy initiatives – innovative waste diversion and re-use Climate change mitigation and / or adaptation initiatives for the wider community
Coastal Development (including head water catchments)	<ul style="list-style-type: none"> Commencement of local waterway monitoring program – Hoods Lagoon, Clermont Development of new planning scheme which better regulates development impacts on sensitive coastlines Development of illegal dumping management and community education framework 	<ul style="list-style-type: none"> Coastal Environmental Offset for revetment wall at Marg's Park, St Lawrence Defining camping area at Carmila Beach through bollarding and camper registration Development of a Roadside Vegetation Management Strategy Delivery of cycle and footpath network improvements to enable active transport in the region's communities 	<ul style="list-style-type: none"> Development of MiWater Program to educate on residential water use 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Positive net environmental benefit development (e.g. vegetation offsets) No further loss of habitat connectivity Remove artificial barriers to water flow Manage acid sulphate soils Monitor water quality in urban waterways Mitigation measures for artificial light and noise pollution Offer water / energy saving incentives Install cycle / walkways to promote active transport options Waste and recycling initiatives / education program Adopt single-use plastic free policy for all council events and venues
Land Based Runoff	<ul style="list-style-type: none"> Increasing use of recycled water on public green spaces Establishment of Council's development compliance framework to monitor and 	<ul style="list-style-type: none"> Environmental Clearances and Environmental Management Plans for major infrastructure projects Development of unique site-based management plans 	<ul style="list-style-type: none"> Investment in landfill stormwater management measures to manage contaminated runoff from landfill sites 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Minimise the impact of discharge from council infrastructure Reduce land-based contribution to marine debris Council regulatory services investigate water pollution incidents

	address matters of pollution, sediment and nutrient runoff.	for gravel pits as they are used. 5 developed last year, 12 being developed this year.	<ul style="list-style-type: none"> Investment in dump point infrastructure to manage illegal dumping of wastewater from recreation vehicles 		<ul style="list-style-type: none"> Development approvals, Operational Works Permits do not authorise increased sediment runoff, nutrient and pesticide runoff Council capital and operational work programs do not increase sediment runoff, nutrient and pesticide runoff Monitor developments for compliance Council's road network is continuously improved to reduce sediment and nutrient runoff, and litter over time Public education program for water conservation and catchment awareness Support community marine debris clean-ups and source reduction workshops Water Sensitive Urban Design
Direct Use	<ul style="list-style-type: none"> Development and implementation of the Isaac Region Biosecurity Plan 2020-2024 Active control works for invasive species such as Hymenachne in the St. Lawrence Wetlands Support for a dugong monitoring program at Clairview 	<ul style="list-style-type: none"> New separation unit installed at St. Lawrence 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Identify, protect and promote important fish habitats Support/develop programs to promote sustainable recreational fishing activities in schools and the broader community Develop a Recreational Fishing Strategy Promote responsible boating and fishing practices Support the development of a voluntary code of conduct for recreational fishers Support fish surveys and community monitoring Support community and industry partnerships working to improve Reef health Support fish restocking programs Investigate opportunities to establish land-based fishing platforms Ensure new recreational fishing infrastructure is appropriately planned and prioritised
Reef heritage and social values	<ul style="list-style-type: none"> Completion of community values engagement associated with QCoast2100 CHAS project. Development of council-wide reconciliation action plan to strengthen our relationships with Traditional Owner groups. 				<ul style="list-style-type: none"> Identify, protect and manage: <ul style="list-style-type: none"> cultural heritage sites contemporary cultural heritage connections social and cultural (place) values aesthetic values that contribute to community pride in, and connection to, the Reef Install interpretative materials to celebrate and share cultural heritage information Integrate Traditional Owner knowledge and input into development assessment involving sea country (guidance can be found in the Authority's Traditional Owner Heritage Assessment Guideline)

					<ul style="list-style-type: none">• Integrate historic heritage considerations into development assessment involving Reef heritage values (guidance can be found in the Authority's Historic Heritage Assessment guidelines and Social Value Assessment Guidelines)• Support / develop programs to promote Traditional Owner heritage• Support Traditional Owner projects to improve Reef health and / or manage cultural Reef values• Support Traditional Owner social and economic outcomes through programs and partnerships• Undertake or support cultural heritage awareness / education / celebration programs – art, public appreciation, research in relation to the natural, social, economic and cultural systems• Valuing and maintaining historic and cultural information about the Reef
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MEETING DETAILS

Planning, Environment and Community Services
Standing Committee
Tuesday 8 October 2020

AUTHOR

Dan Wagner

AUTHOR POSITION

Manager Liveability and Sustainability

5.7

REQUEST FOR COUNCIL SUPPORT – PERMIT TO OCCUPY OVER LAND – LOT 1 ON CP858261, CLAIRVIEW

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of a request from an adjoining landowner (the Applicant) to the Department of Natural Resources, Mines and Energy for a Permit to Occupy over Lot 1 on CP858261.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Offers no objection should be made to the Applicant seeking a Permit to Occupy over Lot 1 on CP858261 from the Department of Natural Resources, Mines and Energy.***
- 2. Advises the Applicant that Council will not be making the application on the Applicant's behalf.***
- 3. Authorises correspondence to be issued under delegation to the Applicant notifying them of Council's decision and advising them of the requirements under the Land Act 1994 regarding requirements for Permit to Occupy approvals.***
- 4. Note that the Department of Natural Resources, Mines and Energy is required to undertake further consultation with Council on the request.***

BACKGROUND

On 15 September 2020, Council received correspondence (**CONFIDENTIAL - Attachment 1**) from the Applicant's Solicitors, representing the Applicant seeking Council's lodgement of a request to the Department of Natural Resources, Mines and Energy (DNRME) for a Permit to Occupy in favour of the Applicant over Lot 1 on CP858261, located at 2 Colonial Drive, Clairview (the subject site). Attached to the incoming correspondence was an email from the Department of Natural Resources, Mines and Energy outlining that "an adjoining owner could apply to Council for a Trustee Lease or with agreement from Council, could make application to the State for a permit to occupy over the Reserve."

The Applicant met with Planning, Environment and Community Services staff at a community engagement session for the coastal hazard adaptation strategy the day prior to lodgement of this request, to canvass support for the proposal. It is understood the Applicant previously engaged with representatives from the Engineering and Infrastructure Directorate on the matter.

The request does not contain any information about the Applicant's future use for the subject site, however it is understood that securing a Permit to Occupy from DNRME is an initial step in seeking long term tenure over the land.

Manager Liveability and Sustainability has sought views from across Council on the matter in preparation of this report.

Internal Council Consultation findings

Liveability & Sustainability Department



Figure 1: Lot 1 on CP858261 – 2 Colonial Drive, Clairview.

The subject site is held in trust by Council, and is reserved for Park and Recreation purposes. The subject site is located in the Open Space zone of the Broadsound Planning Scheme 2005, and the Recreation and Open Space zone of the draft Isaac Region Planning Scheme (v.0.7 as exhibited June 2020).

Land to the north of the subject site is owned by the Applicant and is operated as a caravan park. Land to the east of the site (Lot 17 on MC395) is owned by the Applicant and has no planning current planning approvals. The Applicant previously sought approval to develop a 1 into 8 rural subdivision over Lot 17 on MC395. This application was refused by Council and was subject to a discontinued appeal in 2015-2016. The subject site is bounded to the west by Colonial Drive, the North Coast Rail Line and the Bruce Highway.

The subject site is mapped as having high environmental conservation potential, with endangered regional ecosystems and habitat for endangered fauna listed as a matters of state environmental significance. The site contains regulated Category B Remanent Vegetation under the *Vegetation Management Act 1999*.

Council's recent work in developing a detailed coastal hazard study and preliminary stages of preparation of *Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy* (CHAS) indicate the site is subject to limited impacts of forecast storm tide inundation, and not subject to forecast erosion impacts.

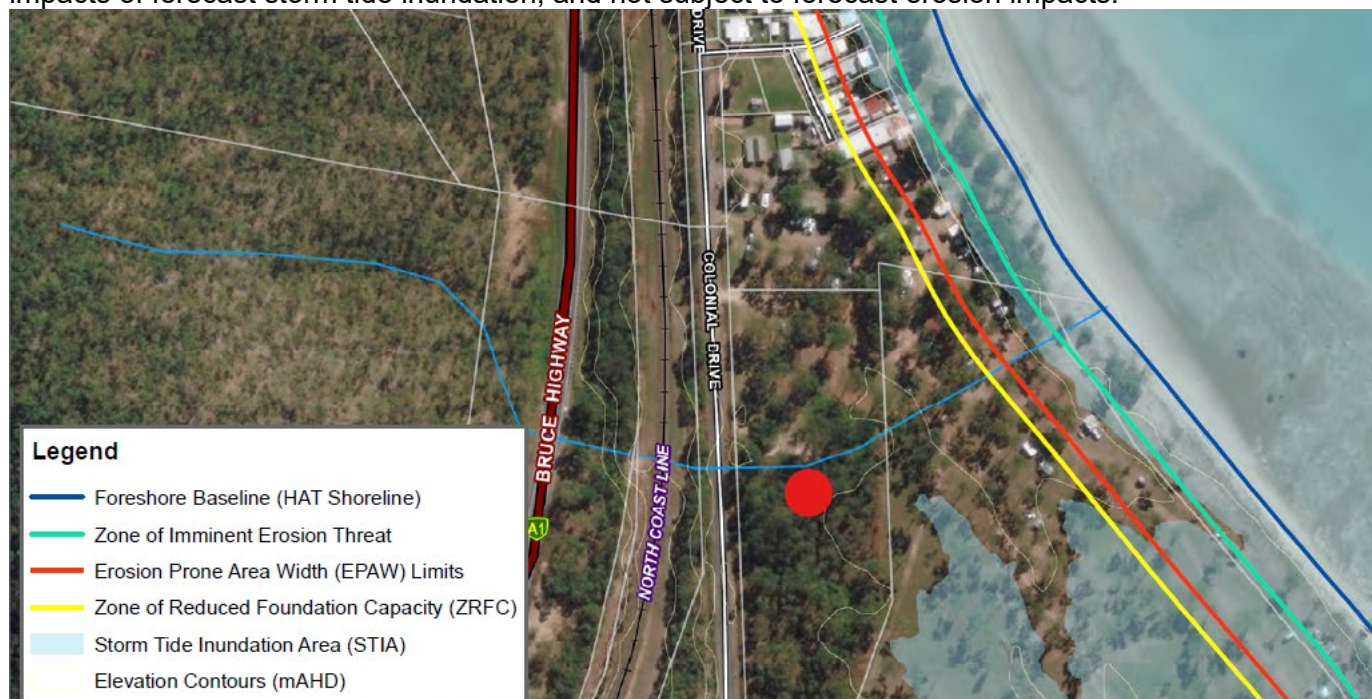


Figure 2: Forecast 2100 coastal hazard impacts – subject site marked with red dot

There are a number of community facilities and services located in Clairview, such as the community centre, playgrounds, and rural fire service shed that are subject to forecast storm tide inundation and/or erosion impacts. The CHAS will identify these assets as needing adaptation options to ensure continued infrastructure provision and service delivery generated by these assets.

Other Council Departments

Engagement with other areas of Council raised no objections to the proposal.

Land Act provisions

Under section 177 of the *Land Act 1994*, the Chief Executive of the Department of Natural Resources, Mines and Energy can issue such a Permit to Occupy over unallocated state land, reserve land or a road. If there is a trustee of reserve land, the Chief Executive must consult with the trustee.

Should a permit to occupy be issued over the land, section 177(4) of the *Land Act 1994* states “if the purpose of the permit is inconsistent with the purpose of the reserve, no improvements, other than boundary fences, are to be built by the permittee.”

Summary

Notwithstanding the matters raised by Council departments regarding State environmental matters and potential future needs for the site, the site is currently underutilised by Council. There may be merit in providing occupation rights to a third party to maintain the site and fulfil any biosecurity obligations.

IMPLICATIONS

Reserve land is held for public use and benefit, and entertaining use of the site for private purposes may generate negative community views who don't have access to such resources for private gain. Allowing for private interests to gain use rights now may generate implications for future public use of the site. Issuing a Permit to Occupy may give rise to a pressure from the proponent for exempt vegetation clearing to occur on the site.

No overriding need has been raised through internal consultation for surrender of the site due to costs or inability to manage the site effectively.

Notwithstanding the above, Council is required to be consulted during application processes with DNRME.

CONSULTATION

Views were sought from the following internal staff:

Manager Community Facilities

Manager Governance and Corporate Services, Corporate Governance and Financial Services Directorate

Manager Financial Services, Corporate Governance and Financial Services Directorate

Manager Planning and Projects, Water and Waste Directorate

Acting Manager Infrastructure, Parks and Recreation, Engineering and Infrastructure Directorate

Coordinator Parks and Recreation, Engineering and Infrastructure Directorate

Coordinator Infrastructure East, Engineering and Infrastructure Directorate

Program Leader – Land Use Planning, Liveability and Sustainability Department

Program Leader – Environment and Biodiversity, Liveability and Sustainability Department

BASIS FOR RECOMMENDATION

The risks associated with the approval of a Permit to Occupy over the land can be managed through the consultation processes with DNRME.

ACTION ACCOUNTABILITY

Director Planning, Environment and Community Services to prepare correspondence advising the proponent of Council's decision.

KEY MESSAGES

Reserve land is a public asset that should be maintained for public purposes.

=====

The site holds strategic community value in development of adaptation options in response to forecast coastal hazard impacts.

The site contains significant environmental values which may be compromised by allowing for private interests to use the site.

Report prepared by:

DAN WAGNER
Manager Liveability and Sustainability

Date: 29 October 2020

Report authorised by:

JEFF STEWART-HARRIS
**Director Planning Environment & Community
Services**

Date: 29 October 2020

ATTACHMENTS

- CONFIDENTIAL – Attachment 1 – Incoming request from the Applicant's Solicitors seeking Council's request to DNRME for a Permit to Occupy over Lot 1 CP858261

REFERENCE DOCUMENT

- Environmental and Vegetation Mapping Layers – Queensland Globe

THIS PAGE IS INTENTIONALLY BLANK DUE TO REMOVAL OF CONFIDENTIAL ITEMS

MEETING DETAILS

**Planning, Environment and Community Services Standing
Committee Meeting**
Tuesday 3 November 2020

AUTHOR

Jeff Stewart-Harris

AUTHOR POSITION

Director Planning, Environment and Community Services

6.1

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – NOVEMBER 2020

EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for November 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Note the Planning, Environment and Community Services Directorate Information Bulletin for November 2020.***

BACKGROUND

The attached Information Bulletin for November 2020 provides an operational update for Committee review on the Planning, Environment and Community Services Directorate.

IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

CONSULTATION

Planning, Environment and Community Services Directorate, Managers and Staff

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by:

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

Date: 28 October 2020

Report authorised by:

GARY STEVENSON PSM
Chief Executive Officer

Date: 28 October 2020

ATTACHMENTS

- Attachment 1 – Planning, Environment and Community Services Information Bulletin – November 2020

REFERENCE DOCUMENT

- Nil

DATE: November 2020

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

DIRECTORATE HIGHLIGHTS

COVID-19 Strategic Recovery Plan

Following Council's adoption of the Recovery Plan on 28 October 2020, recruitment is already underway for the two new positions to assist Managers in the Planning Environment and Community Services (PECS) Directorate deliver the plan.

PECS Delivery Programs

The FY2021 Annual Operational Plan, individual departmental Business Plans, Organisation Development Plan all established a significant workload of strategies, plans and investigations for the Directorate as a whole. These have been mapped into a single *Delivery Agenda* document for simple reference. Individual managers have now produced delivery programs for the delivery of these operational projects and activities in a similar manner to the overall capital program, to assist with planning engagements with the Executive Leadership Team (ELT) and Council as several of these items have a significant strategy or policy development aspect to them.

Manager Strategic and Business Development

Recruitment and selection have been completed for the vacant Manager Strategic and Business Development position (formerly held by Jess Bugeja) to assist in completing the Delivery Agenda described above. It is expected that the identity of the appointee will be advised at the PECS Standing Committee meeting. It is significant that of the twelve applications received for this position, three very credible internal applications were received and two of those internal applicants comprised the short list for interviews.

Initially the incumbent will deliver items that were included in Council's Annual Operational Plan but not funded through the frugal materials and services budget, focussing initially on the Policy work for First Nations Peoples and the development of the Reconciliation Action Plan, the review of the Customer Service strategy and Customer Charter, and the Climate Change Policy and Strategy, as well as a number of key priorities for the Director PECS' Office.

Organisational Culture Development

Ongoing cultural change work continues. During October, the Director has run a half-day session with the Community Engagement, Programs and Events team with segments on developing trust, developing psychological safety and the future work in participatory development work to be led through the Community Relations Officers and how it relates to the broader Council philosophy of leading social prosperity in conjunction with economic and regional development.

The quarterly engagement session with the PECS Operational Leadership Team, which comprises all supervisors, mentors and influencers, is scheduled for November 2020.

INFORMATION BULLETIN

PECS Capital Works 2020/2021

Complete/On Track



Monitor



Concern



10.85 Percent of Budget Spent - November
(Excluding Commitments)



\$3,998,121 of YTD Budget Remaining - November
(Excluding Commitments)

Carry Forward Budget \$1,264,799.00
\$3,219,732.00

Commitments
\$486,410.42

17.76 Percent of Budget Spent - November
(Including Commitments)



\$3,688,263 of YTD Budget Remaining - November
(Including Commitments)

Adopted Budget

Actual Expenditure



Remaining Budget \$3,688,263.37

Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
CLM - Theresa Creek Dam Septic Renewal	\$262,706	\$3000	\$1,400	\$258,306	Orange circle	Design finalised, minor delays in EA application, project progressing but delays from the state in approvals require key milestone dates to be reevaluated.
CLM - Spelling yards	\$353,523	\$266,930	\$32,032	\$54,560	Yellow circle	Yards and crossing completed, finalising some accounting issues
NBO - Showgrounds Amenities Block - W4Q	\$261,000	\$0.00	\$0.00	\$261,000	Green circle	Tender release imminent
CLM - Saleyard Renewal	\$165,000	\$0.00	\$0.00	\$165,000	Green circle	Project progressing to schedule
Corp - Tourism signs	\$40,000	\$0.00	\$12,794	\$27,206	Green circle	Project progressing to schedule. Waverly creek signage committed


INFORMATION BULLETIN

Corp – Emergent pool works	\$123,800	\$0	\$11,3113	\$10,753		Project awarded; Installation planned for week ending November 1 2020
CLM - Swimming Pool Disability Access	\$25,000	\$0	\$0	\$25,000		Project awarded, commitment to be raised, installation date TBC
NBO – Aquatic Centre Plant and Infrastructure	\$440,000	\$0	\$0	\$440,000		Project progressing slightly behind schedule. Initial concept of fibreglass inserts deemed unsuitable, saltwater option still viable. Implementation schedule for construction under review to minimise operational disruptions.
Corp - Equipotential Bonding	\$100,000	\$0	\$0	\$100,000		Project progressing to schedule. RFQ for design completed and issue date imminent.
CLM - Clermont Aquatic Centre Amenities	\$95,000	\$0	\$0	\$95,000		Project re-scheduled to later in financial year to ensure minimal disruption to pool operations.
STL - Cemetery Shade and Memorial Wall - W4Q	\$74,894	\$1,560	\$0	\$73,334		Project progressing ahead of schedule, design complete, RFQ Complete, Construction schedule altered to ensure completion in Early 2021
Corp - IRC Swimming Pools	\$250,000	\$37,881	\$15,106	\$197,011		Program developed, final projects to be consolidated.
Corp - Hub development	\$25,000	\$0	\$0	\$25,000		Nebo Community Hub design awarded and nearing completion. Nebo hub construction planned for early 2021

INFORMATION BULLETIN

Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
DYS Pool Mech/Elec/Filtr er	\$132,538	\$6,515	\$6,609	\$119,412		Pump work completed. RFQ for shade structure is out and closes on 30.10.2020. Pool shade award is imminent.
MBH - Community Centre Construction Ready Design	\$200,000	\$0	\$0	\$200,000		Currently readvertised with multiple parties responding to RFQ.
MBH - Pool Water Park Refurbishment	\$65,000	\$0	\$0	\$65,000		Project currently on Hold for scope assessment.
GLN - Aquatic Centre Foot Valve Replacement	\$15,000	\$0	\$11,447	\$3,552		Project awarded
CLM - Aquatic Centre Dive Block Remediation	\$125,000	\$2,709	\$2,819	\$119,471		GHD provided the solution and drawings. Modified dive blocks to return without backstroke bars - variances to design caused impact of hand and edge of platform / pool.
Corp - Community Centre Facilities Works	\$150,000	\$0	\$0	\$150,000		Works program being formulated.
Coastal - Hall Painting and Miscellaneous Repairs – W4Q	\$97,000	\$0	\$0	\$97,000		RFQ released. Scope under revision.
DYS - Rec Centre Cladding	\$85,000	\$0	\$0	\$85,000		Single response to RFQ above budget, post tender negotiations underway.

INFORMATION BULLETIN

MMT- Hall Structural Renewal	\$213,789	\$11,558	\$23,050	\$179,180		Project progressing to schedule, BCA/DDA investigations nearing completion.
DYS Civic Centre - W4Q	\$249,493	\$93,457	\$39,808	\$116,227		Project progressing to schedule, BCA/DDA investigations nearing completion.
GLN Recreation Centre / Nebo Community Hub - W4Q	\$293,594	\$11,495	\$24,700	\$257,398		Variation request approved, Nebo Community Hub Planning underway
CLM - Civic Centre	\$437,537	\$22,739	\$31,300	\$383,533		Investigations undertaken during air-con design have identified power supply issue to the centre meaning Ergon main feed upgrade will be required. Alternative investigation underway.
MBH - Dog Pound Renewal	\$115,300	\$0	\$0	\$115,300		Construction commenced on 26 October. Variations above budget approved and will be reconciled in BR2
CLM - Historical Centre Flood Mitigation	\$66,339	\$0	\$0	\$66,339		Project awarded and construction scheduled for week ending November 8, 2020
CLM - Netball toilet replacement	\$315,000	\$0	\$0	\$315,000		Tender release imminent
MBH - AFL Lighting	\$370,000	\$0	\$0	\$370,000		Design underway and nearing completion.

INFORMATION BULLETIN

PECS Remaining Capital Delivery Program

Black - as per original plan

Green – project moved forward

Red – project pushed back

Project	Procurement	Construction	Completion	Comment
CLM - Theresa Creek Dam Septic Renewal	30 Nov	19 April	31 May	Still to program
CLM – Spelling yards	14 Sep	30 Sep	30 Oct	Complete
NBO - Showgrounds Amenities Block – W4Q	10 Nov	15 Feb	02 March	Procurement moved forward from Q3 to Q2
CLM - Saleyard Renewal	30 Nov	15 March	31 March	Procurement brought forward due to “No tender December”
Corp – Tourism signs	15 Jan	26 Feb	30 March	Initial stages of project brought forward to Q2
Corp – Emergent pool works	31 July	2 Nov	15 Nov	Dates pushed out 2 weeks due to heat pump availability
CLM - Swimming Pool Disability Access	30 Nov	31 Jan	31 March	Project pushed back 6 weeks to allow for completion of design
NBO – Aquatic Centre Plant and Infrastructure	26 Feb	23 April	30 April	Still to program
Corp - Equipotential Bonding	12 Jan	12 March	30 March	Still to program
CLM - Clermont Aquatic Centre Amenities	25 Jan	25 March	31 March	Still to program
STL - Cemetery Shade and Memorial Wall - W4Q	1 Nov	1 Jan	20 Feb	Still to program
Corp - IRC Swimming Pools	19 April	31 May	29 Jun	Final program being finalised
DYS Pool Mech/Elec/Filter	2 Feb	26 Feb	30 March	Still to program
MBH - Community Centre Construction Ready Design	15 Oct	31 Dec	31 Jan	Re-tendered
MBH - Pool Water Park Refurbishment	27 Nov	31 March	29 April	Program and scope to be finalised

INFORMATION BULLETIN

GLN - Aquatic Centre Foot Valve Replacement	4 Dec	18 Dec	31 Dec	Still to program
CLM - Aquatic Centre Dive Block Remediation	31 Dec	15 March	15 April	Project pushed back 6 weeks to allow for completion of design
Corp - Community Centre Facilities Works	19 April	31 May	29 June	Program and scope to be finalised
Coastal - Hall Painting and Miscellaneous Repairs	11 Nov	27 Jan	26 Feb	Still to program
DYS - Rec Centre Cladding	30 Sep	31 Dec	31 Jan	Still to program
MMT- Hall Structural Renewal	1 Feb	19 March	2 April	Still to program
DYS Civic Centre - W4Q	1 Feb	19 March	2 April	Still to program
GLN Recreation Centre - W4Q	1 Feb	19 March	2 April	Project change
CLM - Civic Centre	1 Feb	19 March	2 April	Still to program
MBH - Dog Pound Renewal	15 Sep	30 Nov	31 Dec	Still to program
CLM - Historical Centre Flood Mitigation	7 Oct	18 Dec	28 Jan	Still to program
Corp - Hub development	10 Sep	30 Oct	30 Nov	Still to program
CLM - Netball toilet replacement	10 Nov	15 Feb	02 March	Procurement moved forward from Q3 to Q2
MBH - AFL Lighting	31 Dec	2 April	30 April	Still to program

LIVEABILITY & SUSTAINABILITY

PREVIOUS MONTH'S ACHIEVEMENTS

Land Use Planning

Development Assessment Activity	Number
Development application received (MCU / ROL / OPW)	3
Building works siting concessions received	1
Survey plans received for endorsement	0
Decided developments applications (MCU / ROL / OPW)	2
Decided building works siting concessions	1
Decided survey plans	1

Prelodgement Meetings

Nil

New Planning Scheme

Council has received Ministerial approval to adopt the draft Isaac Region Planning Scheme, subject to a couple of minor conditions relating to updates of state mapping layers and improved clarity of erosion impact areas on the Coast. The Liveability and Sustainability Department is currently undertaking these changes in consultation with the local office of Queensland Treasury.

Once Ministerial approval has been granted for the draft Local Government Infrastructure Plan, the document will be combined and presented to Council for adoption and gazettal of a commencement date.

Infrastructure Charging Framework and Local Government Infrastructure Plan

Ministerial approval is pending on the draft Local Government Infrastructure Plan, however, State Government caretaker conventions commence on Tuesday 6 October 2020 and it is unlikely a decision will be received prior to the caretaker period commencing. On this basis, a decision is likely to be received by Council in late-November 2020.

Land Development Advisory Committee Outcomes

Department is a lead contributor to the proposed incentivisation framework for Grosvenor Estate.

Coastal Hazard Adaptation Strategy

Phase 3 of Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy endorsed by Council at its September 2020 Ordinary meeting.

Public consultation sessions were held in St Lawrence, Carmila, Flaggy Rock, Greenhill and Clairview from 11-14 September, with approximately 35 attendees across all sessions.

Feedback from surveys and the engagement sessions has been collated and will be used to inform Phase 4 of the project – Asset and Value Identification, and risk analysis.

Social Planning

Preparation of a social sustainability white paper is currently underway to inform decision making on an Isaac Regional Council Environmental Impact/Social Impact assessment framework, policy positions and subsequent social infrastructure plan. Anticipated release for staff consultation in early November 2020.

Environment and Biodiversity

Flying fox roost monitoring is currently underway, with roosts observed at Centenary Park, Clermont and Koala Terrace, Moranbah.

Vegetation management has commenced around the Centenary Park roost site, observing Department of Environment and Science limits surrounding extent of vegetation removal in a 12 month period.

Dust sampling activities are continuing at Utah Drive and Cunningham Way, Moranbah, with a reference sample collector at the Clermont Council offices. Delays in release of test results have been sustained as a result of COVID-19 and staff availability within Department of Environment and Science. DES have committed to a community engagement program in Moranbah to discuss issues surrounding dust impacts of mine sites.

Land Management

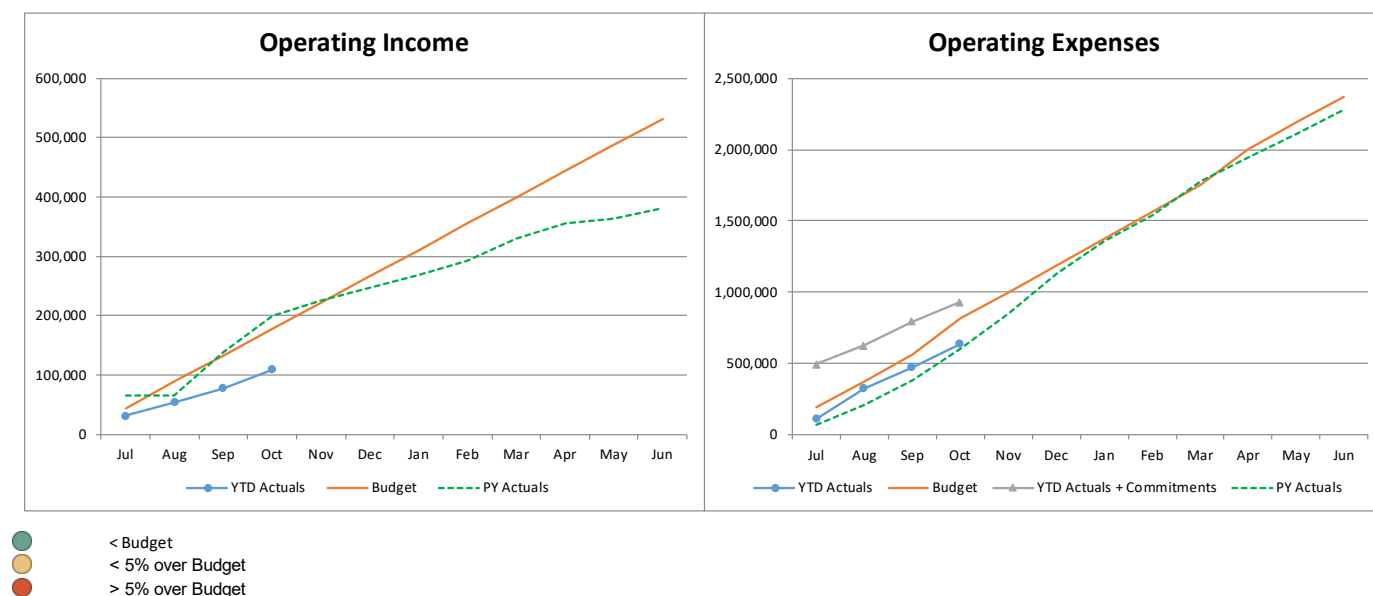
Weed management activities being scoped for the St Lawrence Wetlands.

EMERGING ISSUES

Resourcing implications being sustained as a result of ongoing DA workload, development compliance, critical points in development of strategic and system improvement activities

FINANCIAL REPORT

Operational Result From Period 1 - 4, 2021 Liveability & Sustainability



DEVIATION FROM BUDGET AND POLICY

Legal expense commitments associated with ongoing appeals have leading to exceedance of budget.

NEXT MONTH'S PROGRAM

Assessment of development application and provision of development advice in response to customer enquiries.

Pre-lodgement meetings.

Supporting State approvals process for adoption of the draft LGIP.

Commencement of preparations for adoption of the planning scheme and LGIP package – including DA processing system improvements and review of Council's fees and charges for development applications.

Phase 4 of the Coastal Hazard Adaptation Strategy, including internal engagement with asset custodians around risks and forecast impacts of coastal hazards.

Flying fox SoMI review and preparations for 2020/21 migration season.

Environmental and Social Impact Assessment processes, including the Clermont Mine Closure project.

Corporate sustainability investigations.

Environmental monitoring program – including follow-up on dust data outputs from Department of Environment and Science.

Social infrastructure strategy project planning.

ENGAGED COMMUNITIES

PREVIOUS MONTH'S ACHIEVEMENTS

Community Hubs

Isaac Libraries – monthly reporting as at 30 September 2020

New Memberships	53 new residents joined the libraries in September 2020 2 residents joined online in September 2020	233 residents joined the libraries in FY2020/21 Of the 232 residents, 19 joined online in FY2020/21 1 institution joined the libraries in FY2020/21
Building communities through engagement	4,122 people visited the libraries September 2020 Decrease of 9% foot traffic month-on-month	12,965 people visited the libraries for FY2020/21 On average, 4,322 people visited the library network each month
Building communities through value	6,022 items being borrowed in September 2020 2,523 (42%) of those items were online collections	Total of 17,817 issues in FY2020/21 Of the 17,817 issues, 7,378 were online collections. This equates to 41%
Building communities through value	Collection Utilisation Rate for FY2020/21 Moranbah 4 items Nebo 4 items Glenden 3 items St Lawrence 2 items Middlemount 4 items Dysart 3 items Clermont 4 items Carmila 5 items	Patron on average borrowed seven items at any one point/ On average, each issue at Carmila library, the patrons borrowed 5 items On average, each issue at the Moranbah, Nebo, Middlemount and Clermont patrons borrowed 4 items On average, each issue at Glenden and Dysart libraries, the patrons borrowed 3 items St Lawrence patrons borrowed 2 items on average for each issue
Building communities through value	Service 615 residents used the public PCs in September 2020 42 more than the previous month Usage Residents spent 399.26 hours on the public PCs in September 2020 10.4% increase in hours month-on-month On average, the customer used the public computer for 39 mins per booking in September 2020	Service 1,760 residents utilized the public PCs in FY2020/21 Usage Residents expended 1,094.60 hours on the public PCs in FY2020/21 On average, the customer used the public computer for 37 mins per booking in FY2020/21
Your hub is a focal point where the Isaac communities come to learn, to play, to discover and to seek information	20 activities were delivered in September @ Libraries 111 residents benefited from these activities	74 activities were delivered by your Library Team in FY2020/21 892 residents benefited from the 74 activities in FY2020/21

Your hubs are more than bricks and mortar... Building communities through value	8 visits were undertaken to schools, kindergartens and childcare centres in September 51 residents benefited from the September visits.	Your Library Team visited 44 schools, kindergartens and childcare centres in FY2020/21 725 residents benefited from these visits in FY2020/21
Partnerships	8 activities were delivered jointly with community and other organisations in September	47 activities were delivered in FY2020/21
Reference and Information Service	950 Reference and Information Service were provided in September 2020 26% increase in request for reference and information service month-on-month	2,542 Reference and Information Service were provided in FY2020/21 On average, your Library Team handled 847 reference and information services per month across the network
Building communities through value	53.50 hours invested in conducting and undertaking activities in September	146 hours were expended in the delivery of activities in FY2020/21

Library Wifi

Council offers free public wifi to the residents in the libraries and surrounding areas. This service is available to the residents from 7am to 7pm daily. In September, there were 70 connections to the wifi network. Of the 70 visitors, 53 were unique visitors (not repeat log-ins). Average visit duration is 1 hours 27 minutes.

2 more visits compared to August 2020.

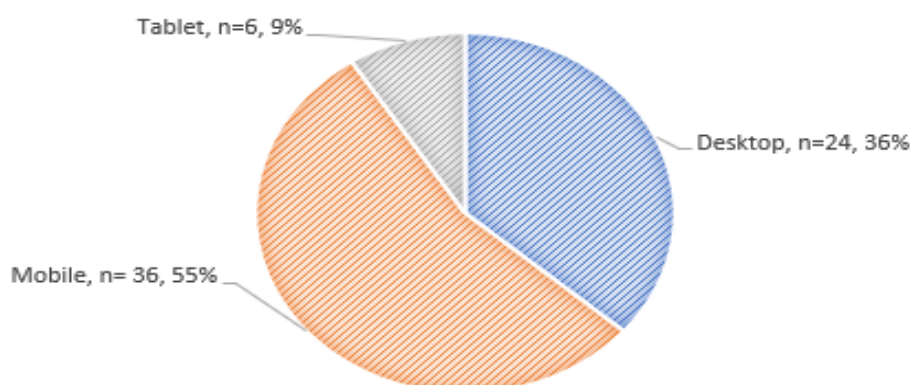


Access via Device Types

55% (36) of the visitors used mobile phones to access WIFI. 24 (36%) people used desktop and 6 persons (9%) used tablets to access the wifi network. A significant increase of people using laptops or tablets to access wifi.

Sum of Value

ACCESS VIA DEVICE TYPE FOR SEPTEMBER 2020



Isaac Museums

Clermont Historical Centre	300 people visited the Clermont Historical Centre in September 2020 31% decrease in foot traffic month-on-month	823 people visited the Centre in FY2020/21
Nebo Museum	47 persons visited the Nebo Museum in September 2020 18% increase in foot traffic month-on-month	115 people visited the Museum in FY2020/21
Volunteering	Total Volunteer Hour for September 2020 is 93	Our communities invested 203 hours in our Clermont Information Centre in FY2020/21
Visitor information	329 tourists visited the Clermont Visitor Information Centre 18% decrease in visitor month-on-month	944 visitors utilized the Clermont Visitor Information Service in FY2020/21

Customer Service

The team reverted to NEC desktop contact centre system on the 21 September 2020 (meaning team no longer using the virtual/cloud-based system). Please note, two different ways the data was being collated.

Call Volume	2,262 calls received in September 2020 Almost a 17% increase in call volume month on month	5,901 calls received in FY2020/21 An average of 1,967 calls per month
Abandoned Calls	34 (2%) calls were abandoned in September 2020 2 less calls being abandoned month-on month	101 (2%) calls were abandoned in FY2020/21
Calls Transferred	152 calls were transferred in September 2020	182 (3%) calls were transferred in FY2020/21
Customer Requests	593 CRs were created in September 2020 358 (60%) CRs were completed in September 2020	1,681 CRs were created in FY2020/21 1,052 (63%) CRs were completed in FY2020/21

INFORMATION BULLETIN

Call Responsiveness	From 1 September to 20 September 87.1% of 1,391 calls received were answered within 20 seconds. A decrease in grade of services. Frontline Officers took an average of 5 minutes to close out telephone-based contact	On average, 88% of the calls were answered in 20 seconds in FY2020/21
Transactions	2,384 transactions were completed in September 2020 8.8% increase month-on-month	5,191 transactions were completed in FY2020/21 On average, 2,596 transactions were undertaken each month

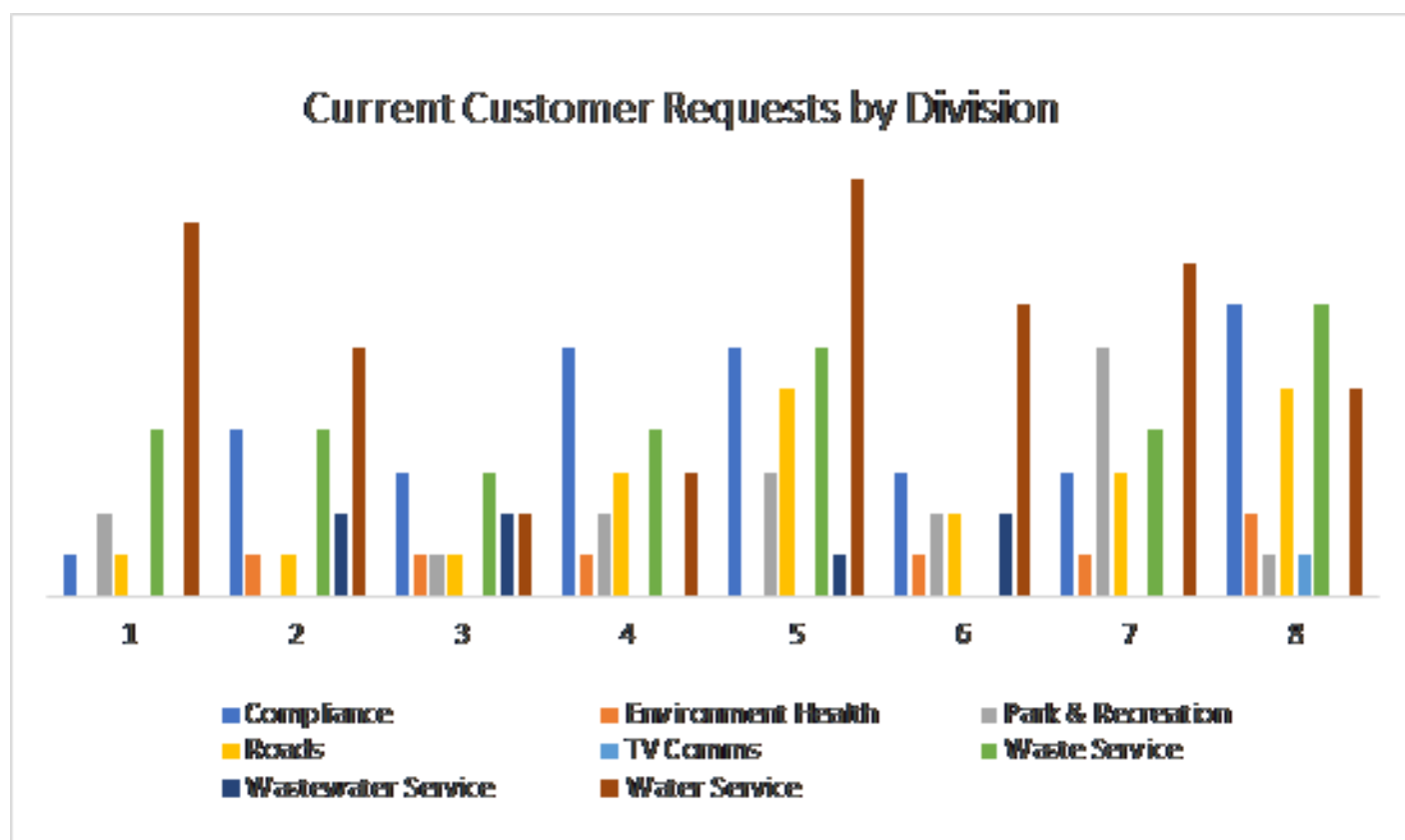


Total Customer Requests created in September

Classifications	Number of Requests
Building	6
Community Facilities	10
Compliance	96
Environmental Diversity	7
Environmental Health	15
Facilities	45
Park and Recreation	32
Roads	63
TV Comms	2
Waste Services	80
Wastewater Services	14
Water Services	223

Number of **Current** Customer Requests by Division

Division	D1	D2	D3	D4	D5	D6	D7	D8	Total
Compliance	1	4	3	6	6	3	3	7	33
Environment Health		1	1	1		1	1	2	7
Park & Recreation	2		1	2	3	2	6	1	17
Roads	1	1	1	3	5	2	3	5	21
TV Comms								1	1
Waste Service	4	4	3	4	6		4	7	32
Wastewater Service		2	2		1	2			7
Water Service	9	6	2	3	10	7	8	5	50
Total	17	18	13	19	31	17	25	28	168



Community Engagement, Programs and Events

- Pop-Ups @ The Park continue to be popular with under-5s and their families. 71 participants attended the Moranbah Pop-Up on Friday 16 October, making this our largest Pop-Up to date.
- The My Community Directory Roadshow visited St Lawrence, Middlesbrough, Glenden, Nebo, Moranbah, Dysart and Clermont in the week beginning 12 October. The informational events have seen a sharp increase in listings on the platform, with over 250 services, groups and organisations now listed.
- NAIDOC celebrations have been hosted in Dysart, Moranbah and Middlesbrough.

- The Rural Women Connect events were delivered in Ilbilbie at St Lawrence.
- The Dive in for Mental Health event was hosted in St Lawrence. This event also officially opened the St Lawrence Pool.
- The Nebo Bush Poet's Smoko was a successful event with 40 attendees and 8 poets participating.
- Entries continue to come in from across the region for Dig It Isaac. Winners will be announced on Friday 6 November.
- The Children's Programs Officer and Community Program's Assistant visited Valkyrie and Coppabella State Schools for Book Week.
- An e-Smart Schools' session was delivered to students at Clarke Creek State School.
- Regular First5Forever programming has resumed in libraries.
- The Community Relations Officers and PECS Managers completed the final phase of the IAP2 Certificate in Engagement.
- The Youth Unmet Needs study is in early stages. Greater Whitsunday Communities (formerly RSDC) are working with the Acting Youth Officer to map services in the region and identify key stakeholders.
- Updated Christmas Tree decorations have been purchased for St Lawrence, Nebo and Dysart.

EMERGING ISSUES

Community Hubs

- Nebo Community Hub: Detailed design planning is progressing on our first integrated Community Hub at Nebo. This will involve a reconfiguration of the library and parts of the admin building to create a consolidated frontline service hub. Mark Davey, Capital Program Manager, is leading the delivery of this project. We will be going out to community for consultation in the near future. We are also beginning to pipeline the balance of Hub projects across our communities.
- Virtual Contact Centre: Whilst we rolled back to the desktop phone system in late September, we still have Premier Contact Point in care and maintenance mode in the event we need to switch back. In the meantime, we are exploring upgrades to the existing phone system which will both integrate fully with the NEC phone system and also offer the ability to manage phone contact remotely.
- CRM project: We are working with the Systems team in ICT to progress a full implementation of CRM across all our business areas to streamline the management of customer requests. This will be implemented on a department by department basis over the coming months.

Community Engagement, Programs and Events

- In conjunction with State Library Queensland, the Program's team are developing an Isaac-specific Minecraft challenge with a view to roll out in late Nov-early Dec. This will initially be for Games Week, but if demand is high there is potential for continuation.
- Discussions were held with the Moranbah Freemasons regarding the resumption of the monthly Moranbah Markets. It is looking likely that they will return in November, following written advice from Queensland Health that regularly scheduled markets (not exclusive to fresh food markets) are not considered to be a restricted business, activity or undertaking and therefore are not subject to event checklists or the need to contact trace (social distancing rules still apply).
- Oasis Life Church have opted to not host their annual Moranbah Christmas Carols in any form. The Moranbah Santa run will also not go ahead as usual, with a lolly drop being conducted in its place.
- COVIDSafe requirements continue to add pressure to both Council and community groups in relation to event planning and delivery. The added requirements come at both a financial and time cost.
- The Jamie Oliver Ministry of Food online course was rescheduled due to low interest. The move to November delivery has seen a large increase in participants.

- Planning has commenced to acknowledge the exhumation of a time capsule in Moranbah, scheduled to be opened on 9 December 2020.
- There will be minimal Councillor attendance at most school events due to their internal COVID compliance requirements.
- A number of booked touring exhibitions scheduled to be displayed in the Coalface Art Gallery in early 2021 have cancelled or postponed as a result of COVID. Alternative exhibitions are currently being sourced.
- The Queensland Music Festival is changing their operating model and may not have capacity to deliver an Isaac-based event in 2021 as planned. Further discussions will take place to determine future options.

NEXT MONTH'S PROGRAM

Community Hubs

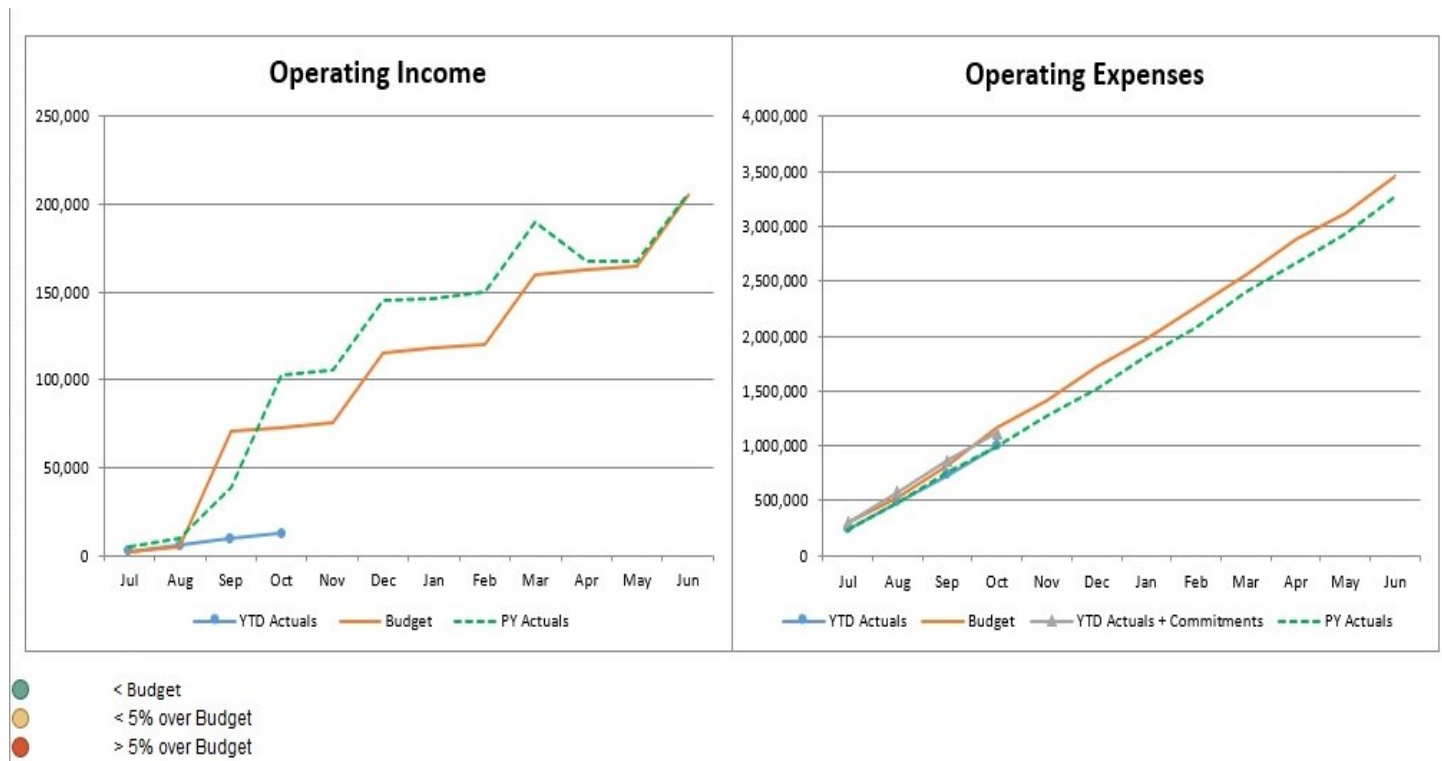
- Frontline Service Officer cross-functional training: We've been working towards cross-functional training in Community Hubs as an outcome of the PECS Functional Review. Whilst COVID disrupted our delivery timetable (April 2020 onwards) we are moving forward and will be commencing the implementation of training early November.
- Library WIFI: We are working on a second round of communications and promotion to highlight the availability of this free service.
- In-house library programming: Continuing restored program of in-house programs.

Community Engagement, Programs and Events

- The Young Writer's Group will be delivered via Skype to participants aged 13-18 on Tuesday's throughout November.
- The team are working with RSL sub-branches regarding the delivery of Remembrance Day services.
- The first two of 12 Community Drought Support events will be delivered in Glenden and Mackenzie River. The remainder will be delivered throughout the region from Dec 2020 – Dec 2021.
- Christmas Lights competitions will launch across the region.
- Brooke Maisey will conclude her secondment to the Senior Community Relations Officer role with Emily Kennedy joining the team as the Community Relations Officer (Moranbah).
- NAIDOC events will be delivered in Nebo, Glenden, St Lawrence and Clermont.
- The team will undertake in-depth My Community Directory training and learn to utilise back-end functions and reporting tools.

FINANCIAL REPORT

Community Hubs



Community Engagement, Programs and Events



ECONOMY & PROSPERITY

PREVIOUS MONTH'S ACHIEVEMENTS

The Economy and Prosperity (E&P) team were engaged in the following works with a major highlight being the works towards Council's strategic recovery plan and the forward programming of delivery;

Economic Development

- Recruitment for the Economic & Tourism Advisor role was continued with interviews completed
- Economy and Prosperity continued its role in delivery of the Community Chest program.
- E&P's role in workings for the LDAC meetings continued with engaging the real estate agent meetings for 10th November, updating the regional intelligence report and reviewing and updating the Real estate Economic Indicators report.
- Works on Digital infrastructure programs have been occurring with two programs being engaged with Field Solutions Group to investigate a project to submit for the Regional Connectivity funding program and also works with BHP's Local connectivity working group & GW3 looking to submit an application to the Vital resources fund for digital connectivity upgrades in Moranbah and Dysart
- Planning and delivery works for the Developing Northern Australia conference trade display stall continued
- Ongoing management of a number of investment enquiries for development in line with the Investment Attraction framework
- E&P have been continuing engagement with CHDC on the Ag Frontier 2.0 working group to promote the Beef Tech breakfast and catalyst mission to our regions producers.
- Attendance at Glenore's Clermont Coal mine closure focus group meetings in Clermont
- Economy and Prosperity were engaged in external working groups for RDA MIW – Leadership program committee, METS Export hub – project accountability group, Future Skills partnership Transformation Group.

Business Support

- Octobers Small Business month delivery was the focus for the Business Support team for the month with GW3. The event was made up of 9 face to face workshops or networking events and three webinars, with Council's stall and networking event at the Clermont Beef Expo the culmination. Further detail on the attendance and evaluation will be provided next month.
- Shop Isaac program continued with registration of businesses, preparation of the Xmas shopping competition program and engagement with BMC for the supporting media, continued engagement with other industry organisations to engage in the program and finalisation of the approval of the promotional videos.
- Continued engagement in works towards progressing an Isaac region Business alliance.
- Works on the doing Business with Council project and Local Preference policy

Tourism

- E&P led members of DSDTI's Brisbane officer (Tourism Investment Qld) on a famil of the Isaac region to understand further the regions potential and some of the investment projects identified in the Mackay Tourism Opportunities Analysis I.e Theresa ck dam, Mt Britton, Peak ranges & Isaac coastal areas & industrial tourism (mining and future rehabilitated mines land use). The famil was well received and potential was noted with progress to bring further those concepts to shovel ready and projects as in Theresa Ck dam master plan, regional camping analysis, and the advocacy projects for the trails master plan and mining interpretative centre will continue to progress that.

- One of the largest projects has been the redevelopment of the new brochures for Experience Isaac all of region brochure to support visitor information.
- Interviews for the Mackay Tourism Development officer role was conducted but the preferred applicant did not accept and the role has gone back to market.
- Release of the Gemini Peaks/Clermont/TCD short promo video through MTL's social channels.
- Continued engagement on development of the Edith Mary Gold mine tours
- Works progressing the delivery of the signage for the Capital program for installation of the 4 billboards, as well as signage for Waverly ck rest area, and Nebo
- Finalisation of the cross regional fishing event funding submission with MRC & WRC.
- Engagement with the Moranbah Race Club and the Moranbah Miners memorial committee continued with planning and preparation for event delivery a major focus.
- Works progressed on the Fossicking strategy.

Asset Management

- Engagement in assessing an external of region livestock agent request to deliver a sale outside of the Clermont Livestock Selling Association's program dictated an assessment of that Councils Saleyard facility restrictions of use process and review and legal advice sought to ensure there was no breach of anti-competitive conduct and or any constitutional agreement with the association and or user restrictions.
- Completion of the TCD management agreement two year extension
- Works are progressing the Clermont R&SS projects funded under the Federal Agricultural Show grant program are progressing with scoping and quoting progressing on those four projects.
- Further works on the renewal PAG proposal for the Clermont Aerodrome
- Engagement in review and approval of Covid events is a continued requirement.

EMERGING ISSUES

Resourcing is constrained with the vacancy of the Advisor role and increased delivery of recovery projects, but requirements are being met.

NEXT MONTH'S PROGRAM

Continued delivery of the ongoing works in each portfolio and engagement of works on several consulting projects as in TCD & Nebo Showgrounds master plan. Delivery of the Moranbah Spring Carnival Race Day and the Developing Northern Australia Conference will be a major focus.

FINANCIAL REPORT

E&P's income revenue is still above budget at the Clermont Saleyards, Aerodrome and Theresa Ck Dam, but some slowing of the trajectory occurred in October with the summer months likely to continue to reduce at the Saleyards and TCD.

DEVIATION FROM BUDGET AND POLICY

No major deviation to report, with a watching brief on the revenue.

COMMUNITY FACILITIES

PREVIOUS MONTH'S ACHIEVEMENTS

Overview:

- Solid progress is being made with Departmentally managed Capital Works;
- Office of Liquor and Gaming regulatory requirements at the Glenden Bowls Club have been completed;
- Community Leasing is preparing to meet with Coastal user groups to establish various occupancy agreements;
- Minor repairs and operational compliance work continue across Departmental assets;
- Staffing levels at the Moranbah Community Centre and GCAC are nearing resolution;
- School swimming lessons have been restored at the GCAC – Moranbah State have commenced lessons and Moranbah East are scheduled to commence during November;
- The GCAC hosted a swimming instructor to administer the Learn to Swim instructor training for schools and community members;
- The St Lawrence Pool was officially opened by Councillor Coleman.

People:

- A large number of candidate interviews for vacancies at the Moranbah Community Centre and GCAC have been undertaken – a number of Candidates have been identified;
- The Moranbah Community Centre Cook role has been re-advertised following the withdrawal of Candidates for the position;
- Departmental staff are performing cross-functional roles to support the Moranbah Community Centre during this period of staff shortages;
- Mr Scott Hampton continues to commute from Middlemount to Moranbah to support the ongoing operation of the GCAC – attendance at the site is being shared to avoid fatigue.

Process:

- Updates to the Department Cemetery Policy have been completed and the document will shortly be circulated for comment and feedback;
- The GCAC Covid Safe plan has been updated and implemented in accordance with Queensland Health Guidelines;
- The GCAC Covid Safe plan will be circulated to all regional pools to support ongoing safe and compliant operations throughout;
- A review of the Leasing Policy and Strategy foundation continues – additional amendments are being identified as further inquiry and intra-Departmental consultation continues.

Assets:

- Reactive maintenance works to correct fire inspection reporting has been undertaken at various centres;
- Minor reactive maintenance works continue at all sites – these minor works are being attributed to a return to use of the facilities (for example: minor cistern plumbing and leaks);
- Preparations are underway for PAG submissions – a Departmental spreadsheet identifying requirements throughout the year has been regularly populated and monitored in readiness;
- Air conditioning systems at Dysart, Middlemount and Clermont continue to present operational issues – contingency planning has incorporated the use of industrial scale portable evaporative units as a temporary measure;
- Good patronage is being reported at the Dysart Recreation Centre, Moranbah Community Centre with inquiries for school graduations, Christmas events and meetings occupying the bulk of interest;
- Covid 19 plans are being regularly updated in accordance with Queensland Health directives;

- Blair Athol Lodge was formally handed over to Community Facilities – notwithstanding additional safety works requirements and the removal of unsafe trees, it is anticipated that an EOI for tenure at the facility will be processed during November;
- Monthly swimming pool lessee meetings will commence during early November – the meetings will see a revised format rolled out with a high-level focus on compliance and a Queensland Government aquatic facility checklist being introduced;
- Ongoing minor and routine maintenance is continuing at the Region's pools;
- Planning for the tender and subsequent leasing of the region's pools is underway with consolidation of internal stakeholder inputs being prepared for the allocation of a suitable legal advisor appointment;
- Installation of the GCAC 25m pool heat exchanger is imminent;
- A number of reports have been received relating to packing subsidence at the St Lawrence Pool – this is under further investigation and Contractors have been consulted for intervention.

Leasing:

- The Moranbah Race Club lease has been executed during the month of reporting;
- Various additional tasks have been allocated to Community Leasing – including the development of "Speak Up" platforms to support GCAC season pass collation, GCAC swimming lessons, Glenden facilities tenures and interest at the Dysart Recreation Centre (Kiosk);
- Work on the comparative spreadsheet "old -v-s new" for revised tenure fees continues;
- The Moranbah Highlanders LTO has been developed and submitted in Council reporting;
- The leased asset register continues to be updated with a strong reliance on inter-Departmental inputs;
- Meetings with Coastal Management Groups is set to occur towards the end of the month (30th October) to implement Management Agreements at all sites;
- The return of the Annual Lessee Survey is being pursued with a small number of returns achieved;
- Mrs Kigan Motu has received cross functional training to support the regularisation of tenures and has commenced support duties associated with the liaison with tenure holders and collection of data.

Cemeteries:

- 21 burials have occurred across the region during 2020;
- Various requests to repair grave sites have been received, approved and issued to the appropriately registered Burial Rites Holders;
- Reconciliation of old inventory has been completed with submissions for disposal to commence during November;
- Minor works to modify and repair funeral support equipment is underway;
- The Clermont Cemetery vase holder installation has commenced with good progress being made;
- Beautification planning for cemeteries is being reviewed for inclusion in the Department's priorities.

Health and Safety:

- The Department continues to meet monthly KPI targets;
- No injuries or incidents involving Departmental Staff have been reported;
- A young child suffered a fracture in the vicinity of the right elbow at the GCAC. The incident follows the child being "pulled down" by another child while playing on the "monkey bars". Follow up inquiries have determined that the child is recovering well;
- A toddler slipped on the disabled access ramp of the GCAC 50m pool. The child exhibited no apparent injuries and follow up inquiries have determined that the child has recovered well;
- In a third incident at the GCAC, a small child "slipped" on a playground step and fell, impacting her back on the stair. Follow up inquiries identify that the child has recovered well;
- Steps are currently underway to identify a suitable "non-slip" tape for application to the playground steps and areas requiring users to grip by both hand and foot.

Department Managed Capital Works:

- Departmentally managed Capital Works are progressing well;
- Finalisation of “contingent” work plans for Facilities and Pools is underway with some works already allocated;
- A progress summary includes:

New Project Identifier	Project Description	Project Narration	Status	Completion Risk
20200106134923	DYS Pool - Electrical / Mechanical / Filter	The electrical/mechanical and filter work will bring to completion the Dysart Pool works. This funding was approved in 19/20 and relates to CW202783	Pump replacement has been successfully completed. The design drawings for the pool filter shelter have been completed and the RFQ for has been circulated.	Low
20191218164613	CLM Pool - Disability Access	The Clermont Pool is not equipped to support PWD access to the water.	The RFQ for the supply and installation of the disability access has been returned. Works have been awarded and are expected to be completed prior to January/February, 2021	Low
20200106152743	CLM Pool Dive Block Remediation	This project relates to the remediation of the Clermont Pool dive blocks to re-align with the Royal Life Saving Guidelines	Engineering consultants have been retained and design drawings have been completed. The designs are now being prepared for RFQ and circulation.	Low
20200106115840	IRC Community Facilities Works	A consultant report has identified a number of compliance and operational issues with mechanical and electrical installations at various Community Facilities sites. This proposal seeks funding to support emergent works that can be expected as a consequence of equipment failure/compliance during 20/21	RFQ for the Dysart Civic Centre air conditioning refurbishment has been developed and circulated. It is anticipated that this work will be completed during December 2020. Further works under this allocation are being consolidated and prioritised – a detailed list will be forthcoming during November, 2020	Low
20200129090340	Coastal Halls - Painting and Miscellaneous Repair	The coastal region halls and community centres at Flaggy Rock, Ilbilbie and Camilla are presenting in a poor condition. Painting and minor repairs are required to enhance aesthetic and operational value	RFQ developed and circulated. Site visits conducted. Significant scope revision is required and has been adjusted accordingly. It is anticipated that these works will be completed during early 2021.	Low

202001031503 25	IRC Pools - Equipotential bonding	The Glenden, Clermont, Middlemount and Flaggy Rock Pool facilities are not fitted with equipotential bonding and poses a significant electrical risk to pool users and operators.	An Engineering RFQ has been released. The award of the works investigation, design and reporting is imminent. A second RFQ will be circulated for works and these are expected to commence during March 2021.	Low
202001031526 56	CLM Pool - Amenities Refurbishment	The Clermont Pool male and female amenities require extensive repair and refurbishment. At this time, general hygiene standards are in part, non-compliant	The RFQ is currently under development. Scheduling remains the significant planning barrier. It is anticipated that works will be staggered and carried out during season closures. A consultation will be undertaken to gauge user and lessee concerns.	Medium
202001031553 57	IRC Swimming Pool Works	The IRC pools are widely reported to have a number of compliance, operational and remedial works requirements. This funding is sought to meet emerging items given that the life of many of the pools is at the end of its useful life.	To date, \$15k expenditure on pumps and associated equipment has been undertake. \$230k has been committed in planning, however, is under revision to further prioritise the work plan	Low
202001061442 00	MHB Water Park Refurbishment	This project relates to the refurbishment of the water park in accordance with safe operating protocols. The equipment has reached the end of its useful life.	The water park remains of significant concern. Remedial repair works to the soft fall have failed – this renders the site unusable at this time. Reporting and consultation are underway	Medium - High
202001061443 00	GLN Pool Foot Valve Replacement	The Glenden swimming pool foot valve requires replacement and relocation to provide for safe access	The RFQ has been released and works awarded. Completion expected prior to January, 2021	Low

EMERGING ISSUES

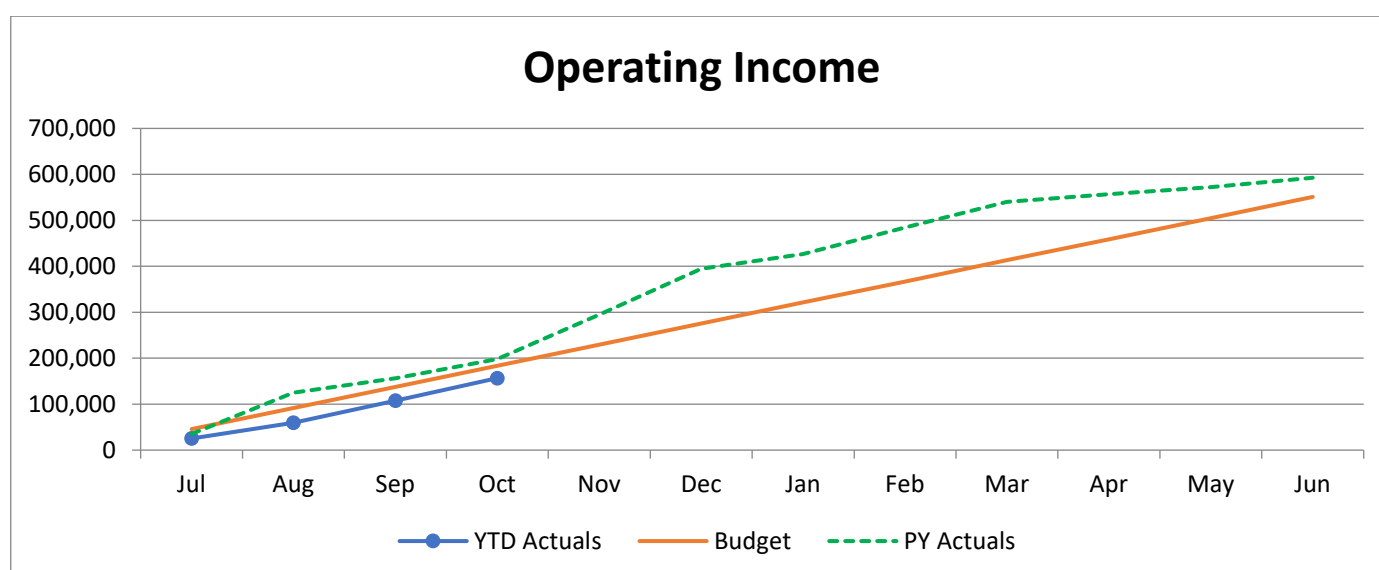
- The development and circulation of a revised pool tender / lease is scheduled for completion, review and approval during November;
- The GCAC water park refurbishment is under investigation to identify alternate solutions and to develop a community consultation plan;
- The Region pool surveys are currently under construction;

- The Cook vacancy at the Moranbah Community Centre is now considered as being a “hard to fill” position. While alternative arrangements have been made to ensure continuity of operations; they do not represent a long term and viable solution. Revised recruitment activities are underway;

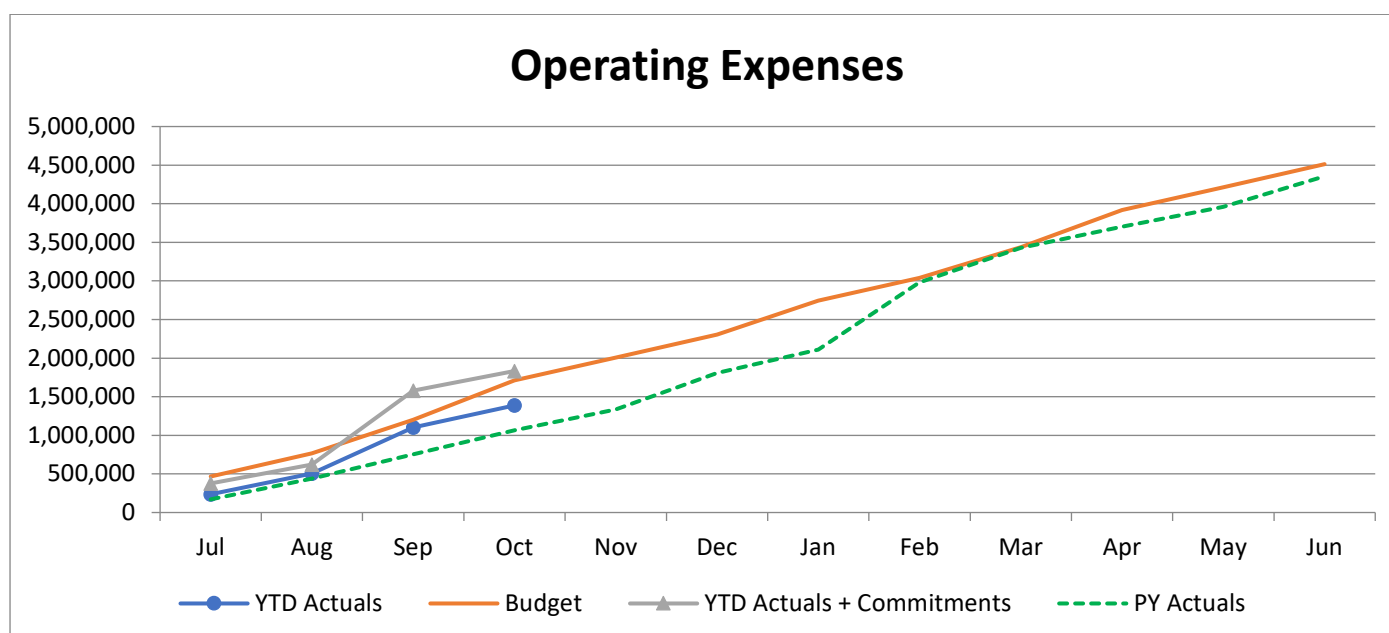
NEXT MONTH'S PROGRAM

- A continued focus on Capital Works development for the upcoming PAG process and monitoring of Departmentally managed Capital Works continues;
- A site-based approach to tenure management is underway and will continue into November – face to face engagement is the overarching priority;

FINANCIAL REPORT



- Operating revenue continues on an upward trajectory. It is anticipated that forecasted revenue will be reached and maintained in the early New Year as operations stabilise, patronage is restored, and additional revenue streams are pursued;



- Consumables expenditure at the GCAC – swimming equipment and confectionary is consistent and a significant contributor to the Department's operating expenses;
- Commitments are currently the subject of further investigation and consolidation – a reduction in commitments can be expected during November reporting;
- Cemetery operating costs have included the repair and upgrade of equipment, minor beautification works and funeral costs;
- A spike in legal fees is attributed to the legal advising to support the GCAC lease and the return of the Glenden Bowls and Golf Clubs. These were not budgeted.

DEVIATION FROM BUDGET AND POLICY

- GCAC operations and maintenance – this will be the subject of further reporting as financial reporting is reconciled and becomes available. Specifically, fees attached to the GCAC Lease determination form the most significant budget deviation.

COMMUNITY EDUCATION & COMPLIANCE

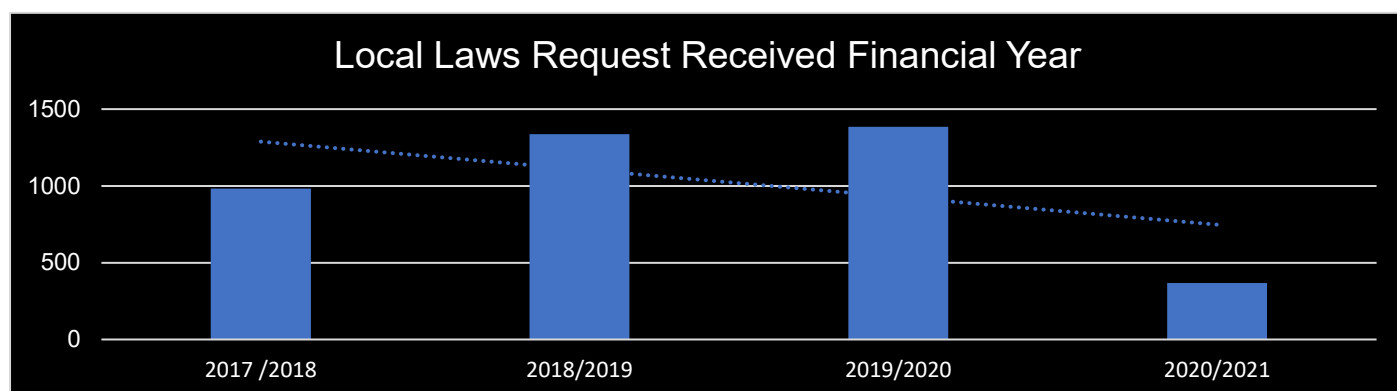
PREVIOUS MONTH'S ACHIEVEMENTS

Animal Management - Registered Dogs

Data cleansing activities undertaken during the month of March has indicated an error in the dog registration data reported previously. This has now been corrected separating the non-renewals.

Description	August 2020	September 2020	October 20	Financial YTD
New Dogs Registered	39	45	47	172
Puppy Registration (inc in registration numbers)	15	15	23	
Dog Registration Renewals	302	681	43	1037
Total Registered	341	726	90	1209
Dog Registration – non renewals				876

Local Laws Compliance Customer Request Activity



The Local Laws unit received 74 requests in October 2020 resolving 55 requests during the period. Request for animal management, wandering at large and abandoned dog still makes up most of the customer service requests for Compliance Officers

Building Services

Description	August 2020	September 2020	October 20	Financial YTD
Concurrence Applications	3	1	1	10
Building Works Application	0	1	1	3
Total Received	3	2	2	13
Total Decided	2	5	2	13

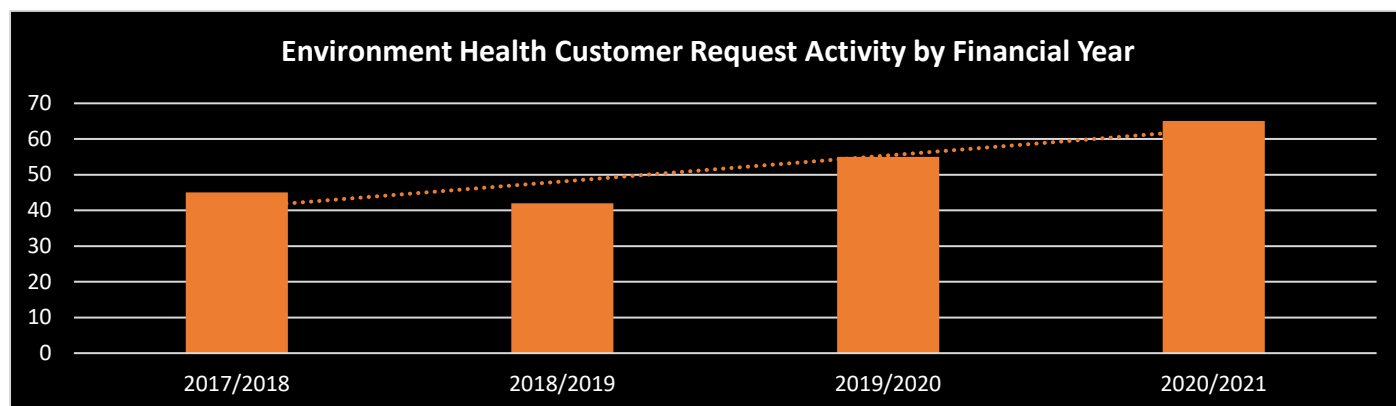
INFORMATION BULLETIN

Description	August 2020	September 2020	October 20	Financial YTD
Building Inspections	3	6	6	19
Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	11	17	6	48
Archiving of private other certifier approvals	18	11	8	54

Plumbing Services

Description	August 2020	September 2020	October 20	Financial YTD
New Applications	7	17	10	41
Total Decided	12	16	8	39
Description	August 2020	September 2020	October 20	Financial YTD
Plumbing Inspections	12	19	24	78
Trade Waste Audits	0	6	14	20
Backflow Testing	35	10	4	78

Environmental Health Services



The Environmental Health Services received 17 requests in October 2020, resolving 8 requests during the period.

Service Level	Target	October 2020	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	173 premises	7	24.2%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	3 premises	0	0	Operational

INFORMATION BULLETIN

Applications Received	October 2020
Number of Food Business Licence Applications	4
Number of Short-Term Food Business Licence Applications	3
Number of Mobile Food Business Licence Applications	0
Total Number of Approved Food Business Licences	4
Personal Appearance Service	0
Annual Food Licence Renewals Received	24
Annual Food Renewal Licences Issued	25
Licences/Inspections	Financial YTD
Total Number of Annual Inspections for Food Business Licences undertaken	42

Highlights

The capital works program for the upgrade to the Moranbah Animal Management Centre commenced on 26 October 2020. During the next four weeks the section will be busy with balancing the day to day activities of the centre whilst the construction is in progress.

Plumbing Services

During the month of October there has steady increase in number of plumbing applications from the resource sector. Approvals are in progress for extensions at both the Eureka Creek Village and Adani Rail Camp.

There is also a steady stream of applications for new dwellings throughout & Moranbah in particular.

Administration Services

Administration Services have been preparing for annual food business renewals and license returns and working with the Accounts Receivable department to have invoices raised for each of the license holders. These have been issued to license holders from the 1st October and already processing the returned applications.

NEXT MONTH'S PROGRAM

In November the compliance team will be holding the two Microchipping days, one in Dysart and one in Middlesmount with the support of Moranbah Veterinary Clinic and Clermont Veterinary Surgery.

The Environmental Health team will be working on the surveillance program development for the Illegal Dumping Pilot Program during November with a view to commence the surveillance program in the fourth week of November.

Report Authorised By:
JEFF STEWART-HARRIS
**Director Planning, Environment and Community
Services**

Date: 28 October 2020

ATTACHMENTS

- Nil