# 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, 13 JULY 2021 COMMENCING AT 9.00AM COUNCIL CHAMBERS, MORANBAH JEFF STEWART-HARRIS Committee Members: Chief Executive Officer** Cr Kelly Vea Vea (Chair) Mayor Anne Baker **DAN WAGNER** Cr Gina Lacey **Committee Officer** Cr Jane Pickels Cr Viv Coleman Director Planning, Environment and **Community Services**

Page 1

#### **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;
  - 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 <a href="mailto:section150ER"><u>section 150ER</u></a>(2), <a href="mailto:150ES</a>(3) or <a href="mailto:150EU"><u>150ES</u></a>(3) or <a href="mailto:150EU</a>(2) of the <a href="mailto:Act">Act</a> will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
  - (a) state the matter mentioned in subsection (3) that is to be discussed; and
  - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

#### **Conflict of Interest Obligations**

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





# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES STANDING COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL TO BE HELD ON **TUESDAY 13 JULY 2021**

- **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





#### 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 8 June 2021.

#### 5. OFFICER REPORTS

5.1

**ENVIRONMENTAL AND NATURAL RESOURCE MANAGEMENT GROUP ENGAGEMENT ACTIVITIES JANUARY - JUNE 2021** 

#### **EXECUTIVE SUMMARY**

This report presents Environmental and Natural Resource Management Group engagement activities during the period January to June 2021 for Council's perusal.

5.2

COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE **MINUTES - 17 JUNE 2021** 

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Community Tenure and Facilities Advisory Committee Meeting held on Tuesday, 17 June 2021.







5.3

# ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES - 17 JUNE 2021

#### **EXECUTIVE SUMMARY**

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report seeks adoption of Minutes from IACAC meeting held on 17 June 2021.

5.4

# **MAJOR GRANT APPLICATION - ISOLATED CHILDRENS** PARENTS ASSOCIATION CLERMONT DISTRICT

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Clermont district branch of the Isolated Childrens Parents Association (ICPA) for the purpose of delivering the annual sports camp for rural and remote children.

5.5

MAJOR GRANT APPLICATION - CLERMONT GOLD AND COAL **FESTIVAL** 

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application and multi-year funding agreement from Clermont Artslink for the purpose of delivering the annual Clermont Gold and Coal Festival.

5.6

#### **MAJOR GRANT APPLICATION - CLARKE CREEK CAMPDRAFT**

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Clarke Creek Campdraft Association for the purpose of delivering the district's annual three-day campdraft event.







5.7

MAJOR GRANT APPLICATION - MIDDLEMOUNT COMMUNITY SCHOOL 40TH ANNIVERSARY

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Middlemount Community School Parents and Citizens (P&C) Association for the purpose of delivering a 40<sup>th</sup> anniversary celebration and bush dance.

5.8

#### **MAJOR GRANT APPLICATION - NEBO CUTTING CLUB**

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Nebo Cutting Club for the purpose of delivering their annual show.

5.9

MCU20/0005 PROPOSED WORKS CAMP (ADDITIONAL 291 SINGLE PERSONS QUARTERS OVER TWO STAGES - TOTAL 587 SINGLE PERSONS QUARTERS) APPEAL PERIOD SUSPENDED TO ALLOW WRITTEN REPRESENTATIONS

#### **EXECUTIVE SUMMARY**

The applicant QRI Services Pty Ltd has suspended the appeal period for the above application to allow them to make written representations about the Infrastructure Charges Notice issued with the Decision Notice approving the proposed extension to the CoppaVillage Works Camp at Coppabella.

5.10

NATURAL RESOURCES REQUEST FOR DEPARTMENT OF COUNCIL VIEWS REGARDING ADDING AN **ADDITIONAL** PURPOSE TO THREE TERM LEASES- LOT 799 ON PH391, LOT 3161 ON PH 378 & LOT 4 ON KL 210

#### **EXECUTIVE SUMMARY**

The Department of Natural Resources (DNR) has sought Council's views or any information the department should consider when assessing an application to add an additional purpose (Renewable energy facility- Wind Farm) to three term leases to allow the wind farm proponent to make application for development approval for a wind farm. Council holds a valid sublease (Sublease C on SP268117 in Lot 799 on PH391) which contains a Council telecommunications facility and associated access track at St. Lawrence-Croydon Road.







5.11

PROPOSED NEBO SHOWGROUNDS MASTER PLAN ADVISORY **COMMITTEE** 

#### **EXECUTIVE SUMMARY**

This report proposes the establishment of an Advisory Committee to assist Council in its engagement, scoping and delivery of the Nebo Showgrounds Master Plan project.

5.12 **RESOURCE** CENTRE OF **EXCELLENCE LEADIN** TRANSFORMATION IS NOW EVENT SERIES

#### **EXECUTIVE SUMMARY**

The Resource Centre of Excellence (RCOE) is seeking Council's support in delivering a series of LeadIN Transformation is Now events across the Mackay, Isaac and Whitsunday region. The Moranbah event is proposed for Wednesday 8 September 2021. This report seeks Council's support for this to occur.

ORIGINAL MATERIALS COLLECTION POLICY **EXECUTIVE** 5.13 **SUMMARY** 

#### **EXECUTIVE SUMMARY**

This report seeks Council's approval to adopt a new Original Materials Collection Policy.

5.14

**EXECUTIVE SUMMARY** 

#### **COMMUNITY HUBS OPERATING HOURS TRIAL**

This report seeks Council's consideration of a temporary change to the operating hours for Community Hubs for a trial period of four months and the normalisation of operating hours for the St Lawrence and Carmila libraries on a permanent basis.







5.15

AUTHORISATION TO TENDER AND AWARD DELEGATION TO **EXECUTIVE OFFICER SELECT** PLANNING. **CHIEF ENVIRONMENT AND COMMUNITY SERVICES CAPTIAL WORKS PROJECTS** 

#### **EXECUTIVE SUMMARY**

This report seeks authority to tender for, the Clermont Administration Air-Conditioning Installation, Clermont Aerodrome Pavement Surface Reseal, Clermont Saleyards Staged Replacement of Holding Pens, Clermont Showgrounds Stage 2 Revitalisation, Nebo Showgrounds Kitchen Upgrade, and give authorisation to the Chief Executive Officer to negotiate, execute and vary the contracts within the approved Capital budgets.

#### 6. INFORMATION BULLETINS

6.1

PLANNING, **ENVIRONMENT AND** COMMUNITY **SERVICES INFORMATION BULLETIN – JULY 2021** 

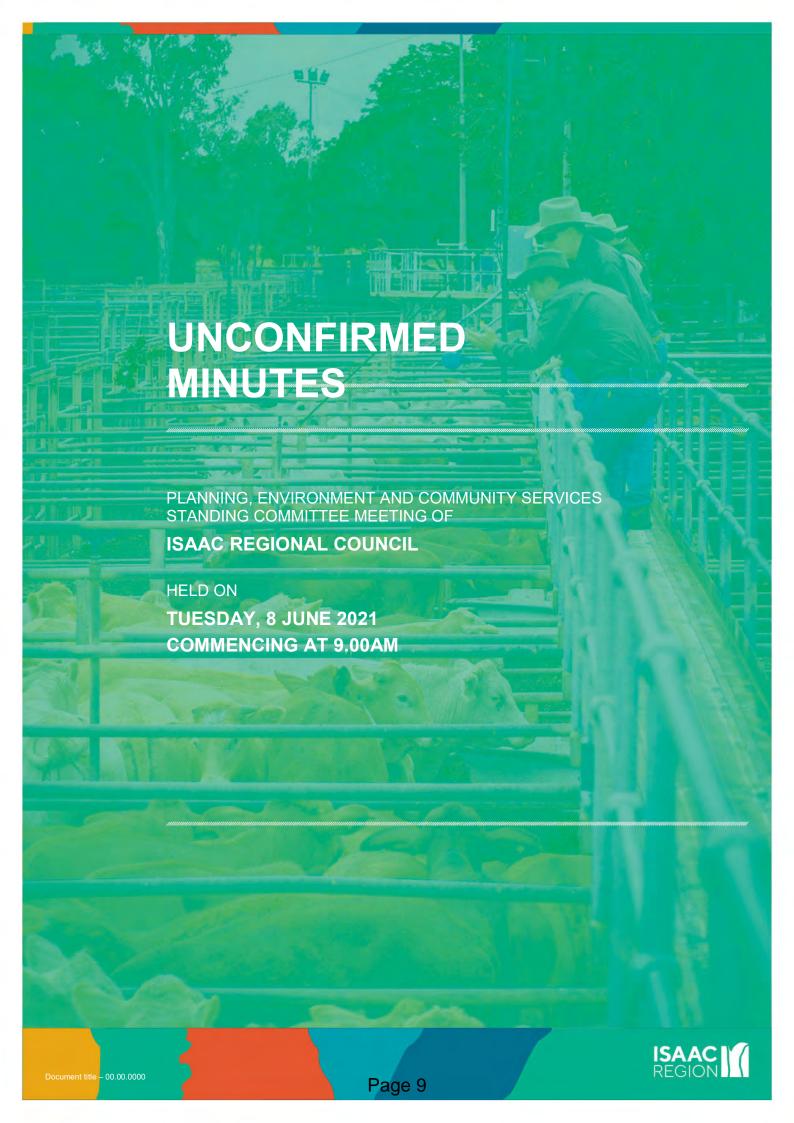
#### **EXECUTIVE SUMMARY**

The Planning, Environment and Community Services Directorate Information Bulletin for July 2021 is provided for Committee review.

#### 7. GENERAL BUSINESS

#### 8. CONCLUSION







## **ISAAC REGIONAL COUNCIL**

## **UNCONFIRMED MINUTES OF THE**

#### PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

## **STANDING COMMITTEE MEETING**

## HELD IN COUNCIL CHAMBERS, MORANBAH

## **ON TUESDAY 8 JUNE 2021**

Table of Contents		
1.	Opening	3
2.	Apologies	4
3.	Declaration of Conflicts of Interest	4
4.	Confirmation of Minutes	4
5.	Officer Reports	5
6.	Information Bulletin Reports	12
7.	General Business	12
8.	Conclusion	13







#### **ISAAC REGIONAL COUNCIL**

#### **UNCONFIRMED MINUTES OF THE**

#### PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

#### **STANDING COMMITTEE MEETING**

#### HELD IN COUNCIL CHAMBERS, MORANBAH

#### **ON TUESDAY 8 JUNE 2021 COMMENCING AT 9.00AM**

ATTENDEES Cr Kelly Vea Vea, Division Five (Chair)

Cr Jane Pickels, Division Seven Cr Viv Coleman, Division Eight

OFFICERS PRESENT Mr Jeff Stewart-Harris, Chief Executive Officer

Mr Dan Wagner, Director Planning, Environment and Community Services

Mr Shane Brandenburg, Manager Economy and Prosperity

Mr Michael St Clair, Acting Manager Liveability and Sustainability

Mr Jim Hutchinson, Manager Engaged Communities

Ms Nishu Ellawala, Manager Community Education and Compliance

Mr Bruce Wright, Manager Community Facilities

Mr Mark Davey, Capital and Program Project Manager Ms Carenda Jenkin, Senior Communications Officer

Mrs Jacki Scott, Manager Strategic and Business Development

Mrs Tricia Hughes, Coordinator Executive Support

Ms Barbara Franklin, Executive Coordinator, Planning, Environment and

**Community Services** 

#### 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.





#### 2. APOLOGIES

The Committee received an apology from Mayor Anne Baker and Cr Gina Lacey.

Resolution No.: PECS0685

Moved: Cr Pickels Seconded: Cr Coleman

The Planning, Environment and Community Services Standing Committee accepts the apology received from Mayor Anne Baker and Cr Gina Lacey.

Carried

#### 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared this meeting.

#### NOTE

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

#### 4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held at the Council Chambers, Moranbah on Tuesday 11 May 2021.

Resolution No.: PECS0686

Moved: Cr Coleman Seconded: Cr Pickels

That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 11 May 2021 are confirmed.

Carried

ISAAC REGIONAL COUNCIL ABN 39 274 142 600







Page 12



#### 5. OFFICERS REPORTS

5.1

**Greg Cruickshank Aquatic Centre Water Park Community Engagement** 

#### **EXECUTIVE SUMMARY**

The Greg Cruickshank Aquatic Centre (GCAC) water park was permanently closed following the return to Council managed operations during September 2020. The closure followed the identification of a number of health and safety hazards. Subsequent to the closure, a community engagement plan was activated to identify an alternate solution for the site.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Notes the outcomes of the Greg Cruickshank Aquatic Centre Water Park Community Engagement;
- 2. Endorses the in-principle approval of the proposed Greg Cruickshank Aquatic Centre Water Park replacement design concept; subject to the investigation of the feasibility of additional design modifications.

Resolution No.: PECS0687

Moved: Cr Pickels Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Notes the outcomes of the Greg Cruickshank Aquatic Centre Water Park Community Engagement;
- 2. Endorses the in-principle approval of the proposed Greg Cruickshank Aquatic Centre Water Park replacement design concept; subject to the investigation of the feasibility of additional design modifications.

Carried





5.2

Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee Minutes - 10 May 2021

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee Meeting held on Monday, 10 May 2021.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 10 May 2021; and
- 2. Receive and note the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.
- Note the letter from the Clermont Rodeo and Show Society advising of its elected 2021 3. Council Liaison Representatives on the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee.
- 4. Endorse the following representatives from Clermont Rodeo and Show Society as representatives on the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee as per the Terms of Reference.
  - Cameron Fox a
  - Andrea Moller h.
  - Scott Moller C.

**Resolution No.: PECS0688** 

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

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 10 May 2021; and
- 2. Receive and note the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.
- 3. Note the letter from the Clermont Rodeo and Show Society advising of its elected 2021 Council Liaison Representatives on the Clermont Saleyards and Showgrounds Revitalisation Project **Advisory Committee.**







- 4. Endorse the following representatives from Clermont Rodeo and Show Society as representatives on the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee as per the Terms of Reference.
  - a) Cameron Fox
  - b) Andrea Moller
  - c) Scott Moller

Carried

5.3

## **Major Grant Application - Life Church Clermont**

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of a multi-year major grant application from Life Church Clermont for the purpose of delivering the annual Kids Club Extreme school holiday program.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a major grant application from Life Church Clermont to the value of \$3,000 (exc. GST) for the purpose of staging the annual Kids Club Extreme school holiday program, conditional on COVIDSafe event delivery.
- 2. Approve that the grant be funded equally from the Community Grants operational budgets of Divisions 1 and 6 for FY2021-22.

Resolution No.: PECS0689

Moved: Cr Coleman Seconded: Cr Pickels

That the Committee recommends that Council:

- 1. Approve a major grant application from Life Church Clermont to the value of \$3,000 (exc. GST) for the purpose of staging the annual Kids Club Extreme school holiday program, conditional on COVIDSafe event delivery.
- 2. Approve that the grant be funded from the Dry Land, High Hopes funding if eligible or equally from the Community Grants operational budgets of Divisions 1 and 6 for FY2021-22.

Carried

ISAAC REGIONAL COUNCIL ABN 39 274 142 600







5.4

2020- 2021 Annual Isaac Region Swimming Pool Survey

#### **EXECUTIVE SUMMARY**

In accordance with the Isaac Regional Council Annual Operational Plan (AOP), the 2020 - 2021 Isaac Region Annual Pool Survey was conducted between 20 April 2021 and 23 May 2021. This report provides an overview of the results of the survey and the proposed pathway forward for the strategic management and operation of Council's aquatic facilities.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receives and notes the results of the Isaac Region 2020-2021 Annual Pool Survey.

**Resolution No.: PECS0690** 

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

That the Committee recommends that Council:

1. Receives and notes the results of the Isaac Region 2020-2021 Annual Pool Survey.

Carried

5.5

Legends of League - Isaac Region Event Sponsorship

#### **EXECUTIVE SUMMARY**

This report seeks Council's support for the delivery of two International Legends of League charity football events and supporting program of wellbeing visits to local schools in FY2021-22 and FY2022-23.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Note the receipt of a Queensland Government Mental Health and Wellbeing Package (Localised Mental Health Initiatives) grant of \$30,000 (excluding GST).





- 2. Endorse a schedule of two International Legends of League events in Isaac Region and supporting wellbeing visits to local schools in FY2021-22 and FY2022-23 in accordance with the Queensland Government grant offer.
- 3. Authorise the Chief Executive Officer to negotiate, vary and execute a sponsorship agreement with International Legends of League to deliver two International Legends of League events in Isaac Region and a program of wellbeing visits to local schools in FY2021-22 and FY2022-23.

**Resolution No.: PECS0691** 

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

#### That the Committee recommends that Council:

- Note the receipt of a Queensland Government Mental Health and Wellbeing Package 1. (Localised Mental Health Initiatives) grant of \$30,000 (excluding GST).
- 2. Endorse a schedule of two International Legends of League events in Isaac Region and supporting wellbeing visits to local schools in FY2021-22 and FY2022-23 in accordance with the Queensland Government grant offer.
- 3. Authorise the Chief Executive Officer to negotiate, vary and execute a sponsorship agreement with International Legends of League to deliver two International Legends of League events in Isaac Region and a program of wellbeing visits to local schools in FY2021-22 and FY2022-23.

Carried

NOTE: That the Committee request that the Manager Engaged Communities do further investigation on how we can engage coastal and remote schools in these events.

5.6 **Mackay Tourism Limited Funding Proposal** 

#### **EXECUTIVE SUMMARY**

The purpose of the report is to seek endorsement of an increased funding model by Council to Mackay Tourism Ltd to provide destination tourism marketing and attraction of visitation to the Isaac region.

Page 17







#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorse funding to Mackay Tourism Ltd of \$100,000 for 2021/22 being to include one marketing campaign as part of the funding.
- 2. Provide a further \$15,000 to Mackay tourism for a Tourism marketing campaign as per the Strategic Recovery plan strategy item TR5 for 2021/22.
- 3. Develops an annual Memorandum of Understanding between Mackay Tourism Ltd and Council to formalise expectations and deliverables for the funding.

Resolution No.: PECS0692

Moved: Cr Pickels Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Endorse funding to Mackay Tourism Ltd of \$100,000 for 2021/2022 being to include one marketing campaign as part of the funding.
- 2. Provide a further \$15,000 to Mackay Tourism Ltd for a tourism marketing campaign as per the Strategic Recovery Plan Strategy item TR5 for 2021/2022.
- 3. Develops an annual Memorandum of Understanding between Mackay Tourism Ltd and Council to formalise expectations and deliverables for the funding.
- 4. Authorise the Chief Executive Officer to negotiate, vary and execute the Memorandum of Understanding.

Carried

#### **ATTENDANCE**

Mr Jeff Stewart-Harris left the meeting room at 10.02am.

# 5.7 Cross Regional Fishing Event

#### **EXECUTIVE SUMMARY**

The purpose of the report is to seek endorsement of Councils financial support and participation in the Cross Regional Fishing event proposed to be held across the Mackay, Isaac and Whitsundays regions.





#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Endorse financial support of \$15,000 for 2021/22 to participate in the Mackay Tourism Cross Regional fishing event and the funding be from Economy and Prosperity's operational funding stream.

Resolution No.: PECS00693

Moved: Cr Coleman Seconded: Cr Pickels

That the Committee recommends that Council:

 Endorse financial support of \$15,000 for 2021/2022 to participate in the Mackay Tourism Ltd Cross Regional Fishing Event and the funding be from Economy and Prosperity's operational funding stream.

Carried

#### PROCEDURAL MOTION:

Resolution No.: PECS0694

Moved: Cr Pickels Seconded: Cr Coleman

That the Committee adjourns the meeting for morning tea at 10.12am.

Carried

#### PROCEDURAL MOTION:

Resolution No.: PECS0695

Moved: Cr Coleman Seconded: Cr Pickels

That the Committee resumes the meeting at 10.32am.

Carried

ISAAC REGIONAL COUNCIL ABN 39 274 142 600







Page 19



#### ATTENDANCE

Mr Jeff Stewart-Harris returned to the meeting room at 10.34am.

Mr Jeff Stewart-Harris left the meeting room at 10.50am and returned at 10.52am.

Ms Liza Perrett entered the meeting room at 10.55am.

#### 6. INFORMATION BULLETIN REPORTS

### 6.1 Planning Environment and Community Services Information Bulletin – June 2021

#### **EXECUTIVE SUMMARY**

The Planning, Environment and Community Services Directorate Information Bulletin for June 2021 is provided for Committee review.

#### OFFICER'S RECOMMENDATION

#### That the Committee:

1. Note the Planning, Environment and Community Services Directorate Information Bulletin for June 2021.

Resolution No.: PECS0696

Moved: Cr Pickels Seconded: Cr Coleman

That the Committee:

 Notes the Planning, Environment and Community Services Directorate Information Bulletin for June 2021.

Carried

#### 7. GENERAL BUSINESS

# 7.1 Direct to Council Planning, Environment and Community Services Directorate

The Director Planning, Environment and Community Services advised the Committee that the following reports will be presented as direct to Council reports for the June 2021 Ordinary Meeting.

ISAAC.QLD.GOV.AU







- 1. Strategic Recovery Plan (Business and Community Resilience)
- 2. Authorisation to Tender and Delegation Replacement of the Greg Cruickshank Aquatic Centre Water Park and Toddler's Pool
- 3. Nebo Showgrounds Revitalisation Advisory Committee
- 4. Capital Projects Coordinator New Position
- 5. Community Grants Policy and Guidelines

## **ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**

8. CONCLUSION	
There being no further business, the Chair declared the meeting clo	osed at 11.00am.
These minutes were confirmed by the Committee at the Planning Standing Committee Meeting held Tuesday 13 July 2021 in Morant	-
 CHAIR	/ / DATE





# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Luke Clark	
AUTHOR POSITION	Program Leader, Environment and Biodiversity	

5.1	ENVIRONMENTAL AND NATURAL RESOURCE MANAGEMENT
	GROUP ENGAGEMENT ACTIVITIES JANUARY – JUNE 2021

#### **EXECUTIVE SUMMARY**

This report presents Environmental and Natural Resource Management Group engagement activities during the period January to June 2021 for Council's perusal.

#### OFFICER'S RECOMMENDATION

#### That the Committee recommends to Council to:

1. Note the Environmental and Natural Resource Management Group engagement activities update for the period January to June 2021.

#### **BACKGROUND**

Council resolved at its June 2020 Ordinary Meeting (resolution 6674) to nominate Council representatives as lead contacts for engagement with a number of natural resource management and environmental groups and organisations and receive a biannual summary of engagement activities undertaken.

A range of engagement activities have been undertaken in the period from January to June 2021, with details of these engagements contained in **Attachment 1**.

Key activities of note include:

- Sarina Landcare Catchment Management Association were successful in funding through the Communities Environment Program for a regeneration project in the Carmila Beach Reserve.
- Multiple Isaac Regional Council departments participated in the Reef Catchments Urban Stewardship Water Framework.
- Attendance at biannual meetings of the Reef Guardian Councils program and Mackay Whitsunday Isaac
   Healthy Rivers to Reef Partnership meetings.
- Council staff participated in a Tropical Fire Ant survey with Biosecurity Queensland as an opportunity to
  ensure Officer skills are up to date. This ensures that Council is on the front foot with pest ant detection
  as well as meeting its General Biosecurity Obligation.
- Council staff attended the LGAQ NRM Central Forum held in Airlie Beach, with the then Manager Liveability and Sustainability presenting on the journey and engagement process of the Isaac Regional Planning Scheme 2021.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



- Council staff travelled to Avoid Island with Koinjmal representatives and Queensland Trust for Nature to understand potential future projects and opportunities on the island as well as future projects to build and strengthen relationships between each other.
- Council staff attended a Community Based Social Marketing training intensive by Dr Doug Mackenzie-Mohr funded by the Great Barrier Reef Marine Park Authority.

#### **IMPLICATIONS**

Ongoing engagement activities with these groups provides valuable regional intelligence, and generates opportunities for knowledge, resource and cost sharing in delivery of Council's environmental, biosecurity and resource management objectives.

#### CONSULTATION

Manager Economy and Prosperity

Senior Biodiversity Officer

#### BASIS FOR RECOMMENDATION

The report fulfils Council's objectives in maintaining strong ties with key natural resource management and environmental groups/organisations.

#### **ACTION ACCOUNTABILITY**

Liveability and Sustainability Department to provide its next update to Council in January 2022.

#### **KEY MESSAGES**

Council actively participates in a range of environmental and natural resource management groups across the Burdekin, Fitzroy, Pioneer and coastal catchments.

The engagement activities undertaken with these groups yields valuable regional intelligence, and generates opportunities for knowledge, resource and cost sharing in delivery of Council's environmental, biosecurity and resource management objectives.

Report prepared by: Report authorised by:

**LUKE CLARK** 

**Program Leader, Environment and Biodiversity** 

DAN WAGNER

**Director Planning Environment and Community** 

**Services** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 – 2021 Summary of Engagement Activities

#### REFERENCE DOCUMENT

Nil

# **SUMMARY OF ENGAGEMENT ACTIVITIES**

Organisation/Group	Date of engagement	Level of engagement	Summary	Minutes
Sarina Landcare Catchment Management Association	3/02/2021	Officer	SLCMA were successful in funding through the Communities Environment Program for a regeneration project in Carmila. This included 15 days of targeted weed control and the planting of 100 plants in the Carmila Beach Reserve.	N/a
Mackay Regional Pest Management Group	17/02/2021	Officer	Attended the Mackay Regional Pest Management Group meeting in Sarina via Zoom due to COVID Safe limits on venue	Yes
Reef Guardian Council Working Group	10/03/2021	Manager Liveability & Sustainability	An update on the Reef Guardian Council program was provided. Working Group officers highlighted key projects and achievements being undertaken in an effort to identify synergies, highlight new activities and opportunities for learnings.	Yes
Whitsunday Regional Council	15/03/2021	Officer	Meeting to confirming IRC commitment to future funding the joint aerial shooting program on the IRC WRC border	N/a
Reef Catchments	18/03/2021	Multidepartment engagement including PECS (ML&S, PLEB &SBDO), W&W and E&I	Scoring of Councils current processes relating to storm water and release of water from Council assets into the environment. This was to develop the Urban Water Stewardship Framework	Yes
Capricornia Catchments	28/04/2021	Officer	Capricornia Catchments contacted Council for assistance and support in the QLD Feral Pest Initiative round 4 funding, specifically for on ground control of weed species and engagement activities with landholders.	N/a
Biosecurity Queensland	29/04/2021	Officer	Attended a informal catchup with Biosecurity Queensland to help identify projects that could assist officers in being trained in best management practice pest and weed information.	N/a
Biosecurity Queensland	30/04/2021	Officer	IRC and Biosecurity Queensland undertook an invasive ant survey at Theresa Creek Dam camp grounds in response to a suspected report of Tropical Fire Ants.	N/a
LGAQ NRM Forum	5/05/2021	ML&S, PLEB, SBDO & BDO	ML&S presented to the LGAQ forum in regard to the IRC planning scheme and the coastal considerations in regards to climate change and changing natural resources of these communities in the future.	N/a
Mackay Whitsunday Isaac Healthy Rivers to Reef Partnership	6/05/2021	Manager Liveability & Sustainability	Partnership meeting	Yes
Fitzroy Basin Association	13/05/2021	ML&S and PLEB	Initial discussion to discuss Lake Elphinstone erosion problem.	N/a
Mackay Regional Pest Management Group	19/05/2021	Officer	Isaac Regional Council hosted the Mackay Regional Pest Management Group meeting in Nebo.	Yes
Fish Passage Australia	3/06/2021	Officer	Initial discussion on barriers to the proposed complete removal of the Clairveiw weir	N/a
Koinjmal aboriginal corporation	14/06/2021	Manager Economy & Prosperity	Trip to Avoid Island with the Koinjmal representatives and Qld Trust for nature to understand the proposed island development with particular regard to tourism related development opportunities, during the trip both parties spoke of the relationship/opportunities between the Wetlands and the island/catchment habitats and expressed interest in the Wetlands land management and cultural opportunities in revegetation, cultural heritage information, walking tracks and or tours. Recommendation that the Koinjmal people engage further with L&S officers around the Wetlands environment and Council to inform of their projects and concepts	N/a

HELPING TO ENERGISE THE WORLD

Reef Catchments	10/04/2021 to 14/04/2021	Officer	Biodiversity Officer participated in Big Headed African Ant baiting program on Bushy Island in partnership with Reef Catchments, CSIRO and GBRMPA	N/a
Reef Catchments	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Reef Catchments provided for the Wetlands Weekend officers to maintain a stall as well as paid for a bus from Mackay to St Lawrence, as well as for use doing St Lawrence Historical tours.	N/a
Fitzroy Basin Association	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Fitzroy Basin Association provided for the Wetlands Weekend: provided a shade structure, officers to maintain a stall as well as paid for a bus from Mackay to St Lawrence, as well as for use doing St Lawrence Historical tours.	N/a
Great Barrier Reef Marine Park Authority	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Officer to maintain stall, and donated the use of one of their water refill stations	N/a
Mackay Turtle Watch	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Provided staff to maintain shared booth with GBRMPA	N/a
Capricornia Catchments & Hope Animal Rescue	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Provided staff to maintain shared booth and provided a water refill station for use throughout the event.	N/a
Birdlife Capricornia	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Provided staff to maintain stall and undertook bird watching tours Saturday and Sunday morning and afternoon.	N/a
Mackay Whitsunday Isaac Healthy Rivers to Reef Partnership	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Provided staff to maintain a stall.	N/a
Fitzroy Partnership for River Health	11/06/2021 to 13/06/2021	St Lawrence Wetlands Weekend	Provided staff to maintain a stall.	N/a
Reef Guardian Council Working Group Training	15-17/06/2021 and 22/06/2021	Officer	Online training for Community Based Social Marketing	N/a
Burdekin Dry Tropics Pest Management Group (NQ Dry Tropics)	18/06/2021	Officer	Online representation at biannual meeting	Yes
Fitzroy Basin Association	ТВА		Scheduled annual catch-up between IRC and FBA.	



# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Bruce Wright	
AUTHOR POSITION	Manager Community Facilities	

5.2	COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE
	MINUTES – 17 JUNE 2021

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Community Tenure and Facilities Advisory Committee Meeting held on Tuesday, 17 June 2021.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Community Tenure and Facilities Advisory Committee held on 17 June 2021.
- 2. Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 17 June 2021, in particular that Council;
  - i. Note the progress of the Strategic Priority Action Plan and Action List.
  - ii. Notes the status of the leasing program.
  - iii. Undertake a non-binding expression of interest process for a lease over the Copperfield Store and surrounding grounds to formally ascertain community and/or commercial interest in activating the site for heritage tourism purposes.
  - iv. Authorises the St Lawrence Public Sportsground Committee Inc to commence construction of a three-bay shed in the absence of a tenure arrangement at the site;
  - v. Supports the construction subject to the following conditions:
    - a. The St Lawrence Public Sportsground Committee Inc provides written confirmation to Council of their intent to enter into a formal tenure arrangement at the St Lawrence Sportsground;
    - b. The Committee submits the prescribed Application for Works on a Council Owned Site supported by applicable plans and permits as required.

#### **BACKGROUND**

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

The purpose of the CTFAC is to provide advice to Council on a range of community leasing and tenure related matters. Council may seek advice from the Committee on planning maintenance priorities, capital expenditure

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



requirements, service levels, leasing priorities, strategy updates, tariff changes and billing regimes and any other matters of mutual interest referred to the Committees.

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

The CTFAC met on 17 June 2021. The minutes of this meeting are attached for Councillor's consideration of the recommendations.

#### **IMPLICATIONS**

Implications linked to usage of lease facilities.

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

Financial impact on recognising community assets built by community groups would be a financial strain on Council's budget, noting legal advice that Council doesn't have to include these on its Asset Register

Requires ongoing internal liaison and consultation with all stakeholders to ensure sustainable and best use of facilities for the community

#### **CONSULTATION**

Community Tenure and Facilities Advisory Committee Members

**Asset Owners** 

#### BASIS FOR RECOMMENDATION

Consideration and adoption of Community Tenure and Facilities Advisory Committee Minutes as per Terms of Reference and legislative requirements.

#### **ACTION ACCOUNTABILITY**

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

#### **KEY MESSAGES**

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

Report prepared by: Report authorised by:

BRUCE WRIGHT DAN WAGNER

Manager Community Facilities Director Planning, Environment and

**Community Services** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

• Attachment 1 - Community Tenure and Facilities Advisory Committee Unconfirmed Minutes – 17 June 2021

#### REFERENCE DOCUMENT

- Agenda Community Tenure and Facilities Advisory Meeting 17 June 2021
- Isaac Regional Council Advisory Committee Administrative Guidelines





# **UNCONFIRMED MINUTES OF THE**

# **COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING**

OF ISAAC REGIONAL COUNCIL

**HELD THURSDAY 17 JUNE 2021** 

MORANBAH COUNCIL CHAMBERS





Thursday 17 June 2021



#### **COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING**

#### OF ISAAC REGIONAL COUNCIL

#### **HELD THURSDAY 17 JUNE 2021**

#### MORANBAH COMMUNITY CENTRE

#### 1. OPENING MEETING

The Chair declared the meeting open at 1.01pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

#### 2. ATTENDANCE

Cr Gina Lacey, (Chair) Division Three

Dan Wagner, Director Planning, Environment & Community Services

Bruce Wright, Manager Community Facilities

Gordon Robertson, Manager Corporate Properties and Fleet

Karen Montgomery, Manager Council Operated Community Facilities

Nic Crous, Coordinator Parks & Recreation

Kelly Shepherd, Senior Community Leasing Officer

Deb Schafer, Technical Officer Parks and Recreation

#### **OBSERVERS**

Jim Hutchinson, Manager Engaged Communities

Patti Ruth, Departmental Administration Officer

#### **MINUTE TAKER**

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





Thursday 17 June 2021



#### 2A: APOLOGIES

The Committee accepted apologies from Mayor Anne Baker, Cr Kelly Vea Vea and Cr Lyn Jones

**Resolution No:** T&F0114

Seconded: **Nic Crous** Moved: **Dan Wagner** 

1. That the Community Tenure and Facilities Advisory Committee accepted the apologies received from:

Mayor Anne Baker Cr Kelly Vea Vea Cr Lyn Jones

Carried

#### **DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest declared this meeting

#### **CONFIRMATION OF MINUTES**

That the Committee notes the Minutes of the Community Tenure and Facilities Advisory Committee Meeting held on 11 February 2021 have been resolved by Council at its Ordinary Meeting on 24 March 2021.

**Resolution Number:** T&F0115 Action: **Minute Secretary** 

Moved: Kelly Seconded: Bruce Wright **Shepard** 

That the Community Tenure and Facilities Advisory Committee

1. Note the Minutes of the Community Tenure and Facilities Advisory Committee Meeting held on 11 February 2021 have been resolved by Council at its Ordinary Meeting on 24 March 2021.

Carried





Thursday 17 June 2021



#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- Report 6.1 Show Cause is to be served on Moranbah's Men Shed. Expression of Interest to be released this week
- Report 6.3 Update requested on Resolution 2 "Requests the Chief Executive Officer to develop an Action Plan to regularise outstanding Clermont Sporting Grounds leases for consideration at the 22 April 2021 CTFAC meeting."
  - o What is the status of the Action Plan?
  - Clermont Sporting Ground Leases currently engaging with stakeholders to determine allocation of buildings on the site

ACTION: Manager Community Facilities - Conversation be held with Soccer Club to determine appetite to hold lease over Clermont Sporting Grounds

#### 5. STRATEGIC PRIORITY ACTION PLAN AND ACTION SHEET

- Limited movement in the Strategic Action Plan due to resourcing issues
- Cr Lacey advised Action List item number 39 requires a priority review

Resolution T&F0116 Number:

Moved: Gordon Robertson Seconded: Deb Schafer

That the Community Tenure and Facilities Advisory Committee recommend:

1. That Council note the progress of the Strategic Priority Action Plan and Action List

Carried

isaacregionalcouncil



Thursday 17 June 2021



#### 6. DISCUSSION/OFFICERS REPORTS

# 6.1 COMMUNITY LEASING – PRIORITIES UPDATE

#### **EXECUTIVE SUMMARY**

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

#### OFFICER'S RECOMMENDATION

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

1. Notes the status of the Leasing Program.

Resolution

Number: T&F0117

Moved: Dan Wagner Seconded: Karen Montgomery

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

1. Notes the status of the Leasing Program.

Carried

ACTION: Manager Parks and Recreation – investigate options to lease or retire the Old Pottery Club and assess the cost to Council of holding the Old Pottery Club as asset.

#### **ATTENDANCE**

Nic Crous left the Council Chambers at 1.53pm and returned at 1.56pm

isaacregionalcouncil



Thursday 17 June 2021



#### 6.2

#### **COPPERFIELD STORE LEASING OPPORTUNITY**

#### **EXECUTIVE SUMMARY**

For the committee to consider the community leasing potential of the historic Copperfield Store for tourism purposes.

#### OFFICER'S RECOMMENDATION

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

1. That Council undertake a non-binding expression of interest process for a lease over the Copperfield Store and surrounding grounds to formally ascertain community and/or commercial interest in activating the site for heritage tourism purposes.

Resolution

T&F0118

Number:

Moved:

**Kelly Shepherd** 

Seconded: Bruce Wright

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

Undertake a non-binding expression of interest process for a lease over the Copperfield Store
and surrounding grounds to formally ascertain community and/or commercial interest in
activating the site for heritage tourism purposes.

**Carried** 

ACTION: Manager Engaged Communities - Request Council's Corporate Properties Department to undertake a building assessment and cost analysis to comply with base building standards.

ISAAC.QLD.GOV.AU



Thursday 17 June 2021



6.3

### ST LAWRENCE SPORTSGROUND COMMITTEE INC. - AUTHORITY TO CONSTRUCT PENDING FINALISATION OF TENURE

#### **EXECUTIVE SUMMARY**

The St Lawrence Public Sportsground Committee Incorporated has been awarded a Community Gambling Fund grant to provide for the construction of a three-bay shed at the St Lawrence Sportsground. A formal tenure arrangement is not yet in place and this report seeks Council's authorisation to permit the group to commence construction while tenure negotiations are underway

#### OFFICER'S RECOMMENDATION

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

- 1. Authorises the St Lawrence Public Sportsground Committee Inc to commence construction of a three-bay shed in the absence of a tenure arrangement at the site;
- 2. Supports the construction subject to the following conditions:
  - The St Lawrence Public Sportsground Committee Inc provides written confirmation to i. Council of their intent to enter into a formal tenure arrangement at the St Lawrence Sportsground;
  - ii. The Committee submits the prescribed Application for Works on a Council Owned Site supported by applicable plans and permits as required

Resolution

T&F0119

Number:

Moved:

**Karen Montgomery** 

**Gordon Robertson** Seconded:

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

- 1. Authorises the St Lawrence Public Sportsground Committee Inc to commence construction of a three-bay shed in the absence of a tenure arrangement at the site;
- 2. Supports the construction subject to the following conditions:
  - i. The St Lawrence Public Sportsground Committee Inc provides written confirmation to Council of their intent to enter into a formal tenure arrangement at the St Lawrence Sportsground;
  - ii. The Committee submits the prescribed Application for Works on a Council Owned Site supported by applicable plans and permits as required.

Carried





Thursday 17 June 2021



#### **GENERAL BUSINESS**

#### DRAFT STANDARD TERMS DOCUMENT AND FORM 7 AND FORM 20 7.1

Standard Terms Document - Trustee Lease and accompanying Form 7 and 20 presented to the Committee for discussion and noting the progress in the development of these documents.

#### COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE 7.2 **REVIEW OF TERMS OF REFERENCE**

Cr Lacey raised that the Community Tenure & Facilities Advisory Committee Terms of Reference require review with a view to re-evaluate the strategic direction of the Committee.

#### 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2. Next meeting scheduled for 19 August 2021.	11pm
	/ /
Chair	DATE



# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Jana Hesketh	
AUTHOR POSITION	Manager Community Engagement, Programs and Events	

5.3	ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES
	– 17 JUNE 2021

#### **EXECUTIVE SUMMARY**

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report seeks adoption of Minutes from IACAC meeting held on 17 June 2021.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 17 June 2021 in the Council Chambers, Moranbah.
- 2. Adopt the Isaac Regional Council Public Art Guidelines.
- 3. Request the Chief Executive Officer to direct the Engaged Communities Department to draft a Public Art Application Form and Process.
- 4. Delegate authority to the Chief Executive Officer to approve minor administrative corrections to the Isaac Regional Council Public Art Guidelines as required.
- 5. Accept the letter of resignation dated 15 June 2021 from Cr Jane Pickels as Chair of the Isaac Arts and Cultural Advisory Committee.
- 6. Appoint Cr\_\_\_\_\_ as the Chair of the Isaac Arts and Cultural Advisory Committee.

#### **BACKGROUND**

The Isaac Arts and Cultural Advisory Committee (IACAC) provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and ensure community involvement in relation to the Arts and Cultural Policy and Action Plan, and the Public Art Policy and Action Plan. The IACAC also provide strategic direction and advice to Council on the development and delivery of the Regional Arts Development Fund (RADF).

The IACAC 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.

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



As per the Committee's current Terms of Reference, meeting minutes must go to Council for endorsement and where appropriate approve recommendations of the Committee. Minutes presented with this report are the IACAC Unconfirmed Minutes for 17 June 2021 including the Draft Isaac Regional Council Public Art Guidelines for Council's consideration and endorsement. The aim of the guidelines is to provide applicants hoping to install/deliver public art on Council-controlled property/space an in-depth understanding of the criteria and the requirements for presenting a public art proposal to Council. Attachment 2 of this report outlines the guideline in mark-up following committee discussion.

Councillor Jane Pickels tabled her resignation as Chair of IACAC. The committee seeks Council's endorsement to accept Councillor Pickels resignation and appoint a new Chair to IACAC.

#### **IMPLICATIONS**

The Isaac Arts and Cultural Advisory Committee is compliant with Division 2 – Committees and Requirements for committee meetings as per *Local Government Regulation 2012*.

Requires ongoing internal liaison and consultation with all stakeholders to ensure most efficient use of Regional Arts Development Funding.

#### **CONSULTATION**

Isaac Arts and Cultural Advisory Committee Members Arts and Cultural Programs Officer

#### BASIS FOR RECOMMENDATION

Consideration and adoption of Isaac Arts and Cultural Advisory Committee Minutes as per Terms of Reference and legislative requirements.

Isaac Regional Council is committed to arts and cultural development in the Isaac region.

#### **ACTION ACCOUNTABILITY**

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

#### **KEY MESSAGES**

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

Report prepared by:

JANA HESKETH

Manager Community Engagement,

**Programs and Events** 

Date: 29 June 2021

Report authorised by:

**DAN WAGNER** 

**Director Planning Environment and Community** 

Services

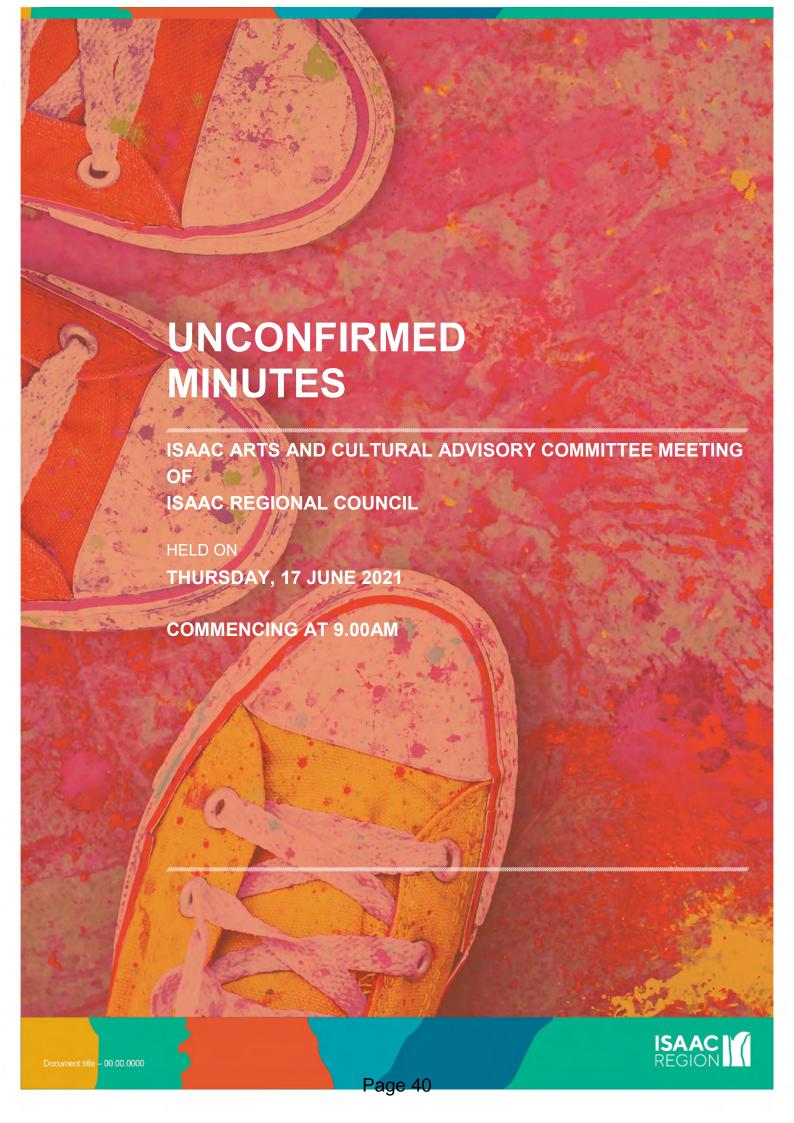
Date: 29 June 2021

#### **ATTACHMENTS**

- Attachment 1 Isaac Arts and Cultural Advisory Committee Unconfirmed Minutes 17 June 2021
- Attachment 2 Draft Public Art Guidelines

#### REFERENCE DOCUMENT

Isaac Arts and Cultural Advisory Committee Terms of Reference 2018





#### **ISAAC REGIONAL COUNCIL**

#### **UNCONFIRMED MINUTES OF THE**

#### ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

## HELD IN COUNCIL CHAMBERS, GROSVENOR COMPLEX, BATCHELOR PARADE, MORANBAH, AND VIA VIDEO AND TELEPHONE CONFERENCE CALL

#### ON THURSDAY, 17 JUNE 2021 COMMENCING AT 9.00AM

# Table of Contents 1. OPENING OF THE MEETING 2. ATTENDANCE 3. APOLOGIES 4. DECLARATION OF CONFLICTS OF INTEREST 5. CONFIRMATION OF MINUTES i. 30 March 2021 Minutes – Confirmed at Ordinary Meeting of Council on 28 April 2021

- 6. BUSINESS ARISING
- 7. REPORTS
  - 7.1 Isaac Regional Council Public Art Guidelines
- 8. GENERAL BUSINESS
- 9. CONCLUSION





fisaacregionalcouncil



#### **ISAAC REGIONAL COUNCIL**

#### **UNCONFIRMED MINUTES OF THE**

#### ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

#### HELD IN GREEN ROOM, MORANBAH COMMUNITY CENTRE

#### ON THURSDAY 17 JUNE 2021 COMMENCING AT 9.00AM

#### 1. OPENING

The Chair declared the meeting open at 9.24am and welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

#### 2. ATTENDANCE

Councillor Jane Pickels (Chair)

ATTENDEES Councillor Viv Coleman

Rev. Luke Collings

Tania Gillies
Jasmine Pearce
Jana Hesketh

Anne-Marie Loeskow

Dan Wagner
OBSERVERS

Jim Hutchinson

Suzanne Maguire

MINUTE TAKER Barb Franklin

ISAAC REGIONAL COUNCIL ABN 39 274 142 600









That the Committee accept Cr Jane Pickels (Chair), Cr Viv Coleman, Anne-Marie Loeskow, Jasmine Pearce participation in the meeting by Video Conference.

**Resolution No.:** IACAC0022

Moved: Jana Hesketh Seconded: Rev. Luke Collins

That the Committee accept Cr Jane Pickels (Chair), Cr Viv Coleman, Anne-Marie Loeskow, Jasmine Pearce participation in the meeting by Video Conference.

Carried

#### 3. APOLOGIES

The Committee accepted apologies from: Councillor Sandy Moffat Councillor Simon West

**Resolution No.:** IACAC0023

Moved: **Jasmine Pearce** Seconded: **Tania Gillies** 

That the Isaac Arts and Cultural Advisory Committee accepts the apologies received from:

**Councillor Sandy Moffat Councillor Simon West** 

Carried

#### 4. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared this meeting.





f isaacregionalcouncil



#### 5. CONFIRMATION OF MINUTES

That the Committee notes the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held on 30 March 2021 have been resolved by Council at its Ordinary Meeting on 28 April 2021.

Resolution No.: IACAC0024

Moved: Cr Viv Coleman Seconded: Jasmine Pearce

That the Committee notes the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held on 30 March 2021 have been resolved by Council at its Ordinary Meeting on 17 June 2021.

Carried

#### 6. BUSINESS ARISING

Public Art Proposal to be presented to Ordinary Meeting on 30 June 2021

#### **ATTENDANCE**

Cr Viv Coleman left the video conference at 10.32am and returned at 10.34am.

#### 7. REPORTS

#### ISAAC REGIONAL COUNCIL PUBLIC ART GUIDELINES

#### **EXECUTIVE SUMMARY**

This report seeks endorsement of the Public Art Guidelines, designed to assist applicants in addressing criteria for Public Art works within the Isaac region.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Adopt the Isaac Regional Council Public Art Guidelines.

ISAAC REGIONAL COUNCIL ABN 39 274 142 600







Page 44



2. Delegate authority to the Chief Executive Officer to approve minor administrative corrections to the document as required.

Resolution No.: IACAC0025

Moved: Cr Viv Coleman Seconded: Jasmine Pearce

That the Committee recommends that Council:

- 1. Adopt the Isaac Regional Council Public Art Guidelines.
- 2. Request the Chief Executive Officer to direct the Engaged Communities Department to draft a Public Art Application Form and Process.
- 3. Delegate authority to the Chief Executive Officer to approve minor administrative corrections to the document as required.

Carried

#### ATTENDANCE

Dan Wagner left the Council Chambers at 11.03am

#### 8. GENERAL BUSINESS

8.1 Cr Jane Pickels tabled a letter of resignation for her position as Chair of the Isaac Arts and Cultural Advisory Committee

Resolution No.: IACAC000

Moved: Cr Jane Pickels Seconded: Jana Hesketh

That the Committee recommends that Council:

- 1. Accept the letter of resignation dated 15 June 2021 from Cr Jane Pickels as Chair of the Isaac Arts and Cultural Advisory Committee.
- 2. Appoint Cr \_\_\_\_\_ as the Chair of the Isaac Arts and Cultural Advisory Committee.

Carried





Anne-Marie Loeskow - Thank you Cr Pickels for your service to the IACAC over the last few years. Your contribution to this committee is invaluable.

9. CONCLOS	DION
There being no further business, the Chair declared the me	eting closed at 11.06am.
CHAIR	/ / DATE



#### **PUBLIC ART GUIDELINES**

#### **APPROVALS**

GUIDELINE NUMBER	PECS-GDS-199	DOC. ID	Insert
DATE EFFECTIVE	Insert		
GUIDELINE OWNER:	<b>Engaged Communities</b>		
APPROVED BY	Director Planning, Environment and Community Services		
POLICY REFERENCE NUMBER	PECS-POL-075		



Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed

**Document Owner: Engaged Communities** Version 1 Page 1 of 10





#### **AIM**

The Public Art Guidelines have been developed to assist applicants address the criteria for Public Art within the Isaac region. The information provided in this document is based on best practice models endorsed by NAVA (National Association of Visual Arts) Code of Practice for the Professional Australian Visual Arts, Craft and Design sector and Council.

#### SCOPE

This document is for use by applicants seeking to install/present Public Art within the Isaac region. It is also used by Council officers to assist with the assessment of Public Art applications.

#### **DEFINITIONS**

TERM	MEANING	
IRC/Council	Isaac Regional Council.	
Culture	The characteristic features of everyday life shared by a community in a place and time.	
Public Art	Artworks installed in public places that may be permanent, temporary or ephemeral and can be represented in a range of artforms (e.g. sculpture, installation, projection, performance).	
RADF	Regional Arts Development Fund.	

#### **GUIDELINE**

Consideration of all public artworks proposed by Council and/or community organisations and individuals in the public domain, or the acquisition of such works by way of donation or gift, will be based on the following:

- Alignment with Council's <u>current</u> strategic and operational priorities.
- Cultural and artistic merit of the public artwork.
- Relevance and appropriateness of the public art to the context of its site and community standards.
- Consistency with current planning, heritage, social sustainability and environmental policies.
- Alignment with existing site/facility management plans.
- Consideration of public safety and accessibility of public spaces and facilities.
- Whole of life Cconsideration including of long-term maintenance and durability, including the capacity of sponsoring organisations and/or individuals to fund upkeep.

Council will not accept custodianship of public art requiring significant ongoing maintenance or protection to a standard beyond which Council can reasonably provide. It is recommended that applicants make themselves familiar with the following documents before submitting a Public Art proposal and align with them wherever possible to provide a solid case for gaining support, funding and resources:

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 2 of 10







- · Council's Vision, Mission and Values.
- Community Strategic Plan, Isaac 2035
- Isaac Regional Council Corporate Plan, 2017-2022
- Public Art Policy, PECS-POL-075
- Public Art Action Plan 2020-2024
- Arts and Cultural Policy, CORP-POL-031
- Arts and Cultural Action Plan 2018-2022
- Regional Arts Development Fund Applicant Guidelines, PECS-GDS-001
- Business Support Strategy 2019-2024
- Isaac Tourism Strategy 2019-2024
- Social Sustainability Policy, PECS-POL-116

#### CONTACT

Prior to commencing an application for public artwork, intending applicants must contact Council's Arts and Cultural Programs Officer to discuss their proposal on 1300 22 47 27 or by email sent to records@isaac.gld.gov.au with the subject "Attention Arts and Cultural Programs Officer".

#### PUBLIC ART PROPOSALS - WHAT TO INCLUDE

The below details areas that applicants must address when submitting a Public Art proposal to Council. Prior written approval from Council must be granted before the installation of any Public Artwork on Council owned or controlled sites. A proposal addressing the points outlined in these guidelines must be submitted to Council, who will undertake its own internal approvals process for Public Art and will advise applicants of the outcome by written notice.

Written Pproposals for Public Art projects must be on a completed Public Arts Application Form with supporting documentation provided in Word or PDF format. Any additional supporting documentation must be provided in a suitable format and file size. Incomplete proposals will not be considered.

#### ISAAC REGION ARTS ORGANISATIONS

#### **Concept and Design**

An outline of the proposed project should describe the concept for the artwork, why the work is requested and any social, economic, environmental, commercial or philosophical basis for the work, where it will take place, who is the primary audience, and what will the outcome be. Detail any research that has been undertaken to support this project and concept.

Applicants must provide a brief outline of the work including dimensions, theme, style, materials and the type of artwork together with a coloured sketch of the proposed design (A4 minimum size). Applicants may

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 3 of 10







also include computer generated concept pictures. Include as many views as possible, i.e. from various angles and, if possible, illustrated as if in situ.

Consideration must be given to the nature and colour of the proposed artwork to ensure consistency with the character and amenity of the surrounding area. The design must not constitute advertising or signage.

#### Dedemonstrated Community Benefit and Contribution to Social Sustainability

Applications must demonstrate how the Public Art project will benefit the community where it is located. Proposals should identify how the community finds out about and engages with the project and what community needs the project will meet.

#### **Stakeholders**

Your proposal should identify who is involved with the project (project manager, artists, volunteers, community groups, organisations, etc.) plus any relevant community stakeholders who will be impacted.

#### Location

Applicants must provide specific details of the site including a simple plan and/or visual documentation showing the proposed location of the artwork and detailing whether the artwork is freestanding, on a wall, fence, etc. The applicant must also consider and provide notes on the proposed footings for the work, as some structural considerations may require engineering/developmental approval.

You must consider how you might wish this work to be understood by the community and visitors. The proposal must outline how you wish the proposed artwork, when complete, to be unveiled/launched to the public and the extent of Council's involvement in this process. You must also provide information for didactic plaques where appropriate including the artist's name, the title of the work, the medium in which it is created, the date of creation, any organisations involved in the project creation, information about the artwork and its meaning and connection to place.

#### **Community Consultation**

Explain the methods that have been used to communicate and consult with the community and relevant Traditional Owner Groups in relation to the project. Document the consultations that have occurred or are to occur ahead of installation. Provide any supporting documentation and letters of support to indicate that adequate consultation has or will occur.

Applicants must consult with relevant Traditional Owner groups for any project on Council owned or controlled sites. Council staff can assist applicants in connecting with the relevant Traditional Owners as necessary.

#### **Consultation with Public Authorities (if applicable)**

Depending on the location of the proposed artwork, applicants may need to consult with and obtain approval from public authorities such as Transport and Main Roads QLD, Telstra and Ergon Energy. Council staff can assist applicants in connecting with the relevant authorities.

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 4 of 10







Conditions apply to projects planned to take place on infrastructure that is owned by Council and/or a third party. Applicants should note that artwork on any such infrastructure does not confer ownership or copyright over such infrastructure to other parties. Applicants also need to be aware that if the owners of such infrastructure need to repair or replace the infrastructure no responsibility is accepted by them for replacing the artwork.

#### **Timeframe**

Consideration should be given to the time required to complete the project. Your application should list when you propose to start and finish the project.

Please note, the Council approval process can take up to four months so you should take this into consideration when planning the project. Projects where site or infrastructure improvement is required will be subject to a longer approval process, depending on requirements.

lifespan and maintenance

Your proposal should address:

- the projected life of the artwork.
- The process for decommissioning of artwork including projected costs and timeframe if required.
- who will be responsible for maintaining the artwork in terms of public safety and aesthetics.
- what impact the artwork will have on the maintenance of the surrounding area.
- how climatic conditions will impact on the artwork.

#### Curriculum Vitae and/or Samples of Work from Artists and Fabricators

Council is open to facilitating both the furthering of emerging visual artists as well as supporting established practitioners.

Public Artwork must can be executed by a professional artist or under the project management /delivery of a professional artist. Fabrication may be completed by professional fabricators or the artist. Proposals must should include the artist's CV, plus a letter of confirmation of availability for each artist involved in the project. Samples of work by associated artists and details of the fabricators (if applicable) should be included plus examples of work of a similar vein they have executed. If project management or delivery is undertaken by a community organisation, details of the management committee and their ability to manage the project should be included.

Information as to the method of engaging artists should be included in the application – i.e. via an expression of interest process or by commission.

#### COPYRIGHT OF ARTIST/SIntellectual Property and Copyright

Ownership of intellectual property rights (including copyright) in a public artwork generally remain vested in the artist but a license will be negotiated as part of the agreement with Council to enable the reproduction, communication, publishing and broadcasting of images of the work. Each agreement will be individually

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 5 of 10







negotiated with the artist or commissioning group and your proposal should indicate if you have any requests or requirements in relation to copyright.

Council would not usually acquire the rights to reproduce an artwork in a three-dimensional form or to use the image as a logo or branding. If this is intended, it will be negotiated with the artist or commissioning group and included in the agreement.

Isaac Regional Council will have exclusive copyright licence of any Public Artwork on Council owned or controlled land, whilst acknowledging the intellectual and moral rights of the artist/s. Your proposal should include a note that the artist/s and responsible organisation agree to this condition.

#### **Materials**

Your proposal should detail the materials that will be used for the artwork. Where appropriate, it is strongly encouraged that two coats of anti-graffiti treatment be applied to the artwork to protect it from graffiti vandalism (if applicable).

#### **Public Safety**

Your proposal needs to note how the artwork will be designed to be safe. You're encouraged to attach a risk assessment for the project. Risk assessments must include consideration of all aspects of public safety, vandalism and workplace/site safety management during installation and life of artwork.

#### **Budget**

Please provide detail of the costs involved with the project and a complete budget. Costs may include artist/s fees, materials, fabrication costs, transportation, project management, administrative costs, maintenance and repairs, insurance, consultation, installation, landscaping and signage.

Your budget should also include proposed grants and other funding, sponsorship and in-kind support.

The estimated cost for future maintenance and repairs should be determined after discussions with the artist, appropriate restoration experts and Council staff.

#### Insurance

Until the work is complete and installed the artist/commissioning group must carry appropriate public liability insurance cover and indemnify and keep indemnified the Council (or any other third party owner of infrastructure) for all claims, actions, or legal proceedings that may arise out of injury or death to any third parties from use or in connection with the work.

#### **Partnerships**

Public Art is an opportunity to engage with many stakeholders. Detail all partnerships associated with the project. These partnerships may include sponsors, community organisations and funding bodies. If logos are to appear on any supporting documentation (plaques, acknowledgements, etc.) then these should be supplied.

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 6 of 10







#### OTHER CONSIDERATIONS

#### **Approvals and Agreements**

Specific pieces, such as sculpture or works affixed to a surface that require structural considerations may require developmental approval. Written permission must also be obtained from the owner of the surface or area housing the artwork.

Agreement between the commissioning body and the owner of any public property, infrastructure or open space controlled by Council must be made prior to commencement of work. This would be in the form of a contract or memorandum of understanding.

#### Rights and Responsibilities

Council reserves the right to decline the offer of any work proposed for a public place which does not meet the cultural, safety, aesthetic, structural or durability requirements.

#### Retention/De-accession

Public Art held in the public domain may need to be moved, or de-accessioned over a period of time due to a range of circumstances.

Council may de-accession an artwork for a number of reasons including:

- Inadequate storage and appropriate conservation resources to maintain the specific artwork.
- A permanent or temporary work that has exceeded its expected longevity.
- An artwork that no longer meets functional or aesthetic requirements.
- An artwork that no longer can be considered safe.
- An artwork that has been irreparably damaged.
- An artwork that requires an increase in maintenance that cannot be sustained.
- An artwork whose location is no longer appropriate due to redevelopment, road works, building demolition.

The de-accession process may include relocation of artwork, sale of artwork, donation of artwork, storage of artwork and destroying of artwork.

#### **Policy Requirements**

Legislation and Council policies that guide the acceptance and disposal of Public Art and the procurement and disposal of goods and services include:

- Copyright (moral rights) Amendment Act 2000
- Local Government Act 2009 and Council's Procurement Policy
- Council's Procurement Policy
- Council's Disposal Policy

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 7 of 10







Human Rights Act 2019

Disposing of artworks should comply with Council's Disposal Policy. Damaged artwork, artwork deemed no longer safe or would be considered to be valued at less than \$1000 can be disposed of at the Director of Planning, Environment and Community Service's discretion.

The Chief Executive Officer may dispose of Public Art by any of the following methods, having regard for the relevant provisions of the Local Government Act 2009 and Council's Disposal Policy:

- Disposal as authorised by resolution of Council;
- Transfer to other public agencies or authorities;
- Transfer as a gift to a recognised charitable, aid or non-profit organisation;
- Archival action by the Queensland Museum or State Library;
- Reduction to scrap; or
- Destruction.
- Returned to original artist or commissioning group.

#### **Moral Rights**

The creator of an artwork is entitled to certain non-economic rights.

Moral rights include:

- the right to be named as the creator of the work
- the right to take action if the work is manipulated in a way that damages the integrity of the work.

Council has a number of obligations to artists when de- accessioning works including but not limited to:

- Suitable notice of 3 months or more given to artist/s should Council decide to de-accession their artwork or in the case of a community arts project where there are several creators, the organising committee or project manager.
- Artists given the opportunity to record or photograph their work in situ prior to its removal.
- The option for the artist to acquire the work in the event it is being disposed of other than through sale or donation. In the event that the artist does not wish to or is unable to acquire the work, then the organising committee and project manager should then be given the next option.

#### WHAT HAPPENS ONCE YOUR APPLICATION IS SUBMITTED

Council's Arts and Cultural Programs Officer will contact you to advise receipt of your application. Following this, your proposal will be subject to Council's internal approval processes. Approvals will take approximately four months from receipt of your application. This timeframe may be extended if developmental approvals or additional structural works are required.

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 8 of 10







You will be kept informed throughout the approval process, but should you wish to discuss your proposal, please contact the Arts and Cultural Program's Officer on 1300 ISAACS (1300 472 227).

#### ACCESSING FUNDING AND RESOURCES

There are a range of resources that IRC and its community partners can leverage to support the implementation of projects and programs.

#### **Funding**

The following are some of the funding resources available for arts and cultural activity in Isaac Region.

- Isaac's Regional Arts Development Fund www.isaac.qld.gov.au/radf-grants/radf-2/1
- Arts Queensland www.arts.qld.gov.au/aq-funding
- Tourism and Events Queensland https://teq.queensland.com/events/events-support
- Australia Council for the Arts www.australiacouncil.gov.au/funding/
- Regional Arts Fund www.arts.qld.gov.au/aq-funding/6170-regional-arts-fund
- Australian Government, Office for the Arts www.arts.gov.au/funding-and-support
- Foundation for Rural and Regional Renewal <a href="https://frrr.org.au/funding/">https://frrr.org.au/funding/</a>
- Gambling Community Benefit Fund www.justice.gld.gov.au/initiatives/community-grants

#### Sponsorship and Fundraising

Creative Partnerships Australia offer a range of workshops and resources to create successful sponsorship proposals and fundraising campaigns for the arts. State managers provide expert advice on philanthropy, fundraising and development, and securing investment and partnerships.

https://www.creativepartnershipsaustralia.org.au/people/state-manager-qld/

#### State and National Artform and Service Organisations

There are many organisations in Australia that are willing to partner with regional communities to assist in building skills and developing projects that engage local communities. A good starting place to find organisations that might match projects is the funded organisation lists through Arts Queensland and Australia Council for the Arts. This is by no means a comprehensive list, but it is a starting point for research in finding the right match for projects.

www.arts.qld.gov.au/case-studies/investment-program/organisations-fund - previous recipient list www.australiacouncil.gov.au/programs-and-resources/list-of-key-organisations/

#### **Isaac Region Arts Organisations**

There are a number of Isaac-based arts organisations that may be able to assist public art applicants with general advice about proposals and guidance for securing funding and partnerships. They may also be able to offer assistance with the design, project management, delivery and/or funding of projects. For more detail,

Doc Number: PECS-GDS-199 Date Effective: [Insert effective date] This document is uncontrolled when printed **Document Owner: Engaged Communities** Version 1 Page 9 of 10







please make contact with Council's Arts and Cultural Programs Officer who can put applicants in touch with any relevant local groups.

#### **Tools**

A range of valuable tools is available through Arts Queensland's Arts Acumen Resources on their website. This includes marketing and promotion, entrepreneurship, partnerships and philanthropy, evaluation and reporting, governance and application writing.

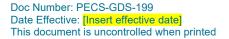
www.arts.qld.gov.au/arts-acumen

#### REFERENCES AND RELATED DOCUMENTS

- Copyright (moral rights) Amendment Act 2000
- Local Government Act 2009
- Human Rights Act 2019
- Arts Law Centre of Australia
- Australia Council for the Arts, Protocols for Producing Indigenous Australian Visual Arts

#### **DOCUMENT ID/NAME**

ID	NAME	
	Community Strategic Plan Isaac 2035	
	5 Year Corporate Plan 2017-2022	
CORP-POL-031	IRC Arts and Cultural Policy	
COM-PLN-007	IRC-Arts and Cultural Action Plan 20182022	
PECS-POL-075	IRC Public Art Policy	
PECS-POL-121	Original Materials Collection Policy	
PECS-PLN-068	IRC Public Art Action Plan 2020-2024	
CORP-TOR-009	Terms of Reference - Isaac Arts and Cultural Advisory Committee	
PECS-GDS-001	Regional Arts Development Fund Applicant Guidelines	
	Business Support Strategy 2019-2024	
	Isaac Tourism Strategy 2019-2024	
PECS-POL-116	Social Sustainability Policy	



**Document Owner: Engaged Communities** Version 1 Page 10 of 10





# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Jim Hutchinson	
AUTHOR POSITION	Manager Engaged Communities	

5.4	MAJOR GRANT APPLICATION – ISOLATED CHILDRENS
	PARENTS ASSOCIATION CLERMONT DISTRICT

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Clermont district branch of the Isolated Childrens Parents Association (ICPA) for the purpose of delivering the annual sports camp for rural and remote children.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a major grant application from the Clermont district branch of the Isolated Childrens Parents Association to the value of \$5,000 (exc. GST) for the purpose of delivering the annual sports camp for rural and remote children, conditional on COVIDSafe event delivery.
- 2. Approve that the grant be funded from the FY2021-22 Community Grants operational budget for Division 1.

#### **BACKGROUND**

The Clermont district branch of the ICPA Queensland, incorporated association IA15255, has made application under Council's Community Grants program for \$5,000 in financial assistance towards the staging of the annual Clermont Sports Camp in August. The camp enables rural and isolated children in Years 4-7 to come together in a group environment for a week of sporting opportunities and friendship connections. Participating children are either distance education students or attend small rural schools in the region and camp at the Clermont Showgrounds for the duration of the event. In 2021, it is expected that close to 150 children will be involved following the cancellation of the 2020 event due to the COVID pandemic. The total cost of the event is budgeted at approximately \$60,000 which is funded by way of community donations, sponsorship and fundraising in addition to a \$200 camp fee paid by participating children.

#### **IMPLICATIONS**

The grant will be funded from the FY2021-22 Community Grants operational budget of Division 1, from which a large number of participating students will be drawn.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



#### CONSULTATION

Councillor Division 1

Manager Community Engagement, Programs and Events

Community Relations Officer Clermont

**Engaged Communities Administration Officer** 

#### BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and supports the activation of community, specifically programs targeting the region's youth.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

#### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by: Report authorised by:

JIM HUTCHINSON

Manager Engaged Communities Director Planning Environment and Community

Services

**DAN WAGNER** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 - Major Grant Application – Clermont ICPA Redacted

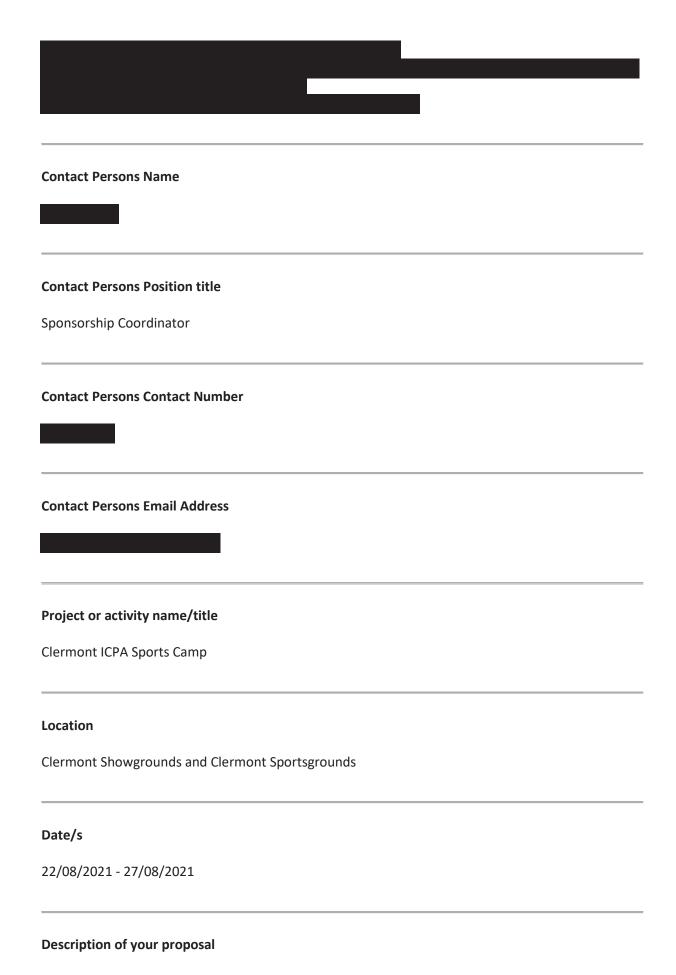
#### REFERENCE DOCUMENT

Isaac Regional Council Community Grants Guidelines

Subject: Clermont ICPA Sports Camp completed Community Grants Minor or Major Grants **Application Form** Clermont ICPA Sports Camp just submitted the grant application Community Grants Minor or Major Grants Application Form with the responses below. Minor Grant (maximum \$1,000) Sport, Recreation and Healthy Living Major Grant (maximum \$5,000) Sport, Recreation and Healthy Living **Group/Organisation Name** Clermont ICPA Sports Camp **Group/Organisation Address Group/Organisation Phone Group/Organisation Email** Is your group/organisation incorporated? No - You will need a sponsoring body that is incorporated to proceed with this application (proceed to Section 2)

Auspicing Group/Organisation Name
Clermont ICPA
Auspicing Group/Organisation Address
Auspicing Group/Organisation Contact Number/s
Auspicing Group/Organisation Email
Auspicing Group Incorporation Number 15255
Does the auspicing group/organisation have an ABN?  Yes - ABN No - 65411031053
Is the auspicing group/organisation registered for GST?  Yes
Will the auspicing group/organisation cover the public liability for this project or activity?  Yes - Please provide a copy

Upload auspicing group's current policy



The Clermont ICPA Sports Camp enables rural and isolated children from years 4-7 to come together in a group environment for an anticipated week of sporting opportunities and friendship connections. All of the children that attend sports camp either come from distance education schooling or one of the 8 small schools in our large catchment area. We as a volunteer committee endeavour to engage coaches from a variety of at least 8 different sports, giving all the children equal opportunities to gain as much knowledge and experience possible during the week. These sports for 2021 will hopefully include rugby league, basketball, hockey, cricket, volleyball, netball, tennis, martial arts and softball. Last year was a struggle for many across Australia, and for us that meant no camp but we as a committee are endeavouring to bring sports camp back to the rural students in our catchment and are really looking forward to the hustle and bustle of 144 rural children camping at the Clermont Showgrounds.

Funding amount requested from Isaac Regional Council (this figure must match budget):	
\$5000.00	
Minimum co-funding requirement (%):	
We also ask for and receive some sponsorship from a variety of different organisations from to bus hire companies, from seed merchants to sporting bodies, from our local chemist to local companies. Each student also pays a camp fee of \$200.	
Cash contribution:	
Camp fees - \$28800, ICPA Start up funding - \$15000, Donations - \$31000 (These are approxi we are yet to receive these donations).	mate as
In-kind:	
Businesses will often discount the rate for in kind donations. Bus hire, first aid supplies etc.	
Volunteer labour:	
Every single adult involved with camp is a volunteer. From the committee members to the experienced coaches, from the kitchen and cleaning volunteers to the camp nurse.	

#### **Grants:**

We have applied for a Glencore grant and also a Connellan Airways Trust grant.

Sponsorships:
Local businesses are the hub of our sponsorship. We are currently communicating with these to businesses to discuss potential sponsorship.
Total project or activity cost:
(this figure must match budget)
\$60210
What will the funds requested from Isaac Regional Council specifically be used for?
We would really appreciate your potential grant/sponsorship contribution to help towards the running of camp for 2021. We are seeking other potential sponsors however with the previous year being such a hard one for many we are aware that many businesses aren't in a position to offer support, especially as much as they would like to. We understand and appreciate this issue and therefore we are really hoping to ease this pressure by seeking help through a grant such as the ones offered by the Isaac Regional Council.
Upload event plan/activity supporting documentation
Have you discussed your proposal with a Councillor or any other Council Officers?
Yes - Please indicate who and the date -
Please indicate the priorities of your proposal:
Target, include or engage youth
Which of the following categories does your project or activity most align with?

Sport, Recreation and Healthy Living

#### Which category outcomes will your project or activity deliver?

Contribute to building healthy and active communities Encourage healthy eating and the availability of fresh, healthy foods

## Why should this project or activity be supported? Clearly demonstrate the need for the project or activity:

We are hoping that the Isaac Regional Council can support our week long sports camp that endeavours to provide 144 rural students with this opportunity. During the recent global pandemic everyone felt the effects of being isolated to some degree. Many have described 2020 as the hardest year that they have ever been through due to the isolation required to get the world back on track. This is something that many rural and isolated families in outback Australia have to face each year due to where they live. Living rurally is a priviledge and often a choice that families make but to be able to provide some form of group activity such as Sports Camp gives these children an opportunity to experience life "in town" and to have access to the professional knowledge of our sporting coaches. Sports Camp provides an insight into what they can expect when they make the big transition to boarding school and it has been noted that kids who have attended sports camp in previous years are more comfortable to try out for the sports once in high school. We also offer team building and the importance of working together in groups and team leadership during night time activities as well as on the fields/courts during the day.

#### Is your project or activity supported by the broader community and/or region?

#### If so, demonstrate the level of community support

Yes, we often have the same coaches/volunteers return year after year as they see the benefit and experiences that sports camp offers our younger rural generations. This week provides rural kids the opportunity to learn sports that generally are not an option for them because of their rural location and our volunteers return time and again to make this week a reality for rural families. Local businesses do whatever they can to discount services (ie bus hire) so that we can keep the cost (\$200 fee/child) to families as low as possible.

#### How will your project or activity benefit the people and community of the Isaac region:

The ICPA Sports Camp benefits first and foremost the 144 rural children for a week of opportunity and friendship, however it also brings these families to Clermont for drop off and pick up. During these times these families use this opportunity to support local shops and services. The coaches are also all housed at one of the local motels for the week, the long list of groceries are all bought through our local IGA grocery stores, all bread is bought from the bakery and all meat is bought through our local Butchery. We really appreciate all the support that we receive to make Sports camp go ahead each year and in turn our families support local.

Will your project or activity involve the preparation, serving or selling of food or refreshments?  Yes - Food licence required
Please provide a copy or proof of food licence lodgement (receipt)
Will your project or activity involve the serving of selling of alcoholic beverages?  No - To verify requirement please refer to the following link: <a href="https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True">https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True</a>
Does your project or activity have the necessary local and state planning or building permits/approvals?  No
Are you able to provide your group/organisations most recent Audited Financial Report?  Yes - Please provide a copy
Please provide a copy
Are you able to provide a budget for your project/event/activity?  Yes - Please provide a copy (Example budget template available from Community Grants Toolkit)

Group/Organisation Name
Clermont ICPA Sports Camp
Trading Name
ICPA QLD Inc Clermont Sporting Clinic
Name
ICPA QLD Inc Clermont Sporting Clinic
Position Title
Admin/Treasurer
Address
ABN
65411031053
Phone

**Upload Budget** 

Email
Preferred method of remittance to be sent
Email
Account Name
ICPA QLD Inc Clermont Sporting Clinic
Bank
BSB (6 digits)
Account Number
Upload a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business
letterhead
Name

Signature (typed name sufficient)
Date
1742021
Does your group/organisation operate within the Isaac Regional Council local area?
Yes
Is your group/organisation free of debt with Isaac Regional Council?
Yes
Have you acquitted any previous grants obtained from Isaac Regional Council?
N/A
Have you provided a valid public liability certificate? (Section 1)
Yes
Have you provided an Event Plan? (Section 4)
Not required
Have you met the minimum co-funding requirements? (Section 4)
Yes
Have you provided evidence of confirmed co-funding contributions? (Section 4)

165	
Have you provided letters of support or registra	tion of interested parties? (Section 6)
No	
Have you provided proof of required Local or Sta	ate Govt. permits/approvals? (Section 7)
N/A	
Have you provided the most recent audited fina	ncial report? (Section 8)
Yes	
Have you completed a Budget? (mandatory) (Se	ction 8)
Yes	
Have you provided written quotes? (Section 8)	
N/A	
Have you provided a copy of banking verification	n? (Section 9)
Yes	
Please provide an explanation if you have ticked	No or NA to any of the above
There are a couple that I have ticked No or NA be you are chasing these please don't hesitate to consorted for you.	cause I didn't think they were relevant to us but if ntact me and I will endeavour to get that info

I am authorised by my group/organisation to complete this form and I agree that

All necessary permits/approvals will be obtained prior to the beginning of the project. The project will be covered by appropriate insurance.

All relevant health and safety standards will be met.

I acknowledge that Council does not accept any liability or responsibility for the project.

If my application is successful, I will

Ensure that acquittal requirements are met within 12 weeks of the project completion date.

Accept the terms of the community grant in accordance with Council requirements.

Provide proof of other successful co-funding (if unconfirmed) within six months of notification.

Complete the project within twelve months of receiving Council funding.

Name

Position Title

Sponsorship Coordinator

Signature (typed name sufficient)

Date

17/4/2021

The statements made in this application are true.



## 2021 ICPA Sports Camp Proposed Budget





\$!%# <u></u> "Ā		Ä(&"\$"" 'Ā	
. BJ MĀLEEP		<u>. LBCOÑ TMEKPEP</u> Ā	•
(++ĀHMINVJRĀŠĀ)"Ā TJVĀHMIN	À.ĀĀ. ĀĀ,/#/"%"	2 HHSQQSIFX19SRAR)ĀVSSQVĀNĀÄ(,'Ā TJVĀRNUMĀRĀĀRNUMĀK ÄĀĀĀRĀRĀRĀR" "	
=8 =, 5Ā, 6 9Ā 00<Ā	AA A%++##'##	4 FVĀSMVĀ[MKMĀM YHXSBRĀSKĀRHUMNĀ ÄĀĀĀĀMĀĀ"."	
		4FVĀNUĀĀĀYJĀ ĀĀĀĀĀĀĀĀ	" -
/ LKBQLKPA		=8 =,5 Ā8 ,.3Ā 0A907 <0<Ā	AA AAN (###'##
:4?2ĀsVFRHMJVĀ	Ä <b>Ā Ā₩"</b> "% "		
?ĀĀ4 W	À.Ā. Ā.₩""% "	<u>. BQ <b>(B)</b>K F<b>\bar{a}</b> TM <b>E</b>K PEP\bar{A}</u>	
8 BRHSVIĀI SQQYRNJIĀS VFRX	À.Ā. Ā₩,"% "	3YX <del>I</del> MJV	
3YVAN WWWĀ	ÀĀ. Ā.# ""% "	BYTJVQFVQJX	
4 FJVQSRXĀ242ĀWFWKĀYTĀKYRRĀN	À.ĀĀ. ĀĀ,#"%"	< NPDĀ	
7YRI VENNELĀVEKBĀ	ÄĀĀ ĀĀ;'% "	3FQJV]Ā	
=8 =,5 Ā8 7,= 48 7<	A À Ā Ā Ā Ā	E MSPWFRWÄ	
		:HJ	
		;SFP/Ās \STĀ	
		BYRI VJĀXNQVĀ	
		$=8=, 5\bar{A}, =0; 472\bar{A}$	ÄĀĀ ĀĀĀ ####"##
		<u>9LILĀ∙GH<b>QP</b></u> Ā	
		4 MPN/JRĀ(++Ā1 ĀĀ*,%"   ÄĀĀĀĀĀ* "	
		DSP/RXJ/WA+'1Ä*,% "" ÄÄĀĀĀĀ"""	
		4 FQTĀISSWARFXSVĀI)1Ä*,Ā "ÄĀĀ ĀĀ%"	
		= YWWĀ(1Ä),% ""   ÄĀĀ ĀĀ,%"	
		4 FQTĀ JFIJVĀ) 1Ä*,%' " ÄĀ Ā\%"	
		4 SFHMJVM(,1Ä*,% "" ÄÄÄ ÄÄ),% "	
		4 SQQNXXJĀBMAVVĀ()1Ä*,% "" ÄĀĀ ĀĀ)'%"	
		=8 =, 5Â98 58 Ā:3 4; =<	Ä <b>Ä</b> ÄÄÄ ()#"##
		<u>, DJ HKIPODBQIHKĀITMEKPEPĀ</u>	
		2 FPĀTVIRXIRLĀĢĀKQJXFGJPVAĀHUVXINHFXIVVAĀRFQJĀFGJIPAĀ ÄĀĀĀĀĀŠPĀĀ "	
		BXBSBRJVJĀĀ&FĀQIRRFXRRLĀWUJXVĀ/&FĀÐPPVĀ ÄĀĀĀĀĀĀĀĀĀĀĀĀĀ	
		?MS\$XI-6T] IR:LĀ ÄĀ:\% "	
		? SVXKEJĀSKĀHWANNFKJVĀXĀSTASRVISVVĀ ÄĀ ĀR''%"	
		3FRRJÄK FXIVIFFAÄÄFIRX ÄÄÄÄÄ"%"	
		:RHNURXIFFNĀ ÄĀĀ ĀĀ'% "	
		=8 =,5 Ā/6 474<=;,= 48 7Ā	ÄÄ ÄÄ\"#"##
		<u>ONRINIJEKO, PRODGEPED</u> Ā	
		? VIRXV VĪSĀHS BY VĪF WI VĀ ÄĀ VĀ "	
		BMS[JVĀ4YVÆRRW ÄĀĀ ĀR'%"	
		DIVIDED WITH THE WAY	
	<u> </u>	> XMJVÄJUYTRQJRXÄ ÄÄÄÄÄÄÄ""	
		> XMJ kā UYTRQJR kā ĀĀ' "	Ä <b>Ä</b>
			À <b>Ā</b>
		> XMJWUYTRQJRX Ä ĀR% " =8 =,5 Ā0: >496 07= Ā0>;.3,< 0/	Ä <b>Ā</b>
		> XMJWUYTQJRX Ä ĀR% " =8 =,5 Ā0: >496 07 = Ā0>;.3,< 0/ -R PĀHTEĀ	ÄĀ <i>Ā</i> Ā\$##"##
		> XMJ 敬UYTNQJR 滿	ÄĀ <i>Ā</i> Ā \$##'##
		> XMJ WÜUYTRQJR X ÄÄ ĀR " =8 =,5 ĀD: >496 07 = ĀD>;.3,< 0/ -R PĀRIEĀ E SQGFĀE SRIJWĀ 3 YWĀSJĀE FHOJĀ ÀĀ ĀR "	ÄĀ <i>Ā</i> Ā\$##"##
		> XMJ 敬UYTNQJR X       A A A W "         =8 = 5	
		> XMJ WÜUYTRQJR X ÄÄ ĀR " =8 =,5 ĀD: >496 07 = ĀD>;.3,< 0/ -R PĀRIEĀ E SQGFĀE SRIJWĀ 3 YWĀSJĀE FHOJĀ ÀĀ ĀR "	ÄÄ ///////////////////////////////////
		> XMJ	ÀĀ <i>Ā</i> Ā.###"##
		> XMJ 敬UYTNQJR X       A A A W "         =8 = 5	
		> XMJÄNUYTNQJRÄ ÄÄ ÄÄ% " =8 =,5 ÄD: >496 07= ÄD>;.3,< 0/ -R PÄHDEÄ E SQGFÆ SRIJWÄ 3YWÄSIÄ-FHOJFÄ ÄÄ ÄÄ% "  7YJÄRÄYWWÄ =8 =, 5Ä ><ÄDA907 <0<  AJRÆÆMSIELVSYRIVÄ	ÀĀ <i>Ā</i> Ā.(##"##
		> XMJ	ÀĀ <i>Ā</i> Ā.###"##
		> XMJÄNUYTNQJRÄ ÄÄ ÄÄ% " =8 =,5 ÄD: >496 07= ÄD>;.3,< 0/ -R PÄHDEÄ E SQGFÆ SRIJWÄ 3YWÄSIÄ-FHOJFÄ ÄÄ ÄÄ% "  7YJÄRÄYWWÄ =8 =, 5Ä ><ÄDA907 <0<  AJRÆÆMSIELVSYRIVÄ	ÀĀ <i>Ā</i> Ā.(##"##
		> XMJÄNUYTNQJRÄ ÄÄ ÄÄ% " =8 =,5 ÄD: >496 07= ÄD>;.3,< 0/ -R PÄHDEÄ E SQGFÆ SRIJWÄ 3YWÄSIÄ-FHOJFÄ ÄÄ ÄÄ% "  7YJÄRÄYWWÄ =8 =, 5Ä ><ÄDA907 <0<  AJRÆÆMSIELVSYRIVÄ	ÀĀ <i>Ā</i> Ā.(##"##
		> XMJÄNUYTNQJRÄ  =8 =,5 ÄD: >496 07= ÄD>;.3,< 0/  -R PÄHOEÄ  E SQGFÄE SRIJWÄ  3 YWÄSÄÄ FHOJÄ  7 YJÄÄSYWWÄ  =8 =, 5Ä > <ÄDA907 <0<  AJRÆÄBMS[L\SYRIVÄ  :RWVFRHJÄ	ÄÄ
		> XMJ	ÄĀ
		> XMJ	ÄÄ
		> XMJ	ÄÄ
		> XMJÄNUYNQJRÄ  =8 =,5 ÄD: >496 07= ÄD>;.3,< 0/  -R PÄHDEÄ  E SQGFÄE SRIJWÄ  3 YWÄSJÄ-FHOJÄ  7 YJÄRÄSYWWÄ  =8 =, 5Ä ><ÄDA907 <0<  AJRÆÄRMS[L\SYRIVÄ  :RWYFRHJÄ  7 NWXÄDÄÄ  8 IKXÄÄÄ-SFHWIVÄ Ä=YWW  ONRINJEKQÄMEÄ  ? SVÄRSESÄ NYÄ  ÄÄÄÄ** "	ÄÄ
		> XMJÄNUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHOEÄ  E SQGFÆ SRIJWÄ  3YWĀSJĀ FHOJĀ  7YJĀSYWWĀ  =8 =, 5Ā > <Ã0A907 <0<  AJRЖĀBMS[L\SYRIVĀ  :RWVFRHJĀ  7NVXĀBĀ  8 IKXĀĀĀSFHUJVĀ Ā=YWJ  ONRINJEKQĀHOEĀ  ? SVĀSSBĀ NJĀ  ? FVVMHĀ MPWĀ ĀCFGPW  ĀĀ ĀĀW "	ÄÄ
		※ M.J	ÄÄ
		NUN NO	ÄĀ
		※ M.J	ÄĀ
		> XMJÄJUYNQJRÄ  =8 =,5 ÅD: >496 07= ÅD>;.3,< 0/  -R PÄHDEÄ  E SQFÄE SRIJWÄ  3 YWÄSÄ-K FHOPÄ  7 YJÄRÄSYWWÄ  =8 =, 5Å ><ÄDA907 <0<  AJRÆÄRMS[L\SYRIVÄ  :RWVFRHJÄ  7 NVXÄDÄ  8 IKÄÄÄASFHWIVÄ Ä=YWW  ONRINJEKQÄNDEÄ  ? SVÄRSSÄDIVÄ  ? EPVINHÄ MIPWÄÄCFGIPW BJHYNKJÄZIRHRÄÄ  33@Ä  =8 =, 5ÅD: >496 07 = ÅZ 4 0	ÄĀ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒĀ  E SQFÆ SRIJWĀ  3 YWĀSĀ-FHOJĀ  7 YJĀRĀ YWWĀ  =8 =, 5Ā > <Ã0A907 <0<  AJRЖĀBMS[L\SYRIVĀ  :RWVFRHJĀ  7 NWXĀBĀ  8 MXĀĀ-SFHUJVĀ Ā=YWU  0 NRMJEKGĀ-GĒ-V  6 PVXMĀ ĀRĀ-V  7 PVXMĀ ĀRĀ-V  9 PVXMĀ ĀRĀ-V  18 =, 5Ā > 4Ã0 ĀRĀ-V  18 MXĀĀ-SFHUJVĀ Ā-YWU  0 NRMJEKGĀ-GĒ-V  BJHYNĀ-Ā-FGĒ-V  BJHYNĀ-Ā-FGĒ-V  BJHYNĀ-Ā-FGĒ-V  BJHYNĀ-Ā-FGĒ-V  BJHYĀ-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-Ā-	ÄĀ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒÄ  E SQGFÆ SRIJWÄ  3YWÆSÆ-FHOJÆ  7YJÆÆYWWÄ  =8 =, 5Ā > <Ã0A907 <0<  AJRÆÆH****  -8 =, 5Ā > <Ã0A907 <0<  AJRÆÆBMS[L\SYRIVÄ  :RWVFRHJÄ  7NWÄÄBÄ  8 IKÄÄÄÄSFHMJVÄÄÄ=YWJ  ONRINJEKŒÄÆÆ  ? SVÆRSÆÐ IVJÄ  ? FYVMHÄ MPWIÄÄCFGRW  BJHYMJÄZIRHRLÄ  33@Ä  =8 =, 5Ã1: >496 07 = Æ4 0  @BPŒÄEJLSBÄ  ? SVÆR; SSÆQTY IRLÄ  ÄÄÄÆ*** "	ÄĀ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒĀ  E SQGFÆ SRIJWĀ  3 YWĀSJĀC FHOJĀ  7 YJĀSYWWĀ  =8 =, 5Ā > <Ã0A907 <0<  AJRXĀBMS[L\SYRIVĀ  :RWVFRIJĀ  7 NWĀŪĀ  7 NWĀŪĀ  8 IMĀĀSFI-MJVĀ Ā=YWU  ONRINJEKQĀMĒĀ  ? SVĀJSBSĀ NĀ  ? PĒVMHĀ MFWĀ ĀCFGPW  BJHYNĀJĀJRHĪLĀ  33@Ā  =8 =, 5Ā): >496 07 =Ā6 4, 0  @BPĒĀĒJLSBĀ  ? SVĀJSSĀQTYJRLĀ  ĀĀĀĀSW" "	ÄÄ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒÄ  E SQGFÆ SRIJWÄ  3YWÆSÆ-FHOJÆ  7YJÆÆYWWÄ  =8 =, 5Ā > <Ã0A907 <0<  AJRÆÆH****  -8 =, 5Ā > <Ã0A907 <0<  AJRÆÆBMS[L\SYRIVÄ  :RWVFRHJÄ  7NWÄÄBÄ  8 IKÄÄÄÄSFHMJVÄÄÄ=YWJ  ONRINJEKŒÄÆÆ  ? SVÆRSÆÐ IVJÄ  ? FYVMHÄ MPWIÄÄCFGRW  BJHYMJÄZIRHRLÄ  33@Ä  =8 =, 5Ã1: >496 07 = Æ4 0  @BPŒÄEJLSBÄ  ? SVÆR; SSÆQTY IRLÄ  ÄÄÄÆ*** "	ÄÄ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒĀ  E SQGFÆ SRIJWĀ  3 YWĀSJĀC FHOJĀ  7 YJĀSYWWĀ  =8 =, 5Ā > <Ã0A907 <0<  AJRXĀBMS[L\SYRIVĀ  :RWVFRIJĀ  7 NWĀŪĀ  7 NWĀŪĀ  8 IMĀĀSFI-MJVĀ Ā=YWU  ONRINJEKQĀMĒĀ  ? SVĀJSBSĀ NĀ  ? PĒVMHĀ MFWĀ ĀCFGPW  BJHYNĀJĀJRHĪLĀ  33@Ā  =8 =, 5Ā): >496 07 =Ā6 4, 0  @BPĒĀĒJLSBĀ  ? SVĀJSSĀQTYJRLĀ  ĀĀĀĀSW" "	ÄÄ
		> XMJÄJUYNQJRÄ  =8 =,5 Ã0: >496 07= Ã0>;.3,< 0/  -R PÄHŒĀ  E SQGFÆ SRIJWĀ  3 YWĀSJĀC FHOJĀ  7 YJĀSYWWĀ  =8 =, 5Ā > <Ã0A907 <0<  AJRXĀBMS[L\SYRIVĀ  :RWVFRIJĀ  7 NWĀŪĀ  7 NWĀŪĀ  8 IMĀĀSFI-MJVĀ Ā=YWU  ONRINJEKQĀMĒĀ  ? SVĀJSBSĀ NĀ  ? PĒVMHĀ MFWĀ ĀCFGPW  BJHYNĀJĀJRHĪLĀ  33@Ā  =8 =, 5Ā): >496 07 =Ā6 4, 0  @BPĒĀĒJLSBĀ  ? SVĀJSSĀQTYJRLĀ  ĀĀĀĀSW" "	ÄÄ
		> MAJĀJUYNQJRĀ  =8 =,5 ĀJ: >496 07 = ĀJ>; 3,< 0/  -R PĀHŒĀ  E SQĒKE SRIJWĀ  3 YWĀSĀS FHOJĀ  7 YJĀRĀS YWWĀ  =8 =, 5Ā > <ĀJA907 <0<  AJRXĀBMS[LVSYRIVĀ  :RWVFRIJĀ  7 NWXĀJĀ  8 IKXĀJĀSFHWVĀ Ā=YWW  ONRINJEKQĀNĒĀ  ? SV\$J\$SSĀJ NVĀ  ? FFVSHIĀ MFWĀĀFGRW  BJHYNJĀJRHĀLĀ  33@Ā  =8 =, 5ĀJ: >496 07 = ĀJ4 0  @BPĒLĀ EJ LSBĀ  ? SV\$J\$SSĀQTY IRLĀ  AYGONMĀJRĀGQTXJRĀLĀ  AKĀ ĀRW"  =8 =, 5ĀQ; <=0Ā, 06 8 ?, 5	ÄÄ
		NAM	ÄÄ
		NATA	ÀĀ
		NA	ÀĀ
		> XIJUNJUYNQJRXA ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ	ÄĀ
		NATA	ÀĀ
		> XIJUNJUYNQJRXA ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ	ÄĀ
** * Å ¢ #R. * 0/.!!	XA A POA A PRI A	> XMJWUYNQJRX =8 = ,5 AD: > 496 07 = AD>; .3, < 0/  -R PARTE  E SQGFAE SRIJWA 3 YWASAF FHOJFA 7 YJARASYWWA =8 = ,5 A > < ADA907 < 0 <  AJRXFABMS[L\SYRIVA	ÀĀ
*' * Å\$ <i>A</i> B. ' %"		> XIJUNJUYNQJRXA ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ	ÄĀ



## Ansvar Insurance Limited A.B.N. 21 007 216 506

Member of the Ecclesiastical Insurance Group

#### CERTIFICATE OF CURRENCY

Date: 4/12/20 Page: 1 of 8

Your local office is: Level 15 120 Edward Street Brisbane 4000

**Local call 1300 650 540** Phone 1300 650 540

Email insure@ansvar.com.au

This document shows your policy details as at the date printed and is to be read in conjunction with the policy wording. Should you have any queries please contact our office. Thank you for your continued coverage with Ansvar.

This certificate is provided for information purposes only and confers no rights upon the holder. It is not intended to amend, extend or alter the coverage afforded by the policy listed. It is provided as a summary only of the cover provided and is current only at the date of issue

STEADFAST QIS PTY LTD



Insured Name

ISOLATED CHILDRENS PARENTS ASSOCIATION – QUEENSLAND INC

Policy Number



Type of Policy

Community Service Organisation

Period of Insurance

21/11/20 to 21/11/21 at L.S.T 4:00pm

Policy Status

Active Policy (Current)

The Contract of Insurance consists of this Certificate and Company's Policy – to be read as one document

\*M000001Q04\*





Community Service Organisation Policy Number

Page 2 of 8

#### **Policy Notes**

#### **Additional Comments:**

POLICY WORDING
Ansvar Insurance Ltd.
Community Service Organisations Insurance Policy Wording

BUSINESS DESCRIPTION
Your operations are described as:

AGM & Branch Meetings Branches - 26 Members - 1,300

Fundraising includes catering and bars at local events, selling raffle tickets, functions and sporting events. (Cover for sporting events/activities are excluded and sports clinics are excluded).

Annual Conference.

Excluding any events/festivals held at premises other than your own where more than 500 attendees are expected unless specifically agreed by endorsement detailed within this document. Some activities are excluded as per policy wording.



Community Service Organisation Policy Number

Page 3 of 8

**Location of Risk:** 

WORLDWIDE EXCL USA & CANADA QLD 4804

**Type of Risk:** 80 – General Public & Products Liability

Type of Cover	Broadform Liability
---------------	---------------------

	Sum Insured	Excess
Public Liability	\$20,000,000	\$1,000
Products Liability	\$20,000,000	\$1,000
Property in Care/Custody/Control limited to	\$250,000	
Molestation/Sexual Abuse limited to	Not Insured	
Annual Revenue	247,972	

#### **Endorsement**

CLL Claims Pers Inj to Labour Hire

CLAIMS FOR PERSONAL INJURY TO LABOUR HIRE AND/OR SUBCONTRACTORS EXCESS ENDORSEMENT
It is hereby agreed and declared that any claims for personal injury to labour hire personnel, subcontractors or contractors who are performing services on behalf of the Insured will be subject to an excess of \$5,000 each and every claim.

CLV Claims Pers Inj to Volunteers

CLAIMS FOR PERSONAL INJURY TO VOLUNTEERS EXCESS ENDORSEMENT

It is hereby agreed and declared that any claims for personal injury to volunteers will be subject to an excess of \$1,250 each and every claim unless the Insured has an Voluntary Workers Personal Accident Policy with Ansvar Insurance Limited in which case the standard policy excess will apply.

SAE Sexual Abuse Exclusion

This Policy does not cover any claim arising from: Any actual or alleged Sexual Abuse, (as defined in the policy wording) committed, attempted, or allegedly committed or attempted by an Insured Person.

# **Additional Comments:**

Number of Members: 1,300 Number of Volunteers: 1,300 Type of Cover continued.... Advertising Liability: As per Public & Products Liability Limit Contract Works Liability 500,000 Sublimits: Property in Care, Custody & Control \$ 100,000 Automatic Extensions: \$ 1,000,000 Counsellors Liability Indemnifiable Fines & Penalties \$ 100,000 (Nil Excess) Optional Extensions: NOT INSURED 1. Sexual Abuse NOT INSURED 2. Replacement Wages 3. Medical Malpractice NOT INSURED \*I000001\*



Page 74

# ansvar insurance

#### CERTIFICATE OF CURRENCY

#### Community Service Organisation Policy Number

Page 4 of 8

4. Retroactive Claims Made Liability

Public Liability NOT INSURED Agreed Retroactive Date: / / NOT APPLICABLE Sexual Abuse Only NOT INSURED Agreed Retroactive Date: / / NOT APPLICABLE

5. Member to Member INSURED
6. Trauma Counselling Costs NOT INSURED (Nil Excess)

#### MEMBER TO MEMBER LIABILITY

The definition of You, Your and Yours is extended to indemnify all members of Your club, Your guests and visitors to Your club in respect of claims against any of them by any other member or guest of or visitor to the club arising in connection with the activities of the club.

Provided that the above endorsement does not apply in regards to any professional sporting and/or dance club.

#### **Type of Risk:** 89 – Management Liability

Insuring Clauses	Limit Of Liability	Aggregate Limit of	Excess	Retro.
	Any one Claim	Liability		Date
Entity Liability	\$2,000,000	\$2,000,000	\$1,000	21/11/19
Directors & Officers	\$2,000,000	\$2,000,000	NIL	21/11/19
Entity Reimbursement	As per D&O	As per D&O	\$1,000	As per D&O
Employment Practices	Not Taken			
Trustees Liability	Not Taken			
Statutory Liability	\$250,000	\$250,000	\$1,000	21/11/19
Internet Liability	\$250,000	\$250,000	\$1,000	21/11/19
Entity Crisis Cover	\$100,000	\$100,000	\$1,000	21/11/19
Aggregate Policy Limit	\$3,000,000			
Sublimits		Sublimit		Excess
Employee & Third Party	Fidelity	\$50,000 in the aggregate		\$5,000
Tax Audit		\$50,000 in the aggregate		NIL
Occupation	Philathropic &	Advocacy Servic		

Geographic Limit as per policy



Community Service Organisation Policy Number

Page 5 of 8

#### UPE UNAUDITED PREMISES EXCLUSION

The following is added to "Exclusions applying to employee fidelity and third party fidelity" section of the policy:
We are not liable to indemnify you, in respect of any Direc Financial Loss or make any payment in connection with any Dishonest Acts arising out of, based upon or attributable t premises that are not externally audited annually.
All other terms and conditions remain unchanged.

#### IWE INTERNAL WEAKNESS EXCLUSION

The following is added to "Exclusions applying to employee fidelity and third party fidelity" section of the policy: We are not liable to indemnify you, in respect of any Direc Financial Loss or make any payment in connection with any Dishonest Acts arising from any weakness identified in an external auditors report to management regarding internal operations.

All other terms and conditions remain unchanged.

#### DSE DUAL SIGNATORIES EXCLUSION

The following is added to "Exclusions applying to employee fidelity and third party fidelity" section of the policy: We are not liable to indemnify you, in respect of any Direc Financial Loss or make any payment in connection with any

#### \* Continued

Dishonest Acts arising from the failure of cheques and electronic fund transfers to have two signatories. All other terms and conditions remain unchanged.

#### **Additional Comments:**

INSOLVENCY EXCLUSION

The following special exclusion applies to this policy:

'We will not cover any claim under this policy arising from or attributable to the insolvency, bankruptcy or liquidation of the company/entity as the case may be'

All other terms & conditions of this policy are otherwise unchanged.'

\*1000001\*





Community Service Organisation Policy Number

Page 6 of 8

**Location of Risk:**ANYWHERE IN AUSTRALIA QLD 4804

#### **Type of Risk:** 90 – Members Personal Accident

Type of Cover	Volunt	tary Workers	
Details	Capital Benefits	\$100,000	
	Weekly Bodily Injury Benefits	\$1,000	
	Weekly Illness Benefits	Not Insured	
	Other Expenses	\$5,000	
	Agg. Limit of Liability all Claims	s \$2,000,000	
Benefit Period:		52 weeks	
Deferral Period:		7 days	

#### **Additional Comments:**

Number of Members: 1,300

NOTE: The Capital Benefits amount detailed herewith applies to any one Insured Person, any one bodily injury.

NOTE: Persons under the age of 18 or over the age of 75 years are limited to a maximum Capital Benefit of \$50,000 and maximum Weekly Bodily Injury Benefit of \$1,000 or the amounts specified in this insurance certificate whichever are the lesser.

Please refer to the Policy Wording for a full list of benefits and automatic extensions.

The Geographical Limit of this Policy is: Australia Wide.

## **Type of Risk:** 91 – Voluntary Workers Personal Accident

Insured Person	VOLUNTARY WORKERS						
Type of Cover	Volum	ntary Workers					
Details	Capital Benefits		\$200,000				
	Weekly Bodily Injury Benefits		\$1,000				
	Out of Pocket Expenses		\$5,000				
	Cost of Domestic Help		\$5,000				
	Policy Aggregate Limit per Person	n	\$200,000				
	Policy Aggregate Limit		\$2,000,000				
Number of Weeks covered:		104 weeks					
Initial Period Exclu	uded:	7 days					

## **Additional Comments:**

Number of Volunteers: 100

 ${\tt NOTE:}$  The Capital Benefits amount detailed herewith applies



Community Service Organisation Policy Number

Page 7 of 8

to any one Insured Person, any one bodily injury.

NOTE: Persons under the age of 18 or over the age of 75 years are limited to a maximum Capital Benefit of \$50,000 and maximum Weekly Bodily Injury Benefit of \$1,000 or the amounts specified in this insurance certificate whichever are the lesser.

Please refer to the Policy Wording for a full list of benefits and automatic extensions.

The Geographical Limit of this Policy is: Australia Wide.

\*L000001\*





Community Service Organisation Policy Number

Page 8 of 8

# RISK MANAGEMENT FORM

This form must be completed & returned at least two weeks prior to any event that has been organised by the branch.

Original form must be documented in branch minutes & stored indefinitely.

A risk assessment is designed to:

- consider all forseeable hazards and detail the controls used to elimiante or reduce the risk of those hazards
- detail how an emergency during the event will be handled
- be approved by at least one member of the ICPA Qld state council



The checklist below has been developed as a basic event risk assessment to ensure that controls are in place to eliminate or minimise risks at the event. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here.

BRANCH	CLERMONT
BRANCH RISK MANAGER	
EVENT NAME/DESCRIPTION	Clermont ICPA Sports Camp.
EVENT LOCATION	Clermont Sports arounds & Show Grounds.
START TIME & DATE	Sunday 25th August
END TIME & DATE	Friday 30th August
NUMBER OF PEOPLE ATTENDING	185
EVENT TYPE (please direle)	Fundraiser Social Meeting (not branch) Sporting/Educational

## Please note:

If your event is being held in multiple locations, please include additional details of locations and what times you will be in each location. If you require more information to be included, which is not covered in this form, please include this in an additional attachment.

# Please return this complete form for approval to:

Amanda Clark
Treasurer / Risk Management Officer
ICPA Qld Inc.

fail:			
fail: mail:			
hone:			

Activity/task/hazard	Yes	No	N/A Person responsible	Additional controls / comments
Volunteers / Employees				
Do you have a volunteer's / employee's register? (Please ensure all volunteers & employees sign in and out)	M			
Incident report register, on hand during event				
All event personnel (employees & volunteers) have completed an appropriate site induction	V			
Contractors have submitted risk assessments			V	
All contractors have received a site induction				
Emergency planning				
Event personnel have completed necessary emergency procedure training	V			
Event emergency plan has been documented and communicated to all event personnel, including method of communication in the event of emergency	~			
First Aid				
Does anyone have a First Aid Certificate?  If yes, please provide a register of names	~	1		
First aid kit on hand for the duration of event  P lease note location	V			
If outside mobile reception, is a phone available in an emergency?	V			
Closest hospital	~			CLERMONT
Planing / Setup				
Grass and grounds maintained	~	1		
Plan/timetable developed for set up times and arrival	V	1		
Site plan developed: with clearly defined areas, includin access & exit points, no vehicle areas, parking, speed limits, emergency evacuation assembly point	g			
Event management plan completed, and available throughout event (helpful tool, but only relevant for large events, where estimated alcohol comsuption includes 1000 patrons)		1		

Activity/task/hazard	Yes 1	No N	/A Person responsible	Additional controls / comments
Restricted public access during set up	/			
Equipment installed in accordance with manufacturer's guidelines	<u> </u>			
All free standing objects (marquees, pin boards, etc) are weighted and/or secured	V			
Occupancy limits (indoor events)				
Occupancy limits for the venue has been checked and is appropriate for expected number of attendees				
Traffic and parking				
Restricted pedestrian access during set up & event	/			
Provision of access for emergency vehicles & personnel	V			
Traffic management (if required, provide details)			<b>V</b>	
Traffic management staff to wear high vis vests			✓	
Clear signage	/			
Adequate parking facilities for people with disabilities	/			
Parking attendants required			/	
Event signage		-		
Access and egress points are clearly signed	1			
Any restricted entry areas are adequately signed				
Emergency exit pathways are clearly signed (indoor events)				
Emergency assembly areas are adequately signed	1			
Site maps available	V			
Amenities				
Sufficient toilets and hand washing facilities for expected number of attendees				
Adequate amenities provision for people with disabilities	~			
Adequate drinking water available for attendees	1			

Activity/task/hazard	Yes No	NA	Person responsible	Additional controls   comments
Power				
All portable electrical equipment/tools, leads and power boards tested and tagged as required				
No daisy chaining of extension cords and power boards	/			
Lead connections etc are protected from weather or any other liquid				
All leads secured				
Leads/cables not to be placed across thoroughfares				
Generators, if used, safely positioned and access to area restricted		V		
Lighting				
For night time events, is there adequate lighting available	V	101		
Slips, trips and falls				
Site inspection to identify trip hazards				
Pathways and thoroughfares kept free of trip hazards	1			
Signage where necessary	<b>V</b>			
Noise				
People who may be affected by nuisance noise have been alerted to time and duration of noise				
Noisy activities are planned for time of least disturbance of other activities				
Security				
Local police, and emergency services (if relevant), have been informed of the event				
Any activity which may produce smoke, fire or dust has been reported prior to the event				
Security personnel required during the event  Please note paid or volunteer, and number on duty		V		
Waste management				

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Adequate bins have been provided					
Increased bin emptying has been arranged					
Site clean up plan, after event	V				
Food service / vendors					
Food vendors hold appropriate food licence/permit - license displayed			V		
Food vendors have been provided a site map			/		
Have been provided with event emergency plan			~		
Food vendors have contact details for event manager, and any relevant event personnel	No.		/		
Any vendor, whose activities may potentially place themselves or others at risk have submitted their own risk assessment			~		
Will food be prepared and served by branch members					
Will food be prepared on site	V			View Control	
If branch is preparing, and serving, food, it will be prepared and stored in accordance with hygienic food handling procedures (i.e. suitable handling/prep, heating, cooling, storage, plastic gloves)					
Alcohol			1		
An eligible non-profit organisation holding a low risk fund are urged to check if your event is eligible by visiting www	drais	ing e r.qld	vent	may not need a communau or calling 13 74 68	ity liquor permit, to sell/supply alcohol at their event. Event organisers
Will alcohol be available at the event		1			
Will alcohol be BYO (please note that BYO alcohol is not permitted in conjunction with a community liquor permit)					
Will alcohol be sold by the branch	80	7			
Will alcohol be sold by a third party		V			
Has a liquor permit been obtained		1			
Liquor permit on display					

Activity/task/hazard	Ves	Ne	NA	Person responsible	Additional controls / comments
Required alcohol consumption signs & warnings are displayed, and easily viewed by patrons			<b>V</b>		A STATE OF THE PARTY OF THE PAR
At least one person serving behind bar will hold an RSA (Responsible Service of Alcohol certificate), or the number stipulated on liquor permit					
Strategy in place for dealing with broken glass			V		
Strategy in place to deal with intoxicated and disruptive patrons			~		
Amusement devices/rides					
The owner or operator must provide current Plant Registration certificate and current Maintenance / Inspection certificate					
Weather					
Australian Bureau of Meteorology website is accessed to check for forecast adverse weather conditions (www.bom.gov.au)	<b>V</b>				
An extreme weather contingency has been planned (i.e. cancellation, postponement, venue change, etc)	V				
Sun and heat exposure					
Provision of undercover areas (for shade)					
Employees and volunteers working outside required to wear sun safe clothing and sunscreen	$\square$				
Provision of sunscreen for outdoor employees, volunteers and patrons	$\subseteq$				
Adequate drinking water readily available					
Camps					
Please contact the Treasurer / Risk Management Officer t	o see	if the	pro	posed activities are co	overed by insurance before proceeding
Approximate number of children / students attending					133 Kids
Who is responsible for the children during camp					
Will the parents of the children attending be present for the duration of the event					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Are coaches or instructors involved (who are not parents of children attending)					
If yes, do they have a current blue card					
If camping overnight, how many adults will be there to supervise the children	V				50 Aduts
Strategy in place to maximise Child Protection	~				
Strategy in place to minimise infectious diseases	V				
If BYO alcohol will be available, do you have a safe consumption of alcohol strategy in place					Heritage Building.
What sport and/or activities will be available to children / students attending the camp?					Netball, Hockey, Handball, Cricket, Volleyball NRL, AFL, Tennis.
Each sport/activity must be listed below with specific risks detailed					
Checklist / Risk assessment completed by:					
Name:	-		_	Position: Branch	n Treasurer & Risk Management.
Signature:				Date: 13/8	1_19
Approved by:					
Name:			_	Position:	
Signature:			_	Date:/	./
Event specific risks					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
			14.7		

Additional information	

# Helpful links:

https://www.police.qld.gov.au/programs/drugs/Documents/EventMgmentGuide.pdf

https://publications.qld.gov.au/storage/f/2014-06-24T23%3A47%3A44.633Z/event-management-planning-guide.pdf





2019 Sports Camp Income & Expenditure - January - De

Income Camp Fees			
Camp rees		_	_
First Child	115@\$150	\$	17,250
Subsequent Children	21@\$130	S	2,730
TOTAL	CAMP FEES		19,980.
Donations Received Alpha ICPA		1.	
Alpha SS P & C		\$	1,000.
ANZ		\$	250.
Aramac Multaburra ICPA		5	2,000.
Arcadia Valley ICPA	_	\$	100.
Bautinia SS P & C		S	200,
Belyando / Mt Coolon ICPA		8	300,
Burnett Carrying Company		5	500.
Capricornia BOTA ICPA		\$	500. 4,000.
Capricornia SDE P & C		\$	3,000
Charters Towers ICPA		s	1,000.
Charters Towers SDE P & C		5	1,000.
Clarke Creek ICPA		\$	1,000.
Clarke Creek SS P & C		\$	1,000.
Clermont ICPA		\$	10,000.0
CQ Ag Services		S	2,000.0
Daley Built Construction		5	200.0
Family Donation		\$	283.0
Flor Hanty	The state of the s	\$	100.0
Gindle SS P & C		\$	400.0
Glencore Coal Assests Australia Pty Ltd		\$	7,500.0
Kennas		5	500.0
Gloummin SS P & C		\$	1,000.0
andmark Clermont		\$	750.0
ochington SS P & C		\$	100.0
SODE P & C	- 3	\$	1,000.0
Marlborough SS P & C		\$	250.0
Mifsud Heavy Haulage		\$	1,000,0
Mistake Creek SS P & C		\$	350.0
Orion SS P & C		5	200.0
Plaza Sports Emerald		\$	200.0
Rabobank Emerald		\$	2,000.0
Lawrence SS P & C		\$	200.0
tocklick Trading		\$	200.0
uncorp Emerald		\$	500.0
he Cathedral School of St Anne & St James		\$	2,000.0
ownsville Grammar School		\$	2,000.0
		5	1,000.0
Whitsunday Anglican School	RECEIVED	\$	
Valkyrie SS P & C Vhitsunday Anglican School TOTAL DONATIONS	RECEIVED		
Whitsunday Anglican School TOTAL DONATIONS Other Income	RECEIVED	\$	
Whitsunday Anglican School TOTAL DONATIONS Other Income Universary Shirts	RECEIVED	\$	51,583.0
TOTAL DONATIONS  Other Income  Inniversary Shirts Jeturn of Bond from IRC		\$	4,903.00
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$	4,903.00 500.00
TOTAL DONATIONS  Other Income  Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.65
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.00 500.00 651.65
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
ther Income Iniversary Shirts eturn of Bond from IRC		\$ \$	4,903.00 500.00 651.63
ther Income Iniversary Shirts eturn of Bond from IRC		\$ \$	4,903.00 500.00 651.63
ther Income Iniversary Shirts eturn of Bond from IRC		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.0 500.0 651.6
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.0 500.0 651.6
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.0 500.0 651.6
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
thirsunday Anglican School TOTAL DONATIONS  ther Income Inniversary Shirts eturn of Bond from IRC affle		\$ \$	4,903.00 500.00 651.63
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.65
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	4,903.00 500.00 651.65
TOTAL DONATIONS  Pther Income Inniversary Shirts Jeturn of Bond from IRC  affle		\$ \$	4,903.00 500.00 651.65
TOTAL DONATIONS  Other Income Inniversary Shirts Jeturn of Bond from IRC		\$ \$	2,000.00 51,583.00 4,903.00 600.00 651.65 6,054.65

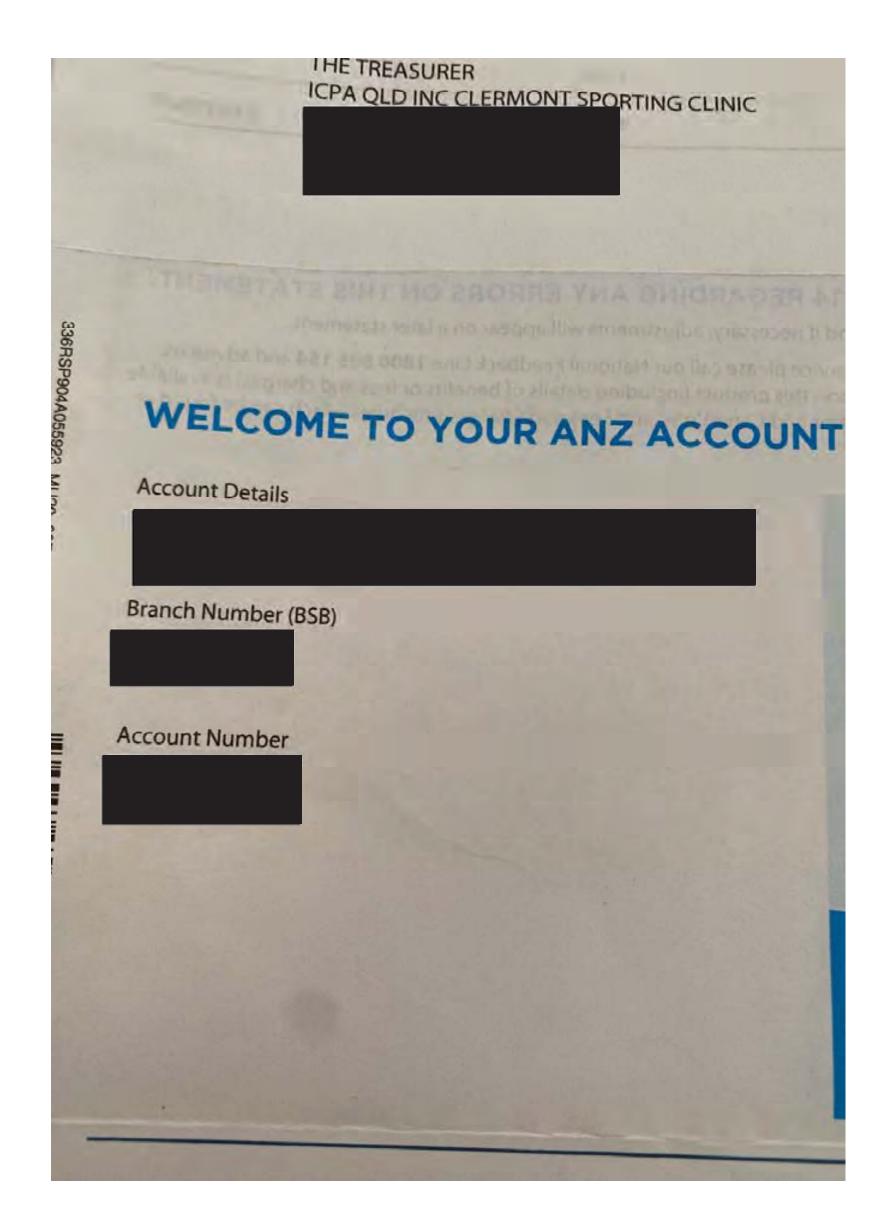
liture - January - December		CP
Expenses Administration Expenses		
All printing - timetables, certificates, name labels	6 0.500 or	_
Stationery	\$ 2,508.85 \$ 675.63	
Photocopying	\$ 55.20	
	TOTAL ADMINISTRATION	\$ 3,239.0
		4. 3/233,1
Anniversary Shirt Refund (Committee member	rs)	\$ 234.0
Anniversary 25th		
Anniversary Celebrations (cake toppers)	\$ 98.25	
25th Anniversry - Shirts	\$ 5,092.20	
25th Anniversay - Backpacks	\$ 1,281.60	
25th Anniversary - Hats	\$ 1,900.80	
25th Anniversary - Cooling Towels	\$ 1,089.00	
25th Logo & reformatiing logos	\$ 426,80	
	TOTAL Anniversary 25th	\$ 9,888.6
Bus Hire Vombat Wonders	\$ 605.00	
Bus Fox Mackay	\$ 1,188.00	
Fuel - Buses	\$ 63.77	
	TOTAL BUS EXPENSES	5 1,856.7
	TOTAL BOO EXICADES	2,030,7
Catering Expenses		
Supermarket	\$ 2,087.83	
Aik	\$ 3,859.43	
	\$ 899.58	
Sakery	\$ 1,822.94	
Vholesalers	\$ 3,569.69	
00	\$ 108.00	
	TOTAL CATERING	\$ 12,347.4
oach Expenses		
ccommodation -12 rooms @ \$100 per night - 5 nig	pht \$ 5,950.00	
uel - Coaches	\$ 248.24	
irlare & Excess Baggage	\$ 7,238.07	
dcomodation - Birsbane - Meeting with Coaches	\$ 495.42	
	TOTAL COACH EXPENSES !	13,931.73
quipment Hire		
ort-a-loo Hire	\$ 55.00	
lastic Chairs	\$ 49.50	
ecurity Fencing	\$ 48,50	
and i stand	TOTAL EQUIPMENT HIRE	104.50
		204.50
quipment Purchased olleyball Nets	1	
The state of the s	EQUIPMENT PURCHASED S	44.05
	EGGI-MENT FORCHASED 3	44.95
irst Ald	5	363.30
ifts - Coaches & Nurse	15	761,90
	J	701,50
surance	5	1,985.61
olo Shirts		
hildren (124@\$14.00 / 11@\$16.50)	\$ 2,109.25	
mbroidery - 270 x Kids Shirts (sleeves \$4.00)	\$ 1,188.00	
amp Coordinator (2@\$35) urse (1@\$25.00)	\$ 77.00	
arse (1@\$25.00) amp Leader (2@\$35.00)	\$ 27.50	
viunteers (36@\$16.50)	\$ 77.00	
paches (12@\$16.50)	\$ 653.40	
nbroidery - Sleeves	\$ 316.80	
nbroidery - 25th Logo	\$ 466.40	
	\$ 827.20	
abroidery - Back of Shirts	\$ 2,336.40	
gs to Pack Polo shirts & hats	\$ 121.55	
	TOTAL POLO SHIRTS \$	8,200.50
stage	\$	317.70
ntal Showgrounds (\$541 hire + \$500 Bond refu	inded) S	1,041.00
adshow Films - Hire of Movie Copyright		
	\$	330.00
orts Camp Fee Refund	5	120.00
ndry Items		
nner Material ble clothes & freight	\$ 78.20	
are violates a natifial	\$ 558.47 TOTAL SUNDRY ITEMS \$	575.57
	TOTAL SUNDRY ITEMS \$	636.67
ste Removal t-a-Loo Emptying	N 255	
	\$ 451.71 OTAL WASTE REMOVAL \$	451.71
TAL EXPENDITURE	S S	55,856.14
	3	00,000.14



# Clermont ICPA Sports Camp Financial Statement for the Period 1 January 2019 - 31 December 2019

Anniversary Shirts Bond Refund - IRC return of Bond				
Bond Refund - IRC retur			\$4.903.00	
200	n of Bond		\$500.00	
	ICPA Branches	\$7,800.00	L	-
	P & Cs	\$40.050.00		
Donations	Families	\$283.00	\$41 583 00	
	Glencore Community Grant	\$ 750000	-	
	Businesses	65		
Fundraising - Raffle			\$651.85	
Sports Camp Fees			610 080 00	
Subsidy - Clemont ICPA			\$10,000,00	
		OT	TOTAL INCOME	\$77,617.65
Less - Expenditure January - December 2010	2010			
Administration / Stationeru	200			
Anniversay Items			\$3,239,68	
Anniversay Shirt Refund (committee Members)	committee Members)		99,000,00	
Bus Hire			\$234.00	
	Butcher	60,007.00	2000	
	Supemarket	1		
	Mix			
Camp Catering	Baken	1	\$12,347.47	
	Wholesalers	9 25000		
	lice A service of the	1		
	Accommodation	\$5,950.00		
Coaches	Fuel - Coaches	\$248.24	640 004 70	
	Travel - Airfares & Excess Baggage	\$7,238.07	07.100,00	
	Accompdation - Birsbane - Meeting with Coaches	\$495.42		
4	Port-a-loo	\$55.00		
Equipment Hire	Plastic Tables & Chairs	\$49.50	\$104.50	
	Security Fencing			
Equipment Purchased - Volley Ball nets	illey Ball nets		44.95	
First Aid Supplies			\$363.30	
Gifts - Coaches, Nurse & Coordinators	pordinators		\$761.90	
Insurance			\$1 985 61	
Polo Shirts			\$8 200 GO	
Postage			90,200,00	
Rental Showgrounds (including bond)	udingbond)		9317.70	
Roadshow film hire			00.190,14	
South Millimite			\$330.00	
sports carrip ree Kerund (cancelled enrolment)	ancelled enrolment)		\$120.00	
Sundry Expenses - Banner Material & Table clothes	Material & Table clothes		\$636.67	
Trf to Branch A/C - surplus funds	funds		\$21,761,51	
Waste Removal			\$451.71	
		TOTAL EX	FXPENDITURE	\$77 817 GE





# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.5	MAJOR GRANT APPLICATION - CLERMONT GOLD AND COAL
	FESTIVAL

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application and multi-year funding agreement from Clermont Artslink for the purpose of delivering the annual Clermont Gold and Coal Festival.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a multi-year major grant application from Clermont Artslink to the value of \$5,000 (exc. GST) annually for the purpose of delivering the Clermont Gold and Coal Festival, conditional on COVIDSafe event delivery.
- 2. Approve that the annual grant be funded equally from the Community Grants operational budgets of Divisions 1 and 6 in FY2021-22, FY2022-23 and FY2023-24 to a total value of \$15,000 (exc. GST) over the duration of the agreement.

#### **BACKGROUND**

Clermont Gold and Coal Festival celebrates its 21st anniversary 2021. Clermont Artslink, Incorporated Association IA55001, has made application under Council's Community Grants program for \$5,000 in financial assistance towards the staging of the annual festival on 20-21 August 2021, with a request that Council also consider a multi-year funding agreement for the event. This application has been brought forward as an out-of-round grant application as the timing of this year's event is prior to the determination of Round 1 of FY2021-22 grants program. Clermont Gold and Coal Festival is a celebration of the proud history of the district, with a strong emphasis on links to mining past, present and future. The two-day event features local entertainment, market and food stalls on the Friday night and an assortment of activities as a family fun day on the Saturday. The timing of the event leverages off Gemfest in the neighbouring Central Highlands the weekend prior, encouraging travellers to remain in the wider region and explore the "mining trail". There have also been initial discussions regards greater engagement between this event and the offerings at Clermont Historical Centre for the 2021 festival.

#### **IMPLICATIONS**

The \$5,000 (exc. GST) grant will be funded equally from the Community Grants operational budgets for Divisions 1 and Division 6 in FY2021-22, FY2022-23 and FY2023-24 to a total value of \$15,000 (exc. GST).

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



CONSULTATION

<u>Internal</u>

Mayor

Councillor Division 1

Manager Community Engagement, Programs and Events

**Engaged Communities Administration Officer** 

Arts and Cultural Programs Officer

External

Treasurer Clermont Artslink

#### BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and supports the activation of community.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

#### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by: Report authorised by:

JIM HUTCHINSON DAN WAGNER

Manager Engaged Communities Director Planning Environment and Community

Services

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 - Major Grant Application Clermont Gold and Coal Festival\_Redacted

#### REFERENCE DOCUMENT

• Isaac Regional Council Community Grants Guidelines

Application Form with the responses below. Major Grant (maximum \$5,000) **Community Events Group/Organisation Name** Clermont Artslink Inc **Group/Organisation Address Group/Organisation Phone Group/Organisation Email** Is your group/organisation incorporated? Yes - Incorporation No - 1A55001 Does your group/organisation have an ABN? Yes - ABN No - 30804331710 Is your group/organisation registered for GST? No

Clermont Artslink just submitted the grant application Community Grants Minor or Major Grants

Will your group/organisation cover the public liability for this project or activity?
Yes - Please provide a copy of the current policy
Upload your current policy
Contact Persons Name
Contact Persons Position title
Treasurer
Contact Persons Contact Number
Contact Persons Email Address
Project or activity name/title
Clermont Gold and Coal Festival
Location
Clermont

Date/s
20-21 August 2021
Description of your proposal
Clermont Gold and Coal Festival is celebrating its 21st birthday in 2021. This is a community event that celebrates all what Clermont is with particular emphasis on the gold and coal mining industries past, present and in the future. It runs over two days and features local entertainment, market and food stalls on the Friday night and an assortment of activities as a family fun day the following day. There are talks with incorporating the Clermont Historical Centre into the 2021 event with additional activities and the steam engine operating the same day.
Funding amount requested from Isaac Regional Council (this figure must match budget):
\$5000 (requesting consideration of a multi year agreement)
Minimum co-funding requirement (%):
30
Cash contribution:
\$0
In-kind:

5

\$1000

\$2400

**Grants:** 

\$2000

Volunteer labour:

Sponsorships:	
88500	
otal project or activity cost:	
this figure must match budget)	
33000	
What will the funds requested from Isaac Regional Council specifically be used for?	
Entertainment, rubbish removal, hire of equipment, purchase of additional gazebos.	
Jpload event plan/activity supporting documentation	
phoad event plan/activity supporting documentation	
Have you discussed your proposal with a Councillor or any other Council Officers?	
'es - Please indicate who and the date - and	-
7/6/21	
Please indicate the priorities of your proposal:	
Promote access and inclusion	
Target, include or engage youth  Contribute towards positive engagement of the aged	
Enhance mental health awareness	
Inhance mental health awareness	

#### Which category outcomes will your project or activity deliver?

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 Celebrate and contribute to our lifestyle, diversity and culture

Increase access and engagement with cultural heritage, including aboriginal culture

# Why should this project or activity be supported? Clearly demonstrate the need for the project or activity:

This is one of the few Clermont events that fully involves the entire community. It has a long-standing history in the community and is an opportunity for Clermont to showcase the liveability and community spirit that is strong and alive.

#### Is your project or activity supported by the broader community and/or region?

#### If so, demonstrate the level of community support

The event is one of the highlights on the Clermont social calendar and usually attracts up to 1200-1500 people through the gates.

#### How will your project or activity benefit the people and community of the Isaac region:

Visitors to Gemfest (the previous week) to stay in the region for a longer period to attend the Gold and Coal Festival. Encourage visitors from out of town to experience Clermont. Opportunity for local groups to fundraise and attract members. Opportunity for local businesses to showcase their products and services. An opportunity to promote the liveability of Clermont. And an opportunity for local schools and local artists to showcase performances and talents.

Will your project or activity involve the preparation, serving or selling of food or refreshments?

Yes - Food licence required

Will your project or activity involve the serving of selling of alcoholic beverages?

Yes - Liquor licence required

Does your project or activity have the necessary local and state planning or building permits/approvals?
No
Are you able to provide your group/organisations most recent Audited Financial Report?
No - Please provide an explanation - Currently with accountants in Mackay.
Are you able to provide a budget for your project/event/activity?
Yes - Please provide a copy (Example budget template available from Community Grants Toolkit)
Upload Budget
Upload supporting quote 1
Upload supporting quote 2
Group/Organisation Name
Clermont Artslink Inc

Trading Name
Clermont Artslink Inc
Name
Position Title
Treasurer
Address
ABN
30804331710
Phone
Email
Preferred method of remittance to be sent
Email
Account Name

Clermont Artslink Inc
Bank
BSB (6 digits)
Account Number
Upload a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead
Name
Signature (typed name sufficient)
<b>Date</b> 210621

Does your group/organisation operate within the Isaac Regional Council local area?

Yes
Is your group/organisation free of debt with Isaac Regional Council?  Yes
Have you acquitted any previous grants obtained from Isaac Regional Council?  Yes
Have you provided a valid public liability certificate? (Section 1)  Yes
Have you provided an Event Plan? (Section 4) Yes
Have you met the minimum co-funding requirements? (Section 4) Yes
Have you provided evidence of confirmed co-funding contributions? (Section 4)  Yes
Have you provided letters of support or registration of interested parties? (Section 6)  N/A
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)  No

Have you provided the most recent audited financial report? (Section 8)	
No	
Have you completed a Budget? (mandatory) (Section 8)	
Yes	
Have you provided written quotes? (Section 8)	
Yes	
Have you provided a copy of banking verification? (Section 9)	
Yes	
Please provide an explanation if you have ticked No or NA to any of the above	
Food licences will be arranged by individual food vendors. Alcohol license has not yet applied fo	r.
I am authorised by my group/organisation to complete this form and I agree that	
The statements made in this application are true.	
The project will be covered by appropriate insurance.  All necessary permits/approvals will be obtained prior to the beginning of the project.	
All relevant health and safety standards will be met.	
I acknowledge that Council does not accept any liability or responsibility for the project.	
If my application is successful, I will	
Ensure that acquittal requirements are met within 12 weeks of the project completion date.	
Accept the terms of the community grant in accordance with Council requirements.  Provide proof of other successful co-funding (if unconfirmed) within six months of notification.	
Complete the project within twelve months of receiving Council funding.	

Name	
Position Title	
Treasurer	
Signature (typed name sufficient)	
Date	
220621	

# Gold and coal budget 2021

Gold and coal festival Location: Clermont August 20-21

Please list all costs for the project / event / activity		
All amounts include GST	Budget	Actua
Main stage entertainment		
MC - fee for services	500	
Stage audio and lighting	1,000	
Musicians	2,500	
Hire of PA equipment (in kind)	1,000	
Skyhigh jugglers	3,400	
	$\perp$	
	+	
D-111	+ +	
Raffles	600	
Gold nuggets Jewellery	2,000	
Tix printing	800	
Gold detector prizes (donated)	5,000	
Sola actosto. prizos (acriatoa)	0,000	
Promotion		
Adverts - the rag	200	
Adverts - local paper	400	
Printing	600	
Ink and paper	100	
Mail drop	500	
Photographer	400	
	+ +	
Competitions	100	
Assorted prizes	100	
Market Expenses	+ +	
Purchase tables	700	
Purchase gazebos	1,000	
i dichase gazebos	1,000	
Bar	1 1	
Rubbish	600	
Brent's rent	400	
Tenders for clean up/set up	500	
Kids entertainment		
Inflatable	4,500	
Face painting	300	
	+	
Hire of equipment and miscellaneous		
Security overnight	1,000	
Wristbands	60	
vvristbands Liquor license	140	
Kombi keg hire	1,200	
Alcohol	800	
Iga - soft drink	200	
Water	300	
Men's shed construction	300	
Volunteer hours 3 x 40hrs @ \$20	2,400	
	1	
	+ +	
	+ +	
	+ +	
	+ +	
1	+ +	
I	+ +	
	+ +	
	+ +	
	1	
	1	
	1	
	1	
TOTAL EXPENDITURE	\$33,500	

Please list all sources of income for the project / event / activity		
All amounts include GST	Budget	Actual
Inner Benismal Council	5.000	
Isaac Regional Council	5,000	
Terracom (tbc)	2,000	
Glencore	2,000	
Raffle - jewellery	4,000	
Raffle - detector	5,000	
Raffle - nuggets	1,000	
Bravus	1,500	
Stallholders	2,000	
Bar	2,600	
In kind - sound	1000	
Donated raffle prizes	5000	
Volunteer hours 3 x 40hrs @ \$20	2,400	
	,	
	+	
	+	
	+	
	-	
	-	
	-	
	-	
	1	
TOTAL INCOME	\$33,500	

BUDGET NET PROFIT / LOSS	\$0
ACTUAL NET PROFIT / LOSS	<u>     \$0                               </u>

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 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 grant program. Your personal information is handled in accordance with the Information Privacy Act 2009.

Isaac... helping to energise the world

# ISAAC COMMUNITY GRANTS EVENT PLAN



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*.

This Event Plan should accompany any Minor or Major Grant Application under the Community Grants Guideline.

#### DETAILS OF EVENT

NAME OF EVENT	Clermont Gold and Coal Festival
DATE OF EVENT	20-21 August 2021
TIME OF EVENT	3pm
LOCATION OF EVENT	Centenary Park, Clermont
CONTACT PERSON/S	Tania Gillies
PHONE	0455 438 629
EMAIL	Clermontartslink@gmail.com

#### DESCRIPTION OF EVENT

Clermont Gold and Coal Festival is celebrating its 21st birthday in 2021.

This is a community event that celebrates all what Clermont is... with particular emphasis on the gold and coal mining industries past, present and in the future.

It runs over two days and features local entertainment, market and food stalls on the Friday night and an assortment of activities as a family fun day the following day. There are talks with incorporating the Clermont Historical Centre into the 2021 event with additional activities and the steam engine operating the same day

WHERE DID THE EVENT IDEA COME FROM AND WHAT HAS LED YOU TO ORGANISE IT? This festival was taken over by Clermont Artslink three years ago when volunteer numbers plummeted. Our aim is to ensure it remains a part of the Clermont events calendar thriving for years to come.



20 January 2021

Queensland Music Festival Pty Ltd

PO Box 1331 Parramatta NSW 2124 Level 1, 130 George Street, Parramatta NSW 2150 DX 8248 Parramatta phone +61 2 8623 4206 fax +61 2 9253 7299

email

# **Certificate of Currency**

In our capacity as Insurance Brokers to **Queensland Music Festival Pty Ltd**, we hereby certify that the undermentioned Insurance Contract is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below.

Class of Insurance Public & Products Liability
Insurer XL Insurance Company SE

**Policy Number** 

Period of Insurance From: 31-Dec-20 To: 01-Aug-21

Limit of Liability \$30,000,000 any one occurrence and in the aggregate for

**Products** 

Situation/Location Anywhere in Australia

#### Yours faithfully

# Aon Risk Services Australia Limited

#### Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the
  period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in
  accordance with the terms of the Policy and the *Insurance contracts Act 1984 (Cth)*.
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
  - o Represent an insurance contract or confer rights to the recipient : or
  - o Amend, extend or alter the Policy.

Skyhigh Juggling | Airlie Beach

Mobile: 0431672475

Email: skyhighjuggling@hotmail.com

Mail: PO Box 303 Airlie Beach QLD 4802

ABN 81 217 026 011

Quote: 16th June 2021

To:

Event: Clermont Coal and Gold Festival

Venue: Centenary Park, Clermont.

Date: 20/21st August 2021

Skyhigh Juggling	Days 1	Fees - \$
'Probably the Best' Unicycle Show - 20min	x2	1500
Roaming Performance	x2	Gift
Travel expenses -72c/km	840km	606
Accomodation - 4p	<b>x</b> 3	400
Total		\$2506

# **Payment Details:**

Total - \$2506 \$750 in advance

\$1756 Balance cash at event or within 3 days.

- Acc: R D M Ford ANZ BSB: 014502 Acc no: 468 293 881 -

Many Thanks
Roo Dee | Proprietor
Skyhigh Juggling | Airlie Beach
skyhighjuggling@hotmail.com



#### **Fun Time Amusements**

Amusement Solutions Pty Ltd Phone: 0407933117 info@funtime-amusements.com.au

www.funtime-amusements.com.au

ABN: 59 638 902 575

Quote: 387 Quote

Quote date: 14/06/2021

Bill to: Expiry:

Clermont Artslink 14/07/2021

DESCRIPTION	TAX TYPE	AMOUNT (inc GST)
Hire of Amusement Rides for Artslink Claremont - Day one 2pm - 10pm (8 hours) Day two 8am - 1pm (5 hours) August 20th - August 21st 2021	GST	0.00
OPTION ONE - TOTOAL COMBINED DAYS - Mechanical Bull - Willy The Worm - Toy Story Jumping Castle	GST	7,485.00
OPTION TWO - TOTAL COMBINED DAYS - Gladiator - Willy The Worm - Toy Story Jumping Castle	GST	6,635.00
OPTION THREE - Gladiator - Toy Story Jumping Castle	GST	3,955.00

GST: \$1,643.18

TOTAL (inc GST): \$18,075.00

#### Notes

Above Prices include set up, operators for the amusement rides, pack up and travel. Insurance (20 Million Dollar Cover). Up to date log books.

YOU are to provide water and power. All staff have working with children BLUE cards and are fully trained to run our amusement rides. All our rides come FULLY FENCED. We also meet the Australian Standard.

Page 1 of 1 Page 108 QUOTE NUMBER: 387 TOTAL: \$18,075.00

<sup>\*\*\*</sup>Once this quote is accepted, the job will be booked and payment will be due\*\*\*

<sup>\*\*\*</sup>In the event the job is cancelled by the hiree the full amount is due and/or will not be refunded ~ exceptions will be made in the event of COVID19 related cancellations. If government instated COVID19 restrictions impose on your ability to hold your event, we will refund your balance paid or carry forward to your next booked event.

BUS

CLERMONT ARTSLINK INC

# WELCOME TO YOUR ANZ ACCOUNT AT

**Account Details** 

JC

Branch Number (BSB)

Account Number



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Jim Hutchinson	
AUTHOR POSITION	Manager Engaged Communities	

5.6

### **MAJOR GRANT APPLICATION - CLARKE CREEK CAMPDRAFT**

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Clarke Creek Campdraft Association for the purpose of delivering the district's annual three-day campdraft event.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a major grant application from the Clarke Creek Campdraft Association to the value of \$10,000 (exc. GST) for the purpose of delivering the district's annual three-day campdraft event, conditional on COVIDSafe event delivery.
- 2. Approve that the grant be funded from the drought support grant budget of the Dry Lands to High Hopes initiative as a drought declared area west of the Marlborough-Sarina Rd.

#### **BACKGROUND**

Clarke Creek Campdraft Association, incorporated association IA04340, has made application under Council's Community Grants program for \$10,000 in financial assistance towards the staging of its annual three-day campdraft event from 19-22 August 2021. This application has been brought forward as an out-of-round grant application as the timing of the event is prior to the determination of Round 1 of FY2021-22 grants program. The event, which is a significant social and sporting gathering for Clarke Creek and surrounding districts, is reactivating in 2021 following cancellation in 2020 due to the COVID19 pandemic. The majority of requested funds are to be expended on water cartage for the preparation of the grounds prior to and during competition in addition to COVIDSafe compliance. Water cartage is a significant additional cost to event organisers as the district is presently experiencing drought conditions. On this basis, it is proposed that the grant be funded from the drought support grant budget of the Dry Lands to High Hopes initiative, rather than a divisional community grants budget. The event also provides local fundraising opportunities for organisations such as the Clarke Creek State School P&C Association, which sought assistance under Council's Special Emergency Community Grants Program in 2020 as it was unable to fundraise via this major event. Event revenues have also helped support the Capricorn Helicopter Rescue Service, Royal Flying Doctor Service and Beyond Blue.

#### **IMPLICATIONS**

The grant will be funded from the drought support grant budget of the Dry Lands to High Hopes initiative as a drought declared area west of the Marlborough-Sarina Rd.



CONSULTATION

<u>Internal</u>

Councillor Division 8

Councillor Division 7

Manager Community Engagement, Programs and Events

**Engaged Communities Administration Officer** 

External

Secretary Clarke Creek Campdraft Association

#### **BASIS FOR RECOMMENDATION**

Application aligns with the goals of Isaac Regional Council's Community Grants Program and the Dry Lands to High Hopes initiative and supports the activation of community.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

#### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by: Report authorised by:

JIM HUTCHINSON DAN WAGNER

Manager Engaged Communities Director Planning Environment and Community

Services

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 - Major Grant Application – Clarke Creek Campdraft Redacted

#### REFERENCE DOCUMENT

Isaac Regional Council Community Grants Guidelines



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:

	☐ Community Development
	☐ Community Facilities
	☐ Community Events
MINOR GRANT	☐ Sport, Recreation and Healthy Living
(Maximum \$1,000)	☐ Dry Lands and High Hopes*
This application category remains open year round	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.  *Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
The second second	☐ Community Development
	☐ Community Facilities
	☑ Community Events
✓ MAJOR GRANT	☐ Sport, Recreation and Healthy Living
	☑ Dry Lands and High Hopes*
(Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also	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.
considered on a case by case basis.	*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
	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.

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 1 of 14









NAME	Clarke Creek Campdraft Association			
ADDRESS				
PHONE				
EMAIL				
IS YOUR GROUP/ORGANISATION INCORPORATED?	<ul> <li>✓ Yes - Incorporation No: IA 04340</li> <li>✓ No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2).</li> <li>✓ No - Exempt from incorporation under legislation (i.e. P&amp;C Associations)</li> </ul>			
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	☑ Yes - ABN Number: 76 775 433 087 ☐ No			
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	☐ Yes ☑ No			
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<ul> <li>✓ Yes - Please provide a copy of the current policy.</li> <li>No</li> </ul>			
	CING GROUP/ORGANISATION DETAILS (if applicable) being auspiced by another group/organisation, please provide their details below			
NAME				
ADDRESS				
PHONE				
EMAIL				
INCORPORATION NUMBER:				
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	☐ Yes - ABN Number: ☐ No			

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123



cyanophaga (anatarretha (anatarretha anatarretha anatarretha anatarretha anatarretha anatarretha anatarretha a	
REGISTERED FOR [ GST?	□ No
	☐ Yes – Please provide a copy of the current policy.☐ No
SECTION 3 - APPLICA	ANT DETAILS AND AUTHORISATION
NAME	
POSITION TITLE S	ecretary
PHONE	
EMAIL	
SIGNATURE	
grants	e found on the Council website: www.isaac.qld.gov.au/isaac-community-
PROJECT/ACTIVITY NAME	Clarke Creek Campdraft
PROJECT/ACTIVITY LOCATION	Clarke Creek Campdraft Grounds
PROJECT/ACTIVITY DATE/S	19th - 22nd August 2021
DESCRIPTION OF YOUR PROPOSAL:	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

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 3 of 14









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.	Drought Relief High Hopes Fund \$10,000.	
MINIMUM CO-FUNDING REQUIREMENT (%):		
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR,	Cash contribution: As per Campdrast budget.	
OR OTHER GROUPS/ORGANISATIONS	In-kind:	
OR FUNDING BODIES	Volunteer labour: Whole committee +3days x 10his per day puis  Prewords 2xdays	
(these figures must match budget):	Grants: \$10,000. Prewords Dydays	
Please provide evidence of co-Funding contributions.	Sponsorships: As per Camparalt budget.	
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	Water truck expense budget C \$160/hr x 10 hrs (day) x 4.5 days. This covers pre-preparation + weekend watering	
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Hire of water truck and cartage of water over the weekend from Isaac River or nearest source. Water is essential for the arena surface to make it safe for competitors and also backup water supply for the amenities and livestock. Our usual backup source 'Clarke Creek' has not had a run last wet season and is very low to dry.	
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	Grand would also cover extra cost incurred for Caid19  ☐ Contribute towards positive engagement of the aged ☐ Enhance mental health awareness ☐ Engage Aboriginal and Torres Strait Islander peoples ☐ Target, include or engage youth ☐ Multicultural communities ☐ Promote access and inclusion ☐ Enhance community safety	

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 4 of 14









HAVE YOU DISCUSSED Yes - please indicate who: YOUR PROPOSAL WITH A **COUNCILLOR OR ANY** Date: 09 June 2021 OTHER COUNCIL ☐ No OFFICERS?

#### 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	<ul> <li>□ Promote social inclusion</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance community safety</li> <li>□ Encourage community engagement, participation and volunteerism</li> <li>□ Engage with the community to encourage sustainability within the Isaac region</li> </ul>	
COMMUNITY EVENTS	<ul> <li>□ Supporting and building capacity of local event management talent and suppliers</li> <li>□ Contribute to local economy by planning events which attract a broad range of patrons and participants</li> <li>□ Demonstrate sound event management principles and planning</li> <li>□ Promoting a vibrant, diverse and fun place to live and visit</li> <li>□ Contribute to building strong communities: inclusive, connected, engaged, healthy and active</li> <li>□ Demonstrate a commitment to the development of local creative skills and cultural pursuits</li> <li>□ Increase access and engagement with cultural heritage, including aboriginal culture</li> <li>□ Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment</li> <li>□ Celebrate and contribute to our lifestyle, diversity and culture</li> </ul>	
COMMUNITY FACILITIES	<ul> <li>☑ Provide well maintained and accessible community facilities which enable opportunities for social interaction</li> <li>☑ Promote the principles of access and equity</li> <li>☐ Address issues of risk management or compliance with Australian standards</li> </ul>	

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 5 of 14









	☐ Encourage a current maintenance schedule and ongoing development of Community-owned facilities	
SPORT, RECREATION AND HEALTHY LIVING	<ul> <li>☑ Contribute to building healthy and active communities</li> <li>☑ Contribute to building healthy and active communities</li> <li>☑ Improve the sustainability of sport and recreation clubs</li> <li>☑ Encourage healthy eating and the availability of fresh, healthy foods</li> <li>☑ Engage a broad spectrum of the community</li> <li>☑ Provide access for all abilities</li> <li>☑ Provide benefit to multiple user groups</li> </ul>	
DRY LANDS AND HIGH HOPES COMMUNITY DROUGHT SUPPORT FUNDING	<ul> <li>☑ Contribute to building strong communities: inclusive, connected, engaged, healthy and active.</li> <li>☑ Fight social isolation</li> <li>☑ Encourage mental and physical wellbeing</li> <li>☑ Build community resilience</li> <li>☑ Connect community members to services and support networks</li> </ul>	



#### SECTION 6 - PROJECT OR ACTIVITY JUSTIFICATION

Clarke Creek Campdraft is a major event for the Clarke Creek community and is generally run annually, however due to Covid-19 lock-down and restrictions we did not host an event in 2020. The committee would like to host an event in 2021, however our setback this year will be water supply and distribution. Some years we have hosted 2 campdraft events at the grounds, which includes offering the catering for the duration of the events to the Clarke Creek State School P&C Association to raise funds to support the Clarke Creek State School.

This 3 day event in our community includes honoring 4 past local community people who were heavily involved in the development of the Clarke Creek area and the Clarke Creek Campdraft Association. The campdraft association honors these people with memorial campdraft events held over the weekend. These are the Graeme Acton Memorial Open Campdraft, the Errol Drake Memorial Novice Campdraft and the Lindsay and Jean Hill Memorial Futurity Campdraft. Additional information to these memorial drafts; our committee has heavily supported, included and hosted weekends involving the Capricorn Rescue Helicopter and the Black Dog Institute supporting mental health for all ages.

Over the period of Covid-19 and into early 2021 the Clarke Creek Campdraft Association has extensively upgraded the facilities for competitor and volunteer safety, animal welfare and ease of event management.

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the need for the project or activity

Capital Expenditure for 2020 included: Yard and Arena Structure; \$27091.77

River Pump Solar: \$26339.88 Electrical Upgrades: \$1006.00

Capital Expenditure (to date) for 2021 included:

Campdraft Arena Resurfacing: \$71,500.00 (We did receive a JAG grant to support this of

\$35,000)

Once again this event will support the Clarke Creek State School through catering opportunities via the P&C Association. Furthermore, raise much needed funds for the committee to continue to validate upgrades and support necessary services such as the Rescue Helicopter, Flying Doctor and Beyond Blue.

f isaacregionalcouncil 💟 isaacregionalcouncil 💆 Isaacrcouncil

ISAAC REGIONAL COUNCIL ARN 39 774 142 600



Hosting our event enables us to have volunteer working bees to tidy up the grounds and facilities for other groups to use the venue.

For example:

Clarke Creek Pony Club Association

ACA Youth Camps

Clarke Creek State School

Clarke Creek P&C Association

Clarke Creek ICPA Association

Local community functions and parties

Isaac Regional Council

Various Meeting Groups

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

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

> The Clarke Creek Campdraft involves and includes competitors and spectators from all across Isaac Regional Council region and beyond.

THE CAMPDRAFT GENERATES AN ALL INCLUSIVE EVENT FROM SPONSORSHIP, CATTLE DONORS, CATTLE FREIGHT SUPPLIERS, GRAZIERS, TRAVELLERS, FAMILY, COMPEITIORS AND LOCAL BUSINESS IN MIDDLEMOUNT (IGA, Pub, Bakery and Rural Supplies Shop) through to NEBO SUPPORTING FEED MERCHANTS AND FUEL SUPPLIERS.

HE EVENT PROVIDES A SOCIAL ATMOSPHERE FOR ALL MEMBERS OF THE COMMUNITY.

SOCIAL ATMORPHERE IS ENHANCED WITH A BAR AND CANTEEN FACILITY OPERATING ALL WEEKEND.

The event is a great mental outlet for the local community to come and interact and catch up with neighbours and other community members along with meeting old and new friends while competing or spectating throughout the weekend.

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

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123

Page 8 of 14







WILL YOUR PROJECT

OR ACTIVITY INVOLVE



N/A.

### 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

☐ Yes – Food licence is required.

THE PREPARATION,			
SERVING OR SELLING	□ No - To verify requirement please refer to the following link:		
OF FOOD OR	https://publications.gld.gov.au/dataset/food-safety-for-non- profit-		
REFRESHMENTS?	rganisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed		
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	☐ Yes - Liquor licence required.  ☐ Yes - Liquor licence required.  ☐ No - To verify requirement please refer to the following link:  ☐ https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner span=True		
DOES YOUR PROJECT OR ACTIVITY HAVE THE NECESSARY LOCAL	☐ Yes – please provide a copy or proof of lodgement (receipt)		
AND STATE PLANNING	☑ No		
OR BUILDING	L NO		
PERMITS/APPROVALS?			
	CIAL MANAGEMENT		
group/organisation's financia	ants program is funded by public funds Council requires evidence of your all prudence and compliance. Your group/organisation is required to present its		
group/organisation's financia			
group/organisation's financia	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.		
group/organisation's financia	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
group/organisation's financia	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.		
group/organisation's financial latest audited financial repor	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
group/organisation's financial latest audited financial reportant audited financial reportant ARE YOU ABLE TO	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
group/organisation's financial latest audited financial reportant audited financial re	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
are you able to provide your group/organisation's financial reportant audited financial reportant are your able to provide your group forganisations most recent audited	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
group/organisation's financial latest audited financial reportant audited financial re	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
are you able to provide your group/organisation's financial reportant audited financial reportant are your able to provide your group forganisations most recent audited	al prudence and compliance. Your group/organisation is required to present its t and a budget is mandatory for your project or activity.    Yes – Please provide a copy		
are You able to PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED	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).		

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 9 of 14







YOUR	On the following page is an example budget template.
PROJECT/EVENT/ACTIVITY?	☐ No – This application is not eligible
	NOTE:
	<ol> <li>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).</li> </ol>
	<ol> <li>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.</li> </ol>
	<ul> <li>For items valued below \$1,500 it will be advantageous to include at least one written quote.</li> </ul>
	<ul> <li>For items valued over \$1,500 two written quotes are required.</li> </ul>

ISAAC REGIONAL COUNCIL ABN 39 274 142 600

Page 10 of 14

## **BUDGET FOR CLARKE CREEK CAMPDRAFT 2021**

	Income		Expenses
Bar Takings	\$15,000.0	Ambulance	\$6000.00
Nominations	\$40,000.0	Campdraft Central	\$1,320.00
Sponsorship	\$9,000.00	Ergon Power	\$1,900.00
		Ice	\$300.00
		Liquor Purchased	\$8,000.00
		Soft Drink	\$1,000.00
		Liquor License	\$285.00
		Cigarettes	\$400.00
		Nibbles/Cups	\$250.00
		Freight (D Shaw)	\$3,000.00
		<b>★</b> Toilet Paper/Cleaning	\$300.00
		ACA Fees	\$1,150.00
		Gas	\$500.00
		<b>Generator Fuel</b>	\$700.00
		<b>Generator Power</b>	
		Board	\$750.00
		Judges Fees	\$500.00
		Judges Shirts	\$300.00
		Music	\$500.00
		Meals Canteen	\$400.00
		Prizemoney	\$20,675.0
		Ribbons	\$1,500.00
		Trophies	\$1,500.00
		Hay	\$2,000.00
			\$7,200.00
	\$64,000.0		\$59,630.0

Profit

\$4370.00



## 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	Clarke Creek Campdraft Association	
TRADING NAME	Clarke Creek Campdraft Association Inc	
ABN	76 775 433 087	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended		
NAME		
POSITION TITLE	Secretary	
ADDRESS		
PHONE		
FAX		
EMAIL		
PREFERRED METHOD OF REMITTANCE TO BE SENT	☑ Email □ Fax	
BANK ACCOUNT DETAILS		
ACCOUNT NAME	Clarke Creek Campdraft Association Inc	
BANK		
BSB (6 DIGITS)		
ACCOUNT NUMBER		

Doc Number PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 12 of 14









#### AUTHORISATION

declare the supplier	details informatio	n provided is true and correct.
----------------------	--------------------	---------------------------------

SUPPLIER	Signature	DATE	16/06/2021
	Print Name	DATE	16/06/2021

### 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?	1		
Is your group/organisation free of debt with Isaac Regional Council?	1		
Have you acquitted any previous grants obtained from Isaac Regional Council?	1		
Have you provided a valid public liability certificate? (Section 1)	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)	1		
Have you completed a Budget? (mandatory) (Section 8)	1		
Have you provided written quotes? (Section 8)  Budget 3	1		
Have you provided a copy of banking verification? (Section 9)	1		

PLEASE PROVIDE AN **EXPLANATION IF YOU** HAVE TICKED NO OR N/A TO ANY OF THE ABOVE

We are yet to Saurce a water truck + driver, this will be sourced if we are successful with the grant. Furthermore, without the grant to helf fund this necessatily along with the extra cleaning products required to Sign off on lovid - Safe facilities, we will not be able to proceed with an event. event.

Doc Number, PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 13 of 14









## AUTHORISATIONS

	The statements made in this application are true.	
BY MY GROUP /	All necessary permits/approvals will be obtained prior to the beginning of the project.	
ORGANISATION TO	The project will be covered by appropriate insurance.	
FORM AND I	All relevant health and safety standards will be met.	
AGREE THAT:	☐ I acknowledge that Council does not accept any liability or responsibility for the project.	
	Ensure that acquittal requirements are met within 12 weeks of the project completion date.	
IF MY APPLICATION IS SUCCESSFUL, I WILL:	Accept the terms of the community grant in accordance with Council requirements.	
	Provide proof of other successful co-funding (if unconfirmed) within six months of notification.	
	Complete the project within twelve months of receiving Council funding.	
	Signature	
AUTHORISED PERSON	Print Name DATE 16/06/21.	
	Position Title Seenetary	

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	Date

## BUDGET FOR CLARKE CREEK CAMPDRAFT 2021

	Income		Expenses
Bar Takings	\$15,000.0	Ambulance	\$6000.00
Nominations	\$40,000.0	Campdraft Central	\$1,320.00
Sponsorship	\$9,000.00	Ergon Power	\$1,900.00
<u> </u>		Ice	\$300.00
		Liquor Purchased	\$8,000.00
		Soft Drink	\$1,000.00
		Liquor License	\$285.00
		Cigarettes	\$400.00
		Nibbles/Cups	\$250.00
		Freight (D Shaw)	\$3,000.00
		Toilet Paper/Cleaning	\$300.00
		ACA Fees	\$1,150.00
		Gas	\$500.00
		Generator Fuel	\$700.00
		Generator Power	
		Board	\$750.00
		Judges Fees	\$500.00
		Judges Shirts	\$300.00
		N Averte	ć500.00
		Music	\$500.00
		Meals Canteen	\$400.00
		Prizemoney	\$20,675.0
		Ribbons	\$1,500.00
		Trophies	\$1,500.00
		Hay	\$2,000.00
		Water Truck	<u>\$7,200.00</u>

<u>Profit</u> <u>\$4370.00</u>

\$64,000.0

\$59,630.0

## ISAAC COMMUNITY GRANTS **EVENT PLAN**



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.

This Event Plan should accompany any Minor or Major Grant Application under the Community Grants Guideline.

#### **DETAILS OF EVENT**

NAME OF EVENT DATE OF EVENT TIME OF EVENT **LOCATION OF EVENT CONTACT PERSON/S PHONE** 

#### **DESCRIPTION OF EVENT**

**EMAIL** 

WHERE DID THE **EVENT IDEA COME** FROM AND WHAT HAS LED YOU TO **ORGANISE IT?** 

Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed.

**Document Owner: Manager Engaged Communities** Version 1 - ECM 4633745 Page 1 of 3



## **ISAAC COMMUNITY GRANTS EVENT PLAN**



COUNCIL REPRESE	ENTATION AT EVENT
WHAT OPPORTUNITIES ARE THERE FOR AN OFFICIAL ROLE AT THE EVENT (e.g. presentation of speech)?	Task: Time required:
EVENT OUTCOMES	(OBJECTIVES)
WHAT ARE YOU HOPING TO ACHIEVE WITH THIS EVENT?	
EVENT PROMOTION	N
HOW WILL YOU PROMOTE YOUR EVENT AND ITS SPONSORS?	<ul> <li>□ Local media (newspaper, radio)</li> <li>□ TV Advertising</li> <li>□ Flyers/posters/letterbox drop</li> <li>□ Regional media (Daily Mercury, Rockhampton Bulletin, CQ News, Midweek Miner)</li> <li>□ Council's online Events Calendar – refer to <a href="https://www.isaac.qld.gov.au/community/community-events-calendar">https://www.isaac.qld.gov.au/community/community-events-calendar</a></li> <li>□ Facebook/Social Media</li> <li>□ Other (please specify):</li> </ul>

Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed. Document Owner: Manager Engaged Communities Version 1 - ECM 4633745 Page **2** of **3** 



## **ISAAC COMMUNITY GRANTS EVENT PLAN**



RISK ASSESSMENT	
IDENTIFY POSSIBLE RISKS AND DEVELOP STRATEGIES TO MINIMISE THEM? WHAT IS YOUR BACK UP PLAN IN WET WEATHER?	
TIMELINE/PROGRAM	M FOR EVENT
PROVIDE DETAIL OR ATTACH OFFICIAL PROGRAM IF AVAILABLE:	
On	ce completed please send form and any attachment to:

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	DATE	

Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed. Document Owner: Manager Engaged Communities Version 1 - ECM 4633745 Page 3 of 3



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.7	MAJOR GRANT APPLICATION - MIDDLEMOUNT COMMUNITY
3.1	MAJOR GRANT AFFEIGATION - MIDDLEMOUNT COMMUNITY
	SCHOOL 40 <sup>TH</sup> ANNIVERSARY

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Middlemount Community School Parents and Citizens (P&C) Association for the purpose of delivering a 40<sup>th</sup> anniversary celebration and bush dance.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a major grant application from the Middlemount Community School P&C Association to a value of \$10,492.95 (exc. GST), inclusive of direct and in-kind support, for the purpose of delivering 40<sup>th</sup> anniversary school and community celebrations on 3-4 September 2021.
- 2. Approve that the grant be funded as follows:
  - a. \$5,000 (exc. GST) from the Community Grants operational budget for Division 7.
  - b. \$4,900 (exc. GST) from the Middlemount Civic Events operational budget for activities celebrating the town's 40<sup>th</sup> anniversary.
  - c. \$502.95 (exc. GST) as an in-kind donation for the hire of the Middlemount Community Hall from 31 August to 5 September, funded internally from the Middlemount Civic Events operational budget for activities celebrating the town's 40<sup>th</sup> anniversary.

#### **BACKGROUND**

Middlemount Community School P&C Association has made application under Council's Community Grants program for \$10,492.95 in financial assistance towards delivering a 40<sup>th</sup> anniversary celebration and bush dance in early September 2021. This application has been brought forward as an out-of-round grant application due to the timing of the event relative to the determination of Round 1 of FY2021-22 grants program in late August. Middlemount Community School P&C has taken a lead role in delivering a grassroots program of activities celebrating the 40<sup>th</sup> anniversary of the school and the wider community on 3-4 September 2021. The primary purpose of the grant application is to fund the engagement of the Billy Tea Bush Band to perform at a community bush dance on Friday 3 September in addition to spending the two days prior teaching students the tradition of bush dancing so they can actively participate in the event. This event will also see the unveiling of a number of anniversary projects previously supported by Council including a musical multimedia project and commemorative murals. The balance of the application is to fund the hire of the Middlemount



Community Hall for a gala evening celebration on Saturday 4 September. Council officers are also working with the P&C and other community groups in relation to additional community activations over the course of the weekend.

#### **IMPLICATIONS**

The grant will be funded from the Community Grants operational budget for Division 7 and the Middlemount Civic Events operational budget for activities celebrating the town's 40th anniversary.

Approval of the grant application will bring Council's financial contribution to the 40<sup>th</sup> anniversary program being auspiced by the Middlemount Community School P&C Association to \$26,859.95 inclusive of previous approved funding as outlined below:

- \$6,455 from Round 3 FY2020-21 Community Grants for musical multimedia project celebrating the 40<sup>th</sup> anniversary of Middlemount Community School (resolution 7157).
- \$5,787 from Round 3 Regional Arts Development Fund (RADF) FY2020-21 for painting of murals celebrating 40 years of education in Middlemount (resolution 7233).
- \$4,215 from Middlemount Civic Events FY2020-21 operational budget for balance of murals project not funded under RADF (resolution 7233).

#### CONSULTATION

#### <u>Internal</u>

Councillor Division 7

Manager Community Engagement, Programs and Events

**Engaged Communities Administration Officer** 

#### External

President Middlemount Community School P&C Association

#### BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants and supports the activation of community.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

#### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.



Report prepared by: Report authorised by:

JIM HUTCHINSON DAN WAGNER

Manager Engaged Communities Director Planning Environment and Community

**Services** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 - Major Grant Application Middlemount Community School P&C Association\_Redacted

#### REFERENCE DOCUMENT

• Isaac Regional Council Community Grants Guidelines



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:

	☐ Community Development
	☐ Community Facilities
	☐ Community Events
MINOR GRANT	☐ Sport, Recreation and Healthy Living
(Maximum \$1,000)	☐ Dry Lands and High Hopes*
This application category remains open year round	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.
	*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
	☐ Community Development
	☐ Community Facilities
	☐ Community Events
MAJOR GRANT	☐ Sport, Recreation and Healthy Living
	☐ Dry Lands and High Hopes*
(Maximum \$5,000) This application category has set funding rounds through the year.	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.
Out of round applications are also considered on a case by case basis.	*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
	<b>NOTE:</b> 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.

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 1 of 14







SECTION 1 – GROUP/ORGANISATION DETAILS **NAME ADDRESS PHONE EMAIL** ☐ Yes - Incorporation No: **IS YOUR** ☐ No- You will need a sponsoring body that is incorporated to Proceed with **GROUP/ORGANISATION** this application (proceed to Section 2). **INCORPORATED?** □ No – Exempt from incorporation under legislation (i.e. P&C Associations) **DOES YOUR** ☐ Yes - ABN Number: **GROUP/ORGANISATION HAVE AN ABN? IS YOUR** ☐ Yes **GROUP/ORGANISATION REGISTERED FOR** □ No GST? WILL YOUR **GROUP/ORGANISATION** Yes - Please provide a copy of the current policy. **COVER THE PUBLIC LIABILITY FOR THIS** ☐ No **PROJECT OR ACTIVITY?** 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** ☐ Yes - ABN Number: **GROUP/ORGANISATION** □ No **HAVE AN ABN? IS YOUR** ☐ Yes **GROUP/ORGANISATION** 

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021

This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 2 of 14



REGISTERED FOR GST?	□ No
	☐ Yes – Please provide a copy of the current policy. ☐ No
SECTION 3 – APPLIC	ANT DETAILS AND AUTHORISATION
NAME	
POSITION TITLE	
PHONE	
EMAIL	
SIGNATURE	
NOTE: For all applications re	CT OR ACTIVITY SNAPSHOT  lated to a Community Event, an Event Plan must accompany your application.  pe found on the Council website: <a href="www.isaac.qld.gov.au/isaac-community-">www.isaac.qld.gov.au/isaac-community-</a>
PROJECT/ACTIVITY NAME	
PROJECT/ACTIVITY LOCATION	
PROJECT/ACTIVITY DATE/S	
DESCRIPTION OF YOUR PROPOSAL:	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

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page  $\bf 3$  of  $\bf 14$ 



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?	
	Contribute towards positive engagement of the aged
PLEASE INDICATE THE	☐ Enhance mental health awareness ☐ Engage Aboriginal and Torres Strait Islander peoples
PRIORITIES OF YOUR PROPOSAL:	☐ Target, include or engage youth
(TICK ALL THAT APPLY)	☐ Multicultural communities
	☐ Promote access and inclusion
	☐ Enhance community safety

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 4 of 14



HAVE YOU DISCUSSED YOUR PROPOSAL WITH A	☐ Yes - please indicate who:
COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	Date: ☐ No

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	<ul> <li>□ Promote social inclusion</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance community safety</li> <li>□ Encourage community engagement, participation and volunteerism</li> <li>□ Engage with the community to encourage sustainability within the Isaac region</li> </ul>	
COMMUNITY EVENTS	<ul> <li>□ Supporting and building capacity of local event management talent and suppliers</li> <li>□ Contribute to local economy by planning events which attract a broad range of patrons and participants</li> <li>□ Demonstrate sound event management principles and planning</li> <li>□ Promoting a vibrant, diverse and fun place to live and visit</li> <li>□ Contribute to building strong communities: inclusive, connected, engaged, healthy and active</li> <li>□ Demonstrate a commitment to the development of local creative skills and cultural pursuits</li> <li>□ Increase access and engagement with cultural heritage, including aboriginal culture</li> <li>□ Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment</li> <li>□ Celebrate and contribute to our lifestyle, diversity and culture</li> </ul>	
COMMUNITY FACILITIES	<ul> <li>□ Provide well maintained and accessible community facilities which enable opportunities for social interaction</li> <li>□ Promote the principles of access and equity</li> <li>□ Address issues of risk management or compliance with Australian standards</li> </ul>	

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021

This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 5 of 14







	☐ Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<ul> <li>□ Contribute to building healthy and active communities</li> <li>□ Contribute to building healthy and active communities</li> <li>□ Improve the sustainability of sport and recreation clubs</li> <li>□ Encourage healthy eating and the availability of fresh, healthy foods</li> <li>□ Engage a broad spectrum of the community</li> <li>□ Provide access for all abilities</li> <li>□ Provide benefit to multiple user groups</li> </ul>
DRY LANDS AND HIGH HOPES COMMUNITY DROUGHT SUPPORT FUNDING	<ul> <li>□ Contribute to building strong communities: inclusive, connected, engaged, healthy and active.</li> <li>□ Fight social isolation</li> <li>□ Encourage mental and physical wellbeing</li> <li>□ Build community resilience</li> <li>□ Connect community members to services and support networks</li> </ul>

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 6 of 14



SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION		
WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity		

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page **7** of **14** 



IS YOUR PROJECT OR **ACTIVITY SUPPORTED** BY THE BROADER **COMMUNITY AND/OR REGION?** (Please provide letters of support or registration on interested individuals / parties) **HOW WILL YOUR PROJECT OR ACTIVITY BENEFIT THE PEOPLE AND COMMUNITY OF** THE ISAAC REGION?

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021

This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 8 of 14



### 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: <a href="https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed">https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed</a>		
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	☐ Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) ☐ No - To verify requirement please refer to the following link: https://publications.qld.gov.au/dataset/charitable-and-non- profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True		
DOES YOUR PROJECT OR ACTIVITY HAVE THE NECESSARY LOCAL AND STATE PLANNING OR BUILDING PERMITS/APPROVALS?	☐ Yes – please provide a copy or proof of lodgement (receipt)☐ No		
group/organisation's financia	CIAL MANAGEMENT  ants program is funded by public funds Council requires evidence of your all prudence and compliance. Your group/organisation is required to present its t 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	☐ Yes – Please provide a copy.		

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021

This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 9 of 14

**YOUR** 



PROJECT/EVENT/ACTIVITY?	□ No – This application is not eligible
	NOTE:
	<ol> <li>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).</li> </ol>
	2. Please specify in your budget which expenditure item/s you would like

project/event/activity budget.

On the following page is an example budget template.

For items valued below \$1,500 it will be advantageous to include at least one written quote.

Council to fund by placing an asterisk (\*) beside the item/s in your

For items valued over \$1,500 two written quotes are required.

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 10 of 14



#### **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 funding bodies	other group / organisations or
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:	\$

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021

This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 11 of 14







## **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	□ Email □ Fax	
BANK ACCOUNT DETAIL	S	
ACCOUNT NAME		
BANK		
BSB (6 DIGITS)		
ACCOUNT NUMBER		

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 12 of 14







### **AUTHORISATION**

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

SUPPLIER	Signature	DATE	
	Print Name	DATE	

### **SECTION 10- APPLICATION CHECKLIST**

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

**PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR** N/A TO ANY OF THE **ABOVE** 

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 13 of 14





### **AUTHORISATIONS**

I AM AUTHORISED BY MY GROUP /	lacksquare The statements made in this application are true.	
	☐ All necessary permits/approvals will be obtained prior project.	to the beginning of the
ORGANISATION TO COMPLETE THIS	☐ The project will be covered by appropriate insurance.	
FORM AND I	☐ All relevant health and safety standards will be met.	
AGREE THAT:	☐ I acknowledge that Council does not accept any liability project.	ty or responsibility for the
	☐ Ensure that acquittal requirements are met within 12 v completion date.	veeks of the project
IF MY APPLICATION IS SUCCESSFUL, I WILL:	☐ Accept the terms of the community grant in accordance requirements.	e with Council
	☐ Provide proof of other successful co-funding (if unconnotification.	firmed) within six months of
	☐ Complete the project within twelve months of receiving	g Council funding.
AUTHORISED PERSON	Signature	
	Print Name	DATE
	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
FROOLSSED BT	Print Name	Date

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 14 of 14



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.8

### **MAJOR GRANT APPLICATION - NEBO CUTTING CLUB**

### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of an out-of-round major grant application from the Nebo Cutting Club for the purpose of delivering their annual show.

### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a major grant application from Nebo Cutting Club, a sub-group of Nebo Bushman's Carnival Inc. to the value of \$3000 (exc. GST) for the purpose of staging their annual cutting show, conditional on COVIDSafe event delivery.
- 2. Approve that the grant be funded from the Community Grants operational budget of Division 8 for FY2021-22.

### **BACKGROUND**

Nebo Cutting Club, a sub-group of Nebo Bushman's Carnival Inc. (incorporated association 067094), has made application under Council's Community Grants program for \$3,000 in financial assistance towards the staging of the annual Nebo Cutting Club Show at the Nebo Showgrounds and Arena from 27-29 August 2021. This application has been brought forward as an out-of-round grant application as the timing of the event conflicts with the determination of Round 1 of FY2021-22 grants program. The Nebo Cutting Club Show has been staged annually for 25 years and is the only event of its kind staged in Isaac Region, attracting local competitors as well as participants from across Queensland and interstate.

### **IMPLICATIONS**

The grant will be funded from the FY2021-22 Community Grants operational budgets of Division 8.

#### CONSULTATION

Councillor Division 8

Manager Community Engagement, Programs and Events

Community Relations Officer Nebo

**Engaged Communities Administration Officer** 



#### BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and supports the activation of community.

### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by: Report authorised by:

JIM HUTCHINSON DAN WAGNER

Manager Engaged Communities Director Planning Environment and Community

Services

Date: 5 July 2021 Date: 5 July 2021

### **ATTACHMENTS**

Attachment 1 - Major Grant Application – Nebo Cutting Club Redacted

### REFERENCE DOCUMENT

Isaac Regional Council Community Grants Guidelines



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

### INTRODUCTION

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

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

### PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

MINOR GRANT (Maximum \$1,000) This application category remains open year round	☐ Community Development ☐ Community Facilities ☐ Community Events ☐ Sport, Recreation and Healthy Living ☐ Dry Lands and High Hopes* 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. *Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
MAJOR GRANT  (Maximum \$5,000)  This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	☐ Community Development ☐ Community Facilities ☐ Community Events ☐ Sport, Recreation and Healthy Living ☐ Dry Lands and High Hopes* 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. *Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.
	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.

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 1 of 14





SECTION 1 - GROU	P/ORGANISATION DETAILS
NAME	Nebo Cutting Club (a sub-club of Nebo Bushman's Carnival Inc)
ADDRESS	
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<ul> <li>☑ Yes - Incorporation No: IA067094</li> <li>☑ No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2).</li> <li>☑ No - Exempt from incorporation under legislation (i.e. P&amp;C Associations)</li> </ul>
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	Z Von ARMANIJA DOSTIONES
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	☑ Yes □ No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<ul> <li>☑ Yes - Please provide a copy of the current policy.</li> <li>☑ No</li> </ul>
IOTE: If this application is	CING GROUP/ORGANISATION DETAILS (if applicable) being auspiced by another group/organisation, please provide their details belo
NAME	
ADDRESS	
PHONE MAIL	
NCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	☐ Yes - ABN Number: ☐ No
S YOUR GROUP/ORGANISATION	☐ Yes
Doc Number: PCS-FRM-174 Date Effective: 01/03/2021	Document Owner; Director Planning Environment and Community Services Version 3 - ECM 3651123

This document is uncontrolled when printed.

Page 2 of 14



and the second s	productively with the winds and a way with a compared to the second with the s
REGISTERED FOR GST?	□ No
	☐ Yes – Please provide a copy of the current policy.☐ No
SECTION 3 - APPLICA	ANT DETAILS AND AUTHORISATION
NAME	
	lebo Cutting Club Show Secretary
PHONE	
EMAIL	
SIGNATURE	
NOTE: For all applications rel	TOR ACTIVITY SNAPSHOT  ated to a Community Event, an Event Plan must accompany your application. be found on the Council website: <a href="https://www.isaac.qld.gov.au/isaac-community-">www.isaac.qld.gov.au/isaac-community-</a>
grants	
PROJECT/ACTIVITY NAME	Nebo Cutting Show
PROJECT/ACTIVITY LOCATION	Nebo Indoor Arena
PROJECT/ACTIVITY DATE/S	27-29 August 2021
DESCRIPTION OF YOUR PROPOSAL:	Nebo Bushman's Carnival Inc hold its annual cutting show in the Nebo Indoor Arena. We cater for everyone from beginners, local, youth, weekend cutters to professional cutting horse trainers. We are renowned for holding a fun filled, action packed show, where riders demonstrate how well trained their horses are, by entering the herd of cattle and letting the horse cut and work an individual beast from the herd with no contact with the reins. Nebo cutting show is the only cutting show that is held in the Isaac Region.
	For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: <a href="http://www.isaac.qld.gov.au/isaac-community-grants">http://www.isaac.qld.gov.au/isaac-community-grants</a>

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 3 of 14





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.	\$3,000.00	
MINIMUM CO-FUNDING REQUIREMENT (%):	20%	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR,	Cash contribution	; \$1,000.00
OR OTHER GROUPS/ORGANISATIONS	In-kind:	
OR FUNDING BODIES	Volunteer labour:	\$4,000.00
(these figures must match budget):	Grants:	\$3,000.00 (being this application)
Please provide evidence of co-Funding contributions.	Sponsorships:	\$7,000.00
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	Projected cost - \$40,30	00.00
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	hire and accommodation	toward the general running of our show - Arena Hire, Judges airfares, on and cattle cartage.  iven naming rights to our event if we are successful in obtaining
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	☐ Enhance ment☐ Engage Aborig	ss and inclusion

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 4 of 14





HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL **OFFICERS?** 

F	Yes -	nlease	indicate	who:	lennifor	Ennie
based.	1.03 "	DICASC	HILITORE	VVIIIO.	Jeilinei	E 1111118

Date: 20/05/2021

☐ No

SECTION 5 - APPLICAT	ION 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	<ul> <li>□ Promote social inclusion</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance cultural awareness and diversity</li> <li>□ Enhance community safety</li> <li>□ Encourage community engagement, participation and volunteerism</li> <li>□ Engage with the community to encourage sustainability within the Isaac region</li> </ul>
COMMUNITY EVENTS	<ul> <li>□ Supporting and building capacity of local event management talent and suppliers</li> <li>□ Contribute to local economy by planning events which attract a broad range of patrons and participants</li> <li>□ Demonstrate sound event management principles and planning</li> <li>□ Promoting a vibrant, diverse and fun place to live and visit</li> <li>□ Contribute to building strong communities: inclusive, connected, engaged, healthy and active</li> <li>□ Demonstrate a commitment to the development of local creative skills and cultural pursuits</li> <li>□ Increase access and engagement with cultural heritage, including aboriginal culture</li> <li>□ Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment</li> <li>□ Celebrate and contribute to our lifestyle, diversity and culture</li> </ul>
COMMUNITY FACILITIES	<ul> <li>□ Provide well maintained and accessible community facilities which enable opportunities for social interaction</li> <li>□ Promote the principles of access and equity</li> <li>□ Address issues of risk management or compliance with Australian standards</li> </ul>

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 5 of 14









	☐ Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<ul> <li>☑ Contribute to building healthy and active communities</li> <li>☐ Contribute to building healthy and active communities</li> <li>☑ Improve the sustainability of sport and recreation clubs</li> <li>☐ Encourage healthy eating and the availability of fresh, healthy foods</li> <li>☑ Engage a broad spectrum of the community</li> <li>☐ Provide access for all abilities</li> <li>☐ Provide benefit to multiple user groups</li> </ul>
DRY LANDS AND HIGH HOPES COMMUNITY DROUGHT SUPPORT FUNDING	<ul> <li>☑ Contribute to building strong communities: inclusive, connected, engaged, healthy and active.</li> <li>☐ Fight social isolation</li> <li>☑ Encourage mental and physical wellbeing</li> <li>☐ Build community resilience</li> <li>☐ Connect community members to services and support networks</li> </ul>



### SECTION 6 - PROJECT OR ACTIVITY JUSTIFICATION

This project should be supported as it is the only one of its kind held in the Isaac Region. This event has been run by volunteers for in excess of 25 years.

Nebo Bushman's Carnival Inc is renowned for its support of the community in Nebo and greater districts by continuously giving back to groups in need. Nebo Bushman's Carnival Inc is also highly invested in the continuing growth and development of the Nebo Showgrounds.

WHY SHOULD THIS PROJECT OR ACTIVITY **BE SUPPORTED?** 

Clearly demonstrate the need for the project or activity

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 7 of 14







Letters of support have been requested from the Nebo State School P&C Association and Gold City Cutters. These organisations have provided letters of support for past grant applications and will be supplied upon receipt. IS YOUR PROJECT OR **ACTIVITY SUPPORTED** BY THE BROADER **COMMUNITY AND/OR** REGION? (Please provide letters of support or registration on interested individuals / There will be a large number of competitors and also vendors travelling to Nebo from as far away as Victoria. They will support local businesses such as fuel stations, shops and hotels. We also pay locals for cleaning, entertainment and for accommodation. We get other community groups involved such as the local P & C to provide catering for this event. **HOW WILL YOUR** 

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed.

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

> Document Owner: Director Planning Environment and Community Services: Version 3 - ECM 3651123 Page 8 of 14







### SECTION 7 - PROJECT OR ACTIVITY PERMITS/APPROVALS

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

WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?	☐ Yes – Food licence is required.  Please provide a copy or proof of lodgement (receipt)  ☐ No - To verify requirement please refer to the following link:  https://publications.qld.gov.au/dataset/food-safety-for-non- profit- organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	Yes – Liquor licence required.  Please provide a copy or proof of lodgement (receipt)  No - To verify requirement please refer to the following link:  https://publications.qld.gov.au/dataset/charitable-and-non- profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True
DOES YOUR PROJECT OR ACTIVITY HAVE THE NECESSARY LOCAL AND STATE PLANNING OR BUILDING PERMITS/APPROVALS?	☐ Yes – please provide a copy or proof of lodgement (receipt) ☐ No
SECTION 8 - FINANC	CIAL MANAGEMENT
group/organisation's financia	ants program is funded by public funds Council requires evidence of your of prudence and compliance. Your group/organisation is required to present its tand 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: Audited financial reports have been requested from the NBCI Treasurer and will be supplied as soon as they are to hand. 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	Vos. Please provide a servi

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 9 of 14





YOUR ** PROJECT/EVENT/ACTIVITY?	On the following page is an example budget template.
	□ No – This application is not eligible
	NOTE:
	<ol> <li>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).</li> </ol>

- 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.

ISAAC.QLD.GOV.AU

IEAAC REGIONAL COUNCIL ABN 30 274 142 800



### EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure Please list all costs for the proposed activity All amounts include: GST	Income Please list all sources of income for the proposed activity All amounts include GST		
	Funding amount requested from Council		
	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: \$		

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Decument Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 11 of 14







### 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	Nebo Bushman's Carnival Inc
TRADING NAME	N/A
ABN	28577683554
	TAILS (FOR ALL REMITTANCE) ess contact details is not recommended
NAME	
POSITION TITLE	Nebo Cutting Club Show Secretary
ADDRESS	
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	☑ Email □ Fax
BANK ACCOUNT DETAIL	S
ACCOUNT NAME	
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 12 of 14



### **AUTHORISATION**

Id	leclare the	supplier	details	information	provided	is true and	correct
----	-------------	----------	---------	-------------	----------	-------------	---------

SUPPLIER	Signature		1 / 1
	Print Name	DATE	01/06/2021

### 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?	8/		
Is your group/organisation free of debt with Isaac Regional Council?	100		
Have you acquitted any previous grants obtained from Isaac Regional Council?	800		
Have you provided a valid public liability certificate? (Section 1)	6		
Have you provided an Event Plan? (Section 4)	8		
Have you met the minimum co-funding requirements? (Section 4)	Barr		
Have you provided evidence of confirmed co-funding contributions? (Section 4)	8		
Have you provided letters of support or registration of interested parties? (Section 6)	01		
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)	Barre		
Have you provided the most recent audited financial report? (Section 8)	Charles		
Have you completed a Budget? (mandatory) (Section 8)	Books		
Have you provided written quotes? (Section 8)			V
Have you provided a copy of banking verification? (Section 9)	Com		

PLEASE PROVIDE AN **EXPLANATION IF YOU** HAVE TICKED NO OR N/A TO ANY OF THE ABOVE

Doc Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Director Planning Environment and Community Services Version 3 - ECM 3651123 Page 13 of 14







### **AUTHORISATIONS**

	The statements made in this application are true.		
I AM AUTHORISED BY MY GROUP /	All necessary permits/approvals will be obtained prior to the beginning of the		
ORGANISATION TO	project.  The project will be covered by appropriate insurance.		
COMPLETE THIS FORM AND I	All relevant health and safety standards will be met.		
AGREE THAT:	I acknowledge that Council does not accept any liability or responsibility for the project.		
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<ul> <li>Ensure that acquittal requirements are met within 12 weeks of the project completion date.</li> <li>Accept the terms of the community grant in accordance with Council requirements.</li> <li>Provide proof of other successful co-funding (if unconfirmed) within six months of notification.</li> <li>Complete the community grant in accordance with Council funding.</li> </ul>		
AUTHORISED PERSON	Signature		
	Print Name DATE 0//06/2021		
	Position Title NEBO CUTTING SECRETARY		

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	Date

Dac Number: PCS-FRM-174 Date Effective: 01/03/2021 This document is uncontrolled when printed. Document Owner: Directo Planning Environment and Community Services Version 3 - ECM 3651123 Page 14 of 14



## **Isaac Community Grants - Budget**



Name: Nebo Cutting Show

**Location:** Nebo Undercover Arena

Date: 27-29 August 2021

EXPENDITURE (edit and replace as required)		
Please list all costs for the project / event / activity		
All amounts include GST	Budget	Actual
Venue Hire	1,100	
Office Expenses	500	
Bar Expenses	2,600	
Catering Expenses	N/A	
Promotional Materials		
Announcer	600	
Judge/s	900	
Travel / Accommodation	1,000	
Permit / Approvals Costs	200	
Photographer	400	
Videographer	1,000	
Prizemoney / Gifts	22,000	
Entertainment	800	
Cattle cartage	5,700	
Cleaning	500	
NCHA Levies	3,000	
	2,000	
Catoring expense n/a will be a stand class		
Catering expense n/a - will be a stand alone fundraising opportunity for the Nebo State		
School D.C. Acceptation		
School P&C Association.		
TOTAL EVENINE	0.40.000	<b>A</b> -
TOTAL EXPENDITURE	\$40,300	\$0

INCOME (edit and replace as required)			
Please list all sources of income for the project / event			
All amounts include GST	Budget	Actual	
Funding amount requested from Council	3,000		
Other sponsorship being sourced	7,000		
Nominations	25,300		
Bar Sales	5,000		
Food Sales	N/A		
TOTAL INCOME	\$40,300	\$0	

BUDGET NET PROFIT / LOSS	\$0
ACTUAL NET PROFIT / LOSS	\$0

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 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 grant program. Your personal information is handled in accordance with the Information Privacy Act 2009.

### ISAAC COMMUNITY GRANTS **EVENT PLAN**



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.

This Event Plan should accompany any Minor or Major Grant Application under the Community Grants Guideline.

### DETAILS OF EVENT

NAME OF EVENT	Nebo Cutting Show
DATE OF EVENT	27-29 August 2021
TIME OF EVENT	All day
LOCATION OF EVENT	Nebo Indoor Arena
CONTACT PERSON/S	Nebo Cutting Show Secretary
PHONE	
EMAIL	

### **DESCRIPTION OF EVENT**

Nebo Bushman's Carnival Inc hold our annual cutting show in August each year. We cater for everyone from beginners, local, youth and weekend cutters through to professional cutting horse trainers. We are renowned for holding a fun filled, action packed show, where riders demonstrate how well trained their horses are, by entering the herd of cattle and letting the horse cut and work an individual beast from the herd with no contact with the reins.

WHERE DID THE **EVENT IDEA COME** FROM AND WHAT HAS LED YOU TO **ORGANISE IT?** 

Nebo Cutting Club is the only cutting club in the local area. In order for Nebo local cutters to be able to participate in other cutting events, they must travel to Charters Towers, Capella, Comet, Rockhampton & Middlemount for the closest opportunities. In addition, we maintain a particular focus on supporting youth competitors and their introduction into the sport of cutting.

Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed. Document Owner, Manager Engaged Communities Version 1 - ECM 4633745 Page 1 of 3





### ISAAC COMMUNITY GRANTS **EVENT PLAN**



### COUNCIL REPRESENTATION AT EVENT

WHAT	
	UNITIES ARE
THERE F	
	ROLE AT
THE EVE	
presentation speech)?	

Task:

Presentation of trophy and ribbons to the winners of the Isaac Regional Council named event at the Show.

Time required: TBA

### **EVENT OUTCOMES (OBJECTIVES)**

WHAT ARE YOU HOPING TO ACHIEVE WITH THIS EVENT?

This show will provide a local venue for Nebo, Mackay & Whitsunday cutters to participate in their chosen sport. In addition, the event will also contribute to the social opportunities in the local area, support local vendors at the event including catering, coffee, trophies, etc, and provide a unique event that broadens the horizons of and opportunities for local youth riders and spectators.

HOW WILL YOU PROMOTE YOUR EVENT AND ITS	Local media (newspaper, radio)  TV Advertising
	Flyers/posters/letterbox drop
	Regional media (Daily Mercury, Rockhampton Bulletin, CQ News, Midweek Miner)
	Council's online Events Calendar – refer to https://www.isaac.gld.gov.au/community/community-events-calendar
SPONSORS?	Facebook/Social Media
	Other (please specify):

Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed. Document Owner: Manager Engaged Communities Version 1 - ECM 4633745 Page 2 of 3





## ISAAC COMMUNITY GRANTS **EVENT PLAN**



### RISK ASSESSMENT

This event will be held in the Nebo Indoor Arena in August 2021. As such, wet weather will have minimal impact on the event.

**IDENTIFY POSSIBLE RISKS AND DEVELOP** STRATEGIES TO MINIMISE THEM? WHAT IS YOUR BACK UP PLAN IN WET WEATHER?

### TIMELINE/PROGRAM FOR EVENT

Copy of 2019 Show program attached. The 2021 Show program is still to be finalised.

PROVIDE DETAIL OR ATTACH OFFICIAL PROGRAM IF AVAILABLE:

> Once completed please send form and any attachment to: records@isaac.gld.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



Doc Number: PECS-PLN-034 Date Effective: 15/07/2020 This document is uncontrolled when printed.

Document Owner: Manager Engaged Communities Version 1 - ECM 4633745 Page 3 of 3



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Damian Pearson	
AUTHOR POSITION	Program Leader, Land Use Planning	

5.9	MCU20/0005 PROPOSED WORKS CAMP (ADDITIONAL 291
	SINGLE PERSONS QUARTERS OVER TWO STAGES - TOTAL 587
	SINGLE PERSONS QUARTERS) APPEAL PERIOD SUSPENDED
	TO ALLOW WRITTEN REPRESENTATIONS

#### **EXECUTIVE SUMMARY**

The applicant QRI Services Pty Ltd has suspended the appeal period for the above application to allow them to make written representations about the Infrastructure Charges Notice issued with the Decision Notice approving the proposed extension to the CoppaVillage Works Camp at Coppabella.

### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Not agree to the written representations requesting removal of the Infrastructure Charges Notice issued on 12 April 2021 pursuant to condition 5.1 of MCU20/0005.

#### **BACKGROUND**

Council at its Special Meeting held on 29 March 2021 approved an application for Material Change of Use for a Works Camp at 12 Goldston Street, Coppabella subject to conditions. Condition 5.1 of the approval provided that trunk infrastructure charges for transport were payable in accordance with Council's Adopted Infrastructure Charges Resolution (No.2) 2018.

An Infrastructure Charges Notice (ICN) for the development was subsequently issued on 12 April 2021 in the amount of \$904,137.

On 30 April 2021, the applicant suspended the appeal period in order to make written representations regarding the Infrastructure Charges Notice. The applicant's written representations were received on 28 May 2021 and are provided in full at Attachment 1.

### Applicant representations

The applicant submits that the charge is unreasonable based on the type of use, how it operates and very limited potential for use of local road networks by staff/short-term occupants. The applicant requests that Council amend the Infrastructure Charges Notice to reflect that there is no extra demand from the extended Works Camp on the trunk road network, and therefore no charge is payable.

Grounds raised in support of the applicant's submission that there is no quantifiable justification for nominating an extra demand on the local trunk transport network on the bases of how the extended Works Camp operates are as follows:



- The proposed development is intended to service FIFO workers. These workers will fly directly into either Mackay or Moranbah airports and drive directly to the subject site along State-controlled roads, once arriving (note that these trips will unlikely be via private vehicles and will include rideshare/carpool or van pick up at the airport). As the occupants are there for work, with FIFO workers typically working 12-hour days with limited time off during their time at the sites, there is limited time and ability for access outside the Coppabella village.
- The roads used to access the site are all identified as State-controlled roads and do not form part of the Isaac Regional Council trunk infrastructure network. Furthermore, all roads internal to the development are privately owned roads and do not form part of the Council's trunk road network.
- The use is for workers in a worker's camp which is self-contained in terms of catering to the daily needs of staff, thus limiting any need for workers to go into nearby town centres.
- The site will be serviced via the State-controlled road network with the majority of supplies coming from Mackay via the Peak Downs Highway.

The applicant has also provided details about the nature of the existing and proposed extension to the Works Camp usage in operational terms. The applicant accurately advises that all internal roads are "private" and maintained by the applicant. The works camp provides ancillary facilities including laundries, bar, dining hall and leisure facilities (including a gym, basketball court, golf course and use of a swimming pool within the Coppabella area). Residents are provided with 3 meals a day and there is a shop on site for small convenience goods. This significantly limits the need for occupants to travel to other towns in the region for goods and services.

The applicant further accurately advises that road access to the site is direct from the Peak Downs Highway, a State-controlled road, onto internal roads owned and maintained by the applicant. The applicant further advises that the short-term accommodation is strictly for FIFO workers at nearby mines. As such, most of the guests fly into Mackay or Moranbah and then drive to Coppabella. The applicant submits that accessing the site from either of these airports is predominantly via State-controlled roads and does not require the use of the local trunk network managed by Isaac Regional Council.

The applicant further advises that construction of the facility will be undertaken by workers from regional areas who will fly into Moranbah and drive to the site, or workers from Mackay who will drive from Mackay. The applicant submits that all trips will be accessing the development from the State-controlled Peak Downs Highway. Guests typically carpool (2-3 people per vehicle) to the mine site or make use of the mine bus (50 seat). These vehicles are only required to travel on State-controlled roads and do not access the local trunk road network.

The applicant concludes that "Given how the use will operate there is considered to be no extra demand from the extended Works camp users or during site works, that gives the ability of Council to reasonably levy infrastructure charges for extra demand."

### Liveability and Sustainability Department response

The department does not dispute the applicant's submission that the majority of additional vehicle trips generated by the proposed extension will be over State-controlled roads. Nevertheless, there is no legal impediment or conditions attached to the development permit that places a restriction on the travel movements



of users of the facility. This means that that users of the facility are free to travel around the region in the conduct of their employment or to undertake other recreational or personal pursuits.

The applicant's submission identifies that some occupants and/or construction workers may fly into Moranbah and then drive to the site. This will necessarily mean that these workers travel over Council's local trunk road network, even if only for short distances.

The unit rate contribution for the additional demand on the trunk transport network for each additional work camp bed is \$3,107 and is a "one off" contribution. This contribution rate recognises the reduced additional demand that this type of use has on the transport network. For example, the unit rate for the additional demand on the transport network from a newly subdivided lot is \$8,699. This charge is payable regardless of whether the lot has frontage to a State-controlled road or otherwise.

### **IMPLICATIONS**

Significant financial implications from foregone infrastructure charges revenue may be sustained should development proceed without financial contributions to Council's trunk infrastructure network.

Potential legal implications may be sustained by Council, should the applicant appeal Council's decision.

Potential ongoing policy implementation implications if Council does not apply its Adopted Infrastructure Charges Resolution consistently across all development applications.

#### CONSULTATION

Planning and Systems Specialist has provided advice about the methodology used in the preparation of the Local Government Infrastructure Plan and Council's Adopted Infrastructure Charges Resolution.

### BASIS FOR RECOMMENDATION

Council's Adopted Infrastructure Charges Resolution (No.2) 2018 (AICR) was made pursuant to section 113 of the *Planning Act 2016*. The methodology for calculation of the infrastructure charge is contained in this resolution. Data for the model which underpins infrastructure charges is drawn from the Local Government Infrastructure Plan (LGIP) which forms part of the *Nebo Shire Planning Scheme 2008*.

The LGIP establishes the area to which an infrastructure charge applies; establishes what infrastructure is defined as trunk infrastructure; establishes the desired level of service for that piece of infrastructure; establishes future demand and, based upon that demand, the timing of construction of that piece of infrastructure and establishes the estimated cost of each identified trunk infrastructure asset.

The LGIP takes into account the nature of the proposed use and the indicative demand that the range of uses have on Council's infrastructure network, in this case, the local road network. The LGIP was prepared in accordance with the requirements of the relevant planning legislation and has undertaken State government review and has been approved as being in compliance with State requirements.

#### **ACTION ACCOUNTABILITY**

Liveability and Sustainability Department to notify the applicant of Council's decision.

### **KEY MESSAGES**

The Infrastructure Charges notice issued for the proposed development was calculated in accordance with methodology established in Council's Adopted Infrastructure Charges Resolution (No.2) 2018. Data for the



model that generates the various charging rates for development is drawn from the Local Government Infrastructure Plan which forms part of the *Nebo Shire Planning Scheme 2008*.

Report prepared by: Report authorised by:

DAMIAN PEARSON DAN WAGNER

**Community Services** 

Date: 29 June 2021 Date: 29 June 2021

### **ATTACHMENTS**

Attachment 1 - MCU20 0005 Written Change Representation Request

### REFERENCE DOCUMENT

MCU20/0005

28 May, 2021

The Chief Executive Officer Isaac Regional Council PO Box 97 Moranbah QLD 4744



Attention: Daniel Wagner – Manager Liveability and Sustainability

Via Email: records@isaac.qld.gov.au; Daniel.Wagner@isaac.qld.gov.au

Dear Daniel,

CHANGE REPRESENTATION (\$75) REGARDING DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE – WORKS CAMP (ADDITIONAL 291 SINGLE PERSONS QUARTERS OVER TWO STAGES) OVER LAND AT 12 GOLDSTON STREET, COPPABELLA (LOT 14 ON SP236280)

**COUNCIL REFERENCE: MCU20/0005** 

On behalf of our client and the applicant, QRI Services Pty Ltd, we submit Change Representations for the Infrastructure Charges Notice issued for MCU20/0005. The charges notice relates to the Development Permit for Material Change of Use for Works Camp (additional 291 single persons quarters over two stages – total 587 single persons quarters) issued by Isaac Regional Council on 12 April 2021 over land at 12 Goldston Street, Coppabella, formally described as Lot 14 on SP236280.

Pursuant to Section 75 of the *Planning Act 2016* (PA), the applicant seeks to amend the Infrastructure Charges Notice (ICN) dated 12 April 2021, issued in relation to the Material Change of Use for a Workers Camp, in relation to the calculation of the charges for the Transport Network.

This letter provides a detailed overview of the site context and operation of the proposed use to demonstrate that charges levied are unreasonable.

It includes a summary of the key legislative provisions applying to the provision of Infrastructure Charges and details why it is our view that the levying of any infrastructure charges for the transport network cannot be reasonably issued under the *Isaac Regional Council Charges Resolution (No. 2)* 2018 (the Resolution) or the Planning Act 2016, for this proposal.

There is a lack of any justification to support such an unreasonable infrastructure charge based on the type of use, how it operates and the very limited potential for the use of local trunk road networks by occupants/users of the workers camp accommodation.

The subject site is located approximately 145km south-west of Mackay and 50km north-east of Moranbah. Historically, the town of Coppabella was owned, established and operated by Queensland Rail (Aurizon) and is now privately owned by QRI Services Pty Ltd.

The Isaac Regional Council Local Government Area has a large mining economy and the proposed expansion to the existing Coppavillage facility is required to meet the increasing demand from the resource sector for non-resident workforce accommodation in the region. Geographically, Coppabella

has a strategic value due to its position in the centre of the rail networks which service the Galilee and Bowen Basin to the south and west and Port of Hay Point and Abbott Point Port to the north and east. Coppabella is also centrally located amidst various operational mines in the Bowen Basin. Situated on the Peak Downs Highway, it is appealing for mining accommodation camps and ancillary uses due to its location on the main haulage routes between the mines and the ports.

The role of Coppabella township is therefore almost exclusively driven by the resource sector.

#### **BACKGROUND**

In December 2013 Aurizon made application to Isaac Regional Council for a Preliminary Approval for a material change of use and reconfiguring a lot to override the planning scheme to give effect to the Coppabella Township Development Plan and a Development Permit of Lots – 2 into 32 lots, road and park.

Coppabella is included in the Rural zone under the planning scheme. The development application sought to formalise the various land uses that comprise the town, dedicate roads and create separate titles with a view to having the town recognised as an urban area.

A masterplan accompanied the application which proposed 3 access roads into the township which were to be dedicated. The purpose of providing multiple access points was to separate trip types within the town, particularly residential and industrial. The proposed road reserves were to be reflective of either a connector or local road, accommodating appropriate vehicle speeds, capacity and widths to distribute and facilitate traffic.

In July 2016, Isaac Regional Council resolved to refuse the application on grounds including that it proposes:

"... urban growth that is not located within an existing urban area or immediately adjacent to an urban area"

"the need for urban level infrastructure and services within an area not intended for urban development"

Council's grounds of refusal placed great emphasis on the fact the Coppabella is in a Rural locality under the planning scheme with a commensurate level of services and the proposal sought to facilitate urban development that was more appropriately located in the urban areas of the Shire. Further, Council did not wish to take over the maintenance burden of the Coppabella infrastructure.

A subsequent appeal by Aurizon against Council's decision was withdrawn.

#### PROPOSED DEVELOPMENT

The current development application, MCU20/0005, has obtained approval for the staged expansion to an existing Workers Accommodation Village, known as 'Coppavillage'. In accordance with the *Nebo Shire Plan 2008*, the use, when first established, was defined as Works Camp. Currently Coppavillage has 296 Single Person Quarters and the approved MCU adds a further 291 Single Person Quarters across two stages (120 rooms in Stage 1 and 171 rooms in Stage 2).

The site is currently serviced by water, electricity, and telecommunications infrastructure. There is also an onsite sewerage treatment plant which is owned and managed by QRI Services. <u>All</u> internal roads are private.

In addition to providing Works Camp, Coppavillage provides ancillary facilities including laundries, bar, dining hall and leisure facilities (including a gym, basketball court, golf course and use of the swimming

pool within Coppabella Town). Residents on the site are provided with 3 meals a day and there is a shop on site for purchasing small goods. This significantly limits the need for occupants to travel to other towns of the Shire for goods or services.

Both stages of the proposed development are to be accessed via Malone Street, which is an established intersection with the Peak Downs Highway. Malone Street and other internal streets required to access the proposed development are internal roads which are owned and maintained by QRI Services. As discussed above, the subject site is accessed via the Peak Downs Highway (**Figure 1**) which is a State Controlled Road.



Figure 1: Extract of Site Access Plan from Cardno Traffic Report

The short-term accommodation is strictly for fly-in-fly-out (FIFO) workers of nearby mines. As such, most of the guests of the facility fly into Mackay, or Moranbah, and then drive to Coppabella. Accessing the site from either of these airports is predominately via State controlled road and does not require the use of the local trunk road network managed by Isaac Regional Council.

Similarly, construction of the proposed development will be undertaken by workers from regional area who will fly into Moranbah and drive to the site, or workers who will drive from Mackay. As a result, all trips will be accessing the development from the State controlled Peak Downs Highway.

The applicant has confirmed that once onsite, guests typically carpool (2-3 people per vehicle) to the mine site or make use of the mine bus (50 seat vehicle) to access the mine each day. Again, these vehicles are only required to travel on State controlled road and do not access the local trunk road network.

Given how the use will operate there is considered to be no extra demand from the extended works camp users or during site works, that gives the ability to Council to reasonably levy infrastructure charges for extra demand.

Furthermore, it was our clients understanding, based on the prelodgement advice received from Council prior to lodging the application, that Council would not issue a ICN due to the nature of the use and how the site as accessed.

#### REPRESENTATIONS ON INFRASTRUCTURE CHARGE NOTICE

The Infrastructure Charges Notice issued by Council on 12 April 2021, includes a Levied Charge of \$904,137.00. This charge was levied in accordance with Table 2.1 Adopted Change for a Material Change of Use or Building Work for Residential Development in the Resolution, which specifies an adopted infrastructure charge per dwelling unit (\$) of \$3,107.00 per suite (with 1 or 2 bedrooms). Figure 2 below is an extract of the ICN Transport Adopted Charges for each Stage and the total for all Networks Levied Charges.

#### GROSS CHARGE SUMMARY

Table 1: Transport Adopt	ted Charges	5
--------------------------	-------------	---

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Accommodation (Short Term)	120 (Stage 1)	Per bedroom	\$3,107.00	Table 2.1	\$372,840.00
Accommodation (Short Term)	171 (Stage 2)	Per bedroom	\$3.107.00	Table 2.1	\$531,297.00

Table 11: All Networks Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Communit y Facilities	Stormwater	Total
(Accommodation (Short Term)	\$0.00	\$0.00	\$904,137.00	\$0.00	\$0.00	\$904,137.00
Total	\$0.00	\$0.00	\$904,137.00	\$0.00	\$0.00	\$904,137.00

Figure 2: Extract of Charges Summary from ICN

In accordance with Item 4 of the Infrastructure Charge Notice, the rational for issuing of the ICN reads: 'Isaac Regional Council has issued this Infrastructure Charges Notice as a result of additional demand placed upon trunk infrastructure that will be generated by the approved development'.

Based on subsequent email correspondence from Council dated 21 April 2021, we understand Council has imposed these levies on the basis that '…occupants of the development will have the ability and expectation that they can utilise the trunk transport network throughout the Isaac Regional Council area'.

In accordance with Section 119 of the Planning Act 2016 (the Act), a local government must give an infrastructure charge notice if a development approval has been given and an adopted charge applies to providing trunk infrastructure for the development.

Section 120 of the Act provides that a levied charge may only be for **extra demand** placed on trunk infrastructure **that a development will generate**. Demand for trunk infrastructure generated by the following must not be included in the extra demand calculation:

- an existing use on the premises if the use is lawful and already taking place on the premises.
- a previous use that is no longer taking place on the premises if the use was lawful at the time the use was carried out.
- other development on the premises if the development may be lawfully carried out without the need for a further development permit.

This application is for an extension to an existing lawful use and thus the demand charge can only be for that part of the extension that is applied for if there is an extra demand. Council provides no

quantifiable justification for nominating an extra demand on the local trunk transport network on the bases of how the extended works camp operates.

Based on the above, the Infrastructure Charges Notice provided with the development approval and which relates to transport infrastructure, should not include infrastructure charges for extra demand placed on trunk transport infrastructure network. In this case it is highlighted that the use operates as follows:

- The proposed development is intended to service FIFO workers. These workers will fly
  directly into either Mackay or Moranbah airports and drive directly to the subject site along
  State Controlled Roads, once arriving (note these trips will unlikely be via private vehicles
  and will include rideshare/ carpool or van pick up at the airport). As the occupants are there
  for work, with FIFO workers typically working 12-hour days with limited time off during their
  time at the sites, there is limited time and ability for access outside the Coppabella village.
- As discussed herein, the roads used to access the site are all State Controlled Roads and do
  not form part of the Isaac Regional Council trunk infrastructure network. Furthermore, all
  roads internal to the development are privately owned roads and do not form part of the
  Council's trunk road network.
- The use is for workers in a workers camp which is self-contained in terms of catering to the daily needs of staff, thus limiting any need for workers to go into nearby town centres.
- The site will be serviced via the State controlled road network with the majority of supplies coming from Mackay via the Peak Downs Highway

As such, it is our view that the levying of any infrastructure charges for the transport network cannot be reasonably issued under the Resolution and the Act, and there is a lack of evident justification to support such an unreasonable infrastructure charge for development in this Rural locality of the shire.

The charge is unreasonable based on the type or use, how it operates and very limited potential for use of local road networks by staff/short-term occupants. On this basis, we request Council amend the ICN to adequately reflect that there is **no extra demand** from the extended workers camp on the trunk road network and therefore no charge payable.

Should you wish to discuss any matter contained herein, please do not hesitate to contact the undersigned on (07) 3217 5771.

Yours sincerely,

Greg Ovenden | Director REEL PLANNING PTY LTD

hm 000.



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Damian Pearson	
AUTHOR POSITION	Program leader, Land Use Planning	

5.10	DEPARTMENT OF NATURAL RESOURCES REQUEST FOR
	COUNCIL VIEWS REGARDING ADDING AN ADDITIONAL
	PURPOSE TO THREE TERM LEASES- LOT 799 ON PH391, LOT
	3161 ON PH 378 & LOT 4 ON KL 210

#### **EXECUTIVE SUMMARY**

The Department of Natural Resources (DNR) has sought Council's views or any information the department should consider when assessing an application to add an additional purpose (Renewable energy facility- Wind Farm) to three term leases to allow the wind farm proponent to make application for development approval for a wind farm. Council holds a valid sublease (Sublease C on SP268117 in Lot 799 on PH391) which contains a Council telecommunications facility and associated access track at St. Lawrence-Croydon Road.

### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Advise Department of Natural Resources that Council has no objection to the addition of an additional purpose (renewable energy facility) to term leases Lot 3161 on PH378 and Lot 4 on KL210.
- 2. Advise Department of Natural Resources, that it has no objection to the addition of an additional purpose (renewable energy facility) to term lease Lot 799 on PH391, subject to the following:
  - i. The sublease is to be replaced by an easement which reflects the terms of the current sublease (Lease C on SP 268117 in Lot799 on PH391;
  - ii. That the necessary development application to create a road access easement and the easement documentation is to be prepared at the applicant's expense for review by Council's solicitors; and
  - iii. The applicant is to consult with Council regarding the location of wind farm infrastructure to ensure no disruption to Council's wide area network (WAN) telecommunications prior to finalising the wind turbine array.
- 3. Advise Department of Natural Resources that Council is prepared to negotiate an alternative location for its telecommunications facility and associated access with the project proponents, subject to the following:
  - i. The applicant to cover the full cost of replacement of the existing telecommunications facility including alternative site investigations and detailed survey, costs of preparation of



sublease and/or easement documentation, preparation of any necessary development application and construction of the new facility and associated road access.

#### **BACKGROUND**

Council holds a current valid sublease over a Rolling term lease described as Lot 799 on PH391 at St Lawrence-Croydon Road for the purpose of an access track and telecommunications facility. The sublease comprises an area of 3.374 hectares and contains an access track, telecommunication tower and equipment which supports Council's wide area network (WAN). The facility is critical to Council's operations. The proponent for the Lotus Creek Wind farm is seeking to add an additional purpose to the lease which would enable the issue of a sublease for the purposes of a renewable energy facility - wind farm and allow the project proponents to make a development application to the State for material change of use approval of the wind farm.

Part of the proposed renewable energy sublease covers the same land as Council access track and telecommunications tower. DNR has advised that only one sublease is permitted over the same part of any lease. DNR has further advised that an option to allow both activities to co-exist would be for Council to enter into an easement arrangement with the lessees to enable continued use of the current sublease for access and telecommunications in the future.

The asset custodian was consulted in relation to the request and has advised that it has concerns that telecommunication signals could be disrupted by the placement of wind turbines. The asset custodian seeks a commitment that it can review (and if necessary, seek amendments to) the footprint of the proposed turbines to ensure that there is no interference with telecommunications signals from Council telecommunications tower.

It is further noted that creation of a road access easement constitutes development for reconfiguring a lot. There are costs associated with obtaining development approval for a development permit for reconfiguring a lot (creation of road access easement) which should be borne by the proponent of the wind farm.

Council has also received a number of requests from consultants for the wind farm proponent for Council's agreement to the proposed tenure change. In the most recent correspondence dated 1 March 2021, the consultants raised the possible option of the relocation or construction of a replacement facility at another suitable location. Council staff will engage with wind farm project representatives to discuss alternative sites for the telecommunication facility and how this could be funded. It is unlikely that this option would be supported unless the project proponents pay all of the costs of replacing the existing facility at a location agreed with Council and the owner or lessee of the land.

### **IMPLICATIONS**

The asset custodian has advised that it should be consulted prior to any finalisation of the wind turbine array to ensure that its telecommunication Wide Area Network (WAN) will not be affected by the future construction of the proposed wind farm. There are significant costs associated with obtaining the necessary development permit to create the road access easement and to prepare the easement documentation. These costs should be borne by the proponent of the wind farm.



#### CONSULTATION

Chief Information Officer

Manager, Business Applications Solutions

Coordinator, Assets

Manager Liveability and Sustainability

#### BASIS FOR RECOMMENDATION

Council holds a valid sublease over land containing its telecommunication facility and access track. DNR advises that two subleases cannot be issued over the same leased land. Wind farm proponents require an additional purpose to be added to the existing rolling term lease before it can make a material change of use development application to the State for the wind farm. Council is a referral agency for this application. This does not guarantee that the State assessment manager will accommodate Council concerns regarding wind turbine interference to its communications infrastructure. The telecommunication tower and access track are also used by the Queensland Police Service and State Emergency Services for telecommunications needs.

### **ACTION ACCOUNTABILITY**

Liveability and Sustainability department to prepare correspondence advising DNR of Council's decision.

#### **KEY MESSAGES**

Council is supportive of new renewable energy projects provided that they can be carried out without disrupting Council's telecommunications network. Council will cooperatively with DNR, the lessee and wind farm proponents to ensure no disruption to its telecommunications network.

Report prepared by:

DAMIAN PEARSON

Date: 29 June 2021

**Program Leader, Land Use Planning** 

Report authorised by:

**DAN WAGNER** 

**Director Planning Environment and Community** 

**Services** 

Date: 29 June 2021

### **ATTACHMENTS**

Attachment 1 - DNR Correspondence dated 25 November 2020

### REFERENCE DOCUMENT

- Application Additional Purpose on Team Lease Wind Farm 26 November 2020 Doc Id # 4697369
- Correspondence Lotus Creek Wind Farm Additional Purpose on Term Lease Renewable Energy
   Doc Id # 4738772

Author: Leanne Hunter

File number: 2020/011585; 2020/011551; 2020/011474

Directorate / Unit: State Land Asset Management

Phone: 4447 9165

25 November 2020

The Chief Executive Officer Isaac Regional Council PO Box 97 MORANBAH QLD 4744

Email: records@isaac.qld.gov.au



Application for additional purpose on Term Lease – Lot 799 on PH391; Lot 3161 on PH378 and Lot 4 on KL210, Isaac Regional Council.

Dear Sir/Madam

The Department has received an application to use term leases PH 30/799 (Lot 799 on PH391), PH 35/3161 (Lot 3161 on PH378) and PH 35/4777 (Lot 4 on KL210) for an additional purpose in terms of section 154(2)(b) of the *Land Act 1994*. The applicant has applied to use the land for the production of energy from a renewable source, namely a wind farm. Copies of documents supporting the application are enclosed for your information.

Please note that sublease C on SP268117 may be impacted by the proposed footprint of the development and that discussion with the applicant should be carried out as only one sublease is permitted over the same part of any lease. An option to allow both activities to co-exist would be for Council to enter into an easement arrangement with the lessees to enable this access while the applicant would be able to enter a sublease arrangement with the lessee.

Please advise the Department of your views or any information the department should consider when assessing this application. Objections to the application, and any views or requirements that may affect the future use the land should be received by close of business **22 December 2020**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this office

**Note** – if land is required for a public purpose it can be acquired at any time by negotiation and where necessary acquisition.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If responses are not received by

PO Box 5318 Townsville QLD 4810 Telephone: 4447 9165 www.dnrme.qld.gov.au ABN 59 020 847 551 the due date and no alternative arrangements have been made, it will be assumed that you have no objection or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on the matter is not to be used for any other purpose, or distributed further to any person, company or organisation without the express written permission of the Department unless required.

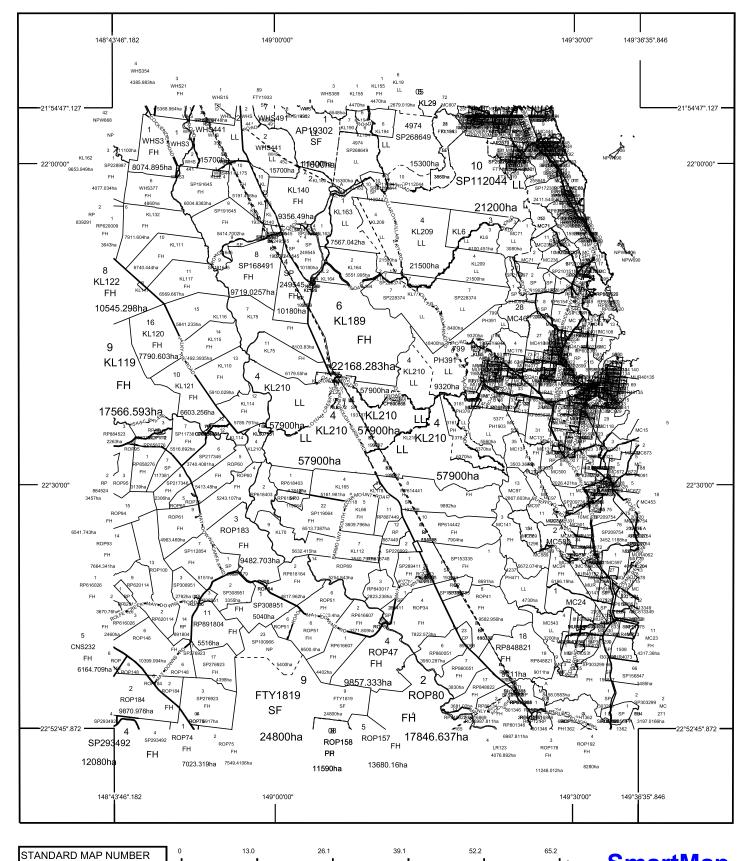
Please quote reference numbers 2020/011585; 2020/011551; 2020/011474 in any future correspondence. Future correspondence relative to this matter is to be referred to the contact officer at the address below or by email to Townsville.SLAMS@dnrme.qld.gov.au.

If you wish to discuss this matter please contact Leanne Hunter on 4447 9165.

Yours sincerely

Leanne Hunter

Senior Land Officer





8753-32413

#### SUBJECT PARCEL DESCRIPTION

HORIZONTAL DATUM:GDA94 ZONE:55

DODB Lot/Plan 4/KL210 Area/Volume 57900ha LANDS LEASE ISAAC REGIONAL Local Government LOTUS CREEK Locality

#### **CLIENT SERVICE STANDARDS** PRINTED (dd/mm/yyyy) 26/05/2020

SCALE 1: 651956

25/05/2020 (Lots with an area less than 10.000ha are not shown)

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines(DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with eavy use of or reliance on the Information

For further information of the Control of the

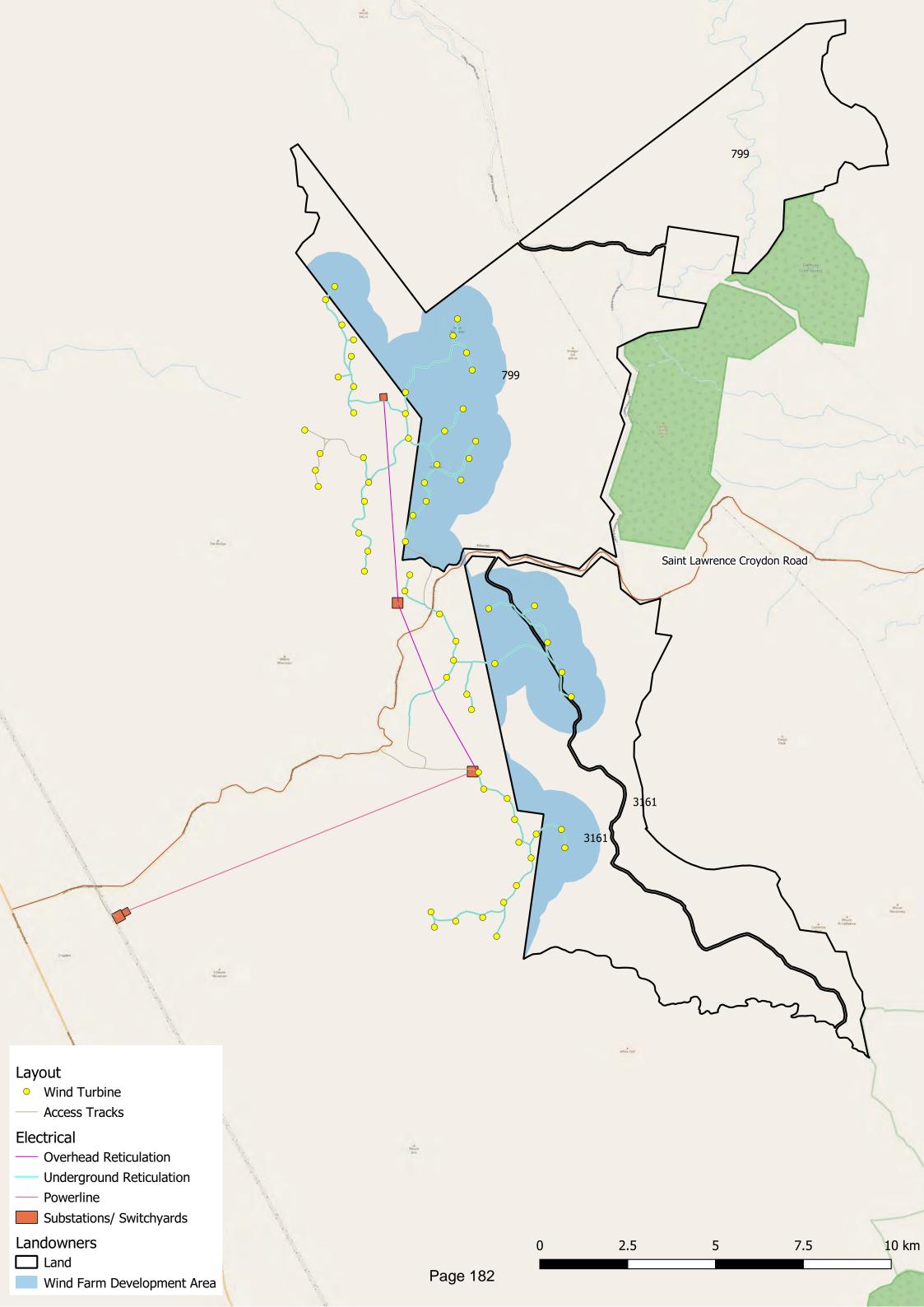
An External Product of SmartMap Information Services

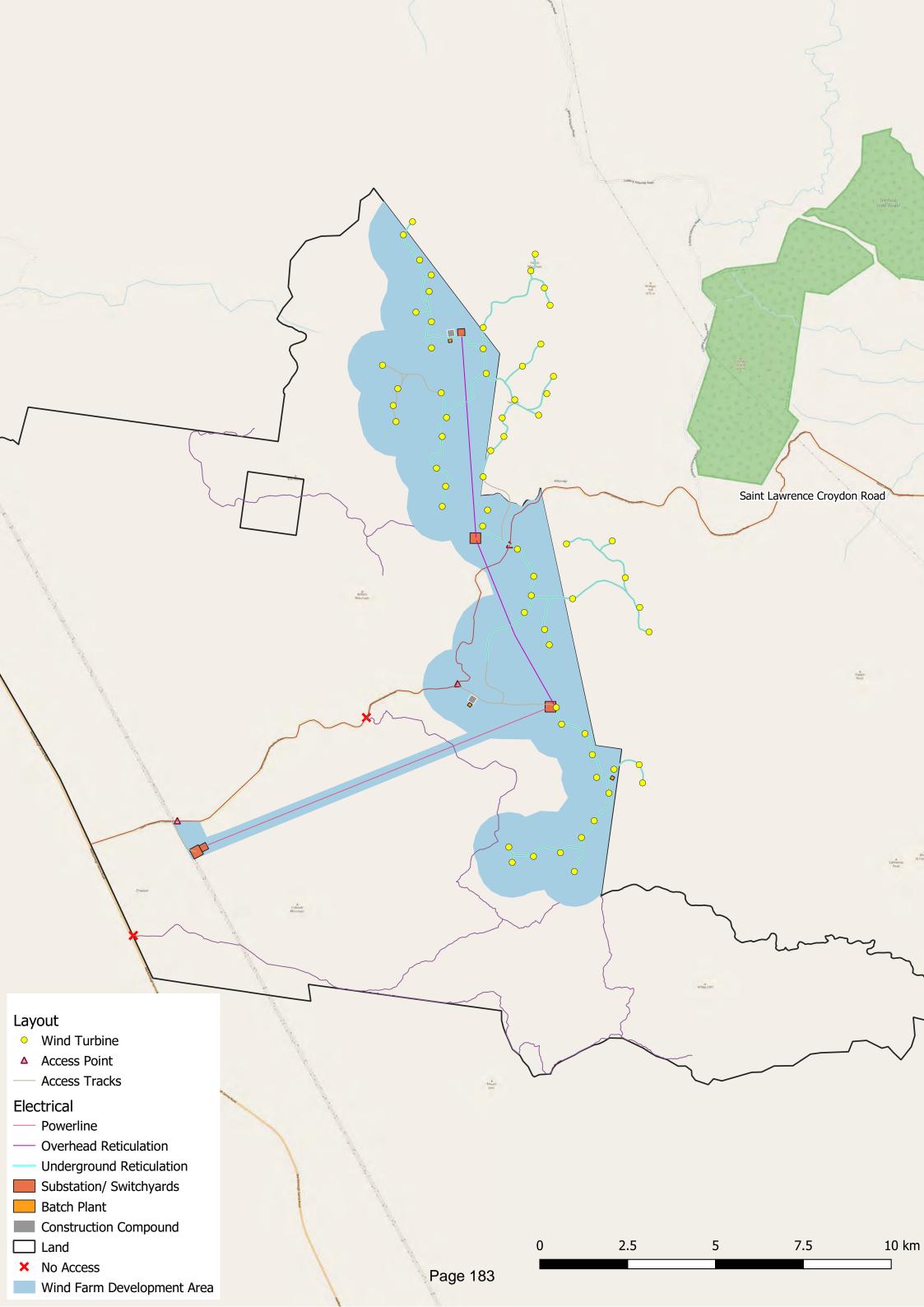
Based upon an extraction from the Digital Cadastral Data Base



Queensland Government (c) The State of Queensland, (Department of Natural Resources, Mines and Energy) 2020.









MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

5.11	PROPOSED NEBO SHOWGROUNDS MASTER PLAN ADVISORY
	COMMITTEE

#### **EXECUTIVE SUMMARY**

This report proposes the establishment of an Advisory Committee to assist Council in its engagement, scoping and delivery of the Nebo Showgrounds Master Plan project.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Resolves to establish the Nebo Showgrounds Master Plan Advisory Committee, as an advisory committee under Section 264 of the Local Government Regulation 2012, for an initial period ending 30 June 2022 to assist Council in its engagement, scoping and delivery of the Master Plan Project.
- 2. Resolves to adopt the attached Terms of Reference for the said Advisory Committee.

3.	Appoints Councillor	as C	Chair and	Councillor	as	members	of	the
	Advisory Committee, with Cou	ncillor	арро	ointed as an	alternate memb	er of the A	dvis	ory
	Committee in the instance of a	n elected	member a	bsence.				

#### **BACKGROUND**

Council endorsed the delivery of the Nebo Showgrounds Master Plan project through the COVID-19 Strategic Recovery Plan Strategy Item TR9 Develop Enabling Infrastructure. This is in alignment with strategy actions from both the Economic Development Framework and Tourism Development Strategy.

Nebo Showgrounds is one of Council's most utilised recreational facilities with several local community user groups and other regular facility hirers accessing the facility. The facility is utilised approximately 80 days of the year and attracts approximately 20,000 annual visitors to onsite activities including the largest one-day rodeo in Australia.

The estimated current economic return to the region's economy generated by the facility is approximately \$1.2 million. The development of a Master Plan will enable best practice management of the existing facilities operational needs and will ensure that any future renewal maximises the facilities' potential.

It is noted that the Master Plan development and future delivery of any capital upgrades will be done with consideration given to Council's long-term financial forecast and sustainable asset management practices. Appropriate communications and messaging will be developed to ensure that the development of the Master Plan does not create unreasonable community or stakeholder expectations regarding Council's investment in



the facility. This messaging will be clear that the development of the Master Plan does not indicate that the project is funded for delivery but will instead support Council to target other Government (State and Federal) investment opportunities.

The delivery of the Master Plan is currently underway with Wall Planning and Associates having been engaged in March 2021 to partner with Council's Economy and Prosperity department to undertake research, site analysis and community and stakeholder engagement to inform the Master Plan development. It is proposed to develop a Nebo Showgrounds Advisory Committee to support project delivery, and provide a statutory framework for Council's engagement on planning and management of the facility. This approach has also been utilised for the delivery of the Clermont Saleyards and Showgrounds Revitalisation Project.

The Nebo Showgrounds has a large number of user groups, stakeholders and community members who are interested in the site and the Master Plan development. It is proposed that an Advisory Committee be established to:

- assist Council with its engagement of these varying stakeholders;
- make recommendations to Council about the identification and scope of the project components to inform the Master Plan and to realise the best overall community value; and
- act as a reference group during the delivery of the project components and the Revitalisation Project as a whole.

#### **IMPLICATIONS**

The proposed Advisory Committee will assist Council to engage with stakeholders and to manage a range of disparate and potentially competing interests in the scoping of the Master Plan.

The development of the Master Plan will provide the opportunity to advocate for external funding opportunities, maximise the facilities growth potential and to rectify a number of current or latent reputational and asset risks within the broader Showgrounds Precinct.

Advisory committees established under section 264 of the *Local Government Regulation 2012* are bound by a range of statutory obligations under Part 2 of the Regulation, including membership, meeting procedure, quorums and minutes.

#### CONSULTATION

Chief Executive Officer

Director Planning, Environment and Community Services

Manager Economy and Prosperity

#### BASIS FOR RECOMMENDATION

The Nebo Showgrounds has a diverse stakeholder group who hold a range of disparate and often competing interests with regards to the scope of the Nebo Showgrounds Master Plan. Given this it is considered that stakeholders will be best engaged, and their expectations managed through a formal Advisory Committee process.

Delivery of the broader Master Plan Project is a significant opportunity to improve and rectify latent issues at the Showground Precinct and to stimulate improved economic and community outcomes for Nebo and its



surrounding communities. The development of a formal Advisory Committee will capture a broader range of stakeholder interests which will in turn support the delivery of a Master Plan that suits the needs of the user while delivering positive community and economic outcomes.

#### **ACTION ACCOUNTABILITY**

The proposed Advisory Committee would be coordinated and administered by the Office of the Director, Planning, Environment and Community Services, with administrative support through the Economy and Prosperity department.

#### **KEY MESSAGES**

Sustainable asset management and external funding opportunities should be balanced with the economic and social return to the region and its communities.

Report prepared by:

SHANE BRANDENBURG

**Manager Economy and Prosperity** 

Report authorised by:

DAN WAGNER

Director Planning, Environment and

**Community Services** 

Date: 29 June 2021 Date: 30 June 2021

#### **ATTACHMENTS**

Attachment 1 - Draft Terms of Reference – Nebo Showgrounds Master Plan Advisory Committee

#### REFERENCE DOCUMENT

Local Government Regulation 2012

# TERMS OF REFERENCE – NEBO SHOWGROUNDS MASTER PLAN ADVISORY COMMITTEE (NSMPAC)

#### **PURPOSE**

The purpose of the Nebo Showgrounds Master Plan Advisory Committee (NSMPAC) is to provide advice to Council regarding the community engagement, identification of project component's and overall scoping of the Nebo Showgrounds Master Plan.

The Nebo Showgrounds Master Plan Project (the Master Plan) was endorsed in Councils COVID-19 Strategic Recovery Plan and aligns with Councils Economic Development Framework and Tourism Strategy. The Master Plan is intended to provide a strategic vision for the site that delivers a strong asset management platform to guide the site's future development and renewal; and to support economic and social outcomes for Nebo and surrounding communities.

NSMPAC is to advise Council on the engagement, planning and development of the Master Plan. The aim is to:

- Ensure that all parties with a legitimate stake in the Master Plan Project are adequately consulted and their views taken into account;
- Make recommendations to Council about the identification and scope of project components that make up
  the broader Master Plan to realise the best overall value from the site and any funding opportunities; and
- Act as a reference group during the development of the Master Plan Project as a whole.

Matters that will not form part of the NSMPAC's priorities include, but are not limited to, staffing, the existing operations of the Nebo Showgrounds and asset management (other than lifecycle cost implications of project components within the Master Plan Project).

In accordance with the *Local Government Regulation 2012*, the NSMPAC does not hold decision-making powers, however Committee Members will act as a customer liaison point between Council and community groups, clubs and members who have a stake in the Master Plan Project.

#### KEY ISSUES/PRIORITIES

The key issues/priorities/actions for the NSMPAC include:

- Ensuring that the proposed project components represent best value to the community from the available funding for the Master Plan.
- Ensuring that the opportunities for multipurpose facilities or facilities with common purpose for both the user groups and community are maximised.
- Identifying, considering and promoting opportunities for existing facilities at the Showgrounds to be rearranged, renovated, consolidated or repurposed to provide for long term growth of the Showgrounds as a key economic driver for Nebo and surrounds;
- Sustainability and future development of rodeo, campdraft, equine and other relevant and/or potential events and uses within the precinct to maximise community value and economic development and tourism opportunities.

#### **OBJECTIVES**

The objectives of NSMPAC are to assist and advise on:

- Engagement of and consultation with legitimate stakeholders in the Master Plan Project.
- Collaborative identification, scope and business case development and prioritisation of project components which will ultimately comprise the Master Plan.



- Identification and documentation of the value that individual project components will create for the community to support Council submissions in relation to funding of projects within the Master Plan.
- A listing of prioritised and staged project components for delivery (subject to securing funding) that take into consideration the various cyclical commitments for the showgrounds and its continued operation.
- The minimisation of risk and lifecycle costs of the project components.

#### **AUTHORITY**

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

The NSMPAC does not have a decision-making role but will be a primary advisor for Council decision making.

The NSMPAC reports directly to Council, via the Planning Environment and Community Services Standing Committee.

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

#### **MEMBERSHIP**

Council at its meeting held 28 July 2021 (Resolution No.XXXX) resolved that the membership of the NSMPAC be appointed as follows:

Chair	Councillor
Members	Councillor Director Planning, Environment and Community Services Manager Economy and Prosperity . Business Manager Saleyards and Showgrounds. 2 Representatives from: • Nebo Bushmans Carnival Inc. 1 Representative from each of: • Nebo Pony Club. • Nebo Polocrosse. • Nebo Community Fitness.
Alternate members	Councillor
Attendees/Contributors	TBA as required .

Councillors who are not on the NSMPAC will be invited to participate and/or be engaged as necessary.

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

Councillors will be appointed to the Committee for the term of the Council, unless otherwise removed by a resolution of Council, or acceptance of a resignation.

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.



#### APPOITNMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by Council.

In the absence of the appointed Chairperson at a meeting, the meeting will appoint an Acting Chairperson from the members present for the duration of that particular meeting.

#### **CONFLICT OF INTEREST**

In accordance with the Councillor's role, exclusion from meeting of a Councillor with material personal interest and recording a conflict of interest in accordance with the provisions of the Act, Committee Members must declare their interest, whether material or personal.

#### **TERM OF OFFICE**

The NSMPAC will have a fixed term until 30 June 2022. Six months prior to that date the NSMPAC will report to Council on the need and purposes to extend the term beyond that date or otherwise.

#### **MEETINGS**

The Advisory Committee will meet formally at least once every two months, or as determined by the Chairperson, ensuring recess does not exceed a three-month period.

Meetings shall be conducted in accordance with the provisions of the *Local Government Act* and Isaac Regional Council's Meeting Standing Orders Policy.

#### **QUORUM**

A quorum shall comprise at least a majority of NSMPAC members. Where an elected member cannot be present, the alternate member can replace them on that occasion.

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

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

#### ADVISORY COMMITTEE ADMINISTRATIVE GUIDELINE

The role of the Chair and Members of the NSMPAC, is to ensure preparation of agenda and matters relating to the administrative operations of the NSMPAC are in line with the *Advisory Committee Administrative Guidelines*, adopted by Council on 28 June 2016, Resolution No. 4546.

#### ADMINISTRATION/SECRETARIAT

Economy and Prosperity Department or otherwise determined by Director Planning, Environment and Community Services.





MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Shane Brandenburg	
AUTHOR POSITION	Manager Economy and Prosperity	

5.12	RESOURCE	CENTRE	OF	EXCELLENCE	-	LEADIN
	TRANSFORM	ATION IS NO	W EVE	NT SERIES		

#### **EXECUTIVE SUMMARY**

The Resource Centre of Excellence (RCOE) is seeking Council's support in delivering a series of *LeadIN Transformation is Now* events across the Mackay, Isaac and Whitsunday region. The Moranbah event is proposed for Wednesday 8 September 2021. This report seeks Council's support for this to occur.

#### OFFICER'S RECOMMENDATION

#### That the Committee recommends that Council:

1. Endorse the financial partnership contribution of \$7,500 and additional in-kind support for the delivery of the Resources Centre of Excellence LeadIN Transformation is Now event in Moranbah on Wednesday 8 September 2021.

#### **BACKGROUND**

The Resources Centre of Excellence (RCOE) has been engaging with regional partners (including GW3) in the proposed delivery of a series of *LeadIN Transformation is Now* events across the Mackay, Isaac and Whitsunday (MIW) region the week commencing 6 September 2021.

RCOE have been engaging with Council officers around the event and they are proposing a financial partnership of \$7,500 to support the event delivery in region.

The objectives of *LeadIN Transformation is Now* event series are to enhance the innovation ecosystems across the MIW region, highlight transformative opportunities and encourage the adoption of technologies to transform operation and outcomes to keep the regions moving forward and abreast of the change through the 4<sup>th</sup> Industrial revolution.

It is intended to compliment other events, training and workshops delivered by government and industry and proposes a number of credentialed keynote speakers and relevant business case studies showcasing real-life transformative solutions to provide learnings and insights. Discussions have also indicated that this could be the first of an annual event opportunity in the region.

The subject matter aligns with Council's efforts in ensuring the Isaac region is at the forefront of developing industries and technological advances that disrupt existing industries and ensuring the sustainability of its communities as well as support growth and economic development.



The event is in region and provides opportunity for our key stakeholders, community, education, health sector, small business and resource industry to showcase innovative solutions and demonstrations of regional transformation across all sectors.

The event program focuses on four key themes;

- The Future is Now proof of technology and innovation in actions
- Transforming Information into Insight how data can drive growth and transformation
- Sustainable Transformation harnessing the right opportunities for the region
- Leveraging Opportunities making the MIW stand out, not just fit in

Internationally awarded keynote speakers include;

- Anders Sorman-Nilsson renowned global futurist and founder of the think tank and trend analysis firm
   Thinque
- Neil Glentworth founder and chair of information and data management firm GWI
- Selena Gomersall experienced psychologist and remote and rural community export and Chief Advocacy officer for Outback futures
- With an opportunity for Council to provide a keynote speaker presentation as well being proposed for CEO Jeff Stewart Harris
- Followed by a Question and Answer panel session with some of the above speakers and Neville Plint (University of Qld Sustainable Minerals institute)

Given the event is proposed to be held in region, the local community audience and the relevance of the subject matter, the opportunity for Council to deliver a key not speaking session and participate in the panel discussion at the end of the event is valuable to showcase Council's innovative work in ensuring sustainable communities.

Further it is also proposed as part of the event the Mayor would be invited to open the event and Council would be provided private access for discussions with Anders Sorman- Nilsson over lunch on the day of the event.

It is also proposed that after the day's activities the Resources Industry network (RIN) would deliver a networking event.

#### **IMPLICATIONS**

#### Financial

Council's contribution would be \$7,500 proposed from the Economy and Prosperity operational budget and further some in kind support in aiding developing, delivering and promoting the event opportunity to its communities.

#### Resourcing

There would be some internal resourcing requirements through the Economy and Prosperity, Brand Media and Communications (BMC) and Engaged Communities teams along with the Community Facilities team as the event is proposed for the Moranbah Community Centre.



#### Reputational

There would be a positive impact to Councils reputational outlook by not only having this type of event delivered in region but in showcasing Council's work in preparing for and advancing its communities positioning for the 4<sup>th</sup> IR through the event and its keynote presentation opportunity.

#### CONSULTATION

Resource Centre of Excellence

Greater Whitsunday Alliance (GW3)

Resource Industry Network

**Director Planning Environment and Community Services** 

Chief Executive Officer

Senior Advisor

Manager Economy and Prosperity

#### **BASIS FOR RECOMMENDATION**

Technological change and disruption are continuing to present challenges and opportunities to regional communities and particularly those with a resource industry connection and events such as this help to inform, prepare and position the Isaac region well for the future.

#### **ACTION ACCOUNTABILITY**

The Economy and Prosperity department to continue to work with RCOE on the event delivery, providing the financial contribution with internal support from other departments such as BMC.

#### **KEY MESSAGES**

Transformation of regions and economies is continuing and informing and preparing our communities for this change will assist in continuing to deliver sustainable communities.

Report prepared by: Report authorised by:

SHANE BRANDENBURG DAN WAGNER

Manager Economy and Prosperity Director Planning Environment and Community

**Services** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

Attachment 1 - LeadIN Transformation is Now - Partnership Proposal Isaac Regional Council Redacted

#### REFERENCE DOCUMENT

Nil

Manager Economy & Prosperity, Planning Environment & Community Services Isaac Regional Council PO Box 97
MORANBAH QLD 4744

Dear

As we discussed in person yesterday, the Resources Centre of Excellence (RCOE) is facilitating the **LeadIN Transformation is Now** event series across MIW, week commencing 6<sup>th</sup> September 2021.

The objectives of LeadIN Transformation is Now event series are to enhance the innovation ecosystem across MIW Region, highlight transformative opportunities and encourage the adoption of technologies to transform operations and outcomes to keep the regions moving forward.

LeadIN will compliment other events, training and workshops delivered by government and industry bodies in the innovation space by providing an opportunity for regional businesses to connect with national innovation leaders, speakers, industry stakeholders and buyers.

Highly credentialed keynote speakers and relevant business case study presentations will visit Moranbah showcasing real-life transformative solutions and provide learnings and insights across four key themes:

The Future is Now - proof of technology and innovation in action

Transforming Information into Insight – how data can drive growth and transformation

Sustainable Transformation - harnessing the right opportunities for the region

Leveraging Opportunities - making MIW stand out, not just fit in

The LeadIN Transformation event's full day program agenda is delivered in person, with content specifically tailored to each region.

LeadIN Bowen - Monday 6th September - venue PCYC

LeadIN Moranbah - Wednesday 8th September - venue Moranbah Community Centre

LeadIN Mackay - Thursday 9th September - venue RCOE



65 Crichtons Road, Paget QLD 4740 info@rcoe.com.au || 07 4952 6056 www.rcoe.com.au

#### Keynote speakers:

Internationally awarded keynote speaker **Anders Sörman-Nilsson**, a global futurist has helped leaders decode trends, decipher what's next and turn provocative questions into proactive strategies.

Anders is a futurist, and founder of the Sydney based think tank and trend analysis firm – Thinque, which provides data-based research, foresight and thought leadership assets for global brands across 4 continents. His vision is to disseminate 'avant-garde ideas which expand minds and inspire a change of heart', and works with clients like ING, Microsoft, Apple, Facebook, McKinsey, Jaguar Land Rover, Rugby League New Zealand and Lego trust his future guidance.

LeadIN event MC and keynote speaker **Neil Glentworth** is founder and chair of information and data management firm GWI. Neil is an experienced global leader, entrepreneur, and company director and has extensive leadership, governance and advisory experience across ASX listed, private and public sector organisations. He has a deep understanding of digital, data and emerging technologies in a globally competitive economy.

Neil has a proven track record both domestically and globally in leadership and governance roles driving organisational change across organisations and high-risk programs of work.

Neil is a respected keynote speaker, an inspiring storyteller and has a signature MC presentation style guaranteeing high engagement across the day.

**Selena Gomersall** is an experienced psychologist with a background in counselling, training, program development and community facilitation in a wide range of settings spanning more than three decades.

Selena has been working in a rural and remote context in Queensland for ten years, and as a founder, former CEO and now Chief Advocacy Officer for Outback Futures, she is a key part of leading the organisation in the development and implementation of a unique model of community engagement and a developmental approach to suicide prevention, targeting mental health and wellbeing outcomes in remote outback communities.



#### LeadIN Transformation is Now event series partnership opportunity for Isaac Regional Council.

The relevance and significance of the LeadIN Transformation is Now event series supports growth and economic development of business within the regions. These ROCE and Isaac Regional Council shared values include connecting communities and providing opportunity for innovative solutions. The LeadIN event series will tap into a multitude of opportunities available globally to keep our regions moving forward.

Isaac Regional Council is invited to join in partnership in delivering with the LeadIN Transformation is Now event series to support growth and economic development. The event series exposures your stakeholders, education and health care providers, small business and mining community to innovative solutions, and provides a connection with buyers and demonstrations of regional transformation across all sectors.

#### Partnership investment - Isaac Regional Council - \$7,500 ex GST

In addition to the suite of partnership inclusions recognising Isaac Regional Council's partnership status alongside Whitsunday Regional Council and Mackay Regional Council, your Council's executive leadership team is extended private access to keynote speaker Anders Sörman-Nilsson over lunch on the day of the Moranbah event, Wednesday 8<sup>th</sup> September.

For your pursual please find attached draft/not for circulation LeadIN Transformation is Now Moranbah agenda, Wednesday 8<sup>th</sup> September 2021.

Moranbah's event agenda includes three (3) fundamental Isaac Regional Council centric components.

Mayor Cr Anne Baker's welcome and welcome to country, setting the scene for Isaac Regional Council

**Pure People Power IRC presentation delivered by CEO Jeffery Stewart-Harris**. Business case to follow keynote presenter Anders Sörman-Nilsson as part of Session 1, Transformation is Now.

Panel session inclusion for CEO Jeffery Stewart-Harris alongside Selina Gomersall (Outback Futures) and Neville Plint (University of Queensland Sustainable Minerals Institute). Panel session concludes Session 3 – Transformative Futures.



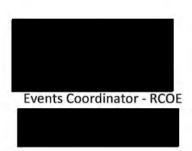
The MIW Region remains one of the world's best sources for mining expertise and innovation in the METS sector. The LeadIN Transformation is Now event series showcases the world's leading innovation, processes and practices delivered by regional businesses to support economic growth, private sector investment and help create the jobs and skills for the future.

We look forward to Isaac Regional Councils' support in leveraging opportunities to make MIW stand out, not just fit in.

If you have any questions regarding the LeadIN Transformation is Now event series, or require clarification on Isaac Regional Council's LeadIN Transformation is Now event partnership status for these three events, please don't hesitate to contact our office.

We look forward to your response.





Attachment: draft Isaac agenda – LeadIN Transformation is Now, Moranbah 8th September 2021





MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021	
AUTHOR	Jim Hutchinson	
AUTHOR POSITION	Manager Engaged Communities	

5.13

#### **ORIGINAL MATERIALS COLLECTION POLICY**

#### **EXECUTIVE SUMMARY**

This report seeks Council's approval to adopt a new Original Materials Collection Policy.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Repeal the Isaac Regional Library Service Original Materials Collection Policy (PECS-058)
- 2. Adopt the revised Original Materials Collection Policy (PECS-POL-121)

#### **BACKGROUND**

Isaac Regional Council, on behalf of the community, maintains a collection of original materials of significance to the region and its people. This collection comprises paper-based and digital documents or records, physical items and static and operational plant, housed principally within its network of museums and libraries, which represents the lived and material history of the region.

Council is committed to maintaining a best practice framework to support the development, acquisition, maintenance and deaccessioning of its original materials collection in the Isaac region. A periodic review of the policy which governs these processes has been undertaken and areas for improvement and clarification identified.

The present Isaac Regional Library Service Original Materials Collection Policy, adopted in 2014, only references materials held by Council's libraries, generally referred to as the local history collection. As such, there is no formal framework to specifically administer the entirety of the materials held by Council, particularly the significant body of material held by the Clermont Historical Centre and Historic Nebo Museum.

It should be noted that the two business areas - libraries and museums - operated within the "Arts and Library Services" department of a previous organisational structure, so while the express scope of the policy was limited to libraries, it was applied in-principle to museum practices. The scope of the revised policy also considers the management of original artworks and memorabilia held by Council, in addition to materials of heritage value.

To ensure procedural consistency and transparency in relation to the future management of original materials held by Council, it is recommended the existing policy be rescinded and a new Original Materials Collection Policy, which deals more holistically with the original materials held by Council and provides specific guidance on the accession and deaccession protocols, be adopted.



#### **IMPLICATIONS**

#### Financial

There are no immediate financial implications from the adoption of the policy, however, over the longer term the policy will assist with managing costs relation to the accession of items into Council's collection.

#### Reputational

Establishes a consistent and transparent approach to the management of the original materials collection, particularly in relation to the provenance of items and the deaccession of any materials, which may be a point of sensitivity in community.

#### CONSULTATION

**Executive Leadership Team** 

Manager Governance and Corporate Services

Senior Governance Officer

Manager Community Hubs

Frontline Coordinator Museums

#### BASIS FOR RECOMMENDATION

Ensuring procedural consistency and transparency in relation to the management of original materials held by Council.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the implementation of the Original Materials Collection Policy.

#### **KEY MESSAGES**

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by:

JIM HUTCHINSON

**Manager Engaged Communities** 

Report authorised by:

DAN WAGNER

Director Planning, Environment and

**Community Services** 

Date: 29 June 2021 Date: 29 June 2021

#### **ATTACHMENTS**

- Attachment 1 Draft Original Materials Collection Policy
- Attachment 2 Isaac Regional Library Service Original Materials Collection Policy

### REFERENCE DOCUMENT

Isaac Regional Library Service Original Materials Collection Policy



## **ORIGINAL MATERIALS COLLECTION**

#### **APPROVALS**

POLICY NUMBER	PECS-POL-121Insert	DOC.ID	4753366
CATEGORY	Community		
POLICY OWNER	Manager Engaged Communities		
APPROVAL DATE	I <mark>nsert</mark>	RESOLUTION NUMBER	Insert





#### **OBJECTIVE**

The objective of the Isaac Regional Council Original Materials Collection Policy is to provide a framework to assist IRC staff, contractors and volunteers to efficiently manage its collection of original materials of preservation value, principally held by Council through its network of museums and libraries. Objects of preservation value are those which align with the Classifications, Subjects and Themes, and Accession Criteria of the Original Materials Collection Policy.

#### SCOPE

This policy applies to all IRC staff, volunteers and contractors involved in the development, acquisition, maintenance, deaccession and management of the IRC Original Materials Collection. It does not apply to the management of contemporary records and materials of IRC.

#### **ROLES & RESPONSIBILITIES**

#### Councillors

To enable effective implementation of this policy, Councillors shall:

- Act as custodians of the Original Materials Collection held by IRC on behalf of the community.
- · Consider and determine matters of collection accession, deaccession and management in accordance with the policy.

#### **CEO**

The CEO shall:

- Within budgetary constraints administer the application of resources related to this policy.
- · Receive reports regarding collection accession, deaccession and managements and enact outcomes in accordance with the policy.
- Actively support the implementation of this policy.
- Hold IRC staff, volunteers and contractors accountable for adhering to his policy.

#### **Directors**

Directors shall:

- Ensure Managers/Supervisors are familiar with this policy.
- Ensure Managers/Supervisors implement this policy.





#### Manager/Supervisor

Managers/Supervisors shall:

- Ensure staff who are allocated duties in relation to this policy, carry out their work in accordance with this policy.
- · Periodically review this policy against best practice for original collections management.

#### **Staff**

The Team shall:

· Work constructively to ensure effective implementation and adherence to the principles and processes of the policy.

#### **DEFINITIONS**

TERM / ACRONYM	MEANING	
IRC	Isaac Regional Council.	
Original Materials Collection	All objects held by Council deemed to be of preservation value to the Isaac region.	
Accession  The process of formally transferring title to to lead Regional Council for an item to be he Original Materials Collection.		
Deaccession	The process of formally removing an item from the IRC Original Materials Collection permanently and disposing of same.	
Conservation	The process for preserving and protecting items within the IRC Original Materials Collection.	
Copyright	The legal right to control certain activities with regard to original works, including copying and reuse, performance, adaptation and communicating the work to the public.	
Cataloguing	The process of compiling key information, formally identifying and describing objects within the collection for the purpose of permanent record.	
Digitising	The process of creating digital representations of paper based or artefactual object that supplement the original collection.	
Donor	Individual donating an item to the IRC.	
Object	Paper-based and digital documents or records, physical items, and static and operational plant within the Collection.	

Doc Number: PECS-POL-121 Date Effective: [Insert effective date]



Document Owner: Manager Engaged Communities





Page 3 of 9



Preservation Value	Objects which align with the Classifications, Subjects and Themes, and Accession Criteria of the Original Materials Collection Policy.
Heritage value	Objects of historical preservation value to the Isaac Region.
Memorabilia	Souvenirs, mementos or keepsakes gifted to Council as a token of appreciation and/or acknowledgement.
Artwork	Paintings, photographs and sculptures for interior display, excluding public art installations.

#### **POLICY STATEMENT**

Our people shape our culture through their stories, values, resilience, creativity, generosity and way of life.

The Original Materials Collection maintained by Isaac Regional Council, principally through its museum and library network, but also held by other functional areas of the organisation, represents the lived and material history of the region.

This spans from the pre-historic era, to the history of our First Peoples as traditional custodians of our lands and waters, to the pioneering settlers of the 19th Century and the development of the region through agriculture and mining in all its forms.

Council is committed to maintaining a best practice framework to support the development, acquisition, maintenance and deaccessioning of museum collections in the Isaac region.

Council acknowledges and appreciates that community members may hold sentimental or emotional attachment to an object which may not align with the assessed preservation value applied by Council.

However, it is not practically possible to accept every donation, gift or bequest into the collection, nor to retain every item in the collection in perpetuity. To ensure an equitable, transparent, balanced and appropriate approach to collections management Council will apply a defined set Guiding Principles to the accession and deaccession of the collection as set out below.

#### **GUIDING PRINCIPLES**

#### Collection classifications

The Original Materials Collection maintained by Council on behalf of the Isaac Region community will fall into three classifications:

- Heritage value
- Artworks
- Memorabilia

Doc Number: PECS-POL-121 Date Effective: [Insert effective date] **Document Owner: Manager Engaged Communities** Version 1 ECM 4753366 Page 4 of 9







#### Collection subjects and themes

Each category will comprise objects broadly aligned to the following subjects and themes:

- · Megafauna, fossils and minerals.
- First Peoples.
- Local identities and pioneers.
- Mining, inclusive of gold, copper and coal.
- Primary production, inclusive of grazing and cropping.
- Development of the Isaac region.
- · Transport and communications.
- Social, sporting and community life.
- · Local industries and business.
- Medical and militaria.

#### Accession

- · IRC will accept items by gift, donation, bequest and purchasing. IRC will only accept short term loans for specific education and exhibition purposes with an identified duration. IRC will not accept permanent loans. See Loans of Objects section.
- IRC will only collect items that are relevant to the Collection Themes and which meet the significance criteria in the Accession Criteria section.
- IRC will not accept any conditional donations.
- IRC will not accept any donation where there are questions over the provenance of the object.
- IRC will not accept custodianship of an object requiring significant ongoing maintenance or protection to a standard beyond which Council can reasonably provide.

#### **Accession Criteria**

- Relevance IRC only collects objects that relate to the collection themes.
- Significance priority is given to objects which are significant for their historic, cultural, aesthetic, scientific/research or social/spiritual value.
- Provenance priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.
- Condition badly damaged material or items in poor condition will not normally be accepted into the Collection.

**Document Owner: Manager Engaged Communities** 

Page 5 of 9

Version 1 ECM 4753366



- Interpretive potential objects that tell a story which adds to the interpretation of the museums key themes will be prioritised.
- Rarity objects may be prioritised if they are rare examples of a particular kind.
- Duplications objects which duplicate an item already in the collection will not be accepted unless they are of superior condition and/or historic value.
- Legal requirements objects will only be accepted when the donor has legal title to the object.
- · Capacity objects which exceed the storage and collections care capacity of IRC or which require extensive conservation treatment will not normally be accepted.

#### Accession by purchase, donation, gift or bequest

- · Accession of any object into the Original Materials Collection by means of purchase, donation, gift or bequest is subject to the following approval thresholds:
  - Purchases of less than \$5000, where the value of the object can measured by market pricing, approval of the Chief Executive Officer required.
  - Purchases of greater than \$5000, or where the deemed value of the object is subjective, will be by Council resolution.
  - Accession of any object by way of donation, gift or bequest where the potential deemed value of the item is less than \$10,000 will be managed administratively.
- Accession of any object by way of donation, gift or bequest where the potential deemed value of the item is greater than \$10,000 will be by Council resolution.

#### Legal/Ethical Obligations

- IRC acknowledges that its collections and collecting activities may be controlled by legislation such as the Copyright Act 1968, Aboriginal Cultural Heritage Act 2003, Weapons Act 1990, Weapons Regulation 2016 and the Queensland Heritage Act 1992.
- Parties involved in management of the Original Materials Collection are aware of, and have access to, the International Council of Museums Code of Ethics and the National Standards for Australian Museums and Galleries.
- IRC will comply with intellectual property, legal and moral rights related to copying, reproducing, storage, modification of digitised material outlined in the Copyright Act 1968.
- Where objects are considered to hold indigenous significance to Aboriginal and Torres Strait Islander people, engagement will occur with traditional owners to ascertain the cultural appropriateness of acquiring an object and/or placing it on public exhibition.
- IRC reserves the right to seek an independent valuation or appraisal of an object considered for accession to ascertain the worth and authenticity of the item.

Doc Number: PECS-POL-121 Date Effective: [Insert effective date] This document is uncontrolled when printed.

Document Owner: Manager Engaged Communities

Page 6 of 9

Version 1 ECM 4753366



#### Deaccession

- IRC recognises that the deaccession and disposal of objects from the original materials collection is an essential part of effective collection management. Any decision to deaccession and dispose of material will be exercised with caution and following accepted industry standards.
- Objects identified for deaccession will be considered with reference to the criteria outlined in the Deaccession Criteria section and approved by the Chief Executive Officer.
- Following deaccession, the following methods of disposal may be utilised:
  - a. Offer to return the object to the donor.
  - b. Offer to another museum or heritage institution.
  - c. Donated to a recognised charitable institution outside the Isaac region.
  - Sent to a resource recovery centre outside the Isaac region for disposal.
  - Sold by auction through a reputable auction house outside the Isaac region.
- Objects deaccessioned from Memorabilia category of the Original Materials Collection may, by Council resolution, be donated to a recognised charitable or non-for-profit institution for the exclusive purpose of community fundraising, such as a raffle or auction.
- IRC staff, volunteers and contractors are prohibited from obtaining a deaccessioned item by any means.

#### **Deaccession Criteria**

- The item does not fit the Accession Criteria outlined in the Accession Criteria section.
- The item's condition has deteriorated beyond usefulness, the item has been damaged beyond repair, or the item's condition poses a risk to other objects or human safety.
- Understanding of the item's significance or authenticity has changed and it is no longer considered relevant to the collection.
- The item is unnecessarily duplicated in the collection.
- In response to a substantiated request for its return to the original owner.
- The item is classified as Memorabilia and is not considered to be of permanent, preservation value to the Isaac Region by Council, such as autographed merchandise.

#### Loans of objects

- All loans will be short term and subject to IRC and the lender entering into a loan agreement. The terms and conditions of the loan must be recorded in the loan agreement.
- IRC will only borrow objects where:
  - The lender has the authority to lend the objects.

**Document Owner: Manager Engaged Communities** 







- There are no outstanding or current third-party claims on the object.
- c. That there is acceptable legal and provenance information available for IRC to base its decision to proceed with the loan.
- d. There are no suspicions that the object was obtained through unauthorised or unscientific excavation of archaeological sites, the destruction or defacing of ancient monuments, historic places or buildings, or the theft from individuals, museums or other repositories.
- e. Appropriate permits have been obtained.
- f. There are no community concerns about the loan and display of the objects.
- g. There are no conflicts of interest.
- IRC will provide borrowed objects with the same care and treatment that it affords its own collections.
- Works to be borrowed should generally be in good condition. Should the works require conservation treatment, including but not limited to cleaning, fumigation and/or framing for exhibition. Costs must be agreed to by the lender and the IRC prior to treatment taking place.
- IRC will only borrow objects when it can provide appropriate storage and display conditions for the object.
- IRC will acknowledge the lender appropriately in all references to the object. Should the lender not wish to be identified, IRC will use the acknowledgement 'Private Collection' in all references to the object.
- Objects will be returned to the lender on the return date as specified on the loan agreement.
- IRC will only make temporary outwards loans to societies or institutions qualified to ensure the safe and secure management of an object and in accordance with the principles outlines in the Loan of Objects section. Loans will not be made to individuals.

#### LEGISLATIONS AND RELATED GUIDELINES

- Copyright Act 1968
- Aboriginal Cultural Heritage Act 2003
- Weapons Act 1990
- Weapons Regulations 2016
- Queensland Heritage Act 1992
- National Museum Standards for Australian Museums and Galleries
- ICOM Code of Ethics
- Mackay Regional Council Museums Collection Policy
- Library Service Original Materials Collection Policy
- Loans Policy National Museum Australia

Doc Number: PECS-POL-121

**Document Owner: Manager Engaged Communities** Version 1 ECM 4753366 Page 8 of 9







### **REFERENCES**

ID	NAME
LIB-121	Library Collection Development Policy
PECS-FRM-262	Original Materials Reproduction Agreement Form
PECS-FRM-259	Original Materials Offer of Donation Form
PECS-FRM-260	Original Materials Collection Donation Form





POLICY TITLE: ISAAC REGIONAL LIBRARY SERVICE

**ORIGINAL MATERIALS COLLECTION** 

POLICY NUMBER: PECS-058

CATEGORY: COUNCIL

CLASSIFICATION: ADMINISTRATIVE

Approved by Council	Meeting number and date
25 November 2014	25 November 2014
	Resolution number
	3865
Approved by CEO	25 November 2014
Effective date	Review date
31 October 2014	31 October 2016

## **Policy Author**

**Manager Arts and Library Services** 

#### **Endorsed by**

**Director Planning Environment and Community Services** 

### **Responsible Position**

**Manager Arts and Library Services** 

Current Incumbent	Contact number	Email address
Jennifer Clark	4846 3408	jennifer.clark@isaac.qld.gov.au

Version 3 Policy No: PECS-058

Authorised by: Director Planning Environment and Community Services

Document Maintained by: Arts and Library Services

Next Review Date: 31/10/2016

30/11/2015

Page 1 of 6



### 1. Purpose

The Isaac Regional Council Library Service's (Library Service) Original Materials Collection will collect, document, preserve and display items pertaining to the history of the Isaac region.

### 2. Scope

#### **Background and brief history of the Collection**

Isaac Regional Council's Library Service Original Materials Collection is an archival collection documenting the establishment and development of townships within the newly-amalgamated Isaac region. Included in the archival records are oral history interviews document the Blair Athol community which no longer exists, oral history interviews recording the memories of Clermont residents, photographs documenting the establishment of towns due to mining operations, photographs documenting lifestyle and newsletters recording the community through their clubs and societies, schools and local mines.

In 2008 local government amalgamations saw the merging of the Belyando, Broadsound and Nebo shires into the newly formed Isaac Regional Council, taking its name from the Isaac River.

The Collection is located in five different locations at libraries across the region including Clermont, Dysart, Glenden, Middlemount and Moranbah. Each repository was started independently of each other by key personnel and now, post-amalgamation, a joint approach is being adopted for the Collection in its

#### **Collection Themes & Materials**

The Collection will include objects and archives pertaining to the history of the Isaac region.

Major themes for collection:

- Mining
- · Establishment of the town
- · Leichhardt 150 year's celebrations
- Indigenous history
- Early explorers
- Establishment of the region
- Agriculture
- · Other local industries
- · Commercial enterprises
- Transport
- Local government including amalgamation
- Unions/strikes
- · Social life such as clubs and societies
- Essential services

Version 3
Policy No: PECS-058
Authorised by: Director

Authorised by: Director Planning Environment and Community Services

Document Maintained by: Arts and Library Services

Next Review Date: 31/10/2016

30/11/2015

Page 2 of 6



Physical objects to be collected:

- · Two-dimensional paper-based objects
- Oral history recordings
- · Photographic negatives
- · Film footage

#### 3. Definitions

Term	Meaning
The Collection	IRC Library Service Original Materials Collection
Deaccession	to remove a book or work of art from the collection of a library or
	museum and sell it
IRC	Isaac Regional Council
Library Service	Isaac Regional Council Library Service

### 4. Policy Statement

#### **Future Development of the Collection**

In the future the Library Service will collect further material relating to each region and subcollections will be established in the three existing areas which presently do not hold any Original Material pertaining to their respective community. These are Camilla, Nebo and St Lawrence.

Steps will also be taken to adequately store original material in archival quality enclosures and provenance documented at time of acquisition.

#### **Acceptance of Objects**

The Library Service will accept objects by gift, permanent donation, bequest, and purchasing and/or short-term and long-term loans for temporary displays.

The Library Service will not accept conditional gifts or permanent loans.

The Library Service will collect objects and materials relevant to its mission statement and collection themes and materials. Each item will be considered by the Manager Community Services before it is accepted.

The Collection will only contain a duplicate object if it is of superior condition or historically valuable.

The Library Service requires legal title to items in its collection.

The Library Service will only accept into the collection those objects where the donor has legal title to the object.

Objects will not be accepted into the collection until and unless provenance and donor information is provided. All relevant donor and object information will be recorded at the time of donation, as much as possible.

Version 3
Policy No: PECS-058
Authorised by: Director Planning Environment and Community Services
Document Maintained by: Arts and Library Services
Next Review Date: 31/10/2016

30/11/2015

Page 3 of 6



Wherever possible the Library Service will attempt to obtain any copyright clearance associated with the objects.

#### **Assessment Principles**

Objects and material must:

- Be consistent with the Library Service's mission statement and collection themes and materials
- Demonstrate a potential for display and communication
- Have aesthetic, technical or scientific significance
- Be in whole, good condition
- Objects will be photographed at time of acceptance

#### **Management of the Collection**

The Library Service will endeavour to provide suitable storage and care of the collection at all times.

The Library Service will endeavour to:

- Record all known details of objects at the time of acceptance
- Document the object's history
- Catalogue objects following museum industry standards
- Enter object information onto an electronic database system to allow easy access to information about the objects
- The Library Service will establish and follow procedures for cataloguing and documenting the collection and produce a procedures manual with instructions for completing the relevant paperwork. (Collections Register, Gift Agreement/Loan Form, Object Record Sheet)
- When objects require technical assessment of condition, suitably qualified professionals will be consulted

#### **Documentation**

- Library Service staff who are directly involved and trained in the management of the collection will fully document the process of acquiring an item into the collection. All proformas will be located in the library
- A gift agreement will be completed for each object. A donor form can be completed for a
  group of objects however each object and the condition of each object will be itemised on
  a separate A4 piece of paper and attached to the gift agreement
- If accepted, a copy of the signed gift agreement, with a letter of acknowledgment, will be sent to the donor
- If not accepted, the item is to be returned to the donor, personally if possible, with written explanation and thanks

Version 3
Policy No: PECS-058
Authorised by: Director Planning Environment and Community Services
Document Maintained by: Arts and Library Services
Next Review Date: 31/10/2016

30/11/2015

Page 4 of 6



- On obtaining title to an item, the object will be entered on the collections register and given a number
- An object record sheet will be filled out with full details of the object

#### **Storage and Conservation**

- Storage and display restrictions must be considered before acceptance of any item
- Staff and visitors will be trained in the correct handling of items
- Housekeeping will be efficient and regular and will include checking for pests and atmospheric deterioration. Pest control is to be regular
- · Light and climatic conditions will be monitored and regulated
- Archival quality materials will be used for preservation and storage
- A copy of the Collections Register, and where possible, up-to-date object record sheets, will be kept separately

#### Loans

- The Library Service will undertake loans for specific purposes only
- The Library Service will not accept 'permanent' or 'indefinite' loans to or from the collections
- The Library Service will only accept on loan those items specifically required for display or research. Such loans will be for a specified period of time, of no more than 12 months duration. In certain circumstances, such a loan may be renewed for a further 12 months. The insurance of such items while being moved to and from the Library Service premises will be the responsibility of the lender unless negotiated otherwise
- The Library Service will only make outwards loans to those societies or institutions which
  can guarantee the safety and security of the Library Service object/s. The insurance of
  objects while being moved to and from other institutions will be the responsibility of the
  Library Service unless negotiated otherwise.
- All objects entering or leaving the Library Service premises as loans will be accompanied
  by documentation setting forth the responsibilities of the lender and borrower as regards
  the use, care, maintenance and insurance of the object/s. Each object will have a
  condition report. The date of the loan and the date of return will be clearly stated.
  (Inwards and outwards loan forms)
- All loans entering the Library Service's Collection will be ratified by the Manager Community Services and entered into the collections register

#### **Deaccessions**

The Library Service recognises that the deaccession and disposal of objects from the Collection is an essential part of effective collection management. Any decision to deaccession and dispose of material will be exercised with caution and following accepted museum industry standards. From time to time the Library Service may dispose of accumulated objects or documents offered as donations that do not meet the criteria of the Library Service collection policy, and are therefore not to be acquired.

Version 3
Policy No: PECS-058
Authorised by: Director Planning Environment and Community Services
Document Maintained by: Arts and Library Services
Next Review Date: 31/10/2016

30/11/2015

Page **5** of **6** 



The Library Service will consider the deaccession and disposal of objects in the following categories:

- Objects that do not meet the criteria of the Library Service collection policy
- Duplicates of another object in the collection
- Objects requiring conservation treatment disproportionate to their importance to the collection
- Objects so degraded or damaged that they are no longer recognisable or restorable
- Objects whose ownership is the subject of a substantiated request by the donor for their return, i.e. cultural property
- Objects where information leads to a reappraisal of their significance to the collection
- Objects with questionable legal title

On approval of deaccession the documentation for the object (collections register, object record sheet) will be amended with the date of deaccession.

Following deaccession, the following methods of disposal will be utilised:

- Offer to return the object to the donor
- Offer to another museum or heritage institution, and provide any relevant documentation
- Donated to a recognised charitable institution outside the Isaac region
- Sent to a materials based recycling centre (tip) outside the Isaac region
- By sale at auction through a reputable auction house outside the Isaac region

### 5. Annexure/s to be Used in Association with Delivery of this Policy

- Object Record Sheet
- Inwards and Outwards Loan form
- Collections Register

### 6. Communication Channels

This policy with be communicated throughout IRC via:

- An announcement on the IRIS intranet
- Online Policy Library

#### 7. References and Related Documents

Museum Industry Standard/s

#### 8. Acknowledgements

 All sources of intellectual property used in the development of the policy must be acknowledged and only used with the permission of the originating source

Version 3
Policy No: PECS-058
Authorised by: Director Planning Environment and Community Services
Document Maintained by: Arts and Library Services
Next Review Date: 31/10/2016

30/11/2015

Page 6 of 6



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.14 COMMUNITY HUBS OPERATING HOURS TRIAL

#### **EXECUTIVE SUMMARY**

This report seeks Council's consideration of a temporary change to the operating hours for Community Hubs for a trial period of four months and the normalisation of operating hours for the St Lawrence and Carmila libraries on a permanent basis.

#### OFFICER'S RECOMMENDATION

#### That the Committee recommends that Council:

- 1. Approve the trial closure of Isaac Regional Council customer service counters and libraries in all communities excepting Moranbah for a period of 30 minutes each business day between 12.30pm and 1.30pm, staggered across communities to ensure continuity of telephone contact centre services, excluding those premises where existing closure practices are in place, for the purpose of providing a relief break to frontline service staff.
- 2. Approve the trial closure be undertaken for a period of four months, commencing 1 August 2021, with the community provided the opportunity to submit feedback during this period, and a supplemental report on this feedback be provided to the November round of Council meetings.
- 3. Approve the normalisation of operating hours for the St Lawrence and Carmila libraries to cease evening openings two nights per week, based on lack of community demand and patronage, but maintain total weekly operating hours.

#### **BACKGROUND**

It has been identified that within the Community Hubs network of customer service counters and branch libraries, staff members may be working independently without a co-worker. On this basis, it is not always possible to provide structured lunch break relief. Informal arrangements, such as branch administrative staff "keeping an eye" on customer service counters, whilst utilised, is not a reliable or sustainable solution and places demands on other business areas.

Establishment of the physical Community Hubs operating model in branch offices will increase the sustainability of staffing for the full scope of hours, inclusive of lunch break coverage. In the meantime, there is a need to ensure an operating structure which ensures provision is made for adequate lunch breaks for staff where relief cannot be readily provided.

To address this issue, it is proposed to trial the closure of Council customer service counters and libraries, excepting Moranbah, for a period of 30 minutes each business day, staggered across communities to ensure continuity of telephone contact centre services.



A number of frontline service functions, specifically Middlemount, St Lawrence and Carmila libraries (historical in nature from the previous Broadsound Shire), already operate under a reduced scope of hours to provide staff relief for a lunch break.

Staff establishment at our largest branch office at Moranbah generally provides for staff coverage of lunch breaks across customer service and library functions.

The proposal is not inconsistent with practices presently in place for IRC waste transfer stations where facilities outside of Moranbah close to facilitate relief breaks.

#### St Lawrence and Carmila evening operating hours

In addition to the above, St Lawrence and Carmila libraries have for many years operated evening sessions where a staff member works alone after hours until 7pm two nights per week. Visitation data identifies that Isaac Coast libraries are the least utilised facilities in the network and that this level of after-hours service is not justified by community demand and patronage. On average, visitation to the St Lawrence library is less than 2 patrons per operating day. It is recommended to align operating hours to the 9am-4pm schedule on the balance of days with a 30-minute closure for lunch.

#### **IMPLICATIONS**

Reduction in existing service levels to community by closing for 30 minutes, noting that full service delivery is already not possible where non-frontline staff are informally covering break periods.

#### CONSULTATION

#### <u>Internal</u>

Chief Executive Officer

Director Planning, Environment and Community Services

Manager Community Hubs

Frontline Service Officer (Coastal Libraries)

#### External

The Services Union on behalf of Frontline Service staff

#### BASIS FOR RECOMMENDATION

To ensure Council's obligations to staff are met whilst maintaining consistency in service delivery.

#### **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for the administration of the Community Hubs frontline service business function.

#### **KEY MESSAGES**

Isaac Regional Council is committed to delivering effective frontline services to the community across its network of offices and libraries.

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



Report prepared by:

JIM HUTCHINSON

**Manager Engaged Communities** 

Report authorised by:

**DAN WAGNER** 

**Director Planning Environment and Community** 

**Services** 

Date: 5 July 2021

Date: 5 July 2021

#### **ATTACHMENTS**

Nil

#### REFERENCE DOCUMENT

- Local Government Industry Award
- Isaac Regional Council Certified Agreement

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Mark Davey
AUTHOR POSITION	Capital and Project Program Manager

5.15	AUTHORISATION TO TENDER AND AWARD DELEGATION TO
	CHIEF EXECUTIVE OFFICER – SELECT PLANNING,
	ENVIRONMENT AND COMMUNITY SERVICES CAPTIAL WORKS PROJECTS

#### **EXECUTIVE SUMMARY**

This report seeks authority to tender for, the Clermont Administration Air-Conditioning Installation, Clermont Aerodrome Pavement Surface Reseal, Clermont Saleyards Staged Replacement of Holding Pens, Clermont Showgrounds Stage 2 Revitalisation, Nebo Showgrounds Kitchen Upgrade, and give authorisation to the Chief Executive Officer to negotiate, execute and vary the contracts within the approved Capital budgets.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Delegate authority to the Chief Executive Officer to determine the successful tenderer for the Clermont Administration Air-Conditioning Installation, Clermont Aerodrome Pavement Surface Reseal, Clermont Saleyards Staged Replacement of Holding Pens, Clermont Showgrounds Stage 2 Revitalisation, Nebo Showgrounds Kitchen Upgrade, within allocated capital budget amounts, subject to the following condition:
  - All tender evaluation reports be provided to all Councillors at the same time that the Chief Executive Officer is considering the report,
  - c. Should any Councillor (free of any conflict of interest or material personal interest) notify the Chief Executive Officer that the matter should be escalated for Committee consideration, the Chief Executive Officer shall not exercise his delegated authority to determine the tender and shall instead arrange for the matter to be included in the agenda for the next available Planning Environment and Community Services Standing Committee Meeting or Council Meeting.
  - d. Should the Chief Executive Officer consider that the tender evaluation gives rise to extraordinary or potentially contentious issues, the Chief Executive Officer shall not exercise his delegated authority to determine the tender and shall instead arrange for the matter to be included in the agenda for the next available Planning, Environment and Community Services Standing Committee Meeting or Council Meeting,
- 2. Authorise the Chief Executive Officer to negotiate, execute and vary the contracts as necessary for the Clermont Administration Air-Conditioning Installation, Clermont Aerodrome Pavement

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



Surface Reseal, Clermont Saleyards Staged Replacement of Holding Pens, Clermont Showgrounds Stage 2 Revitalisation, Nebo Showgrounds Kitchen Upgrade, within allocated capital budget amounts.

#### **BACKGROUND**

Isaac Regional Council has been very successful with advocacy for externally funded capital Works Projects, as a result the overall 2021-22 Planning, Environment and Community Services (PECS) Capital Program is extensive. The Capital and Project Program Manager is seeking delegation of award through the Chief Executive Officer for a range of projects to ensure streamlined delivery of the program.

The Capital and Project Program Manager will continue reporting through the Information Bulletin to Council monthly, through the Executive Leadership Team Peer Reviews and through the Audit and Risk Committee to ensure diligent oversight of the individual projects.

#### **IMPLICATIONS**

#### **Financial**

The applicable tenders will be advertised on a separable portion basis and this report seeks delegation to award to approved budget allocations, these are per below:

- The Clermont Administration Air-Conditioning Installation project has approved funding through the 2019-21 Works for Queensland program with an approved extension to allow a construction completion of 31 January 2022.
- The Clermont Aerodrome Pavement Surface Reseal funding source will be confirmed during the anticipated announcement of the Regional Aerodrome Program.
- The Clermont Saleyards Staged Replacement of Holding Pens has approved funding the Regional Recovery Partnership Fund.
- The Clermont Showgrounds Stage 2 Revitalisation has approved funding through the Regional Recovery Partnership Fund.
- The Nebo Showgrounds Kitchen Upgrade has approved funding through Local Roads and Community Infrastructure Fund

#### Deliverable

Due to the increased number of projects Queensland wide, both due to the COVID Works for Queensland (W4Q) program and the State Governments renewed commitment to infrastructure upgrades, the ability to meet delivery timeframes by our normal contractors is inhibited by the vast number of projects currently advertised and/or awarded.

#### CONSULTATION

Director Planning, Environment and Community Services

Manager Procurement and Contracts

Planning, Environment and Community Services Leadership Team

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES



#### BASIS FOR RECOMMENDATION

To enable the successful delivery of seven key capital projects within the required time.

#### **ACTION ACCOUNTABILITY**

Director PECS, Capital and Project Program Manager, Procurement and the Chief Executive Officer to complete procurement process to negotiate, execute and vary the contract as required.

#### **KEY MESSAGES**

Delivery of Councils Capital project is a critical element of organisational and reputational business and appropriate planning and accounting for impacts will enable delivery targets to be met.

Report prepared by:

MARK DAVEY

**Capital and Project Program Manager** 

Report authorised by:

**DAN WAGNER** 

**Director Planning Environment and Community** 

Services

Date: 29 June 2021 Date: 29 June 2021

### **ATTACHMENTS**

- CONFIDENTIAL Attachment 1 2021-22 Planning Environment and Community Services Capital Delivery Program
- CONFIDENTIAL Attachment 2 Budget Allocation for Select Capital Works Projects for Tender and Award

#### REFERENCE DOCUMENT

Nil



# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 13 July 2021
AUTHOR	Dan Wagner
AUTHOR POSITION	Director Planning, Environment and Community Services

6.1	PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
	INFORMATION BULLETIN – JULY 2021

### **EXECUTIVE SUMMARY**

The Planning, Environment and Community Services Directorate Information Bulletin for July 2021 is provided for Committee review.

# OFFICER'S RECOMMENDATION

#### That the Committee:

 Note the Planning, Environment and Community Services Directorate Information Bulletin for July 2021.

#### **BACKGROUND**

The attached Information Bulletin for July 2021 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.

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES



#### **KEY MESSAGES**

Operational update to Elected Members.

Report prepared by: Report authorised by:

DAN WAGNER

Director Planning, Environment and Community

JEFF STEWART-HARRIS

Chief Executive Officer

Director Planning, Environment and Community Services

Date: 7 July 2021 Date: 8 July 2021

#### **ATTACHMENTS**

Attachment 1 – Planning, Environment and Community Services Information Bulletin – July 2021

#### REFERENCE DOCUMENT

Nil

DATE: July 2021

#### PLANNING ENVIRONMENT AND COMMUNITY SERVICES

#### **DIRECTORATE HIGHLIGHTS**

June 2021 certainly provided a comprehensive immersion program for the incoming Director PECS, with a full gamut of challenges and achievements to reflect on across the directorate.

#### Wetlands Weekend

First and foremost, a personal congratulations and thank you to the Economy and Prosperity Department for their efforts in leading the delivery of the St Lawrence Wetlands Weekend from the 11-13 of June. The team was ably supported by a range of Council teams including the Liveability and Sustainability, Brand, Media and Communications, Waste Services and Organisational Safety departments to deliver a highly engaging and enjoyable weekend of activities and events. Further debrief and reflection on the 2021 event will occur in coming months in order to build on the successes of this year for 2022.

#### **COVID-19 Recovery**

A review of Council's COVID-19 response and recovery planning is underway, with further engagement to be undertaken with Council during July to present an update on recovery actions that have been advanced or completed to date, as well as recommendations on pathways forward into the next phase of pandemic recovery.

#### Recruitment update

Recruitment is well-advanced for the role of Manager Liveability and Sustainability. A national candidate pool with a diverse range of technical backgrounds expressed interest in the role, with initial interviews conducted on Friday 25 June 2021. Second round interviews were impacted by recent COVID-19 travel restrictions but will now occur in early July in a bid to finalise the process and onboard the successful candidate in August 2021.

Recruitment for the role of Administration Officer in the Office of the Director is also advancing, with anticipated commencement by early August 2021.

#### **Budget**

The adoption of Council's budget last month rings in a new financial year of capital investment and strategic projects that further our noble purpose to "build communities through engagement, trust, innovation and value."

Key capital project highlights for the forthcoming year include:

- \$3.2m investment in the Clermont Saleyards and Showgrounds revitalisation project
- \$1.2m investment towards refit of the Greg Cruikshank Aquatic Centre water park
- Development of a purpose-built environmental monitoring laboratory facility in Clermont
- Continued investment in upgrades and refurbishments to community pools and halls
- Continued planning and investment for Community Hubs in Nebo, St Lawrence and Dysart
- Pavement upgrade of the Clermont Aerodrome
- Upgrades to the Middlemount Animal Management facility

Key strategic and operational projects include:

- COVID-19 Strategic Recovery Plan implementation
- Corporate sustainability and regional resilience framework
- Reconciliation action plan
- Customer experience strategy
- Revocation process for the Moranbah Priority Development Area
- Social sustainability policy action plan and assessment frameworks
- Implementation of the Youth Unmet Needs Study
- Forward planning to maximise benefits of investment in community facilities
- Continued investment in delivery of the regulatory reset program

#### Saraji East Mining Lease EIS

The Liveability & Sustainability Department's coordination of Council's response to the Saraji East Mining Lease Project culminated in Councillor discussion at strategic planning day and endorsement at the June Ordinary meeting of Council. This EIS was the first opportunity to road test Council's Social Sustainability Policy but was hindered by an EIS document underpinned by aged data and evidence. Advice to this effect has been provided to the Department of Environment and Science for consideration in response to the proponent.

#### Compliance challenges

A number of compliance issues have advanced over month, with a focus in each of these instances on developing stakeholder understanding of community impacts and issues, identifying ways to achieve self-compliance, and ensuring that Council's processes and conduct are beyond reproach. Community Education and Compliance staff are taking proactive measures to work with affected parties on the respective issues and navigate a way forward.

#### Workplace Culture Development

The PECS leadership team met with the Chief Executive Officer on 22 June 2021 for a one-day refresher on the organisational cultural leadership framework, encompassing further refinements that have been undertaken in the roll-out with other directorates.





#### STRATEGIC AND BUSINESS DEVELOPMENT

#### PREVIOUS MONTH'S ACHIEVEMENTS

Continued work between MIW councils to understand climate change mitigation strategies in our regions.

Attendance of energy futures summit – hydrogen and carbon capture

Two officers participated in an online cultural awareness training to establish baseline training to deliver to the RAP working group, MLT, OLT and Executive.

A draft First nations engagement framework is being finalised for review and comment during July.

The draft report and framework for the adoption of an external working group to facilitate the RAP process is in draft and out for initial consultation.

Assistance being provided to local employers in the region in relation to their RAP process and connection with traditional owners.

CX working group near finalised with Senior strategic leaders being appointed to the group with a heavy hitting reference group to support.

Community satisfaction survey tender reviewed with a successful tendered approved – LOO to go out.

Continued work with IRC directorates on Corporate Sustainability and Regional Resilience investigative framework – meetings to be scheduled with E&I and CGFS, update to PECS LT with opportunity for further input.

#### **EMERGING ISSUES**

Nil

#### **NEXT MONTH'S PROGRAM**

LGAQ and QCRC energy future summit being held in July or August

IRC's briefing with QCRC to be rescheduled to a date August/September.

RAP working group nominations to be sort from IRC employees

Review of the First nations engagement framework (DRAFT)

Draft report and framework for the adoption of an external working group to facilitate the RAP process to be reviewed.

Commence initial CX working group meeting and agree to a TOR

Work with successful tenderer to develop and implement the community satisfaction survey

Continued work with MIW on climate change

Continued work with IRC directorates on Corporate Sustainability and Regional Resilience investigative framework.

### **FINANCIAL REPORT**

Nil

**DEVIATION FROM BUDGET AND POLICY** 

Nil



## **ANNUAL OPERATING PLAN**

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C5	Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our indigenous communities	Indigenous Relations	Adopt Indigenous relations framework	Adopt Indigenous relations policy, Develop MOUs on engagement and Develop a Reconciliation Action Plan	On Target		Office of Director Planning, Environment and Community Services	30-June-2022	15%
EN2	Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner	Natural Resources	Develop and adopt a Climate Change policy and strategy	30-June-2021	On Target		Office of Director Planning, Environment and Community Services	30-June-2022	15
G2	Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness	Customer Service	Review innovative customer service opportunities	Review and develop an updated Customer Service Strategy	On Target		Engaged Community - Community Hubs	30-June-2022	15%



# PECS Capital Works 2019/2020 and 2020/2021

Project	YTD Actuals	Commitment	YTD Expenditure (Including Outstanding Commitment)	YTD Budget	Annual Approved Budget	Remain Approved Budget	Remain Approved Budget Percentage
MBH_AFL Oval Playing Lights	217,299	103,858	321,157	370,000	370,000	48,843	13%
CLM Netball Amenities Block	194,767	81,969	276,736	315,000	315,000	38,264	12%
Director PECS	412,066	185,827	597,894	685,000	685,000	87,106	
CLM - Theresa Creek Dam Septic Renewal	7,692	1,400	9,092	62,706	62,706	53,614	86%
Clermont Saleyards and Showgrounds Revit	349,376	0	349,376	337,489	337,489	(11,887)	(4%)
CORP Tourism signs new and replacement	13,092	10,853	23,945	40,000	40,000	16,055	40%
NBO - Showgrounds Amenities Block	255,716	6,800	262,516	261,173	261,173	(1,343)	(1%)
CLM - Saleyards renewal	147,307	17,693	165,000	147,307	147,307	(17,693)	(12%)
CLM Sale & Show Revitalisation Stage 2	3,720	68,110	71,830	17,693	17,693	(54,137)	(306%)
Economy and Prosperity	776,903	104,856	881,758	866,368	866,368	(15,390)	
Moranbah Dog Pound	157,373	0	157,373	160,373	160,373	3,000	2%
Community Ed and Compliance	157,373	0	157,373	160,373	160,373	3,000	



						T	
CLM Historical Centre Flood Mitigation	68,014	0	68,014	68,014	68,014	0	0%
Hub Development & reconfiguration	239,166	96,584	335,750	320,000	320,000	(15,750)	(5%)
Electronic Whiteboards	8,360	32,328	40,688	20,000	20,000	(20,688)	(103%)
Community Hubs	315,540	128,911	444,451	408,014	408,014	(36,437)	
Emergent/Safety/P riority Commercial Outcomes	110,985	0	110,985	113,113	113,113	2,128	2%
DYS Pool - Mech/Elect Upgrade Filter ins	64,365	6,364	70,729	88,538	88,538	17,809	20%
CLM Administration/Civi c centre - Complain	57,760	5,857	63,617	437,573	437,573	373,956	85%
MMT- Hall Structural Renewal	59,989	88,831	148,820	156,789	156,789	7,969	5%
ST LAW Swimming Pool replacement	3,729	0	3,729	3,729	3,729	0	0%
DYS Civic Centre - W4Q	239,503	66,298	305,801	306,493	306,493	692	0%
GLN Recreation Centre - W4Q	(26,406)	0	(26,406)	0	0	26,406	0%
MBH Community Centre - Design	61,548	40,661	102,209	200,000	200,000	97,791	49%
CLM Pool - Disability Access	16,180	0	16,180	16,180	16,180	0	0%
CLM Pool Dive Block Remediation	5,529	35,140	40,669	125,000	125,000	84,332	67%
IRC Community Facilities Works	77,075	129,896	206,971	232,859	232,859	25,888	11%
Coastal Halls - Painting and Miscellanea	103,460	0	103,460	103,460	103,460	0	0%



Planning, Environment & Community Service Total	2,861,473	1,238,526	4,099,999	5,567,883	5,567,883	1,467,884	26%
Community Facilities	1,199,591	818,932	2,018,523	3,448,128	3,448,128	1,429,605	
Moranbah Community Centre Technology Upg	0	0	0	600,000	600,000	600,000	100%
DYS Rec Centre Cladding	79,774	0	79,774	85,000	85,000	5,227	6%
GLN Pool Foot Valve Replacement	11,311	0	11,311	15,000	15,000	3,689	25%
MHB Water Park Refurbishment	31,832	0	31,832	45,000	45,000	13,168	29%
IRC Swimming Pool Works	118,938	35,256	154,194	255,420	255,420	101,226	40%
St Law Cemetery Shade and Memorial Wal	88,917	35	88,952	88,974	88,974	22	0%
CLM Pool - Amenities Refurbishment	0	104,325	104,325	95,000	95,000	(9,325)	(10%)
IRC Pools - Equipotential bonding	17,742	0	17,742	40,000	40,000	22,258	56%
NBO Pool - Plant and Infrastructure	77,360	306,269	383,629	440,000	440,000	56,371	13%



#### LIVEABILITY & SUSTAINABILITY

#### PREVIOUS MONTH'S ACHIEVEMENTS

#### Land Use Planning

Development Assessment Activity	Number
Development application received (MCU / ROL / OPW)	5
Building works siting concessions received	1
Survey plans received for endorsement	0
Approved developments applications (MCU / ROL / OPW)	2
Approved building works siting concessions	2
Approved survey plans	1

#### **Prelodgement Meetings**

Nil

### New Planning Scheme

Commenced 1 April 2021.

#### Infrastructure Charging Framework and Local Government Infrastructure Plan

Commenced 1 April 2021. 2021/22 Business Plan identifies need for audit of historic headworks payments and planned expenditure on trunk infrastructure investigations.

#### Land Development Advisory Committee Outcomes

Contributing to fourth stage work plan discussions and workshop preparations

#### Coastal Hazard Adaptation Strategy

Phase 5 Report accepted by LGAQ and reimbursement claim submitted

Phases 6, 7 and 8 reports currently in internal circulation for final feedback to BMT

Final Completion date for Phases 3-8 now extended to September 2021.

### Social Planning

#### **Environment and Biodiversity**

Officers partook in Community Based Social Marketing training funded by GBRPMA,

Undertook community engagement with attendees at the St Lawrence Wetlands Weekend,

Current pre and post-European settlement Koala Habitat data compiled and uploaded onto Intramaps,

Flying fox community engagement in Dysart,

Continuation of Moranbah and Clermont dust monitoring programme

#### Land Management

136 Dingo Scalps received,



Further control of Prickly Acacia, Hymenachne and Giant Rats Tail Grass on the St Lawrence Wetlands.

Maintenance of Stock Route Water Facilities (including control of declared weeds).

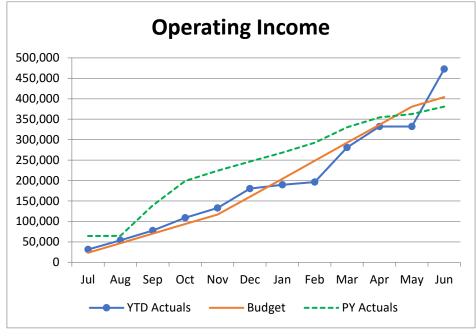
Developing Harisia Cactus biocontrol nursery sites for regional distribution.

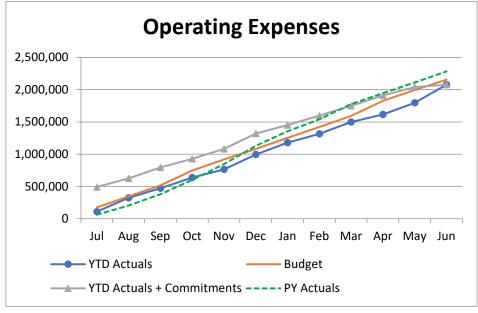
#### **NEXT MONTH'S PROGRAM**

Continued flying fox monitoring of Dysart.

July round of dust monitoring in Clermont and Moranbah.

#### **INTERIM FINANCIAL REPORT**







## **ANNUAL OPERATION PLAN**

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C4	Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region	Social Infrastructure	Adopt a Social Infrastructure Strategy	30-June-2021	Monitor	Social sustainability policy adopted by Council in December 2020. Action plan being developed for August 2021 council consideration to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-June-2021	85%
			Finalise and adopt IRC Planning Scheme – including final state interest checks and community consultation	31-October-2020	Completed	Ministerial approval to adopt the planning scheme was provided in September 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-October- 2020	100%
EN1	Adopt responsible strategic land use planning to balance community, environmental and	Land Planning	Finalise and adopt the Local Government Infrastructure Plan (LGIP) – including final state interest checks and community consultation	31-January-2021	Completed	Ministerial approval to adopt the LGIP was received on 17 December 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-January- 2021	100%
	development outcomes	Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020- 2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – for finalisation Q1 2021	Liveability & Sustainability	31-December- 2020	70%
		Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	Monitor	Social sustainability policy adopted by Council on 16 December 2020. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-June-2021	85%
		Wildlife	Develop programs to	Implement Flying Fox Education Program	Completed	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity	Liveability & Sustainability	30-Jun-21	100%
	Wildin Mana		educate community and manage wildlife	Undertake Pest Control Activities - two (2) rounds per annum	Completed	1080 baiting programs completed in Q1 and Q3.	Liveability & Sustainability	30-Jun-21	100%
	Manage and promote natural resources, including culturally significant sites	Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy		Phases 6-8 undergoing internal review prior to presentation to Council and public exhibition.	Liveability & Sustainability	30-June-2021	70%
EN2	and coastal environments in a responsible and sustainable manner	Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline.	30-June-2021	Monitor	Social sustainability policy adopted by Council in December 2020. Action plan being developed to guide engagement and implementation into social impact assessment guideline. To be presented to June 2021 Council meeting.	Liveability & Sustainability	30-June-2021	85%



# **ENGAGED COMMUNITIES**

# **PREVIOUS MONTH'S ACHIEVEMENTS**

# Community Hubs - monthly reporting as at May 2021

MEMBERSHIP  New Memberships	60 new library me May 2021 Of the 60 new me joined online and	emberships, 6	862 residents joined the libraries in FY2020/21 Of the 862 residents, 80 joined online in FY2020/21 12 institutions joined the libraries in FY2020/21
Building communities through engagement	2,891 people visitibraries May 202 13% decrease in compared to Apricould be due to National Closed for renoval	1 foot traffic I 2021. This lebo Library	46,089 people visited the libraries for FY2020/21 On average, 4,190 people visited the library network each month
Building communities through value	5,203 items being May 2021 2,157 (41%) of the were online collected decrease in e-rest compared to last could be explained month, the physic closed over Easte weekend, hence resources usage	nose items ctions. 10% cources usage month. This ed that last cal centres er long the e-	Total of 65,071 issues in FY2020/21 Of the 65,071 issues, 28,134 were online collections. This equates to 43%, stable.
Building communities through value	In May, each pate borroweditems Moranbah Nebo Glenden St Lawrence Middlemount Dysart Clermont Carmila	•	Across the network, the number of items loan in May per patron has decreased.



Building communities through value	Service  447 residents used the public PCs in May 2021  3% decrease month-on-month.  Usage  Residents spent 259 hours on the public PCs in May 2021  18% decrease in hours month-on-month  On average, the customer used the public computer for 35 mins per booking in May 2021	Service 5,953 residents utilized the public PCs in FY2020/21 Usage Residents expended 3,835.42 hours on the public PCs in FY2020/21 On average, the customer used the public computer for 39 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	14 activities were delivered in May @ Libraries 162 residents benefited from these activities	605 activities were delivered by your Library Team in FY2020/21 5,652 residents benefited from the 605 activities in FY2020/21
Your hubs are more than bricks and mortar	9 visits were undertaken to schools, kindgartens and childcare centres in May 138 childrens benefited from the May visits.	Your Library Team visited 220 times schools, kindergartens and childcare centres in FY2020/21 3,353 children benefited from these visits in FY2020/21
PARTNERSHIP	14 activities were delivered jointly with community and other organizations in May 2021	117 actitivies were delivered in FY2020/21
<b>(b)</b>	511 Reference and Information Service were provided in May 2021	7,643 Reference and Information Service were provided in FY2020/21
Reference and Information Service	2% decrease in request for reference and information service month-on-month.	On average, your Library Team handled 695 reference and information services per month across the network





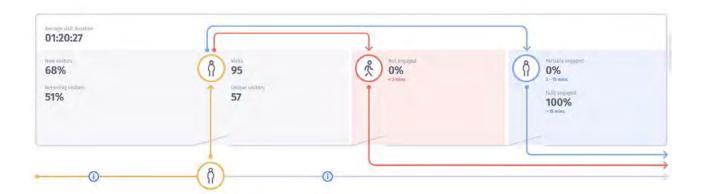
Building communities through value

26.5 hours invested in conducting and undertaking activities in May 2021

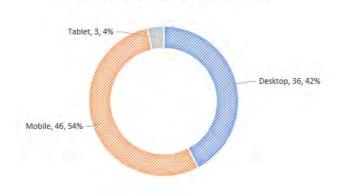
626 hours were expended in the delivery of activities in FY2020/21

#### **LIBRARY WIFI**

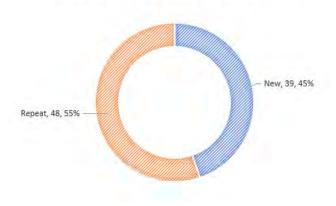
Council offers free public wifi to the residents in the libraries and surrounding areas. This service is available to the residents from 7am to 7pm daily. In May, there were 95 connections to the wifi, a 14% (n=12) increase in uptake compared to April. Of the 95 visitors, 57 were unique visitors (not repeat log-ins). Average visit duration is 1 hour and 20 minutes.







#### **NEW VS REPEAT VISITORS**





## **ISAAC MUSEUMS**

Clermont Historical Centre	150 people visited the CHC in May 2021  27% decrease in foot traffic compared to last month.	1,558 people visited the Centre in FY2020/21
Nebo Museum	23 persons visited the Nebo Museum in May 2021.  15% increase in foot traffic to the Nebo museum month-onmonth.	247 people visited the Museum in FY2020/21
VOLUNTEERS MAKE A DIFFERENCE.	Total Volunteer Hour for May 2021 is 32	Our communities invested 399 hours in our Clermont Information Centre in FY2020/21
Tourist information	185 tourists visited the Clermont Visitor Information Centre in May 2021.  12% decrease in foot traffic, month-on-month.	1,790 visitors utilized the Clermont Visitor Information Service in FY2020/21



## **CUSTOMER SERVICE**

Call Volume	2,250 calls received in May 2021. 1% decrease in call volume month on month.	22,883 calls received in FY2020/21 An average of 2,080 calls per month
Abandoned Calls	29 (1%) calls were abandoned in May 2021. Constant number of calls being abandoned month-on month	1000 (170) 00000 11010 0000011001100
Calls Transferred	327 calls were transferred in May 2021	2,933 (13%) calls were transferred in FY2020/21
Customer Requests	641 CRs are created in May 2021, a decrease of 2% (13 CRs) month-on-month 478 (75%) CRs were completed May 2021. An impressive increase in efficiency month on month.	FY2020/21  4,451(68%) CRs were completed in
Transactions	1,535 transactions were completed in May 2021. 49% decrease in transactions month-on-month. Decrease due to rating period completed.	On average, 1,968 transactions

641 Customer Requests created in May 2021. A decrease of 137 requests from last month.

Classifications	Number of Requests
Building	10
Community Engagement	15
Community Facilities	10
Compliance	101
Environmental Diversity	19
Environmental Health	27
Facilities	45
Park and Recreation	30
Roads	69
TV Comms	2
Waste Services	67
Wastewater Services	16



Water Services 230

Customer Requests by Division for the month of May 2021.

Division	Current	Completed
1	17	32
2	27	68
3	3	33
4	10	47
5	18	86
6	10	40
7	10	41
8	17	43

### **May Achievements**

- Economy and Prosperity Team commences on CRM boarding
- Nebo Hub commenced renovation.
- ABC Tropical North radio profiled the Nebo Museum sharing the 'Old Water Shed in Water Street' and 'The Heritage Walk which follows Nebo Creek' on 21 May 2021
- Libraries being the 'third place' with the launched Movies@your library

Launched National Simultaneous Storytime Video. In less than 48 hours, 660 viewed the video with 16 'likes'





#### Community Engagement, Programs and Events

- The team were successful in their application to the North Queensland Sports Foundation for \$10,000 to support Move It NQ physical programming in Middlemount and on the Isaac Coast.
   The Middlemount Learn to Jog program will commence in late-July with the Tai Chi program for the Isaac Coast rolling out in 2022.
- The team also received \$2,000 of funding from the Council of the Aged to support Seniors Month events in Clermont and Moranbah in October.
- The Program's Team oversaw the delivery of children's and arts workshops at the St Lawrence Wetlands Weekend. The majority of workshops were fully booked.
- The Little Bird Postcard Project has been well-received with 30 attendees joining in at the Meet the Artists Session at the Coalface Art Gallery on 5 June. Attendees created their own bird postcard which they could choose to add to the collection or take home.
- A Dry Lands to High Hopes event was hosted in Twin Hills, in conjunction with the Twin Hills Youth Camp event. The event included a talk from renowned amateur astronomer, Anthony Wesley.
- The team are working closely with Wangan and Jagalingou representatives to bring forward the construction of a Bora-Ring on the banks on Sandy Creek, Clermont to be unveiled during NAIDOC celebrations.
- Neighbour Day hosted in Clairview on 20 June saw over 50 locals comes out to meet and connect with others in the area. The annual event aims to quash loneliness and connect locals with others in their area.
- The Program's Team wrapped up the term-long 'Tech Girls' program at Dysart State High School. Participants worked in teams to create an app. All will be submitted as entrants in the Tech Girls competition and apps will be made available for viewing online.
- The Program's Team conducted tech training in Dysart, Middlemount, Moranbah and Clermont libraries to allow library staff to deliver tech and robotics programs on their own.
- The F5F Storyteller Tour came to a close with final performances being delivered in Moranbah,
   Middlemount and Dysart. 12 shows were held in locations across the region, both public sessions and school visits. In total there were 884 people who attended the sessions.
- First 5 Forever Pop Ups @ The Park were delivered in Moranbah and Middlemount to over 50 attendees.

### **EMERGING ISSUES**

#### **Community Hubs**

Staff resourcing continues to present challenges.

#### Community Engagement, Programs and Events

- The Widi People of the Nebo Estate have opted to reschedule their local NAIDOC activities to later in the year at a date to be advised.
- Recruitment is underway for 6 month fixed-term Community Relations Officer (Youth) while the permanent staff member is on extended medical leave.



• The team have experienced a number of unforeseen health issues in the past month so an admin assistant sourced via labour hire stepped in temporarily to assist with urgent tasks.

#### **NEXT MONTH'S PROGRAM**

#### **Community Hubs**

- Nebo Community Hub opens to public on Monday 5 July. Acknowledge all staff involved in delivery of this project.
  - Preparing for school holiday program
  - Re-introduced Isaac Library Calendar whereby patrons could look forward to a range of offerings @theirlibrary. This calendar facilitates advance booking and enables the Team to gauge the level of interest in the community.

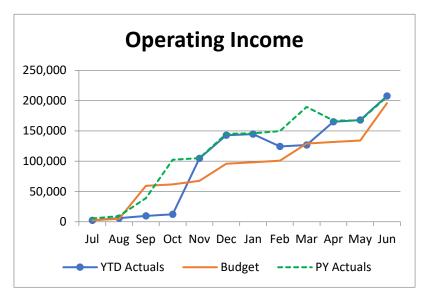
#### Community Engagement, Programs and Events

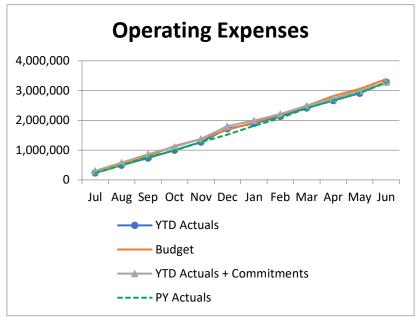
- The Digital Storytelling Project will be presented to Year 6 students at Moranbah East State School. The project presented in conjunction with Barada Barna will see students work with Elders to learn a Barada Barna story and then use software to create a digital animation to accompany the story.
- The team continue to work with Barada Barna representatives to bring forward NAIDOC events in Moranbah, Dysart and Middlemount in late August.
- The team are working with a number of community representatives in Middlemount to assist with 40<sup>th</sup> anniversary celebrations, scheduled for September.
- In-house tech sessions will begin to be delivered independently by libraries.
- Margaret Burgess will deliver a series of 'Isaac's Plastic Boutique Healthy Planet Project'
  workshops in Moranbah, Glenden, Dysart, Clermont and Flaggy Rock. The workshops teach
  participants how to make sculpture and jewellery from rubbish and discarded objects. The
  project will culminate in an exhibition at the Coalface Art Gallery and was funded by Isaac's
  Regional Arts Development Fund.
- The Move Makers Professional Development Workshop for dance practitioners and allied health professionals will be delivered in Moranbah. The 2-day workshop aims to teach participants how to teach dance to the elderly and disabled for increased mobility and on-going good health. The project is a Council Regional Arts Development Fund strategic initiative.
- The Move It NQ '8-week Learn to Jog' program will kick off in Middlemount on 28 July.



#### **INTERIM FINANCIAL REPORT**

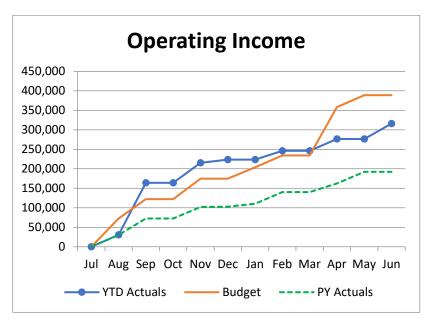
## **Community Hubs**

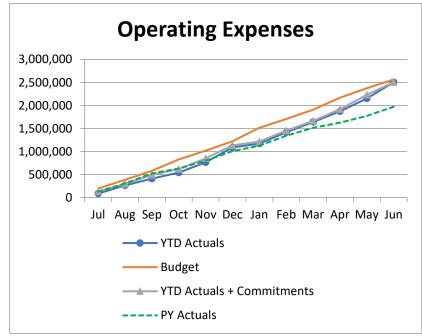






### Community Engagement, Programs and Events







## **ANNUAL OPERATIONAL PLAN**

Them	es Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C1	Provide, operate and	Library Operations	Building	100% Attendance at Library Programs	Completed	14 activities were delivered in May @ Libraries. 162 residents benefited from these activities	Engaged Communities - Community Hubs	30-June-2021	100%
	maintain venues and community facilities to deliver, safe, efficient and cost and effective services		Provide a modern and engaged library service, including program delivery	A well utilised library service	Completed	2,891 people visited the libraries May 2021 5,203 items being borrowed in May 2021. 2,157 (41%) of those items were online collections	Engaged Communities - Community Hubs	30-June-2021	100%
				50% of population that are library members	Below Target	60 new library memberships in May 2021. Of the 60 new memberships, 6 joined online and 1 institution	Engaged Communities - Community Hubs	30-June-2021	100%
C2 of social, cult sporting, reci health and ed services and that build thri connected ar communities		Museums & Galleries		An Annual Calender of exhibitions	Completed	The Little Bird Postcard Project has been well-received with 30 attendees joining in at the Meet the Artists Session at the Coalface Art Gallery on 5 June. Attendees created their own bird postcard which they could choose to add to the collection or take home.	Engaged Communities - Community Hubs	30-June-2021	100%
	Facilitate a focused range of social, cultural, sporting, recreational, health and education			30-June-2021	Completed	Back on Track retrospective on Clermont district racing on display at Clermont Historical Centre	Engaged Communities - Community Hubs	30-June-2021	100%
	services and programs that build thriving, connected and resilient communities	Cultural cultural development development through initial Youth Services  Collaborate cultural development through initial development development through initial development	Collaborate on	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	Completed	FY20-21 RADF program delivered	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	100%
			development through initiatives	Facilitate the bi- annual Queensland Music Festival	Not Proceeding	Carried forward to FY21-22	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	0%
			Undertake Unmet Needs of Isaac Youth Study	30-June-2021	Completed	Draft study completed as at 30 June document undergoing finalisation	Engaged Communities - Community Engagement	30-June-2021	100%
C3	Facilitate and encourage strategic partnerships that enable self-sustainable community associations and	Community Engagement	Deliver best practice community engagement initiatives	Effectively Support other Isaac Regional Council Business areas to develop and deliver	Completed	Supported delivery of engagement initiatives	Engaged Communities - Community Engagement,	30-June-2021	100%



	volunteer groups to pursue their diverse aspirations yet come			other engagement programs virtually and in community			Programs & Events	A DAI 20 27	1143.600
aspirations yet come together to tackle common opportunities and challenges	Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	Completed	Round 1 completed at end of Quarter One (1).  Major = \$41,020  8 Minor = \$4,854.00  5 Bursaries = \$2,100.00  Round 2 completed at end of Quarter Two (2).  3 Major = \$20,000  14 Minor = \$12,680.50	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	100%	
C5	Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities	Supporting Diversity	Develop and deliver programs, events, projects supported by external organisations, groups that celebrate all of our community and cultures facilities etc	30-June-2021	Completed	<ul> <li>The team were successful in their application to the North Queensland Sports Foundation for \$10,000 to support Move It NQ physical programming in Middlemount and on the Isaac Coast. The Middlemount Learn to Jog program will commence in late-July with the Tai Chi program for the Isaac Coast rolling out in 2022.</li> <li>The team also received \$2,000 of funding from the Council of the Aged to support Seniors Month events in Clermont and Moranbah in October.</li> <li>The Program's Team oversaw the delivery of children's and arts workshops at the St Lawrence Wetlands Weekend. The majority of workshops were fully booked.</li> <li>The Little Bird Postcard Project has been well-received with 30 attendees joining in at the Meet the Artists Session at the Coalface Art Gallery on 5 June. Attendees created their own bird postcard which they could choose to add to the collection or take home.</li> <li>A Dry Lands to High Hopes event was hosted in Twin Hills, in conjunction with the Twin Hills Youth Camp event. The event included a talk from renowned amateur astronomer, Anthony Wesley.</li> <li>The team are working closely with Wangan and Jagalingou representatives to bring forward the construction of a Bora-Ring on the banks on Sandy Creek, Clermont to be unveiled during NAIDOC celebrations.</li> <li>Neighbour Day hosted in Clairview on 20 June saw over 50 locals comes out to meet and connect with others in the area. The annual event aims to quash loneliness and connect locals with others in their area.</li> </ul>	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	100%



								4 DN 20 27	4142400
						<ul> <li>The Program's Team wrapped up the term-long 'Tech Girls' program at Dysart State High School. Participants worked in teams to create an app. All will be submitted as entrants in the Tech Girls competition and apps will be made available for viewing online.</li> <li>The Program's Team conducted tech training in Dysart, Middlemount, Moranbah and Clermont libraries to allow library staff to deliver tech and robotics programs on their own.</li> <li>The F5F Storyteller Tour came to a close with final performances being delivered in Moranbah, Middlemount and Dysart. 12 shows were held in locations across the region, both public sessions and school visits. In total there were 884 people who attended the sessions.</li> <li>First 5 Forever Pop Ups @ The Park were delivered in Moranbah and Middlemount to over 50 attendees.</li> </ul>		A B.N. 30 37	142 400
		Cultural Heritage	Stage 2 Library Wall Artwork with Barada Barna Corporation	30-October-2020	Completed	Stage 2 artwork installed at end of Q2, to be officially commissioned during NAIDOC event on 25 October 2020	Engaged Communities - Community Engagement, Programs & Events	30-October- 2020	100%
G4	Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	Customer Service	Frontline customer service delivery and effective relationship management	30-June-2021	On Target	Working with Systems team to deliver organisation-wide implementation of TechOne CRM	Engaged Communities - Community Hubs	30-June-2021	25%



#### **ECONOMY and PROSPERITY**

#### PREVIOUS MONTH'S ACHIEVEMENTS

The E&P team had an active month with the delivery of the St Lawrence Wetlands weekend being a particular highlight taking in the entire team to deliver, being the culmination of several engagements and events over the last couple of months.

#### **Economic Development**

- Works in the digital connectivity space was a focus with regional planning conducted with GW3 and the other MIW LGA's, a reengagement of Councils internal digital connectivity working group and works on the GW3/BHP STAC digital connectivity upgrades for Moranbah and Dysart continuing.
- A number of briefing sessions from project proponents were conducted and E&P's review and input into the Saraji East EIS response as well as Lotus Ck wind farm aviation assessment amongst other works
- Engagement in the Investment attraction space continued with individual support provided to a number of enquiries on development projects in the residential and industrial fields and these will be reported through the LDAC committee.
- Works on Investment attraction marketing collateral was further continued and engagement with BMC on the graphic and brochure developments, to which the documents will be developed in house, the Isaac Industry insights brochure was completed.
- Monash Lodge EOI was completed and is open for submissions through the Speak up platform as well as targeted emails to industry providers
- Continued work on the MIW METS Export Hub to support the development of an Export Hub strategy
- Works on the Resource Centre of Excellence LeadIN Transformation event continued with a report to Council proposes to support the event financially as well as in kind.
- Attendance at the Qld Resources Industry Development plan was done at a Moranbah session with approx. 30 persons in attendance

#### **Business Support**

#### Shop Isaac Report

- Total cards loaded to date 3794, Value loaded to date \$105,769.55, Value redeemed to date \$70,331.08, Unredeemed value \$35,438.47
- The gift card program has had some continued growth in card value loading with Anglo as one of the major suppliers impacted by their mine operations, and noting Dyno Nobel is progressing their support of the company with Cards4all being set up as a vendor enabling their first 500 card order to be placed. Ongoing negotiations with a number of proponents is continuing and other methods for proponents to be involved in supporting local business through the Shop Isaac program (brand) is also occurring I.e Civeo representatives are keen to identify a way to support the Shop Isaac initiative and Isaac small business by potentially having local businesses able to take their services or goods to a suitable space within the Civeo environs-or a grant program to assist businesses to be more versatile in their revenue streams as well as supplier forums.



 Ongoing discussions with BMC regarding the campaign initiatives have been fruitful with the following proposed for campaign delivery; and this is a key element to continue to keep the program visually front of mind.

#### Brand Refresh Campaign - July -August 2021

**Brief:** The Shop Isaac logo requires a rebrand. To get community onboard and re-energise the program, we will be conducting a logo design competition. The competition will go out to businesses, residents and local schools to get everyone onboard with providing input in to the new design. The competition will be narrowed down to 2 choices by a panel of Council staff and stakeholders, and then the community will vote for their favourite logo. The winner will receive a \$500 Shop Isaac gift card and have their design turned in to a digital logo for use on all the existing Shop Isaac collateral.

#### Timeline:

- July week 2: Communicate the two upcoming campaigns to local Shop Isaac businesses and prepare them with the relevant collateral to promote the competitions.
- o **July Week 3**: Go public with the competition and run for 2 weeks.
- August Week 1: Get the community to vote for their favourite design and announce winner and communicate the outcomes to Shop Isaac businesses.

### Shop Isaac and win campaign

**Brief:** To re-energise local spending and increase community awareness we are running a shop and win competition. Participants will be encouraged to share a photo and tag the local business. Four weekly winners will be drawn at random and receive a \$500 Shop Isaac gift card for themselves and the business they nominate. The winning businesses will also receive a social media spotlight on Isaac Regional Council's Facebook page. All other Shop Isaac businesses will be asked to share a profile piece and photo telling the region why they love doing business in Isaac.

#### Timeline:

- August week 2: Communicate the campaign to local Shop Isaac businesses and prepare them with the relevant collateral to promote the competition. Go public with the competition and run for 4 weeks.
- o **September week 2**: Close the competition, take photos with businesses and community winners announcing this on Facebook.
- September week 3: Feedback on campaign outcomes to be shared with all participating Shop Isaac businesses.

#### **Business support - Listing of Businesses**

- A new listing of businesses operating within the geographical footprint of Isaac within Technone is underway and progressing well. This list will detail all businesses and the provision of good or services across the region rather than only businesses that are vendors to IRC as a supplier or rates payer. This is a vital tool in improving our communications across our regional business communities. Many thanks to the Systems team for their support in this project.
- The Manager Economy and Prosperity and Economic and Business Resilience Coordinator attended the inaugural meeting of the Small Business Friendly Council network. The meeting was attended by



over 10 different Council's and discussions focused on how the network can share information, collate on projects and support each other in order to deliver better outcomes for our region's businesses.

- SC Lennon and Associates and Whittaker Consulting have been appointed by GW3 to deliver the Isaac Region Business Alliance Project. The Economy and Prosperity Program are a member of the project's Steering Committee who along with other representatives from the region's business community will guide and support the project's delivery. A project inception meeting has been held and the consultants are currently preparing a stakeholder engagement plan for review by the Steering Committee.
- Works on the Strategic Recovery plan reporting briefing session was conducted for presentation in July
- A Draft Discussion Paper on the Future of the Community Chest Fund has been developed and discussions with internal stakeholders are ongoing. A Draft Framework for an Isaac Region Business Resilience Fund has been drafted for discussion. A workshop with Councillors will be scheduled for July to seek feedback and further discuss options.

#### **Tourism**

- Mackay Tourism officially changed its business name to Mackay Isaac Tourism, and this was released on Channel 7 as well as announced and promoted as part of the Our Isaac campaign book launch and winners' announcements
- The "our Isaac" campaign through MTL was in delivery with the #ourisaac hashtag started with 1802 posts on 16<sup>th</sup> April and towards the end of May was at 2328 posts. That is a total of 526 new posts with the #ourisaac hashtag so far (in a time span of 5 weeks). In comparison, between Feb 15 and April 16 (Two months) there was only 57 #ourisaac posts in total.
- St Lawrence Wetlands Weekend event was delivered with near 1300 attendees up from the 720 in 2019, The festival attracted 504 campers and 65 glampers with 78 stall holders. The event was primarily a success with evaluation continuing with key stakeholders and a report to Council forthcoming on the outcomes of the event and some early considerations for 2022. There was significant increase in the development and engagement with the region's traditional owners in the Koinjmal people and this relationship is proposed to further strengthen and be a focal point in 2022.
  - The event commenced with a Welcome to Wetlands weekend Wine and Cheese Event hosted by the St Lawrence Sports and Recreational Group and held at the Recreational grounds on the Friday evening.\_Saturday 12<sup>th</sup> June was the focal day of the event featuring bird-watching and wetlands tours, welcome to country, bush-tucker and cultural walks with the Koinjmal First People, Environmental and gardening presentations by Costa Georgiadis and other leading environmentalists, cooking demonstrations on Australian Native Foods, horse-drawn carriage rides, Historical town tours.
  - The signature experience at the St Lawrence Wetlands Weekend was the sold-out luncheon of 150 guests delivered in conjunction with the Greater Whitsunday Food Network Inc. Focusing on local produce grown in the Isaac, Mackay and Whitsunday regions and prepared by celebrity chef Matt Golinski.
  - o Indigenous dance performances, weaving, painting, leatherwork, macrame, marine debris and numerous kids' activities and workshops were provided as well as a variety of lost trade market stalls and interactive and creative spaces were there for people to enjoy.
  - A Bushman's evening event was held on the Saturday evening with popular Central Queensland Band "Bareback" Luke Geiger and the band and an auction of chainsaw art by "Matt Bird" providing fun and entertainment. The St Lawrence Hotel and Foodie vans served food throughout the evening.
  - The Sunday program included more of the Saturday's tours with Costa and the Koinjimal First People followed by cooking demonstrations with Celebrity Chef Matt Golinski, Nik Flack with the event concluding with a finale cook off between Matt Golinski and Costa Georgiadis.



 Tourism signage project audit and renewal program commenced with the existing Capital project for \$40k in final stages of delivery, with upgrading of the tourism sign at Ilbilbie which included the replacement of the rusted structure, painting and skinning is now complete, graphic design for Theresa Creek Dam entrance signage, Nebo - Susie Whitehead Park and Water tourism Street signage are now in their final stages and due for completion before months end.

The project brief for delivery of full audit and renewal program for the delivery of the LCIF funding was completed and the E&P team have been conducting the audit for large sections of the region. This will be subject to a report on the outcomes of the audit in coming periods.

#### **Asset Management**

- The Clermont Saleyard & Showground working group convened to progress works on the Stage 2 funded Regional Recovery Partnerships projects and design of the Pavilion project is underway, with a review of each of the 6 projects conducted and the working group will continue to convene in the interim whilst the project delivery reaches a level of maturity.
- The Clermont aerodrome activities continued with the recent annual audit detailing electrical works required for compliance and this work is in procurement at a value of approx. \$15,000.
- The Stafford group are progressing the Theresa Ck Dam master plan project conducting background research with regard to interrogating the Newbook visitation data, a briefing session with Council is proposed in the early stages to give opportunity to present some of those findings and consider Council's position on the asset prior to doing public consultation
- Quarterly engagement meeting with the TCD management agreement operators was conducted
- Nebo showgrounds Kitchen project was the subject of engagement with the Nebo showgrounds primary user groups

#### **EMERGING ISSUES**

Nil to report excepting the volume of projects in progress need to be managed effectively to ensure appropriate outcomes and results.

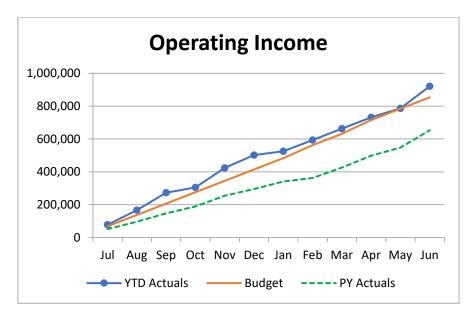
#### **NEXT MONTH'S PROGRAM**

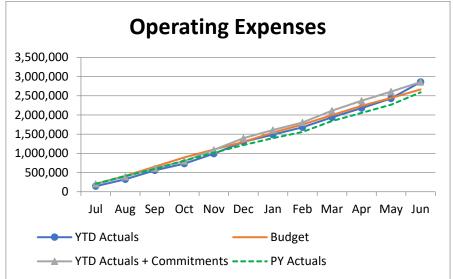
- Shop Isaac EOFY campaign
- Stage 2 Clermont Saleyards and Showgrounds Master Plan Projects
- Business Alliance Project
- Completion of the Tourism Signage Audit Region Wide
- Nebo Showground Master plan
- Expressions of interest Operation of Monash Lodge; Aged Care Purposes
- Theresa Creek Dam Recreation and Campground Master Plan
- Recovery Plan Reporting and Updates
- Future of Community Chest Fund Workshop
- Investment attraction Live/Work brochure



#### FINANCIAL REPORT

The Economy and Prosperity departments budget has been constrained but delivery to full budget expenditure has occurred.





## **DEVIATION FROM BUDGET AND POLICY**

The end of year operational budget was fully expended with areas of additional revenue as in Saleyards also incurring additional expenditure, without any significant areas to report on.



## **ANNUAL OPERATION PLAN**

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C1	Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services	Airstrips	Provide efficient and timely solutions to maintenance issues	90% compliance	Completed	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken. Technical inspection conducted with actionable outcomes received and being actioned i.e. electrical works progressed.  Noting a \$3000 drone safety signage funding successfully attained and being delivered	Economy & Prosperity	30-June-2021	100%
C6	Facilitate urgent and visible support during times of stress to the community (such as mental health support, crime prevention and assisting those from a lower socio-economic level)	Recovery & Resilience	Maintain and ensure currently and awareness for the Isaac Recovery Plan	Implement Isaac Recovery Plan initiatives	Completed	Strategic Recovery Plan adopted in October, recruitment for Community Resilience & Business Resilience roles completed, business community engagement plan conducted and delivery of strategy actions occurring.  Strategic Recovery plan briefing and update on project deliverables booked for July		30-June-2021	100%
	Plan, design and provide	Economic Development	Develop and deliver a sub-brand and marketing strategy to promote Isaac as a place to live, work, invest and do business	30-June-2021	On Target	Investment Attraction Framework adopted and a range of supporting marketing collateral continuing with Industry & Tourism profile & industry snapshot documents completed.	Economy & Prosperity	30-August- 2021	90%
EC1	sustainable infrastructure, facilities and services that encourage and support		Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	Below Target	Master plan progressing research completed and site analysis occurring through community consultation, formation of a Master Plan advisory committee proposed to finalise delivery of the project	Economy & Prosperity	30-October- 2021	70%
	economic growth and development	Asset Management	Deliver the Revitalisation of the Clermont Saleyards & showgrounds	All funded projects delivered on time and to budget +/- 90%	Completed	All funded projects from 2020/21 complete, Stage 1 projects, Councils PAG project on Saleyard's renewal & Clermont R&SS projects for shelter projects complete Stage 2 funding achieved Q4 20/21 to be delivered in line with the 2yr funding and project design progressing.	Economy & Prosperity	30-June-2021	100%
			Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	Completed	Proactive and reactive maintenance activities being delivered with delivery of the Saleyards PAG Capital renewal project in Q3 20/21 a proactive highlight, with Stage 2 works to further deliver proactive renewal	Economy & Prosperity	30-June-2021	100%
EC2	Proactively engage with and support all industry sectors, commerce and government to foster	External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Draft scopes completed and endorsed by Council, further engagement with stakeholders progressing, RCOE & CRC time, with a virtual knowledge hub concept.  The delivery of elements of the endorsed project will be an ongoing development, with further scoping of strategy actions next to further deliver on the concept	Economy & Prosperity	30-June-2021	75%
	constructive partnerships to support and promote ongoing economic vitality	Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Project progressing with consultancy and steering committee in progress, engagement with the business community progressing with estimated delivery of a business networking model options approx. August	Economy & Prosperity	30-October- 2021	75%
EC3	Identify opportunities for economic development through strategic analysis	Economic Development	Implement the Economic Development	Action Plan developed and delivered to plan	On Target	Strategy actions delivery plan completed but with the Recovery plan adopted including the onboarding of the additional recovery position to also	Economy & Prosperity	30-June-2021	90%



	of regional resources and the provision of planning and policies that support sustainable economic	the provision of planning and policies that support sustainable economic Individual delivery of strategy actions continuing.							
	development	Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	Completed	Small Business month activities completed in October and May May included 7 webinar events with 65 participants and two further networking events with a further 85 attendees. 2022 event dates to be confirmed	Economy & Prosperity	31-May-2021	100%
		Investment Attraction	Develop and adopt: Investment Attraction Policy, Investment Facilitation Guideline and industry-based investment prospectus	30-June-2021	On Target	Investment Attraction Framework finalised adopted. Marketing collateral continuing with Industry & Tourism profile documents completed, Isaac insight snapshot document completed and overarching communication plan of further supporting marketing material developed	Economy & Prosperity	30-June-2021	90%
		Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	Completed	Standing ongoing business item at Clermont Saleyards Advisory Committee meetings.  Continued engagement with the committee, local agents and increased revenue and throughput and increased cattle sale bookings for 2021 has shown demonstrated outcomes.	Economy & Prosperity	30-June-2021	100%
		Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	On Target	Review of existing contract progressing with legal opinion and review and ensuing marketing to progress, no sales enquiries received. New signage ordered for the Anne Street site.	Economy & Prosperity	30-June-2021	85%
EC4	Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity	Land Development	Through the Land Development Advisory Committee identify commercial opportunities	30-June-2021	Completed	Continued actions and reportable items to the Committee being met, real estate engagement and renewed economic indicator reports and industry profile delivered in Q2. Isaac insights document drafted for presentation and other communication materials delivery plan developed.  Investment attraction first point of contact service being provided to regional businesses.	Economy & Prosperity	30-June-2021	100%
			Develop and implement the Tourism Strategy	30-June-2021	Completed	This is an ongoing item with delivery of strategy items occurring during 20/21 MITL funded position onboarded to aid delivery, focus on Wetlands event and tourism signage (visitor information provision) recent highlights.  Increased brand awareness of Isaac through the change to the region's RTO Mackay Isaac Tourism, further promotional campaigns in Our Isaac and weekender visit other highlights.	Economy & Prosperity	30-June-2021	100%
EC5	Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in	Tourism	Conduct master planning for Council's Theresa Creek Dam	30-June-2021	Below Target	Consultancy engaged and project commencing, background research and site analysis consultation to occur, draft plan estimated Q1/Q2 2021/22	Economy & Prosperity	30-June-2021	50%
	and visit the region		Raise the Isaac Regions Tourism profile	30-June-2021	Completed	This is a continued action item, with ongoing delivery of Tourism strategy items to continue to raise the profile occurring Increased brand awareness of Isaac through the change to the region's RTO Mackay Isaac Tourism, further promotional campaigns in Our Isaac and weekender visit other highlights.  MITL funded position onboarded to aid delivery and brand awareness, Wetland's event and focus on tourism signage (visitor information provision),	Economy & Prosperity	30-June-2021	100%



						promotional campaigns our Isaac and weekender visit raising the regions profile highlights			
	Proactively promote and		Implement of Local Business Support Strategy	Implement and promote Isaac businesses through the Shop Isaac, Buy Local Program	On Target	Continued multiyear action, recent strategy planning occurred with an elevation of the focus around the Local content (Buy local) aspect & influences that the program can leverage being around Councils own Local preference policy and benefit that is bringing to local procurement, supplier trade forums connecting major proponents/contractors with local suppliers, as well as the marketing campaigns that continue to raise awareness and also direct influence spending habits.  EOFY campaign delivery in development for delivery July/August	Economy & Prosperity	30-June-2021	95%
EC6	support local businesses within the region	Local Business Support		Support Isaac region business in recovery of COVID- 19 impacts	On Target	Strategic Recovery Plan adopted in October, recruitment of Business Resilience Coordinator completed, and business community engagement plan in progress, number of other projects commenced i.e. Doing business with Council	Economy & Prosperity	30-June-2021	90%
			Host small business week and delivery of education program	30-June-2021	Completed	Small Business month activities completed in October and May May included 7 webinar events with 65 participants and two further networking events with a further 85 attendees	Economy & Prosperity	30-June-2021	100%



#### **COMMUNITY FACILITIES**

### **Overview:**

- Community Facilities operations functioned on a "business as usual" basis with no operational impediments experienced throughout the month;
- Significant progress with recruitment for vacant roles has been made with preferred candidates identified for positions in Dysart and Moranbah;
- The Community Leasing Framework and corresponding procedures, guidelines and work instructions have been developed and are currently under Departmental assessment pending peer review;
- The Pool Management and Operation Tender closed during the month and arrangements are underway for the independent assessment panel to convene;
- Planning for Departmentally managed capital works for 2021-2022 has commenced concurrent to the Departmental Strategy (incorporating Asset Management).

### People:

- No staff incidents are recorded for the reporting period;
- Interviews have been conducted for Hospitality vacancies in Dysart and the Moranbah Community Centre with preferred candidates identified for Moranbah and an offer pending for Dysart;
- New candidates for the Cook position at the Moranbah Community Centre have been identified with one interview conducted. Additional interviews are scheduled for early July;

#### **Workplace Health & Safety:**

- Two (2) WHS reports were lodged during the reporting period;
- 28 June 2021 a cracked windscreen was sustained as a heavy vehicle passed our Officer from the opposite direction. No injury was sustained, and the windscreen will be replaced;
- 1 June 2021 while attempting to set up a table at a local centre, an Officer dropped the table and it impacted with a toe. A full recovery was made, and corrective actions applied;
- A further three (3) incident reports were lodged during the reporting period:
- 27 June 2021 the delivery roller door attached to the GCAC pool storage shed was kicked from its runners by person/s unknown. This coincides with the first weekend of the school holiday break. No items were identified as being stolen. Queensland Police were notified, and a report recorded;
- 25 June 2021 a planned preventative maintenance inspection was carried out at the GCAC by a
  contracted electrical contractor. Three RCD's were identified as being in need of replacement. As a
  consequence of misconstrued instruction, ice cream stocks were spoiled as a consequence of the
  circuit lock out;
- 6 June 2021 the heat exchanger at the GCAC was shut down by person/s unknown. Subsequent inquiries failed to identify the person/s responsible. The unit was reactivated without incident;
- The HWS team is assisting with inquiries to identify

#### **Assets:**

- Some operational hindrances have been experienced by delays in the supply of materials to support capital works at various sites;
- Work continues on the tiling of the exterior veranda of the Dysart Civic Centre. The work has added significant aesthetic appeal and functionality to the facility;
- Coastal Halls refurbishment works have been completed;



- Coastal Hall air conditioning supply and installation has been awarded with work to commence imminently;
- Minor electrical works have been carried out at the Moranbah Community Centre to illuminate the
  exterior of the kitchen area (this follows a previously reported incident involving a snake laying on the
  exterior gates);
- Innovative modifications to existing service trolleys at the Moranbah Community Centre has seen the addition of larger wheels to facilitate the safe and easy movement of the trolleys;
- Minor repair works to Clarke Creek Hall water storage facilities have been undertaken;
- Swimming Pools throughout the region remain closed for the off season. GCAC attendance has slowed, however, regular morning users continue to patronise the site. Swimming classes at the GCAC continue:
- The Middlemount Pool filtration pump has ceased and the replacement of same is underway. Additional chlorinator work is planned for the site;
- Significant cracking in the concourse and a dive block has been identified at the Middlemount Pool. A
  consultant will be retained to undertake a detailed inspection at this time, it appears that with the age
  of the pool, some level of subsidence has occurred. This will be confirmed during July and a corrective
  action plan formulated;
- The Dysart Pool filter shelter installation has commenced following a six month lag caused by supplier delays (Covid recovery demands);
- The Clermont Swimming Pool amenities refurbishment has commenced;
- Supplier delays with the equipotential bonding have slowed works significantly. Final design drawings have been received;
- The Glenden foot valve replacement is now completed:





### Leasing:

- The Community Leasing Framework and supporting documentation has been completed in draft. The
  documentation is currently under Departmental review pending circulation for peer review and
  subsequent presentation to the ELT;
- The Glenden Bowls, Arts and Golf Club leases have been delivered to the successful proponent, however, execution by the proponent is delayed for reasons unknown;
- The Blair Athol Hall tenure EOI has been evaluated and preparations are underway to initiate the approval processes;
- Tenure agreements for not for profit community support groups working from the Middlemount Hall have been executed;
- Ongoing relationship management, building requests and negotiations with user groups across the region continue;
- The final review of leasing documentation by our external legal firm has been completed reporting to Council will proceed in July.

### Cemeteries:

- Cemeteries continue to function on a "business as usual" basis:
- Multiple requests for plaques have been received and processed;
- A review of policy, procedure and work instructions is being supported by WHS and the functional teams supporting the operation of the cemeteries;
- The opening of the St Lawrence Memorial saw the realisation of the Cemeteries Officer's work in developing the project from concept through the PAG process.

## **EMERGING ISSUES**

- The ongoing management of Project and Operational works and corresponding impediments caused by materials delays;
- The chlorine supply chain and availability of supplies from China. This is being managed by bulk buying;
- The activation of new leases for swimming pools at: Nebo, GCAC, Dysart, Middlemount and Clermont; and the coordination of onboarding for new Lessees if applicable;
- Staffing deficiencies has seen a significant drain on existing Departmental staff supporting sites at Moranbah and Dysart.

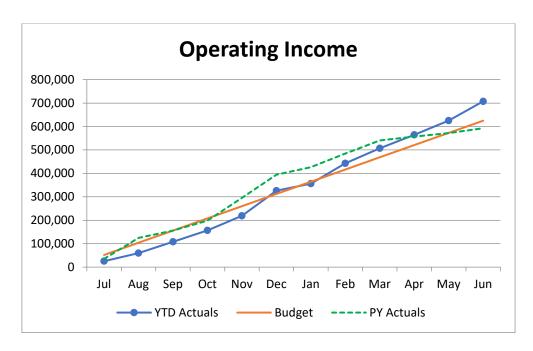
#### **NEXT MONTH'S PROGRAM**

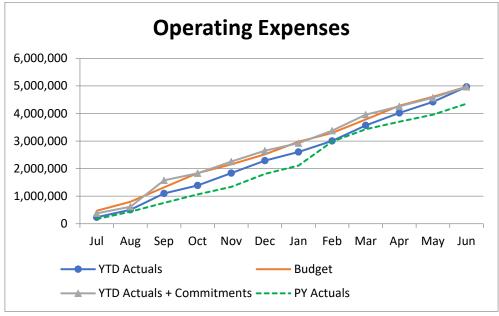
- A strong focus on ongoing strategy development and asset management planning this will feature of the ensuing six months;
- Onboarding of new swimming pool Lessees (as applicable);
- Capital Works planning and execution;
- Placement of new staff at Moranbah and Dysart.



#### FINANCIAL REPORT

- The following figures relate to transactions up to 30 June 2021;
- Finance has advised that over the following weeks any invoices received and processed relating to goods or services received prior to 30 June may be accrued back to the 2020/2021 financial year and will therefore impact on the following figures.





### **DEVIATION FROM BUDGET AND POLICY**

- Carry forward of Capital Works projects into 2021-2022;
- GCAC operating costs.



## **ANNUAL OPERATION PLAN**

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
			Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Completed	Despite the interruptions to service caused by Covid 19, the Halls and Centres have performed very well and without incident. Customer feedback has remained very complimentary. The Department has performed significantly well given the challenges of Covid and staffing shortages.	Community Facilities	30-June-2021	100%
	IRC Halls & Centres Recreation Halls and Gyms		Provide effective and timely solutions to maintenance issues	90% compliance	Completed	Both planned and reactive maintenance has been carried out in accordance with prescribed thresholds on time and in accordance with the various works requests.	Community Facilities	30-June-2021	100%
			Deliver annual capital works program	Schedules program delivered by 30 June 2020	Below Target	The Capital Works program was shared between Departmental Officers and the Capital Works and Project Manager. Various impediments to completion have been experienced throughout the year and despite the various challenges of Covid and the subsequent delays caused by materials delays and operational processes, a significant amount of work has been completed with further works scheduled for completion during the first quarter of 2021-2022	Community Facilities	30-June-2021	70%
C1	cost and effective services	regular audits ensure an efficient and effective  regular audits ensure an efficiently run customer serv focused environment  One (1) x Customer	efficiently run and customer service focused	4 Inspections/per quarter	Completed	The Covid closures saw an extended opportunity for site audits to be undertaken. The information gathered will play a significant part in strategic and asset management planning during 2021-2022. In addition, the refining of process, protocol and operational methodologies has undergone review with more fit for purpose and robust operating protocols implemented. We have exceeded this target.	Community Facilities	30-June-2021	100%
				65% + customer satisfaction	Completed	The annual swimming pool survey was conducted during May/June. Regionally, the survey returned a failure in aggregate; however, this was significantly skewed by poor reporting for Clermont. Other centres performed well and scored a customer satisfaction rate of in excess of 65%. The survey and the results have been presented to Council in more detail. The first quarter of 2021-2022 will see a heightened response to the survey result, community engagement and review of all sites for inclusion in the asset management / capital works planning moving forward.	Community Facilities	30-June-2021	100%
				Scheduled program delivered by 30 June 2020	Below Target	Capital and operational works were challenged throughout the year, however, safety and efficiency were not impacted. The Capital Works program will observe some carry over into 2021-2022; however, for the greater part the works completed were consistent with that planned and provide heightened safety, comfort and efficiency for users.	Community Facilities	30-June-2021	70%
C7	Improved engagement/partnerships with service providers to improve outcomes for the region	Community Leasing	Deliver the community leasing program to support efficient and effective use of community facilities	Adopt updated Leasing Strategy with associated Policies	Below Target	The Community Leasing function was perhaps the most significantly impeded by Covid. Community groups structures, membership and responsiveness were significant barriers to completing regularisation. Additional reporting requirements, inter-Departmental assistance demands and the addition of assets to the Community Facilities distracted focus. A protracted review of leasing documentation by an external law firm has delayed progress. Good headway has been made with the Framework and associated policies, procedures and documentation – these will be ratified during the first quarter of 2021-2022.	Community Facilities	30-June-2021	60%



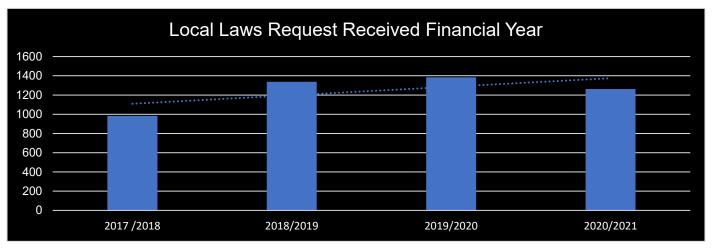
## **COMMUNITY EDUCATION & COMPLIANCE**

### **PREVIOUS MONTH'S ACHIEVEMENTS**

Animal Management - Registered Dogs

Description	April 2021	May 2021	June 2021	Financial YTD
New Dogs Registered	33	49	26	472
Puppy Registrations (inc in registration numbers)	12	19	14	173
Dog Registration Renewals	1	4	7	1087
Total Registered				1559
Dog Registration – non renewals				826

## Local Laws Compliance Customer Request Activity



The Local Laws unit received 134 requests in June 2021 resolving 105 requests during the period. The remaining service request is under ongoing investigation.

Service are still being delivered consistent with the Contingency Plan: Compliance Services due to reduced staff numbers with resources focused on reactive response to Customer Service Requests. Proactive response to compliance matters are prioritised based on risk to neighbouring properties and actioned accordingly.

### **Building Services**

Description	April 2021	May 2021	June 2021	Financial YTD
Concurrence Applications	3	1	1	23
Building Works Application	0	0	0	4





Total Received	3	1	1	27
Total Decided	2	2	2	26

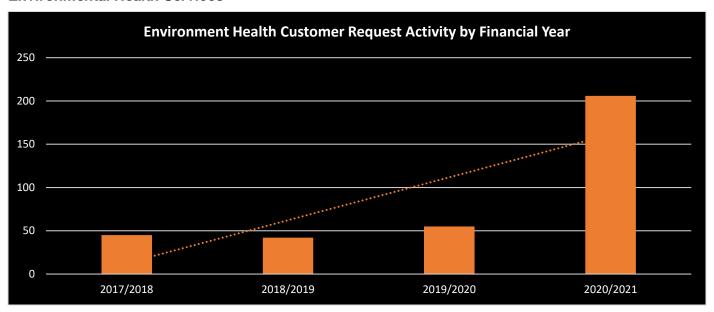
Description	April 2021	May 2021	June 2021	Financial YTD
Building Inspections	2	3	4	39
Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	18	12	9	165
Archiving of private other certifier approvals	11	16	11	141

## **Plumbing Services**

Description	April 2021	May 2021	June 2021	Financial YTD
New Applications	6	5	5	92
Total Decided	10	2	4	78

Description	April 2021	May 2021	June 2021	Financial YTD
Plumbing Inspections	21	11	8	234
Trade Waste Audits	4	4	19	67
Backflow Testing	60	40	36	274

### **Environmental Health Services**





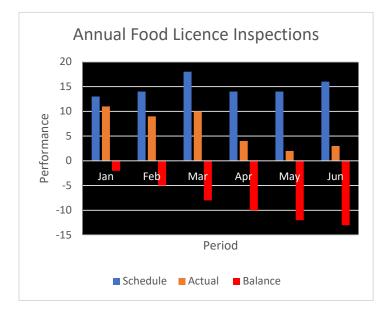
Environmental Health Services received 20 requests in June 2021, resolving 15 requests during the period. The remaining service request is under ongoing investigation.

#### Licensable Activities

Type of Licence	Number
Full Food Licence	155
Non for-profit food licence (notes)	13
Temporary food licence (notes)	7
Sub-Total	175
Personal Appearances Services	2
Total	177

#### Notes:

- Temporary licenses and Non for -profit licenses are investigated at the time of issue and are not included in the annual inspection schedule.
- Inspection are conducted when a complaint of service request is received and or when a single large event takes place for example the Clermont Show when officers conduct an inspection program for that that event.
- These license types are commonly issued for once of events.



The Food Licence Inspection Program is currently on hold due to the ongoing vacancies in the Environmental Health team with all Environmental Health Officers roles are vacant at the end of May 2021. The 3 premises reported as annual inspections forms part of new business inspections and change of ownership inspections. Resources are currently focussed on the reactive response to Customer Service Requests.

Service Level	Target	June 2021	Calendar YTD	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	155 premises	3	39	25%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	2 premises	0	2	100%	Operational



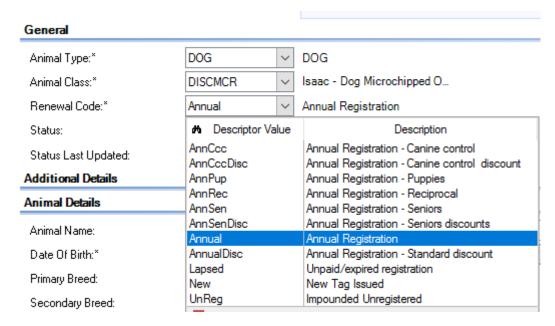
Applications Received	June 2021		
Number of Food Business Licence Applications	5		
Number of Short-Term Food Business Licence Applications	0		
Number of Mobile Food Business Licence Applications	0		
Total Number of Approved Food Business Licences	7		
Personal Appearance Service	0		
Annual Food Licence Renewals Received	0		
Annual Food Renewal Licences Issued	0		

#### **HIGHLIGHTS**

Over the last 3 weeks our Trainee Compliance Officer, Education Officer along Community Education and Compliance Administration team have carried out data cleansing in order to ensure that information was correct when new registration notices were issued. This meant making calls and updating details to 705 animals.

### Systems Services

- The Administration and Systems Officer undertook a gap analysis during the period and identified number of improvement opportunities within the TechOne Animal Module. These included but were not limited to; registration classes not reflecting the options within the fees, difficulty in identifying if the animal was currently registered and payment history reporting at a user level.
- These improvements were undertaken working with the inhouse Systems team and TechOne consultant.
- New configurations were implemented and rolled out to capture the registration categories in full. A
  new portal was developed for payment history reporting which displays, to users in an easy to interpret,
  colour-coded table, the number of active and paid registrations in the selected registration period. Users
  can then drill into these categories to find the required information.



Registration Categories: now able to capture; Canine Control Council Membership, Puppies, Reciprocal registration and Seniors.





Registration Portal: displaying registrations captured with early bird payment and number of animals unpaid.

Animal registration notice processing is underway. Data management and integrity has been the focus
of the team in the lead up to this year's deadline. TechOne Module changes as above, data was
verified, and relevant changes made to reflect the new system capabilities.

#### **NEXT MONTH'S PROGRAM**

Recruitment to fill the vacancies in the compliance and environmental health teams is ongoing after several rounds of recruitment did not deliver suitable candidates for these challenging roles. The team has several complex investigations active and May will be focussed to resolving and completing these.



## **ANNUAL OPERATION PLAN**

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C2	Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities	Community Education	Develop and implement a Community Education and Compliance Regime		Below Target	Animal Management Education Plan Developed. Education Officer vacancy since January has impacted the delivery of the education plan as programmed.	Community Education & Compliance	30-June-2021	50%
		Regulatory Compliance	Approved Inspection program	30-June-2021	Not Proceeding	Deferred to frugal budget	Community Education & Compliance	30-June-2021	
C7	Improved engagement/ partnerships with service providers to improve outcomes for the region	Community education	Develop and adopt a Risk & Outcome Based Compliance Policy to support compliance activities with industry (building, environmental health, food, plumbing, etc)	30-June-2021	Below Target	Reported to the PECS Standing Committee 1 December 2020. Since December 2020 two Compliance Officers and the two Environmental Health Officer based in Moranbah separated from Council. The resignations reduced the Compliance team by 50% and Environmental Health by 100 %. The compliance team's current revised operational impacted the delivery of this item.	Community Education & Compliance	30-June-2021	82%
EN5	Partner with industry and community to minimise environmental harm through appropriate education and regulation	Compliance	Community compliance education	Develop and adopt a Compliance Policy	Completed	Reported to the PECS Standing Committee 1 December 2020	Community Education & Compliance	30-June-2021	100%
		Compliance	Community compliance education	Develop and implement a community compliance education program	Below Target	Animal Management Education Plan Developed. Education Officer vacancy since January 2021 impacted the delivery of the education plan as programmed. With the commencement of the new education officer in May, the delivery of the programme recommenced.	Community Education & Compliance	30-June-2021	85%
EN6	Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment	Community Compliance	Develop and implement engaging education and awareness program to ensure the community is aware of both the rules that apply throughout the Region	30-June-2021	Below Target	Follow my lead campaign, walking dogs on leash -campaign launched in July 2020 Chip N Check – campaign launched in October with the support of the community vets. Chip N Check – voucher campaign programmed to be launched in March. Education Officer vacancy since January 2021 and the compliance team vacancies since December 2020 impacted the delivery of the education plan as programmed. With the commencement of the new education officer in May, the delivery of the programme recommenced.	Community Education & Compliance	30-June-2021	65%
		Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	Illegal dumping pilot plan was approved by Council is August 2020 and the initial community surveying completed in January 2021 Domestic Waste Amnesty Days are programmed to be delivered commencing in May 2021	Community	30-June-2021	60%
G2	Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness		Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	Completed	Reported to the PECS Standing Committee 1 December 2020	Community Education & Compliance	30-June-2021	100%



**Report Authorised By:** 

DAN WAGNER

**Director Planning, Environment and Community** 

**Services** 

Date: 7 July 2021

## **ATTACHMENTS**

Nil