



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, 9 MARCH 2021
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

Chief Executive Officer

JEFF STEWART-HARRIS

Committee Officer

Director Planning, Environment and
Community Services

Committee Members:

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Jane Pickels

Cr Viv Coleman

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

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

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 9 MARCH 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

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1. OPENING OF MEETING

2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9.00am on Tuesday, 9 February 2021.

5. OFFICER REPORTS

5.1 MAJOR GRANT APPLICATION ROUND 3 – DYSART PONY CLUB

EXECUTIVE SUMMARY

This report summarises the budgetary implications for the FY2020-21 Community Grants operational budgets should the recommendations regarding major grant applications submitted for Round 3 of the grants program be adopted.

5.2 MAJOR GRANT APPLICATION ROUND 3 – ST LAWRENCE STATE SCHOOL 150TH ANNIVERSARY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the St Lawrence State School Parents and Citizens Association to support the delivery of the school's commemorative 150th anniversary program.

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5.3 MAJOR GRANT APPLICATION ROUND 3 – 2021 MORANBAH DEBUTANTE BALL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Emergency and Long-Term Accommodation in Moranbah (ELAM) to support delivery of the 2021 Moranbah Debutante Ball.

5.4 MAJOR GRANT APPLICATION ROUND 3 – AUSTRALIAN GEOGRAPHICALLY ISOLATED EDUCATION INCORPORATED EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to support Australian Geographically Isolated Education Incorporated (AGILE).

5.5 MAJOR GRANT APPLICATION ROUND 3 – MORANBAH BULLDOGS AFL CLUB 2021 JULIE-ANN SMITH LADIES DAY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by the Moranbah Bulldogs AFL Club to support the delivery of the 2021 Julie-Ann Smith Ladies Day.

5.6 MAJOR GRANT APPLICATION ROUND 3 – CLERMONT ARTSLINK, WE'RE SEWING OUTBACK

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Clermont Artslink to support the delivery of the We're Sewing Outback creative event.

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5.7 MAJOR GRANT APPLICATION ROUND 3 – CLERMONT RACE CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Clermont Race Club for the purpose of constructing a new shade pavilion.

5.8 MAJOR GRANT APPLICATION ROUND 3 – DYSART AMATEUR BOXING CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Dysart Amateur Boxing Club to support the delivery of a boxing night.

5.9 MAJOR GRANT APPLICATION ROUND 3 – HIGHLAND HEROES SHINDIG

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to support the proposed Highland Heroes Shindig in Middlemount.

5.10 MAJOR GRANT APPLICATION ROUND 3 – ILBILBIE HALL MANAGEMENT ASSOCIATION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Ilbilbie Hall Management Association to replace the deck awning at the hall.

5.11 MAJOR GRANT APPLICATION ROUND 3 – FEROS CARE ISAAC JOB FAIR

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Feros Care to support the proposed Isaac Job Fair in Moranbah.

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5.12 MULTI-YEAR MAJOR GRANT APPLICATION ROUND 3 – LIFE CHURCH CLERMONT, CAROLS IN THE PARK

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 Carols in the Park community event in 2021, 2022 and 2023.

5.13 MAJOR GRANT APPLICATION ROUND 3 – MIDDLEMOUNT COMMUNITY SCHOOL PARENTS AND CITIZENS ASSOCIATION – 40TH ANNIVERSARY PROJECT

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Middlemount Community School Parents and Citizens Association to support delivery of a multimedia project celebrating the 40th anniversary of the school.

5.14 MAJOR GRANT APPLICATION ROUND 3 – MIDDLEMOUNT JUNIOR RUGBY LEAGUE FOOTBALL CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to Middlemount Junior Rugby League Football Club.

5.15 MAJOR GRANT APPLICATION ROUND 3 – MISTAKE CREEK STATE SCHOOL PARENTS AND CITIZENS ASSOCIATION FUN RUN AND FETE

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Mistake Creek State School Parents and Citizens (P&C) Association to support delivery of a fun run and fete.

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MAJOR GRANT APPLICATION ROUND 3 – MORANBAH ARTS COUNCIL COMMUNITY DANCE ACADEMY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Moranbah Arts Council Community Dance Academy to support the purchase of resources to expand their dance program offering.

5.17

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH GOLF CLUB 50TH ANNIVERSARY CELEBRATION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by the Moranbah Golf Club to support the delivery of a 50th anniversary celebration event.

5.18

MULTI-YEAR MAJOR GRANT APPLICATION – MORANBAH STATE HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION – ISAAC REGION EDUCATION AND CAREER PATHWAYS EXPOSITION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Moranbah State High School Parents and Citizens (P&C) Association, under a three-year agreement, to stage the annual Isaac Region Education and Career Pathways Exposition in August 2021, 2022 and 2023.

5.19

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH STATE HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION, 2021 SCHOOL MUSICAL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Moranbah State High School Parents and Citizens (P&C) Association to support delivery of a 2021 school musical.

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5.20 MULTI-YEAR MAJOR GRANT APPLICATION ROUND 3 – NEBO BUSHMAN'S CARNIVAL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Nebo Bushman's Carnival to support the delivery of a campdraft and rodeo events in 2021.

5.21 COMMUNITY GRANTS ROUND 3 - MAJOR GRANT APPLICATION SUMMARY

EXECUTIVE SUMMARY

This report summarises the budgetary implications for the FY2020-21 Community Grants operational budgets should the recommendations regarding major grant applications submitted for Round 3 of the grants program be adopted.

5.22 UPDATED FEES AND CHARGES FOR DEVELOPMENT ASSESSMENT ACTIVITIES

EXECUTIVE SUMMARY

This report seeks Council's resolution of an update to the regulated fees and charges for development assessment activities undertaken by Council under the *Planning Act 2016* and *Economic Development Act 2012*.

5.23 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE MINUTES – 11 FEBRUARY 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 Thursday, 11 February 2021.

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5.24	PROPOSED AMENDMENTS AND CONCESSIONS TO FEES AND CHARGES AND SEASON PASSES FOR THE GREG CRUICKSHANK AQUATIC CENTRE.
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EXECUTIVE SUMMARY

This report seeks Council's approval for the validation of Greg Cruickshank Aquatic Centre 2019-2020 season passes, and swimming lesson concessions for the Greg Cruickshank Aquatic Centre.

5.25	CLERMONT SALEYARDS AND SHOWGROUNDS REVITALISATION PROJECT ADVISORY COMMITTEE – MINUTES - 15 FEBRUARY 2021
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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, 15 February 2021.

5.26	ST LAWRENCE WETLANDS WEEKEND 2021 – EVENT MANAGEMENT FRAMEWORK
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EXECUTIVE SUMMARY

This report presents the St Lawrence Wetlands Weekend Event Management Framework for Council's informing on the planning and development progress for the 2021 event to be held on the 11 to 13 June 2021.

5.27	SMALL BUSINESS FRIENDLY COUNCILS INITIATIVE
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EXECUTIVE SUMMARY

This report seeks endorsement from Council to commence the application process to become a member of the Small Business Friendly Councils (SBFC) initiative.

5.28	FIRST NATIONS PEOPLE POLICY
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EXECUTIVE SUMMARY

The purpose of this report is to present the First Nations People Policy for review and adoption.

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5.29 ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE – 17 DECEMBER 2020 MINUTES AND TERMS OF REFERENCE

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 meetings and endorsement of a revised Terms of Reference.

5.30 OUR RESILIENT COAST: ISAAC COASTAL HAZARD ADAPTATION STRATEGY PHASE 4 – ASSETS AT RISK

EXECUTIVE SUMMARY

This report presents the final draft of the phase 4 Asset Assessment undertaken by BMT as part of the Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy for adoption by Council.

6. INFORMATION BULLETINS

6.1 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – MARCH 2021

EXECUTIVE SUMMARY

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

7. GENERAL BUSINESS

8. CONCLUSION



UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 FEBRUARY 2021

COMMENCING AT 9.00AM

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 9 FEBRUARY 2021

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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 9 FEBRUARY 2021 COMMENCING AT 9.00AM

ATTENDEES

Cr Kelly Ve a Ve a, Division Five (Chair)
Cr Gina Lacey, Division Three
Cr Jane Pickels, Division Seven
Cr Viv Coleman, Division Eight
Cr Sandy Moffat, Division Two (Observer)

OFFICERS PRESENT

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Ms Nishu Ellawala, Manager Community Education and Compliance
Mr Dan Wagner, Manager Liveability and Sustainability
Mr Jim Hutchinson, Manager Engaged Communities
Mr Bruce Wright, Manager Community Facilities (*by teleconference*)
Mrs Jacki Scott, Manager Strategic and Business Development (*by teleconference*)
Mr Mark Davey, Capital and Program Project Manager
Ms Karen Montgomery, Acting Manager Community Facilities
Ms Carenda Jenkin, Senior Communications Officer
Mr Michael Murphy, Student Planner
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Chair declared the meeting open at 9.03am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

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Mr Shane Brandenburg, Manager Economy and Prosperity and Mr Joel Redden, Economic and Tourism Development Advisor and Mr Michael St Clair, Economic and Business Resilience Coordinator were in the meeting room at the commencement of the meeting.

Mr Brandenburg introduced the new Economy and Prosperity team members to the Committee:

- Mr Joel Redden, Economic and Tourism Development Advisor
- Mr Michael St Clair, Economic and Business Resilience Coordinator

Mr Dan Wagner introduced Mr Michael Murphy to the Committee who is currently working with Council as a Student Planner.

2. APOLOGIES

The Planning, Environment and Community Services Standing Committee received an apology from Mayor Anne Baker.

Resolution No.: PECS0604

Moved: Cr Lacey

Seconded: Cr Pickels

That the Planning, Environment and Community Services Standing Committee accepts the apology received from Mayor Anne Baker.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest for 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 1 December 2020.

Resolution No.: PECS0605

Moved: Cr Pickels

Seconded: Cr Lacey

That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 1 December 2020 are confirmed subject to the amendment of Resolution PECS059 to replace the duplication of the mover and seconder.

Carried

5. OFFICERS REPORTS

5.1

Surrender of Deed of Title – Lots 14 and 15 on PSL1391 – St Lawrence

EXECUTIVE SUMMARY

Lots 14 and 15 on PSL 1391 are located at the St Lawrence Port and are now permanently inundated by sea water due to coastal erosion. The former Department of Natural Resources, Mines and Energy (now Department of Resources) is seeking Council's agreement to surrender the Deeds of Grant over these lots.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Agrees to surrender the Deeds of Title of Lot 14 and Lot 15 on PSL1391 to the State of Queensland, and the Chief Executive Officer to inform the Department of Resources.*
- 2. Authorises the Chief Executive Officer to negotiate, execute and vary the relevant legal instruments to execute clause 1 above.*

Resolution No.: PECS0606

Moved: Cr Coleman

Seconded: Cr Pickels

That the Committee recommends that Council:

- 1. Agrees to surrender the Deeds of Title of Lot 14 and Lot 15 on PSL1391 to the State of Queensland, and the Chief Executive Officer to inform the Department of Resources.**
- 2. Authorises the Chief Executive Officer to negotiate, execute and vary the relevant legal instruments to execute clause 1 above.**

Carried

5.2

Land Use and Tenure of Lot 2 on SP203779 Located at 20 Connors Street Dysart

EXECUTIVE SUMMARY

The former Department of Natural Resources, Mines and Energy (now Department of Resources) has sought Council's comments regarding its investigations as to the most appropriate use and tenure assessment of Lot 2 on SP203779 which is controlled by the State.

This report's position is that the most suitable use of this unserviced lot is for it to be offered to the adjoining landowners to amalgamate with their respective properties. The adjoining landowners are already partially occupying the site.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Advises that the site's best use is to be amalgamated with the adjoining lots to the east. The rationale being:***
 - a. The two parties owning land on the eastern boundary of the site, Lot 72 D111126, Lot 75 and Lot 76 D111267 have each fenced off and are using a significant portion of Lot 2 on SP203779 for storage purposes***
 - b. The lot is not connected to the water and sewerage network and is not readily able to be connected. Further there is no existing infrastructure charges credit for the allotment pursuant to the Isaac Regional Council Charges Resolution (no. 2) 2018.***
 - c. The site is excess to the requirements of the Dysart Open Space network.***
 - d. The development of the site for residential purposes may create conflict with established adjoining land uses. It is noted that the dimensions of the site would place habitable living areas in proximity to a common boundary abutting up to service yards.***
- 2. That in the event the State determines that site should be disposed of to the two adjoining lots, namely Lot 72 D111126, Lot 75 and Lot 76 D111267, then Council request that:***

- a. *Adjoining landowners be advised, and*
 - b. *Council be advised so that a process to amend the zone from 'Open Space and Recreation' zone to the 'Centre' zone can be initiated to ensure consistency between land uses and zoning. It is anticipated that the proposed Isaac Regional Council Planning shall be gazetted in April 2021.*
3. *In the event that the Department pursues another option other than amalgamating with adjoining lots, then compliance action will need to be undertaken to remove the neighbour's improvements and goods from the site prior to any other use being able to commence.*

Resolution No.: PECS0607

Moved: Cr Coleman

Seconded: Cr Lacey

That the Committee recommends that Council:

1. **Advises that the site's best use is to be amalgamated with the adjoining lots to the east. The rationale being:**
 - a. **The two parties owning land on the eastern boundary of the site, Lot 72 D111126, Lot 75 and Lot 76 D111267 have each fenced off and are using a significant portion of Lot 2 on SP203779 for storage purposes**
 - b. **The lot is not connected to the water and sewerage network and is not readily able to be connected. Further there is no existing infrastructure charges credit for the allotment pursuant to the Isaac Regional Council Charges Resolution (no. 2) 2018.**
 - c. **The site is excess to the requirements of the Dysart Open Space network.**
 - d. **The development of the site for residential purposes may create conflict with established adjoining land uses. It is noted that the dimensions of the site would place habitable living areas in proximity to a common boundary abutting up to service yards.**
2. **That in the event the State determines that site should be disposed of to the two adjoining lots, namely Lot 72 D111126, Lot 75 and Lot 76 D111267, then Council request that:**
 - a. **Adjoining landowners be advised, and**
 - b. **Council be advised so that a process to amend the zone from 'Open Space and Recreation' zone to the 'Centre' zone can be initiated to ensure consistency between land uses and zoning. It is anticipated that the proposed Isaac Regional Council Planning shall be gazetted in April 2021.**

3. In the event that the Department pursues another option other than amalgamating with adjoining lots, then compliance action will need to be undertaken to remove the neighbour's improvements and goods from the site prior to any other use being able to commence.

Carried

5.3

Land Use and Tenure of Lot 3 on SP203779 Located at 14 Connors Street Dysart

EXECUTIVE SUMMARY

The Department of Resources seeks Council's comments regarding their investigations as to the most appropriate use and tenure assessment of Lot 3 on SP203779 which is controlled by the State. This report supports the position that the site be acquired by Council as a reserve for Local Government Purposes, to enable the Community Facilities Section to facilitate services at a central location within Dysart.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Request the Department of Resources dedicate Lot 3 on SP203779 to Council as a Local Government Reserve with Isaac Regional Council as Trustee.*

Resolution No.: PECS0608

Moved: Cr Lacey

Seconded: Cr Pickels

That the Committee recommends that Council:

1. **Request the Department of Resources dedicate Lot 3 on SP203779 to Council as a Local Government Reserve with Isaac Regional Council as Trustee.**

Carried

5.4

Clermont Historical Centre January 2021 Operations

EXECUTIVE SUMMARY

This report updates Council on the outcome of changes to seasonal closure arrangements at the Clermont Historical Centre during the school holidays in January 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive and note the report.*

Resolution No.: PECS0609

Moved: Cr Pickels

Seconded: Cr Lacey

That the Committee recommends that Council:

1. Receive and note the Clermont Historical Centre January 2021 Operations report.

Carried

5.5

Community Tenure and Facilities Advisory Committee Minutes - 8 December 2020

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, 8 December 2020.

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 8 December 2020.*
2. *Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 8 December 2020, in particular that Council;*
 - i. *Note the progress of the Action List.*
 - ii. *Notes the status of the leasing program.*

- iii. Enters into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.**
- iv. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause iii above.**
- v. Notes the Infrastructure Parks and Recreation Leased Asset Management Update report.**
- vi. Notes the Infrastructure Parks and Recreation Asset Management Update – Unrelated to Leasing report.**

Resolution No.: PECS0610

Moved: Cr Lacey

Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Community Tenure and Facilities Advisory Committee held on 8 December 2020.**
- 2. Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 8 December 2020, in particular that Council;**
 - i. Note the progress of the Action List.**
 - ii. Notes the status of the leasing program.**
 - iii. Enters into peppercorn License to Occupy agreements with the external parties utilising offices at the Middlemount Community Hall.**
 - iv. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause iii above.**
 - v. Notes the Infrastructure Parks and Recreation Leased Asset Management Update report.**
 - vi. Notes the Infrastructure Parks and Recreation Asset Management Update – Unrelated to Leasing report.**

Carried

5.6 Planning, Environment and Community Services – For consideration for inclusion in the local roads and community infrastructure grant and the building better regions fund (round 5)

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Planning Environment and Community Services Directorate for Council's consideration for submission to the Local Roads and Community Infrastructure Grant funding and the Building Better Regions Fund (Round 5).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.*

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding

Title	Description	Estimate	Comment on "readiness"
Nebo Showgrounds –	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	\$250,000	FY2022 PAG Bid, can be mobilised quickly
Tourism public facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	\$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness
Tourism signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	\$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan
Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held	\$150,000	FY2022 PAG Bid, can be mobilised quickly

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	at the Civic Centre and to support catered events across the civic precinct and wider district		
Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	\$95,000	FY2022 PAG Bid
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	\$120,000	FY2022 PAG Bid
St Lawrence hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project \$80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of \$29,820 for the kitchen component	\$51,000	FY2022 PAG Bid
Total		\$886,000	
Funding available		\$1,579,953	
Difference		\$693,000	

2. **Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund under the Community Investment and Infrastructure Streams as noted respectively.**

Proposed identified projects for BBRF list Community Investment Stream			
Title	Description	Estimate	Comment
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community	\$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery

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			program and related documentation
Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities	\$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities	\$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan
Proposed identified projects for BBRF list Infrastructure Stream			
Title	Description	Estimate	Comment
Water park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	\$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021
	Total – Community Investment and Infrastructure and Projects	\$1,450,000	
	Council Contribution	\$725,000	
	BBRF Contribution	\$725,000	

Resolution No.: PECS0611

Moved: Cr Lacey

Seconded: Cr Pickels

That the Committee lay report 5.6 Planning, Environment and Community Services – For consideration for inclusion in the Local Roads and Community Infrastructure Grant and the Building Better Regions Fund (Round 5) on the table.

Carried

5.7

Adoption of Isaac Regional Planning Scheme 2021

EXECUTIVE SUMMARY

This report seeks Council's approval to adopt and gazette the *Isaac Regional Planning Scheme 2021* (incorporating the Draft Local Government Infrastructure Plan and Planning Scheme Policies), along with the associated *Isaac Regional Council Charges Resolution (No. 3) 2021*, in accordance with the *Planning Act 2016*. A Council resolution is also required under the *Building Act 1975* to enable planning provisions to be applied to Building Work when being undertaken on land identified in the Bush Fire Hazard and Flood Hazard Overlays of the Planning Scheme.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Adopts the proposed *Isaac Regional Planning Scheme 2021* (incorporating amendments undertaken to comply with the Ministerial conditions imposed on the approval to adopt the proposed Planning Scheme as issued to Council on 14 September 2020), in accordance with step 13 of the Chief Executive Notice (dated 9 September 2017) issued pursuant to Section 18 *Planning Act 2016*.**
2. **Adopts each of the following Planning Scheme Policies in accordance with Section 22 *Planning Act 2016* and Chapter 3 Part 1 Section 5 *Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020* which are contained in Schedule 4 of the proposed *Isaac Regional Planning Scheme 2021*:**
 - i. **Planning scheme policy for development works**
 - ii. **Acid sulfate soils planning scheme policy**
 - iii. **Bushfire hazard planning scheme policy**
 - iv. **Coastal hazard planning scheme policy**
 - v. **Dust planning scheme policy**
 - vi. **Flood hazard planning scheme policy**
 - vii. **Landslide hazard planning scheme policy**
3. **Adopts the proposed local government infrastructure plan, incorporated as Part 4 of the *Isaac Regional Planning Scheme 2021* in accordance with Chapter 5 Part 4 Section 21.1 *Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020* and Section 21 of the *Planning Act 2016*.**
4. **Adopts the proposed *Isaac Regional Council Charges Resolution (No. 3) 2021* in accordance with Section 113 of the *Planning Act 2016*, superseding *Isaac Regional Council Charges Resolution (No. 2) 2018*.**

5. Adopts a commencement date of 1 April 2021 for the *Isaac Regional Planning Scheme 2021* and associated *Isaac Regional Council Charges Resolution (No. 3) 2021*.
6. Resolves pursuant to Section 12 of the *Building Regulations 2006* that bushfire prone areas identified in the OM4: Bushfire Hazard Overlay Maps, OM4: Bushfire Hazard Overlay Maps Township Localities Coastal and OM4: Bushfire Hazard Overlay Maps Township Localities Inland contained in the proposed *Isaac Regional Planning Scheme 2021* be designated bushfire prone areas for the purposes of the *Building Code of Australia 1975* and the *Queensland Development Code*.
7. Resolves pursuant to Section 13 of the *Building Regulations 2006* that flood prone areas identified in the OM8: Flood Hazard Overlay Maps, OM8: Flood Hazard Overlay Maps Township Localities Coastal and OM8: Flood Hazard Overlay Maps Township Localities Inland in the proposed *Isaac Regional Planning Scheme 2021* to:
 - a. designate these areas as a natural hazard management area (flood); and
 - b. declare that the freeboard buildings in a natural hazard area (flood), shall have:
 - i. habitable rooms a minimum floor level at least 0.5m above the defined flood event.
 - ii. floor levels of non-habitable rooms (other than Class 10 buildings) above the defined flood event or allow for the flow through of floodwaters on the ground floor.
 - iii. where involving an extension to an existing residential use that has habitable rooms below the level referred to in 2.i, any extension does not exceed 25m² gross floor area.

Note: These provisions are consistent with clauses A06.2 to A06.4 in Table 7.2.7.3(a) in the proposed *Isaac Regional Planning Scheme 2021*

8. Approves the issuing of a public notice advising of the adoption of the *Isaac Regional Planning Scheme 2021*, incorporating the Part 4 Local Government Infrastructure Plan and its seven (7) Planning Scheme Policies, along with the associated Adopted Charges Resolution in newspapers circulating within the Isaac Regional Council area and also in the Queensland Government Gazette in accordance with Section 18 (5) (h) *Planning Act 2016*.
9. Approves the Chief Executive Officer to issue correspondence to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning and Minister for Economic Development Queensland notifying them of Council's decisions.

Resolution No.: PECS0612

Moved: Cr Pickels

Seconded: Cr Lacey

That the Committee recommends that Council:

1. Adopts the proposed *Isaac Regional Planning Scheme 2021* (incorporating amendments undertaken to comply with the Ministerial conditions imposed on the approval to adopt the proposed Planning Scheme as issued to Council on 14 September 2020), in accordance with

step 13 of the Chief Executive Notice (dated 9 September 2017) issued pursuant to Section 18 *Planning Act 2016*.

2. Adopts each of the following Planning Scheme Policies in accordance with Section 22 *Planning Act 2016* and Chapter 3 Part 1 Section 5 Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020 which are contained in Schedule 4 of the proposed Isaac Regional Planning Scheme 2021:
 - i. Planning scheme policy for development works
 - ii. Acid sulfate soils planning scheme policy
 - iii. Bushfire hazard planning scheme policy
 - iv. Coastal hazard planning scheme policy
 - v. Dust planning scheme policy
 - vi. Flood hazard planning scheme policy
 - vii. Landslide hazard planning scheme policy
3. Adopts the proposed Local Government Infrastructure Plan, incorporated as Part 4 of the Isaac Regional Planning Scheme 2021 in accordance with Chapter 5 Part 4 Section 21.1 Minister's Guidelines and Rules Under the Planning Act (version 1.1) September 2020 and Section 21 of the *Planning Act 2016*.
4. Adopts the proposed Isaac Regional Council Charges Resolution (No. 3) 2021 in accordance with Section 113 of the *Planning Act 2016*, superseding Isaac Regional Council Charges Resolution (No. 2) 2018.
5. Adopts a commencement date of 1 April 2021 for the Isaac Regional Planning Scheme 2021 and associated Isaac Regional Council Charges Resolution (No. 3) 2021.
6. Resolves pursuant to Section 12 of the Building Regulations 2006 that bushfire prone areas identified in the OM4: Bushfire Hazard Overlay Maps, OM4: Bushfire Hazard Overlay Maps Township Localities Coastal and OM4: Bushfire Hazard Overlay Maps Township Localities Inland contained in the proposed Isaac Regional Planning Scheme 2021 be designated bushfire prone areas for the purposes of the Building Code of Australia 1975 and the Queensland Development Code.
7. Resolves pursuant to Section 13 of the *Building Regulations 2006* that flood prone areas identified in the OM8: Flood Hazard Overlay Maps, OM8: Flood Hazard Overlay Maps Township Localities Coastal and OM8: Flood Hazard Overlay Maps Township Localities Inland in the proposed Isaac Regional Planning Scheme 2021 to:
 - a. designate these areas as a natural hazard management area (flood); and
 - b. declare that the freeboard buildings in a natural hazard area (flood), shall have:
 - i. habitable rooms a minimum floor level at least 0.5m above the defined flood event.
 - ii. floor levels of non-habitable rooms (other than Class 10 buildings) above the defined flood event or allow for the flow through of floodwaters on the ground floor.
 - iii. where involving an extension to an existing residential use that has habitable rooms below the level referred to in 2.i, any extension does not exceed 25m² gross floor area.

Note: These provisions are consistent with clauses A06.2 to A06.4 in Table 7.2.7.3(a) in the proposed Isaac Regional Planning Scheme 2021

8. Approves the issuing of a public notice advising of the adoption of the Isaac Regional Planning Scheme 2021, incorporating the Part 4 Local Government Infrastructure Plan and its seven (7) Planning Scheme Policies, along with the associated Adopted Charges Resolution in newspapers circulating within the Isaac Regional Council area and also in the Queensland Government Gazette in accordance with Section 18 (5) (h) *Planning Act 2016*.
9. Approves the Chief Executive Officer to issue correspondence to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning and Minister for Economic Development Queensland notifying them of Council's decisions.

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Planning, Environment and Community Services Information Bulletin – February 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: PECS0613

Moved: Cr Lacey

Seconded: Cr Coleman

That the Committee:

1. **Notes the Planning, Environment and Community Services Directorate Information Bulletin for February 2021.**

Carried

ISAAC
REGION

HELPING TO ENERGISE THE WORLD

Carried

Carried

Mr Shane Brandenburg, Manager Economy and Prosperity entered the meeting room at 11.14am.

That the Committee lift report 5.6 Planning, Environment and Community Services – For consideration for inclusion in the Local Roads and Community Infrastructure Grant and the Building Better Regions Fund (Round 5) from the table.

5.6 Planning, Environment and Community Services – For consideration for inclusion in the Local Roads and Community Infrastructure Grant and the Building Better Regions Fund (Round 5)

EXECUTIVE SUMMARY

This report identifies a number of candidate projects from the Planning Environment and Community Services Directorate for Council's consideration for submission to the Local Roads and Community Infrastructure Grant funding and the Building Better Regions Fund (Round 5).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.*

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding

Title	Description	Estimate	Comment on "readiness"
Nebo Showgrounds	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	\$250,000	FY2022 PAG Bid, can be mobilised quickly
Tourism public facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public toilet and minor visitor furniture and signage	\$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness

UNCONFIRMED MINUTES

Tourism Signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be warrants for another two stages of similar scope as the development of the Regions tourism offerings mature	\$100,000	Can be mobilised quickly in line with the Strategic Recovery Plan
Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district	\$150,000	FY2022 PAG Bid, can be mobilised quickly
Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	\$95,000	FY2022 PAG Bid
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	\$120,000	FY2022 PAG Bid
St Lawrence Hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project \$80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of \$29,820 for the kitchen component	\$51,000	FY2022 PAG Bid
Total		\$886,000	
Funding available		\$1,579,953	
Difference		\$693,000	

UNCONFIRMED MINUTES

2. Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund under the Community Investment and Infrastructure Streams as noted respectively.

Proposed identified projects for BBRF list Community Investment Stream			
Title	Description	Estimate	Comment
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge, innovation and excellence community	\$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation
Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities	\$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities	\$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan

UNCONFIRMED MINUTES

Proposed identified projects for BBRF list Infrastructure Stream

Title	Description	Estimate	Comment
Water park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	\$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021
Total – Community Investment and Infrastructure and Projects		\$1,450,000	
Council Contribution		\$725,000	
BBRF Contribution		\$725,000	

Resolution No.: PECS0617

Moved: Cr Pickels

Seconded: Cr Lacey

That the Committee recommends that Council:

1. Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for the Local Roads and Community Infrastructure Phase 2 Grant.

Planning Environment and Community Services projects for consideration for Local Roads and Community Infrastructure funding

Title	Description	Estimate	Comment on "readiness"
Nebo Showgrounds	Upgrades to two non-compliant kitchens – these are known early works ahead of the masterplan being finalised. These contribute directly to the public safety of the 25,000+ visitors to the facility per annum	\$250,000	FY2022 PAG Bid, can be mobilised quickly
Tourism Public Facilities – Mt Britton	Enhancement of the tourism trails across Isaac and the wider region by replacing public	\$120,000	FY2022 PAG Bid, modular units to be installed, meaning high level of readiness

UNCONFIRMED MINUTES

	toilet and minor visitor furniture and signage		
Clermont Civic Centre – Kitchen Refurbishment	To refurbish the current non-compliant kitchen to service both functions and events held at the Civic Centre and to support catered events across the civic precinct and wider district	\$150,000	FY2022 PAG Bid, can be mobilised quickly
Middlemount Community Hall – Replacement of Breezeair Units	Replacement of 16 Breezeair evaporative cooler units	\$95,000	FY2022 PAG Bid
St Lawrence Hall Refurbishment	Internal and external refurbishment – safety and compliance. Total project \$80,000. The St Lawrence and District Bowls Club has had successful Gambling Community Benefit funding of \$29,820 for the kitchen component	\$51,000	FY2022 PAG Bid
	Total	\$666,000	
	Funding available	\$1,579,953	
	Difference	\$913,953	

2. Considers the following list of projects, in conjunction with lists recommended by other Standing Committees, for inclusion in Council's submission for Round 5 of the Building Better Regions Fund (BBRF) under the Community Investment Stream.

Proposed identified projects for BBRF list Community Investment Stream

Title	Description	Estimate	Comment
Resources Social and Environmental Excellence Hub	Proof of concept and project development for a transformational project to establish Isaac as a focal point in the global resources, social and environmental knowledge,	\$250,000	Expected outcomes would be concept layout of hub campus, architectural sketches of key buildings and interpretive exhibition design and elements, site identification and servicing

UNCONFIRMED MINUTES

	innovation and excellence community.		plan, template heads of agreements for essential hub partners, concept level costing and delivery program and related documentation
Sustainable Resources Communities' Futures (through transformational open-cut mining rehabilitation)	Proof of concept and project development for a transformational project to secure sustainable futures for Isaac's resources communities.	\$100,000	Expected outcomes would be to establish a framework in which this project can evolve and deliver futures scenarios and plans with or without the Resources Social and Environmental Excellence Hub in place
Strategic Regional Trails and Coastal Tourism Plan	Strategic regional plan to identify the nature, priority, sequencing and value for developing tourism trails and coastal tourism opportunities throughout the region, to inform future investment and tourism development priorities.	\$250,000	Expected outcomes would be a strategic regional plan for delivering tourism trails and the necessary coastal tourism infrastructure to respond to the target tourism markets for the region in line with the Strategic Recovery Plan
Total – Community Investment Projects		\$600,000	
Council Contribution		\$300,000	
BBRF Contribution		\$300,000	

3. Notes the recommended alternative funding options for each of the listed projects not recommended for either Local Roads and Community Infrastructure Fund and Building Better Regions Fund Grants as set out below:

Title	Description	Estimate	Comment	Alternative Funding Option
Tourism Signage	Stage 1 upgrades to billboard, directional and interpretive tourism signage across region. From signage audit work to date there are likely to be	\$100,000	Can be mobilised quickly in line with the	Proposed that this be funded from Council's Recovery Reserve

UNCONFIRMED MINUTES

	warrants for another two stages of similar scope as the development of the Regions tourism offerings mature		Strategic Recovery Plan	
Dysart Community Hub	Internal refurbishment of the Dysart Library to better utilise the space in this modern building and to create the integrated community hub	\$120,000	FY2022 PAG Bid	As an established Council strategy, the community hub should be funded from Council's own source fund or Works 4 Queensland
Water Park at GCAC	Replacement of current end of life water park with a longer life, zero entry water park and related aspects resulting from engagement	\$850,000 to be confirmed	Community engagement current, GHD undertaking design, can be constructed both in and out of pool season to be completed by end December 2021	Propose that this project be considered for alternative funding in the FY2022 budget including consideration from Works 4 Queensland if available

- Notes that the rationale for the inclusion of the projects in the Local Roads and Community Infrastructure Phase 2 Grant is that they are of direct benefit to members of the Community.
- Approves funding in the amount of \$100,000 from the COVID Recovery Reserve for Stage 1 Tourism Signage Project to enact a tangible recovery project.

Carried

7. GENERAL BUSINESS

7.1 Outstanding Infrastructure Charges – PA12138 for Three (3) x Multiple Dwelling Units over Lot 64 on M97375

Cr Vea Vea referred to Council Resolution for Report 10.10 at the November Ordinary Meeting and asked when the detailed reports will be presented to Council for consideration following the engagement with the owners of each of the other four properties constructed by the same builder to ensure that Council is upholding the principles of equity and fairness in its consideration of these matters.

ACTION: MANAGER LIVEABILITY AND SUSTAINABILITY

7.2 Giant Rats Tail Grass – St Lawrence Recreational Grounds

Cr Coleman attended the St Lawrence Wetlands Weekend Working Group Meeting recently and it was raised that there is Giant Rats Tail Grass growing at the St Lawrence Recreational Grounds and it is starting to seed. Can this be managed prior to the St Lawrence Wetlands Weekend coming up in June 2021.

ACTION: MANAGER LIVEABILITY AND SUSTAINABILITY

7.3 Cape Palmerston Issues

Cr Coleman asked for an update on the Cape Palmerston issues that have been raised.

ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11.45am.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held Tuesday 9 March 2021 in Moranbah.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.1

MAJOR GRANT APPLICATION ROUND 3 – DYSART PONY CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Dysart Pony Club to support the restoration of the club's canteen facility.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from the Dysart Pony Club to the value of \$10,892.81 (excluding GST), funded from the Division 2 Community Grants FY2020-21 operational budget, to fund service connections and the purchase of fittings and equipment to support the re-establishment of the club canteen.***

BACKGROUND

Dysart Pony Club, incorporated association IA103442, has made application under Council's Community Grants program for \$10,892.81 in financial assistance as a co-contribution towards the reestablishment of the club canteen at the pony club grounds. The organisation's clubhouse was irreparably damaged in a storm, subsequently demolished and replaced with a new structure under insurance. A funding shortfall of approximately \$7000 to this reconstruction was funded by the club and it also received at \$4999 Active Restart Infrastructure Recovery Grant to fund electrical upgrades to the premises. However, these collective works were not sufficient to complete a restoration of canteen facilities within the building. The grant application is to establish basic canteen amenities including access to potable and hot water services, hand and dishwashing facilities, cold food storage and a coffee machine. The club believes the reestablishment of the canteen will help to support the sustainability of the club in the longer term. Supporting initiatives to this objective include accreditation as a Good Sports Club with a "healthy foods canteen". The club's competition days attract riders from the local area and wider region. The canteen facility would be open to the general public on club days and a schedule of community fun days is also being planning to further activate the venue for community.

IMPLICATIONS

The major grant application will be funded from the Division 2 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Eight

Manager Community Engagement Programs and Events

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Dysart Pony Club

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program, supports community organisations and activates 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: JIM HUTCHINSON Manager Engaged Communities Date: 23 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Dysart Pony Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:



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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Dysart Pony Club
ADDRESS	21 Pony Club Road, Dysart, 4745
PHONE	No landline. Please contact grant applicant [REDACTED]
EMAIL	Please contact the club secretary [REDACTED] or grant applicant [REDACTED]
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED] (on behalf of the Dysart Pony Club)
POSITION TITLE	Canteen Convenor
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Rebuilding the Dysart Pony Club Canteen
PROJECT/ACTIVITY LOCATION	Dysart Pony Club
PROJECT/ACTIVITY DATE/S	Ongoing
DESCRIPTION OF YOUR PROPOSAL:	<p>This grant proposal aims to obtain funding to rebuild basic canteen facilities including handwashing facilities with access to warm water, potable water access, cold food storage and coffee making facilities for the Dysart Pony Club to support it to become more independently financially viable, while being able to extend the facilities to the greater community. In 2019 a storm irreparably damaged the Club House which had to be demolished, and the insurance policy did not extend to rebuilding of the canteen facilities. As a result, the club does not have basic amenities such as hand washing facilities and potable water. Through beginning to rebuild these amenities and very basic canteen facilities, the club has the capacity to commence fundraising for more adequate facilities to support financial stability. while engaging the community through social networking opportunities.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$10,892.81 NOTE: [REDACTED] (IRC Grants Officer) is aware that we are submitting a grant application that exceeds the \$5,000 limit. I gave Donna a estimate of \$7,000 prior to compiling the attached quotes.
MINIMUM CO-FUNDING REQUIREMENT (%):	40%
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.	covered by the \$40,000 insurance payment and \$7,238.45 that the club has already contributed to rebuilding the clubhouse Cash contribution: In-kind: \$900 (see attached budget for further information) Volunteer labour: Grants: Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$10,892.81
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Purchase and connection of a hot water service Purchase and installation of hand washing facilities, potable water access and dishwashing facilities Purchase of a coffee machine Purchase of cold food storage and display unit
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input checked="" type="checkbox"/> Enhance community safety

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☒ Yes - please indicate who:

IRC Grants Officer
IRC Environmental Health Officer

Date: 15th February, 2021

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

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input checked="" type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input checked="" type="checkbox"/> Contribute to building healthy and active communities <input checked="" type="checkbox"/> Contribute to building healthy and active communities <input checked="" type="checkbox"/> Improve the sustainability of sport and recreation clubs <input checked="" type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input checked="" type="checkbox"/> Engage a broad spectrum of the community <input checked="" type="checkbox"/> Provide access for all abilities <input checked="" type="checkbox"/> Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

<p>WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?</p> <p>Clearly demonstrate the need for the project or activity</p>	<p>Over 12 months ago the Dysart Pony Club club house was irreparably damaged by a storm resulting in it being deemed uninhabitable, hence it was demolished. The insurance covered \$40,000 of construction fees, however the club was left \$7,000 out of pocket for the club house rebuild which has now been covered. The club also received a \$4999 Active Restart Infrastructure Recovery Fund grant which paid for an electrical upgrade due to the storm damage. This total only covered the construction of the building and the electrical upgrade, and not the internal building inclusions. Consequently, the canteen was lost and the club does not have the funds available to rebuild these facilities.</p> <p>It is the aim of the Dysart Pony Club to become an independently financially viable community organisation which has the goal of extending its facilities to the greater community when more established. Without canteen facilities, this goal is unable to be achieved. The income from memberships and event days does not stretch to accommodate for canteen facilities; therefore, support through grants is the most viable option to commence rebuilding of this facility.</p> <p>The club has also commenced working towards becoming a 'Good Sports Club' (evidence attached), which is a program supported by the Australian Alcohol and Drug Foundation https://goodsports.com.au. This program supports sporting clubs to become stronger community sporting clubs which work within the boundaries of health promotion through the provision of healthy food canteens and family friendly environments which use healthy behaviours to generate income while discouraging the generation of an alcohol drinking culture to generate income. The program also supports clubs in dissemination of information to support optimal mental health and creating a tobacco/smoke free environment to support the health of community members. The resources to be implemented at the club can be located through this link: https://goodsports.com.au/resources/</p> <p>To be able to implement the advice provided by the Good Sports program, the club needs to be able to generate a 'healthy foods canteen' as a first step. To do so, handwashing facilities, potable water access, hot water access, dishwashing facilities and a cold food display cabinet are required to promote healthy canteen options. Advice has been sought from the IRC Environmental Health Officer Anna Wolanin in how to ensure compliance with IRC requirements for food safety, and in order to generate a healthy foods 'grab and go canteen' the club needs access to compliant food storage options to ensure food safety standards are upheld.</p> <p>The request for a coffee machine has been inserted to enhance the capacity of the to generate income to become more financially viable. Currently this service is outsourced to a local coffee van due to a lack of facilities within the club. By accessing the equipment required to provide this product to users of the club, income can be generated.</p> <p>NOTE: Please see the attached 'matrix of evidence to address category outcomes' document.</p>
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MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

To evidence this section we have attached documentation to show how many club members we will be servicing through the requested facilities on a regular basis, as well as the schedule of events in the pony club community that we will have the opportunity to host if we have better facilities (or to be correct: actually have facilities).

Please see the attached documents:

Calendar of events for Zone 10 Pony Club 2021 (we could host most of these events if we have facilities)

Our club member schedule indicating that we have 51 members to provide facilities for

Evidence of a show jumping clinic on the 6th and 7th of March at the club

Evidence of a Dressage and Combined Training Competition that we are holding on the 13th March 2021 and that we will be having people camping at the club

Evidence of a combined training program on the 14th of March and that we will be having people camping at the club

Not for Profit Food Notification for upcoming events

Link to Facebook Page: <https://www.facebook.com/DysartPonyClub> to see what the club is involved in so far

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

Through the provision of canteen facilities, the club has the capacity to cater for larger numbers of people which expands the possibilities of the club to be able to host zone events. This increases the social networking capacity of the members of the club, and those within and outside of the Isaac Region. It also enhances the capacity of the club to work towards achieving financial sustainability allowing it to survive without being dependent on grant provisions.

The canteen facility also provides a conduit for health promotion, which engages youth in health and wellbeing within and beyond the Dysart community, and also those attending the club from the greater Isaac Region. Through alignment with the Good sports program, the club has the capacity to enhance mental health awareness for all attending the club facilities, while encouraging engagement in sporting activities that are alcohol, tobacco and illicit drug free to enhance the health of our youth.

Community safety will be addressed through this project by providing handwashing facilities, which are currently non-existent. Through the promotion of hand hygiene practices to facility attendees, the rate of disease transmission may be reduced to enhance the health and wellbeing of attendees. The provision of a potable water resource also supports community safety by reducing the risk of consumption of contaminated water sources by facility users. This also encourages the greater consumption of water to reduce the risk of dehydration among attendees, which can be of concern in our hot and dry climate. It also promotes health and wellbeing.

Once the facilities are installed and established, the club intends to commence generation of community connections to promote access and inclusion for all. Identified target connections include Hinterland Community Care, local mothers groups and older members of the community. The club aims to invite these community groups to our club on event days to provide morning tea to encourage social networking and inclusion, while providing potentially vulnerable members of the community with an avenue to enhance mental health through inclusive strategies.

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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-eb08e177aead
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	<input type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

**YOUR
PROJECT/EVENT/ACTIVITY?**

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Dysart Pony Club Incorporated
TRADING NAME	Dysart Pony Club Incorporated
ABN	[REDACTED]
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	[REDACTED]
POSITION TITLE	Dysart Pony Club Secretary
ADDRESS	PO Box 79, Dysart, 4745
PHONE	[REDACTED]
FAX	NA
EMAIL	[REDACTED]
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	[REDACTED]
BANK	[REDACTED]
BSB (6 DIGITS)	[REDACTED]
ACCOUNT NUMBER	[REDACTED]

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	DATE	19/02/2021
	Print Name		

SECTION 10- APPLICATION CHECKLIST

ANSWER THE FOLLOWING QUESTIONS IN RELATION TO YOUR GROUP/ ORGANISATION	YES	NO	N/A
Does your group/organisation operate within the Isaac Regional Council local area?	✓		
Is your group/organisation free of debt with Isaac Regional Council?	✓		
Have you acquitted any previous grants obtained from Isaac Regional Council?	✓		
Have you provided a valid public liability certificate? (Section 1)	✓		
Have you provided an Event Plan? (Section 4)		✓	
Have you met the minimum co-funding requirements? (Section 4)	✓		
Have you provided evidence of confirmed co-funding contributions? (Section 4)	✓		
Have you provided letters of support or registration of interested parties? (Section 6)	✓		
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)			✓
Have you provided the most recent audited financial report? (Section 8)	✓		
Have you completed a Budget? (mandatory) (Section 8)	✓		
Have you provided written quotes? (Section 8)	✓		
Have you provided a copy of banking verification? (Section 9)	✓		
<p>PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE</p> <p>We have not attached an event plan as it is not required for this application. We have not attached local or state government permits/approvals as we do not need them for this application.</p>			

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.							
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.							
AUTHORISED PERSON	<table><tr><td>Signature</td><td>[Redacted]</td><td rowspan="3">DATE 19/02/2021</td></tr><tr><td>Print Name</td><td>[Redacted]</td></tr><tr><td>Position Title</td><td>Canteen Convenor, Dysart Pony Club</td></tr></table>	Signature	[Redacted]	DATE 19/02/2021	Print Name	[Redacted]	Position Title	Canteen Convenor, Dysart Pony Club
Signature	[Redacted]	DATE 19/02/2021						
Print Name	[Redacted]							
Position Title	Canteen Convenor, Dysart Pony Club							

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.2

MAJOR GRANT APPLICATION ROUND 3 – ST LAWRENCE STATE SCHOOL 150TH ANNIVERSARY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the St Lawrence State School Parents and Citizens Association to support the delivery of the school's commemorative 150th anniversary program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from the St Lawrence State School Parents and Citizens Association to the value of \$5000 (excluding GST), funded from the Division 8 Community Grants FY2020-21 operational budget to support the commemorative 150th anniversary program, conditional on:**
 - i. Compliance with COVIDSafe event delivery; and**
 - ii. That any commemorative plaque appropriately acknowledges the financial support provided by Isaac Regional Council and be approved by Council prior to fabrication.**

BACKGROUND

St Lawrence State School Parent and Citizens (P&C) Association has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the school's commemorative 150th anniversary program (1871-2021) on Saturday 22 May 2021. This is a significant historical milestone for both the school and the wider St Lawrence community as the township is one of the oldest coastal settlements in Queensland. It is proposed that the grant will help fund an artist to paint a mural documenting the history of the school's buildings from 1871-2021, commemorative souvenirs of the milestone and a commemorative plaque to be unveiled at the event. The P&C Association proposes to make a \$2700 financial and in-kind contribution to the project, noting the limited opportunities for fundraising in 2020 due to the COVID-19 pandemic. Whilst the community grant guidelines exclude projects which improve or maintain school grounds or infrastructure, it is not considered that a commemorative mural meets the threshold of an improvement.

IMPLICATIONS

The major grant application will be funded from the Division 8 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Eight

Manager Community Engagement Programs and Events

Coastal Community Relations Officer

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

Isaac Arts and Cultural Advisory Committee

External

St Lawrence State School Parents and Citizens Association

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and engages with young people.

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major grant application St Lawrence State School P&C_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	St Lawrence State School P&C Association
ADDRESS	6 Macartney Street St Lawrence
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input checked="" type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	President
PHONE	
EMAIL	
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	St Lawrence State School 150 Year Anniversary
PROJECT/ACTIVITY LOCATION	St Lawrence State School
PROJECT/ACTIVITY DATE/S	22nd May 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>St Lawrence State School and the P&C are hosting our 150 Year Anniversary. We are applying for a grant to help with this event. This will go towards the cost of an artist for a mural of the schools from 1871-2021 as well as help to purchase souvenirs for the community attending. It will also go towards a plaque to commemorate the occasion. Like many community groups last year we had limited fundraising. This grant would enable us to make this important milestone for our community a memorable event.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	\$5000

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget): Please provide evidence of co-Funding contributions.	Cash contribution: In-kind: Volunteer labour: Grants: Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: Karen Armstrong, Viv Coleman Date: <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

Celebrating our 150 year anniversary is a great achievement for a small rural town, Although our school may not have as many enrolments as it had in the earlier days it is still going strong and engaged in the community. We endeavour to involve the community in many activities through out the year. This event has already had a positive following of many past and present students, teachers and community looking to attend on the day. We have created a Facebook page for the event and we have also shared it on a local historic page as well as our P&C Page. It has had a great response from the community and surrounds. Our mural of the past schools to present as well as including the surroundings of the town area will be something to be treasured for many years. to come.

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

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

Our event has been well received within the community either through word of mouth or our Facebook page. As well as a local I Grew Up in St Lawrence Facebook Page and our P&C page.

MINOR OR MAJOR GRANTS APPLICATION FORM

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

This event will bring many past residents back to town to celebrate the 150 years of education our little rural school has had over the years.
It will see many people reconnecting from the years and supporting our community.
We have received great support from the community regarding our anniversary and many people are excited for the day.

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-4168-86f9-5dde55775e1?inner_span=True

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	\$5000
		Co-funding amount contributed by your group / organisation	
Venue hire		- Cash contributions	\$500
Other equipment hire		- In-kind	
Bar expenses	\$1000	- Volunteer labour	\$1000
Catering expenses	Cake \$400	- Grants	
Promotional materials	\$2000	- Sponsorships	
Entertainment	\$1000	Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker		- Cash contributions	
Workshop facilitator	\$2300	- In-kind	
Travel/accommodation		- Volunteer labour	
Permit/approvals costs		- Grants	
Photographer		- Sponsorships	
Donations		Ticket sales	
Prizes and gifts		Bar sales	\$1200
Material expenses		Food sales	
Other expenses	Plaque \$1000	Other income	
Total Expenditure:	\$ 7700	Total Income:	\$ \$7700

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	DATE
	Print Name	

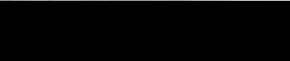

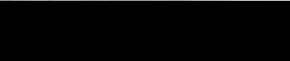

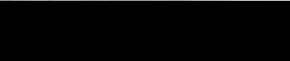

SECTION 10– APPLICATION CHECKLIST

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.							
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.							
AUTHORISED PERSON	<table><tr><td>Signature</td><td></td><td rowspan="3">DATE 9-2-21.</td></tr><tr><td>Print Name</td><td></td></tr><tr><td>Position Title</td><td>President</td></tr></table>	Signature		DATE 9-2-21.	Print Name		Position Title	President
Signature		DATE 9-2-21.						
Print Name								
Position Title	President							

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 _____	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.3 MAJOR GRANT APPLICATION ROUND 3 – 2021 MORANBAH DEBUTANTE BALL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Emergency and Long-Term Accommodation in Moranbah (ELAM) to support delivery of the 2021 Moranbah Debutante Ball.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Emergency and Long-Term Accommodation in Moranbah to the value of \$2300 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of the 2021 Moranbah Debutante Ball, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

ELAM, incorporated association IA04644, has made application under Council's Community Grants program for \$2300 in financial assistance as a co-contribution towards the staging of the 2021 Moranbah Debutante Ball. ELAM is auspicing the ball in 2021 after the previous organising group, Moranbah Quota Club, was dissolved in late 2020. Quota had a multi-year funding agreement with Council – Resolution 6341 – to deliver the debutante ball in 2020, 2021 and 2022 which lapsed with the closure of the club. The multi-year agreement was reflective of Council's established support for the ball, which has been a community fixture since 1976. The ball provides young people with the opportunity to participate in a formal societal tradition. They learn new skills including dance and social etiquette, building confidence and wellbeing. At the conclusion of 10 weeks of rehearsals the debutantes and their partners will be presented to the Mayor at the ball on 29 May 2021.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four
Councillor Division Five
Councillor Division Seven
Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
External
Emergency and Long-Term Accommodation in Moranbah

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting and engaging with 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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application ELAM_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:



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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Emergency & Long Term Accommodation in Moranbah Inc
ADDRESS	2 Appleton St Moranbah 4744 PO Box 455 Moranbah 4744
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]	
POSITION TITLE	ELAM Inc Management Committee Member	Debutante Ball Coordinator
PHONE	[REDACTED]	
EMAIL	[REDACTED]	
SIGNATURE	[REDACTED]	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	ELAM Debutante Ball
PROJECT/ACTIVITY LOCATION	Moranbah Community Centre
PROJECT/ACTIVITY DATE/S	Debutante Ball 29 May 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>The 2021 Debutante Ball is being hosted by ELAM Inc as part of their Youth Portfolio. Previously Quota Moranbah hosted the Deb Ball for 8 years. However the Quota Club is no longer operating. The Débutantes and their Partners will complete 10 weeks of Dance & Etiquette and will be joined by Family, Friends & Community for their Presentation to IRC Mayor on the 29 May. Dinner & Dancing will follow the presentation. It is an opportunity for our Young adults to participate in an Arts & Cultural experience. It is also an opportunity for people in the Community to volunteer to work with the Youth and for a cross section of people from the Community to come together to Plan, Set Up for a Function and Socialise.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$2300										
MINIMUM CO-FUNDING REQUIREMENT (%):	20%										
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.	<table border="1"> <tr> <td>Cash contribution:</td> <td>\$11,000</td> </tr> <tr> <td>In-kind:</td> <td>\$1030</td> </tr> <tr> <td>Volunteer labour:</td> <td>\$4640</td> </tr> <tr> <td>Grants:</td> <td></td> </tr> <tr> <td>Sponsorships:</td> <td>\$2500</td> </tr> </table>	Cash contribution:	\$11,000	In-kind:	\$1030	Volunteer labour:	\$4640	Grants:		Sponsorships:	\$2500
Cash contribution:	\$11,000										
In-kind:	\$1030										
Volunteer labour:	\$4640										
Grants:											
Sponsorships:	\$2500										
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$13,100										
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	To Pay the Old Time Band from Rockhampton who are crucial to the success of the Debutante Ball and the only Old Time Dance Band in CQ										
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input checked="" type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety										

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☒ Yes - please indicate who: [REDACTED]

Date: February 2021

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

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input checked="" type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Improve the sustainability of sport and recreation clubs <input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input type="checkbox"/> Engage a broad spectrum of the community <input type="checkbox"/> Provide access for all abilities <input type="checkbox"/> Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity	<p>This is one of the few opportunities in the Moranbah Community that the Youth have to be committed and challenged to present themselves to the Community outside of their High School and sporting activities. It is a 10 week commitment for the Debutantes and Partners. This is also one of the rare opportunities that up to 3 generations of a family come together to dance and socialise at a Moranbah event.</p> <p>It contributes to the social well being of a cross section of our Community.</p>
--	---

MINOR OR MAJOR GRANTS APPLICATION FORM

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 Debutante Ball is steeped in tradition in the Moranbah Community for over 40 years. Our aim is to provide young people with a positive experience through dance and etiquette, culminating in a celebration whereby the Debs and Partners are presented to their families and friends as young adults in an environment which is family focused. Volunteers from the Moranbah community teach the dancing. Local businesses support the Event through in kind and monetary donations.

Please find attached 2 letters of support from families who have been part of the Quota Deb Ball in previous years.

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

Small Businesses e.g. Hairdressers, Beauticians and retail will benefit. Many families have out of town visitors for this event who contribute to the local economy.

The life skills that the Débutantes and Partners learn in preparing for the Debutante Ball add to the capacity for them to participate in Social events through out their life.

Profits from the Debutante Ball are distributed back to projects within the Moranbah Community.

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input checked="" type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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-eb08e177aead
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	<input checked="" type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

YOUR PROJECT/EVENT/ACTIVITY?

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Emergency & Long Term Accommodation in Moranbah Inc
TRADING NAME	ELAM Inc
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	Manager ELAM Inc
ADDRESS	2 Appleton St Moranbah 4744 PO Box 455 Moranbah 4744
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature		DATE 14/02/2021
	Print Name		







SECTION 10– APPLICATION CHECKLIST

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

<p>PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE</p>	<p>ELAM Inc</p>
--	-----------------

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.							
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.							
AUTHORISED PERSON	<table><tr><td>Signature</td><td></td><td rowspan="3">DATE 14/02/2021</td></tr><tr><td>Print Name</td><td></td></tr><tr><td>Position Title</td><td>ELAM Inc Management Committee Member</td></tr></table>	Signature		DATE 14/02/2021	Print Name		Position Title	ELAM Inc Management Committee Member
Signature		DATE 14/02/2021						
Print Name								
Position Title	ELAM Inc Management Committee Member							

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.4

MAJOR GRANT APPLICATION ROUND 3 – AUSTRALIAN GEOGRAPHICALLY ISOLATED EDUCATION INCORPORATED

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to support Australian Geographically Isolated Education Incorporated (AGILE).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Australian Geographically Isolated Education Incorporated up to the value of \$2500 (excluding GST) from the Division 1 FY2020-21 Community Grants operational budget to support participation by an Isaac Region representative in the Society for the Provision of Education in Rural Australia's 2021 National Conference on Regional, Rural and Remote Education.***
- 2. Approve that the scope of the grant is inclusive of conference registration, travel and accommodation costs, subject to the applicant providing suitable evidence of such expenses but excluding meal allowances.***

BACKGROUND

AGILE Inc. has made application under Council's Community Grants program for \$20,000 in financial assistance as a co-contribution towards ongoing research work and advocacy regarding the needs of distance learning students in rural and remote students. AGILE Inc. was founded by Clermont district resident Elizabeth Burnett, who has self-funded a research collaboration with academics from the University of Southern Queensland into the training, recruitment and support of home tutors who work with rural families in geographically isolated settings. The group has been invited to present their findings to date at the Society for the Provision of Education in Rural Australia's 2021 National Conference on Regional, Rural and Remote Education in April. Whilst the past financial investment in this project is ineligible to be funded or compensated under the Community Grants program, the ongoing research work of AGILE Inc. could be of considerable importance to distance education students and their families, particularly those in Isaac Region and wider Central Queensland. On this basis a contribution to defray the cost of attending the upcoming conference has been recommended.

IMPLICATIONS

The major grant application will be funded from the Division 1 Community Grants operational budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division One

Manager Community Engagement Programs and Events

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Australian Geographically Isolated Education Incorporated

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by promoting access and inclusion for all, in this instance equity of education opportunity for distance education students.

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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application - Australian Geographically Isolated Learner Education_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

- Community Development
- Sport, Recreation and Healthy Living
- Community Events
- Cultural Development - refer to Regional Arts
- Community Facilities 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.*

MINOR OR MAJOR GRANTS APPLICATION FORM

☒ 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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	ELIZABETH ELLEN BURNETT (AGILE INC.)
ADDRESS	'MONTEAGLE', LAGLAN ROAD. CLERMONT. QUEENSLAND. 4721
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: [REDACTED] <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

**DOES YOUR
GROUP/ORGANISATION
HAVE AN ABN?**

☒ Yes - ABN Number: [REDACTED]

☐ No

**IS YOUR
GROUP/ORGANISATION
REGISTERED FOR
GST?**

☐ Yes

☒ No

**WILL YOUR
GROUP/ORGANISATION
COVER THE PUBLIC
LIABILITY FOR THIS
PROJECT OR
ACTIVITY?**

☒ Yes - Please provide a copy of the current policy.

☐ No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

NAME

ADDRESS

PHONE

EMAIL

**INCORPORATION
NUMBER:**

**DOES YOUR
GROUP/ORGANISATION
HAVE AN ABN?**

☐ Yes - ABN Number:

☐ No

**IS YOUR
GROUP/ORGANISATION**

☐ Yes

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Date Effective: 29/01/2021
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ISAAC REGIONAL COUNCIL ABN 39 274 142 600

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	TREASURER
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

Description of Proposal:

PROJECT/ACTIVITY NAME	Advocating for the Geographically Isolated Learner via researching, and promoting the data/research collected in 2020 National Remote Education Survey
PROJECT/ACTIVITY LOCATION	AGILE INC with [REDACTED] to Attend the Society for the Provision of Education in Rural Australia Conference Barossa Valley - April 2021.
PROJECT/ACTIVITY DATE/S	21-23 April 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

I respectfully seek financial support from the Isaac Regional Council to ensure the sustainability of my remote education project to continue advocating for the Geographically Isolated learner in the distance education system. I have created very beneficial relationships with the University of Southern Queensland and three professional researchers have joined my Incorporated Association to research the demographic. I will share this research with the ICPA and they can use it to strengthen their motions lobbied to parliament with it. Without it to date they have made little progress.

History:

I started the Incorporated Association to house the activities and research Australian Geographically Isolated Learner Inc. (AGILE Inc.). I have been the sole financial support since inception in July 2019 to ensure progress and am willing to continue to fund the project into the future. With respect though to successfully gain a financial grant from the Isaac Regional Council it would go a great way toward exponentially increasing our access to the rural community beyond what I can achieve funding personally. As well we will gain a wider audience to share our data with nationally in order to inform and incite positive change through being able to attend and present professionally at conferences such as the 2021 SPERRA Conference on the topic. We have been successful at securing a presentation position at the National Conference for Regional, Rural and Remote Education in the Barossa Valley in April 2021. I am seeking from the Isaac Regional Council, the financial support to contribute to enable our attendance.

How we will utilise the Isaac Regional Grant Funds:

We will share our analysed data at conference, build upon our mission by networking with common organisations and as well build credibility in the education space with the goal to make a positive difference in the policies that affect recognition of the home tutor to greater enable the support of them in the profession to which will directly

MINOR OR MAJOR GRANTS APPLICATION FORM

(these figures must match budget):	hours Grants: \$0 to date, if successful \$20,000 (Isaac Regional Council)
Please provide evidence of co-Funding contributions.	Sponsorships: \$0
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$50580.92 \$18032.23 (already paid) \$1848.69 (conference costs already paid)
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Conference Costs (travel and registration) Marketing and Promoting with Stakeholders 1 x Video Rabbit Hop Films and Marketing with Plash Creative = \$20548.69
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input type="checkbox"/> Yes - please indicate who: Date: <input checked="" type="checkbox"/> No

SECTION 5 – APPLICATION CATEGORY

CATEGORY	CATEGORY OUTCOMES
Which of the following categories does your project or activity most align with?	Which category outcomes will your project or activity deliver? (tick all that apply)

MINOR OR MAJOR GRANTS APPLICATION FORM

benefit the learner in the context. The geographically isolated child, the future of rural communities and the agricultural industry.

What will continue on from the conference?

Following the conference I wish to actively engage with ICPA and other rural and remote advocates to gift our research and support them with further research needed to convince the commonwealth government on what can be achieved in the remote education space.

A financial grant would greater enable this endeavour and thus ensure I can deliver the data to where it matters most, the decision makers in education and rural community policy.

I have personally contributed to our Mission since its inception with no outside funding:

Included in my personal contributions to date have been all costs related to travelling the two researchers from the University of Southern Queensland Toowoomba in February 2020 to the remote areas of the Central Highlands so they could gain access to the home classrooms, home tutors, families and learners to research deeply and in a real context to gain an intimate understanding of the issues we face schooling in geographically isolated areas. Also following this to entice participation in and spread the survey nationally I financed the production of the AGILE Inc. promotional videos with Rabbit Hop Films. I am willing into the future to finance our project and incorporated associations missions, however I would be very grateful for any monetary or other support that the Isaac Regional Council could provide.

Why is this important?

There is an urgent need to understand and support the professionals providing education to home learners who are geographically isolated and to acknowledge these individuals who carry the responsibilities of delivering explicit curriculum content in remote home classrooms to ensure sustainability of the model. A large number of these families, home tutors and learners reside in the Central Highlands and Mackay areas.

We must have professional, academic quality research to gain the credibility required to share our research nationally. I will continue to collaborate with the Isolated Children's Parents Association and other rural community advocate groups to give them power by way of the data that shapes policy at a government level. The researchers must continue to have intimate access to the demographic, being the remote education tutors (governesses/teachers).

MINOR OR MAJOR GRANTS APPLICATION FORM

<p>FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET):</p> <p>Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.</p>	<p>SPERRA CONFERENCE EXPENSES</p> <p>Travel Expenses – Flights Brisbane to Adelaide, Car Hire and Accommodation \$3700 Registration for SPERRA Conference \$1848.69</p> <p>MARKETING</p> <p>POST RESEARCH ANALYSIS AND POST CONFERENCE Marketing – Plash Creative \$2000</p> <p>POST DATA ANALYSIS</p> <p>Data and Research Stakeholder Video Production – Rabbit Hop Films \$13000 = \$20548.69</p>
<p>MINIMUM CO-FUNDING REQUIREMENT (%):</p>	
<p>CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES</p>	<p>Cash contribution:</p> <p>Financed to date personally – Elizabeth Burnett</p> <p>PAST COSTS ALREADY COVERED</p> <p>TRAVEL FOR USQ RESEARCHERS BRISBANE TO ROCKHAMPTON AND EMERALD</p> <p>PRIOR MARKETING</p> <p>GRAPHIC DESIGN – PLASH CREATIVE \$2970</p> <p>VIDEOGRAPHER - \$12290.25 FLIGHTS - \$1000.85</p> <p>CAR HIRE - \$747.13</p> <p>ACCOMODATION AT GLENMORE PALMS ROCKHAMPTON - \$500</p> <p>ACCOMODATION AT MARABOON DAM- \$524</p> <p>TOTAL = \$18032.23</p> <p>In-kind:</p> <p>Volunteer labour: 200 Hours (), USQ Researchers 400</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

(tick one)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

SPORT, RECREATION AND HEALTHY LIVING	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
	<input type="checkbox"/> Contribute to building healthy and active communities
	<input type="checkbox"/> Contribute to building healthy and active communities
	<input type="checkbox"/> Improve the sustainability of sport and recreation clubs
	<input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods
	<input type="checkbox"/> Engage a broad spectrum of the community
	<input type="checkbox"/> Provide access for all abilities
<input type="checkbox"/> Provide benefit to multiple user groups	

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

MINOR OR MAJOR GRANTS APPLICATION FORM

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

The Australian Geographically Isolated Learner Education Inc. (AGILE Inc.) Project is born from a genuine need in the geographical locations surrounding the Central Highlands and Isaac Region.

Personally, and like many others who live on or operate agricultural businesses in the area reside a great distance from schools and therefore must educate children in the distance education system.

In January 2018 I began teaching my eldest daughter [REDACTED] via Capricornia Distance Education in Emerald, she was going into Prep. Then in January 2020 my second daughter joined the home classroom. Recruiting an available, appropriate governess (or known as a Home Tutor) to deliver the curriculum to our children was an arduous, expensive and time extensive process, and continues to be. I ended up teaching them myself. Although on air teacher delivered lessons were provided for basic English and reading at that time, I needed to teach all other areas. At the same time I was operating the entire administration sector of a large scale livestock aggregation with our [REDACTED] family in the local area. I was stretched over both full time jobs, however due to the law in Australia being that the child in distance education needing to have supervision for their entire school day, I was forced again to try to recruit a home tutor to ensure the education for our girls was not compromised. Without success, we hired one unsuitable, nil-experienced individual, who way out of her depth finished after 30 days of employment and thus I was back in the school room for the 7 hour school day, as well as managing our business. Four months later we were successful in soliciting a home tutor for the schoolroom and employed a part time (shared with our neighbours, Bush's) Diploma of Childcare qualified educator, with no teaching skills nor education background and her childcare experience did her no favours once in the schoolroom. Luckily with the support from myself, professional mentoring from [REDACTED] [REDACTED] (a local qualified and experienced teacher) and a model of employment which has empowered her to now enrol in her Bachelor of Education at USQ, our home tutor and our daughters' educations are thriving.

This is the stark reality of the distance education model, the children are at the whim of the home tutor's experience and in general it is a situation of 'you get the best you can, and most of the time they are inexperienced, young and unsupported individuals learning to be teachers on our rural children'.

What I am advocating is that there is actual teaching and curriculum delivery occurring via the home tutor to the children in the classrooms of geographically isolated areas, and that these 'teachers' need support, recognition and career pathways for the whole model to be sustainable. The problem is, no one outside the already converted understand the demand on the home tutor nor

MINOR OR MAJOR GRANTS APPLICATION FORM

the huge educational responsibility they carry, nor the impact on the child's education as a whole. Not only that the most important issue at hand is the quality of education that our rural children are receiving. Myself intrinsically and Agile Inc. know and can prove that the education is provided equally and in relationship between the schools of distance education and the home tutor. We can also prove, that if supported appropriately these essential professionals can develop into very capable teachers and the child can thrive in this model.

I started on this mission with the goals:

1. To more easily recruit home tutors.
2. Recruit higher quality home tutors.
3. Provide support to the home tutor to directly benefit the learner, but also increase the sustainability of the employment.
4. To provide recognition of the teaching and responsibilities of the home tutor as a professional to support those already in the role, encourage others to the profession and to create an educational career pathway for the home tutor, to inevitably benefit the geographically isolated learner and provide sustainability to rural communities in this context.

How did I begin to address the issue?

Initially in June 2019 I phoned USQ (where I attended University), and asked about access to the education students in relation to possibilities around home tutor placements as being considered to fulfil the teaching practicum as per their course requirements. It will encourage available home tutors as pre-service teachers to the many positions available in our local communities, and as well as this will bring more qualified educators to the rural home classrooms. Another added necessary benefit that arises is the raised awareness in metropolitan populations of the role as a legitimate teaching pathway.

From this conversation stemmed the interest of two somewhat 30+ year experienced Doctors of Education and Senior Lecturers at the USQ in Toowoomba, they phoned me back and they agreed that this would provide valuable teaching experience for training teachers and also address the serious shortage of available home tutors. Thus AGILE Inc was born.

The Priorities outlined in the grant opportunity that this project aligns with:

Target, include or engage youth.

Promote access and inclusion

Community Development growth opportunity that stems from this project:

MINOR OR MAJOR GRANTS APPLICATION FORM

Promote social inclusion.

Encourage community engagement, participation and volunteerism.

Engage with the community to encourage sustainability within the Isaac region.

Contribute to building strong communities: inclusive, connected, engaged, healthy and active.

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

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

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

Why do we need to address this issue on a community and a national level?

We needed to first research the demographic because to date there is no data on the home tutor, what they do nor the impact they have on education in this context. We started there. Our research survey has reached 24,000 professionals, we have a huge following in the education space and our survey will close in less than 10 days. We will analyse the data, and engage in further anecdotal follow up of the research subjects, most of whom reside in Queensland and within the Isaac area.

How the project links to National interest and incentives already recommended?

According to the Independent Review into Regional, Rural and Remote Education commissioned by the Commonwealth Government in 2017, the more rural and remote a learner the poorer their academic outcomes. A key recommendation to the Australian Government by Professor [REDACTED] (the expert commissioned for the independent review) was to provide better access to sub-bachelor higher education access for rural and remote people. Credentialing via an on the job pathway which aligns with a teaching qualification, which could flow into, and become part of a higher education while one is working and residing in rural communities would be a superior way in which to acknowledge the teaching that is happening and create a career pathway for these home tutors and teaching parents and protect the long term sustainability of rural communities such as ours in the Isaac.

Our professional community is moving away from our rural areas to pursue careers in metropolitan areas, this is affecting the sustainability of our communities. The general consensus according to rural professionals, and teaching professionals in general thinking about coming to rural areas is ***'the country is a good place to start a career, but not to devote their career to'***, the Independent Review 2017 strongly supports this as the norm attitude of the majority. What does this say for the outlook on time spent and long term impacts of lack of continuity and career opportunity in the rural education space? Most affected is the child, the rural child, the communities' workforce and agriculture future of Australia. The temporary training ground called outback home classrooms are at risk because of this, we can turn rural areas into career positive opportunities, with the support, remuneration and community that will sustain it. We intrinsically recognise that if we were to adequately recognise, reward and create career pathways for the people providing education in this demographic, especially with the ones that already reside here, they will stay, and contribute to the sustainability of the community. And most importantly, provide high quality education to the people, equal to the metropolitan areas.

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How the Isaac Regional Council Grant will assist:

Through enabling our research, and access to the stakeholders with that research data, it will make room for real teaching experience that is occurring in home classrooms to be recognised then accessed as a pathway by Universities of preservice teachers to use as legitimate practicum.

Enable us to provide the proof required to demonstrate to higher education facilities the context of the home classroom is valuable so that they include the remote learning experience within the education teacher training courses at universities nationally.

Align practical teacher training to the remote educator role and create practicum pathways that provide home tutors for the many vacant roles this will provide a teacher to the child but also creates exposure to this pathway of teaching.

How the Isaac Regional Council Grant fits with National Interest:

Government needs to support their state education sector to recognise this role of the home tutor and teaching parent as legitimate teaching. And we as forward thinking educated individuals need to acknowledge that while a parent is teaching their child because of distance or other that they do not have a choice. And while they spend time teaching out of necessity, they cannot achieve other career or personal goals. Thus this takes them out of their businesses, roles and other entities which support local communities such as the Isaac.

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

MINOR OR MAJOR GRANTS APPLICATION FORM

WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> No - Please provide an explanation: We have not yet to date had a full financial year completed so therefore cannot submit an audit. 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	<input type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

**YOUR
PROJECT/EVENT/ACTIVITY?**

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
PAST COSTS ALREADY COVERED	FLIGHTS - \$1000.85	PAST USQ RESEARCHERS TRAVEL COSTS ALREADY PAID BY ELIZABETH BURNETT	\$2771.98
TRAVEL FOR USQ RESEARCHERS BRISBANE TO ROCKHAMPTON AND EMERALD	CAR HIRE - \$747.13	PAST MARKETING ALREADY PAID FOR BY ELIZABETH BURNETT	\$15260.25
	ACCOMODATION AT GLENMORE PALMS ROCKHAMPTON - \$500		
	ACCOMODATION AT MARABOON DAM- \$524		
PRIOR MARKETING			
GRAPHIC DESIGN - PLASH CREATIVE	\$2970		
VIDEOGRAPHER -	\$12290.25		
	TOTAL = \$18032.23		TOTAL = \$18032.23
SPERRA CONFERENCE EXPENSES	\$3700	Funding amount requested from Council	\$20000
Travel Expenses – Flights Brisbane to Adelaide, Car Hire and Accommodation.			
SPERRA CONFERENCE EXPENSES			
Registration for SPERRA Conference	\$1848.69		

MINOR OR MAJOR GRANTS APPLICATION FORM

MARKETING	\$2000	Co-funding amount contributed by your group / organisation	
POST RESEARCH ANALYSIS AND POST CONFERENCE Marketing – Splash Creative			
MARKETING	\$13000	Cash contributions	\$12,548.69 (Elizabeth Burnett)
POST DATA ANALYSIS Data and Research Stakeholder Video Production – Rabbit Hop Films			
LABOUR	\$4000	Future Volunteer labour Elizabeth Burnett	200 x \$20 = \$4000 (donated)
FUTURE Volunteer Hours Elizabeth Burnett (200 hours)			
LABOUR	\$8000	Future Volunteer labour USQ Researchers x 2 (400hrs)	400hrs x \$20 = \$8000 (donated)
FUTURE Volunteer Hours 2 x USQ Professionals (400 hours)			
		Co-funding amount contributed by other group / organisations or funding bodies	
		- Cash contributions	0
		- In-kind	0
		- Volunteer labour	0
		- Grants	0
		- Sponsorships	0
Other expenses		Other income	0
Total Expenditure:	\$38580.92 + LABOUR (\$12000) = \$50580.92	Total Income:	\$38032.23

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	AUSTRALIAN GEOGRAPHICALLY ISOLATED LEARNER EDUCATION INC
TRADING NAME	AUSTRALIAN GEOGRAPHICALLY ISOLATED LEARNER EDUCATION INC
ABN	[REDACTED]
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	[REDACTED]
POSITION TITLE	TREASURER
ADDRESS	'MONTEAGLE', LAGLAN ROAD. CLERMONT. QUEENSLAND. 4721
PHONE	[REDACTED]
FAX	
EMAIL	[REDACTED]
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	A.G.I.L.E. AUSTRALIAN GEOGRAPHICALLY ISOLATED LEARNER EDUCATION INC
BANK	[REDACTED]
BSB (6 DIGITS)	[REDACTED]
ACCOUNT NUMBER	[REDACTED]

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature 	DATE	17-02-2021
	Print Name – 		







SECTION 10– APPLICATION CHECKLIST

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

AUTHORISATIONS

<p>I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:</p>	<p><input type="checkbox"/> The statements made in this application are true.</p> <p><input type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project.</p> <p><input type="checkbox"/> The project will be covered by appropriate insurance.</p> <p><input type="checkbox"/> All relevant health and safety standards will be met.</p> <p><input type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.</p>								
<p>IF MY APPLICATION IS SUCCESSFUL, I WILL:</p>	<p><input type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date.</p> <p><input type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements.</p> <p><input type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification.</p> <p><input type="checkbox"/> Complete the project within twelve months of receiving Council funding.</p>								
<p>AUTHORISED PERSON</p>	<table border="1"> <tr> <td>Signature</td> <td></td> <td rowspan="3">DATE</td> <td rowspan="3">17-02-2021</td> </tr> <tr> <td>Print Name –</td> <td></td> </tr> <tr> <td>Position Title –</td> <td>FOUNDER AND TREASURER</td> </tr> </table>	Signature		DATE	17-02-2021	Print Name –		Position Title –	FOUNDER AND TREASURER
Signature		DATE	17-02-2021						
Print Name –									
Position Title –	FOUNDER AND TREASURER								

MINOR OR MAJOR GRANTS APPLICATION FORM

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.5

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH BULLDOGS AFL CLUB 2021 JULIE-ANN SMITH LADIES DAY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by the Moranbah Bulldogs AFL Club to support the delivery of the 2021 Julie-Ann Smith Ladies Day.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Moranbah Bulldogs AFL Club to the value of \$4500 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of the 2021 Julie-Ann Smith Ladies Day, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

Moranbah Bulldogs AFL Club, incorporated association IA14867, has made application under Council's Community Grants program for \$4500 in financial assistance as a co-contribution towards the staging of the 2021 Julie-Ann Smith Ladies Day. The event is dedicated to the late Julie-Ann Smith, a long-standing Moranbah resident and supporter of the Bulldogs, who passed away earlier this year. Coinciding with Round 8 of the 2021 AFL competition, the event will raise funds for breast cancer and the McGrath Foundation. Grant funds will be used to purchase "pink" merchandise which will be auctioned off at the end of the day and to assist with catering and entertainment costs.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four

Councillor Division Five

Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
External
Moranbah Bulldogs AFL Club

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting community events, sport and engaging with 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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Moranbah Bulldogs AFL Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:



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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Moranbah Bulldogs Australian Football Club
ADDRESS	PO Box 289 Moranbah Q 4744
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	Team Manager
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	The Julie-Ann Smith Ladies Day
PROJECT/ACTIVITY LOCATION	Moranbah Bulldogs AFL Club
PROJECT/ACTIVITY DATE/S	
DESCRIPTION OF YOUR PROPOSAL:	<p>The Moranbah Bulldogs are dedicating round 8 of the AFL competition by hosting a Ladies Day, raising money specifically for breast cancer and the McGrath Foundation and dedicating the day in memory of long term Moranbah resident and supporter of Moranbah Bulldogs Julie-Ann Smith.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$4500.00
MINIMUM CO-FUNDING REQUIREMENT (%):	30% \$1914.00
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: 966.00 In-kind: Volunteer labour: 1500.00 Grants: Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$7380.00
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	The funds will be used to purchase pink merchandise (guernseys and McGrath Foundation socks) that will be auctioned at the end of the night. The grant will also be put towards catering and entertainment for the end of the afternoon for a celebration of Julie-Ann's life.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input checked="" type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☐ Yes - please indicate who:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input checked="" type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Contribute to building healthy and active communities <input checked="" type="checkbox"/> Improve the sustainability of sport and recreation clubs <input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input type="checkbox"/> Engage a broad spectrum of the community <input type="checkbox"/> Provide access for all abilities <input checked="" type="checkbox"/> Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity	<p>The event will provide financial support to the McGrath Foundation. This event will involve people from outside of the Isaac region, and will attract new people to the club to participate and join in ladies day.</p> <p>The Moranbah Bulldogs AFL Club supports the local community by providing a safe place to enjoy sport and an opportunity for people of all ages to be engaged, healthy and active while promoting social inclusion.</p> <p>The Julie-Ann Smith Ladies round will honour the memory of Julie-Ann who lived in Moranbah for most of her life. Julie-Ann and her family were big supporters of The Moranbah Bulldogs, attending every home game when they lived in Moranbah. Julie and her family are original AFL Moranbah members, being a part of the bulldogs family since the beginning.</p> <p>Our day will be all inclusive, with our Under 8's and 10's opening the day, moving through the 12's, 17's and men's and finishing with our incredibly strong ladies' team. Involving all players, provides an opportunity for people of all ages to be engaged, healthy and active while contributing to the overall sustainability of the club. Once the men have finished our special breast cancer merchandise will then be auctioned off to raise funds for the McGrath Foundation. This day is a culmination of memories to celebrate Julie-Ann's life with her family receiving an invitation to attend as guests of honour.</p> <p>If we are successful in receiving this grant, Isaac Regional Council's logo will be placed on the merchandise that is to be auctioned off, while also being featured on our facebook page and mentioned numerous times throughout the day.</p> <p>Where possible, we are also engaging local suppliers to supply the catering, decorations and entertainment, ensuring that the money stays local to encourage sustainability within the Isaac region.</p>
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MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

Visiting teams from Mackay will participate in the event.

Traditionally supported well from Community Members who buy ticket and attend the event, along with the whole bulldogs family right from the jnrs through to the senior women and men's team.

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

The fundraising event will directly support the McGrath Foundation.

It will also support the Moranbah Bulldogs AFL Club by promoting the Club as a club who is supportive, respectful and provides a sense of belonging to all those who are part of the club.

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

YOUR PROJECT/EVENT/ACTIVITY?

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	\$4970.00
		Co-funding amount contributed by your group / organisation	
Venue hire		- Cash contributions	2130.00
Other equipment hire		- In-kind	
Bar expenses	1000.00	- Volunteer labour	1500.00
Catering expenses	1000.00*	- Grants	
Promotional materials	\$3880* (Guernseys&socks)	- 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	2000.00
Prizes and gifts		Bar sales	3000.00
Material expenses	500.00 (Decorations)	Food sales	
Other expenses	1000.00	Other income	Auction of merch \$3000.00
Total Expenditure:	\$ 7380.00	Total Income:	\$ 16,600.00

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Moranbah Bulldogs AFL Club
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	Moranbah Bulldogs AFL Club
POSITION TITLE	Team Manager
ADDRESS	Po Box 289. Moranbah Q 4744
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Moranbah AFL Inc
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature Tegan Sutton	DATE 17/02/2021
	Print Name Tegan Sutton	

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.							
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.							
AUTHORISED PERSON	<table><tr><td>Signature</td><td>Tegan Sutton</td><td rowspan="3">DATE 17/02/2021</td></tr><tr><td>Print Name</td><td>Tegan Sutton</td></tr><tr><td>Position Title</td><td>Team Manager</td></tr></table>	Signature	Tegan Sutton	DATE 17/02/2021	Print Name	Tegan Sutton	Position Title	Team Manager
Signature	Tegan Sutton	DATE 17/02/2021						
Print Name	Tegan Sutton							
Position Title	Team Manager							

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.6 MAJOR GRANT APPLICATION ROUND 3 – CLERMONT ARTSLINK, WE'RE SEWING OUTBACK

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Clermont Artslink to support the delivery of the We're Sewing Outback creative event.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Clermont Artlink to the value of \$5000 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of the We're Sewing Outback creative event in Moranbah on the May long weekend 2021, conditional on compliance with COVIDSafe event delivery.***
- 2. Approve in the event the planned activity relocates to an alternate host community that the funding commitment be transferred to the Community Grants FY2020-21 operational budget of the respective division.***

BACKGROUND

Clermont Artlink, incorporated association IA55001, has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the staging of the We're Sewing Outback creative event over the May long weekend (30 April - 3 May) 2021. For the past four years, the annual event has been staged in Clermont, however, in 2021 it is proposed to hold the event in Moranbah. Participants from beginner to advanced will learn sewing techniques including embroidery, placement, applique and poisting of designs from experienced tutors. In 2019, 35 sewers participated in the event, having grown from 10 in the event's first year.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four

Council Division Five

Manager Community Engagement Programs and Events

Community Relations Officer Moranbah

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

Isaac Arts and Cultural Advisory Committee

External

Clermont Artslink

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds capacity of local cultural organisations.

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Clermont Artslink We're Sewing Outback_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:



MINOR GRANT

(Maximum \$1,000)

This application category remains open year round



TEAM 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

- ☒ Community Development
- ☐ Community Facilities
- ☐ Community Events
- ☐ Sport, Recreation and Healthy Living

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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	CLERMONT ARTSLINK
ADDRESS	P.O BOX 570 CLERMONT 4721
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR
GROUP/ORGANISATION
HAVE AN ABN?

☒ Yes - ABN Number: [REDACTED]

☐ No

IS YOUR
GROUP/ORGANISATION
REGISTERED FOR
GST?

☐ Yes

☒ No

WILL YOUR
GROUP/ORGANISATION
COVER THE PUBLIC
LIABILITY FOR THIS
PROJECT OR
ACTIVITY?

☒ Yes - Please provide a copy of the current policy.

☐ No

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

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

NAME

ADDRESS

PHONE

EMAIL

INCORPORATION
NUMBER:

DOES YOUR
GROUP/ORGANISATION
HAVE AN ABN?

☐ Yes - ABN Number:

☐ No

IS YOUR
GROUP/ORGANISATION
REGISTERED FOR
GST?

☐ Yes

☐ No

WILL YOUR
GROUP/ORGANISATION
COVER THE PUBLIC
LIABILITY FOR THIS
PROJECT OR
ACTIVITY?

☐ Yes – Please provide a copy of the current policy.

☐ No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	COMMITTEE MEMBER
PHONE	
EMAIL	
SIGNATURE	X

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	WE'RE SEWING OUTBACK
PROJECT/ACTIVITY LOCATION	MORANBAH
PROJECT/ACTIVITY DATE/S	30/04/21 TO 3/05/21
DESCRIPTION OF YOUR PROPOSAL:	<p>THE EVENT IS BEING HELD OVER A 3 DAY WEEKEND IN MORANBAH, FOR THE LAST 4 YEARS WE HAVE HELD OUR WEEKEND IN CLERMONT. PARTICIPANTS FROM ISAAC AND ITS SURROUNDS WILL COME TOGETHER TO LEARN NEW TECHNIQUES, EMBROIDERY, PLACEMENT, APPLIQUE, POISITING OF DESIGNS AS WE HAVE BEEN VERY FORTUNATE TO HAVE 2 TUTORS - WALL HANGERS/ TABLE RUNNERS. THE WORKSHOP (CATERING FOR BEGINNER TO ADVANCE) CONDUCTED BY KYM - THE REVOLUTION RULER AND SANDY GRAY FROM THE SILVER THIMBLE.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	\$5000

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	COMMITTEE MEMBER
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	X [REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	WE'RE SEWING OUTBACK
PROJECT/ACTIVITY LOCATION	MORANBAH
PROJECT/ACTIVITY DATE/S	30/04/21 TO 3/05/21
DESCRIPTION OF YOUR PROPOSAL:	<p>THE EVENT IS BEING HELD OVER A 3 DAY WEEKEND IN MORANBAH, FOR THE LAST 4 YEARS WE HAVE HELD OUR WEEKEND IN CLERMONT. PARTICIPANTS FROM ISAAC AND ITS SURROUNDS WILL COME TOGETHER TO LEARN NEW TECHNIQUES, EMBROIDERY, PLACEMENT, APPLIQUE, POISITING OF DESIGNS AS WE HAVE BEEN VERY FORTUNATE TO HAVE 2 TUTORS - WALL HANGERS/ TABLE RUNNERS. THE WORKSHOP (CATERING FOR BEGINNER TO ADVANCE) CONDUCTED BY KYM - THE REVOLUTION RULER AND SANDY GRAY FROM THE SILVER THIMBLE.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET):	\$5000

Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget):	Cash contribution: 4337
	In-kind:
	Volunteer labour: 480
	Grants: 0
Please provide evidence of co-Funding contributions.	Sponsorships: 0
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$9817
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	TO HELP KEEP THE COSTS DOWN FOR THE PARTICIPANTS THAT ARE ON THE LAND AND SURROUNDS AND ALSO TO SUPPORT THE COSTS FOR THE 2 TUTORS, TRAVEL AND ACCOMMODATION
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input checked="" type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input checked="" type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: [REDACTED] Date: 6/01/21 <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

OUR WORKSHOP AIMS TO BRING TOGETHER WOMEN LIKE MINDED WHO ARE INTERESTED IN MACHINE EMBROIDERY, PATCHWORK. WE DO NOT OFTEN HAVE THE OPPORTUNITY TO GO TO THESE WORKSHOPS IN RURAL AREAS UNLESS WE BRING IT TO OUR TOWNS. OUR 3 DAY WEEKEND ALLOWS ALSO FOR FUN ACTIVITIES WHICH ALLOWS US TO TALK, LAUGH AND LEAVE THEIR PROBLEMS AT HOME AND ENJOY THE HEALTH BENEFITS THAT FLOW FROM SOCIAL INTERACTION AND THEIR SELF ACHIEVEMENT AND SKILLS IN THE PROJECTS THAT WE WORK ON.

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 NUMBER OF GROUP HAVE GROWN FROM 10 PEOPLE - 2016 TO 35 PEOPLE 2020. WE CURRENTLY HAVE 16 LADIES , BUT NUMBER COULD CHANGE DUE TO THE UNCERTAINTY OF COVID RESTRICTIONS BY APRIL/MAY. ALL OF OUR RESPONSES ARE BY EMAIL THROUGH OUR GROUP PAGE.

MINOR OR MAJOR GRANTS APPLICATION FORM

BY HOLDING THIS 3 DAY WORKSHOP IN MORANBAH, WE ARE SUPPORTING
THE LOCAL BUSINESSES - HALL HIRE/ CATERING/ ACCOMMODATION/ PARKS

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

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☐ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

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

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

☐ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	5000
		Co-funding amount contributed by your group / organisation	
Venue hire	476	- Cash contributions	4337
Other equipment hire	0	- In-kind	
Bar expenses	0	- Volunteer labour	480
Catering expenses	3301	- Grants	0
Promotional materials	0	- Sponsorships	0
		Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker	0	- Cash contributions	
Workshop facilitator	2760	- In-kind	
Travel/accommodation	2800	- Volunteer labour	
Permit/approvals costs	0	- Grants	
Photographer	0	- Sponsorships	
Donations	0	Ticket sales	
Prizes and gifts	200	Bar sales	
Material expenses	0	Food sales	
Other expenses		Other income	
VOLUNTEE - INKIND	480		
Total Expenditure:	\$9817	Total Income:	\$9817

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	CLERMONT ARTSLINK
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	CLERMONT ARTSLINK
POSITION TITLE	
ADDRESS	P.O. BOX 570 CLERMONT 4721
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	x
BANK	x
BSB (6 DIGITS)	x
ACCOUNT NUMBER	x

MINOR OR MAJOR GRANTS APPLICATION FORM



AUTHORISATION

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

SUPPLIER	Signature	[Redacted]	DATE	5/12/21
	Print Name X	[Redacted]		

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: 13/07/2020
This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services
Version 1 - ECM 3651123
Page 11 of 12

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f isaacregionalcouncil isaacregionalcouncil isaaccouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	DATE
	Print Name	

SECTION 10– APPLICATION CHECKLIST

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

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

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.7 MAJOR GRANT APPLICATION ROUND 3 – CLERMONT RACE CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Clermont Race Club for the purpose of constructing a new shade pavilion.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Clermont Race Club to the value of \$5,000 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 1 and 6, for the purpose of constructing a new shade pavilion.**

BACKGROUND

Clermont Race Club, incorporated association IA35674 has made application under Council's Community Grants program for \$5,000 in financial assistance for the purpose of installing a new shade pavilion at its Pepperina Park grounds on Racecourse Road. Total project cost for the new structure is \$108,159 and a building permit has been issued for the works, which involves the replacement of existing structures with a new purpose built 22m x 14m pavilion. This will improve the amenity of the area for future race meetings, which are well supported by the local community and attract visitation from outside the area, as well as other community gatherings on the grounds.

IMPLICATIONS

The major grant application will be funded from the Division 2 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division One

Councillor Division Six

Manager Community Engagement Programs and Events

Manager Economy and Prosperity
Community Relations Officer Clermont
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
External
Sponsorship/Grants Officer, Clermont Race Club

BASIS FOR RECOMMENDATION

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

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Clermont Race Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

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

MAJOR GRANT (maximum \$5,000)

This application category has set funding rounds through the year

NOTE: all applications in this category seeking commitment of 1 to 3 years or requesting amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing an application.

Community Development Community Facilities

Community Events Sport, Recreation and Healthy Living

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.

Version: 2

Form No: CS-098

Authorised by: Director Planning Environment and Community Services

Maintained by: Community Services

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 49418 666 www.isaac.qld.gov.au

Isaac... helping to energise the world

Section 1 – Group / Organisation Details

Group / Organisation Details:

Name

¹⁴¹
Clermont Race Club

	Address	Pepperina Park PO Box 90 Clermont 4721
	Phone	██████████
	Email	██
Is your group / organisation incorporated?	Yes	Incorporation No: ██████████
	No	You will need a sponsoring body that is incorporated to proceed with this application (proceed to Section 2).
Does your group / organisation have an ABN?	Yes	ABN Number: ██████████
	No	
Is your group / organisation registered for GST?	Yes	Registered for GST
	No	
Will your group / organisation cover the public liability for this project or activity?	Yes	Please provide a copy of the current policy. Attached
	No	

Section 2 – Auspicing Group / Organisation Details (if applicable)		
NOTE: If this application is being auspiced by another group / organisation, please provide their details below		
Auspicing Group / Organisation Details:	Name	
	Address	
	Phone	
	Email	
Incorporation Number:		
Does your group / organisation have an ABN?	Yes	ABN Number:
	No	
Is your group / organisation registered for GST?	Yes	
	No	
Will your group / organisation cover the public liability for this project or activity?	Yes	Please provide a copy of the current policy.
	No	

Contact person and authorisation for this application:	Name	[REDACTED]
	Position Title	Sponsorship/Grants
	Phone	[REDACTED]
	Email	[REDACTED]
	Signature	[REDACTED]



Section 4 – Project or Activity Snapshot Selection criteria: 10% **NOTE:** For all applications related to a Community Event, an Event Plan must accompany your application. An Event Plan template can be found on the Council website: www.isaac.qld.gov.au/isaac-community-grants

Details of project or activity:	Name	Construction Clermont Race Club Shade/Shed structure
	Location	Pepperina Park, Racecourse Rd, Clermont
	Date/s	June 2021

Description of your proposal:

Construct Shed/ shade structure to provide shade for patrons at our upcoming race days.

For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: www.isaac.qld.gov.au/isaac-community-grants

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.	\$5000
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: \$60000 In-kind: Volunteer labour: \$5000 Grants: \$40000 Sponsorships: 5000

Total project or activity cost: (this figure must match budget)	\$108159
What will the funds requested from Isaac Regional Council specifically be used for? The Cementing of the Shade/ Shed area	
Please indicate the priorities of your proposal: (tick all that apply) Target, include or engage youth Contribute towards positive engagement of the aged Multicultural communities Enhance mental health awareness Promote access and inclusion Encourage Aboriginal and Torres Strait Islander peoples Enhance community safety	
Have you discussed your proposal with a Councillor or any other Council Officers? Yes - please indicate who: [REDACTED] Date: 17/2/2021 _____ No	



Section 5 – Application Category Selection Criteria:10%	
Category	Category Outcomes
Which of the following categories does your project or activity most align with? (tick one)	Which category outcomes will your project or activity deliver? (tick all that apply)
Community Development	Promote social inclusion Enhance cultural awareness and diversity Enhance cultural awareness and diversity Enhance community safety Encourage community engagement, participation and volunteerism Engage with the community to encourage sustainability within the Isaac region

Community Events	<p>Supporting and building capacity of local event management talent and suppliers</p> <p>✓ Contribute to local economy by planning events which attract a broad range of patrons and participants</p> <p>✓ Demonstrate sound event management principles and planning Promoting a vibrant, diverse and fun place to live and visit</p> <p>✓ Contribute to building strong communities: inclusive, connected, engaged, healthy and active</p> <p>✓ Demonstrate a commitment to the development of local creative skills and cultural pursuits</p> <p>Increase access and engagement with cultural heritage, including aboriginal culture</p> <p>Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment</p> <p>✓ Celebrate and contribute to our lifestyle, diversity and culture</p>
Community Facilities	<p>✓ Provide well maintained and accessible community facilities which enable opportunities for social interaction</p> <p>Promote the principles of access and equity</p> <p>Address issues of risk management or compliance with Australian standards</p> <p>Encourage a current maintenance schedule and ongoing development of Community-owned facilities</p>
Sport, Recreation and Healthy Living	<p>Contribute to building healthy and active communities</p> <p>Contribute to building healthy and active communities</p> <p>✓ Improve the sustainability of sport and recreation clubs</p> <p>Encourage healthy eating and the availability of fresh, healthy foods Engage a broad spectrum of the community</p> <p>Provide access for all abilities</p> <p>Provide benefit to multiple user groups</p>

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

Clermont Race Club currently has 25 members. Our last race meet was attended by over 800 people from across the shire. This was a huge boost for community spirit and moral following the recent lock downs of Covid. A large percentage of those 800 attending stayed at local hotels and attended the local pubs and restaurants that night following on from the race day.

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

If so, demonstrate the level of community support: (Please provide letters of support or registration of interested individuals/parties)

Our race day was attended by more than 800 people from across the shire, some traveled large distances. We have 25 members who work as volunteers.

Our Facebook page currently has 2419 follows

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

Community can enjoy a family racing day that contributes to the local economy through booking accommodation. Attending the local cafe's, pubs. Also the local boutiques sell race wear. We source all our hire tables and chairs Locally and local coffee shops caters for our event.

Section 7 – Project or Activity Permits/Approvals Selection criteria: 20% <small>NOTE: Funds for successful applicants will not be released without proof of lodgement (receipts) for all relevant local and state government permits / approvals</small>		
Will your project or activity involve the preparation, serving or selling of food or refreshments?	Yes	Food licence required. Attached 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. We will not apply until closer to the event time. 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). Attached
	No	

Section 8 – Financial Management Selection criteria: 20%		
As Council's Community Grants program is funded by public funds Council requires evidence of your group / organisations financial prudence and compliance. Your group / organisation is required to present its latest audited financial report and <u>a budget is mandatory</u> for your project or activity.		
Are you able to provide your group / organisations most recent Audited Financial Report?	Yes ✓	Please provide a copy. As attached
	No	Please provide an explanation:
NOTE: Your group / organisations audited financial report will have been adopted at your most recent Annual General Meeting and presented to the Office of Fair Trading as part of your Annual Return (Form 32).		
Are you able to provide a budget for your project/event/activity?	Yes ✓	Please provide a copy. As Attached On the following page is an example budget template.
	No	This application is not eligible.

NOTE:

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

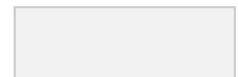
**Example Budget Template**

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.

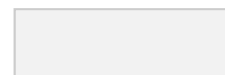
Expenditure Please list all costs for the proposed activity All amounts include GST		Income Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	
		Co-funding amount contributed by your group / organisation	
Venue hire		- Cash contributions	
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:	\$



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:	Clermont Race Club
Trading Name:	Clermont Race Club
ABN:	
Payment Address Details (for all remittance) Use of personal or business contact details is not recommended	
Name:	
Position title:	Treasurer
Address:	P. O. Box 90, Clermont 4721
Phone:	
Fax:	
Email:	
Preferred method of remittance to be sent: Email Fax	
Bank Account Details	
Account Name:	Clermont Race Club
Bank:	

BSB (6 digits):		Account Number:	
Supplier: I declare the Supplier Details Information provided is true and correct.	Name:		
	Signature:		
	Date:	18/2/2021	



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?	x		
Is your group / organisation free of debt with Isaac Regional Council?	x		
Have you acquitted any previous grants obtained from Isaac Regional Council?	x		
Have you provided a valid public liability certificate? (Section 1)	x		
Have you provided an Event Plan? (Section 4)	x		
Have you met the minimum co-funding requirements? (Section 4)	x		
Have you provided evidence of confirmed co-funding contributions? (Section 4)	x		
Have you provided letters of support or registration of interested parties? (Section 6)	x		
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)	x		
Have you provided the most recent audited financial report? (Section 8)	x		
Have you completed a Budget? (mandatory) (Section 8)	x		
Have you provided written quotes? (Section 8)	x		
Have you provided a copy of banking verification? (Section 9)	x		
Please provide an explanation if you have ticked No or NA to any of the above: Only 1 quote supplied as an effort to support local business, only 1 business locally who can complete type of construction.			

Authorisations		
<p>I am authorised by my group / organisation to complete this form and I agree that:</p> <p>The statements made in this application are true.</p> <p>All necessary permits/approvals will be obtained prior to the beginning of the project. The project will be covered by appropriate insurance.</p> <p>All relevant health and safety standards will be met.</p> <p>I acknowledge that Council does not accept any liability or responsibility for the project.</p>		
<p>If my application is successful, I will:</p> <p>Ensure that acquittal requirements are met within 12 weeks of the project completion date.</p> <p>Accept the terms of the community grant in accordance with Council requirements.</p> <p>Provide proof of other successful co-funding (if unconfirmed) within six months of notification. Complete the project within twelve months of receiving Council funding.</p>		
Authorised person	Name	
	Position Title	Sponsorship/Grants
	Signature	
	Date	18/2/2021

Completed applications can be submitted by the following:

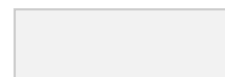
Email: communitygrants@isaac.qld.gov.au

In Person: Applications are accepted at all Isaac Regional Council offices

Post: ISAAC REGIONAL COUNCIL

PO Box 97

MORANBAH QLD 4744



MEETING DETAILS	Planning Environment and Community Services
	Standing Committee
	Tuesday 9 March 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.8 MAJOR GRANT APPLICATION ROUND 3 – DYSART AMATEUR BOXING CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Dysart Amateur Boxing Club to support the delivery of a boxing night.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Dysart Amateur Boxing Club Inc. to the value of \$5000 (excluding GST), funded from the Division 2 Community Grants FY2020-21 operational budget, conditional on compliance with COVIDSafe event delivery.**

BACKGROUND

Dysart Amateur Boxing Club, incorporated association IA39706, has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the staging of a boxing night in Dysart on 17 April 2021 at either Dysart Civic Centre or Dysart State High School. It is anticipated that up to 50 competitors will be involved in the event, which will comprise 25, 10-minute fixtures. The event will be sanctioned by Boxing Australia, contributing to the state and national rankings of competitors. Council has previously supported similar events on Moranbah and Middlesbrough, with the grant application including a letter of support from Middlesbrough Boxing and Fitness Inc.

IMPLICATIONS

The major grant application will be funded from the Division 2 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021

CONSULTATION

Internal

Councillor Division Two

Manager Community Engagement Programs and Events

Community Relations Officer Dysart/Middlesbrough

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Dysart Amateur Boxing Club

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds capacity of local sporting organisations.

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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Dysart Amateur Boxing Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM



HELPING TO ENERGISE THE WORLD
ABN 39 274 142 800

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input checked="" type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Dysart Amateur Boxing Club Inc
ADDRESS	C/- 22 Edgerley St, Dysart, Qld 4745
PHONE	[REDACTED]
EMAIL	[REDACTED]
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: [REDACTED] <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

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Date Effective: 13/07/2020
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MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

NAME	N/A
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	Club Secretary / Treasurer
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Dysart Boxing night
PROJECT/ACTIVITY LOCATION	Dysart Civic Centre, Queen Elizabeth Dr, Dysart OR DYSART STATE HIGH SCHOOL
PROJECT/ACTIVITY DATE/S	17/04/2021
DESCRIPTION OF YOUR PROPOSAL:	<p>OR DSHS</p> <p>Dysart Boxing Club is holding a boxing night at the Dysart Civic Centre. This will allow the athletes who choose boxing as there sport of choice to compete in an event in front of there home crowd. This event will be a Boxing Australia sanctioned event and some fights will go towards competitors State and Australian rankings. Competitors from all around Australia may attend this competition but there is a large expectation that the majority of competitors will come from the Isaac Region. There will be around 50 competitors participating which results in 25 boxing events which will go for approximately 10 minutes each. Each winner of an event will be presented with a trophy.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET):	\$5000.00
<p>Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.</p>	

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	\$0 up to 40% of funding provided by Dysart boxing club
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: Up to 40% as needed (\$6,000 from 1K Tables) In-kind: \$5,000 Volunteer labour: Numerous hours by club volunteers \$9,040 Grants: \$5,000 Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	Around \$16,850
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	The funds from the Isaac Regional Council will be use for equipment hire, venue costs, promotion and trophies.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input checked="" type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input type="checkbox"/> Yes - please indicate who: Date: <input checked="" type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

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MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

The Dysart Boxing club is a very successful club with there athletes. There is one athlete who is an Australian champion and ranked 1 in Australia for there division. There is also another athlete who is ranked 2nd in Queensland and has the potential to get to number 1 ranked in Queensland after a few more competitions. There are other Boxing Clubs in the Isaac Region who have held successful events in there towns with assistance from sponsorships. All of these events have been supported heavily by the community and have seen a large number of spectators attend. The majority of competitors for boxing events are children and by having a local event, family and friends can attend and support the athlete. There is a bad stigma around boxing that it is a thugs sport. By holding this event, it will showcase how skillful these athletes are to compete in this sport. It will also help the Dysart Boxing Club to promote inclusion for members of community to attend training and give the sport a go. At the end of 2020, Dysart Boxing club have added peewee training sessions which has been very well supported. This is to give the small kids an opportunity to keep fit, make new friends. Sporting options are reducing in the Isaac Region and particularly in Dysart. This is a great way to gain members and participation in boxing. Boxing is an Olympic sport and Australians are very successful in this sport.

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

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

Previous boxing events in Middlemount and Moranbah have been well supported by the community with large crowds attending. Local business also get involved and sponsor the events.

Key stakeholders in Dysart are also very supported of the event.

MINOR OR MAJOR GRANTS APPLICATION FORM

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

All the boxing athletes from the Isaac Region won't have to travel far to participate in the event. This will allow family and friends to attend and support the athlete. The hire of the Dysart Civic Centre will also be paid to the Isaac Regional Council. The local athletes will have an opportunity to improve there state and national rankings. This can lead to further opportunities within the sport such as nation training camps and AIS squads. It will also be a great night out for the local community to get to the Dysart Civic Centre and support the local competitors fighting. The profits from the event will be used to sustain the Dysart Boxing Club and go towards purchasing much need equipment. The Dysart Boxing club are also hoping to get more memberships for there club and this will assist in local people getting fit and participating in sport.

OR DYSART STATE HIGH SCHOOL

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☒ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

☒ No - To verify requirement please refer to the following link:

<https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed>

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

☒ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

☐ No - To verify requirement please refer to the following link:

<https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner span=True>

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Dysart Amateur Boxing Club Inc.
TRADING NAME	Dysart Amateur Boxing Club
ABN	[REDACTED]
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	[REDACTED]
POSITION TITLE	Club Secretary / Treasurer
ADDRESS	C/- 22 Edgerly St, Dysart Q 4745
PHONE	[REDACTED]
FAX	
EMAIL	[REDACTED]
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Dysart Amateur Boxing Club
BANK	[REDACTED]
BSB (6 DIGITS)	[REDACTED]
ACCOUNT NUMBER	[REDACTED]

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	[REDACTED]	DATE	31/01/2021
	Print Name	[REDACTED]		

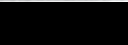

SECTION 10- APPLICATION CHECKLIST

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true.
	<input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project.
	<input checked="" type="checkbox"/> The project will be covered by appropriate insurance.
	<input checked="" type="checkbox"/> All relevant health and safety standards will be met.
	<input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date.
	<input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements.
	<input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification.
	<input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.
AUTHORISED PERSON	Signature 
	Print Name 
	Position Title Club Secretary / Treasurer
	DATE 31/01/2021

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 _____	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.9 MAJOR GRANT APPLICATION ROUND 3 – HIGHLAND HEROES SHINDIG

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to support the proposed Highland Heroes Shindig in Middlesmount.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Decline the major grant application from Jackie Bulst for the proposed Highland Heroes Shindig as it is presently ineligible under the Community Grants Guidelines.***
- 2. Note that a revised grant application may be considered administratively for a minor grant of up to \$1000.***

BACKGROUND

Jackie Bulst has made application under Council's Community Grants program for \$2500 in financial assistance as a co-contribution towards the staging of the proposed Highland Heroes Shindig at Middlesmount on 22 May 2021. The community event, planned for Norm Blanche Oval, will involve live musical entertainment throughout the afternoon and evening, with food and drink available for sale. Event proceeds are intended to support the Middlesmount Local Ambulance Committee and the Royal Flying Doctor Service (RFDS) Rockhampton, in recognition of the life-saving work of local paramedics and the RFDS during a medical emergency in community in 2020. Whilst it is noted the proposed event has substantial merit, the application itself is ineligible under the Community Grant Guidelines as it is not supported by an incorporated organisation and the majority of the funds requested are for ineligible expenses, being \$1600 for insurance coverage.

IMPLICATIONS

There are no financial implications as the major grant application is ineligible under the Community Grant Guidelines. Any subsequent application for a minor grant, if approved, will be funded from the Division 7 Community Grants operational budget.

CONSULTATION

Internal

Councillor Division Seven

Manager Community Engagement Programs and Events
Community Relations Officer Dysart/Middlemount
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer

External

Jackie Bulst

BASIS FOR RECOMMENDATION

Application is ineligible under the Community Grant Guidelines as it is not auspiced by incorporated organisation and the majority of the funds requested are for ineligible expenses.

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Highland Heroes Shindig_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council Report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Jackie Bulst
ADDRESS	29 Rickertt Crescent, Middlemount, QLD, 4746
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	
PHONE	
EMAIL	
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	High-Land Heroes Shin-Dig
PROJECT/ACTIVITY LOCATION	Norm Blanche Oval, Middlemount Panthers Football Fields.
PROJECT/ACTIVITY DATE/S	Saturday 22nd May 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>Please see attached Event plan</p> <p>The event will be an afternoon to late session for the community to get together and engage with each other. We will be sourcing various music artists to provide live music for the duration of the event. Along with music, there wilol also be raffles, lucky gate prize and also a silent raffle.</p> <p>We will be asking local sporting and community groups to support with providing Food and drinks for the afternoon.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	<p>\$2,500</p> <p>Event Insurance - \$1600 Venue Hire - \$200 Promotional Materials - \$500 Photographer - \$200</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

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: TBC Sponsorships: TBC
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	This is yet to be confirmed as we are awaiting for quotes from music artists. A detailed budget of income and expenses will be provided ASAP.
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Once we can confirm all expenses this will be outlined in a detailed expenses report.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: Councillor Jane Pickles. Date: <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

This event should be supported because it will raise awareness of these vital services in our community. It will also alongside raises funds to ensure that these service have the equipmemnt and resources needed to continue servicing the rural and remote communities.

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

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

This event has been advertised via Facebook and social media in our surrounding communities and also wider to Mackay and Rockhampton regions.

MINOR OR MAJOR GRANTS APPLICATION FORM

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

Aside from bringing the community together, it will raise awareness of local health services available for the community and provide funds to support these services.

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

- ☐ Yes – Food licence is required.
Please provide a copy or proof of lodgement (receipt)
- ☐ No - To verify requirement please refer to the following link:
<https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed>

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

- ☐ Yes – Liquor licence required.
Please provide a copy or proof of lodgement (receipt)
- ☐ No - To verify requirement please refer to the following link:
https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

- ☐ Yes – Please provide a copy
☒ No - Please provide an explanation:
No as this will be a one off fundraising event.

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	2,500
		Co-funding amount contributed by your group / organisation	
Venue hire	200	- Cash contributions	
Other equipment hire		- In-kind	
Bar expenses	Community group run	- Volunteer labour	
Catering expenses	Food vendor	- Grants	TBC
Promotional materials	500	- Sponsorships	TBC
Liability Insurance	1600	Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker	8,000	- Cash contributions	
Workshop facilitator		- In-kind	
Travel/accommodation	included	- Volunteer labour	
Permit/approvals costs		- Grants	
Photographer		- Sponsorships	
Donations	Local Business	Ticket sales	3,000
Prizes and gifts		Bar sales	Community group run
Material expenses		Food sales	Food vendor
Other expenses		Other income	
Total Expenditure:	\$10,500	Total Income:	\$3000

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	DATE	
	Print Name		







SECTION 10– APPLICATION CHECKLIST

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.								
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.								
AUTHORISED PERSON	<table><tr><td>Signature</td><td></td><td rowspan="3">DATE</td><td rowspan="3">4/02/2021</td></tr><tr><td>Print Name</td><td></td></tr><tr><td>Position Title</td><td>Event Organiser</td></tr></table>	Signature		DATE	4/02/2021	Print Name		Position Title	Event Organiser
Signature		DATE	4/02/2021						
Print Name									
Position Title	Event Organiser								

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	

MEETING DETAILS	Planning Environment and Community Services
	Standing Committee
	Tuesday 9 March 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.10

MAJOR GRANT APPLICATION ROUND 3 – ILBILBIE HALL MANAGEMENT ASSOCIATION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Ilbilbie Hall Management Association to replace the deck awning at the hall.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Approve the major grant application from the Ilbilbie Hall Management Association to the value of \$2657.00 (excluding GST), funded from the Division 8 Community Grants FY2020-21 operational budget, for the replacement of the deck awning at the Ilbilbie Hall, conditional on the applicant entering into a formal lease or tenure arrangement over the premises with Isaac Regional Council.***

BACKGROUND

Ilbilbie Hall Management Association, incorporated association IA13095, has made application under Council's Community Grants program for \$2657 in financial assistance as a co-contribution towards the replacement of an awning over the exterior deck at the hall. The existing awning has recently been removed as its condition had become a safety concern. This has left the deck area, often used by craft groups, exposed to the elements. The applicant has requested that Council waive the financial co-contribution requirement for their grant application as the COVID-19 pandemic has restricted the group's capacity to fundraise for the project.

IMPLICATIONS

The major grant application will be funded from the Division 8 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Eight

Manager Community Engagement Programs and Events

Coastal Community Relations Officer
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
Manager Community Facilities
Senior Community Leasing Officer

External

Ilbilbie Hall Management Association

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting community organisations and enhancing safety and wellbeing.

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Ilbilbie Hall Management Association_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM



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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	ILBILBIE HALL MANAGEMENT ASSOCIATION INCORPORATED
ADDRESS	LOT 205 OLD Bruce Highway ILBILBIE
PHONE	[REDACTED]
EMAIL	[REDACTED]
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: [REDACTED] <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

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MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	Secretary
PHONE	
EMAIL	
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Ilbilbie Hall Covering awning
PROJECT/ACTIVITY LOCATION	Lot 205 Old Bruce Highway ILBILBIE
PROJECT/ACTIVITY DATE/S	Immediately or when time allows for TRUE BLUE to construct awning and replace
DESCRIPTION OF YOUR PROPOSAL:	<p>THIS IS TO UPGRADE OUR PRESENT SIDE AWNING FOR PROTECTION AGAINST THE WEATHER AS THE PRESENT AWNING IS QUITE SOME YEARS OLD AND HAS DETERIORATED AND NEEDS REPLACING WITH A UV RATED AWNING WHICH WILL LAST IN THE SUN FOR YEARS TO COME</p> <p>SINCE WRITING THE ABOVE PARAGRAPH WE HAVE HAD TO TAKE DOWN THE AWNING AS IT DECAYING FURTHER AND WE WERE CONCERNED FOR THE USERS OF THE HALL.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	<p>We would like to request the full amount from Council Grant as of the restrictions from COVID - 19 this year we have been unable to hold any fund-raising events to help with the contribution to this request</p> <p>It will be much appreciated by the Craft ladies and the whole community who do and who will eventually reuse the Hall for Events in the near future.</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget):	Cash contribution: nil
Please provide evidence of co-Funding contributions.	In-kind: nil
	Volunteer labour: nil
	Grants: Issac Regional Council
	Sponsorships: nil
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$2,000 \$2657.00
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	To replace an existing awning that has let go and deteriorated over the years with a UV rated one It is to stop the Sun coming in on the side deck and will also stop the air conditioners from over working and have them run efficiently
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input type="checkbox"/> Promote access and inclusion <input checked="" type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: [REDACTED] Date: 18th November 2020 <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

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MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

I believe it should be supported as the old awning will not do the job of keeping the Sun off our deck and will not protect us from all round weather when holding events at the Hall - The new awning will also help with the running of the air conditioners in the building keeping them working efficiently as the new UV rated awning will keep the sun off the building and keep a cooler deck

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

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

It is only replacing an old awning with a new efficient UV rated one

MINOR OR MAJOR GRANTS APPLICATION FORM

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

Yes by keeping a much cooler Deck in the extreme summer months and also keeping the rain off our deck

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☐ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

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

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

☐ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	\$2670.00
		Co-funding amount contributed by your group / organisation	
Venue hire	nil	- Cash contributions	nil
Other equipment hire	nil	- In-kind	nil
Bar expenses	nil	- Volunteer labour	nil
Catering expenses	nil	- Grants	\$2000 nil
Promotional materials	nil	- Sponsorships	nil
		Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker	nil	- Cash contributions	nil
Workshop facilitator	nil	- In-kind	nil
Travel/accommodation	nil	- Volunteer labour	nil
Permit/approvals costs	nil	- Grants	nil
Photographer	nil	- Sponsorships	nil
Donations	nil	Ticket sales	nil
Prizes and gifts	nil	Bar sales	nil
Material expenses	nil	Food sales	nil
Other expenses	nil	Other income	nil
Total Expenditure:	\$ nil	Total Income:	\$2000 2670.00

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MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM



AUTHORISATION

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

SUPPLIER	Signature	[Redacted]	DATE	18/11/2020
	Print Name	[Redacted]		

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

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

As it is only replacing and existing awning and does not require letters of support

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.		
	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.		
IF MY APPLICATION IS SUCCESSFUL, I WILL:			
	Signature		18/11/2020
	Print Name		DATE
AUTHORISED PERSON	Position Title 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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.11

MAJOR GRANT APPLICATION ROUND 3 – FEROS CARE ISAAC JOB FAIR

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Feros Care to support the proposed Isaac Job Fair in Moranbah.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Feros Care to the value of \$4995.37 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of the Isaac Job Fair on 22 April 2021, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

Feros Care, registered Queensland Charity CH3312 and National Disability Insurance Scheme (NDIS) provider, has made application under Council's Community Grants program for \$4995.37 in financial assistance as a co-contribution towards the staging of the Isaac Job Fair in Moranbah on 22 April 2021. The community employment expo is a response to needs identified by Feros Care during NDIS service planning for the Isaac Region in 2020. This work identified limited opportunities for employment support, particularly sustainable and inclusive pathways for those with a disability. Feros Care has committed \$10,000 of in-kind support for the marketing and staff coordination of the event, in addition to the contributions of exhibiting service providers, community organisations and businesses. The grant will assist with the provision of a complimentary bus service from Clermont, Dysart, Middlemount, Glenden and Nebo with event partner BMA also sponsoring the provision of buses. Feros Care believes the event will have an immediate impact on the pre-employment and disability community by providing a networked experience in connecting job seekers and people with disabilities to services and support programs available to them. It will also allow employers to better understand the benefits of providing employment pathways for people with a disability.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four

Councillor Division Five

Manager Community Engagement Programs and Events

Community Relations Officer Moranbah

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Feros Care

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds capacity of local residents and organisations.

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:

JIM HUTCHINSON

Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

JEFF STEWART-HARRIS

**Director Planning, Environment and
Community Services**

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant application Feros Care_redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> MAJOR GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Feros Care
ADDRESS	Mackay Central, Shop 5, 74 Wood Street, Mackay QLD 4740 (Head Office – Level 3, The Strand, 72-80 Marine Parade, Coolangatta, QLD 4225)
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: XXXXXXXXXX <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy – copy is attached <input type="checkbox"/> No

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

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

NAME	NA
ADDRESS	NA
PHONE	NA
EMAIL	NA
INCORPORATION NUMBER:	NA
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	Service Area Manager, NDIS Local Area Area Coordination, Mackay Office
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Isaac Job Fair
PROJECT/ACTIVITY LOCATION	Moranbah
PROJECT/ACTIVITY DATE/S	22/04/2021
DESCRIPTION OF YOUR PROPOSAL:	<p>Isaac Job Fair at Moranbah Community Centre on 28th April 2021.</p> <p>The Isaac JobFair project is an indoor whole-day Community Employment Expo which will provide an opportunity for all job seekers in the Isaac Local Government Area to access information and points of supports, connecting them to resources assisting them in gaining employment.</p> <p>The grant, if approved, it will support a complimentary bus services from Clermont, with BMA generously providing bus services from other centres, to ensure remote attendees (e.g. Clermont, Dysart, Middlemount) are able to access the Isaac Job For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	<p>Feros Care is seeking \$4,995.37 to coordinate this event. Please refer to budget attached which itemizes all associated expenses with organising the event</p> <p>The amount of \$4,955.37 will be supplementary to the following:</p> <ul style="list-style-type: none"> - Feros Care In Kind contribution of \$10,000.00 for staff coordination and marketing of the event; - Volunteer hours of approximately 20 to 30 local organisations, service providers, community services and local businesses to the success of the Expo valued at approximately \$10,000.00 (based on \$20 per hour volunteering hour X 3 staff per organisation/business X 6 hours attendance at expo, plus travel time).

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	30%
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: NA In-kind: Coordination and Marketing Hours at 100 hours \$100 per hours = \$10,000.00 Volunteer labour: Approximately 2 days (set up and expo) approx 20-30 orgs = \$10,000.00 Grants: NA Sponsorships: NA
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$24,995.37
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Contribution towards the cost of organising the event as specified above.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input checked="" type="checkbox"/> Enhance mental health awareness <input checked="" type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input checked="" type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: [REDACTED] Date: 16/11/2020 <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

This project will enable opportunities for job seekers to secure supported employment with major companies operating within Isaac Local Government Area.

The decentralisation of services and accessible support has made it difficult for those seeking employment, especially people with a disability to navigate what options are available to them in seeking and maintaining employment.

The Isaac Job Fair will be a watershed moment in presenting all the services being delivered to the area in one place, enabling those in need of those services, exposure to all opportunities available to them.

A focus on inclusivity will ensure attendees of all abilities can participate, gather information and be connected to accessible services in order to receive support. This will demonstrate to jobseekers and the wider community that the Isaac Region embraces an inclusive and diverse community and workforce. Major companies and local businesses interested in engaging jobseekers who may need support on the job, can receive information on what services will provide sustainable employment, thereby creating an inclusive workforce.

The Isaac Job Fair is an excellent conduit to encourage outreach services to recommence service delivery to Isaac, which has been reduced due to CoVID 19. This also brings hope and much needed support back to residents in Isaac.

Feros Care will support project partner, BMA at the Isaac Job Fair to undertake employment offers to ensure good outcomes for people with disabilities and BMA.

MINOR OR MAJOR GRANTS APPLICATION FORM

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 project comes in response to need identified from Feros Care's Q&A Forum held in 2020, where our Local Area Coordinators completing their NDIS planning, identified that there were limited opportunities for employment support in the Isaac area. Feedback was sought from stakeholders in the region, notably from Contract Advisor (Goonyella Riverside Mine BMA) and the Senior Community Relations Officer in Planning, Environment and Community Services, Isaac Local Council, who were both highly motivated to develop sustainable employment inclusive of people with disability, through their pathways. Common service-gaps were identified through ongoing discussion. These included:

- Access to ongoing employment support
- Under resourcing of employment outreach programs
- Quality control of support workers
- Access to all relevant support and funding programs
- Under-utilisation of mainstream and community services

In Moranbah alone there are 360 active NDIS participants. The audience for this project extends well beyond that. Job seekers, families, carers, associated service providers and employers from Moranbah as well as from remote centres in the Isaac area including Claremont, Dysart and Middlemount will all benefit greatly by connecting to the information on existing disability and employment resources available to them in their communities.

Letters of Support for the application include:

██████████, Contracts Advisor, Goonyella Riverside Mine, Metallurgical Coal BHP Billiton Mitsubishi Alliance, Goonyella Road, Moranbah, Qld, 4744, Australia T: ██████████, E: ██████████

██████████ Recruitment Partner, Community Solutions

██████████, General Manager, Hinterland Community Care Inc.

MINOR OR MAJOR GRANTS APPLICATION FORM

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

The Isaac Job Fair Project will have an immediate impact on the employment and disability community by providing a networked experience in connecting job seekers and people with disabilities to services and support programs available to them in the area.

It will also allow potential employers the opportunity to value-add to their contribution to the community by understanding the benefits partaking in employment programs for people with disability will deliver for their business and the broader community.

The impact of the fair will be immediate and will no doubt have long-lasting outcomes and enable future collaboration and innovation to occur in the space, ultimately with greater inclusivity of people with a disability in employment in this region.

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

- ☒ Yes – Food licence is required.
Please provide a copy or proof of lodgement (receipt) – copy attached
- ☐ No - To verify requirement please refer to the following link:
<https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed>

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

- ☐ Yes – Liquor licence required.
Please provide a copy or proof of lodgement (receipt)
- ☒ No - To verify requirement please refer to the following link:
https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True

MINOR OR MAJOR GRANTS APPLICATION FORM

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

- ☐ Yes – please provide a copy or proof of lodgement (receipt) – copy attached
- ☒ No – as there are no permits required for this event as we are utilising council community hall.

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

Please refer to Feros Care's Financial Audited Statements for 2019-2020 FYE.

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

BUDGET

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	
Marketing	10,000.00	Funding amount requested from Council	\$4,995.37
Volunteers	10,000.00	Co-funding amount contributed by your group / organisation	
Venue hire	88.45	- Cash contributions	
Other equipment hire	59.00	- In-kind (Marketing & Coordination)	10,000.00
Bar expenses		- Volunteer labour	
Catering expenses	1,010.91	- Grants	
Promotional materials	1,000.00	- Sponsorships	
Towel/ Hand sanitiser	75.00	Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker – Welcome to Country	900.00	- Cash contributions	
Workshop facilitator		- In-kind	
Travel/accommodation		- Volunteer labour – participating organisations	10,000.00
Permit/approvals costs		- Grants	
Photographer	500.00	- Sponsorships	
Donations		Ticket sales	
Prizes and gifts		Bar sales	
Material expenses		Food sales	
Other expenses – Bus Hire	1,262.01	Other income	
Life Music	100.00		
Total Expenditure:	\$24 995.37	Total Income:	\$24,995.37

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Feros Care
TRADING NAME	Feros Care
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	Head of Finance
ADDRESS	Level 3, The Strand, 72-80 Marine Parade, Coolangatta, QLD 4225.
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Feros Village Operation Account
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER		DATE	18/02/21

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	Feros Care has not previously applied for any Community Grants from Isaac Council.		

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.
AUTHORISED PERSON	<div><div></div><div></div><div>Chief Operations Officer – Emerging Portfolios</div></div> <div>DATE 18/02/2021</div>

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.12

MULTI-YEAR MAJOR GRANT APPLICATION ROUND 3 – LIFE CHURCH CLERMONT, CAROLS IN THE PARK

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 Carols in the Park community event in 2021, 2022 and 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a multi-year major grant application from Life Church Clermont to the value of \$5,000 (excluding GST) for the purpose of staging the annual Carols in the Park community event in FY2021-22, FY2022-23 and FY2023-24, 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.**

BACKGROUND

Life Church Clermont has made application under Council's Community Grants program for \$5,000 in financial assistance annually, under a multi-year funding arrangement, as a co-contribution towards the staging of the annual Carols in the Park event. The Church has delivered this annual community event for the past nine years, growing participation over this period such that the event has had to relocate from Rose Harris Park to the larger space of Centenary Park. The 2020 carols event, staged at Centenary Park, attracted approximately 1200 people and was delivered in accordance with COVIDSafe event framework requirements. The present five-year grant agreement, jointly funded from the Community Grants operational budgets of Divisions 1 and 6, provided \$5,000 in support annually and concludes in FY2020-21. It is recommended the grant be renewed for a further three years to a value of \$5000 annually.

IMPLICATIONS

There are no financial implications for the FY2020-21 operational budget as it is recommended the major grant application will be funded equally from the Community Grants operational budgets of Divisions 1 and 6 in FY2021-22, FY2022-23 and FY2023-24. As this application is for a multi-year agreement funded and commencing in FY2020-21 it has been assessed as a "non-round" application.

CONSULTATION

Internal

Councillor Division One
Councillor Division Six
Manager Community Engagement Programs and Events
Community Relations Officer Clermont
Engaged Communities Departmental Administration Officer
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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Life Church Clermont_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

Major Grant (maximum \$5,000)

Community Events

Group/Organisation Name

Life Church Central Queensland

Group/Organisation Address

PO Box 408 Clermont 4721 58 Capella Street Clermont 4721

Group/Organisation Phone

[REDACTED]

Group/Organisation Email

[REDACTED]

Is your group/organisation incorporated?

Yes - Incorporation No - ABN search indicates incorporation

Does your group/organisation have an ABN?

Yes - ABN No - [REDACTED]

Is your group/organisation registered for GST?

Yes

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

Name

[REDACTED]

Position title

Event Coordinator - Pastoral Assistant

Phone

[REDACTED]

Email

[REDACTED]

Project or activity name/title

Christmas in the Park

Location

Centenary Park Lime Street Clermont

Date/s

3 Dec 2021

Description of your proposal

Christmas In The Park look to provide a free, all inclusive, safe, drug and alcohol free, event for community members to enjoy. Mostly supported by young families, the event includes attractions free of charge to the community (e.g. jumping castles, animal farm, face painting, competitions) It also includes musical performances, as well as Christmas carols for community singing and participation. This year's show intends to include local school students, bands and choirs, Clermont Kindergartens, the Clermont Community Choir, the Clermont Community Christmas In The Park Band, local dancing schools, a Christmas message (prepared by Life Church Central Queensland), a visit from Santa (with free lolly giveaways). Christmas In The Park is designed to be an opportunity for a free night out for attendees. Christmas In the Park is run annually with the intention of providing the wider Clermont community with an end of year celebration event. Being close to Christmas it allows the event to also include an opportunity for community caroling/singing (not available at any other event throughout the year), end of year school/community performances to a large broad audience, and Christmas related items such as a visit from Santa and a Christmas message that promotes generosity, inclusion, community and family. Each year the event grows not only in attendance, but in volunteers, stalls, attractions and performers who are seeking the opportunity to be a part of this fantastic event for a range of reasons including: • the promotion of inclusion across the region • the enhancement of cultural diversity and the opportunity to develop and showcase talent in the community • the collaboration and partnership between many different community groups (e.g. local schools, churches, caterers) • the encouragement of community participation, engagement and volunteerism • the celebration of our lifestyle, diversity and culture

Upload event plan/activity supporting documentation**Funding amount requested from Isaac Regional Council (this figure must match budget):**

5000.00

Minimum co-funding requirement (%):

30%

Cash contribution:

0

In-kind:

100.00

Volunteer labour:

23,815.00

Grants:

5000.00

Sponsorships:

2500.00

Total project or activity cost:

(this figure must match budget)

32,059.90

What will the funds requested from Isaac Regional Council specifically be used for?

IRC - Family Amusements and Marketing/Promotion Glencore - PA System Life Church - all other expenses (hardware, prizes, decorations etc)

Please indicate the priorities of your proposal:

Target, include or engage youth
Promote access and inclusion

Have you discussed your proposal with a Councillor or any other Council Officers?

No

Which of the following categories does your project or activity most align with?

Community Events

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
Contribute to building strong communities: inclusive, connected, engaged, healthy and active
Promoting a vibrant, diverse and fun place to live and visit

Demonstrate a commitment to the development of local creative skills and cultural pursuits
Celebrate and contribute to our lifestyle, diversity and culture

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

Christmas In The Park is one of very few events in our region that provide a 100% free night of entertainment and food for the community of Clermont. It also provides opportunities for local students, musicians and performers to showcase their skills and talents, leading to further cultural awareness and development in our region. This is the only end of year event in Clermont that opens the stage to all performances across the area whether they be musical, theatrical, students or seniors (in comparison to schools and organisations that do end of year performances for their members only). The event is designed to bring the community together in celebration of the year, and in recognition of the upcoming Christmas and holiday season. This event has successfully run for 9 years, growing and improving each year. Due to its great success, it moved from Rose Harris Park to Centenary Park to accommodate the large number of people (approximately 1200 in 2020) who attend and perform.

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

If so, demonstrate the level of community support

The event is supported by many groups either through performances or stalls Schools - Clermont State, Clermont High, Mistake Creek, St Josephs, Kilcumman, C & K Kindergarten, Kindy & Day Care Community Groups - Artslink, Men's Shed, Clermont Community Choir, Clermont Christmas In the Park Community Band Churches, KSD Dance

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

Each year the event grows not only in attendance, but in volunteers, stalls, attractions and performers who are seeking the opportunity to be a part of this fantastic event for a range of reasons including: • the promotion of inclusion across the region • the enhancement of cultural diversity and the opportunity to develop and showcase talent in the community • the collaboration and partnership between many different community groups (e.g. local schools, churches, caterers) • the encouragement of community participation, engagement and volunteerism • the celebration of our lifestyle, diversity and culture

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 or selling of alcoholic beverages?

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?

No

Are you able to provide your group/organisations most recent Audited Financial Report?

No - Please provide an explanation - I will obtain this ASAP and forward it to the grants officer.

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

Life Church Brisbane Ltd

Trading Name

Life Church Brisbane Ltd

ABN

[REDACTED]

Name

[REDACTED]

Position Title

Pastoral Assistant - Event Coordinator on behalf of Life Church

Address

58 Capella Street Clermont PO Box 408 Clermont

Phone

[REDACTED]

Email

[REDACTED]

Preferred method of remittance to be sent

Email

Account Name

Life Church Brisbane LT

Bank

[REDACTED]

BSB (6 digits)

[REDACTED]

Account Number

[REDACTED]

Upload a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead

Provided

Name

[REDACTED]

Signature (typed name sufficient)

[REDACTED]

Date

19022021

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)

No

Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)

N/A

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

Recent Financial will be provided asap - I'm requiring it from our finance team. Letters of support will be forwarded ASAP as haven't received yet.

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

The statements made in this application are true.

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

[REDACTED]

Position Title

Pastoral Assistant - Event Coordinator in behalf of Life Church

Signature (typed name sufficient)

[REDACTED]

Date

19/2/2021

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.13 MAJOR GRANT APPLICATION ROUND 3 – MIDDLEMOUNT COMMUNITY SCHOOL PARENTS AND CITIZENS ASSOCIATION – 40TH ANNIVERSARY PROJECT

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Middlemount Community School Parents and Citizens (P&C) Association to support delivery of a multimedia project celebrating the 40th anniversary of the school.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Middlemount Community School Parents and Citizens Association to the value of \$6455 (excluding GST), funded from the Division 7 FY2020-21 Community Grants operational budget, to facilitate a multimedia project celebrating the 40th anniversary of Middlemount Community School.***

BACKGROUND

Middlemount Community School P&C Association has made application under Council's Community Grants program for \$8000 in financial assistance as a co-contribution to support the delivery of a multimedia project celebrating the 40th anniversary of the school. The P&C has proposed to engage video artist and musician Josh Arnold, who is known for his Small Town Culture initiative. This sees Josh collaborate with local students to write a song celebrating their school and community, which is then produced with an accompanying music video. It is proposed undertake the project over the coming months and launch the finished product at the school's 40th anniversary event in September. Community Grant applications of more than \$5000 require a co-funding contribution of not less than 40% toward the proposed project or activity. The grant application for \$8000 represents approximately a 75% contribution on the part of council to a total budget of \$10,758. A proportional contribution from Council would be \$6,455, which is reflected in the officer recommendation. The project would engage with local youth and celebrate the connection between the school and the community. In addition to community grants, separate budgetary provision has also been made in the Middlemount Civic Events operational budget to support a program of events celebrating the 40th anniversary of the community.

IMPLICATIONS

The major grant application will be funded from the Division 7 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Seven

Manager Community Engagement Programs and Events

Community Relations Officer Dysart/Middlemount

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

Isaac Arts and Cultural Advisory Committee

External

President, Middlemount Community School P&C Association

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting and engaging with 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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Middlemount Community School P&C_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:



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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Middlemount Community School Parents and Citizens Association
ADDRESS	58 James Randall Drive Middlemount 4746
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input checked="" type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	President
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Middlemount Community School 40yrs Community Song/Music Video
PROJECT/ACTIVITY LOCATION	Middlemount
PROJECT/ACTIVITY DATE/S	To Be Advised based on availability of Musician/Videographer - Before September 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>As a means of commemorating the Middlemount Community School 40yrs Celebrations, and building relationships in our community between various business, clubs, residents and community groups this activity will involve Video Artist and Musician, [REDACTED], known for his Small Town Culture videos, to visit the Middlemount Community School, to meet and communicate with our school students and community organisations, landmarks and clubs in creating song lyrics, music and video that will accurately and proudly represent the past and current Middlemount School and Community. We aim for this activity to not only celebrate our school 40th Anniversary and give our students exposure to this creative art form, but build and enhance community spirit after the recent covid restrictions.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$8000										
MINIMUM CO-FUNDING REQUIREMENT (%):	70%										
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.	<table border="1"> <tr> <td>Cash contribution:</td> <td>\$1658</td> </tr> <tr> <td>In-kind:</td> <td>900</td> </tr> <tr> <td>Volunteer labour:</td> <td>200</td> </tr> <tr> <td>Grants:</td> <td></td> </tr> <tr> <td>Sponsorships:</td> <td></td> </tr> </table>	Cash contribution:	\$1658	In-kind:	900	Volunteer labour:	200	Grants:		Sponsorships:	
Cash contribution:	\$1658										
In-kind:	900										
Volunteer labour:	200										
Grants:											
Sponsorships:											
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	10758										
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	These funds will pay for the cost of hiring Josh Arnold -Small Town Culture, song writing, community and school consultation, videography filming and editing, car hire to and from Middlemount and accommodation.										
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input checked="" type="checkbox"/> Contribute towards positive engagement of the aged <input checked="" type="checkbox"/> Enhance mental health awareness <input checked="" type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input checked="" type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input checked="" type="checkbox"/> Enhance community safety										

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☒ Yes - please indicate who: [REDACTED]

Date: 17 February 2021

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

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Improve the sustainability of sport and recreation clubs <input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input type="checkbox"/> Engage a broad spectrum of the community <input type="checkbox"/> Provide access for all abilities <input type="checkbox"/> Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity	<p>Middlemount Community School P&C feel that the need for this project in the Middlemount community is very significant for a number of reasons. The first being, our school is seeking a unique project to celebrate 40yrs of education in Middlemount. Our school, has quite a diverse history and being able to create such a project through a workshop facilitated by [REDACTED], exposing our students to guitar techniques, songwriting, and sharing his experiences as a professional musician, will allow for this to be celebrated.</p> <p>This project will allow our school to not only visually and musically show the outside world our history, but what our small town school currently has to offer. It will provide an opportunity to market and promote our school. It will deliver to the broader community the special unity and camaraderie that our small town has between School, Government, Clubs and Community.</p> <p>In September we intend on hosting a 40yr Commemoration weekend where by past and present community are invited to attend celebrations in the town. It is our hope that this video and song can be played for all in attendance at both the Friday afternoon school community event and the Saturday night event which we hope will give all who have been associated with Middlemount Community School a sense of worth and pride in celebrating our history.</p> <p>The current community climate, caused by the effects of Covid19 in 2020 have proven to have detached community, leaving people feeling isolated and friendships distant. It is our hope that council will look to support this event to assist in creating positivity, excitement and stimulate repair to mental health, which will then provide an avenue for students, families, clubs, and community groups to come out, join together and unite for the creation of the song and video.</p> <p>Being able to create this song as a school community, including our history and current residents, will enable the opportunity for Middlemount have a video which represents our school, home and what we stand for. It will be a record to have on file for future displays at other community events and activities which will have a long standing effect for many years to come.</p>
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MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

This activity is supported by other Community Members as shown in letters attached. It has also been discussed at our last P&C meeting and every member in attendance was in agreement with the benefits of the activity.

Attached are 2 letters of support from community members who support this event.

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

This project will benefit the residents of the Middlemount Community in various ways. The idea behind the creation of this song and video, which will represent Middlemount Community School, is something that has not been done before in the Middlemount Community. It will bring out the positive aspects in our community and lift community spirit uniting all facets of Isaac such as families, mining, farming, community groups, elderly, students, businesses and government.

It is our belief that our school is the heart of the community and by incorporating all the positive aspects of what makes Middlemount special and unique, it will promote and create a sense of pride within the town.

After the effects of Covid and a decline in population and numbers at our school, we hope that this project will benefit the community by healing mental health and community seclusion, encourage community group participation and interaction, and a change of perspective on Middlemount being a FIFO heavy town.

Lastly, with our P&C hosting 40 years of education celebrations in September our aim is to give all past and present community in attendance, and the wider community, a reminiscent visual with words to instill their sense of home town pride and engagement in Middlemount and the Isaac Shire.

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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-eb08e177aead
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	<input type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

YOUR PROJECT/EVENT/ACTIVITY?

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Middlemount Community School Parents and Citizens Association
TRADING NAME	Middlemount Community School P&C
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	President
ADDRESS	58 James Randell Drive Middlemount
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Middlemount Community School Parents and Citizens Association
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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







SUPPLIER	Signature	DATE 19/02/2021
	Print Name [REDACTED]	

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	Middlemount Community School Public Liability Insurance is current, however we are still waiting to receive a certificate of currency as requested. Once this is received it will be forward to Council.		
	Please note, while attempts were made to obtain a second quote for comparison we were unsuccessful at this time. MCS P&C have however contacted other schools in our shire and outside our shire who have created the same project and received all postive feedback. Consideration at a previous P&C general meeting for a second quote was also discussed, but due to restrictions at the time, lack of access to a project of the same nature and time to carry the project out, it was decided to move forward to pesue this artist.		
	Minimum Co- Funding requirements- MCS P&C have communicated with [REDACTED] and [REDACTED] in relation to this event. The budget submitted is in planning stages and estimated to the best of our ability and we will be grateful for any contribution council can make to this event.		

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.							
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.							
AUTHORISED PERSON	<table><tr><td>Signature</td><td></td><td rowspan="3">DATE 19/02/2020</td></tr><tr><td>Print Name</td><td></td></tr><tr><td>Position Title</td><td>President</td></tr></table>	Signature		DATE 19/02/2020	Print Name		Position Title	President
Signature		DATE 19/02/2020						
Print Name								
Position Title	President							

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.14

MAJOR GRANT APPLICATION ROUND 3 – MIDDLEMOUNT JUNIOR RUGBY LEAGUE FOOTBALL CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant to Middlemount Junior Rugby League Football Club.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Decline the major grant application from Middlemount Junior Rugby League Football Club as it is presently ineligible under the Community Grants Guidelines.***
- 2. Note the applicant will be advised to submit a revised application in the next Community Grants funding round.***

BACKGROUND

Middlemount Junior Rugby League Football Club, incorporated association IA17778, has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the purchase of an ice-making machine for use at Norm Blanche Oval. This is to reduce the cost of providing ice, used for cooling and first aid, during sporting and community events. The applicant's grant request for \$5000 represents more than 98% of the project cost. Community Grant Guidelines require a 30% funding co-contribution for grants up to \$5000, which was advised to the applicant following initial assessment of the application. On this basis, the grant is recommended to be declined.

IMPLICATIONS

There are no financial implications as the major grant application is ineligible under the Community Grant Guidelines.

CONSULTATION

Internal

Councillor Division Seven

Manager Community Engagement Programs and Events

Community Relations Officer Dysart/Middlemount

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Middlemount Junior Rugby League Football Club

BASIS FOR RECOMMENDATION

Application is ineligible under the Community Grant Guidelines as Council is funding more than 98% of the project.

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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Middlemount Junior Rugby League Football Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

Middlemount Junior Rugby League just submitted the survey Community Grants Minor or Major Grants Application Form with the responses below.

Major Grant (maximum \$5,000)

Sport, Recreation and Healthy Living

Group/Organisation Name

Middlemount Junior Rugby League Foot Ball Club Incorporated

Group/Organisation Address

Po Box 132 Middlemount QLD 4746

Group/Organisation Phone

[REDACTED]

Group/Organisation Email

[REDACTED]

Is your group/organisation incorporated?

Yes - Incorporation No - [REDACTED]

Does your group/organisation have an ABN?

No

Is your group/organisation registered for GST?

No

Will your group/organisation cover the public liability for this project or activity?

No

Name

[REDACTED]

Position title

President

Phone

[REDACTED]

Email

[REDACTED]

Project or activity name/title

Ice Machine

Location

Middlemount

Date/s

10th April 2021

Description of your proposal

Middlemount Junior Rugby League are seeking funding for this Ice machine due to the ongoing cost when holding game days and fundraising events it will also ensure we have enough ice for visiting clubs and schools from across the central highlands. we also use ice for first aid, its important to have enough ice on hand when required. This will benefit both the Senior and Junior's players players when attending Norm Blanch Oval.

Funding amount requested from Isaac Regional Council (this figure must match budget):

\$5000

Minimum co-funding requirement (%):

1.6

Cash contribution:

\$81.89

In-kind:

0

Volunteer labour:

0

Grants:0

Sponsorships:

0

Total project or activity cost:

(this figure must match budget)

\$5081.89

What will the funds requested from Isaac Regional Council specifically be used for?

Purchasing an ice machine.

Please indicate the priorities of your proposal:

Enhance community safety

Have you discussed your proposal with a Councillor or any other Council Officers?

No

Which of the following categories does your project or activity most align with?

Community Facilities

Which category outcomes will your project or activity deliver?

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

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

To provide Ice for players drinks, injuries and to cut ongoing cost to the club.

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

If so, demonstrate the level of community support

Yes, we have had many clubs request ice on game days. To have the supply on hand eliminates the need to bring ice or leave the game to get it.

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

It will benefit all the clubs visitors, schools, volunteers and its players by ensuring we have enough ice to keep their drinks cold and in the use of first aid

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

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?

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?

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?

No - This application is not eligible

Upload supporting quote 1

Group/Organisation Name

Middlemount Junior Rugby League

Trading Name

Middlemount Junior Rugby League Incorporated

ABN

[REDACTED]

Name

Middlemount Junior Rugby League Foot Ball Club Incorporated

Position Title

President

Address

Po Box 137 Middlemount QLD 4746

Phone

[REDACTED]

Email

[REDACTED]

Preferred method of remittance to be sent

Email

Account Name

[REDACTED]

Bank

[REDACTED]

BSB (6 digits)

[REDACTED]

Account Number

[REDACTED]

Upload a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead

Name

[REDACTED]

Signature (typed name sufficient)

[REDACTED]

Date

19

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)

No

Have you provided an Event Plan? (Section 4)

Not required

Have you met the minimum co-funding requirements? (Section 4)

N/A

Have you provided evidence of confirmed co-funding contributions? (Section 4)

N/A

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)

N/A

Have you provided the most recent audited financial report? (Section 8)

Yes

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

Application is for the purchase of an one off item.

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

The statements made in this application are true.

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

Persident

Signature (typed name sufficient)

■■■■

Date

19/02/2021

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.15

MAJOR GRANT APPLICATION ROUND 3 – MISTAKE CREEK STATE SCHOOL PARENTS AND CITIZENS ASSOCIATION FUN RUN AND FETE

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Mistake Creek State School Parents and Citizens (P&C) Association to support delivery of a fun run and fete.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from the Mistake Creek State School Parents and Citizens Association to the value of \$5000 (excluding GST), funded from the Division 1 Community Grants FY2020-21 operational budget, to support the school community's annual fun run and fete, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

Mistake Creek State School P&C Association has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the staging of the school community's annual fun run and fete. The fun run and fete dates back to 1988 and is a highly anticipated event which is enjoyed by locals and participants from the wider Isaac region, particularly Clermont. The fun run includes 1km, 2.5km and 6km events for all ages, followed by a fete which promotes community spirit and connectedness in the rural locality.

IMPLICATIONS

The major grant application will be funded equally from the Division 1 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division One

Manager Community Engagement Programs and Events

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Mistake Creek State School P&C Association

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program, builds capacity of local community organisations and promotes social connectedness.

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:

JIM HUTCHINSON

Manager Engaged Communities

Date: 19 February 2021

Report authorised by:

JEFF STEWART-HARRIS

**Director Planning, Environment and
Community Services**

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Mistake Creek State School P&C_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS

Application Form

RECEIVED

Please ensure that the Application Guidelines have been read prior to completing this form
www.isaac.qld.gov.au/isaac-community-grants

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

- 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

- | | |
|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Community Facilities |
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Sport, Recreation and Healthy Living |

☒ **MAJOR GRANT (maximum \$5,000)**

This application category has set funding rounds through the year

NOTE: all applications in this category seeking commitment of 1 to 3 years or requesting amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing an application.

- | | |
|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Community Facilities |
| <input checked="" type="checkbox"/> Community Events | <input type="checkbox"/> Sport, Recreation and Healthy Living |

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.

Version: 2

Form No: CS-098

Authorised by: Director Planning Environment and Community Services

Maintained by: Community Services

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 24618 666 www.isaac.qld.gov.au

Section 1 – Group / Organisation Details

Group / Organisation Details:	Name	Mistake Creek State School P&C Association
	Address	MS 627, 6652 Clermont Alpha Road, Clermont Q 4721
	Phone	
	Email	
Is your group / organisation incorporated?	<input type="checkbox"/> Yes	Incorporation No:
	<input checked="" type="checkbox"/> No	You will need a sponsoring body that is incorporated to proceed with this application (proceed to Section 2).
Does your group / organisation have an ABN?	<input checked="" type="checkbox"/> Yes	ABN Number:
	<input type="checkbox"/> No	
Is your group / organisation registered for GST?	<input type="checkbox"/> Yes	
	<input checked="" type="checkbox"/> No	
Will your group / organisation cover the public liability for this project or activity?	<input checked="" type="checkbox"/> Yes	Please provide a copy of the current policy.
	<input type="checkbox"/> No	

Section 2 – Auspicing Group / Organisation Details (if applicable)

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

Auspicing Group / Organisation Details:	Name	
	Address	
	Phone	
	Email	
Incorporation Number:		
Does your group / organisation have an ABN?	<input type="checkbox"/> Yes	ABN Number:
	<input type="checkbox"/> No	
Is your group / organisation registered for GST?	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
Will your group / organisation cover the public liability for this project or activity?	<input type="checkbox"/> Yes	Please provide a copy of the current policy.
	<input type="checkbox"/> No	

Section 3 – Applicant Details and Authorisation

Contact person and authorisation for this application:	Name	
	Position Title	Treasurer
	Phone	
	Email	
	Signature	

Section 4 – Project or Activity Snapshot

Selection criteria: 10%

NOTE: For all applications related to a Community Event, an Event Plan must accompany your application.

An Event Plan template can be found on the Council website: www.isaac.qld.gov.au/isaac-community-grants

Details of project or activity:	Name	Mistake Creek State School Fun Run & Fete
	Location	Mistake Creek State School
	Date/s	5th June 2021

Description of your proposal:

- * This event started around 1988. It is a highly anticipated event that is enjoyed by the locals and the wider Clermont area.
- * Usually a IRC Division Councillor attends
- * Biggest fundraiser for the P&C to support the kids at the school
- * Promotes community spirit and continues this great tradition
- * Flyer, Clermont Rag, Social Media and word of mouth are used to advertise
- * Events: Run 1km, 2.5km, 6km for all ages, trophy presentation, cent sale, novelty games for all ages, raffles, cake stall, music, bar, live band, BBQ Lunch & Hot Pot Dinner

For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: www.isaac.qld.gov.au/isaac-community-grants

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.	\$5000
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: \$830 In-kind: Volunteer labour: 100% Grants: Sponsorships: \$4000
Total project or activity cost: (this figure must match budget)	\$10,790

What will the funds requested from Isaac Regional Council specifically be used for?

This year we would like to encourage more people from town to come & experience this great day for the community. The grant will be put towards Bus Hire, Live Band, Advertising, Jumping Castle, Sundown Nibbles.

Please indicate the priorities of your proposal: (tick all that apply)	
<input type="checkbox"/> Contribute towards positive engagement of the aged	<input checked="" type="checkbox"/> Target, include or engage youth
<input type="checkbox"/> Enhance mental health awareness	<input type="checkbox"/> Multicultural communities
<input type="checkbox"/> Encourage Aboriginal and Torres Strait Islander peoples	<input checked="" type="checkbox"/> Promote access and inclusion
	<input type="checkbox"/> Enhance community safety

Have you discussed your proposal with a Councillor or any other Council Officers?

- ☐ Yes - please indicate who: _____ Date: _____
- ☒ No

Section 5 – Application Category

Selection Criteria:10%

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

Section 6 – Project or Activity Justification

Selection criteria: 40%

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

- * Our rural community has missed out on this event in 2020 (due to COVID-19) and is the school's only major fundraiser to keep our small school supported.
- * To continue an enjoyable event
- * Encourages community spirit and physical activity
- * This event is great for mental wellbeing of all ages

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

If so, demonstrate the level of community support: (Please provide letters of support or registration of interested individuals/parties)

Yes, this event is supported by the Mistake Creek area and the Clermont district. The community enables us to have one of the best cent sale and auction with donated prizes....they also contribute to our success with much appreciated cash sponsorship.

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

- * Our event encourages people of all ages to get together and have a wonderful day. It brings a greater knowledge to our little bush school and increases Town & Country relationships. Promotes fitness and home cooking.

Section 7 – Project or Activity Permits/Approvals

Selection criteria: 20%

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?	<input checked="" type="checkbox"/> Yes	Food licence required. Please provide a copy or proof of lodgement (receipt).
	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes	Liquor licence required. Please provide a copy or proof of lodgement (receipt).
	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	Please provide a copy or proof of lodgement (receipt).
	<input checked="" type="checkbox"/> No	

Section 8 – Financial Management

Selection criteria: 20%

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

Are you able to provide your group / organisations most recent Audited Financial Report?	<input checked="" type="checkbox"/> Yes	Please provide a copy.
	<input type="checkbox"/> No	Please provide an explanation:

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

Are you able to provide a budget for your project/event/activity?	<input checked="" type="checkbox"/> Yes	Please provide a copy. On the following page is an example budget template.
	<input type="checkbox"/> No	This application is not eligible.

NOTE:

- 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).
- 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.

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

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:	\$

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:	Mistake Creek State School P&C Association		
Trading Name:			
ABN:	[REDACTED]		
Payment Address Details (for all remittance) Use of personal or business contact details is not recommended			
Name:	Mistake Creek State School P&C Assoc.		
Position title:	Treasurer		
Address:	MS 627 Clermont Alpha Rd, Clermont Q 4721		
Phone:	[REDACTED]		
Fax:			
Email:	[REDACTED]		
Preferred method of remittance to be sent: Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>			
Bank Account Details			
Account Name:	Mistake Creek State School P&C Assoc		
Bank:	[REDACTED]		
BSB (6 digits):	[REDACTED]	Account Number:	[REDACTED]
Supplier: I declare the Supplier Details Information provided is true and correct.	Name:	[REDACTED]	
	Signature:	[REDACTED]	
	Date:	18 th February 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your group / organisation free of debt with Isaac Regional Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you acquitted any previous grants obtained from Isaac Regional Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided a valid public liability certificate? (Section 1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you provided an Event Plan? (Section 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you met the minimum co-funding requirements? (Section 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided evidence of confirmed co-funding contributions? (Section 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided letters of support or registration of interested parties? (Section 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided proof of required Local or State Govt. permits/approvals? (Section 7)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you provided the most recent audited financial report? (Section 8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a Budget? (mandatory) (Section 8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided written quotes? (Section 8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided a copy of banking verification? (Section 9)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide an explanation if you have ticked No or NA to any of the above:

We have not yet received all our insurance renewals (this is usually early March) - once received we will email through
Permits are not applied for until 2-1 month prior to event date due to expiry dates - once received we will email through

Authorisations

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

- ☐ The statements made in this application are true.
- ☐ 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.

Authorised person	Name	[REDACTED]
	Position Title	Treasurer
	Signature	[REDACTED]
	Date	18 th February 2021

Completed applications can be submitted by the following:

Email: communitygrants@isaac.qld.gov.au

In Person: Applications are accepted at all Isaac Regional Council offices

Post: ISAAC REGIONAL COUNCIL
PO Box 97
MORANBAH QLD 4744

MEETING DETAILS

Planning Environment and Community Service

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.16

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH ARTS COUNCIL COMMUNITY DANCE ACADEMY

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Moranbah Arts Council Community Dance Academy to support the purchase of resources to expand their dance program offering.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Approve the major grant application from Moranbah Arts Council Community Dance Academy to the value of \$3019 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the purchase of resources to support Acro dance classes.**

BACKGROUND

Moranbah Arts Council, incorporated association IA28490, has made application under Council's Community Grants program for \$3019 in financial assistance as a co-contribution towards the purchase of specialist equipment and padded floor matting. The Council supports the provision of dance classes to local children and youth through the Community Dance Academy. The academy has expanded its dance program offering to include the genre of Acro, which is best described as an increasingly popular form of gymnastics dancing. Specialist equipment and padded floor matting is required to ensure participants can safely train. At present, the limitations of existing equipment mean the program is only offered to children aged 8 to 13, but increased resources will allow the expansion of the program to teenagers and adults. Total investment in new equipment is budgeted at \$10,519

IMPLICATIONS

The major grant application will be funded equally from the FY2020-21 Community Grants Operational Budget of Divisions 3, 4 and 5. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four
Councillor Division Five
Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
Isaac Arts and Cultural Advisory Committee

External

President Moranbah Arts Council

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program, builds capacity of local community organisations and engages with 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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant application Moranbah Arts Council_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary



[Home](#) » [Isaac Community Grant Applications](#) » [Community Grants Minor or Major Grants Application Form](#)

Community Grants Minor or Major Grants Application Form

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

All fields marked with an asterisk (*) are required.

Please indicate which grant you are applying for:

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.

1. Minor Grant (maximum \$1,000)

- ☐ Community Development
- ☐ Community Events
- ☐ Community Facilities
- ☐ Sport, Recreation and Healthy Living
- ☐ Dry Lands and High Hopes* (Events/activities targeting areas east of Marlborough-Sarina Road are ineligible).

This application category remains open year round

2. Major Grant (maximum \$5,000)

- ☐ Community Development
- ☐ Community Events
- ☒ Community Facilities
- ☒ Sport, Recreation and Healthy Living
- ☐ Dry Lands and High Hopes* (Events/activities targeting areas east of Marlborough-Sarina Road are ineligible).

This application category has set funding rounds through the year NOTE: all applications in this category seeking a year-on-year commitment or requesting amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing an application.

Section 1 – Group/Organisation Details

3. Group/Organisation Name *

Community Dance Academy Moranbah CDAM

37/255

4. Group/Organisation Address *

38 Bacon St Moranbah 4744

25/255

5. Group/Organisation Phone *

6. Group/Organisation Email *

7. Is your group/organisation incorporated? *

- ☒ No - You will need a sponsoring body that is incorporated to proceed with this application (proceed to Section 2)
- ☐ Yes - Incorporation No

8. Does your group/organisation have an ABN? *

- ☒ No
- ☐ Yes - ABN No

9. Is your group/organisation registered for GST? *

- ☒ No
- ☐ Yes

10. Will your group/organisation cover the public liability for this project or activity? *

- ☒ No
- ☐ Yes - Please provide a copy of the current policy

Section 2 – Auspicing Group/Organisation Details (if applicable)

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

11. Auspicing Group/Organisation Name

Moranbah Arts Council

21/255

12. Auspicing Group/Organisation Address

38 Bacon St Moranbah 4744

25/255

13. Auspicing Group/Organisation Phone number/s

[REDACTED]

14. Auspicing Group/Organisation Email

[REDACTED]

15. Auspicing Group Incorporation Number

[REDACTED]

16. Does the auspicing group/organisation have an ABN?

☐ No

☒ Yes - ABN No

[REDACTED]

17. Is the auspicng group/organisation registered for GST?

☒ No

☐ Yes

18. Will the auspicng group/organisation cover the public liability for this project or activity?

☐ No

☒ Yes - Please provide a copy

19. Upload auspicng group's current policy

Queensland_Music_Festival_Pty_Ltd_-Assoc_Liability.pdf ×

Section 3 - Contact person and authorisation for this application

20. Name *

14/255

21. Position title *

9/255

22. Phone *

23. Email *

Section 4 – Project or Activity Snapshot

NOTE: For all applications related to a Community Event, an Event Plan must accompany your application.

An Event Plan template can be found in the Grants Toolkit on the Community Grants Application landing page or at www.isaac.qld.gov.au/isaac-community-grants

24. Project or activity name/title *

10/255

25. Location *

20/255

26. Date/s *

9/255

27. Description of your proposal *

28. Upload event plan/activity supporting documentation

29. Funding amount requested from Isaac Regional Council (this figure must match budget): *

3019.00

NOTE: Applicants seeking amounts over \$5,000 must first contact Council's Grants Officer prior to completing this application. 7/255

30. Minimum co-funding requirement (%): *

50

Refer to Community Grants toolkit for detail 2/255

Co-funding amount contributed by your, or other groups/organisations or funding bodies (these figures must match budget):

31. Cash contribution: *

500

3/255

32. In-kind: *

1500

4/255

33. Volunteer labour: *

625

3/255

34. Grants: *

4875.

5/255

35. Sponsorships: *

0

1/255

36. Total project or activity cost:
(this figure must match budget) *

10,519.00

9/255

37. What will the funds requested from Isaac Regional Council specifically be used for? *

To purchase matting and equipment for acro

38. Please indicate the priorities of your proposal: *

- ☐ Contribute towards positive engagement of the aged
- ☐ Enhance mental health awareness
- ☐ Encourage Aboriginal and Torres Strait Islander peoples
- ☒ Target, include or engage youth
- ☐ Multicultural communities
- ☐ Promote access and inclusion
- ☒ Enhance community safety

(tick all that apply)

39. Have you discussed your proposal with a Councillor or any other Council Officers?

☐ No

☒ Yes - Please indicate who and the date

Donna Wilson

Section 5 – Application Category

40. Which of the following categories does your project or activity most align with? *

☐ Community Development

☐ Community Events

☒ Community Facilities

☒ Sport, Recreation and Healthy Living

(tick one)

41. Which category outcomes will your project or activity deliver?

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

☐ Promote the principles of access and equity

☐ Address issues of risk management or compliance with Australian standards

☒ Encourage a current maintenance schedule and ongoing development of Community-owned facilities

42. Which category outcomes will your project or activity deliver?

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

Section 6 – Project or Activity Justification

43. Why should this project or activity be supported?
Clearly demonstrate the need for the project or activity: *

Our community dance group, has grown to include additional genres of dance including acro which is akin to gymnastics dancing - there has been lots of interest and so we need to provide a safe environment for it - the matting will also be accessible to any other groups who need to borrow the equipment.

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

If so, demonstrate the level of community support *

Acro targets all ages, due to our equipment - we can only offer to ages 6-13, but in the future we can offer to teenagers and adults

45. Please provide letters of support or registration of interested individuals/parties

46. How will your project or activity benefit the people and community of the Isaac region: *

Safety in our non for profit organisations is paramount - if we deliver a safe area, parents and care givers can trust us - this in turn creates an environment of trust and compliance.

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

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

☒ 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>

☐ Yes - Food licence required

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

☒ 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

☐ Yes - Liquor licence required

49. Does your project or activity have the necessary local and state planning or building permits/approvals? *

☒ No

☐ Yes

Section 8 – Financial Management

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

50. Are you able to provide your group/organisations most recent Audited Financial Report? *

☐ Yes - Please provide a copy

☒ No - Please provide an explanation

Our recent audit is being finalised at the accountants and will be ready at the end of feb 2021

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).

51. 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)

☐ No - This application is not eligible

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

52. Upload Budget *

can't be blank

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

53. Upload supporting quote 1

54. Upload supporting quote 2

Section 9 – Supplier Request Details (required for payment to group/organisations)

If your application is being auspiced by another organisation payment must be made to the auspicing body.

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.

55. Group/Organisation Name *

Moranbah Arts

14/255

56. Trading Name *

Moranbah Arts Council

21/255

57. ABN *

Payment Address Details (for all remittance)

Use of personal or business contact details is not recommended

58. Name *

14/255

59. Position Title *

9/255

60. Address *

21/255

61. Phone *

62. Fax

63. Email *

64. Preferred method of remittance to be sent *

☒ Email

☐ Fax

Bank Account Details

65. Account Name *

21/255

66. Bank *

3/255

67. BSB (6 digits) *

68. Account Number *

69. Upload a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead *

can't be blank

Supplier:
I declare the Supplier Details Information provided is true and correct.

70. Name *

15/255

71. Signature (typed name sufficient) *

ATR

3/255

72. Date *

17.02

Section 10 – Application Checklist

Answer the following questions in relation to your group / organisation:

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

☒ Yes

☐ No

74. Is your group/organisation free of debt with Isaac Regional Council? *

☒ Yes

☐ No

75. Have you acquitted any previous grants obtained from Isaac Regional Council? *

☒ Yes

☐ No

☐ N/A

76. Have you provided a valid public liability certificate?
(Section 1) *

☒ Yes

☐ No

77. Have you provided an Event Plan? (Section 4) *

☐ Yes

☐ No

☒ Not required

78. Have you met the minimum co-funding requirements?
(Section 4) *

☒ Yes

☐ No

☐ N/A

79. Have you provided evidence of confirmed co-funding
contributions? (Section 4) *

☒ Yes

☐ No

☐ N/A

80. Have you provided letters of support or registration of interested parties? (Section 6) *

☐ Yes

☐ No

☒ N/A

81. Have you provided proof of required Local or State Govt. permits/approvals? (Section 7) *

☐ Yes

☐ No

☒ N/A

82. Have you provided the most recent audited financial report? (Section 8) *

☐ Yes

☒ No

83. Have you completed a Budget? (mandatory) (Section 8) *

☒ Yes

☐ No

84. Have you provided written quotes? (Section 8) *

☒ Yes

☐ No

☐ N/A

85. Have you provided a copy of banking verification?
(Section 9) *

☒ Yes

☐ No

86. Please provide an explanation if you have ticked No or
NA to any of the above

Not applicable

Authorisations

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

☒ The statements made in this application are true.

☒ 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.

88. 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.

Authorised person

89. Name *

14/255

90. Position Title *

9/255

91. Signature (typed name sufficient) *

3/255

92. Date *

8/255

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.17

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH GOLF CLUB 50TH ANNIVERSARY CELEBRATION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by the Moranbah Golf Club to support the delivery of a 50th anniversary celebration event.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Moranbah Golf Club to the value of \$5000 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of a 50th anniversary celebration on Saturday 1 May 2021, conditional on compliance with COVIDSafe event delivery.***

BACKGROUND

Moranbah Golf Club, incorporated association IA06347, has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the staging of a 50th anniversary community celebration of the club on Saturday 1 May 2021. This event coincides with the rescheduled Moranbah 50th anniversary program planned for the May long weekend in 2021 and will add value to this celebration in addition to acknowledging the long history of the club itself. The proposed program is a 10-hole Ambrose event followed by family-friendly activities including face painting, petting zoo and jumping castle in addition to live musical entertainment.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four

Councillor Division Five

Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
External

Moranbah Golf Club

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting community events and sport.

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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Moranbah Golf Club_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Moranbah Golf Club Incorporated
ADDRESS	1B Leichhardt Drive Moranbah QLD 4744
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

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

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MINOR OR MAJOR GRANTS APPLICATION FORM

REGISTERED FOR
GST?

☐ No

WILL YOUR
GROUP/ORGANISATION
COVER THE PUBLIC
LIABILITY FOR THIS
PROJECT OR
ACTIVITY?

☐ Yes – Please provide a copy of the current policy.

☐ No

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME

POSITION TITLE

Committee Member

PHONE

EMAIL

SIGNATURE

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME

Moranbah Golf Club 50th Celebration

PROJECT/ACTIVITY
LOCATION

Moranbah Golf Club

PROJECT/ACTIVITY
DATE/S

Saturday 1st May 2021

DESCRIPTION OF YOUR
PROPOSAL:

Hold a 50th celebration event as a part of the Moranbah 50th Celebration weekend.

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>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$5,000.00										
MINIMUM CO-FUNDING REQUIREMENT (%):	30% of total project costs										
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.	<table border="1"> <tr> <td>Cash contribution:</td> <td></td> </tr> <tr> <td>In-kind:</td> <td></td> </tr> <tr> <td>Volunteer labour: \$1,500.00</td> <td></td> </tr> <tr> <td>Grants:</td> <td></td> </tr> <tr> <td>Sponsorships:</td> <td></td> </tr> </table>	Cash contribution:		In-kind:		Volunteer labour: \$1,500.00		Grants:		Sponsorships:	
Cash contribution:											
In-kind:											
Volunteer labour: \$1,500.00											
Grants:											
Sponsorships:											
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$6,500.00										
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Food, Entertainment, Hire of Golf Club/Course for the Ambrose Golf Event, Prizes for Golf Ambrose Event										
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input checked="" type="checkbox"/> Contribute towards positive engagement of the aged <input checked="" type="checkbox"/> Enhance mental health awareness <input checked="" type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input checked="" type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety										

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☒ Yes - please indicate who: [REDACTED]

Date: 17/2/21 and 18/2/21

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

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MINOR OR MAJOR GRANTS APPLICATION FORM

SPORT, RECREATION AND HEALTHY LIVING	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
	<input type="checkbox"/> Contribute to building healthy and active communities
	<input type="checkbox"/> Contribute to building healthy and active communities
	<input type="checkbox"/> Improve the sustainability of sport and recreation clubs
	<input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods
	<input type="checkbox"/> Engage a broad spectrum of the community
	<input type="checkbox"/> Provide access for all abilities
<input type="checkbox"/> Provide benefit to multiple user groups	

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity	<p>This project should be supported as 2021 marks Moranbah Golf Club's 50th anniversary.</p>
	<p>Moranbah Golf Club would like to hold an event that will be a part of Moranbah's 50th Celebration weekend and make it an event that all community members will have the ability to attend.</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

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 project is supported by the Moranbah Golf Club Committee Members.

The 50th celebration events weekend is also being supported by a variety of Clubs and businesses in the region.

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

This project will benefit the people and community of the Isaac Region by encouraging community cohesion, health and wellbeing as well as being a social event for the community. Our event would be an all-inclusive event aimed to engage everyone from the Isaac region that would like to participate.

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ISAAC.QLD.GOV.AU
P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744

f isaacregionalcouncil isaacregionalcouncil isaaccouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input checked="" type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> No - Please provide an explanation: <p>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).</p>
ARE YOU ABLE TO PROVIDE A BUDGET FOR	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

**YOUR
PROJECT/EVENT/ACTIVITY?**

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	\$5,000.00
		Co-funding amount contributed by your group / organisation	
Venue hire	\$1,500.00	- Cash contributions	
Other equipment hire		- In-kind	
Bar expenses		- Volunteer labour	\$1,500.00
Catering expenses	\$1,650.00*	- Grants	
Promotional materials	\$78.00*	- 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	\$3,272.00*	Other income	
Total Expenditure:	\$ 6,500.00	Total Income:	\$ 6,500.00

Doc Number: PCS-FRM-174
Date Effective: 29/01/2021
This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services
Version 2 - ECM 3651123
Page 10 of 13

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P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744

 isaacregionalcouncil  isaacregionalcouncil  Isaacrcouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600

MINOR OR MAJOR GRANTS APPLICATION FORM

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

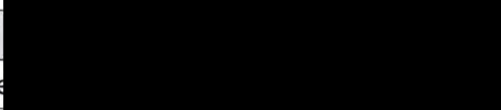
NOTE: *Electronic Funds Transfer (EFT) is Isaac Regional Council's preferred method of payment. To ensure that payments are made to the correct bank account, please provide a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead.*

GROUP/ORGANISATION NAME	Moranbah Golf Club
TRADING NAME	Moranbah Golf Club
ABN	[REDACTED]
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	[REDACTED]
POSITION TITLE	Committee Member
ADDRESS	1B Leichhardt Drive Moranbah QLD 4744
PHONE	[REDACTED]
FAX	
EMAIL	[REDACTED]
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Moranbah Golf Club
BANK	[REDACTED]
BSB (6 DIGITS)	[REDACTED]
ACCOUNT NUMBER	[REDACTED]

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature		DATE 19/02/2021
	Print Name		

SECTION 10- APPLICATION CHECKLIST

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

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

No evidence of confirmed co-funding contributions supplied. The co-funding contribution will be in way of volunteer hours in the week leading up to the event to ensure the grounds are in great condition. This will also include the hours put in by volunteers during the actual event.

No letters of support or registration of interested parties are provided as the 50th celebration weekend is being supported by various clubs and businesses in Moranbah.

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.			
	IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.		
AUTHORISED PERSON		Signature	<div style="background-color: black; width: 100px; height: 40px;"></div> DATE 19/02/2021	
		Print Name		
		Position Title Committee Member		

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.18

MULTI-YEAR MAJOR GRANT APPLICATION – MORANBAH STATE HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION – ISAAC REGION EDUCATION AND CAREER PATHWAYS EXPOSITION

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Moranbah State High School Parents and Citizens (P&C) Association, under a three-year agreement, to stage the annual Isaac Region Education and Career Pathways Exposition in August 2021, 2022 and 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a multi-year major grant application from Moranbah State High School Parents and Citizens Association for the purpose of staging the annual Isaac Region Education and Career Pathways Exposition, to the value of \$8,000 (excluded GST).**
- 2. Approve the annual grant be funded equally from the Community Grants operational budget of Divisions 1 to 7 (specifically excluding division 8) in FY2021-22, FY2022-23 and FY2023-24, conditional on the grant being expended on delivery of the Exposition, inclusive of student transportation costs.**

BACKGROUND

Moranbah State High School P&C Association has made application under Council's Community Grants program for \$10,000 in financial assistance annually, under a three-year funding agreement, as a contribution towards the staging of the Isaac Region Education and Career Pathway Expo in 2021, 2022 and 2023. The annual event is hosted at Moranbah State High School and attended by students from Clermont, Dysart, Glenden and Middelmount. In 2019 more than 800 students attended the expo which featured 43 exhibitors, including Isaac Regional Council. The expo represents a significant regional opportunity for young people to gain information and insight into future training and employment beyond their schooling.

A previous three-year funding agreement valued at \$8000 annually, auspiced by the Coalfields Training Excellence Centre and Moranbah State High School P&C Association, concluded in 2019. The agreement was not reviewed in 2020 as the event was cancelled due to COVID19. Funding assistance provided by Council largely provides for bus hire to transport students from communities outside of Moranbah.

The cost of staging the event in 2019 was \$10,893 and the application for \$10,000 annually does not include detail a co-funding contribution in cash or kind from other parties, effectively making Council the only financial supporter of the event. Council's Community Grant Guidelines requires a minimum funding co-contribution of 40% for grants over \$5000. However, given Council's long-standing involvement in the Expo (originating as a founder) dating back more than a decade and the value this event represents to local youth as an opportunity to learn about education and career pathways, it is recommended Council continue support at the historic value of \$8000 annually, representing an 80% contribution.

IMPLICATIONS

There are no financial implications for the FY2020-21 operational budget as it is recommended the major grant application will be funded equally from the Community Grants operational budgets of Divisions 1-7 (excluding Division 8) in FY2021-22, FY2022-23 and FY2023-24.

Moranbah State High School P&C Association has submitted two major grant applications in Round 3 FY2020-21. Community Grant Guidelines only permit one application per round, however, as this application is for a multi-year agreement funded and commencing in FY2020-21 it has been assessed as a "non-round" application.

CONSULTATION

Internal

Mayor and Councillors (excluding Division 8)

Manager Community Engagement Programs and Events

Community Relations Officer Moranbah

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds capacity of local 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:

JIM HUTCHINSON
Manager Engaged Communities

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Major Grant Application Moranbah State High School P&C Careers Expo_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input checked="" type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Moranbah State High School P&C Association
ADDRESS	Mills Avenue Moranbah
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

NAME	Moranbah State High School
ADDRESS	Mills Avenue Moranbah
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	MSHS - Deputy MSHS P&C
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Moranbah State High School Education and Career Expo
PROJECT/ACTIVITY LOCATION	Moranbah State High School
PROJECT/ACTIVITY DATE/S	August 4th 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>The Moranbah State high school Education and Career Pathways Expo is an all day event that students from Moranbah, Clermont, Dysart and Middlemount schools attend. They have the opportunity to discuss different career paths and education opportunities with a number of different companies, universities and training organisations. The event is entertaining, informative and hands on. It allows students face to face contact they may otherwise miss out on.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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 year grant of \$10000 per year total of \$30000. Contacted Donna Wilson 28/10/2020.

MINOR OR MAJOR GRANTS APPLICATION FORM

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: to be advised
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	10893.00 (last years total) due to covid his years event did not go ahead.
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Transportation costs of students via bus from Regional schools- see quotes attached. please note only one local bus company available to transport students and to supply quote.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input type="checkbox"/> Yes - please indicate who: Date: <input checked="" type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

The Education and career Pathway Expo is a free event available to the whole community and surrounding areas. we are actively encouraging the general public to attend this expo so they can also see the different opportunities available to them. Advertisements are placed in the school newsletter, IRC electronic notice board and on the Community Facebook page.

With the continued growth of the mining industry and the regional growth the additional opportunities can be displayed giving synergy between employees and the industry. It is hoped that by giving the opportunity to speak with representatives of various training organisations and employers they maybe able to find a career path or a way to gain formal qualification to ensure their future.

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 MSHS - IRC Education Career Expo is supported by Clermont, Glenden, Dysart and Middlemount State Schools.

2019 Numbers
Exhibitors/Stand
43(96 personal)
students
MSHS 680
Middlemount 42
Clermont 48
Dysart 43
General public and parents in excess of 100
total over 893

MINOR OR MAJOR GRANTS APPLICATION FORM

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

The benefit will come from students and the community being able to make informed decisions for their future employment and or further education prospects. Parents will be able to attend workshops and exhibitors stands that will assist them in guiding their student in the decision making process.

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☐ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

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

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

☐ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

- ☐ Yes – Please provide a copy
☒ No - Please provide an explanation:
Not for profit and regulation of the department of education.

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Moranbah State High School P&C Association
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	Moranbah State High School P&C Association
POSITION TITLE	
ADDRESS	PO Box 63 MORANBAH QLD
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	[Redacted]	DATE	3/12/20
	Print Name	[Redacted]		

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

IRC Regional Schools attending
Bank account details the same as previous years
Department of Education regulations do not allow for financial information release.

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input type="checkbox"/> The statements made in this application are true. <input type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input type="checkbox"/> The project will be covered by appropriate insurance. <input type="checkbox"/> All relevant health and safety standards will be met. <input type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.	
	<input type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input type="checkbox"/> Complete the project within twelve months of receiving Council funding.	
IF MY APPLICATION IS SUCCESSFUL, I WILL:		
AUTHORISED PERSON	Signature	DATE 3/12/20
	Print Name	
	Position Title Deputy Principal	

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.19

MAJOR GRANT APPLICATION ROUND 3 – MORANBAH STATE HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION, 2021 SCHOOL MUSICAL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application by Moranbah State High School Parents and Citizens (P&C) Association to support delivery of a 2021 school musical.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the major grant application from Moranbah State High School Parents and Citizens Association to the value of \$5000 (excluding GST), funded equally from the Community Grants FY2020-21 operational budgets of Divisions 3, 4 and 5, for the staging of Moranbah State High School's production of "High School Musical" in June 2021.***

BACKGROUND

Moranbah State High School P&C Association has made application under Council's Community Grants program for \$5000 in financial assistance as a co-contribution towards the staging of a 2021 musical by students at the high school. Students will be performing a production of *Disney's High School Musical* on 18 and 19 June 2021. Community grant guidelines exclude school-based projects which form part of the curriculum, however, this project is not a requirement of the arts/drama program and participants, both students and teaching staff, are volunteering their time out of hours to rehearse and prepare. Fundraising to date has covered the licencing fee for the production which includes the script, back track and royalties and the high school is also providing a financial co-contribution.

IMPLICATIONS

The major grant application will be funded equally from the Division 3, 4 and 5 Community Grants Operational Budget. The financial implications of this are summarised in the separate report *Community Grants Round 3 – Major Grant Application Summary* included in this agenda, reconciled as at 23 February 2021.

CONSULTATION

Internal

Councillor Division Three

Councillor Division Four
Councillor Division Five
Councillor Division Seven
Manager Community Engagement Programs and Events
Community Relations Officer Moranbah
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer
Isaac Arts and Cultural Advisory Committee
External

Arts Coordinator, Moranbah State High School

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program by supporting and engaging with 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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Moranbah State High School P&C Musical_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

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.

MINOR OR MAJOR GRANTS APPLICATION FORM

GROUP/ORGANISATION DETAILS

NAME	Moranbah State High School
ADDRESS	165-185 Mills Avenue, Moranbah
PHONE	[REDACTED]
EMAIL	[REDACTED]
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input checked="" type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

AUSPICING GROUP/ORGANISATION DETAILS (if applicable)

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

NAME	Moranbah SHS P&C Association
ADDRESS	165-185 Mills Avenue;
PHONE	[REDACTED]
EMAIL	[REDACTED]
INCORPORATION NUMBER:	n/a.
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION	<input checked="" type="checkbox"/> Yes

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	<i>President P&C</i>
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Moranbah State High School Musical
PROJECT/ACTIVITY LOCATION	Moranbah State High School Performing Arts Hall
PROJECT/ACTIVITY DATE/S	18 June & 19 June
DESCRIPTION OF YOUR PROPOSAL:	<p>This year, our Performing Arts department has again increased in enrolment rates. With this increase comes more interest in performance. This year, our school has decided to stage the popular Disney production, 'High School Musical'. Drama and Music teachers have already volunteered hours outside of their normal working week to provide their expertise and coach enthusiastic students. Additionally, our fundraising efforts were put towards the \$2000 licencing fee providing the script, backing tracks and royalties.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants </p>

MINOR OR MAJOR GRANTS APPLICATION FORM

FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$5000
MINIMUM CO-FUNDING REQUIREMENT (%):	TBC
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: 4000 In-kind: 6000 Volunteer labour: 3350 Hours Grants: TBC Sponsorships: TBC
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$21,023.10
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	Sound and Lighting Equipment, Props, Set and Costumes
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input checked="" type="checkbox"/> Enhance community safety

MINOR OR MAJOR GRANTS APPLICATION FORM

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

☒ Yes - please indicate who: [REDACTED]

Date: 06.02.2020

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

MINOR OR MAJOR GRANTS APPLICATION FORM

	<input type="checkbox"/> Encourage a current maintenance schedule and ongoing development of Community-owned facilities
SPORT, RECREATION AND HEALTHY LIVING	<input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Contribute to building healthy and active communities <input type="checkbox"/> Improve the sustainability of sport and recreation clubs <input type="checkbox"/> Encourage healthy eating and the availability of fresh, healthy foods <input type="checkbox"/> Engage a broad spectrum of the community <input type="checkbox"/> Provide access for all abilities <input type="checkbox"/> Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED? Clearly demonstrate the need for the project or activity	<p>Although we are a rural school, our dedicated teachers endeavour to provide students with the same opportunities as that of an urban school. We rely heavily on the pre-established partnerships amongst our community. We frequently have teachers, student leaders and community members sacrifice their personal time to improve the curriculum and extra-curriculum activities offered at our school.</p> <p>We would love for our students to have the chance to give back to our community, by teaching them the skills that will allow them to contribute to the Moranbah community's emerging arts programs. We also hope that continuing to build our Arts Department, will allow us to not only put on more public shows for our community; but assist our community in putting on their own shows, as we plan to purchase equipment rather than hiring to make it more accessible for all in the future.</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

List of community members in support of this project so far:

Council Members

[REDACTED]

Moranbah State High School

[REDACTED]

Other Community Members

[REDACTED]

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

Our project will positively benefit the community by brining our community together through the Arts. The aim is to develop the relationship between the school community (Staff, Students and Volunteers) and the wider Isaac Community.

We plan to engage as many community members as possible whether it be through participating in and contributing to our musical or enjoying our final performances.

MINOR OR MAJOR GRANTS APPLICATION FORM

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?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input type="checkbox"/> Yes – Please provide a copy <input checked="" type="checkbox"/> No - Please provide an explanation: Audited financial report could not be received before the due date of Grant application due to change in BSM <p>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).</p>
ARE YOU ABLE TO PROVIDE A BUDGET FOR	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

YOUR PROJECT/EVENT/ACTIVITY?

On the following page is an example budget template.

☐ No – This application is not eligible

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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


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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature		DATE	18-02-21
	Print Name			

SECTION 10- APPLICATION CHECKLIST

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

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

1. Have you acquitted any previous grants obtained from Isaac Regional Council? Unsure if any previous grants have been acquitted.

2. Have you provided an Event Plan? No, this has not yet been developed TBC upon funding and venue but a rehearsal plan has been uploaded.

3. Have you provided evidence of confirmed co-funding contributions? TBC

4. Have you provided evidence of confirmed co-funding contributions? TBC

5. Have you provided letters of support or registration of interested parties? Could not be received before due date, can be sent through.

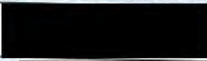

6. Have you provided proof of required Local or State Govt. permits/approvals? (Section 7) Not sure if needed for school musical can be attained.

7. Have you provided the most recent audited financial report? (Section 8) BSM Advised that as a school we do not usually need to supply these to council.

8. Have you provided a copy of banking verification? (Section 9) Could not be attained before due date.

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true.
	<input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project.
	<input checked="" type="checkbox"/> The project will be covered by appropriate insurance.
	<input checked="" type="checkbox"/> All relevant health and safety standards will be met.
	<input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date.
	<input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements.
	<input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification.
	<input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.
AUTHORISED PERSON	Signature 
	Print Name 
	Position Title <i>Moranbah SHS P&C</i>
	DATE <i>18-02-21</i>

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.20 MULTI-YEAR MAJOR GRANT APPLICATION ROUND 3 – NEBO BUSHMAN'S CARNIVAL

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from Nebo Bushman's Carnival to support the delivery of a campdraft and rodeo events in 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a multi-year major grant to Nebo Bushman's Carnival to the value of \$8000 (excluding GST) annually for FY2020-21, FY2021-22 and FY2022-23 to support the delivery of the Nebo Rodeo and Slouch Hat Campdraft, conditional on compliance with COVIDSafe event delivery.**
- 2. Approve the grant be funded from the Dry Lands to High Hopes drought support budget in FY2020-21 and the Division 8 Community Grants operational budget in FY2021-22 and FY2022-23.**

BACKGROUND

Nebo Bushman's Carnival, incorporated association IA06794, has made two applications under Council's Community Grants program for a total of \$8000 in financial assistance, under multi-year agreements, as a co-contribution towards staging the annual Nebo Rodeo and Slouch Hat Campdraft in 2021, 2022 and 2023.

As grants are limited to one application per funding round, the two applications have been consolidated as the rodeo (\$5000) and campdraft (\$3000) are both auspiced under Nebo Bushman's Carnival entity with singular financial arrangements. Council has previously approved grant applications for the delivery of multiple events under a single agreement.

The Nebo Rodeo, planned for 21-22 May 2021, and Slouch Hat Campdraft, on 1-4 July 2021, have been fixtures on the bushsports calendar since the 1950s and are significant economic and social activators for Nebo bringing large numbers of competitors and spectators to community. The rodeo is a sanctioned Australian Professional Rodeo Association (APRA) event, attracting top tier riders at the national level. The APRA has provided a letter of support for the application.

The projected cost of the rodeo is approximately \$285,000, inclusive of a \$95,000 prize purse, with Council's \$5000 contribution assisting with event delivery, whilst the projected cost of the campdraft is \$79,500, with Council's \$3000 contribution assisting with the transportation of livestock to the showgrounds.

IMPLICATIONS

The major grant application will be funded from the Dry Lands to High Hopes drought support budget in FY2020-21 and the Division 8 Community Grants Operational Budget in FY2021-22 and FY2022-23. On this basis, there are no financial implications for the Division 8 Community Grants operational budget in FY2020-21.

CONSULTATION

Internal

Councillor Division Eight
Manager Community Engagement Programs and Events
Community Relations Officer Nebo/Glenden
Engaged Communities Departmental Administration Officer
Engaged Communities Administration Officer

External

Nebo Bushman's Carnival

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and builds the capacity of sporting organisations.

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: JIM HUTCHINSON Manager Engaged Communities Date: 22 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Nebo Bushmans Carnival_Redacted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines
- Council report - Community Grants Round 3 – Major Grant Application Summary

MINOR OR MAJOR GRANTS APPLICATION FORM

** We are seeking to apply for a 3 year agreement please.*



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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input checked="" type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Nebo Bushmans Carnival Inc
ADDRESS	Mt Spencer Station, 20840 Peak Downs Highway Epsom QLD 4741
PHONE	[REDACTED]
EMAIL	[REDACTED]
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: [REDACTED] <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

Doc Number: PCS-FRM-174
Date Effective: 13/07/2020
This document is uncontrolled when printed.

Document Owner: Director Planning Environment and Community Services
Version 1 - ECM 3651123
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MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: [REDACTED] <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	NBCI Campdraft Secretary
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Nebo Slouch Hat Campdraft
PROJECT/ACTIVITY LOCATION	Nebo Rec Grounds and Undercover Arena (horsesports)
PROJECT/ACTIVITY DATE/S	1, 2, 3 & 4 July 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>We are seeking a major community grant from the IRC to assist with our community sporting event to be held in July 2021. We would ensure that the IRC is promoted throughout the weekend and in the lead up to the event via social media posts, event announcements and event program.</p> <p>We would be interested in the money provided to be put towards the transport of livestock to and from the event. This is a major cost incurred to the group and obviously a significant element to the running of the weekend. We engage the services of Willoughby Livestock Transport to safely carry our livestock to and from properties over the weekend. We believe that they provide the greatest care in animal welfare and play a major role in the overall success of our event.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	\$3000.00

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	MIL 30%
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: \$14,545.45
	In-kind: \$7,000
	Volunteer labour: \$7,000
	Grants:
	Sponsorships:
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	\$79,507.00
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	See above - Description of proposal (livestock transport)
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: [REDACTED] Date: 17 November 2020 <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

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Version 1 - ECM 3651123
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- ☒ Encourage healthy eating and the availability of fresh, healthy foods
- ☒ Engage a broad spectrum of the community
- ☒ Provide access for all abilities
- ☒ Provide benefit to multiple user groups

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the need for the project or activity

This event has been running in the community for over 60 years. By holding this event we are providing a family friendly and community inclusive event that creates a positive experience for everyone involved. We support other local businesses and community groups throughout our town and region, which helps to provide an economic and social boost to the greater community.

Given the situation of 2020 and the pandemic we believe it is important to host such events to not only provide a fun weekend for a large demographic but to also allow social engagement for people who live remotely. The lack of events and social interactions has taken a major toll on mental health and we believe providing an event where the community have a common goal to work towards and organise as well as providing a fun and social event for the community to enjoy can only have a positive impact on everyone's mental health.

The committee doesn't aim to make large profits, but to simply make a large and positive impact on those who attend the event.

Please see attached letters of support.

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

We provide public access to the event throughout the weekend, anyone is welcome to attend (within COVID rules and restrictions). We provide entertainment through the competition of the campdraft as well as night time entertainment with music, food and bar.

It is a great family event and weekend that any age group can enjoy. All competitors show great sportsmanship and skill with the sport of campdrafting and it is a pleasure for anyone to come and watch. It is a great display of low-stress stockhandling as well as an exciting display of skills and entertainment throughout the weekend.

We also believe that the event will help with the overall mental health of the community by providing a platform for people to be able to socialise and have a fun time.

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☒ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

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

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

☒ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

Expenditure		Income	
Please list all costs for the proposed activity All amounts include GST		Please list all sources of income for the proposed activity All amounts include GST	
		Funding amount requested from Council	\$ 3,000.00
Donations	\$16,000.00	Co-funding amount contributed by your group / organisation	
Venue hire	\$1,000.00	- Cash contributions	
Repairs + Maint Other equipment hire	\$300.00	- In-kind	\$7,000.00
Bar expenses	\$6,000.00	- Volunteer labour (rate of \$20/hr)	\$7,000.00
Catering expenses	\$300.00	- Grants	
Promotional materials	\$300.00	- Sponsorships	
Fuel + oil	\$700.00	Co-funding amount contributed by other group / organisations or funding bodies	
Guest speaker Entertainment	\$2,500.00	- Cash contributions	\$14,545.45
membership fees Workshop facilitator	\$1,527.00	- In-kind	
Insurance Travel/accommodation	\$715.00	- Volunteer labour	
Ambulance/First Aid Permit/approvals costs	\$5,000.00	- Grants	
Cleaning Photographer	\$600.00	- Sponsorships	
Marketing Expenses Donations	\$1,320.00	Ticket sales	
Prizes and gifts	\$25,440.00	Bar sales	\$15,259.00
Material expenses	\$305.00	Food sales	
Other expenses Fodder	\$3,500.00	Other income Noms Rec	\$38,013.00
Freight	\$14,000.00		
Total Expenditure:	\$ 79,507.00	Total Income:	\$ 81,817.45

+ \$3000.00

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	[REDACTED]	DATE	6.01.21
	Print Name	[REDACTED]		

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)	✓		
<p>PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE</p> <p>Question 2 : NBCI have ongoing bookings with IRC for use of grounds throughout the year.</p> <p>Questions 6 & 7: We obviously co-fund the rest of the event through nominations, donations and bar takings.</p>			

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true.
	<input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project.
	<input checked="" type="checkbox"/> The project will be covered by appropriate insurance.
	<input checked="" type="checkbox"/> All relevant health and safety standards will be met.
	<input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date.
	<input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements.
	<input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification.
	<input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.
AUTHORISED PERSON	Signature _____
	Print Name [REDACTED] DATE 06.01.21
	Position Title NBCI Campdraft 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 _____	

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living
<input checked="" type="checkbox"/> TEAM GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living 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.

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Nebo bushmans carnival
ADDRESS	po box 5 Nebo qld 4742
PHONE	
EMAIL	
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)

MINOR OR MAJOR GRANTS APPLICATION FORM

DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: XXXXXXXXXX <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

NAME	
ADDRESS	
PHONE	
EMAIL	
INCORPORATION NUMBER:	
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input type="checkbox"/> Yes – Please provide a copy of the current policy. <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	
POSITION TITLE	rodeo president
PHONE	
EMAIL	
SIGNATURE	

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Nebo Rodeo
PROJECT/ACTIVITY LOCATION	Nebo Showgrounds
PROJECT/ACTIVITY DATE/S	21 & 22 may 2021
DESCRIPTION OF YOUR PROPOSAL:	<p>The Nebo rodeo has been an on going event in the town since 1956. This is an event that is held every year in may and has shown to generate economic growth in the town as well as support local riders and a lot of community groups. We have become 2nd biggest rodeo in Australia with the councils help we would like to keep this event growing and moving forward .</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>
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.	<p>\$5000</p> <p>3 year agreement</p>

MINOR OR MAJOR GRANTS APPLICATION FORM

MINIMUM CO-FUNDING REQUIREMENT (%):	40%
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?	Generators
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety
HAVE YOU DISCUSSED YOUR PROPOSAL WITH A COUNCILLOR OR ANY OTHER COUNCIL OFFICERS?	<input checked="" type="checkbox"/> Yes - please indicate who: [REDACTED] Date: on going-- dec 20 feb21 <input type="checkbox"/> No

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 5 – APPLICATION CATEGORY

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

On going event since 1956
supports community groups and p&c group in the Isaac regional council area
stimulates local economy
attracts visitors from outside of our region
creates tourism
creates sporting opportunity of international standard

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

local p&c and also groups that are involved in the community have the opportunity to raise income by providing goods and services at the event .

international standered sporting event

provides tourism into the local area

promotes the issac regional council area

SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

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

☒ Yes – Food licence is required.

Please provide a copy or proof of lodgement (receipt)

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

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

☒ Yes – Liquor licence required.

Please provide a copy or proof of lodgement (receipt)

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

SECTION 8 – FINANCIAL MANAGEMENT

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

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

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

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

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

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

NOTE:

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

MINOR OR MAJOR GRANTS APPLICATION FORM

EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Nebo Bushmans Carnival Inc
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	NBCI Treasurer
ADDRESS	po box 5 Nebo qld 4742
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATION

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

SUPPLIER	Signature	DATE
	Print Name	

SECTION 10– APPLICATION CHECKLIST

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

public liability cert will not be ready available until 1 may

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

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

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

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	

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.21

COMMUNITY GRANTS ROUND 3 - MAJOR GRANT APPLICATION SUMMARY

EXECUTIVE SUMMARY

This report summarises the budgetary implications for the FY2020-21 Community Grants operational budgets should the recommendations regarding major grant applications submitted for Round 3 of the grants program be adopted.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Note the implications to the FY2020-21 Community Grants operational budgets for Divisions 1 to 8 as summarised in this report should the Round 3 Community Grants be funded as recommended.***
- 2. Subject to the outcome of the Q3 FY2020-21 budget review, approve that any balance of funds remaining in the individual Community Grants operational budgets for Divisions 1 to 8 be consolidated as a funding pool to assist with the administration of emergent out-of-round community grants applications for the remainder of FY2020-21.***

BACKGROUND

Council received 24 applications for assistance under Round 3 of the FY2020-21 Community Grants program which closed on Friday 19 February 2021. Of these applications, three were subsequently withdrawn to allow the applicant to further develop their application to meet eligibility criteria, two were consolidated into a single related application and one was determined as an early Round 3 application at the February ordinary meeting.

In total, 20 applications are presented for determination as separate reports – 15 are recommended for approval for funding in FY2020-21, a further two are recommended for approval for funding as “non-round” applications in FY2021-22, and one is recommended for funding from the Dry Lands to High Hopes drought support budget instead of the Community Grants budget. Two are recommended for decline as they do not meet the eligibility criteria. The budgetary implications of funding the recommendations of the major grant applications in FY2020-21 as presented in the agenda are summarised in the Implications section of this report.

As there are no further Community Grants funding rounds for FY2020-21 it is also recommended that, subject to the outcome of the Q3 FY2020-21 budget review, the balance of any funds remaining in the individual Community Grants operational budgets for Divisions 1 to 8 be consolidated as a funding pool to assist with

the administration of emergent out-of-round community grants applications for the remainder of FY2020-21 where there may not be sufficient remaining budget in the sponsoring division.

Subject to successful resolution of the Round 3 Community Grants, applicants with qualifying events will receive additional assistance in accordance with the Shop Isaac Community Recovery Stimulus Guidelines.

IMPLICATIONS

Community grants are funded in the Engaged Communities operational budget with \$42,000 allocated per division in FY2020-21.

The table below outlines FY2020-21 Community Grants expenditure and commitments against budget (exclusive of nominal in-kind expenditure) reconciled as at 23 February 2021, with the budgetary implications of major grant applications, if approved as recommended, summarised.

DIV.	ALLOCATION	YTD ACTUALS MAJOR	YTD ACTUALS MINOR inc BURSARIES	MULTI YEAR COMMITMENTS	TOTAL SPEND YTD	ROUND 3 PROPOSALS TOTAL (IF APPROVED)	FY2020-21 BUDGET REMAINING
One	42,000.00	2,500.00	1,900.00	12,500.00	16,900.00	10,000.00	15,100.00
Two	42,000.00	-	4,250.00	-	4,250.00	15,892.81	21,857.19
Three	42,000.00	1,173.60	2,314.92	9,833.32	13,321.84	9,938.13	18,740.03
Four	42,000.00	1,173.60	2,314.90	9,833.33	13,321.83	9,938.13	18,740.04
Five	42,000.00	1,173.60	2,314.98	9,833.35	13,321.93	9,938.13	18,739.94
Six	42,000.00	5,500.00	4,950.00	7,500.00	17,950.00	2,500.00	21,550.00
Seven	42,000.00	23,589.55	4,434.50	4,000.00	32,023.75	6,455.00	3,521.25
Eight	42,000.00	5,000.00	7,350.00	-	12,350.00	7,657.00	21,993.00
TOTAL	336,000.00	40,110.35	29,829.30	53,500.00	123,439.35	72,319.20	140,241.45

Excluded from the above table are three multi-year applications recommended for approval for funding in FY2021-22 or from a separate funding source in FY2021-21.

The financial implications of there are:

- \$8000 annually for three years from FY2021-22 divided equally between the Community Grants operational budgets of Divisions 1 through 7 for the Isaac Region Education and Career Pathways Expo
- \$5000 annually for three years from FY2021-22 divided between the Community Grants operational budgets of Divisions 1 & 6 for the Carols in the Park community event.
- \$8000 in FY2020-21 to be funded from the Dry Lands to High Hopes drought support budget in FY2020-21 and the Community Grants operational budget of Division 8 in FY2021-22 and FY2022-23 for Nebo Bushman's Carnival event.

- Value of Shop Isaac cards will be funded from the Special Emergency Community Grants operational budget.

CONSULTATION

Internal

Chief Executive Officer

Director Planning Environment and Community Services

Manager Community Engagement Programs and Events

Engaged Communities Departmental Administration Officer

BASIS FOR RECOMMENDATION

To update Council on the budgetary implications for the FY2020-21 Community Grants operational budgets should the recommendations regarding major grant applications submitted for Round 3 of the grants program be adopted.

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: JIM HUTCHINSON Manager Engaged Communities Date: 23 February 2021	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 24 February 2021
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Daniel Wagner

AUTHOR POSITION

Manager Liveability and Sustainability

5.22

UPDATED FEES AND CHARGES FOR DEVELOPMENT ASSESSMENT ACTIVITIES

EXECUTIVE SUMMARY

This report seeks Council's resolution of an update to the regulated fees and charges for development assessment activities undertaken by Council under the *Planning Act 2016* and *Economic Development Act 2012*.

OFFICER'S RECOMMENDATION

- That the Committee give preliminary consideration to the proposed regulated development assessment fees and charges for Council's development assessment activities and responsibilities under the Planning Act 2016 and Economic Development Act 2012 as outlined in this report, prior to a Council workshop on the matter.***
- That the Committee recommends that Council, following a workshop of the proposed fees and charges, adopts revised development assessment fees and charges via a direct to Council report, prior to the commencement of the Isaac Region Planning Scheme 2021 on the 1 April 2021.***

BACKGROUND

Council adopted the *Isaac Regional Planning Scheme 2021* at its Ordinary meeting on 24 February 2021, for commencement on 1 April 2021.

The new planning scheme will supersede the current planning schemes of the former Belyando, Broadsound and Nebo local government areas, and will provide consistent planning policy and use definitions across the entire Isaac Region. The new planning scheme introduces a new suite of use definitions consistent with the *Planning Regulation 2017*.

However, Council's regulated fees and charges for development assessment activities currently reflects uses and terms from the former planning schemes.

This report seeks to update these fees and charges to:

- reflect use terms and definitions in the new planning scheme
- ensure development assessment activities are undertaken on a cost recovery basis, or
- where not on a cost recovery basis, sufficient justification is provided to understand why this is the case.

The Liveability and Sustainability Department has undertaken a comprehensive review of the existing fees and charges and provides the following recommendations for prescribed fees, as contain in **Attachment 1**.

A summary of each fee group and the changes is provided below:

Development type	Fee changes summary
Reconfiguring a lot	No changes to fees proposed, as an incentive for infill residential development.
Operational works	A major review of the fees has been undertaken, reflective of the genuine costs associated with engineering assessments. A new base fee of \$2,500 has been recommended, and assessment fee is scaled depending on the scope of the proposed works. Maximum fee of \$20,000 proposed.
Material change of use	Fees align to new planning scheme definitions. It is important to note that as the new scheme provisions come into effect, some of these fees may not be used (as the use is impact assessable in all zones or is unlikely to occur in an urban zone). Below-cost fee recommended for dwelling houses and dual occupancies reflective of Council's intent for facilitation of infill housing opportunities and cost impacts associated with new dwelling approval requirements in coastal communities. Fee reductions proposed where current fees and charges schedule does not provide sufficient detail and defaults to maximum charge. Fee increases proposed where genuine costs of assessment have proven to exceed current fees, or to reflect CPI increases.
Sundries	New fee for consideration of requests for assessment under a superseded planning scheme. CPI increases applied to searches and Planning and Development Certificates. Fee simplification for minor change applications. Fee increase for applications to extend currency periods.

It is recommended that the interim fees and charges in this report take effect with the commencement of the new planning scheme on 1 April 2021.

IMPLICATIONS

Financial implications may be incurred where fees have been reduced significantly for development applications, however this is offset by the potential benefits of attracting new businesses into the region and additional rate revenue. Further work is being done to quantify these impacts for consideration at the proposed Council workshop.

The reduction in development assessment fees may encourage new business investment and provide a positive social sustainability outcome.

CONSULTATION

Manager Financial Services

Manager Economy and Prosperity

Manager Governance and Corporate Services

BASIS FOR RECOMMENDATION

The *Local Government Act 2009*, *Planning Act 2016* and *Economic Development Act 2012* allow Council to set fees and charges for development assessment activities.

ACTION ACCOUNTABILITY

Manager Liveability and Sustainability to initiate updates to public website with Brand, Media and Communications department staff, in accordance with a communications plan developed for implementation of the new planning scheme.

KEY MESSAGES

Council's updates to the regulated fees and charges associated with development assessment reflect the costs of undertaking a range of technical assessment tasks in a regional location with limited resources.

Council has endeavoured to incentivise investment in residential and small business development through the proposed fee structure, either by significantly reducing or maintaining fees and charges as currently in effect.

Report prepared by:

DAN WAGNER
Manager Liveability and Sustainability

Date: 2 March 2021

Report authorised by:

JEFF STEWART-HARRIS
Director Planning Environment and Community Services

Date: 4 March 2021

ATTACHMENTS

- Attachment 1 – Proposed fees and charges for development assessment activities – commencing 1 April 2021

REFERENCE DOCUMENT

- Local Government Act 2009*
- Planning Act 2016*
- Economic Development Act 2012*
- Isaac Regional Council Fees and Charges Schedule 2020-2021*

Proposed fees and charges for development assessment - commencing 1 April 2021

Fees and Charges may be varied in accordance with the Exceptional Circumstances Policy

** denotes GST inclusive prices.

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
MATERIAL CHANGE OF USE							
Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
Material Change of Use - Residential activities	Code assessable						
	Dwelling house	NCR	PA 2016	S51 (1) (b) (ii)		\$305.00	\$500.00
	Dwelling unit		LGA 2009	S97 (2) (a)			
	Dual occupancy	NCR	PA 2016	S51 (1) (b) (ii)		\$13,300.00	\$8,000.00
			LGA 2009	S97 (2) (a)			
	Caretakers' accommodation	CR	PA 2016	S51 (1) (b) (ii)		up to \$13,300	\$10,000.00
	Home based business		LGA 2009	S97 (2) (a)			
	Nature-based tourism						
	Multiple dwelling - up to four (4) dwelling units						
	Residential care facility - up to twenty (20) beds	CR	PA 2016	S51 (1) (b) (ii)		\$13,300.00	\$13,500.00
	Retirement facility - up to four (4) dwelling units						
	Community residence - up to twenty (20) beds						
	Rooming accommodation - up to twenty (20) beds						
	Multiple dwelling - five (5) dwelling units or greater	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$22,000.00
	Residential care facility - twenty-one (21) beds or greater						
	Retirement facility - five (5) dwelling units or greater						
	Rooming accommodation - twenty-one (21) beds or greater						
	Rural workers' accommodation	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$22,000.00
	Relocatable home park						
	Tourist park						
	Short-term accommodation						
	Non-resident workforce accommodation - up to 200 beds	CR	PA 2016	S51 (1) (b) (ii)		\$40,000.00	\$40,000.00
			LGA 2009	S97 (2) (a)			
	Non-resident workforce accommodation - 201 beds or greater	CR	PA 2016	S51 (1) (b) (ii)		\$80,000.00	\$80,000.00
			LGA 2009	S97 (2) (a)			
	Resort complex	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$25,000.00
			LGA 2009	S97 (2) (a)			
	Impact assessable						
	Dwelling house	NCR	PA 2016	S51 (1) (b) (ii)		\$23,000.00	\$5,000.00
	Dwelling unit		LGA 2009	S97 (2) (a)			
	Dual occupancy	CR	PA 2016	S51 (1) (b) (ii)		\$23,000.00	\$15,000.00
			LGA 2009	S97 (2) (a)			
	Caretakers' accommodation	CR	PA 2016	S51 (1) (b) (ii)		\$23,000.00	\$20,000.00
	Home based business		LGA 2009	S97 (2) (a)			
	Nature-based tourism						
	Multiple dwelling - up to four (4) dwelling units						
	Residential care facility - up to twenty (20) beds	CR	PA 2016	S51 (1) (b) (ii)		\$23,000.00	\$30,000.00
	Retirement facility - up to four (4) dwelling units						
	Community residence - up to twenty (20) beds						
	Rooming accommodation - up to twenty (20) beds						
	Multiple dwelling - five (5) dwelling units or greater	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$40,000.00
	Residential care facility - twenty-one (21) beds or greater						
	Retirement facility - five (5) dwelling units or greater						
	Rooming accommodation - twenty-one (21) beds or greater						
	Rural workers' accommodation		PA 2016	S51 (1) (b) (ii)			

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
	Relocatable home park	CR	LGA 2009	S97 (2) (a)		\$62,000.00	\$40,000.00
	Tourist park						
	Short-term accommodation						
	Non-resident workforce accommodation - up to 200 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	\$41,000.00
	Non-resident workforce accommodation - 201 beds or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$80,000.00	\$82,000.00
	Resort complex	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$45,000.00
Material change of use - Business activities	Code assessable						
	Use area up to 499m2 gross floor area						
	Food and drink outlet	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$13,300.00	\$10,000.00
	Adult store						
	Bar						
	Office						
	Sales office						
	Shop						
	Showroom						
	Veterinary services						
	Use area 500m2 gross floor area or greater						
	Food and drink outlet	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$15,000.00
	Adult store						
	Bar						
	Office						
	Sales office						
	Shop						
	Showroom						
	Veterinary services						
	Outdoor sales						
	Garden centre	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$18,000.00
	Car wash						
	Service station						
	Market						
	Hardware and trade supplies						
	Shopping centre						
		CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$25,000.00
	Impact assessable						
Food and drink outlet							
Adult store	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$23,000.00	\$25,000.00	
Bar							
Office							
Sales office							
Shop							
Showroom							
Veterinary services							
Agricultural supplies store							
Outdoor sales	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$35,000.00	
Garden centre							
Carwash							
Service station							
Market							
Hardware and trade supplies							
Shopping centre							
	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$40,000.00	

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE						
Material change of use - Entertainment activities	Code assessable												
	Club	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$13,300.00	\$15,000.00						
	Hotel												
	Nightclub entertainment facility												
	Theatre												
	Function facility												
	Tourist attraction												
	Impact assessable												
	Club	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$23,000.00	\$25,000.00						
	Hotel												
	Nightclub entertainment facility												
	Theatre												
	Function facility												
	Tourist attraction												
Material change of use - Industrial activities	Code assessable												
	Bulk landscape supplies	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$18,000.00						
	Transport depot												
	Warehouse												
	Low impact industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$18,000.00						
	Medium impact industry												
	Marine industry												
	Research and technology industry												
	Service industry	CR	PA 2016 LGA 2008	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	\$25,000.00						
	Extractive industry - up to 999,999 tonnes p.a												
	Extractive industry - 1,000,000 tonnes p.a or greater												
	High impact industry												
	Special industry	CR	PA 2016 LGA 2008	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$30,000.00						
	Impact assessable												
	Bulk landscape supplies							CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$40,000.00
	Transport depot												
	Warehouse												
	Low impact industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$30,000.00						
	Medium impact industry												
	Marine industry												
	Research and technology industry												
	Service industry	CR	PA 2016 LGA 2008	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	\$41,000.00						
	Extractive industry - up to 999,999 tonnes p.a												
	Extractive industry - 1,000,000 tonnes p.a or greater												
	High impact industry												
	Special industry	CR	PA 2016 LGA 2008	S51 (1) (b) (ii) S97 (2) (a)		\$62,000.00	\$45,000.00						
Code assessable													
Place of worship	CR							PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$21,293.00	\$18,000.00	
Emergency services													
Crematorium													
Cemetery													
Funeral parlour													
Community care centre													
Community use													
Environment facility													
Indoor sport and recreation													
Outdoor sport and recreation													
Park													
Health care services													
Educational establishment	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$20,000.00							

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
	Hospital		LGA 2009	S97 (2) (a)			
	Child care centre						
	Detention facility	CR	PA 2016	S51 (1) (b) (ii)			\$30,000.00
	Major sport, recreation and entertainment facility		LGA 2008	S97 (2) (a)			
	Motor sport facility						
	Impact assessable						
	Place of worship						
	Emergency services						
	Crematorium	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$18,000.00
	Cemetery		LGA 2009	S97 (2) (a)			
	Funeral parlour						
	Community care centre						
	Community use						
	Environment facility						
	Indoor sport and recreation						
	Outdoor sport and recreation						
	Park						
	Health care services						
	Educational establishment	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$20,000.00
	Hospital		LGA 2009	S97 (2) (a)			
	Child care centre						
	Detention facility	CR	PA 2016	S51 (1) (b) (ii)			\$60,000.00
	Major sport, recreation and entertainment facility		LGA 2008	S97 (2) (a)			
	Motor sport facility						
Material change of use - rural activities							
	Code assessable						
	Cropping						
	Permanent plantation						
	Roadside stall	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$10,000.00
	Animal keeping		LGA 2009	S97 (2) (a)			
	Animal husbandry						
	Rural industry	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$20,000.00
	Intensive horticulture		LGA 2009	S97 (2) (a)			
	Agricultural supplies store						
	Wholesale nursery						
	Winery						
	Intensive animal industry	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$40,000.00
			LGA 2009	S97 (2) (a)			
	Impact assessable						
	Cropping						
	Permanent plantation						
	Roadside stall	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$15,000.00
	Animal keeping		LGA 2009	S97 (2) (a)			
	Animal husbandry						
	Rural industry	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$35,000.00
	Intensive horticulture		LGA 2009	S97 (2) (a)			
	Agricultural supplies store						
	Wholesale nursery						
	Winery						
	Intensive animal industry	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$80,000.00
			LGA 2009	S97 (2) (a)			
Material change of use - other activities/services and infrastructure uses							
	Code assessable						
	Outstation						
	Parking station	CR	PA 2016	S51 (1) (b) (ii)		\$13,300.00	\$10,000.00
	Telecommunications facility		LGA 2009	S97 (2) (a)			

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
	Utility installation						
	Landing						
	Air services						
	Major electricity infrastructure	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$25,000.00
	Port services		LGA 2009	S97 (2) (a)			
	Substation						
	Renewable energy facility	CR	PA 2016	S51 (1) (b) (ii)		\$21,293.00	\$25,000.00
	Brothel		LGA 2009	S97 (2) (a)			
	Impact assessable						
	Outstation						
	Parking station	CR	PA 2016	S51 (1) (b) (ii)		\$13,300.00	\$15,000.00
	Telecommunications facility		LGA 2009	S97 (2) (a)			
	Utility installation						
	Landing						
	Air services						
	Major electricity infrastructure	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$45,000.00
	Port services		LGA 2009	S97 (2) (a)			
	Substation						
	Renewable energy facility	CR	PA 2016	S51 (1) (b) (ii)		\$62,000.00	\$45,000.00
	Brothel		LGA 2009	S97 (2) (a)			
	Undefined use	CR	PA 2016	S51 (1) (b) (ii)		POA	POA
			LGA 2009	S97 (2) (a)			

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
SUNDRIES							
Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
Change Application	Change Application: Minor change (each request)	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)		\$735.00	\$1,250.00
	Other change (each request)	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)		POA	POA
Superseded planning scheme	Request for development to be assessed under a superseded planning scheme	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)			\$1,250.00
Planning Documents	Town planning scheme - per document	CR	LGA 2009	S97 (2) (c)		\$290.00	\$300.00
	Town planning maps - per sheet	CR	LGA 2009	S97 (2) (c)		\$16.00	\$16.50
Extension Application	Extend a currency period of a development approval	CR	PA 2016 LGA 2009	S86 (2) (b) (i) S97 (2) (a)		\$1,250.00	\$2,500.00
Planning and Development Certificates	Certificate Limited	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$880.00	\$900.00
	Certificate - Standard	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$1,100.00	\$1,120.00
	Certificate Full – Non Urgent	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$2,405.00	\$2,465.00
	Certificate Full - Urgent	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$2,695.00	\$2,760.00
	Exemption Certificate	CR	PA 2016 LGA 2009	S 46 S97 (2)(a)		POA	POA
Variation Request Application	Variation Request (former S242)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		POA	POA
Preliminary Approval Application	Preliminary Approval s49(2)	CR	PA 2016	S51 (1) (b) (ii)		75% of prescribed fee	POA
	(former S241)		LGA 2009	S97 (2) (a)			
Isaac Trunk Infrastructure Charges	Water Sewerage Stormwater Parks Transport	CR	PA 2016 LGA 2009	S114, S116 & S139 S97 (2) (a)		Refer to Adopted Infrastructure Charges Resolution (No.2) 2018	Refer to Adopted Infrastructure Charges Resolution (No.3) 2021
Concurrence Referral	Code Assessable Referral (council as referral agency)	CR	PA 2016 LGA 2009	S54 (1) S97 (2) (a)		\$435.00	\$450.00
	Impact Assessable Referral (council as referral agency)	CR	PA 2016 LGA 2009	S54 (1) S97 (2) (a)		\$435.00	\$450.00
Building Work	Building work where not associated with a "Material Change of Use"	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$485.00	\$500.00
Generally in Accordance	Request to Consider a Change- Generally in accordance with existing approval	CR	PA 2016 LGA 2009	S97 (2) (a)		\$705.00	\$725.00

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
OPERATIONAL WORKS							
Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
Operational Works	Minimum fee	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$700.00	\$2,500.00
	Works over \$25,000 in value	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$700.00 + 2.7% value of work >\$25,000	10% of the value of the proposed works
	Maximum fee	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)			\$20,000
PRIORITY DEVELOPMENT AREA							
Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
Development Application	Development Application in the Priority Development Area	CR	EDA 2012 LGA 2009	S82, S101, & S129 S97 (2) (a)		POA	POA

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
Below fees proposed to be deleted							
Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	Current 2020/2021 Fee	PROPOSED Amendment2021/2022 FEE
Material Change of Use	Material Change of Use – Code Small – Multiple Dwelling 2 – 4 dwelling units – Industry < 1000 sqm GFA or site area where no GFA is proposed – Commercial < 500 sqm GFA – Community < 200 sqm GFA – Accommodation Building / Accommodation Units (where not non-resident worker's accommodation in Nebo Shire Planning Scheme, or accommodation centre or village in Belyando Shire Planning Scheme) – 2 to 20 dwelling units	CR	PA2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$13,300.00	
	Material Change of Use – Code Large – Multiple Dwelling > 4 to < 40 dwelling units – Industry > 1000 sqm GFA or site area where no GFA is proposed – Commercial > 500 sqm GFA – Community > 200 sqm GFA – Accommodation Building / Accommodation Units (where not non-resident worker's accommodation in Nebo Shire Planning Scheme, or accommodation centre or village in Belyando Shire Planning Scheme) – > 20 dwelling units	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$21,293.00	
	Material Change of Use – Impact Small – Industry (non-extractive) < 1000 sqm GFA or site area where no GFA is proposed – Commercial < 500 sqm GFA – Community < 200 sqm GFA – Accommodation Building (where not non-resident workers accommodation) – < 20 dwelling units	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$23,000.00	
	Material Change of Use – Impact Large – Industry (non-extractive) > 1000 sqm GFA or site area where no GFA is proposed – Commercial > 500 sqm GFA – Community > 200 sqm GFA – Accommodation Building (where not non-resident workers accommodation) – > 20 dwelling units – > 20 dwelling units	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$62,000.00	
	Major Project – not elsewhere referenced Based on the following criteria – the project will have a significant impact on Council infrastructure and resources – the project will be of considerable impact to the region from an environmental, economic or planning perspective – the project will require the planning scheme to be varied or overridden to give effect to the project	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		POA	
	Material Change of Use – Public Utility (telephone/broadband services) Belyando Planning Scheme – Telecommunications facility (Nebo/Broadsound Planning Scheme)	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$13,300.00	
	Material Change of Use Extractive Industry < 1 Million Tonnes per year	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$40,000.00	
	Material Change of Use Extractive Industry > 1 Million Tonnes per year	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$80,000.00	
	Material Change of Use – Code Broadsound Shire Planning Scheme Barracks & Quarters < 200 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$40,000.00	
	Material Change of Use – Code Broadsound Shire Planning Scheme Barracks & Quarters > 200 beds to < 2000 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$80,000.00	
	Material Change of Use – Impact Belyando Shire Planning Scheme Accommodation Building – accommodation centre or village < 200 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (iii) S97 (2) (a)		\$40,000.00	
	Material Change of Use – Impact	CR	PA 2016	S51 (1) (b) (iii)			

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2020/2021 Fee	Proposed FEE
	Nebo Shire Planning Scheme Works-camp <200-beds		LGA-2009	S97 (2) (a)		\$40,000.00	
	Material Change of Use – Impact Belyando Shire Planning Scheme- Accommodation Building – accommodation centre or village -> 200 to <2000 beds	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$80,000.00	
	Material Change of Use – Impact Nebo Shire Planning Scheme Works-camp >200 to <2000 beds	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$80,000.00	
	Material Change of Use – Impact Nebo Shire Planning Scheme Nebo 2-3 Dwellings per allotment within the urban footprint	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$13,415.00	
	House when assessable against the Broadsound Development Code	CR	SPA-2009 LGA-2009	S260 S97 (2) (a)		\$305.00	
Change Application	-Change Application: —— 1 st Change-	CR	PA 2016 LGA-2009	S79 (1) (b) (i) S97 (2) (a)		\$735.00	
	—— 2 nd Change-	CR	PA 2016 LGA-2009	S79 (1) (b) (i) S97 (2) (a)		\$975.00	
	—— 3 rd Change	CR	PA 2016 LGA-2009	S79 (1) (b) (i) S97 (2) (a)		\$1,340.00	
	—— 4 th or more Change	CR	PA 2016 LGA-2009	S79 (1) (b) (i) S97 (2) (a)		\$6,800.00	
	Change Application (Other) Request for a "change application" that is other than a 'minor-change'	CR	PA 2016 LGA-2009	S-79 S97 (2) (a)		POA	POA
Operational Works	Application Fee – Up to \$25,000-	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$700.00	
	Application Fee –>\$25,000 to \$50,000-	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$700.00 + 2.7% value of work >\$25,000	
	Application Fee –>\$50,000 to \$200,000	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$1,860.00 + 2.2% value of work >\$50,000	
	Application Fee –>\$200,000	CR	SPA-2009 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$5,350.00 + 1.2% value of work >\$200,000	
Advertising Structures	Advertising Structures	CR	PA 2016 LGA-2009	S51 (1) (b) (ii) S97 (2) (a)		\$2,900.00	

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Bruce Wright

AUTHOR POSITION

Manager Community Facilities

5.23

COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE MINUTES – 11 FEBRUARY 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 Thursday, 11 February 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 11 February 2021.**
- 2. Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 11 February 2021, in particular that;**
 - i. Council notes the progress of the Action List**
 - ii. Endorses the proposed staged approach to the administration of the License formerly held by the Moranbah Men's Shed;**
 - iii. Endorses the reactivation of the asset by Expression of Interest as applicable and in accordance with the proposed staged approach;**
 - iv. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause ii. and iii. above.**
 - v. Notes the current impacts of the operating restrictions on Community Groups throughout the Region;**
 - vi. Endorses the granting of a twelve (12) month moratorium, on a COVID Recovery needs basis, from Section 4.2 "Eligibility" of the Tenures Policy for Council Owned and/or Controlled Facilities; to in situ Community Groups to allow the re-establishment of a full committee. The period of the moratorium will commence from the date of resolution;**
 - vii. Authorises the Chief Executive Officer to negotiate, vary and execute the instruments to action clause vi. above.**
 - viii. Notes the status of the Leasing Program.**
 - ix. 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.**
 - x. Council receives and notes the Infrastructure Parks and Recreation Asset Management Update report.**

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 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 11 February. 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 leasing monthly update.

ACTION ACCOUNTABILITY

Office of Director Planning Environment and Community Services 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:

BRUCE WRIGHT
Manager Community Facilities

Date: 24 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - Community Tenure and Facilities Advisory Committee Minutes – 11 February 2021

REFERENCE DOCUMENT

- Agenda - Community Tenure and Facilities Advisory Meeting 11 February 2021
- Isaac Regional Council - Advisory Committee Administrative Guidelines

UNCONFIRMED MINUTES OF THE COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD THURSDAY 11 FEBRUARY 2021 MORANBAH COUNCIL CHAMBERS

MEETING MINUTES

Thursday 11 February 2021

COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD THURSDAY 11 FEBRUARY 2021 MORANBAH COMMUNITY CENTRE

1. OPENING MEETING

The Chair declared the meeting open at 10.07am 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

Cr Lyn Jones, Division Six

Jeff Stewart-Harris, Director Planning, Environment & Community Services

Rob Perna, Director Engineering and Infrastructure

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

Dylan Wilson, Engineering and Infrastructure Moranbah Admin

MINUTE TAKER

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

MEETING MINUTES

Thursday 11 February 2021

Resolution No.: T&F0106

Moved: Cr Lyn Jones

Seconded: Karen Montgomery

That the Committee accept Jeff Stewart-Harris, Bruce Wright and Nic Crous participation in the meeting by Video Conference.

Carried

2A: APOLOGIES

The Committee accepted apologies from Cr Kelly Vea Vea

Resolution No: T&F00107

Moved: Jeff Stewart-Harris

Seconded: Cr Lyn Jones

- That the Community Tenure and Facilities Advisory Committee accepted the apologies received from:
Cr Kelly Vea Vea***

Carried

3. DECLARATION OF CONFLICT OF INTEREST

Members will declare their conflict of interest at the time of the discussion of the agenda at the time of the agenda item, in particular where the discussion progresses to identify a conflict.

4. CONFIRMATION OF MINUTES

Receipt and confirmation of minutes of the Community Tenure and Facilities Advisory Committee held on Tuesday, 8 December 2021.

Resolution Number: T&F0108

Action: Minute Secretary

MEETING MINUTES

Thursday 11 February 2021

Moved: Cr Lyn Jones

Seconded: Kelly Shepherd

- 1. The Community Tenure & Facilities Advisory Committee confirmed the Minutes of the Isaac Regional Council Community Tenure and Facilities Advisory Committee meeting held on Tuesday, 8 December 2021 by general consensus.*

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Action Sheet

Resolution
Number:

T&F0109

Moved:

Seconded:

That the Community Tenure and Facilities Advisory Committee recommend:

- 1. That Council note the progress of the Action List*

Carried/Lost

Action: Manager Community Facilities – Review allocation of priorities in Action List

6. DISCUSSION/OFFICERS REPORTS

6.1 MORANBAH MEN'S SHED TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to provide information relating to the Moranbah Men's Shed use of the old Moranbah Arts Building at the Bacon Street precinct, and its current condition. In addition, it seeks Council's endorsement to activate a staged approach to the administration of the former tenancy.

OFFICER'S RECOMMENDATION

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

- 1. Endorses the proposed staged approach to the administration of the License formerly held by the Moranbah Men's Shed;*

MEETING MINUTES

Thursday 11 February 2021

2. ***Endorses the reactivation of the asset by Expression of Interest as applicable and in accordance with the proposed staged approach;***
3. ***Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 and 2 above.***

Resolution Number: T&F0110

Moved: Cr Lyn Jones

Seconded: Karen Montgomery

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

1. ***Endorses the proposed staged approach to the administration of the License formerly held by the Moranbah Men's Shed;***
2. ***Endorses the reactivation of the asset by Expression of Interest as applicable and in accordance with the proposed staged approach;***
3. ***Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 and 2 above.***

Carried

Action: Manager Community Facilities - Include key trigger points in the Action List forming a staged approach (including appropriate supplementary communication) in managing administration of tenancy

6.2 COMMUNITY LEASING – COMMUNITY GROUP COMMITTEES

EXECUTIVE SUMMARY

This report serves to provide Council with an update on emerging issues impacting Community Leasing as a consequence of the various operating restrictions applied to Community Groups during 2020 as a result of COVID19.

OFFICER'S RECOMMENDATION

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

MEETING MINUTES

Thursday 11 February 2021

1. ***Notes the current impacts of the operating restrictions on Community Groups throughout the Region;***
2. ***Endorses the granting of a twelve (12) month moratorium from Section 4.2 “Eligibility” of the Tenures Policy for Council Owned and/or Controlled Facilities; to in situ Community Groups to allow the re-establishment of a full committee. The period of the moratorium will commence from the date of resolution;***
3. ***Authorises the Chief Executive Officer to negotiate, vary and execute the instruments to action clause 2 above.***

Resolution
Number: T&F0111

Moved: Karen Montgomery

Seconded: Bruce Wright

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

1. ***Notes the current impacts of the operating restrictions on Community Groups throughout the Region;***
2. ***Endorses the granting of a twelve (12) month moratorium, on a COVID Recovery needs basis, from Section 4.2 “Eligibility” of the Tenures Policy for Council Owned and/or Controlled Facilities; to in situ Community Groups to allow the re-establishment of a full committee. The period of the moratorium will commence from the date of resolution;***
3. ***Authorises the Chief Executive Officer to negotiate, vary and execute the instruments to action clause 2 above.***

Carried

Note: Ensure that liaison is undertaken with Community Resilience Coordinator

6.3

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 Committee recommend that Council:

MEETING MINUTES

Thursday 11 February 2021

1. Notes the status of the Leasing Program.

Resolution
Number: T&F0112

Moved: Cr Lyn Jones

Seconded: Gordon Robertson

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

- 1. Notes the status of the Leasing Program.*
- 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.*

Carried

6.4 INFRASTRUCTURE PARKS AND RECREATION LEASED ASSET MANAGEMENT UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to update the committee on issues that have arisen within the Parks and Recreation Facilities.

OFFICER'S RECOMMENDATION

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

- 1. Notes the information contained within this report.*

Resolution
Number: T&F0113

Moved: Gordon Robertson

Seconded: Karen Montgomery

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

- 1. Notes the information contained within this report.*

Carried

MEETING MINUTES

Thursday 11 February 2021

7. GENERAL BUSINESS

7.1 INFRASTRUCTURE PARKS AND RECREATION – FURTHER UPDATES

- Horse and Pony Club – IRC have given Ergon authorisation to move forward. Now requires Horse and Pony Club to make contact to have meter (power) transferred into their name.
- Moranbah Gymnastics – have now received two applications to extend building (out to car park). This will result in possible public backlash due to closure of thoroughfare. Further engagement to be undertaken with IRC officers (engineers). This matter must be fully considered.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11.35 am
Next meeting scheduled for 22 April 2021.

.....
Chair

..... / /
DATE

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

MEETING DETAILS	Planning, Environment and Community Services
	Standing Committee
	Tuesday 9 March 2021
AUTHOR	Bruce Wright
AUTHOR POSITION	Manager Community Facilities

5.24

PROPOSED AMENDMENTS AND CONCESSIONS TO FEES AND CHARGES AND SEASON PASSES FOR THE GREG CRUICKSHANK AQUATIC CENTRE.

EXECUTIVE SUMMARY

This report seeks Council's approval for the validation of Greg Cruickshank Aquatic Centre 2019-2020 season passes, and swimming lesson concessions for the Greg Cruickshank Aquatic Centre.

OFFICER'S RECOMMENDATION

That the Community recommend that Council:

- 1. Approves the validation of 2019-2020 Season Passes for the Greg Cruickshank Aquatic Centre to be extended to the expiration of the 2021 swimming season (September 2021);**
- 2. Approves the application of a twenty percent (20%) swimming instruction discount to patrons who provide sufficient evidence of pre-paid and/or unrefunded swimming lessons made to the former Lessee during 2020;**
- 3. Approves swimming lesson fees to be inclusive of entrance fees to the Greg Cruickshank Aquatic Centre;**
- 4. Approves the provision of a "calendar year" (twelve months from the date of purchase) option for intending Season Passes purchasers.**

BACKGROUND

On 1 September 2018, Isaac Regional Council entered into a Trustee Lease with Vital Group Services Pty Ltd to manage the Greg Cruickshank Aquatic Centre (GCAC) for a period of three (3) years. In September 2020, the lease between Isaac Regional Council and Vital Group Services Pty Ltd was dissolved by mutual agreement.

Council re-entered the facility and resumed control of all GCAC operations. Throughout the ensuing period and the "stabilisation" of operations at the GCAC, a number of anomalies attached to patron payments for swimming lessons and season passes were identified. Many patrons were disadvantaged by the closure of the pool during the heightened Covid restrictions with many having paid for season passes that were effectively voided by the force majeure Covid event.

Similarly, a number of patrons had pre-paid swimming lesson fees to the former Lessee which were subsequently not refunded. The commercial activities and subsequent recovery activities of the former Lessee remain well beyond the control of Council and any retrospective action against the terminated Lease. Anecdotal information has identified that the former Lessee has commenced recovery actions against a number of residents for alleged non-payment of fees; which has now further disadvantaged a number of patrons.

Operational capacity and the retention of suitably qualified swimming instructors has previously impeded Council's ability to provide swimming lessons to families. This has now been resolved following the successful recruitment of qualified staff at the GCAC.

Significant demand for swimming classes for babies, toddlers and private patrons is now evidenced.

It is proposed that patrons who present suitable evidence of 2019-2020 swimming class payments for classes that were not delivered, receive a twenty percent (20%) discount on 2020-2021 fees. This provides those disadvantaged by the non-delivery of classes with a level of relief to support the ongoing and important instruction of children.

It is further proposed that swimming lesson fees are *inclusive* of entrance fees to the GCAC. Information received has identified that it was past practice of the Lessee to charge entrance fees *additional* to instructional fees. It is understood that this created significant dissension between the former Lessee and families of intending students; ultimately, realising a departure from the GCAC to other facilities to seek instruction.

GCAC Season Pass holders from the 2019 season onwards have been similarly affected by the forced closures of the GCAC. No pass holders were able to avail themselves of pool use between February and September 2020. In the spirit of the Covid recovery initiative, it is proposed that upon the presentation of suitable evidence that these passes are honoured to September 2021 - thereby transferring the validity period offered at the time the passes were purchased into the current season.

At this time, the GCAC Season Pass validity period runs from August to September of the following year. Multiple requests are being received from patrons for a "calendar year" option to remove pro-rata payments and to provide for annual access from the date of payment. With the year-round operation of the 25-metre heated pool; the addition of this option is manageable. The GCAC point of sale records management system is configured to support all pass terms.

IMPLICATIONS

Approximately fifty (50) applications for season pass validity extensions have been received. The approximate pro-rata magnitude of costs is estimated to be \$5000.00.

The magnitude of swimming class fee relief is estimated to be \$1500.00.

Council retains responsibility for GCAC operating costs that include, but are not limited to: utilities, chemicals and maintenance.

All fees are GST inclusive and not cost recoverable.

CONSULTATION

Director Planning, Environment and Community Services

Chief Financial Officer

Manager Budgets and Statutory Reporting

BASIS FOR RECOMMENDATION

The fees and charges are demonstrative of Council's commitment to the sport of swimming, development of safe swimming pool practices and also serve to provide relief to families with children that were unable to undertake lessons due to extended GCAC closures.

ACTION ACCOUNTABILITY

Manager Financial Services and Manager Community Facilities to progress.

KEY MESSAGES

Council is taking a considered and logical approach to the fee structure and operation of the Region's aquatic facilities.

Council supports the development of safe swimming activities.

Council remains committed to supporting the Community by offering relief in concert with Covid Recovery planning.

Report Prepared By:	Report Authorised By:
BRUCE WRIGHT	JEFF STEWART-HARRIS
Manager Community Facilities	Director Planning, Environment and Community Services
Date: 24 February 2021	Date: 24 February 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 2020/2021 Schedules of Fees and Charges

MEETING DETAILS	Planning, Environment and Community Services
	Standing Committee
	Tuesday 9 March 2021
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

5.25 CLERMONT SALEYARDS AND SHOWGROUNDS REVITALISATION PROJECT ADVISORY COMMITTEE – MINUTES - 15 FEBRUARY 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, 15 February 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 15 February 2021; and***
- 2. Receive and note the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.***
- 3. In the event that Council is successful regional recovery partnerships funding for the Stage 2 of the Revitalisation Project, that consideration be given to bringing forward the scheduled 5-year review of the Clermont Saleyards and Showgrounds Master Plan.***

BACKGROUND

The Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee (CSSRPAC) Terms of Reference were endorsed by Council at its meeting held 27 February 2018 (Resolution No.5269) and subsequently updated at the meeting held 22 October 2020 (Resolution No. 6297).

The overall purpose of the CSSRPAC is to provide advice to Council in relation to the community engagement for, component project identification and scoping within and the broad delivery of the Clermont Saleyards and Showgrounds Revitalisation Project (*Revitalisation Project*).

The Revitalisation Project arose from Council's advocacy efforts directed to the 2017 State elections, resulting in an election commitment of \$1 million funding to revitalise the Clermont Saleyards and Showgrounds precinct.

The CSSRPAC met on 15 February 2021. The minutes of this meeting are attached for Councillor's consideration of recommendations.

Discussion items raises in General Business were as follows:

- The Rodeo and Show Society is holding its AGM on Friday 19 February 2021 with the intention of appointing a replacement for Andrea Moller
- The Rodeo and Show Society are actively planning for the rodeo, show and campcraft for 2021 and will continue to work with the Engaged Communities team with a view to seeking COVID event reactivation support in line with Council's Strategic Recovery Plan.

IMPLICATIONS

The funding committed by the State is a positive financial implication for Council. It also provides an opportunity to address a few current or latent reputational and asset risks within the broader precinct.

The CSSRPAC assists Council to engage and manage a range of disparate and potentially competing interests in the scoping of the Revitalisation Project.

The Advisory Committee has been diligent to ensure that best value can be achieved from the current funding opportunity and that current planning activities facilitate timely applications for future funding opportunities for projects that are beyond the scope of the current revitalisation project.

CONSULTATION

Internal

Division One Councillor

Director Planning Environment and Community Services

Manager Economy and Prosperity

Manager Saleyards and Showground

External

Clermont Rodeo and Show Society

BASIS FOR RECOMMENDATION

Consideration and adoption of Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee Minutes as per Terms of Reference and legislative requirements.

ACTION ACCOUNTABILITY

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

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 23 February 2021

Report authorised by:

JEFF STEWART-HARRIS
Director Planning Environment and Community Services

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 - CSSRPAC Minutes – 15 February 2021

REFERENCE DOCUMENT

- Clermont Saleyards and Showgrounds Revitalisation\Master Plan DRAFT 20190116 Draft Masterplan Report
- Isaac Regional Council - Advisory Committee Administrative Guidelines

**UNCONFIRMED MINUTES OF THE
MEETING OF
CLERMONT SALEYARDS AND SHOWGROUNDS
REVITALISATION PROJECT ADVISORY COMMITTEE
OF
ISAAC REGIONAL COUNCIL
HELD
MONDAY, 15 FEBRUARY 2021
AT
OLD LIBRARY BUILDING, CLERMONT**

MEETING MINUTES

Monday, 15 February 2021

MEETING OF
CLERMONT SALEYARDS AND SHOWGROUNDS REVITALISATION PROJECT
ADVISORY COMMITTEE OF
ISAAC REGIONAL COUNCIL
HELD ON MONDAY 15 FEBRUARY 2021
OLD LIBRARY BUILDING, CLERMONT

1. OPENING MEETING

The Chairperson declared the meeting open, the time being 11:33 am and welcomed all in attendance.
Attendance

ADVISORY COMMITTEE

Cr Greg Austen, Division One Councillor
Jeff Stewart-Harris, Director Planning, Environment & Community Services (Chair)
Shane Brandenburg, Manager Economy and Prosperity
Andrew Eaton, Business Manager Saleyards and Showgrounds
Scott Hensley, Representative of the Clermont Rodeo and Show Society
Doug Burnett, Representative of the Clermont Rodeo and Show Society

ATTENDEES/CONTRIBUTORS

Sonja Swanton, Co-Ordinator Economy and Prosperity

3. APOLOGIES

The Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee accepted apologies from:

- Cr Lynette Jones - Division Six Councillor
- Mark Davey - Capital & Project Program Manager
- Jake Kennedy - Elders
- Tony Hoch - Hoch and Wilkinson
- Simon Fraser - Representative of the Clermont Saleyards Committee

Resolution No.: CSSR042

Moved: Cr Greg Austen

Seconded: Shane Brandenburg

That the Clermont Saleyards and Showground Revitalisation Project Advisory Committee accepts the apologies received from:

MEETING MINUTES

Monday, 15 February 2021

- Cr Lynette Jones - Division Six Councillor
- Mark Davey - Capital & Project Program Manager
- Jake Kennedy - Elders
- Tony Hoch - Hoch and Wilkinson
- Simon Fraser - Representative of the Clermont Saleyards Committee

Carried

4. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared

5. CONFIRMATION OF MINUTES

Receipt and confirmation of minutes from the Clermont Saleyards and Showground Revitalisation Project Advisory Committee meeting held on Monday 2 November 2020, at the Old Library Building, Clermont.

Resolution No.: CSSR043

Moved: Greg Austen

Seconded: Doug Burnett

The CSSRPAC confirmed the Minutes of the Isaac Regional Council Clermont Saleyards and Showground Revitalisation Project Advisory Committee meeting held on Monday 2 November 2020, at the Old Library Building, Clermont by consensus.

Carried

6. OFFICER DISCUSSIONS/PRESENTATIONS

6.1

PROJECTS UPDATE – CLERMONT SALEYARDS AND SHOWGROUNDS

EXECUTIVE SUMMARY

The purpose of this report is to inform on the status of the Revitalisation projects that are in progress at the Clermont Saleyards and Showgrounds.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Receives and notes the status of the current projects at the Clermont Saleyards and Showgrounds.*

MEETING MINUTES

Monday, 15 February 2021

Resolution No.: CSSR044

Moved: Andrew Eaton

Seconded: Doug Burnett

That the Committee:

- 1. Receive and note the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.***
- 2. In the event that Council is successful regional recovery partnerships funding for the Stage 2 of the Revitalisation Project, that consideration be given to bringing forward the scheduled 5-year review of the Clermont Saleyards and Showgrounds Master Plan.***

Carried

7. GENERAL BUSINESS

- 7.1 The Rodeo and Show Society is holding its AGM on Friday 19 February 2021 with the intention of appointing a replacement for Andrea Moller
- 7.2 The Rodeo and Show Society are actively planning for the rodeo, show and campcraft for 2021 and will continue to work with the Engaged Communities team with a view to seeking COVID event reactivation support in line with Council's Strategic Recovery Plan.

8. NEXT MEETING

Next meeting to coincide with Stage 2 funding announcement (May/ June 2021)

9. CLOSE

There being no further business the Chair declared the meeting closed at 12:05 pm.

.....
CHAIR

Jeff Stewart-Harris

Director Planning, Environment and Community Services

..... / /
DATE

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

5.26

ST LAWRENCE WETLANDS WEEKEND 2021 – EVENT MANAGEMENT FRAMEWORK

EXECUTIVE SUMMARY

This report presents the St Lawrence Wetlands Weekend Event Management Framework for Council's informing on the planning and development progress for the 2021 event to be held on the 11 to 13 June 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the draft St Lawrence Wetlands 2021 Event Management Framework.**
- 2. Endorses Council's 2020/21 Fees and Charges schedule are amended to include the St Lawrence Wetlands ticketing sales charges as detailed in the St Lawrence Wetlands 2021 Event Management Framework and listed below.**
 - i. General Admission Adult - \$10**
 - ii. Stallholder Fee - \$20 includes general admission**
 - iii. General Admission Child – Free**
 - iv. Return bus from Rockhampton - \$25 includes general admission**
 - v. Return bus from Mackay – \$30 includes general admission**
 - vi. Return bus from Sarina - \$25 includes general admission**
 - vii. Return bus from Isaac Coastal Communities - \$15.00 includes general admission**
 - viii. Glamping tent one night - \$250 sleeps six**
 - ix. Glamping tent two nights - \$350**
 - x. Greater Whitsunday Food Network Farm to plate Luncheon - \$120**
 - xi. Wetlands Weekend Package for two - \$590**
 - xii. Camping (tent or caravan) \$12.50 per site per night**
 - xiii. St Lawrence Wetlands T-shirts (long sleeve) - \$60.00**
 - xiv. St Lawrence Wetlands T-shirts (short sleeve) - \$49.00**

3. ***Notes the Bushman's dinner will not be a pre-booked ticketed event in 2021 as per previous years, with the event this year to have food vendors onsite for the evening meal providing individual catering to the event attendees.***
4. ***Notes updates will be provided in the monthly Planning Environment and Community Services Information Bulletin and that Councillors will be engaged on the updated Event Brief detailing the events program will prior to the June event.***

BACKGROUND

Events continue to be critical to the success and prosperity of any tourism destination and are a key means of generating economic benefit, attracting visitors, driving social and community outcomes and enhancing the profile of destinations. The Isaac Region continues to position itself as strong event destination, actively hosting large scale events that provide significant economic benefit.

The St Lawrence Wetlands Weekend Event Management System has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional and tourism event.

Held annually it is Isaac Regional Council's (IRC) sole dedicated tourism event. IRC delivers this event as a social economic/ environmental stimulus to Isaac Coastal Communities. This event plays a significant part in delivering vibrant liveable communities, attracting visitation from out of region.

Description of the Signature experiences that will be offered at the 2021 event

It is to be noted the full event program is continuing to be developed and will be presented to Council prior to the event. Initially the event focused solely on environmental factors and attracted a small audience but in the preceding couple of years the one-day event has attained significant growth and developed to a full weekend event primarily focusing on organic activities in line with the promoting and celebrating the local environment, arts, culture and culinary demonstrations aligned to local produce.

The 2021 program of activities will delight visitors over three days as they Taste, Explore, Create and discover the historic township of St Lawrence and become immersed in a weekend enjoying the authentic Australian coastal wetlands. The 2021 event will give opportunity to raise awareness for World Wetlands Day and to celebrate the 50th Anniversary for the Wetlands signing anniversary.

The event was the 2019 gold award winner at the Mackay Tourism Awards and it will continue to provide memorable experiences on our dawn bird watching and wetlands tours with presentations by leading environmental experts.

Unfortunately, due to COVID-19 the 2020 event was cancelled.

The 2021 event will see the return of Television Logie nominee "Costa Georgiadis". The contagiously enthusiastic host of gardening Australia will personalise our visitors experience with composting tips, advice on native plants, biosecurity and activities with our local school involvement. Economy and Prosperity are currently working with Costa's management team, other internal departments and St Lawrence School to develop a program for his activities during the event.

A signature experience at the St Lawrence Wetlands Weekend will once again be the luncheon focused on local produce grown in the Isaac Region and prepared by celebrity Chef Matt Golinski. Economy and Prosperity are currently working on delivering this event in partnership with Greater Whitsunday Food Network. This year will be Matt's third visit to St Lawrence and he openly tells visitors he has fallen in love with the people, the place and the produce. This year's luncheon will be three courses individually plated and delivered to guests by hospitality school students. The luncheon will once again focus on the abundance of local fresh mud crab, king salmon, farmed prawns, beef, honey, chickpeas and other local produce found in our region's nearby fields.

Matt will get creative with this local produce doing cooking demonstrations which may once again include a Costa vs Matt cook off, adding fun and laughter to the event.

Discussions have been conducted to get engagement after the event in a fishing and cooking expedition with Matt Golinski to capture images of the regional produce served fresh in Isaac's idyllic localities to inspire visitors to the region.

The St Lawrence Wetlands will again be a focal point of the event, with the wetlands being noted as wetlands of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species

This year the addition of bush workshops including "lost trades" for visitors to experience including Blacksmithing, how to create your own set of tools, leather crafting techniques to create their very own leather piece and how to produce their own environmentally friendly soap, macramé, wool spinning and much more.

On Saturday night the bushman's evening event will take on a different theme with no cover charge other than entry into the St Lawrence Wetlands Event. Live music with band "Bareback" featuring Luke Geiger and food vendors and a proposed Beer "N" prawn pop-up beer garden will keep visitors experiencing St Lawrence like a local with great country food.

Chainsaw art will be one of the event demonstrations and from this demonstration Council will receive Chainsaw artwork. These pieces will be auctioned at the Bushman's Dinner with proceeds going to the community organisations providing volunteers to assist in running the event being:

- St Lawrence Parents and Citizens
- State Emergency Services
- St Lawrence Recreational Group

Visitors will have the option of spending the night right by the wetlands in their luxury glamping tents and rise to the early morning birdsong or bring their own tent or caravan and camp on-site, bookings will be essential. St Lawrence Communities rally to present the essence of Tourism and Events Queensland's (TEQ) 'I know just the place' campaign with welcoming locals revealing the amazing experiences they know best creating an authentic and engaging experience rarely found in larger centres. The locals come together along with the Isaac coastal communities to showcase their region and the real Queensland.

Local produce, fish, crabs and prawns will continue to be a culinary delight with this year, as well as demonstrations being included on the art of cooking and eating crab by local suppliers whilst sharing their stores with visitors.

Visitors will be warmly welcomed this year to Barracrab Clairview with a Friday Night event featuring the Geiger Brothers from Bareback as they play on their journey south to the Wetlands for Saturday nights main event.

St Lawrence will also host a Welcome to the Wetlands as casual Friday Night event with details of that event still to be finalised.

Sunday our Wetlands Weekend event will head to the Carmila Hotel with a Sunday Session featuring live music and country atmosphere. The inclusion of the other beachside communities will give our Isaac Coast a great sense of community pride and cohesiveness which is one of the overarching aims of the event.

- Drive social and community outcomes for the Isaac Coastal Communities and destination, noting the important link between community outcomes and economic benefits.

A greater focus on celebrating the history of the St Lawrence township, with increased guided tours operating through the event of the historic town. During the event the local Police Officer will open the historic 1879

courthouse and share some of St Lawrence cultural heritage stories with a captivated audience. Clydesdale horse-drawn carriage rides will also operate during the event.

Arts and Cultural Programs Officer is currently working on the delivery of workshops for the event. Margaret Burgess environmental crafter will conduct workshops on recycling plastics into jewellery. One of the workshops will be for children and they will make (fish shapes). As it is the "Year of the Indigenous" in tourism, plans are underway to focus more on our indigenous tourism experiences.

Koinjmal first Peoples will continue their involvement at the St Lawrence Wetlands Weekend. We are currently liaising with Samaria Deshong to continue her work with Isaac regional Council's Environmental team and GRMPA/ Fisheries to conduct cultural and bush-tucker talks/walks to enhance our visitors experience providing them with a real connection to our people and place.

The 2021 event will also include the unveiling of the memorial wall project at St Lawrence Cemetery. It is a requirement under the funding agreement that the Minister for Local Government be invited to the official unveiling to recognise and acknowledge the past residents of St Lawrence who lay in the documented 101 unmarked graves.

What Is the Overarching Aim of the Event?

- generate local economic activity and development in the destination
- drive social and community outcomes for the Isaac Coastal Communities and destination, noting the important link between community outcomes and economic benefits
- engage pure people power to energise patrons and promote Isaac as a region that energises the world
- attract external visitation to the destination
- to build and encourage repeat attendance from the nature and food tourism market segments
- showcase local produce of the region
- enhance the profile and appeal of the St Lawrence Wetlands and their significance by promoting and educating about its ecological value as a tourism attraction.

2021 Sales and Ticket Managements

This year's event has been targeted to maintain the previous couple of years growth and momentum. Our event activities will focus on traditional and organic activities highlighting the areas of environment, produce and indigenous tourism experiences delivering on the customers experience.

Only minor amendments to the cost structure are proposed to move towards a level of financial sustainability with some small increases in ticketed items. Similarly, increased sponsorship and marketing is being targeted, noting a successful TEQ funding application has again been approved for \$11,000 including GST for marketing to external regions to attract greater patronage. An application has also been submitted for a TEQ Indigenous event grant. If successful, the funding would be used for the engagement of: -

- Story-telling
- Displays (Weaving, artefacts)
- Indigenous dancers
- Painting workshops and more.

Sales Platform and Channels

Ticket sales will be managed via the Local Tickets platform and are proposed to go on sale late March. Only General Admission tickets will be sold at the gate and ATM Machines will be available on site. An addition to this year's event is also that the below T-Shirt fees be added to the 2020/2021 fees and charges schedule.

- General Admission Adult - \$10
- Stallholder Fee - \$20 includes general admission
- General Admission Child – Free
- Return bus from Rockhampton - \$25 includes general admission
- Return bus from Mackay – \$30 includes general admission
- Return bus from Sarina - \$25 includes general admission
- Return bus from Isaac Coastal Communities - \$15.00 includes general admission
- Glamping tent one night - \$250 sleeps six
- Glamping tent two nights - \$350
- Greater Whitsunday Food Network Farm to plate Luncheon - \$120
- Wetlands Weekend Package for two - \$590
- Camping (tent or caravan) \$12.50 per site per night
- St Lawrence Wetlands T-shirts (long sleeve) - \$60.00
- St Lawrence Wetlands T-shirts (short sleeve) - \$49.00
- Friday Night Welcome to Wetlands Weekend – This portion of the event is still in development and if there was to be a fee requirement a separate report would be delivered to Council, at this stage the Friday evenings will be delivered in partnership with the local hotel establishments and any fees would be direct through the hotels.

COVID Safe Event Requirements

COVID Safe requirements continue to add pressure to both Council and community groups in relation to event planning and delivery. The added requirements come at both a financial and time cost i.e. COVID Safe requirements (sanitation stations, compliant catering options, security, additional cleaning etc).

To reduce risk of COVID compliance event delivery a capping of numbers of 1500 in attendance will be set and managed through the booking system, whilst the event has not reached this number previously this numbers provides a management ability through the COVID safe event checklist process pending any change to restrictions on gatherings.

The Economy and Prosperity team are finalising the wetlands event activities, budget and COVID compliance requirements and propose that Council will receive a further report on additional COVID Safe event delivery implications for its consideration. This would be to consider the budget in line with Council's Strategic Recovery Plan [items TR2 – Building on existing events and CR2 - Provide a dedicated funding allocation to support materials and services for reactivation of community events (including cleaning products and sanitisers etc)].

IMPLICATIONS

The St Lawrence Wetlands weekend requires a significant internal financial and resourcing requirement and this year's event is looking to reduce the impact to Council on both elements.

There is a reputational and financial risk to Council in failure to deliver a rewarding and cost-effective event. Most importantly the event brings significant economic and social benefit to the Isaac coastal communities.

If a COVID outbreak occurs, we will revert to our Covid Safe Plan currently in development and will abide by the Queensland Tourism Industry Council's - Industry framework for COVID Safe Events in Queensland.

CONSULTATION

Internal

Manager Economy and Prosperity

Manager Governance and Corporate services

Manager Accounting Services

Acting Manager Brand, Media and Communications

Coastal Communities Officer

Arts and Cultural Development Officer

Children's Program Officer

Capital and Project Program Manager

Community Resilience Co-ordinator

Program Leader Environment and Biodiversity

External

St Lawrence Recreation Group

St Lawrence State Emergency Services

St Lawrence Parents and Citizens

Senior Tourism Development Officer (Isaac) – Mackay Tourism Limited

Marketing Manager – Mackay Tourism Limited

Isaac Tourism Officer – Mackay Tourism Limited

Greater Whitsunday Food Network Incorporated

Great Barrier Reef Marine Park Authority

Mackay and District Turtle Watch Association

Fitzroy Basin Association

Reef Catchments

BASIS FOR RECOMMENDATION

The basis for recommendation is to ensure Council visibility regarding governance and evaluation outcomes and to enable ticket sales to progress.

ACTION ACCOUNTABILITY

Economic Development and Tourism Officer and the Economy and Prosperity team to continue to develop and deliver the event with internal stakeholder engagement and assistance.

KEY MESSAGES

Rigorous event management and evaluation processes and supporting documents were developed for the event to facilitate and measure future development efforts.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 22 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Attachment 1 – Draft St Lawrence Wetlands Event Management Framework
- Attachment 2 – 2021 St Lawrence Wetlands Weekend – Billboard

REFERENCE DOCUMENT

- Nil



ST LAWRENCE WETLANDS WEEKEND 2021 EVENT MANAGEMENT FRAMEWORK

Presented by: Glenys Mansfield – Economic and Tourism Development Officer,
Economy and Prosperity

Current as at: 22.02.21

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ABOUT THIS MANAGEMENT FRAMEWORK

The St Lawrence Wetlands Weekend Event Management System has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional event.

The system is dynamic and will continue to evolve as the event grows and further management controls and tools are identified.

DRAFT



PROJECT PLAN

ST LAWRENCE WETLANDS WEEKEND 2019 – PROJECT PLAN

1. PROJECT INTRODUCTION AND DEFINITION

1.1. Background

The St Lawrence Wetlands Weekend is held annually and is Isaac Regional Council's sole dedicated tourism event. The St Lawrence Wetlands, as part of the larger Broadsound wetlands is noted as a wetland of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species. Isaac Regional Council held the inaugural St Lawrence Wetlands Weekend in 2008 to raise awareness of the importance of the wetlands to the broader ecosystem.

Initially the event focussed solely on environmental factors and attracted an audience of approximately 50 people. The event grew steadily for a couple of years, expanding to a weekend event and incorporating arts, nature, local produce and general entertainment elements. However, following the initial growth phase the event stagnated with audience numbers even declining for some features. In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

1.2. Scope

The St Lawrence Wetlands Weekend is intended to eventually be integrated into the broader Coastal Wildlife Tourism Development Initiative currently under development however this project plan relates solely to the planning and execution of the 2021 St Lawrence Wetlands Weekend.

1.3. Goals & Objectives

The goal of the St Lawrence Wetlands Weekend is to become an iconic 'must-do' event on the regional calendar.

Identified objectives for the 2021 event include:

Objectives	Measures
To post Covid reinstate the Isaac events calendar with a new "norm" of event delivery, rebuild community confidence in event attendance and stimulate the economic and social benefit that events bring to the community	<ul style="list-style-type: none">• Covid Safe event delivery• Positive community and broader region recognition of the event delivery, through event evaluation
To become an iconic 'must-do' event for the Isaac Coast which influences and improves the local economy, promoting Isaac's produce and encouraging increased export.	<ul style="list-style-type: none">• Number of people attending• Satisfaction Rating (net promoter score)

Engage pure people power to energise patrons and promote Isaac as a region that energises the world	<ul style="list-style-type: none"> • Number of attendees • Hits on website and social media platforms
To build and encourage repeat attendance from the nature and food tourism market segments.	<ul style="list-style-type: none"> • Number of people attending the event • Motivation behind attending event
Raise awareness of the St Lawrence wetlands and the coastal region as a destination for the wildlife tourism market segment	<ul style="list-style-type: none"> • Number of hits on relevant IRC and MTL tourism pages • Number of enquiries through IRC offices and VICs
Facilitate development of local cultural enterprise	<ul style="list-style-type: none"> • Number of cultural enterprise participants
Increase business capacity of local producers by showcasing their produce	<ul style="list-style-type: none"> • Number of participants in lead up paddock to plate development initiative • Regional produce showcased throughout the event
Promote and educate the ecological value of wetlands and their critical role in the health of marine ecosystems.	<ul style="list-style-type: none"> • Number of people attending • Feedback via local tickets on attendance

1.4. Outcomes

Anticipated outcomes include:

- Covid safe event delivery and community confidence growth in region events
- Well attended event delivering returns to the local economy
- Increased social capacity and cohesion
- Enhanced reputation for Council as a key supporter of sustainable socio-economic development.
- Increased returns to local food producers
- Increased cultural enterprise capacity

1.5. Dependencies and Associated initiatives

Associated initiatives include IRC's tourism strategy, coastal wildlife tourism development initiatives, local business support strategy and economic development strategy.

1.6. Constraints

The following constraints are identified:

Financial

- IRC's allocated budget for the event is insufficient to grow event. Delivery of identified objectives and outcomes will be dependent on securing external funding.

Resources

- The Tourism Development officer and Manager Economic Development and Communities positions are currently vacant. The event falls at a busy time on the corporate calendar and other key departments may have limited resources.

Covid

- COVID Safe requirements continue to add pressure to both Council and community groups in relation to event planning and delivery. The added requirements come at both a financial and time cost. From an internal perspective, the understanding full cost impact of Covid Safe event delivery are progressing as the final event program and associated Covid safe plan is being finalised.

In line with the Strategic Recovery plan, item CR2 - Provide a dedicated funding allocation to support materials and services for reactivation of community events (including cleaning products and sanitisers etc), this action would be considered aligned with the delivery of the Wetlands and officers propose further information will be provided to Council to consider the costs on the end

1.7. Stakeholders

Stakeholder	Role/Interest
Internal	
Mayor	Political representative
Division 8 councillor	Political representative - Division
Division 7 councillor	Political representative – Tourism
Environmental Services	Advisory/presenter
Brand, Media and Communications	Promotion
Open Space and Landcare	Grounds preparation
Infrastructure East	Grounds preparation
Stakeholder engagement and community programs	Community Liaison
Corporate properties	Cleaning services

External	
Environmental	
Great Barrier Reef Marine Park Authority	Advisory/presenter

Fitzroy Basin Association	Advisory/presenter
Fitzroy River Coastal Catchments	Advisory/presenter
Birds Australia Capricornia	Advisory/presenter
Capricornia Conservation Council	Advisory/presenter
Tourism	
Mackay Tourism Limited	Advisory/promoter
Emergency Services	
QPS St Lawrence	Public Safety
QAS St Lawrence	Public Safety
Community	
St Lawrence Bowls Club	Community involvement
St Lawrence P&C	Community Involvement
St Lawrence Recreation Group	Community involvement
St Lawrence State School	Community Involvement
Funding/sponsorship	
Regional Arts Development fund	Funding provider
Tourism and Events Queensland	Funding provider
Fitzroy Basin	Potential sponsor
Reef Catchments	Potential sponsor

2. PROJECT OVERVIEW

2.1. Project overview

Phases:	Tasks	Responsibility	Timeframe
Planning	Event planning	All	December 2020 ongoing
	Stakeholder engagement plan	Glenys	December 2020
	Detailed event budget	Glenys	December 2020
	Marketing plan	Glenys/MTL/BMC	August 2020 Review February 2020
Funding	Identify and apply for external funding sponsorship	Glenys/Anne-Marie	August 2020 March 2021
Stakeholder engagement	Implement internal engagement plan	Glenys	December 2020 March 2021 May 2021
	Implement external engagement plan	Glenys	January 2021 ongoing
Risk Management	Identify and mitigate strategic and operational risks	Glenys Robyn Mills	February 2021
Marketing campaign	Implement marketing and communications plan	Glenys/BMC/MTL	December 2020 ongoing
Procurement	Source and confirm suppliers	Karen/Annemarie/ Sonja/Penny/Glenys	November 2020 ongoing
Execution	Execute event	All	June 2021
Evaluation	Analyse feedback and measure success of objectives	Glenys	June 2021

3. PROJECT GOVERNANCE

3.1 Project team

Project Custodian:	Director Planning, Environment and Community Services
Project Manager/Leader:	Manager Economy & Prosperity
Team Members:	Economic and Tourism Development Office (Tourism) Economic and Tourism Development Officer (Business) Co-ordinator Economy and Prosperity Economic and Tourism Development Advisor Economic and Business Resilience Coordinator Coastal Communities Officer Arts and Cultural Development Officer Senior Acting Manager, BMC Communications Officer BMC Mackay Tourism – Isaac Officer Events Co-ordinator Greater Whitsunday Food Network Project Manager Greater Whitsunday Food Network

3.2 Meetings & reporting

The project team will meet monthly in the first instance increasing to fortnightly as the event approaches.

Project progress will be reported to the Manager Economy and Prosperity as project custodian on a monthly basis or as exceptions and deviations arise. Reporting to funding providers will be subject to reporting schedules agreed to in funding agreements.

3.3 Project budget

The following represents a high-level budget based on preliminary (aspirational) event planning. A detailed budget will be provided following confirmed event plan.

Further details will be broken provided as to what of the below is actual additional costs for Covid safe event delivery.

Item	Amount
Expenditure	
Activities/Entertainment/Workshops	25,126
Infrastructure/Equipment Hire/Security	21,536
Catering	6,325
Marketing	15,000
Total Expenditure	67,987
Revenue	
Council budget allocation	35,000
RADF funding	6,000
Ticket Sales	5,500
T/shirts	4,357
Sponsorship/external funding	12,000
Total revenue	62,857

4 PROJECT RISK MANAGEMENT

The following risks have been identified prior to the projects start. These risks will be reviewed as the project progresses.

Risk	Potential Issue(s)	Potential mitigation
Unable to secure external funding	Activities unable to be delivered	Scalable event plan with funding required for discrete activities which can be removed if necessary
Resourcing of promotional activities insufficient	Marketing plan unable to be executed or not executed in timely manner	Early and effective engagement with BMC/MTL to ensure program is able to be resourced.
Environmental groups unable to attend	Fundamental activities not able to be delivered	Early date claimer and confirmation with identified alternative agencies.

COVID	Cancellation of the event/changes to gathering restrictions/cancellations of presenters	Following the COVID Event Management Plan and adapting as necessary, i.e provision of extra Staff/cleaning/ security/pre- ticket sales/amended event program
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5 PROJECT ACTIONS & ACTIVITIES

To be completed following confirmed event plan, marketing plan and stakeholder engagement plan

No.	Task	Who	Start Date	End Date or Milestone
1	High level project plan and budget	Glenys	Aug 2020	March 2021
2	Event proposal	Glenys	Nov 2020	February 2021
3	Stakeholder engagement plan internal/external	Glenys	Dec 2020	June 2021
4	Marketing plan	Glenys/MTL/BMC	Aug 2020	June 2021
5	Risk management plan	Glenys	March 2021	June 2021
6	Event Management Plan	Robyn Miles	Feb 2021	March 2021
7	Event Program schedule	Glenys	April 2021	May 2021
8	Event evaluation	Glenys	June 2021	July 2021



STAKEHOLDER ENGAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2021 – STAKEHOLDER ENGAGEMENT PLAN

1. BACKGROUND INFORMATION

The St Lawrence Wetlands Weekend is an annual event typically held in June. The event has a broad spectrum of stakeholders from political representatives to internal council departments to funding providers and community groups. This plan excludes the identified target markets as customers since general event promotion activities will be subject to a separate communications plan

2. PURPOSE OF ENGAGEMENT

The purpose of engagement is to effectively coordinate stakeholder attendance and involvement in the event and determine support for the project.

3. ENGAGEMENT OBJECTIVES

- Inform stakeholders of the intended date of the 2021 St Lawrence Wetlands Weekend event
- Consult stakeholders regarding the final approved event brief
- Inform stakeholders of project progress including any exceptions or deviations
- Coordinate VIP attendance
- Coordinate stakeholder activities and attendance

4. STAKEHOLDER AND COMMUNITY ANALYSIS

Stakeholder	Interest/Impact/Influence	Expectations	IAP2 Level
Mayor and Councillors	High interest, impact and influence.	Timely dissemination of information, event is professionally managed and enhances IRC's reputation.	Involve
Director Planning Environment and Community Services	High interest, medium impact, high influence.	Timely dissemination of information, event is professionally managed and enhances IRC's reputation, progress reports, notification of exceptions/deviations.	Involve
Community Groups	High interest, medium impact, medium influence.	Timely dissemination of information, opportunities to raise funds, good attendance at event, timely promotion of event.	Consult
Environmental Groups	High interest, high impact, high influence	Timely dissemination of information, official invite to participate in event, good attendance at event.	Involve
Local businesses	Medium interest, medium impact, low influence.	Timely dissemination of information, opportunities supply, good attendance at event, timely promotion of event	Consult
Brand, Media and Communications team	High interest, medium impact and influence.	To have input into planning and execution of promotional activities including communications plans.	Involve
Environmental services team	High interest, high impact, medium influence	Timely dissemination of information and expectations of services to be delivered.	Consult
Library and Cultural Services team	High interest, medium impact, high influence	To have input into planning and execution of arts activities, to decide level of RADF funding provided	Involve
Infrastructure East team	Low interest, medium impact, low influence	Timely dissemination of information and expectations of services to be delivered.	Consult
Customer services team	Low interest, medium impact, low influence	Timely dissemination of information and expectations of services to be delivered.	Consult
Funding providers	High interest, medium impact, high influence	To be engaged as per provisions of any funding agreements	Inform

Mackay Tourism Limited	High interest, medium impact, low influence	Opportunities to promote the event and broader region	Consult
Schools	Medium interest, low impact, low influence	Timely dissemination of information, opportunities for student participation.	Inform
Emergency services	Low interest, potentially high impact, potentially high influence	Timely dissemination of event details, expected nature and size of audience	Inform
General Public (community)	Medium interest, medium impact, low influence	To be informed of event timing and activities (promotional plan)	Inform

5. ENGAGEMENT ANALYSIS

What	Level	Stakeholders	Techniques	Who	Timing
Date Claimer	Inform	Internal departments, environmental and community stakeholders, schools, emergency services	Direct email, calendar invites	Glenys/BMC	December 2020
Communications Plan	Involve	BMC, Manager, MTL	Face to face meetings/teleconference	Glenys/BMC	August 2020/June 2021
Official invitation	Inform	Mayor and Councillors, environmental groups, MTL	Designed invitation, email or snail mail	Glenys/BMC	March 2021
Fees and charges report	Involve	Mayor and Councillors, Director/Manager	Council report	Glenys/ Manager E&P	March 2021
Event run sheet	Consult	Community groups, local businesses, producers, internal departments, environmental groups, workshop providers, schools	Direct email, face to face meetings	Glenys/E&P Team	April 2021
Speeches	Involve	Mayor, Councillors, BMC	Email	BMC	May 2021



STRATEGIC RISK MANAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2021 - STRATEGIC RISK MANAGEMENT PLAN

INTRODUCTION

Isaac Regional Council is committed to the management of risk to enhance the St Lawrence Wetlands Weekend event image, reputation and success. To achieve this a risk management approach will be undertaken to meet service delivery, environmental, assets, intellectual property, contractual and statutory obligations and to protect stakeholders, organisers, participants, facilities and others.

The purpose of this document is to provide a process for ensuring strategic risk management is considered and included in the operations of the event and to provide guidelines for its implementation.

SCOPE

This plan relates solely to strategic risks which have been broadly divided into Governance and Event Management risks:

Governance risks include:

- **Financial** – budget, accounting, funding sources, fraud, cost recovery, grant acquittal process, additional services, potential contract penalties (exit costs, late fees) withdrawal of sponsorship or second/third party investors, unexpected or unknown cost, delays in funding from external sources
- **Compliance** - waste control, food handling, traffic management, fire permits, development approval, building approval, event approval
- **Administration** – ticketing, cash handling, banking, data management
- **Legal** – applicable legislation, Council requirements, insurances, agreements, permits, licenses, contracts, liquor license approval, duty of care, due diligence
- **Environmental** – native vegetation, waterways, pollution or waste of any type, impact on any protected species or ecological communities
- **Staffing** – paid/volunteers/contractors.

Event Management risks include:

- If a COVID outbreak occurs, we will revert to our Covid Safe Plan currently under development and will abide by the Queensland Tourism Industry Council's - Industry framework for COVID Safe Events in Queensland.
- Marketing – event, promotion, media, sponsors
- Publicity – both positive and negative
- Communications – stakeholders, public, others
- Assets/infrastructure – availability, condition, failure
- Service delivery – delivery of pre-defined volume of or number of products to meet stakeholder and attendee expectations
- Contingency plans security
- Power Interruption
- Inclement weather

Operational risks and hazards, in this context defined to be those risks which may cause personal injury, illness or death, are to be managed in accordance with the provisions of the IRC WHS Management system.

APPROVAL

Approval of this plan is via the Manager Economy and Prosperity and Director Planning Environment and Community Services.

RISK MANAGEMENT PROCESS

Risk management structure and responsibilities:

The project team are responsible for managing risk within their span of control, for promoting the application of risk management by contractors, staff and volunteers and assisting with the identification of strategic risks which could impact the event as a whole. Where a high or extreme risk is identified this will be reported to the Director Planning, Environment and Community Services.

Risk identification, assessment and treatment:

The project team will identify, assess and treat strategic and operational risks associated with the event via the following steps:

1. Identify reasonably foreseeable strategic risks
2. Develop a register of all identified risks and hazards
3. Assess the likelihood and consequence of each risk and apply a risk rating.
4. Treat the risk through identifying actions to be taken, allocate responsibility and timeframe for completion
5. Record the status of the treatments in the risk register up to completion.

EVENT OVERVIEW

Event Details:

Event Name:	St Lawrence Wetlands Weekend 2019
Date and Time	5pm 11 th June 2021 to 1pm 13 th June 2021
Location	St Lawrence Recreation Grounds, St Lawrence Access Road, St Lawrence Q 4707
Event Organiser	Isaac Regional Council
Type of event	Emerging nature festival
Expected attendance	700-1400 people (capped at 1400)
No participating volunteers	Maximum 30
Public Liability Insurance	Insured under Council's standing public liability insurance arrangements

EVENT PROJECT TEAM:

Name	Title
Shane Brandenburg	Manager, Economy and Prosperity
Glenys Mansfield	Economic and Tourism Development Officer (Tourism)
Penny Morgan	Economic and Tourism Development Officer (Business)
Sonja Swanton	Co-ordinator, Economy and Prosperity
Joel Redden	Economic and Tourism Development Advisor
Michael St Clair	Economic and Business Resilience Co-ordinator
Luke Clark	Program Leader Environment & Biodiversity
Sheree	Tourism Development Officer Isaac, Mackay Tourism
Karen Armstrong	Coastal Communities Officer
Anne-Marie Loeskow	Arts and Cultural Development Officer

EVENT DESCRIPTION:

The St Lawrence Wetlands, as part of the larger Broadsound wetlands, is noted as wetlands of national and international significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species. Isaac Regional Council held the inaugural St Lawrence Wetlands day in 2008 to raise awareness of the importance of the wetlands to the broader eco-system.

Initially the event focused solely on environmental factors and attracted an audience of approximately 50 people. Over time, the one-day event has grown to become a weekend event attracting an audience of approximately 750 in 2019. It is planned to grow the event to a capacity of 1495.

The St Lawrence Wetlands Weekend is Council's sole dedicated tourism event. The event is designed to attract money into the local economy from external markets rather than circulate money within the local economy as with a community event.

PROGRAM OVERVIEW:

Catering: Friday Night warm up for wetlands with a welcome BBQ at the St Lawrence Hotel and or Recreation grounds, Saturday Morning breakfast, canteen featuring local seafood, Bar from midday Saturday, Greater Whitsunday Food Network Farm to plate luncheon, Saturday night bushman's event with no cover charge other than entry into the St Lawrence Wetlands Event. Live music with band "Bareback" featuring Luke Geiger and foodie vans and a beer "N" prawn pop-up beer garden will keep visitors experiencing St Lawrence like a local with great country food. Sunday morning breakfast and canteen until 1pm with lunch options.

Educational presentations and tours: Saturday and Sunday morning bird-watching tours, wetlands tours presentations by Birds Capricornia, Reef Catchments, Mackay and District Turtle Watch Association, Great Barrier Reef Marine Park Authority, IRC environmental service team, Catchment Solutions, Mackay Whitsunday Isaac Healthy Rivers Partnership.

Arts and cultural: Bush Tucker walk (Samarla Deshong), Indigenous artefacts display, Lost trades workshops with blacksmithing, leather making, macramé, wool weaving and more.

Entertainment: Workshops and presentations by Costa Georgiadis, Cooking demonstrations by celebrity Chef Matt Golinski, Workshops on the lost trades (leathermaking, crochet, macramé, blacksmithing) markets stalls with a real focus on local produce homemade and handcraft products, Cooberie park reptile display, Historical Town bus tours, Kenny the Clydesdale rides, Rocky Instincts bush skills workshops, busher and Saturday night band 'Bareback'.

Onsite accommodation: 20 glamping tents, general non-powered camping/caravanning.

STRATEGIC RISK ASSESSMENT TOOLS

The following tools have been used to assess identified risk:

Table 1 - Consequence Rating - Qualitative measures of consequence or impact:

Rating	Descriptor	Explanation
1	Insignificant	Negligible financial loss (<5% of event budget) No real disruption to event. No impact on morale. No media or political attention. Some local complaints. No breach of legislation. Minor instance of environmental damage. Can be reversed immediately. Insignificant interruption to event – minimal impact to participants / stakeholders / others.
2	Minor	Minor financial loss (5 - 10% of event budget) Minor financial disruption. Minor variation to budget. Negligible impact on morale. Some local media or political attention. Minor Community concern. Below 5% of community affected. Minor breach of legislation. Minor impact to environment. Can be reversed in a short timeframe. Minor interruption to event with minor impact to participants / stakeholders / others.
3	Moderate	Moderate financial loss (10 - 25% of event budget). Moderate impact to event operations. Moderate variation to budget. Short term effect on morale. Significant media attention and public interest. Potential for adverse local media attention. 5 – 40% of Community affected. Breach of legislation with penalties. Moderate impact to environment. Localised damage that has potential to spread and reversed with intensive efforts. Moderate interruption to event. Partial Event Emergency Plan action may be needed.

4	Significant	Major financial loss (25 - 50% of event budget) Major impact on event operations. Major variation to budget requiring additional funding for event and post event investigations/actions. Serious long-term injury. Significant impact on morale and business. Significant adverse media coverage and public interest. Long term effect on reputation. 40 - 70% of Community affected. Multiple breaches of legislation with penalties. Severe loss of environmental amenity, Danger of continuing environmental damage. Major interruption to service delivery, Full or partial Event Emergency Plan action may be needed.
5	Catastrophic	Significant financial loss (>50% of event budget). Ceasing event operation. Significant financial impact during & post event, Long term effect on morale and future staging of the event. Adverse national media attention. Major embarrassment attention. Major breaches of legislation with max penalties. Major loss of environmental amenity – irrecoverable environmental damage. Full Event Emergency Plan action required.

Table 2 - Likelihood Rating - Qualitative measures of likelihood

Rating	Descriptor	Explanation
A	Almost certain	Expected to occur at times of normal operations (more than once per year), 95% chance
B	Likely	Will occur at some stage based on previous incidents or in most circumstances (1-2 years), 75% to 95% chance
C	Possible	Not expected to occur but could under specific circumstances. Might Occur (2-5 years), 25% to 75% chance
D	Unlikely	Conceivable but not likely to occur under normal operations – has occurred at some time (5-10 years), 5% to 25% chance
E	Rare	Only occurs in exceptional circumstances (>10 years), < 5% chance

Table 3 Risk Rating - Qualitative risk analysis matrix

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Significant 4	Catastrophic 5
A Almost certain 5	Moderate	Moderate	High	Extreme	Extreme
B Likely 4	Moderate	Moderate	High	High	Extreme
C Possible 3	Low	Moderate	Moderate	High	High
D Unlikely 2	Low	Low	Moderate	Moderate	High
E Rare 1	Low	Low	Moderate	Moderate	High

STRATEGIC RISK REGISTER

Ref	The Risk	Consequence	Risk Rating	Risk Treatment	Residual Risk Rating	Status
S1	Govt COVID gathering restrictions change prior to event	Event cancelled/event delivery amended Project revenue is not achieved due to changed covid restrictions and or visitor concerns	Extreme	Online pre bookings enable instant communication and refund, event can be cancelled if risk cannot be managed. Event delivery can be amended to suit new restrictions if viable	High	Ongoing
S2	Budget insufficient to execute event to required standard	Negative reputational impact Negative marketing implications for subsequent events	High	Pre planned budget, finalised, Secure additional funding from Council for Covid compliance, and third-party sources, amend delivery elements	Medium	Complete
S3	Unexpected costs lead to budget blow out	E&P Opex impact	Moderate	Include contingency in budget. Apply controls to limit to 5% budget variance	Moderate	Complete
S4	Local community reluctant to purchase tickets online or unaware for need to purchase tickets prior to event	Negative Community perception	High	Provide assistance at libraries/neighbourhood centre; communicate need to purchase via both digital and print (mail drop) channels	Moderate	Complete
S5	Local community reluctant to pay for previously free event	Negative Community perception	High	Clear marketing messages regarding complimentary water bottles and % of proceeds being used to support St Lawrence SES. Bona fide volunteers to have free entry as per council resolution.	Moderate	Complete
S6	Disturbance of endangered Capricorn yellow chat population	Negative reputational impact Negative impact on endangered population	Moderate	Birdwatching/wetlands tours only to be conducted by suitably qualified persons.	Low	Complete
S7	Human Resources not sufficient to execute event to required standard	Negative reputational impact Negative impact on staff morale	High	Secure replacement for staff on leave, call for volunteers	Moderate	Complete

S8	Marketing plan not executed according to schedule due to competing priorities (emergencies/other events)	Low attendance Community outrage Negative impact on staff morale	High	Work with MTL to ensure continuity of communications. Liaise closely with BMC team to respond to time delays as they occur.	Moderate	Complete
S9	Negative publicity	Low attendance Community outrage Negative impact on staff morale	High	Include damage controls in Comms Plan	Moderate	Complete
S10	Ticketed events significantly over subscribed	Participate disappointment Community outrage	Moderate	Develop costed contingency plan to release more tickets if warranted, inclusive of additional infrastructure and crowd management costs. Clear marketing messages emphasising limited tickets available. Monitor online tickets sales via Local tickets "Isaac Tickets".	Low	Complete
S11	Ticketed events significantly undersubscribed	Revenue shortfall Stakeholder outrage	Moderate	Robust marketing and promotion efforts to identified target markets. Clear messaging around general admission charge including environmental offset (water bottle) and community support (STL SES donation) Monitor online ticket sales via Local tickets.	Moderate	Complete
S12	Event does not meet participant expectations	Disappointment Negative publicity Negative impact on future attendance	Moderate	Ensure marketing efforts position event as 'emerging' include damage controls in Comms Plan.	Low	Complete
S13	Power Outage	Significant disruption to event operations	High	Develop emergency power supply plan. Implement as required	Low	Complete
S14	Inclement weather	Disruption to event program Participant disappointment Possible reduced income for community groups due to reduced attendance	Moderate	Develop back up plan to relocate to wet weather venue Implement as necessary	Moderate	Complete

S15	Severe weather event	Cancellation of event Complete loss of revenue (ticket refund)	Moderate	Monitor and track weather	Moderate	Complete
S16	Disorderly conduct amongst patrons	Negative publicity Stakeholder outrage	Moderate	Liaise with QPS/QAS to ensure capacity for adequate response.	Low	Complete
S17	Disruption to normal local traffic patterns/flow	Community outrage and frustration Delays for participants	Moderate	Monitor and estimate attendance. Include traffic management in logistics/gate.	Low	Complete
S18	Noise	Friday and Saturday night events may cause noise disturbance to campers	Low	Raise awareness of event to travelling public via Comms Plan	Low	Complete
S19	Unlicensed food/beverage sales from third parties	Public health impact	Moderate	Due diligence process to ensure all suppliers have secured necessary permit prior to operations	Low	Complete
S20	Breakdown in partnership with GWFN for Farm to plate initiative	Community/stakeholder outrage Reputational damage.	Moderate	Develop MOU between parties clearly outlining spirit and nature of partnership and clear roles and responsibilities	Low	Complete

ST LAWRENCE WETLANDS 2019 STRATEGIC RISK MANAGEMENT PLAN

APPENDIX A – COVID SAFE EVENT DELIVERY

To be finalised;

Council's Covid Safe event delivery plan & further details on risk management is being finalised and will be added to the overall event management framework prior to event delivery.

APPENDIX A – POWER OUTAGE MANAGEMENT PLAN

St Lawrence and the coastal communities of the Isaac Region experience frequent and often prolonged power outages.

The St Lawrence Wetlands Weekend 2021 strategic risk management plan rates the risk of power outage as high, given the frequency of occurrences and safety of those attending the event.

This power outage management plan outlines the steps necessary to mitigate this risk to a residual risk rating of moderate.

RESOURCING REQUIREMENTS

Equipment:

- 1x12 Kva Generator
- 1x2 Kva Generator
- Utility vehicle to transport generator
- Forklift to lift generator
- Transportable diesel fuel supply
- 4 x 15-amp extension leads
- Barriers to isolate generators from public at the event

Human resourcing requirements:

- Qualified and competent forklift operator
- Qualified and competent person to start generators in event of power outage

PREPARATORY ACTIONS

Action	Responsibility	Status
Modify onsite power boxes to enable direct connection to generators	Manager Landcare and open space	Not started
Check operational status of IRCs 12Kva generator and remedy any identified faults	Workshop supervisor	In progress
Source 2kVa Generator from SES	Economic and Tourism Development Officer	In progress
Source 4 x 15-amp extension leads	Economic and Tourism Development Officer	In progress
Source fuel transfer vehicle	Economic and Tourism Development Officer	In progress (Team leader

		roads work vehicle booked.
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Exclusion zone and safety applications	Building Compliance Officer/Safety Advisor	In progress
Source transport vehicle	Economic and Tourism Development Officer	In Progress
Arrange qualified forklift operator to load generator	Economic and Tourism Development Officer	In Progress (James Ward)
Arrange torches for IRC staff running the event	Economic and Tourism Development Officer	Not Started
Include Power outage management plan requirements in logistics checklist	Economic and Tourism Development Officer	In progress

POWER OUTAGE MANAGEMENT PROCEDURE

Step	Action	Responsibility
1	Utilise torchlight and advise attendees power will resume shortly	Economic and Tourism Development Officer (Tourism) Co-ordinator Economy and Prosperity Economic and Tourism Development Officer (Business) Community Development Officer.
2	Request building compliance officer commence generator start-up and connection process.	Economic and Tourism Development Officer (Tourism)
3	Maintain communication with attendees until back up power is running	Economic and Tourism Development Officer (Tourism) Co-ordinator Economy and Prosperity Economic and Tourism Development Officer (Business) Community Development Officer.
4	Request building compliance officer commence generator shut down and disconnection process upon restoration of mains power.	Economic and Tourism Development Officer (Tourism)

GENERATOR LOCATION DIAGRAM

TBA and completed

ST LAWRENCE WETLANDS 2019 STRATEGIC RISK MANAGEMENT PLAN

APPENDIX A – WET WEATHER CONTINGENCY PLAN

Given the St Lawrence Wetlands Weekend is primarily an outdoor event many activities such as tours will either need to proceed despite inclement weather or be cancelled at the provider's discretion.

Some aspects however may be able to be relocated to the Broadsound Centenary Hall, Railway Parade, St Lawrence if inclement weather occurs to the extent the covered area at the recreation grounds does not provide adequate shelter for example in the case of high winds and rain combined.

Inclement weather frequently contributes to power outages in the St Lawrence and coastal communities, therefore this plan includes provisions for power outage management at the St Lawrence Centenary Hall. Loading and transportation requirements for generators has not been included in this plan as this is addressed in Appendix A - Power Outage Management Plan and generators will have already been transported to the St Lawrence Recreation Grounds.

Workshop, catering and other providers will be required to relocate their own equipment using their own vehicles.

The maximum capacity of the Broadsound Centenary Hall is approximately 200 which services as a constraint to the number of features able to be relocated.

RESOURCING REQUIREMENTS

Equipment:

- 1x12 Kva Generator
- Utility vehicle to transport generator
- Utility Vehicle to transport tables and chairs
- SUVs to transport other equipment
- Transportable diesel fuel supply
- 2 x 15-amp extension leads
- Barriers to isolate generators from public at Broadsound Centenary Hall

Human resourcing requirements:

- 4 x FTE to move tables and chairs.
- Qualified and competent person to start generators in event of power outage

PREPARATORY ACTIONS

Action	Responsibility	Status
Source fuel transfer vehicle	Economic and Tourism Development Officer	In progress – Team leader roads work vehicle booked.
Exclusion zone and safety applications	Building compliance Officer/Safety advisor	In progress
Source transport vehicle for tables and chairs	Economic and Tourism Development Officer	In progress
Arrange torches for IRC staff running the event	Economic and Tourism Development Officer	Not Started
Include wet weather contingency plan requirements in logistics checklist	Economic and Tourism Development Officer	In progress
Ensure sufficient/suitable human resources available to relocate tables and chairs	Economic and Tourism Development Officer	In progress – project team and volunteers from other IRC teams.
Ensure Broadsound Centenary Hall available	Economic and Tourism Development Officer	Complete

RELOCATION PROCEDURE

The decision to relocate will be made by the project team in attendance at the event in consultation with attending councillors and key stakeholders. If it is determined relocation is necessary, the following procedure will apply.

Step	Action	Responsibility
1	Notify stakeholders and attendees of decision to relocate.	Economic and Tourism Development Officer
2	Transport tables and chairs to Broadsound Centenary Hall	Project team and other IRC team volunteers.
3	Direct workshop, catering and other providers including key stakeholders to designated area in venue as per the feature relocation table below.	Economic and Tourism Development Officer

FEATURE RELOCATION

The following key features are identified as possible to relocate:

Feature	Relocation Space designation
Costa Georgiadis' presentations	BBQ area
Seafood Lunch	BBQ area and hall
Arts workshops	Hall
Cooking Demonstrations	Kitchen area and hall
Canteen	Kitchen
Bar	Hall bar area
Bushman's Dinner	Hall, kitchen and BBQ area

POWER OUTAGE AT CONTINGENCY VENUE PROCEDURE

The following steps will be applied to manage power outages at the contingency venue

Step	Action	Responsibility
1	Notify Building Compliance Officer of decision to relocate and request transport of 12Kva Generator from St Lawrence Recreation Grounds to Broadsound Centenary Hall.	Economic and Tourism Development Officer
2	Transport generator from St Lawrence Recreation Grounds to centenary hall, set up exclusion zone and other safety applications.	Building Compliance Officer
3	In the event a power outage does occur, request Building Compliance Officer to start generator and switch to back up power source.	Economic and Tourism Development Officer
4	Request Building compliance Officer to shut down generator and revert to mains power on restoration of mains power supply.	Economic and Tourism Development Officer



OPERATIONAL RISK (HAZARDS) ASSESSMENT

Isaac Regional Council is collecting personal information you supply on this form only for the purpose to provide Isaac Regional Council with identification of hazards, risks and safe work methods. Your personal information will be used by Council officers authorised to do so. The information will not be given to any other person or agency unless required by law or unless permission is sought from the person declared within this request. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Date	TBC – 10.02.21	What is being assessed	
Location of Assessment	St Lawrence	Number of people included	
Prepared by	Glenys Mansfield	Position	
Prepared by	E&P Team –	Position	
Prepared by	10.02.21	Position	

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			Review - was the outcome achieved	
		L	C	R				L	C	R	Yes	No
Power/extension cords	Injury from tripping, electrocution, wet weather	B	3	12	Mitigate by planning stall locations that don't require power to the far side Confirm Stall holders needs via site plan power requirements Ensure all electrical equipment and outlets are to standard, tested and tagged and up to date Taping and mats over cord Weather proof cover for lead connections Monitor weather conditions	Admin	PECS	D	3	6		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			Review - was the outcome achieved	
		L	C	R				L	C	R	Yes	No
					Communicate site plan to community/attendees Signage for TMP							
Vehicle pedestrian interaction	Pedestrian being struck by vehicle	B	4	16	Site Plan Traffic Management Plan Bollards and Barriers in Place	Admin	PECS	D	3	6		
Travel to and from event	Driver fatigue, breakdown, animal strike.	C	4	12	Create sufficient rostering to ensure travelling staff have adequate rest and can arrive at destination at an appropriate time Travel plans for staff. Car pool where possible, with two drivers per vehicle	Admin	PECS	D	3	6		
Fatigue	Lack of concentration, potential injury, stress	C	3	9	Sufficient rostering, ensuring we adhere to fatigue management documentation Ensure breaks are adequate and taken Staggered rostering for coverage	Admin	PECS	D	3	6		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Incorrect manual handling	Physical injury – short term to long term	C	2	6	Correct lifting techniques Utilise regional employees for set up and pack up to ensure adequate distribution of work load	Admin	PECS	D	2	4		
Fitness for work	Fatigue, working in isolation	C	2	6	Adhere to fitness for work policy Staff member self-monitor	Admin	PECS					
Food Preparation	Hot Coals Explosion Gas Unregistered food vendors	D	3	6	Food Safety certification. Identify when it is necessary. Food Safety Supervisors Cordon off areas that are unsafe for public access Signage Ensure all gas bottles are in date	Admin	PECS	D	3	6		
Wildlife interaction	Bites and scratches	D	3	6	Training, PPE, Awareness, First Aid Kit and Officer on site Communicate with local paramedic and identify IRC first aid officers to attend	Admin	PECS	D	3	6		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Occupational threat	Physical harm, mental harm	D	3	6	Working in teams Clear communication system and check-ins Communication to public regarding event entry Walkie-Talkies Communication with emergency services regarding the event	Admin	PECS	D	3	6		
Water hazard	Drowning	D	4	8	Minors to be accompanied on tours and communication/safety Briefing prior to commencement	Admin	PECS	D	4	8		
Patron safety	Lost attendees/children	C	2	4	Assigned lost child/person area with designated staff member (perhaps combine with first aid officer on site) could perhaps be SES	Admin	PECS	D	2	4		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Lack of Staff	Unknown number of attendees				Appropriate rostering/identification of staff requirements.	Admin	PECS	D	1	2		
	Fatigue				Confirmation of run sheet, responsibilities and accountabilities in advance							
	Unexpected duties delegated to staff				Back up staff in case of unexpected illness, etc							
Hazardous materials	Physical injury	D	3	6	Identification of hazardous materials to be on site, mitigation to be determined as per appropriate action Restrict access to the public Appropriate signage	Admin	PECS	D	3	6		
Central services failure	Power outage, toilet failure, lack of communication	C	2	6	Generator back-up - must be standard Audit of toilet facilities capacity backup of porta-loos Walkie-Talkies in case of service connectivity breakdowns Electrician/plumber on standby – internal?	Admin	PECS	C	2	6		

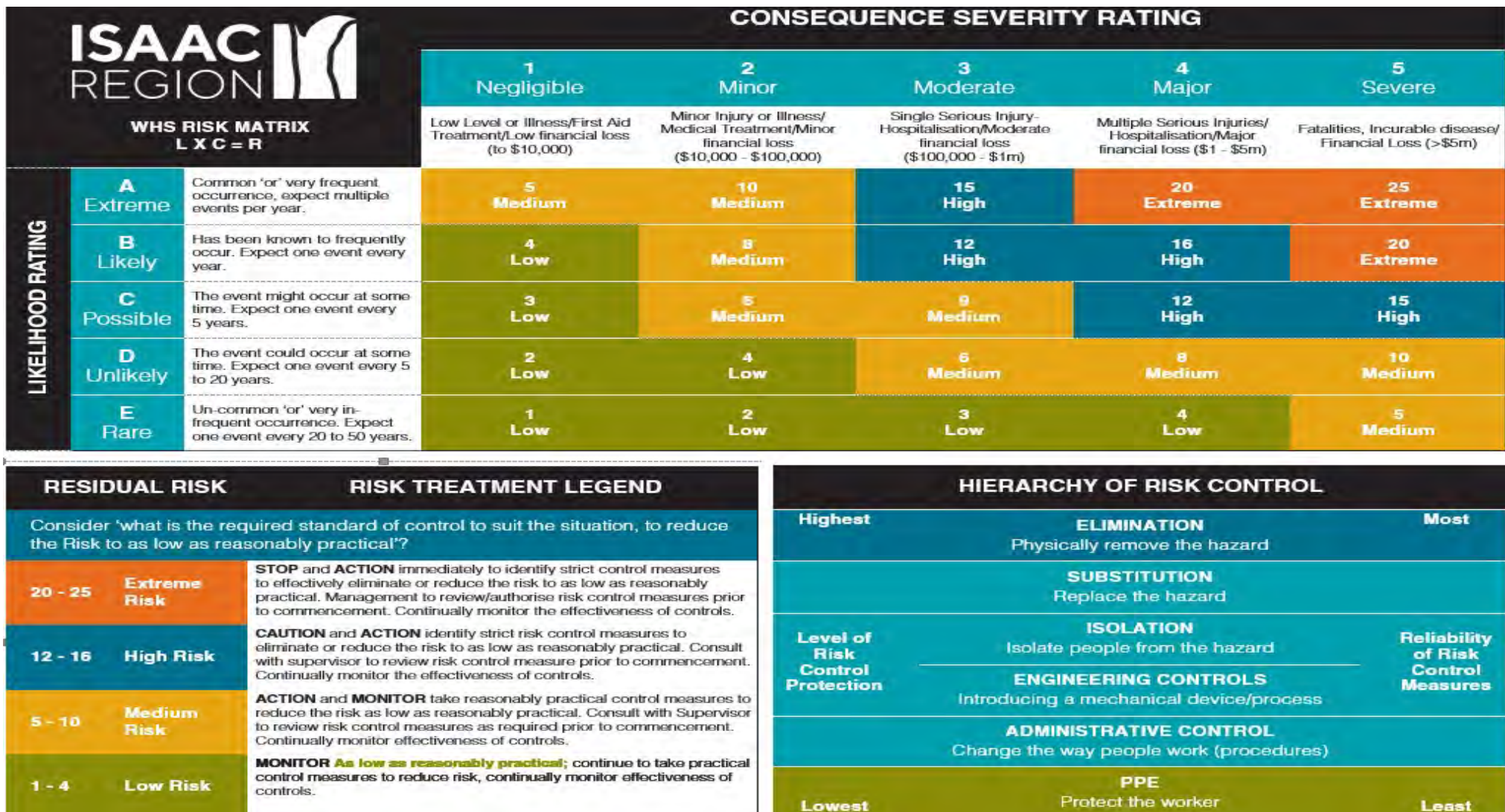
Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Weather Conditions – Heat and Inclement weather	Heat stroke, risk of injury due to inclement weather	C	3	9	Tours times operated in cooler times of the day First Aid with water station and sunscreen Internal (EOI) must bring hat and appropriate PPE First Aid Officer delegation on site Evacuation area and centre Monitor weather conditions Ensure all marquees are strapped down Back-up vehicle access to tours for potential emergency Conduct site inspection, implement control measures i.e. by signage/cordoning off area Include in safety briefing	Admin	PECS	D	3	6		
Uneven Ground	Slips, trips and falls	C	2	6		Admin	PECS	D	2	4		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Smoking	Secondary smoke inhalation	C	1	3	Identify smoking area in site plan away from food areas. Implement and ensure staff and visitors adhere to. Provide smoking tins (paint tins) to repurpose to prevent spot fires	Admin	PECS	C	1	3		
	Fire Hazard				Signage							
Work Isolation	Personal Injury	C	2	6	Rostering staff to ensure no-one works in isolation	Admin	PECS					
	Psychological Injury				Walkie-Talkies to improve communication stream							
	Increased work load				Adhere to working isolation policy							
Incorrect PPE	Physical injury	D	2	4	Staff responsible for wearing PPE and own safety Long sleeve shirts, long pants, enclosed shoes, hats and sunscreen	Admin	PECS	D	2	4		
Lack of Signage	Potential irritation for patrons, causing anger	D	1	2	Signage to be identified in conjunction with site and traffic management plans			D	1	2		

Identified Hazard	What is the risk	Raw Risk Rating			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			outcome achieved	
		L	C	R				L	C	R	Yes	No
Inadequate preparation for the next event	No improvement	D	1	2	Post event reports, evaluation reports, passing on learnings for the betterment of the event	Admin	PECS	E	1	1		
Excessive Use of Alcohol	Personal Injury	E	2	2	Reinforcement of liquor licencing rules and regulations Ensure bar staff are trained in the RSA and have Certificates Signage for non-smoking to adhere by liquor licence Appropriate signage under Liquor Licencing Laws and regulations	Admin	PECS	E	2	2		
Stall holder competencies	Lack of relevant licencing, etc	C	3	9	Licence checks when registering	Admin	PECS	D	2	4		

Actions put in logistics plan:

- Electrical checklist for stall holders/band, etc
- EOI for staff from other towns to attend
- Set up and pack up can occur on Thursday and Monday (example) from neighbouring town employees
- Event coordinator to monitor weather and investigate evacuation centre/building
- Prepare safety briefing for tour guides
- Volunteer resource pool
- Announce PPE for public on tours in program and via MC





ACTION PLAN SUMMARY

ST LAWRENCE WETLANDS WEEKEND 2021 ACTION PLAN SUMMARY

This action plan summary provides a high-level overview of recommended timings for event preparation. These timings assume the event remains on the second weekend in June each year.

Item	Month											
	A	S	O	N	D	J	F	M	A	M	J	J
Project Management Plans and supporting documents												
Project plan – Event Management Framework												
Event Brief												
Communication Plan												
Stakeholder Engagement Plan												
Sponsorship and additional funding												
Strategic risk management plan												
Operational Risk (hazards) Assessment												
Sales and Ticketing processes and platforms <i>including terms & conditions</i>												
Event Budget <i>including fees and charges</i>												
Evaluation Report <i>including collection and analysis tools</i>												
Date Claimer Report												

Activities	A	S	O	N	D	J	F	M	A	M	J	J
Source and confirm all activity providers (Arts, environmental, educational, culinary)												
Source and confirm all workshop providers – Arts and Cultural Programs Officer												
EOI Stallholders and Foodie Vans												
Catering	A	S	O	N	D	J	F	M	A	M	J	J
Source and confirm Friday evening event												
Source and confirm Saturday and Sunday Breakfast provider												
Source and confirm Bushman's Event Foodie Vans												
Source and confirm Pop up Beer Garden provider												
Source and confirm Saturday and Sunday Canteen Provider												
Source and confirm coffee van												
Source and confirm bar provider												

Entertainment	A	S	O	N	D	J	F	M	A	M	J	J
Source and confirm band for Bushman's Night Event												
Source and confirm Friday Night Entertainment												
Source and confirm buskers												
Logistics	A	S	O	N	D	J	F	M	A	M	J	J
Source/confirm sound and stage hire												
Source/confirm portable toilets												
Source/confirm ATM Machines/Wi-Fi Stations/Water Station												
Source/confirm hire/loan of gazebos and marquees												
Outdoor crew work brief (grounds prep, transfer of tables and chairs, etc)												
Bins recyclable – compostable waste, waste disposal options												
Water closer to kitchen area/water waste												
Barriers and safety requirements												
Initiate any rectification works at site												

Accommodation	A	S	O	N	D	J	F	M	A	M	J	J
Tentatively book all Council accommodation in St Lawrence												
Confirm accommodation requirements (Guests, Councillors, Staff)												
Book main and contingency venues												
Site plan for accommodation (glamping, caravanning and camping)												
Permits	A	S	O	N	D	J	F	M	A	M	J	J
TMR Road Corridor Permits												
Food Licencing Permits												
Site Prep and additional requirements	D	N	O	N	D	J	F	M	A	M	J	J
Sundry equipment and consumables checklist (hay, gas, table decorations etc)												
IRC team roles and responsibilities at event brief												
Staff break/refuge area and Patrons rest area												
Book and confirm buses												
Logistics run sheet and checklists												



EVENT BRIEF

EVENT BRIEF

ST LAWRENCE WETLANDS WEEKEND 2021

EVENT DETAILS

DATE	11 th 12 th and 13 th June 2021
TIME	6pm Friday 11th June to 1pm Sunday 13 th June
LOCATION	St Lawrence Recreation Grounds
EVENT ORGANISER	Isaac Regional Council
SPONSORSHIP DETAILS	N/A
ISAAC REGIONAL COUNCIL ATTENDEES	TBC - Mayor Anne Baker, Cr Jane Pickels and Cr Viv Coleman.
ENGAGEMENT ACTIVITIES	TBC

BACKGROUND

Events continue to be critical to the success and prosperity of any tourism destination and are a key means of generating economic benefit, attracting visitors, driving social and community outcomes and enhancing the profile of destinations. The Isaac Region continues to position itself as strong event destination, actively hosting large scale events that provide significant economic benefit.

The St Lawrence Wetlands Weekend Event Management System has been developed to support the transition of the St Lawrence Wetlands Weekend from a small community event to a significant regional and tourism event.

Held annually it is Isaac Regional Council's sole dedicated tourism event. IRC delivers this event as a social economic/environmental stimulus to Isaac Coastal Communities. This event plays a significant part in delivering vibrant liveable communities, attracting visitation from out of region.

ST LAWRENCE WETLANDS WEEKEND'S KEY GOALS

1. To become an iconic 'must-do' event for the Isaac coast that **influences and improves the local economy**, promoting Isaac's produce and **encouraging increased export**.
2. **To build and encourage repeat attendance** from the nature and food tourism market segments.
3. **Facilitate** the development of **the local cultural enterprise**.
4. **Increase business capacity of local food producers** by showcasing their produce.
5. Engage pure people power to energise patrons and **promote Isaac as a region that energises the world**.
6. **Promote and educate about the ecological value of the St Lawrence wetlands** and their critical role in the health of the broader eco-system.

KEY MESSAGES

- Join us as one of nature's finest wetlands bursts into life!
- Help us help the environment and the community – no single use plastic water bottles will be sold at the event. General admission ticket includes complimentary reusable water bottle (water refill station available), Percentage of gate proceeds donated to the St Lawrence SES.
- St Lawrence Wetlands Weekend will tantalise your taste buds, invoke creativity and teach you about a nationally significant coastal wetlands right in our backyard.
- Trek through the bush for an immersive experience as you tour the wetlands and learn more about endangered birdlife, turtles and reef.
- Get hands-on and artistic with creative arts workshops.
- Enjoy a delicious Bushman's Dinner, GWFN Farm to plate seafood lunch with Matt Golinski, fresh local seafood and free-range heritage breed pork and taste our finest regional produce at this emerging festival.
- Make friends with nature and bring the family with camping available onsite for only \$12.50 a site, per night., or stay in style in one of our glamping tents

For more information visit www.isaac.qld.gov.au/wetlandsweekend

SATURDAY 12th JUNE - DAYTIME PROGRAM 7AM TO 4.00 PM

Currently being developed

SATURDAY 8TH JUNE – EVENING PROGRAM – 6PM TO MIDNIGHT

Currently being developed

SUNDAY 9TH JUNE – DAY PROGRAM – 7AM TO 1PM

Currently being developed



PREPARATORY ACTIVITIES

	ACTIVITY	WHO	STATUS
1	Budget / Sponsorship	Glenys Mansfield	Ongoing
2	Stakeholder Engagement Plan	Glenys Mansfield	Ongoing
3	Marketing brief	Glenys Mansfield	Complete
4	Strategic Risk Management plan		
5	Event evaluation methodology and process	Glenys Mansfield	Complete
6	Communications plan	Glenys Mansfield Carenda Jenkin	Complete
7	Action Plan	Glenys Mansfield	In progress
8	Logistics and implementation plan		In progress
9	Operational Risk (Hazards) Management plan		In progress
10	Event discussion with Councillor	Office of Mayor and CEO	TBA



Communication Plan

Presented by Carenda Jenkin of Brand, Media and Communications

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1 Quality information

Document title: St Lawrence Wetlands Weekend Communications Plan

Drafted: 9 June 2020

Updated: 18 January 2021

Prepared by: Carenda Jenkin, Senior Communications Officer
Brand, Media and Communications (BMC) Team
Corporate, Governance & Financial Services

Reviewed by: Glenys Mansfield, Economic & Tourism Development Officer
Economy & Prosperity
Planning, Environment and Community Service (PECS)

Internal Approval Record

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Jeff Stewart Harris , Director PECS	
	Shane Brandenburg , Manager Economy & Prosperity	
	Alex Staines , Manager BMC	
Final copy	Mayor Anne Baker	
	Councillors	
	Gary Stevenson , Chief Executive Officer	

External Record

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Jasmine Gatland Event Operations Leader – Events Tourism and Events Queensland	
	Dan Brown Mackay Tourism	

2 purpose

The purpose of the communication plan is to guide communication efforts which support the St Lawrence Wetlands Weekend to grow into an iconic 'must-do' event on the regional calendar. The communication plan continues the use of the branding suite developed in 2014.

3 Communication and engagement objectives

To engage and communicate with Isaac Regional Council employees, residents and Central Queensland communities to:

- Increase attendance to 1200 people over the weekend.
- Build demand for the 2021 event following the cancellation in 2020 due to COVID-19.
- To attract attendance from the identified nature, food and arts tourism target market segments with a focus on self-drive from Cairns, Townsville, Mackay and Rockhampton.
- To engage the local community and encourage them to invite friends and family to the event.
- To encourage Council employees from other locations to attend the event.
- To communicate the value of the wetlands for ecology, local fishing industry and tourism to target markets.

4 Background

The St Lawrence Wetlands Weekend is held annually and is Isaac Regional Council's sole dedicated tourism event.

The St Lawrence Wetlands, as part of the larger Broadsound wetlands is noted as a wetland of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species.

Isaac Regional Council held the inaugural St Lawrence Wetlands Weekend in 2008 to raise awareness of the importance of the wetlands to the broader eco-system.

Initially the event focussed solely on environmental factors and attracted an audience of approximately 50 people. The event grew steadily for a couple of years, expanding to a weekend event and incorporating arts, nature, local produce and general entertainment elements. However, following the initial growth phase the event stagnated with audience numbers even declining for some features.

In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

In 2019, St Lawrence Wetlands Weekend is the 2020 Isaac Region Australia Day Event of the Year and the 2019 Mackay Region Tourism awards gold winner of the festival and events award. This is the third time the event has been honoured at the Mackay Tourism Awards with a silver award at the 2016 awards and 2012 winner for tourism products/services including events.

The marketing campaign delivered on the identified objectives and evidenced by the nature and food tourism market segments from Rockhampton and Mackay. No complaints from the local community regarding the perceived lack of advertising were received in 2019, indicating local advertising such as letterbox drops, posters and corflute signage continues to address this perceived gap.

The 2019 campaign was fun, light-hearted and the community and stakeholders would like to continue with that theme and this time round will be looking for more connection with other Isaac coastal communities in the campaign.

- Tickets on sale earlier to leverage our target markets outside of the region, provide better lead times for supply and catering of event, manpower and logistics.
- Estimated attendance of 724, up 58% from previous year's estimates (this is conservative and with better booking systems in place more accurate data will be collected).
- Feedback from attendees resulted in an overall net promoter score (NPS) of 64 – an 'excellent' rating
- 31% of visitors were motivated to attend by the local produce available, followed by 29% who were primarily motivated by Costa Georgiadis' appearance. 18% of visitors' principal reason to attend was the nature tours and presentations available followed by the arts works shops at 8% indicating continued success in reaching and appealing to identified target markets.
- 42% of attendees were from the Mackay region and 24% from the Capricorn (Rockhampton) region with small numbers of visitors from the Whitsundays, Townsville, Gladstone and Southern Queensland Country Tourism regions being recorded for the first time.
- 40% of visitors became aware of the event via social media channels, up from 19% in 2018, and 33% reported they became aware of the event through word of mouth (WoM) indicating the campaign successfully creating the 'buzz' necessary to translate awareness into intent to visit.
- A variety of media channels and platforms were utilised including social media, radio, direct email, local and highway corflute signage, letterbox drops, posters at community focal points and further advertising in targeted publications including Caravanning Australia magazines and Mackay Visitor Guide.
- Key event features including the Welcome to Wetlands Evening, Greater Whitsunday Food Network's Farm to Plate Seafood Lunch, Bushman's Dinner and Glamping all sold out well before the event.
- Revenue from ticket sales increased from \$4,962 in 2018 to \$23,018 for the 2019 event.
- Tourism Impact Modelling indicates the event generated \$121,000 in economic output, an increase of \$49,000 from the 2018 event

In April 2020, Isaac Regional Council issued the following statement:

- One of Central Queensland's award-winning tourism events will unfortunately not be going ahead as planned in June this year.
- The regrettable decision to cancel the 2020 St Lawrence Wetlands Weekend was made after risk assessments were conducted and uncertainty relating to continued limitations on social gathering could not provide alternative dates.
- Isaac Regional Council Mayor Anne Baker was very grateful to the supporters, organising committee, our special guests, industry stakeholders and the community of St Lawrence and surrounding areas for their continued work and efforts.
- "It was with a heavy heart to cancel this for 2020 but we are in extraordinary times and these decisions must be made I'm sure we can all appreciate and understand," Mayor Baker said.

“Behind every event there’s months of planning, scheduling and logistics however with the ongoing restrictions to social gatherings, the cancellation of the event is in everyone’s safety. “We will be back bigger than ever in 2021 with St Lawrence Wetland Weekend and to ensure that and our daily lives return, I encourage you to listen to the health advice being provided by Queensland Health and the Australian Government’s Department of Health.”

Following the COVID-19 restrictions in Queensland, there is a drive to push and capitalise on the market increase of camping and caravanning and push towards not just Central Queensland but also the North Queensland market.

A date is yet to be set and approved by Isaac Regional Council at the writing of this document.

St Lawrence Wetlands Weekend’s key goals

1. To become an iconic ‘must-do’ event for the Isaac coast that **influences and improves the local economy**, promoting Isaac’s produce and **encouraging increased export**.
2. **To build and encourage repeat attendance** from the nature and food tourism market segments.
3. **Facilitate** the development of **the local cultural enterprise**.
4. **Increase business capacity of local food producers** by showcasing their produce.
5. Engage pure people power to energise patrons and **promote Isaac as a region that energises the world**.
6. **Promote and educate about the ecological value of the St Lawrence wetlands** and their critical role in the health of the broader eco-system.

5 ISSUES AND RISKS

Table 1 below identifies potential issues and risks that may impact on the successful rollout of this communication plan. This table also provides mitigation strategies to manage any issues and risks in a proactive manner.

ISSUES/RISKS	MITIGATION STRATEGY	IMPACTED STAKEHOLDERS
Low attendance rate at the event	Distribute communication material to target markets, especially those who advertised/attended previous events. Use media and social media to expand awareness of the event. Use branding to entice target markets and communicate the offering of the festival.	<ul style="list-style-type: none"> • Residents on the coast • IRC internal stakeholders • Target markets • Stall holders, exhibitors and artists • Incorporated / Government stakeholders
Expectations of the event exceed its actual delivery	Manage expectations through key messaging. Provide opportunity for attendees to provide feedback. Provide opportunity for future exhibitors to register their interest for next year.	<ul style="list-style-type: none"> • IRC residents • IRC internal stakeholders • Target markets • Stall holders, exhibitors and artists • Tourism stakeholders

	<p>Reinforce in key messaging the one-day event limits schedule of events - which will help manage expectation.</p> <p>Manage, improve and enhance displays, layout and supporting communications where possible.</p>	
<p>Too many people attend and managing disappointment</p> <p>Event is overcrowded or people miss out on key events in program e.g. Tours, Arts workshops and tickets to the Bushman's Event, Seafood lunch, camping accommodation</p>	<p>As above.</p> <p>State 'limited tickets available' in key messaging.</p> <p>Post media event wrap up about growth for next year.</p> <p>Provides a learning curve for future events.</p> <p>Create Facebook event to assist in gaging level of interest and indication of attendance.</p>	<ul style="list-style-type: none"> • IRC internal stakeholders • IRC residents • Target markets • Tourism stakeholders

6 Key Stakeholder engagement

internal stakeholders

DEPARTMENT	NAME AND POSITION	LEVEL OF INTEREST	LEVEL OF INFLUENCE	METHOD OF ENGAGEMENT OF ENGAGEMENT
Office of the Mayor and CEO	Mayor Anne Baker	High	Medium-High	<p>Invitation to open the event, to speak at the Bushman's Dinner and Seafood Lunch</p> <p>Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.</p>
	Councillors Gary Stevenson PSM Chief Executive Officer			
Economy and Prosperity	Jeff Stewart Harris Director PECS	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
	Shane Brandenburg Manager Economy and Prosperity Glenys Mansfield Economic & Tourism Development Officer			
Brand, Media and Communications	TBA Manager BMC	High	Medium	Direct engagement, educating and informing stakeholders and media and responding to social media inquiries.
	Carenda Jenkin Senior Communications Officer Candice Harrison Graphic Design and Digital Media Officer			
Engaged Communities	Jim Hutchinson Manager			Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
	Jana Hesketh Manager Community Engagement, Programs and Events Anne-Marie Loeskow Arts and Cultural Development Officer Karen Armstrong Coastal Community Relations Officer Cynthia Leong Manager Community Hubs			

Sustainability and Liveability	Dan Wagner Manager, Sustainability and Liveability	High	Low-Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
	Luke Clark Program Leader - Environment & Biodiversity			
	Maggi Stanley Principal Social Planner			
Parks and Gardens	Niall Tierney Acting Manager Infrastructure	Medium	Medium	Educating with key messages and directing enquiries to relevant staff.
	Nic Crouse Acting Manager Parks and Recreation			
Coastal IRC Staff		Medium	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.

External stakeholders

DEPARTMENT	LEVEL OF INTEREST	LEVEL OF INFLUENCE	METHOD OF ENGAGEMENT
Attendees Food tourism market segment Nature/wildlife tourism market segments Conservation groups Arts/cultural enthusiasts Road Trippers Empty nesters travelling in the region Drive market from Sunshine coast, Rockhampton Gladstone, Townsville, Airlie Beach, and Mackay	High	Low	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Stall holders, exhibitors and artists	Medium	Medium	
Environmental Agencies GBRMPA Capricornia Catchments Reef Catchments Fitzroy Basin Association Mackay turtle watch Birdlife Capricornia	Medium-High	Medium	
Mackay Tourism Tourism and Events Queensland	Medium	High	
Media	Medium	High	Media releases, updates, inquiries and interviews.

7 Event information

Camping and accommodation information

- On site bell tents (glamping) **sleeps six - \$250 per night or \$350 for two nights. Limited availability, bookings essential**
- St Lawrence Recreation Grounds (on site) - **\$12.50 per site per night**
- Sportsman's Arms Hotel, St Lawrence – **paid rooms (Approx. 1km to site)**
- Clairview Caravan Park - **paid sites (approx. 40km)**
- **Brandy bottle Camping and Recreation Reserve** - powered & unpowered sites (approximately 45km)
- Carmila Caravan Park, Carmila Sands Motel, Carmila Hotel & Carmila Beach – **paid sites/rooms at Caravan Park, Motel and Hotel, bush camping at beach (approx. 65km)**
- Ilbilbie Hotel – **paid rooms (approx. 100km)**
- Cape Palmerston Caravan Park – **paid sites (approx. 100km)**
- Notch Point camping – **4WD access only (approx. 100km)**
- Cape Palmerston National Park camping – **4WD access only (approx. 100km)**

Ticketed Features

- **General Admission – Adult – \$10.00**
Ticket permits full weekend access for one adult to all arts workshops, birdwatching, wetlands tours, environmental presentations, sessions with ABC Gardening Australia's Costa Georgiadis, cooking demonstrations with celebrity chef Matt Golinski, markets and more! Includes a complimentary reusable water bottle to help us make the St Lawrence Wetlands Weekend a single use plastic water bottle free event. A percentage of the gate proceeds will be donated to the St Lawrence SES group to support their invaluable work in the community.
- **General Admission – Child under 14 – free**
Ticket permits full weekend access for one child under 14 to all arts workshops, birdwatching, wetlands tours, environmental presentations, sessions with ABC Gardening Australia's Costa Georgiadis, cooking demonstrations with celebrity chef Matt Golinski, markets and more! Includes a complimentary reusable water bottle to help us make the St Lawrence Wetlands Weekend a single use plastic water bottle free event. A percentage of the gate proceeds will be donated to the St Lawrence SES group to support their invaluable work in the community.
- **Return bus from Rockhampton – Saturday - \$25.00**
Bus departing Rockhampton Saturday, 12 June from Puma Service Station, George Street at 7:00am and Puma Service Station, Yamba Road at 7:15am. Departs St Lawrence at 3:00pm returning to Rockhampton at approximately 6.00pm. Bookings essential. Price includes general admission - no need to purchase a separate ticket.
- **Return bus from Mackay – Saturday, 12 June only - \$30.00**
- **Return bus picking up Sarina – Saturday, 12 June only - \$25.00**
- **Return bus picking up Isaac Coastal Communities – Saturday, 12 June only - \$15.00**
Bus departing Mackay Saturday, 12 June from Mackay Entertainment and Convention Centre (MECC) at 7:00am. Stopping at Sarina, Cape Palmerston Caravan Park, Ilbilbie Service Station, Carmila, Flaggy

Rock, Clairview. Departs St Lawrence at 3.00pm returning to Mackay at approximately 6.00pm. Bookings essential. Price includes general admission - no need to purchase a separate ticket.

- **Unpowered camp site**

Unpowered camping site for caravans or tents at St Lawrence Recreation Grounds overlooking the Wetlands. \$12.50 per site, per night. Amenities including hot showers available on site. Please remember to purchase your general admission ticket in advance as tickets are limited and no guarantee of tickets being available at the gate can be made.

- **Glamping – Friday night only - \$250.00**

Why not stay in style in one of our on-site beautifully appointed bell tents already set up for your night under the stars? Sleeps up to six (three double beds) Available Friday, 11 June and Saturday, 12 June only. Price includes general admission - no need to purchase a separate ticket.

- **Glamping – Saturday night only - \$250.00**

Why not stay in style in one of our on-site beautifully appointed bell tents already set up for your night under the stars? Sleeps up to six (three double beds) Available Friday, 11 June and Saturday, 12 June only. Price includes general admission - no need to purchase a separate ticket.

- **Glamping – two nights, Friday and Saturday - \$350.00**

Join us for the whole weekend and take advantage of our massive discount when you book two nights glamping in our beautifully appointed bell tents already set up for your nights under the stars. Sleeps up to six (three double beds). Available Friday, 11 June and Saturday, 12 June only. Price includes general admission – no need to purchase a separate ticket.

- **Friday Night Welcome to the Wetlands – Friday –TBC**

- **Greater Whitsunday Food Network Farm to Plate Lunch - \$120.00**

The Greater Whitsunday Food Network are joining in the fun this year so come along and tantalise your tastebuds as renowned chef Matt Golinski gives the region's finest seafood and produce the celebrity treatment. Price includes general admission – no need to purchase a separate ticket.

- **Wetlands Weekend Package for two - \$590.00**

Make a weekend of it with a special person. Includes two nights glamping (Friday and Saturday), general admission, two tickets to the Greater Whitsunday Food Network Farm to Plate lunch and the Bushman's evening event.

- **Stallholder Fee - \$20.00**

Fee includes general admission – no need to purchase a separate ticket.

CUSTOM ORDER EMAIL CONFIRMATION BLURBS

On screen order confirmation page (general)

Thanks for registering! Please bring your tickets with you. Remember the St Lawrence Wetlands Weekend is now a single use plastic water bottle free event this year. The general admission ticket includes a complimentary reusable water bottle and water refill stations will be available. ATM facilities will be located at the venue for your convenience.

Email confirmation (general)

Thanks for registering! Please bring your tickets with you. Remember the St Lawrence Wetlands Weekend is now a single use plastic water bottle free event this year. The general admission ticket includes a complimentary reusable water bottle and water refill stations will be available. ATM facilities will be located at the venue for your convenience.

Custom email order confirmations

Return bus ticket Rockhampton

Thanks for your order. The bus departs Rockhampton from Puma service station, George Street (opposite McDonalds) at 7:00am and Puma service station Yamba Road at approximately 7:10am, returning to Rockhampton at approximately 6:00pm on Saturday, 12 June. Remember to bring your tickets with you for boarding the bus. If there's any reason you are unable to attend, please remember to cancel your ticket. Cancellation fees may apply. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Return bus ticket Mackay

Thanks for your order. The bus departs Mackay from the MECC at 7am and returns to Mackay at approximately 6:00pm on Saturday, 12 June. Remember to bring your tickets with you for boarding the bus. If there's any reason you are unable to attend, please remember to cancel your ticket. Cancellation fees may apply. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Glamping Friday Night

Thanks for your order. Tents will be available from 5:00pm on Friday, 11 June at the St Lawrence Recreation Grounds, checkout 10:00am Saturday, 12 June. Please remember to bring your tickets with you. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Glamping Saturday Night

Thanks for your order. Tents will be available from 12:00pm on Saturday, 12 June at the St Lawrence Recreation Grounds, checkout 10:00am Sunday, 13 June. Please remember to bring your tickets with you and present them at the Welcome and Registrations booth. Please remember to bring your tickets with you. ATM facilities will be located at the venue for your convenience. Any enquiries please email

records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Glamping Fri and Sat Nights

Thanks for your order. Tents will be available from 5:00pm on Friday, 12 June at the St Lawrence Recreation Grounds, checkout 10:00am Sunday, 13 June. Please remember to bring your tickets with you and present them at the Welcome and Registrations booth. Please remember to bring your tickets with you. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Bushman's Evening Event

Thanks for your order. The Bushman's evening event will commence at 6:00pm Saturday, 12 June at the St Lawrence Recreation Grounds with bar operating prior. Please remember to bring your general admission tickets with you. Live music with band "Bareback" featuring Luke Geiger and foodie vans and a beer "N" prawn pop-up beer garden will keep visitors experiencing St Lawrence like a local with great country food. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Greater Whitsunday Food Network Farm to Plate Luncheon

Thanks for your order. The Farm to Plate Seafood Lunch will be served from 12:00pm Saturday, 12 June at the St Lawrence Recreation Grounds. Please remember to bring your tickets with you. ATM facilities will be located at the venue for your convenience. Any enquiries please email records@isaac.qld.gov.au or call 1300 ISAACS (1300 47 22 27). We look forward to seeing you at the 2021 St Lawrence Wetlands Weekend!

Please let us know if you have any specific dietary requirements. Seven days' notice is required.

8 Key Messages

- Holiday here in our very own backyard!
- We're back for 2021 everybody!
- [Help us help the community as we continue to recovery from the economic and social impacts of COVID-19.](#)
- What do you get when a garden warrior and a culinary great join force? St Lawrence Wetlands Weekend, of course.
- Costa Georgiadis and Matt Golinski are set to plant seeds of sustainable living know-how whether it be in the backyard or the kitchen this 11-13 June 2021.
- The 2021 St Lawrence Recreation Grounds event will yet again be the must do on the Central Queensland tourism calendar.
- As tickets go on sale for the Isaac Coast's premier nature event, Isaac Regional Council Mayor Anne Baker said Costa and Matt are excited once again to share their organic gardening and gourmet cooking passions.
- "The Isaac region is extremely excited to see Costa and Matt once again; they are both loveable larrikins." Mayor Baker said.
- "Costa is a landscape architect, environmental educator and an award-winning television presenter who has an all-consuming passion for plants and people.
- "He knows how to bring out the best in each and takes great pleasure in bringing them together.
- "Matt Golinski is a highly regarded, professional chef with a passion for creating cuisine using fresh, seasonal and local ingredients.
- "Well known as one of the original team members of the popular Ready Steady Cook television series, Matt has worked as executive chef at some of Queensland's leading restaurants and founded his own catering company.
- "This is a not-to-be missed opportunity to treat the whole family to a creative, fun, and educational weekend."
- Matt will be back for his third visit to tantalise guests with a so-fish-ticated sea foodie show, crabulous gourmet delights and piquant pork treats.
- The wetlands event is Costa's second and he will share his decades of experience and a love for sustainable living through workshops that will leave any audience digging for more.
- The festival is incredibly well priced, with tickets just \$10 for adults, and children under the age of 14 free.
- General admission includes gardening sessions with Costa, cooking demonstrations with Matt, arts workshops, bird watching, wetlands tours, environmental presentations, markets and more.
- Children can get up close and personal with native reptiles from Cooberrie Park Wildlife Sanctuary, and trek through the bush to learn more about endangered birdlife, turtles and the reef.
- Visitors can watch local artisans demonstrating the lost trades of blacksmithing, macramé and leather making, or try their hand at creating sculptural art from marine debris.
- For a completely immersive experience, families can stay for the Smokalicious Bushman's Dinner and glamp the night away.

- Camping is available onsite for only \$12.50 a site, per night, or visitors can stay in style in a glamping tent.
- Buses will be running from Rockhampton, Mackay, Sarina and coastal communities on Saturday.
- There will be no single use plastic water bottles sold at the event.
- General admission ticket includes complimentary reusable water bottle (water refill station available), percentage of gate proceeds donated to the St Lawrence SES.
- The St Lawrence Wetlands Weekend is proudly brought to the region by Isaac Regional Council in partnership with Tourism and Events Queensland.
- Visit wetlandsweekend.com to purchase your tickets and packages online or call 1300 ISAACS (1300 47 22 27) for more information.

9 RECOMMENDED COMMUNICATION MATERIALS AND TIMING

MATERIAL	PURPOSE	DISTRIBUTION	TIMING AND COST
SAVE THE DATE – MATT ANNOUNCEMENT – FEB 2021			
Save the Date Poster		Public notice distribution list Community programs team for distribution to community groups and organisations. Shared to tourism operators across the region. Website home page. Facebook events and posts and shared to relevant community groups. A5 Flyer to Caravanning and Camping Exhibitions Drive Market magazines such as RACQ	Save the date social tile done Poster DONE & approved
Print Ads	Early promotion of the save the date rollout.	Isaac News Clermont Rag Middlemount Community News Moranbah Community News Dysart Diary Broadsound Bulletin Nebo News Glenden Pipeline	Earmarked for February rollout Clermont Rag has featured 3 times as of 17/2
Social Media	Matt do to selfie video about saving the date Stories on FB and Instagram Social Media FB event cover	Facebook Instagram	IN PROGRESS
Expression of Interest Stallholders	Photo carousel \$200 to target the following local government areas: <ul style="list-style-type: none"> Whitsunday Region Isaac Region Mackay Region Rockhampton Region Livingstone Region 	Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page.	EOI Tiles completed and approved by Shane

<ul style="list-style-type: none"> Central Highlands Region 			
Corflute's	<p>Create excitement in coastal towns</p> <p>12 x 4 corflute's to be printed</p>	<p>Local Roadside signage – mixture of Bruce Highway and Peak Downs Highway rest stops</p> <ol style="list-style-type: none"> 1. South side of St Lawrence 2. North side of Isaac Coast 3. Sarina Field of Dreams Parkland 4. Nebo area 5. Moranbah 6. Clermont 7. Old Inland Highway – Marlborough Road 8. Middlemount – Beef road 9. Dysart 10. North of Mackay 	COMPLETED – sent for approval
Council Library and Facilities Digital signage	Save the date	<p>Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside</p>	Digital sign live
Outdoor billboard	"Back in 2021" messaging, done and approved early December 2020		DONE
Media Release	Back in 2021 messaging and funding announcement	<p>Media Release distribution list</p> <p>Website</p> <p>Facebook and Twitter</p>	IN PROGRESS
TICKETS ON SALE AND COSTA ANNOUNCEMENT – MARCH 2021			
Media Release 2	<p>Announcement about Costa being back to headline with Matt Golinski for Wetlands Weekend again.</p> <p>Greater Whitsunday Food Network to take care of accompanying media release – BMC to supply the Mayor quotes</p>	<p>Media Release distribution list</p> <p>Website</p> <p>Facebook and Twitter</p> <p>Direct email to past participants</p>	
Web banners	Council's external and internal website Visit Mackay's Winter Deal	<p>Website</p> <p>Visit Mackay</p>	

Wetlands Website	Update with announcement about Matt Golinski headlining Wetlands Weekend.	Webpage	IN PROGRESS
Social Media	Media Release Video for FB advertisement Video of Matt call to action Video of Costa call to action Stories on FB and Instagram	Facebook Instagram Twitter LinkedIn	
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside Moranbah Fair through 4RFM	
Full page Community Newsletter	General promotion of the event.	Broadsound Bulletin Isaac News Clermont Rag Dysart Diary Moranbah Community News Middlemount Community News Glenden Pipeline Nebo newsletter drop	
Local Tickets branding	General promotion of the event at localtickets.com.au Design branding elements for event setup	Home page billboard Home page feature event E-Newsletter feature event	
T-Shirt Design	Design brief has been provided to hipfish for designs and will send proof to TEQ and Council management for review in March/April	Hipfish	DONE
Bus messaging	Poster	Send to Council colleagues in Mackay, Rockhampton, Livingstone and Whitsundays local government areas and	
INTERNAL COMMUNICATION SUPPORT			
Frontline Officer Notes	Support Frontline Officers and other 'direct contact' staff in delivering key messages	Frontline Officers Community Programs Natural Environment Officers	

BUSHMAN'S EVENING EVENT – 6TH APRIL

Media Release 4	Announce what's cooking for the Bushman's Dinner	Media Release distribution list	
Tantalise the tastebuds	Animation/video to accompany	Website Facebook and Twitter	
Web banner and IRIS banners		Website IRIS	
Council Library and Facilities Digital signage	Digital signage	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	6 April
Website	Update	Webpage	6 April
Facebook and Instagram	Video created of images from last year's bushman's dinner.	Facebook Instagram Twitter	6 April
Facebook banner	Image created to promote the fact that tickets are now on sale.	Facebook Instagram Twitter	
Digital Signs	Announcement about tickets now on sale to Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	
Newspaper advertising	General promotion of the event.	Daily Mercury	
Letterbox drop to Coastal residents	Ticketing information	Letterboxes	
Corflute Signage	General promotion of the event on Bruce Highway		

INTERNAL COMMUNICATION SUPPORT

CSO Notes – Update 2	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	
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INVOKE CREATIVITY & MAKE FRIENDS WITH NATURE - HURRY - LIMITED TICKETS
LAST PHASE – MAY/JUNE 2021

Website	Image created to promote the fact that limited tickets available.		
Facebook event (boosted)	FB Event boosted to encourage final tickets	Facebook	
Council Library and Facilities Digital signage	Image created to promote the fact that limited tickets available.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	
Media Release 5 Invoke Creativity	Final Program Release – Early may – arts workshops etc Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	
Media Release 6 Make friends with nature		Media Release distribution list Website Facebook and Twitter	
Media Release 7 After the event with Minco photos to support	Encourage festival-goers to take part in an online survey	Media Release distribution list Website Facebook and Twitter	June 15
INTERNAL COMMUNICATION SUPPORT			
CSO Notes – Update (as required)	Support CSOs and other ‘direct contact’ staff in delivering key messages	CSO’s Community Programs Natural Environment Officers	
SUPPORTING COMMUNICATIONS			
Supporting POS and ticketing information	Improve customer experience		
Event Program	All the event program detailing times and location		
EOI template	For the market stallholders		
Menu for Bushman’s Evening Event	Including some provenance stories about local suppliers		

Flyer	Inviting people to take bus from Mackay and Rockhampton	Distribute through Mine contacts Public notice distribution list Facebook and website
Feedback Survey	Online survey on Survey Monkey	
Registration form	Part of evaluation process	
General Signage		
Speeches for VIPs	SLWW project leader to confirm who is attending	

10 communications and marketing Budget

Economic Development and Communities team is funding the communication and marketing of this event.

DEPARTMENT	BUDGET
Digital Advertising (\$1400)	
Facebook/Instagram Advertisement	\$800
Tickets on sale for event	(\$600 for promotion and \$200 for EOI)
Spotify Digital Advertising	\$300
Google Ad Service Advertising	\$300
Digital ads on Local Tickets website	\$500
Outdoor Billboards (additional idea)	
Paradise DIGITAL Billboards <ul style="list-style-type: none"> • 10sec rotation display • Update messages quickly – weekly, daily or even hourly and adjust messaging for certain times of the day or night if required • Various locations • No print or shipping production costs • Mackay: Sydney St (25,000 people per day) • Rockhampton: Fitzroy St (39,349 people per day) • Gladstone: Dawson Hwy (15,650 people per day) 	\$2500 – Cost information has been requested from Paradise.

Photography and Videography - \$2000	
Photography and Videography to be arranged on the day. Brief needs to be done	\$2000 – Minco – familiar with event.
Total Budget (\$15,000) excluding GST	\$XXXX

*Note: Pricing may vary.



SALES AND TICKET MANAGEMENT

MANAGEMENT

SALES PLATFORM AND CHANNELS

Ticket sales are managed via the Local Ticket platform “Isaac Tickets”. Only General Admission tickets will be sold at the gate and they will also be sold via the Local Ticket platform to ensure accurate recording of attendees.

TICKETS AVAILABLE FOR PURCHASE/RESERVATION INCLUDE:

- General Admission Adult - \$10
- Stallholder Fee - \$20 includes general admission
- General Admission Child – Free
- Return bus from Rockhampton - \$25 includes general admission
- Return bus from Mackay – \$30 includes general admission
- Return bus from Rockhampton - \$25 includes general admission
- Return bus from Sarina - \$25 includes general admission
- Return bus from Isaac Coastal Communities - \$15.00 includes general admission
- Glamping tent one night - \$250 sleeps six
- Glamping tent two nights - \$350
- Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120
- Wetlands Weekend Package for two - \$620
- Camping (tent or caravan) \$12.50 per site per night
- Friday Night Welcome to Wetlands Weekend \$TBC
- St Lawrence Wetlands T-shirts (long sleeve) - \$60.00
- St Lawrence Wetlands T-shirts (short sleeve) - \$49.00

Given cash tickets have previously been available at the event the local community may be resistant to purchasing online initially. Assistance is being offered via the Coastal Communities Officer at the St Lawrence Neighbourhood Centre.

TICKET HANDLING AT EVENT

Attendees will receive an automatic email from the Local Tickets platform at the time of purchase advising them to bring their tickets with them and present them at the gate. A full list of ticket holders will be available at the gate in the event attendees have forgotten their tickets. The following procedure will apply:

- Attendee presents tickets at gate
- Gate attendant welcomes attendee to event and scans their ticket
- Team member issues attendee with a coloured wristband subject to ticket type for admission to the specified feature.

TICKET SALES – TERMS AND CONDITIONS

- This ticket is proof of purchase and must be presented at the time of admission.
- This ticket is non-transferable and only admits one patron.
- Tickets are not to be duplicated for the purpose of falsifying entry.
- Full refunds are available 30 days prior the event commencement on 11 June 2021. Refunds less than 30 days from the event are at the sole discretion of the event organiser.
- The Event Organiser reserves the right to refuse entry.
- This ticket has been created and managed using the Local Tickets site and is also subject to the Terms and Conditions of Local Tickets platform.
- As the Event Organiser hosting this event, Isaac Regional Council is solely responsible for queries relating to the sale of tickets.
- Proof of age or concession card may be requested.
- Any persons who are noisy, drunk, threatening or unruly will be asked to leave the premises.
- If the event, or any ticketed component of the event, is cancelled due to unforeseen circumstances, a full refund of the cancelled ticketed event will be issued to all patrons.
- Any data collected for marketing purposes from this event will be strictly in accordance with the *Information Privacy Act 2009*.
- Patrons enter and participate at their own risk. Council takes no responsibility for personal injury or loss.



EVENT EVALUATION

ST LAWRENCE WETLANDS WEEKEND 2021 – EVENT EVALUATION

Please note that this report will be completed at the end of the 2021 Event

BACKGROUND

The St Lawrence Wetlands Weekend will be held on the 11-13 June 2021. The event is currently the focus of strategic planning efforts to support transition from a small-scale community affair to an iconic must-do event on the regional and national calendar.

Post event evaluation and analysis has historically been somewhat ad hoc and lacked a defined methodology.

This report outlines a proposed methodology for effective evaluation of the event to inform ongoing strategic planning efforts.

Meaningful historical data has only been collected since 2019. The use of Local Ticket platform for the 2021 event will provide supporting data.

BRIEF

The final evaluation report must include:


- Overall attendance at the event
- Actual economic benefit (NB combine reported spend with EIA for Councils investment)
- Attendance and participant satisfaction (engagement) for each event component
- Qualitative indicators of success (participants and community stakeholders)
- Project management action learning (lessons learnt)
- Visitor profile (including average spend)
- Evaluation of effectiveness of marketing campaign.

The methodology must be able to be replicated for subsequent events to permit time series analysis (comparing apples to apples)

APPROACH

To ensure the final report provides balance and meaningful insights it is proposed the total study population include the following sub populations:

- Event participants (attendees)
- Community Stakeholders
- Presenters and Stall holders
- Project team and other council staff



Data capture and analysis tools will be tailored to each sub – population.

Both qualitative and quantitative data will be gathered using a variety of tools and methods

RESOURCING

\$100 evaluation survey draw prize to encourage bookings to be made online where data will be captured.

DRAFT



LOGISTICS CHECKLIST

ST LAWRENCE WETLANDS WEEKEND 2021 – LOGISTICS CHECKLIST

This checklist is currently being developed.

Area	Task	Who	Status
Gate Management	<ul style="list-style-type: none"> Local Tickets Security Scanners 	SES/Security/Glenys	Commenced
Information Booth	<ul style="list-style-type: none"> Free Water Bottles 	Sharee Bauld (MT)	Commenced
Evening Event			
Bar		GWFN	Commenced
Stage/Audio		Joel and Glenys E&P	Commenced
Glamping Tents (20)		Glenys	On Schedule
Band		Glenys	On Schedule
Costa (Program)		Luke Clark Glenys Mansfield Molly, Principal SLSS	On Schedule
Matt Golinski Luncheon		GWFN Glenys Mansfield	On Schedule
Cooking Demos (Matt)		GWFN	Not commenced

		Glenys Mansfield	
Buses (Mackay and Rockhampton)		Sonja Swanton/Glenys Mansfield	Commenced
Historical Town Bus Tours		Sonja Swanton/Glenys Mansfield	Commenced
Area	Task	Who	Status
Children's Zone			
Animal Nursery		Glenys Mansfield	Commenced
Relaxation Area		E&P Team	
Grounds Preparation		E&P Team	
Staff break-out area			
Coffee and Food Vans		Glenys Mansfield	Commenced
Canteen		P & C	
Arts Workshops		Anne-Marie Loew	On Schedule
Stallholders		Penny Morgan/Glenys Mansfield	Commenced
Risk Assessment Training		WPHS Team	
Evaluation		Glenys Mansfield	Completion of Event

St Lawrence Wetlands Weekend

MATT & COSTA BACK IN 2021

SECOND WEEKEND IN JUNE

ISAAC
REGION



IT'S LIVE!
in Queensland

The Isaac Region
The Mackay Region Nature. Reserved

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

5.27

SMALL BUSINESS FRIENDLY COUNCILS INITIATIVE

EXECUTIVE SUMMARY

This report seeks endorsement from Council to commence the application process to become a member of the Small Business Friendly Councils (SBFC) initiative.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorse the commencement of the application process to the Office of the Queensland Small Business Commissioner to become a member of the Small Business Friendly Councils initiative.***
- 2. Authorise the Chief Executive Officer to negotiate, execute and vary relevant documentation should Council be successful in its application to become a member of the Small Business Friendly Councils, as per clause 1 above.***

BACKGROUND

Small businesses are an integral part of the Isaac Region's economy and contribute greatly to our regional communities. They create jobs, grow the local economy and provide essential goods and services which help to create attractive and liveable communities. Of the 1,696 businesses registered in the Isaac Region, 98% of these, being 1,666 businesses are classified as a small business (those employing less than 20 people).

The COVID-19 pandemic and recession has presented unprecedented challenges to the small business community in the Isaac Region, Australia and the broader global economy. In response to the pandemic, the Queensland Small Business Commissioner (QSBC) has established the Small Business Friendly Councils (SBFC) initiative to recognise and support Councils in Queensland that are actively supporting small business in their local government area. Councils are invited to join the SBFC by undertaking a commitment to support small business within their local government area.

Membership in the SBFC provides Councils with several benefits, including access to tools and resources to assist with small business resilience and recovery, participation in regular forums, branding and marketing material and access to a dedicated point of contact within QSBC to seek immediate advice and information. To date, Ipswich City Council and Scenic Rim Regional Council are members of the SBFC, however it is understood that Mackay Regional Council is also progressing with membership.

To join the SBFC initiative, Councils are required to submit an Expression of Interest and if successful, Council is then invited to sign a charter which commits their ongoing support to their local small business community. The application process requires Council to submit information relating to two activities or priorities which they

are currently delivering or have recently delivered to support small business. To this regards it is considered that the recent initiatives undertaken by Council including the Community Chest Fund, Shop Isaac, 20% Procurement – Local Preference Policy and recruitment of an Economic and Resilience Coordinator will be suitable in supporting an Expression of Interest application.

Subject to an assessment process by the QSBC, Council will be granted SBFC status and will become a signatory of the Charter. Council will be required to provide a 6 and 12 month progress report demonstrating how Council is continuing to meet the commitments of the SBFC Charter.

IMPLICATIONS

Financial

There are no cost implications involved in obtaining membership to the SBFC initiative. Any ancillary costs will be minimal and delivered using Economy and Prosperity's existing operational budget.

Reputational

Obtaining membership in the SBFC Charter will demonstrate Council's ongoing commitment to local small businesses and will continue the positive reputational view of Council from consumers, industry and local businesses.

Resourcing

The Economy and Prosperity team will be accountable for the submission of the Expression of Interest, subsequent reporting and delivery of any engagement activities. There will be a requirement for internal support from the Engaged Communities and Brand, Media and Communications team as well as opportunities for external support from Greater Whitsunday Alliance and regional business groups.

CONSULTATION

Director Planning, Environment and Community Services

Acting Manager Brand, Media and Communications

Manager Engaged Communities

Economy and Prosperity Team

BASIS FOR RECOMMENDATION

Council's membership in the SBFC initiative provides an opportunity to formalise and promote Council's commitment to small business within the region. It aligns with the principles of Council's Business Support Strategy 2019-2024 and COVID-19 Strategic Recovery Plan and will provide access to additional tools and resources to assist with business resilience and recovery.

ACTION ACCOUNTABILITY

The Economy and Prosperity team will lead the engagement and interact with internal and external stakeholders in supporting and delivering the project.

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

KEY MESSAGES

Continued delivery and promotion of COVID-19 pandemic recovery initiatives will aid stimulus for local business and have a positive impact on the community and the organisation's reputation.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 18 February 2021

Report authorised by:

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

Date: 24 February 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- 20% Procurement – Local Preference Policy
- Business Support Strategy 2019-2024
- COVID-19 Strategic Recovery Plan

MEETING DETAILS

Planning, Environment and Community Services Standing Committee

Tuesday 9 March 2021

AUTHOR

Jacki Scott

AUTHOR POSITION

Manager Strategic and Business Development

5.28

FIRST NATIONS PEOPLE POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present the First Nations People Policy for review and adoption.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council to:

1. **Adopt the First Nations People Policy (CORP-POL-120).**

BACKGROUND

The Isaac region has a rich history shared between many Australians and is host to multiple Traditional Owners and native title claims. In the 2016 Census 3.6% of the Isaac region identified as Aboriginal and/or Torres Strait Islander (ATSI) (it is understood however that that number is higher).

Isaac Regional Council (IRC) has eight (8) Native title consent determinations, four (4) undetermined, six (6) Indigenous Land use agreements (ILUA's) and two (2) deeds of agreement. The ILUA's place specific obligations on IRC to take certain actions. Native Title does not necessarily bring about obligations for IRC to advance relationships however, ILUA's are commercial agreements that are entered with specific traditional owner groups that are for the betterment of that group only and outline obligations on Council for:

- acknowledgement of country (welcome to country), Cultural Heritage (Clearing of land), Native Title support; and
- in some ILUA's we have commitments for employment, procurement and tourism.

IRC have established relationships and positive emerging relationships with some of the First Nations People in the Isaac Region however, there are other traditional owners and First Nations People living and working in the Isaac region that IRC would like to reach out to.

Through adopting this Policy and undertaking to create a Reconciliation Action Plan (RAP), which is reflected in Organisational Development Plan (ODP) Action G19.02 identifying the need to adopt an Indigenous Relations policy, IRC aims to establish and commit to a program of continual improvement and engagement of relations with all First Nations People and Traditional Owners in the Isaac region.

IMPLICATIONS

- Community expectations
- ILUA compliance and development

CONSULTATION

Director Planning, Environment and Community Services

Executive Leadership Team

Planning, Environment and Community Services Leadership Team

Liveability and Sustainability Coordinator

Manager People and Performance

Manager Governance and Corporate Services

Manager Community Engagement, Programs and Events

Manager Contracts and Procurement

BASIS FOR RECOMMENDATION

Implementation of the policy will align to IRC's values, improve outcomes for the businesses, personnel, environment and customers.

ACTION ACCOUNTABILITY

The Office of the Director PECS along with the Manager Strategic Business and Development will reach out to the Isaac region's first nations people in relation to the policy and the reconciliation action plan (RAP) working group.

KEY MESSAGES

To outline Council's commitment to our relationship with First Nations People which will contribute to the Isaac region's economic, social and cultural empowerment.

Report Prepared By:

JACKI SCOTT

Manager Strategic and Business Development

Date: 3 March 2021

Report Authorised By:

JEFF STEWART-HARRIS

**Director Planning, Environment and
Community Services**

Date: 3 March 2021

ATTACHMENTS

- Attachment 1 – First Nations People Policy (CORP-POL-120)

REFERENCE DOCUMENT

- Organisational Development Plan - Action G19.02 - Adopt Indigenous Relations policy
- IRC Indigenous Land Use Agreements
- Native title consent determinations

FIRST NATIONS PEOPLE POLICY

APPROVALS

POLICY NUMBER	CORP-POL-120	DOC.ID	4740430
CATEGORY	Community		
POLICY OWNER	Office of Director PECS		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

To outline Council's commitment to relationships with First Nations People which will contribute to the Isaac region's economic, social and cultural empowerment.

SCOPE

This Policy applies to the Mayor, Councillors, all Isaac Regional Council employees, contractors, volunteers' activities and events.

DEFINITIONS

TERM / ACRONYM

MEANING

Council/IRC

Isaac Regional Council

POLICY STATEMENT

Council acknowledges the values, history and culture of First Nations people. Council aims to develop stronger relationships with First Nations people of the Isaac Region, relationships that are firmly anchored by mutual respect. Council will work with the First Nations people to protect and promote the Isaac Region and celebrate its histories.

Key Policy Principles

- Council will seek to engage with First Nations Elders in the advancement of First Nations people cultural heritage and prosperity in the Isaac Region.
- Council supports Native Title claims in the Isaac Region and celebrates consent determinations.
- Council acknowledges the importance of Indigenous Land Use Agreements in establishing rights and obligations.
- Council is committed to providing fair opportunities for First Nations people in employment and procurement.

Council Actions to Deliver on Policy Principles

- Council acknowledges the Traditional Owners at all times. It will proudly fly the aboriginal and Torres Strait Islander flags. At civic events will include such acknowledgement in official speeches. At Special Civic Events Council will invite Traditional Owner Group Elders to conduct a Welcome to Country.
- Council acknowledges and celebrates First Nations peoples cultural and significant events such as, Ceremonies, Reconciliation and NAIDOC weeks.
- Council aspires to develop a Reconciliation Action Plan (RAP) to further develop IRC's commitment to the First Nations people in the Isaac Region.

LEGISLATIONS AND RELATED GUIDELINES

- *Native Title Act 1993*
- *Aboriginal Cultural Heritage Act 2003*
- *Aboriginal Land Act 1991*
- Indigenous Land Use Agreements (ILUA's)

REFERENCES

ID	NAME
N/A	Isaac Regional Council Community Strategic Plan

MEETING DETAILS

Planning Environment and Community Services
Standing Committee
Tuesday 9 March 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.29

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE – 17 DECEMBER 2020 MINUTES AND TERMS OF REFERENCE

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 meetings and endorsement of a revised Terms of Reference.

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 December 2020, in the Council Chambers, Moranbah.*
2. *Ratify action by officers undertaken to implement the following recommendation of the Isaac Arts and Cultural Advisory Committee undertaken by flying minute in September 2020 in the mistaken belief they had authority to do so:*
 - a. *That the committee supports the Council Strategic Initiative "Safety Circus Tour of Isaac" to the value of \$3,895 being allocated from the Regional Arts Development Fund budget for Council strategic initiatives to implement the Arts and Cultural Policy and Arts and Cultural Action Plan*
3. *Note the recommendation of the Isaac Arts and Cultural Advisory Committee undertaken by flying minute in October 2020, noting that Council received and approved of the following on 28 October 2020 (resolution number 6941):*
 - a. *Approves the revised Regional Arts Development Fund grant rounds for FY 20/21. The revised grant rounds are:*
 - i. *Round One - closing Friday 20 November 2020 funding events/programs and activities from 1 December 2020 to 28 February 2021.*
 - ii. *Round Two - closing Friday 11 December 2020 funding events/programs and activities from 1 March 2021 to 30 June 2021.*
 - iii. *Round Three - closing Friday 13 March 2021 funding events/programs and activities from 1 July 2021 to 31 October 2021.*

iv. Adopts the revised Regional Arts Development Fund guidelines for FY 20/21, reflecting the updated grant rounds.

4. Adopt the updated Isaac Arts and Cultural Advisory Committee Terms of Reference and conduct further review the level of delegations required to ensure a responsive approach to applications and sequencing of evaluations.

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).

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 December 2020 including ratification of outcomes of support held by circular of emails (flying minutes) between 24-25 September 2020 and between 12-15 October 2020. Due to the urgency of the matters raised by the flying minutes have been actioned from endorsement of the committee, it is prudent that these be formally resolved by Council to ensure their legitimacy.

On Thursday 24 September 2020, Arts and Cultural Programs Officer emailed committee members material regarding a request from Central Queensland Regional Arts Services Network (CQ RASN) for Council to cover a funding shortfall of \$3,895 to enable the Isaac tour of the Safety Circus to proceed on 2 November 2020. All Committee Members responded affirmatively to this request. The request was then actioned in the mistaken belief that the officer had a delegation to do so in those circumstances.

On Monday 12 October 2020, Arts and Cultural Programs Officer emailed committee members requesting their agreement to proposed changes to the Regional Arts Development Fund grant rounds for FY 2020/21 and revised guidelines. Committee members endorsed this request. A subsequent report was prepared and resolved by Council at its 28 October 2020 Ordinary Meeting (resolution number 7072).

With membership changes and newly endorsed policies affecting the function of the IACAC, a revised Terms of Reference has been developed in consultation with all committee members. A key change to the Terms of Reference is to extend the Terms of Office for community members from two to three years, with those interested able to renominate for one additional term. Elected representatives are eligible for appointment for the duration of their elected term. The revised Terms of Office will allow a rotational change in membership providing the group with a greater level of continuity.

Noting the above timing of matters needing to be actioned out of the formal meeting cycle/structure, it is proposed to conduct further review the level of delegations required to ensure a responsive approach to applications and sequencing of evaluations

In addition, the Terms of Reference now accurately reflect staff titles following the Planning, Environment and Community Services restructure.

IMPLICATIONS

Compliance

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

Benefits

The revised Terms of Reference for the IACAC:

- Include clear member responsibilities in relation to the Public Art Policy and Action Plan, the Arts and Culture Policy and Action Plan and the Regional Arts Development Fund.
- Allow longer membership for community committee members – allowing greater continuity in the group.

CONSULTATION

Internal

Councillor – Division 2 and member of Isaac Arts and Cultural Advisory Committee

Councillor – Division 4 and member of Isaac Arts and Cultural Advisory Committee

Councillor – Division 7 and member of Isaac Arts and Cultural Advisory Committee

Councillor – Division 8 and member of Isaac Arts and Cultural Advisory Committee

Manager Engaged Communities

Manager Governance and Corporate Services

Arts and Cultural Programs Officer

External

President Dysart Arts and member of Isaac Arts and Cultural Advisory Committee

President Moranbah Arts and member of Isaac Arts and Cultural Advisory Committee

Reverend at Moranbah Anglican Church and member of Isaac Arts and Cultural Advisory Committee

President of Clermont Artslink and member of Isaac Arts and Cultural Advisory Committee

BASIS FOR RECOMMENDATION

The revised Terms of Reference for the Isaac Arts and Cultural Advisory Committee provide a clear framework outlining the purpose, objectives and responsibilities of the group and allow implementation of Council's arts-based policies and action plans.

ACTION ACCOUNTABILITY

The Manager Community Engagement, Programs and Events will ensure the revised IACAC Terms of Reference are document controlled once endorsed by Council and made available as required.

KEY MESSAGES

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

Report prepared by:

JIM HUTCHINSON
Manager Engaged Communities

Date: 2 March 2021

Report authorised by:

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

Date: 3 March 2021

ATTACHMENTS

- Attachment 1 - Isaac Arts and Cultural Advisory Committee Unconfirmed Minutes 17 December 2020
- Attachment 2 - Isaac Arts and Cultural Advisory Committee – DRAFT Terms of Reference – December 2020

REFERENCE DOCUMENT

- Isaac Arts and Cultural Advisory Committee Terms of Reference 2018



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

HELD ON
THURSDAY, 17 DECEMBER 2020

COMMENCING AT 9.10AM

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 DECEMBER 2020

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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
HELD IN GREEN ROOM, MORANBAH COMMUNITY CENTRE
ON THURSDAY, 17 DECEMBER 2020

ATTENDEES

Councillor Viv Coleman
Councillor Sandy Moffat
Amanda Raymond
Jana Hesketh (Acting
Manager Engaged
Communities)
Anne-Marie Loeskow

OFFICERS PRESENT

Jana Hesketh
Anne-Marie Loeskow

MINUTE TAKER

Anne-Marie Loeskow

1. OPENING

Councillor Jane Pickels was unable to attend the meeting. She delegated Councillor Viv Coleman to act as Chair. Councillor Viv Coleman opened the meeting and acknowledged the Barada People, the Traditional Custodians of the land on which this meeting is taking place and offered her respects to their elders, past and present. She also acknowledged those whose ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for future Elders and leaders.

Resolution No.: IACAC0001

Moved: Jana Hesketh **Seconded:** Anne-Marie Loeskow

That Councillor Viv Coleman be elected as Chair of the meeting on Thursday, 17 December 2020.

Carried

2. APOLOGIES

There were apologies from Councillor Jane Pickels, Councillor Simon West, Jasmine Pearce, Tania Gillies, Luke Collings and Jim Hutchinson.

3. CONSENT FOR ATTENDEES TO PARTICIPATE VIA VIDEO CONFERENCE AND BY TELEPHONE

Councillor Sandy Moffat, Amanda Raymond and Anne-Marie Loeskow were not physically present in the Council Chambers. Councillor Sandy Moffat and Anne-Marie Loeskow attended via video conference through Microsoft Teams while Amanda Raymond attended via telephone.

Resolution No.: IACAC0001

Moved: Jana Hesketh Seconded: Councillor Sandy Moffat

That the committee consents to Councillor Sandy Moffat and Anne-Marie Loeskow attending the meeting via video conference through Microsoft Teams, and to Amanda Raymond attending the meeting via telephone conference call.

Carried

4. DECLARATION OF CONFLICTS OF INTEREST

Anne-Marie Loeskow declared conflicts of interest in relation to the RADF Application by Kelly Shann and the RADF Application by Trysett le Garde.

5. CONFIRMATION OF MINUTES

Confirmation of minutes from Isaac Arts and Cultural Advisory Committee Meeting held at Council Chambers, Moranbah on Thursday, 16 July 2020.

Resolution No.: IACAC0002

Moved: Anne-Marie Loeskow Seconded: Councillor Sandy Moffat

That the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held at Council Chambers, Moranbah on Thursday, 16 July 2020 be confirmed.

Carried

Confirmation of minutes from Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails between Thursday, 24 September 2020 and Friday, 25 September 2020.

Resolution No.: IACAC0003

Moved: Anne-Marie Loeskow **Seconded:** Councillor Sandy Moffat

That the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails between Thursday, 24 September 2020 and Friday, 25 September 2020 be confirmed.

Carried

Confirmation of minutes from Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails between Monday, 12 October 2020 and Thursday, 15 October 2020.

Resolution No.: IACAC0004

Moved: Anne-Marie Loeskow **Seconded:** Councillor Sandy Moffat

That the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails between Monday, 12 October 2020 and Thursday, 15 October 2020 be confirmed.

Carried

4. BUSINESS ARISING

Anne-Marie Loeskow advised that Arts Queensland informed Council that the Funding Agreement for the Regional Arts Development Fund 2020-2021 had been signed on 13 October 2021. She briefed the committee regarding the operational budget of \$112,842 and its breakdown into a local grants program and Council strategic initiatives.

5. DISCUSSIONS/PRESENTATIONS

i. Review of RADF 2020-2021 Round Two applications (3) – whether to recommend supporting

Anne-Marie Loeskow advised the committee that Application 1 -Dysart Arts Inc “Dysart Creatives Weekend” was delivered to Council’s office on Wednesday 16 December 2020. She requested that the committee accept it for assessment notwithstanding that it was received after 5.00pm on the closing date, Friday 11 December 2020, the Applicant having provided evidence that it was emailed to Council prior to

UNCONFIRMED MINUTES

5.00pm on Friday 11 December 2020 although not received by Council as the document exceeded the email capacity.

Resolution No.: IACAC0005

Moved: Anne-Marie Loeskow **Seconded:** Councillor Sandy Moffat

That the committee accepts for assessment Application 1 – Dysart Arts Inc “Dysart Creatives Weekend” despite it being delivered to Council’s Dysart office after the closing date of Friday 11 December 2020.

Carried

Resolution No.: IACAC0006

Moved: Councillor Sandy Moffat **Seconded:** Jana Hesketh

Application 1 – Dysart Creatives Weekend supported to the value of \$1,410 subject to the Applicant lodging a revised application with Council before 4 January 2021 showing a total project cost of \$3,569 and \$1,410 as the RADF grant sought.

Application 2 – Kelly Jane Shann “Life Journey with Kelly Shann” supported to the value of \$5,500.

Moved: Councillor Sandy Moffat **Seconded:** Amanda Raymond

Anne-Marie Loeskow, having advised the committee of her conflict of interest with this application (she assisted the applicant prepare the application), abstained from voting.

Application 3 – Trysett le Garde “Travels with Trysett” creative writing project supported to the value of \$5,500.

Moved: Councillor Sandy Moffat **Seconded:** Jana Hesketh

Anne-Marie Loeskow, having advised the committee of her conflict of interest with this application (she assisted the applicant prepare the application), abstained from voting. Amanda Raymond also abstained from voting as she declared a conflict of interest having provided the Applicant with a letter of support.

Carried

ii) Review second draft of Terms of Reference for Isaac Arts And Cultural Advisory Committee

Anne-Marie Loeskow and Jana Hesketh briefed the committee regarding the further amendments made to the Terms of Reference since the meeting on Thursday 16 July 2020 when the committee members gave feedback on the first draft of the document.

Resolution No.: IACAC0007

Moved: Amanda Raymond **Seconded:** Councillor Sandy Moffat

That the committee approves this version of the proposed Terms of Reference and submits it to Council for ratification.

Carried

iii. Discussion about concept of utilising Council owned water infrastructure to host public art such as murals

Jana Hesketh briefed the committee regarding the concept of utilising Council owned water infrastructure as the canvas/backdrop for public art projects such as painting of murals.

Jana left the meeting at 10.00am.

iv. Discussion about “Generations of Men” project

Anne-Marie Loeskow briefed the committee regarding the request by the RADF 2019-2020 Round Two Applicant Joanna Joy and Elizabeth Simard (“Generations of Men” project) to extend the timeframe for delivery of the funded portion of the “Generations of Men” project to 31 July 2021. Implementation of the project has been delayed due to hurdles created by COVID-19 including but not limited to border closures. The grant of \$6,400 was to be used to pay consultation fees to Margaret Hornagold of Barada Barna who is to provide indigenous language to be used by characters in the script, and to contribute to travel costs for the creative team (some of whom live in New South Wales) to facilitate regional workshops (one of which is to be held at Middlemount Community School).

Anne-Marie also informed the committee that the grant of \$6,400 has not yet been paid to the Applicant as they had requested that Council hold off from paying the grant while their auspicing organisation (The House

That Dan Built Inc) satisfied itself that its receipt of the grant would not jeopardise its eligibility to receive Jobseeker income support. By the time it had resolved the issue and the Applicant had requested payment of the grant, the new RADF Funding Agreement for 2020-2021 had come into effect. Anne-Marie informed the committee that it will be necessary to request Arts Queensland for a variation to the RADF Funding Agreement for 2020-2021 so that the amount of the carry over surplus from RADF 2019-2020 is increased by \$6,400 after which the grant may be paid to the Applicant.

Resolution No.: IACAC0008

Moved: Anne-Marie Loeskow **Seconded:** Councillor Sandy Moffat

That the committee approves:

1. Extending the timeframe for the Applicant Joanna Joy and Elizabeth Simard to deliver the funded portion of their "Generations of Men" short film project to 31 July 2021; and
2. Requesting Arts Queensland's consent to vary the Funding Agreement for RADF 2020-2021 by increasing the carry over surplus from RADF 2019-2020 by the amount of \$6,400 so that the grant may then be paid to the Applicant Joanna Joy and Elizabeth Simard.

Carried

6. GENERAL BUSINESS

There was no general business.

7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.05am.

.....
CHAIR

..... / /
DATE

TERMS OF REFERENCE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE (IACAC)

In 2018 Isaac Regional Council adopted a new Arts and Cultural Policy, the Arts and Cultural Action Plan 2018 -2022, and a Public Art Strategy, thereby setting the strategic direction for the future of arts and cultural development in the Isaac region. The Isaac Arts and Cultural Advisory Committee will assist Council with the implementation of these policies, plans and strategies by providing specialist knowledge, a community interface and advocacy.

This Terms of Reference describes the purpose, and composition of the Isaac Arts and Cultural Advisory Committee. It provides scope and framework for the committee's operations and details the roles and responsibilities of its members.

The Isaac Arts and Culture Advisory Committee has been established in accordance with section 264 and 265 of the *Local Government Regulations 2012*.

PURPOSE

The purpose of the IACAC is to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and ensure community involvement.

The aim is for the committee to;

1. Provide strategic advice on the implementation of the;
 - a. -Arts and Cultural Policy, CORP-POL-031
 - b. -Arts and Cultural Action Plan 2018 – 2022. COM-PLN-007
 - c. ~~Provide strategic advice on the implementation of the~~ Public Art ~~Strategy~~ Policy PECS-POL-075
 - d. Public Art Action Plan 2020-2024
- 3.2. Provide strategic direction and advice on the development and delivery of the Regional Arts Development Fund.

OBJECTIVES

The IACAC will;

1. Contribute to the implementation of the Arts and Cultural Policy and the Arts and Cultural Action Plan 2018 – 2022 by:
 - a. identifying strategic initiatives that increase the level of arts and cultural activity in the Isaac region.
 - b. providing advice to Council on issues affecting the arts, heritage and cultural sectors in the Isaac region.
 - c. acting as a conduit for community engagement and consultation on the arts, heritage and cultural sector in the Isaac region.
2. Contribute to the implementation of the Public Art ~~Strategy~~ Policy and the Public Art Action Plan 2020-2024 by;
 - a. defining themes for public art projects, informed by site assessments and community consultation.
 - b. providing cultural, artistic and design advice.
 - c. appraising public art tenders and making recommendations to Council

3. Contribute to the development and delivery of the Regional Arts Development Fund by:
 - a. Identifying funding and strategic priorities.
 - b. Assessing grant allocations.

AUTHORITY

The IACAC has been established to provide advice to Council. It has no line of authority.

The IACAC reports to Council via the Manager LibraryCommunity Engagement Programs and Cultural ServicesEvents who will submit reports to the Planning, Environment and Community Services Standing Committee.

MEMBERSHIP

The Isaac Arts and Cultural Advisory Committee will comprise ~~of~~ the following:

1. ~~Two Councillors~~A minimum of two Elected Representatives, one to be appointed as Chair, with a third Elected Representative as an alternate member.
- ~~2. The Manager Library and Cultural Services who will be responsible for formal reporting.~~
2. The alternate Elected Representative member does not have voting rights, however where another Elected Representative cannot attend the scheduled IACAC meeting, the Committee may nominate the alternate to act as proxy for that meeting.
3. The Manager Community Engagement Programs and Events who will be responsible for reporting meeting outcomes and recommendations to Council. In the event that the Manager Community Engagement Programs and Events cannot attend the scheduled IACAC meeting, the Manager Community Engagement Programs and Events may nominate the Manager Engaged Communities to attend and act as proxy for that meeting.
- ~~3-4.~~ The Arts and Cultural DevelopmentPrograms Officer, who will provide administrative/secretariat services, and will be a non-voting member.
- ~~4-5.~~ UpThree to Sixsix community members who shall be appointed by Council. Members will have the capacity to attend committee meetings during business hours and meet the following three criteria.

Criteria One

Expertise in an area of arts practice that will add to the knowledge base of the committee. This may include any listed below.

<u>Arts practice</u>	<u>Tourism/Cultural Tourism</u>	<u>Indigenous arts/community</u>	<u>Youth</u>
<u>Creative industries</u>	<u>Public Art</u>	<u>Education and/or Health</u>	<u>Philanthropy/funding</u>
<u>Heritage</u>	<u>Community Development</u>	<u>Festivals and/or events management.</u>	<u>Project Management</u>

Criteria OneTwo

AA willingness to develop a working understanding of the following Isaac Regional Council documents.

A strong working understanding is highly desirable but not essential.

Mission statement and Corporate Values	Community Strategic Plan – Isaac 2035	5 Year Corporate Plan – Isaac 2020	Code of Conduct
Arts and Cultural Policy	Arts and Cultural Action Plan 2018 – 2022	Public Art Strategy	Regional Arts Development Fund Guidelines.

~~Criteria Two~~

~~Expertise in an area of arts practice that will add to the knowledge base of the committee. This may include any listed below.~~

Arts practice	Tourism/Cultural Tourism	Indigenous arts/community	Youth
Creative industries.	Public Art	Education and/or Health	Philanthropy/funding
Heritage	Community Development	Festivals and/or events management.	Project Management

Criteria Three

Established connections/affiliations with existing arts/cultural/heritage and/or community organisations in the Isaac region.

~~5.~~ 6. In the absence of sufficient nominations Council will appoint suitable people to fill any vacancies.

MEMBERS RESPONSIBILITIES

- All committee members are expected to promote the Vision, Mission, and Values of ~~the~~ Isaac Regional Council.
- All committee members are expected to comply with Isaac Regional Council's Code of Conduct, Work Place Health and Safety Systems, management directives, policies and procedures.
- All committee members must remain informed on current trends in the arts industry, allowing them to identify strategic opportunities and give advice on issues affecting arts and cultural policy, planning and program delivery.
- All committee members are expected to promote and support community engagement in the arts across the Isaac region.

- All committee members are expected to attend and actively participate in scheduled meetings of the IACAC.

METHOD OF NOMINATION FOR COMMUNITY MEMBERS

- From time to time, Council will call for Expressions of Interest and will advertise on Council's website, Facebook page and in local community newsletters. Council may target qualified community members through personal invitation.
- A selection panel will assess all Expressions of Interest against the selection criteria.
- The selection panel will consist of the Council appointed Chair of the IACAC, the Manager LibraryCommunity Engagement Programs and Cultural ServicesEvents and the Arts and Cultural DevelopmentPrograms Officer.
- The recommendations on the appointment of committee members will be reported to Council for resolution and adoption.

TERMS OF OFFICE

- ~~Committee~~ Community committee members are appointed for a term of ~~two~~three years and where possible, are to be appointed on a rotating basis.
- ~~Committee~~ Community committee members may renominate for one additional term (of ~~two~~three years).
- A community committee member may serve for more than two terms only on the recommendation of Council.
- Elected Representatives are appointed for the duration of their elected term.
- The committee may invite suitably skilled persons to join the committee in an advisory capacity for a specified purpose and for a specified period of time. These ~~members~~observers are not entitled to a vote.

MEETINGS AND ATTENDANCE

- The committee must meet at least once in each quarter, with additional meetings as required.
- Notice of meetings will be given at least 10 working days prior to each meeting.
- The Agenda and any relevant documents will be forwarded to members at least 35 working days prior to a meeting.
- Where the appointed Chair cannot attend, they are to delegate the role to ~~anotherone of the remaining~~ Elected ~~Member~~Members.
- All committee members are required to declare a conflict of interest with any matter to be discussed by the committee.
- When a decision of the committee requires a vote each member has one equal vote.
- In the instance of a split vote the Chair holds the casting vote.
- Minutes will be recorded at each meeting. These minutes and a report will be submitted to Council through the Planning, Environment and Community Services Standing Committee and proceed to the next Ordinary Meeting of Council in order for the minutes be adopted and any required actions considered.

- If a committee member is absent for three consecutive meetings without justifiable cause they will be deemed to have forfeited their membership unless the absence has been approved by the committee.
- Committee members may be compensated for extraordinary expenses incurred such as travel, accommodation and meals as a result of their membership, on the basis that the expenditure was approved in advance by the Manager Library and Cultural Services Community Engagement, Programs and Events.
- In extraordinary circumstances, urgent matters can be considered via electronic communication and ratified at a later meeting.

QUORUM

A quorum of the Committee will consist of a minimum of four members, one of which must be the Chair- an Elected Member. Either the Manager Library Community Engagement, Programs and Cultural Services Events, or the Arts Manager Engaged Communities who will act as proxy in the event that the Manager Community Engagement Programs and Cultural Development Officer Events is unable to attend the scheduled IACAC meeting) must also be in attendance.

PUBLIC RELATIONS

Members of the IACAC are not permitted to make public statements on behalf of Council without the prior approval of the Mayor and/or CEO. As such media releases, public statements and advertising must be vetted by the Mayor and/or CEO and be issued under the name of the Mayor and/or CEO.

ADMINISTRATION/SECRETARIAT

Office of Director Planning, Environment and Community Services.

The Administration of the IACAC will be facilitated through the Engaged Communities Department, including preparation of agendas, management of action plans, council reports, etc.

Secretariat will be provided through the Engaged Communities or alternate as nominated by the Director Planning, Environment and Community Services.

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Daniel Wagner

AUTHOR POSITION

Manager Liveability and Sustainability

5.30

OUR RESILIENT COAST: ISAAC COASTAL HAZARD ADAPTATION STRATEGY PHASE 4 – ASSETS AT RISK

EXECUTIVE SUMMARY

This report presents the final draft of the phase 4 Asset Assessment undertaken by BMT as part of the Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy for adoption by Council.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

- 1. Endorse the Isaac Coastal Hazard Adaptation Strategy Phase 4 – Assets at Risk report as prepared by BMT dated February 2021 for submission to Local Government Association of Queensland for approval.***
- 2. Delegates authority to the Chief Executive Officer to consider and make amendments to the reports, if required following Local Government Association of Queensland's review.***

BACKGROUND

Council engaged BMT in May 2020 to prepare Phases 3-8 the 'Our Resilient Coast - Isaac Coastal Hazard Adaptation Strategy' (CHAS). The project is being funded by the LGAQ QCoast₂₁₀₀ program.

QCoast2100 Program

The program has been designed to assist Queensland coastal local governments with funding and technical support to progress the preparation of plans and strategies to address climate change related coastal hazard risks. The program is intended to guide decision-making across key areas of local government planning and operations, including:

- corporate and operational planning;
- financial planning (long term forecasts and annual budgets);
- land use planning and development assessment;
- infrastructure planning and management including roads, stormwater and foreshores;
- asset management and planning including nature conservation, recreation, cultural heritage values and other public amenities;
- community planning; and
- emergency management.

What is a coastal hazard adaptation strategy?

A coastal hazard adaptation strategy (CHAS) is an important ‘whole of organisation’ document that provides the overarching framework and strategic direction for integrated decision making and coordinated action to respond to coastal hazard risks. The CHAS provides the ‘plan’ for how to respond and manage current and future coastal hazard risks including guiding change, informing decision making and prioritising actions across the organisation.

The process involves identifying coastal hazards, assessing vulnerabilities and risks to a range of assets (both tangible and intangible), engaging with stakeholders and the community to select prepared adaptation options and determining the costs, priorities and sequencing of actions over time.

In summary, the CHAS will document the following:

- identifies existing coastal hazard risks today and how they are expected to change or worsen in the future over different planning horizons between the present day and 2100;
- assesses vulnerability and risks to a broad range of assets and values (e.g.: community, ecological, built/economic, cultural etc.);
- identifies adaptation options and actions to ‘treat’ or manage coastal hazard risks;
- identifies priorities - what are the most pressing or urgent risks that need responding to today and what can wait?
- identifies ‘tools’ to deliver these actions;
- outlines timing, staging and sequencing of actions over time;
- defines roles and responsibilities – who does what?
- identifies funding; and
- outlines monitoring and review expectations.

Phase 4 – Assets at risk

This phase seeks to map and identify the extent of public and private assets by the coastal hazards identified in phase 3 of the project on a current climate basis, as well as a 2050 and 2100 time horizon.

Assets impacted include private properties, roads, water supply, and rail infrastructure. Assets closest to waterways and the coastline are impacted earliest, with some local roads within tidal extents under the present climate. Limited development at St Lawrence and Greenhill are mostly exposed to inundation impacts, while Clairview is more exposed to erosion impacts. Carmila Beach is exposed to both erosion and inundation impacts, with tidal inundation potentially isolating the community by road by 2100. Recreation areas at all locations are impacted by coastal hazards under all climates.

The assessment identified that large areas of high natural and social/cultural value are impacted under present and future climate scenarios for erosion and inundation hazards. The beaches and waterways of the region are highly valued by the local community and are generally within the Great Barrier Reef Marine Park. Extensive estuarine wetland areas of national and/or state significance are within all hazard extents throughout the region. Inundation of the important St Lawrence wetlands occurs under all climates however the extent of saline penetration into the wetland is expected to increase as sea levels rise.

IMPLICATIONS

Future phases of the Isaac CHAS project will seek to prioritise and evaluate risks to assets, and develop adaptation strategies to treat identified risks.

There is a range of social, financial and environmental implications to be explored in these future phases, but this report provide a key body of evidence to confirm hazard impacts on affected assets.

CONSULTATION

The following internal stakeholders have been consulted in the development of the Phase 4 report

Water and Waste Directorate – Planning and Projects, Operations and Maintenance

Engineering and Infrastructure Directorate – Infrastructure Planning and Technical Services

Corporate Governance and Financial Services Directorate – Governance, Organisational Safety, Assets, Finance

Planning Environment and Community Services – Community Facilities

BASIS FOR RECOMMENDATION

Council endorsement of the Phase Four (4) report will enable the department to finalise the acquittal process and payment of funds to Council from LGAQ and enable completion of future stages of the project.

ACTION ACCOUNTABILITY

Manager Liveability and Sustainability to finalise acquittal process for Phase Four (4), once the report is endorsed and approved by LGAQ.

KEY MESSAGES

Preparation and completion of the Isaac Region CHAS will provide a framework and strategy for integrated decision-making and coordinated responses to coastal hazard risks.

The project differs from that of the planning scheme, with a strategic view taken on how to manage risks on services and infrastructure affected by coastal hazards.

Report prepared by:

DAN WAGNER
Manager Liveability and Sustainability

Date: 3 March 2021

Report authorised by:

JEFF STEWART-HARRIS
Director Planning Environment and Community Services

Date: 3 March 2021

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Isaac CHAS Phase 4 Assets at Risk

REFERENCE DOCUMENT

- Isaac CHAS Phase 3 Hazard identification

PAGES 505 TO 546 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 9 March 2021

AUTHOR

Jeff Stewart-Harris

AUTHOR POSITION

Director Planning, Environment and Community Services

6.1

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – MARCH 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

The attached Information Bulletin for March 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.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by:

JEFF STEWART-HARRIS

**Director Planning, Environment and Community
Services**

Date: 2 March 2021

Report authorised by:

GARY STEVENSON PSM

Chief Executive Officer

Date: 4 March 2021

ATTACHMENTS

- Attachment 1 – Planning, Environment and Community Services Information Bulletin – March 2021

REFERENCE DOCUMENT

- Nil

DATE: March 2021

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

DIRECTORATE HIGHLIGHTS

Risk Management

Following a whole of Directorate review of the Enterprise Risk Register in late 2020 and earlier this year, adjustments were made to the marginally lower the consequence of one risk and add three new risks to the register as follows:

- PECS0024 (Medium 9) Inability to deliver or improve service due to absence of long-term data management system.
- PECS0025 (High 12) Unplanned or unscheduled return of a significant operating asset to Council.
- PECS0025 (High 12) Inability to efficiently recover costs of works from current land-owners.

All of these have been reported to and considered by the Audit and Risk Committee and are being managed by the respective manager.

Greater Whitsunday Suicide Prevention Taskforce

In late 2020, Mayor Williamson convened a Greater Whitsunday Suicide Prevention Touchpoint Meeting, with a view to clarifying and streamlining all the services and needs relating to suicide prevention across the region. Council was represented by Cr Lacey, Senior Advisor and the writer.

A follow up meeting early this year identified a small working group to develop a program for a Co-Creation Session to bring all the relevant parties together to develop a strategy to address the fragmented nature of this area of need. That working group has identified likely days of 30 April, but preferably 6 May for the event. We are working to ensure that there is appropriate Isaac representation.

Smart Transformation

Collaboration is continuing to ensure that the work proposed by the Moranbah and Dysart Smart Transformation Advisory Councils is consistent with the activities Council has been and is continuing to work on.

Transformation Projects

In addition to the preparation of the BBRF5 project application for the Resources Social and Environmental Excellence Hub, engagement has commenced with audiences who may prove useful in furthering the development of this and the Innovative Mine Rehabilitation transformation projects. Some useful mutual links have been established though early engagement with the Resources Centre of Excellence in Mackay.

Regional Recovery Partnerships Program

The Commonwealth ran a 2.5 hour workshop of Commonwealth and State Agencies, Local Governments, industry and representative entities on the Greater Whitsunday Regional Recovery Partnerships package of projects (of which the Stage 2 Clermont Saleyards and Showgrounds Revitalisation Project is one of three).

The writer pitched the project for around 15 minutes, following which the group broke into two separate workshop sessions followed by a plenary feedback session. RDA, GW3 and MRC representatives represented the Saleyards project in the group other than that attended by the writer. There was solid positive regard for this project.

STRATEGIC AND BUSINESS DEVELOPMENT

PREVIOUS MONTH'S ACHIEVEMENTS

- First Nations People Policy drafted – for review in March.
- Commenced discussions with ELT in relation to Corporate Sustainability and Regional Resilience.
- On track with the Customer Satisfaction Survey and Customer Experience Strategy.

EMERGING ISSUES

Nil

NEXT MONTH'S PROGRAM

- Consultation of First Nations People Policy.
- Council workshop for Corporate Sustainability and Regional Resilience.
- RFQ process for customer satisfaction survey.

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	Draft policy with ELT for consultation	Office of Director Planning, Environment and Community Services	30-June-2021	5%
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	ELT workshop commenced to review corporate sustainability and regional resilience. Council workshop scheduled for March/April.	Office of Director Planning, Environment and Community Services	30-June-2021	5%

PECS Capital Works 2019/2020 and 2020/2021

Complete/On Track



Monitor



Concern



23.85 Percent of Budget Spent - March (Excluding Commitments)



47.04 Percent of Budget Spent - March (Including Commitments)



Carry Forward Budget \$1,234,799.00
\$3,915,905.00

Adopted Budget

Commitments \$1,194,526.78
\$1,228,379.06

Actual Expenditure

Remaining Budget \$2,727,798.16

Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
CLM - Theresa Creek Dam Septic Renewal	262,706	3,000	1,400	258,306	Concern	Design finalised, Environmental approval still pending with State
CLM - Spelling yards	353,523	337,489	0.00	16,033	On Track	Complete
Corp - Emergent pool works	123,866	113,113	0.00	10,752	On Track	Complete
DYS Pool Mech/Elec/Filter	132,538	16,656	57,656	58,224	Monitor	Pump work completed. Shade structure works underway and expected to be completed before end of FY
CLM - Civic Centre	437,573	36,282	23,250	378,040	Concern	Airconditioning alternate option found, Ergon engaged to advise on peak load capacity. Once advice received final review will be completed by Council and then project will commence.
MMT- Hall Structural Renewal	213,789	40,413	18,325	155,050	On Track	Flooring works complete, compliance assessment complete, compliance upgrade

						has been planned with RFQ expected March.
DYS Civic Centre - W4Q	249,493	123,766	33,958	91,768	On Track	Electrical works complete, compliance assessment complete, Access compliance upgrade RFQ currently advertised
MBH - Community Centre Construction Ready Design	200,000	26,861	72,747	100,391	Monitor	Stage 1 awarded and underway. If stage 2 is awarded to same consultant, design completion by end of financial year.
Corp – Tourism signs	40,000	13,092	5,576	21,331	On Track	Additional structural damage found on coastal signs investigations underway. Completion date still expected end of March 21.
MBH - Dog Pound Renewal	115,300	160,373	0.00	-45,073.37	On Track	Construction complete with defect rectification underway. Additional scope (due to damage from pests and bringing forward 21/22 planned works to benefit from financial savings) has led to overspend.
MBH - AFL Lighting	370,000	33,871	0.00	336,128	On Track	Tender pending award, Construction plan to follow
CLM - Netball toilet replacement	315,000	57,359	218,584	39,056	On Track	Awarded. Works commencing at the end of March with PC date extended to 31 May 2021.
NBO - Showgrounds Amenities Block – W4Q	261,173	49,147	196,189	15,835	On Track	Awarded. Works commencing at the end of March with PC date extended to 31 May 2021. Demolition RFQ still to be processed with similar end date

CLM - Saleyard Renewal	165,000	0.00	165,000	0.00	On Track	Awarded, construction commencement date in March
CLM - Swimming Pool Disability Access	25,000	16,180	0.00	8,820	On Track	Project awarded. Delivery of equipment has been completed. Awaiting contractor to install. Expected to be completed by end of financial year.
CLM - Historical Centre Flood Mitigation	66,339	68,014	0.00	-1,675.00	On Track	Construction complete
Corp - Hub development	318,594	19,467	10,490	288,636	On Track	Nebo Community Hub design Complete, Tender advertised, closes 11 March
CLM - Aquatic Centre Dive Block Remediation	125,000	2,709	2,819	119,471	On Track	The existing infrastructure has complicated the design of compliant blocks. A third intervention by the consultant to develop an alternate solution with "hanging" backstroke bars is underway. This work will be completed this FY
Corp - Community Centre Facilities Works	150,000	0.00	79,766	70,233	On Track	Commitments raised in January for Dysart Civic Centre air conditioning and Clermont Lawn Cemetery. A breakdown of projects has been submitted to Dir PECS and ELT, however, further works at the Nebo Medical Centre have been identified as priority, along with air conditioning in coastal halls

Coastal - Hall Painting and Miscellaneous Repairs – W4Q	97,000	19,900	79,600	-2,500.00	On Track	Construction underway
NBO – Aquatic Centre Plant and Infrastructure	440,000	0.00	1,263	438,736	Monitor	Tender advertised with high level of interest
Corp - Equipotential Bonding	100,000	0.00	17,974	82,025	On Track	Design consultant appointed. PO issued. Works will be completed this FY
CLM - Clermont Aquatic Centre Amenities	95,000	0.00	0.00	95,000	On Track	Project re-scheduled to later in financial year to ensure minimal disruption to pool operations. Scope of works is under development with anticipated release date end of February.
STL - Cemetery Shade and Memorial Wall - W4Q	74,894	1,560	81,798	-8,464.00	On Track	Shade structure & memorial wall awarded, and commitment raised. Expecting \$20K additional overspend for brass plaques to meet community expectations. Awaiting final costings on these items. Project to be completed by St Lawrence Wetlands Weekend
Corp - IRC Swimming Pools	250,000	95,278	26,455	128,265	On Track	Schedule of works has been formulated and progressing to schedule
MBH - Pool Water Park Refurbishment	65,000	12,800	17,000	35,200	Concern	Community Survey completed. Second round of consultant concepts has been approved which will then go to community consultation. Final design to be determined after consultation process.

GLN - Aquatic Centre Foot Valve Replacement	15,000	0.00	11,447	3,552	On Track	Alternate entry methods (ladder) is under construction after which the foot valve will be replaced. WHS issues must be resolved prior to commencement.
DYS - Rec Centre Cladding	85,000	0.00	73,223	11,776	On Track	Construction underway

Overall comments

The majority of projects are still progressing to schedule. Delays in design and consultancy work are creating a minor bottleneck in early 2021 as multiple RFQ's and Tenders will need to be released in a short timeframe. This unfortunately may cause understandable delays through the Procurement department.

Completion percentage is below expectations and is being closely monitored.

LIVEABILITY AND SUSTAINABILITY

PREVIOUS MONTH'S ACHIEVEMENTS

Land Use Planning

Development Assessment Activity	Number
Development application received (MCU / ROL / OPW)	4
Building works siting concessions received	2
Survey plans received for endorsement	1
Decided developments applications (MCU / ROL / OPW)	2
Decided building works siting concessions	2
Decided survey plans	0
Development applications active with IRC	6
Development applications active with applicant	10
Active change representations / appeals	4
Active development compliance matters	3

- MCU20/0005 - 291 bed expansion of QRI Coppavillage is in Decision stage – to be considered by a direct to Council report this month. Decision due by 29 March 2021.
- MCU21/0004 - prelodgement of proposal by Barada Barna for 17 units at 41 Naumann Street, Moranbah.

Prelodgement Meetings

- 11/02/2021 - Prelodgement meeting with Pembroke representatives regarding an off-lease water pipeline and excavation works for the Olive Downs Coking Coal Project.
- 18/02/2021 - Operational works proposal associated with Clarke Creek Wind Farm.

New Planning Scheme

- Planning scheme and LGIP adopted by Council on 24 February 2021.
- Working towards gazettal and community updates on commencement of new scheme for 1 April 2021.
- Updated fees and charges schedule prepared to align to new planning scheme, for March 2021 Council consideration.

Infrastructure Charging Framework and Local Government Infrastructure Plan

As above.

Land Development Advisory Committee Outcomes

Nil actions at present.

Coastal Hazard Adaptation Strategy

- Phase 4 Assets at Risk report prepared for March 2021 Council meetings.
- Workshop scheduled for 21 April 2021 to discuss risk assessments and adaptation options for affected assets.

Social Planning

- Social Sustainability Policy action plan drafting has substantially commenced, with a view to present this to the April 2021 standing committee.
- Social infrastructure plan research has substantially commenced, looking at a town-by-town analysis of current services and facilities. This will be followed by a gap analysis and assessment of need being done in conjunction with community engagement activities on the corporate plan.
- Non-statutory Social Impact Management Plan prepared by Vitrinite being reviewed for comment.

Environment and Biodiversity

- Environment Policy exposure draft presented to ELT on 1 March 2021, proceeding to MLT engagement prior to consideration by Council in April 2021.
- Flying fox monitoring is continuing in Clermont and Moranbah – numbers have significantly reduced since onset of summer storms and wet weather.
- Capital project planning has commenced for improved pest management and environmental monitoring facilities at the Clermont depot, to support the ongoing water quality and dust monitoring activities being undertaken by the team.

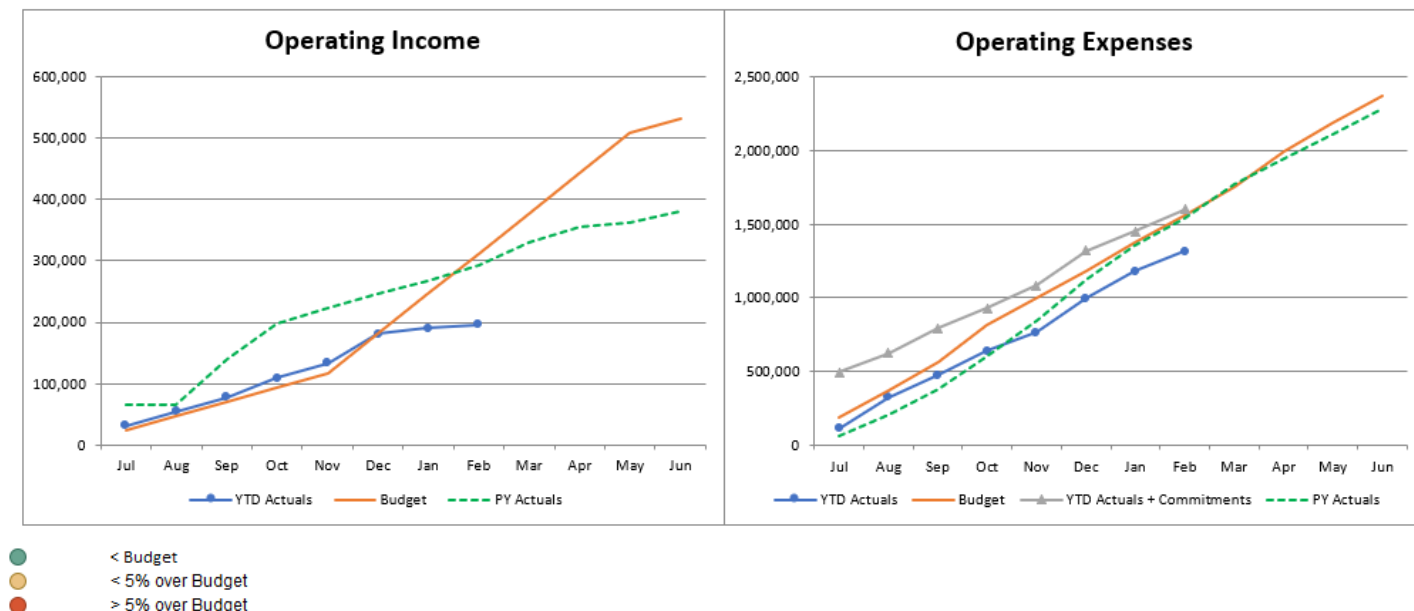
Land Management

- IRC Biosecurity Strategy undergoing internal consultation prior to presentation to Council in April 2021.
- Environment and Biodiversity team members attended Clermont, Dysart and Middlemount safety toolbox talks to discuss biosecurity strategy requirements and actions.
- Weed management and monitoring of previous spraying sites being undertaken in light of recent wet weather.
- A team strategic planning day in late October 2020 has led to a policy and procedure review for Council's 1080 baiting and dingo bounty programs. Recommendations on these programs will be provided to standing committee and Council in 2021.
- Preparations commencing for next 1080 baiting program – scheduled from Monday 8 March to Thursday 1 April 2021.

EMERGING ISSUES

- Biodiversity Officer appointed – commencing 8 March 2021.
- Planner appointed – commencing 29 March 2021.
- LS Administration Officer – permanent appointment of incumbent.
- Recruitment near completion for Graduate Planner.
- Ongoing management of complaints regarding development compliance and management of environmental standards generating significant workloads.

FINANCIAL REPORT



DEVIATION FROM BUDGET AND POLICY

- Legal expenses associated with ongoing planning appeals exceeding budget allocation.
- Glenden Futures project is an unforeseen budget impact.

NEXT MONTH'S PROGRAM

- Assessment of development application and provision of development advice in response to customer enquiries.
- Pre-lodgement meetings.
- Preparations for adoption of the planning scheme and LGIP package – including DA processing system improvements and review of Council's fees and charges for development applications.
- Phase 4-5 of the Coastal Hazard Adaptation Strategy, including internal engagement with asset custodians around risks and forecast impacts of coastal hazards.
- Flying fox monitoring and management.
- Biosecurity Strategy engagement with internal stakeholders.
- Environmental monitoring program – including follow-up on dust data outputs from Department of Environment and Science.
- Social Sustainability Policy Action Plan finalisation and embedment into SIA framework and social infrastructure planning activities.

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	On Target	Social sustainability policy adopted by Council in December 2020. Action plan being developed for April 2021 council consideration to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-June-2021	50%
EN1	Adopt responsible strategic land use planning to balance community, environmental and development outcomes	Land Planning	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%
			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%
		Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020-2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – to be presented to April 2021 Council Meeting for adoption	Liveability & Sustainability	31-December-2020	85%
		Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	On Target	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	50%
EN2	Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner	Wildlife Management	Develop programs to educate community and manage wildlife	Implement Flying Fox Education Program	On Target	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity	Liveability & Sustainability	30-Jun-21	75%
				Undertake Pest Control Activities - two (2) rounds per annum	On Target	1080 baiting program delivered in Q1. Q3 program scheduled for March 2021.	Liveability & Sustainability	30-Jun-21	65%
		Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy	Monitor	Awaiting finalisation of phase 4-5 to commence development of adaptation options. Phase 4 to be adopted by Council March 2021.	Liveability & Sustainability	30-June-2021	55%
		Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline.	30-June-2021	On Target	Social sustainability policy adopted by Council in December 2020. Action plan being developed to guide engagement and implementation into social impact assessment guideline	Liveability & Sustainability	30-June-2021	50%

ENGAGED COMMUNITIES

PREVIOUS MONTH'S ACHIEVEMENTS

Community Hubs

Isaac Libraries

New memberships	91 new residents joined the libraries in January 2021 Of the 91 residents, 5 joined online in January 2021	496 residents joined the libraries in FY2020/21 Of the 496 residents, 47 joined online in FY2020/21 1 institution joined the libraries in FY2020/21																
Building communities through engagement	3,819 people visited the libraries in January 2021 2% (83 people) decrease in foot traffic month-on-month. Residents were perhaps on holiday	30,223 people visited the libraries for FY2020/21 On average, 4,318 people visited the library network each month																
Building communities through value	5,639 items being borrowed in January 2021 2,749 (49%) of those items were online collections. Almost half of the borrowing were online resources. This trend is consistent with December 2020	Total of 41,016 issues in FY2020/21 Of the 41,016 issues, 17,719 were online collections. This equates to 43%																
Building communities through value	Collection utilisation rate for January 2021 <table><tr><td>Moranbah</td><td>4 items</td></tr><tr><td>Dysart</td><td>3 items</td></tr><tr><td>Clermont</td><td>3 items</td></tr><tr><td>Nebo</td><td>3 items</td></tr><tr><td>Middlemount</td><td>3 items</td></tr><tr><td>St Lawrence</td><td>2 items</td></tr><tr><td>Carmila</td><td>2 items</td></tr><tr><td>Glenden</td><td>2 items</td></tr></table>	Moranbah	4 items	Dysart	3 items	Clermont	3 items	Nebo	3 items	Middlemount	3 items	St Lawrence	2 items	Carmila	2 items	Glenden	2 items	Patrons on average borrowed 6 items at any point in January. On average, each issue at Moranbah library, the patrons borrowed 4 items. On average, each issue at the Dysart, Clermont, Nebo and Middlemount libraries, the patrons borrowed 3 items. On average, each issue at the St Lawrence, Carmila and Glenden libraries, the patrons borrowed 2 items
Moranbah	4 items																	
Dysart	3 items																	
Clermont	3 items																	
Nebo	3 items																	
Middlemount	3 items																	
St Lawrence	2 items																	
Carmila	2 items																	
Glenden	2 items																	

Public access computers	<p>Service 546 residents used the public PCs in January 2021 33% decrease month-on-month</p> <p>Usage Residents spent 373.84 hours on the public PCs in January 2021 51% decrease in hours month-on-month On average, the customer used the public computer for 41 mins per booking in January 2021</p>	<p>Service 3,880 residents utilised the public PCs in FY2020/21</p> <p>Usage Residents expended 2,469.68 hours on the public PCs in FY2020/21 On average, the customer used the public computer for 38 mins per booking in FY2020/21</p>
Your hub is a focal point where the Isaac communities come to learn, to play, to discover and to seek information	<p>50 activities were delivered in January at Libraries 332 residents benefited from these activities</p>	<p>367 activities were delivered by your Library Team in FY2020/21 3,752 residents benefited from the 367 activities in FY2020/21</p>
Your hubs are more than bricks and mortar... Building communities through value	<p>9 visits were undertaken to schools, kindergartens and childcare centres in January 50 children benefited from the January visits.</p>	<p>Your Library Team visited 143 schools, kindergartens and childcare centres in FY2020/21 2,417 children benefited from these visits in FY2020/21</p>
Community partnerships	<p>3 activities were delivered jointly with community and other organisations in January</p>	<p>99 activities were delivered in FY2020/21</p>
Reference and Information Service	<p>754 Reference and Information Service were provided in January 2021 17% increase in request for reference and information service month-on-month</p>	<p>5,434 Reference and Information Service were provided in FY2020/21 On average, your Library Team handled 776 reference and information services per month across the network</p>
Building communities through value	<p>30 hours invested in conducting and undertaking activities in January 2021</p>	<p>402 hours were expended in the delivery of activities in FY2020/21</p>

Public WIFI

Council offers free public Wi-Fi to the residents in the libraries and surrounding areas. This service is available to the residents from 7am to 7pm daily. In January, there were 57 connections to the Wi-Fi network. Of the 57 visitors, 39 were unique visitors (not repeat log-ins). Average visit duration is 1 hour and 36 minutes. This represents 1 less visitor compared to the previous month.

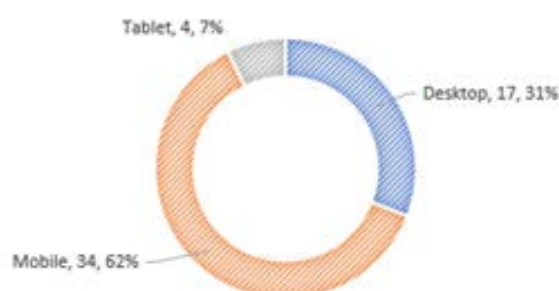


Access via Device Types

Desktop and mobile are the preferred devices used to access WIFI

Sum of Value

ACCESS VIA DEVICE TYPES



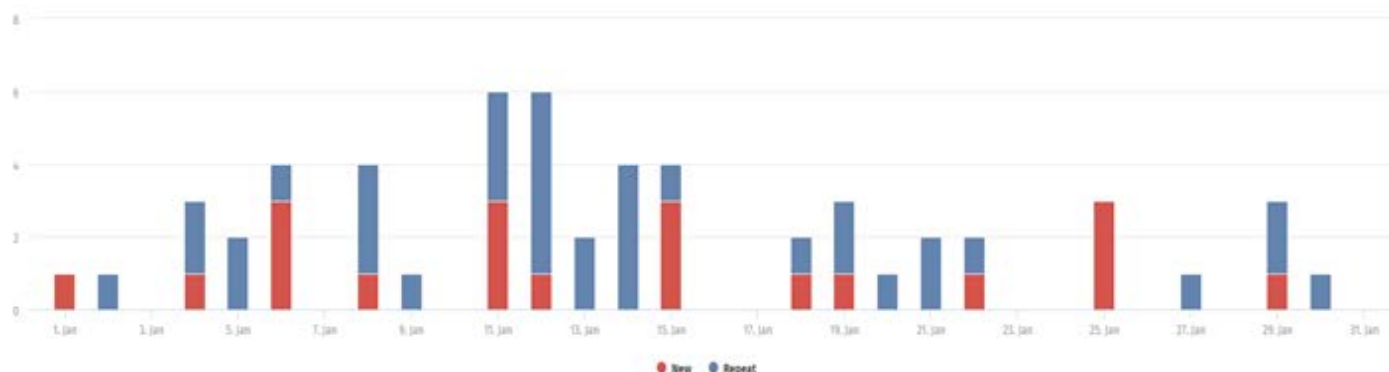
New vs Repeat Visitors

There were 29 new visitors and 24 repeat visitors in December.

Isaac Museums

Clermont Historical Centre	74 people visited the Clermont Historical Centre in January 2021 25% decrease in foot traffic month-on-month	1,183 people visited the Centre in FY2020/21
Nebo Museum	18 persons visited the Nebo Museum in January 2021 16 more people visited the museum month-on-month	170 people visited the Museum in FY2020/21
Volunteering	Total volunteer hours for January 2021 are 0	Our communities invested 347 hours in our Clermont Information Centre in FY2020/21
Visitor Information	85 tourists visited the Clermont Visitor Information Centre 85% increase in visitors month-on-month	1,371 visitors utilised the Clermont Visitor Information Service in FY2020/21

Total visitors between 1st Jan 2021 and 31st Jan 2021 : 56



Customer Service

Call Volume	1,656 calls received in January 2021 Almost a 28% increase in call volume month on month	13,587 calls received in FY2020/21 An average of 1,941 calls per month
Abandoned Calls	18 (1%) calls were abandoned in January 2020 Constant number calls being abandoned month-on-month	215 (2%) calls were abandoned in FY2020/21
Calls Transferred	283 calls were transferred in January 2021	1,485 (11%) calls were transferred in FY2020/21
Customer Requests	612 customer requests (CRs) were created in January 2021, an increase of 59% (227 CRs) month-on-month 356 (58%) CRs were completed in January 2021. A significant decrease in efficiency (20%) compared to last month with a corresponding increase in CRs created	3,828 CRs were created in FY2020/21 2,504 (57%) CRs were completed in FY2020/21
Transactions	1,102 transactions were completed in January 2021 13% decrease month-on-month	13,816 transactions were completed in FY2020/21 On average, 1,976 transactions were undertaken each month

612 Customer Requests created in January 2021

Classifications	Number of Requests
Building	6
Community Facilities	17
Compliance	114
Environmental Diversity	10

Environmental Health	17
Facilities	58
Park and Recreation	30
Roads	87
TV Comms	1
Waste Services	99
Wastewater Services	5
Water Services	168

Customer Requests by Division for the month of January 2021

Division	Current	Completed
1	30	38
2	23	26
3	9	31
4	21	37
5	37	56
6	25	48
7	32	40
8	20	35

TEAM UPDATE

Community Hubs

- Engaged Communities team commenced introduction to CRM onboarding, and this is anticipated to go live the week of 15 March 2021.
- Approximately 200 residents had a blind date with a book during the Library Lovers month. 500 pieces of love heart chocolates were handed out.
- Nebo Museum, specifically the Burrenbring Slab Hut, was profiled on ABC Tropical North on 22 February 2021.

Community Engagement, Programs and Events

- 64 nominations were received for 51 Inspiring Women and Young Women in Isaac, with events being held in conjunction with Queensland Women's Week throughout March.
- The 3D Scanning and Modelling workshops have begun with Clermont State High School, in conjunction with the Clermont Historical Centre.
- First5Forever Busy Bags have been launched providing a take-home extension to in-library programming.
- 20 Major Community Grant applications were received for Round 3.
- The "Vision 2020" exhibition opened in the Coalface Art Gallery on Monday 1 February.
- The "Mackay NAIDOC Youth Art" exhibition was installed in the Dysart Artspace on 23 February. It opens to the public on Thursday 25 February with a launch evening on Thursday 11 March.
- The EV3 City Shaper challenge commenced with Clark Creek SS. The students have built three robots and have begun to build their 15 challenges.
- Pop Ups @ The Park continue including two Pop Up's involving sprinklers and another at the pool.
 - STEM and literacy school visits continue with Valkyrie, Coppabella and Kilcummin State Schools.

COVID Strategic Recovery

Since starting in the Community Resilience position in January, Robyn visited the communities of Nebo, Glenden, Dysart, Middelmount, St Lawrence, Ilbilbie, Cape Palmerston, Moranbah and Clermont to gain a better understanding of the communities and as an introduction to the role. Throughout these communities there has been extremely positive feedback on Council's support to assist community groups in the COVID space.

Community groups are very keen to reactivate their events in 2021, however some of the concerns they have include:

- Additional workload the COVID Safe requirements will place on already stretched volunteers.
- How do we work out how much space we have and how many can attend?
- Ageing volunteers not understanding the requirements – it's all a bit too hard
- Level of responsibility on organisers if a member of the public doesn't comply with the regulations eg. social distancing. We don't want the responsibility of possible litigation because of someone doing the wrong thing.
- Where to start – do we need an event plan or just a checklist

Positive discussions and face to face engagement with these groups have certainly allayed a lot of these concerns so far and it's encouraging to see the motivation to reactivate their events replace their fear.

Meetings Attended –

- Emergency Management Committee meeting - virtually
- Mackay District Human and Social Recovery Committee - Mackay
- Ilbilbie Hall Committee Meeting - Ilbilbie
- Meeting between Greater Whitsundays Communities, Glencore and Isaac Regional Council
- PECS OLT – Moranbah
- Clermont Rodeo and Show Society (inc. Show Society, Campdraft and Rodeo sub committee's)
- Clermont Rodeo Committee
- Local Tickets – Kristen Goldup & Abby Hibble – Skype
- QLD Community Development Practitioners meeting - Skype

Currently researching the possibility of community event COVID safe information sessions. Awaiting replies from possible presenters

EMERGING ISSUES

Community Hubs

- Isaac Regional Libraries is conducting stocktake in February and March 2021 in preparation of the insurance renewal
- Cataloguing and digitalisation of the museum online public access catalogue has fallen slightly behind the projected timeline. The Hubs team are pooling resources to meet critical milestones.

Community Engagement, Programs and Events

- The team is working on rolling out the "In the Bin" short film festival in Glenden, Greenhill, Clairview, Dysart and Middelmount before the end of April.
- Planning is underway for the 'Gold Moves Australia', Seniors dance project which will be presented in conjunction with Mackay Regional Council.

- An expression of interest will be released to community, seeking Aboriginal and Torres Islander artists for participation in NAIDOC Week activities in 2021.
- The Programs' team are working in conjunction with Economy and Prosperity for activities at the St Lawrence Wetlands Weekend.
- Feros Care have indicated that they will be hosting a Disability and Services Career Fair in Moranbah in the near future (note Round 3 Major Grant Application).
- Team members attended both the Bowen Basin Childcare Assessment forum and the Australian Centre for Health Services Innovation - Mental Health in the Bowen Basin forum.
- The team is working with Greater Whitsunday Communities towards the development of a Middlemount Community Reference Group. Anglo American has also formed a Community Reference Group so there needs to be clear communication of the differences between the two.
- Valkyrie SS has had an IT upgrade to internet services to improve reliability.
- The Department of Aboriginal and Torres Strait Islander Partnerships have expressed an interest in working with the team on a First Nations' Digital Storytelling project. Conversations are continuing.
- The Isaac Region Early Years Network (IREYN) met for the first time in 2021. The group has identified the diverse multicultural communities as an area to target moving forward this year with MDSS's World Cafés being a key place to target this group.

NEXT MONTH'S PROGRAM

Community Hubs

- Water notices are due on 17 March 2021 with an anticipation that rates notices will be issued on 29 March 2021. It is envisaged that March will be a busy month.
- Isaac Regional Libraries are celebrating *Harmony Day* in March.
- Will conduct the first batch of cross training assessment in March 2021.
- Clermont Historical Centre launch 'Back on Track...Trot down Clermont's country racing memory lane'. This exhibition is dedicated to Clermont and Districts favourite past time, country racing.
- Engaged Communities Team goes 'live' on CRM system.

Community Engagement, Programs and Events

- Round 3 of RADF grants program will be assessed by the Isaac Arts & Cultural Advisory Committee.
- Plans for the reinstated Moranbah 50th Celebrations continue – the team has been liaising with Mark and Toni Hollands, and community groups who were successful for grant funding in 2020, to build the event program for the May Day long-weekend.
- Isaac Youth Month with activities running from mid-March to mid-April will roll out across the region.
- Planning is underway for ANZAC Day services across the region.
- The Wild Puppets tour which was postponed in 2020 due to the impacts of COVID is being reschedule for delivery in April/May.

FINANCIAL REPORT

Community Hubs

Not available at time of report deadline.

Community Engagement, Programs and Events

Not available at time of report deadline.

ANNUAL OPERATIONAL 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	Library Operations	Provide a modern and engaged library service, including program delivery	100% Attendance at Library Programs	On Target	50 activities were delivered in January at Libraries. 332 residents benefited from these activities	Engaged Communities - Community Hubs	30-June-2021	60%
				A well utilised library service	On Target	3,819 people visited the libraries in January 2021	Engaged Communities - Community Hubs	30-June-2021	60%
				50% of population that are library members	On Target	91 new residents joined the libraries in January 2021	Engaged Communities - Community Hubs	30-June-2021	60%
C2	Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities	Museums & Galleries	Facilitate and deliver an calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests	An Annual Calender of exhibitions	On Target	The Vision 2020 exhibition of textile art was opened in the Coalface Art Gallery, Moranbah. The exhibition curated by Brenda Gael Smith is focused on vision and the eye. The "Mackay NAIDOC Youth Art" exhibition was installed in the Dysart Artspace on 23 February. It opens to the public on Thursday 25 February with a launch evening on Thursday 11 March.	Engaged Communities - Community Hubs	30-June-2021	60%
				Provide culturally supportive and historically relevant museum and gallery services at regional venues	On Target	Seasonal closure of Clermont Historical Centre to allow resetting of collections and exhibition	Engaged Communities - Community Hubs	30-June-2021	60%
		Cultural development	Collaborate on cultural development through initiatives	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	On Target	RADF round 3 applications closing mid-March for determination at April council meeting	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	66%
				Facilitate the bi-annual Queensland Music Festival	Monitor	Discussions ongoing with QMF	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	15%
		Youth Services	Undertake Unmet Needs of Isaac Youth Study	30-June-2021	On Target	Study being undertaken in accordance with project plan. Project update provided to Councillors at February briefing workshop.	Engaged Communities - Community Engagement	30-June-2021	50%
C3	Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to	Community Engagement	Deliver best practice community engagement initiatives	Effectively Support other Isaac Regional Council Business areas to develop and deliver other engagement	On Target	RFQ for online engagement solution closes mid-March	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	60%

INFORMATION BULLETIN

C5	pursue their diverse aspirations yet come together to tackle common opportunities and challenges			programs virtually and in community					
		Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	On Target	20 major grant applications under FY20-21 Round 3 to be considered at March round of meetings	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	66%
	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	On Target	64 nominations were received for 51 Inspiring Women and Young Women in Isaac, with events being held in conjunction with Queensland Women's Week throughout March. The 3D Scanning and Modelling workshops have begun with Clermont State High School, in conjunction with the Clermont Historical Centre. First5Forever Busy Bags have been launched providing a take-home extension to in-library programming. The EV3 City Shaper challenge commenced with Clark Creek SS. The students have built three robots and have begun to build their 15 challenges. Pop Ups @ The Park continue including two Pop Up's involving sprinklers and another at the pool. STEM and literacy school visits continue with Valkyrie, Coppabella and Kilcummin State Schools.	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	60%
		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%
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	Project to be coordinated by Manager Business and Strategy	Engaged Community - Community Hubs	30-June-2021	15%
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 to go-live of CRM during March	Engaged Communities - Community Hubs	30-June-2021	25%

ECONOMY AND PROSPERITY

PREVIOUS MONTH'S ACHIEVEMENTS

The Economy and Prosperity team now have a full complement of staff and have been engaging in team development and reviewing project deliverables and team roles and responsibilities.

Economic Development

- The Economic and Business Resilience Officer commenced his 2-year contract with Council on 8 February 2021.
- Strategic Recovery Planning and delivery was a focus with team planning sessions and focus on business engagement plan.
- Works continued on external grant program funding's with Regional Recovery Partnership funding and Building Better Regions funding applications.
- The engagement on the round 5a of Mobile black spot funding program continued with BHP still considering application for a Strathfield tower, and officers awaiting further advice on that. Field Solutions group have advised that they will not be applying for round 5a as it didn't align with their business model at this point, but discussions have continued around opportunity to apply for Building our Regions fund with FSP providing the 50% contribution for the application and Council in kind support. This project concept discussion is continuing with and when the project concept is developed, and any implications are known a briefing to ELT will be provided to consider further.
- LDAC meetings were conducted with real estate engagement and meetings with the Clermont agents delivered, further meetings to continue. Works from the LDAC meeting on a Isaac insights economic snapshot are progressing.
- Investment attraction work continued with engagement with individual enquiries and review of outward facing material as in Live Work, Invest material starting.
- Enquiry was received through BHP's STAC consultancy on a number of projects and a briefing of the STAC to council occurred.
- Monash lodge Expression of interest is in development and will be advertised in March.

Business Support

Business Networking Events

- The 2021 Mayor's breakfast has become a significant networking event in the annual calendar with attendance increasing exponentially since 2019. Local business owners, media, industry representatives along with community and regional groups and in conjunction with Isaac Regional Council elected officials and Directors made up the 85 guests at this year's event. Feedback from attendees has been very positive.
- Networking events were held in Middlemount, Clermont and Dysart throughout February with an average of approx. 20 people per event. Attendance has increased again this year despite events only having been held in October 2020 due to COVID delaying Small Business Month activities which are normally run in May. New members of the Economy and Prosperity team were introduced to our business communities at the events with information regarding the strategies and projects to be delivered over the coming months covered in the discussions.
- The COVID recovery survey was released in conjunction with the February networking events along with plans to assess the interest and involvement of our regional business in a Regional Business Alliance / Chamber.

- Glenden, Nebo and Isaac coast networking events will be delivered throughout March with similar content to other townships. Consideration is being given to a webinar format for Isaac Coast due to the distance between townships making these events difficult for businesses to attend in person.
- The Economic and Business Resilience Coordinator has begun individual engagement with Councillors, businesses and industry to assess business health and needs.

Small Business Month

- Small Business Month (SBM) resume being delivered in May 2021 with a theme of “Come back Stronger”. Events will be run across the region by GW3 with the support of Isaac Regional Council’s Economy and Prosperity team and our Comms Department. Guest speakers with funny and poignant stories of resilience are currently being engaged by GW3 and our teams will work very closely as always to ensure the success of the events. The full program is yet to be developed.
- Doing business with Council as per the recovery plan will be a session delivered at SBM and development of that project will be a focus in March with internal stakeholders.

Shop Isaac

- Anglo American will order their second round of 500 Shop Isaac cards. New cards will be redesigned to include QR codes to assist card holders with their “Card Balance” and “Participating Businesses listing”. The commitment from Dyno Nobel to support the program is welcomed and is the fourth major supporter to join. In excess of \$94,000 has been loaded with \$55,000 redeemed.
- Engagement with business and industry to support Shop Isaac continues in conjunction with planning for incentives throughout 2021. Registrations for participation of our businesses, destinations and events is proceeding.

Tourism

- Three tourism billboards were skinned in the region and 1 shop Isaac business billboard, south of Waverley Creek - St Lawrence Wetlands Weekend with Matt and Costa, north of Ilbilbie – Isaac Coast, Blue Mountain Road turn-off on the Peak Down Highway – Lords Table and Moranbah Airport – Shop Isaac
- St Lawrence Wetlands Event planning is progressing. Save the Date call to actions and media releases have been finalised to promote Costa Georgiadis and Matt Golinski are back. Our first internal stakeholder meeting was held in Moranbah for the event on the 8 February.
- The Provenance Magazine #2 and initiative of Reef Catchments with funding from Isaac, Mackay and Whitsunday Council was released featuring 13 stories from the Isaac Region promoting our local food producers and value adders.
- Onboarding of the Mackay tourism development officer continued with engagement with the business community a focus as well as assessing development projects
- Confirmation of Councils participation in Mackay Tourism winter campaigns were done with the Weekender filming in region and release of a Mackay region and separate Isaac region promo videos.
- The fossicking strategy work is continuing but was impacted by resourcing focus on the wetland’s delivery.

Economy and Prosperity have been working with Engaged communities and a number of events in relation to re igniting the event program post COVID, primary have been Nebo Rodeo, Clermont rodeo and show.

Asset Management

- Works on the Expression of interest for the Clermont Saleyards non-exclusive user agreement progressed with the EOI to go to market early to mid-March.

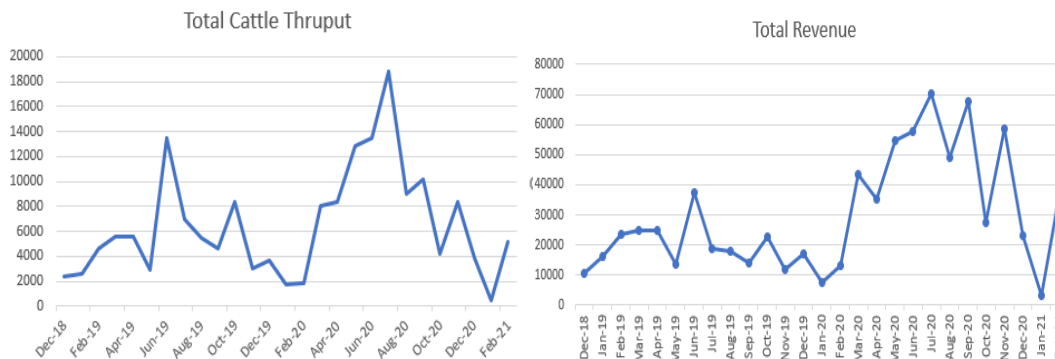
- Council has received a request from Central Highlands Regional Council to collectively participate and support along with Gladstone, Barcaldine, Blackall, Banana and Woorabinda Shire Council's in a Beef 2021 Advocacy Dinner event on Wednesday May 5 2021 at Rockhampton's Customs House. The event seeks to use the opportunity of the gathering of stakeholders to highlight the importance of the Beef product and its safe conveyance and with funds like the Federal Roads of Strategic Importance (ROSI) initiative seeking to enhance critical supply chains. Further forethought is to be delivering a brand that bookmarks the collective regions beef production and the logistics that the supply chain routes that are articulated in regional advocacy plans. The request is for \$4,000 in financial contribution and in-kind support from the ED team to develop the event, given this is within existing budget Council is indicating its participation will be forthcoming.
- Draft PAG bids submitted for Clermont Saleyards, Nebo showgrounds kitchens, Theresa Creek Dam Canteen and Irrigation work and Clermont Aerodrome Reseal works.
- Planning and consultation relating to the Nebo Showgrounds Master plan have commenced with the first round of community consultation scheduled on 10 March on site.

FINANCIAL REPORT

Economy and Prosperity conducted Q2 review of project revenue and expenditure to meet the above projected revenue at the Clermont saleyards and Theresa ck dam as well the Airport.

Throughput - Clermont Saleyards

The calendar year of 2020 saw 100,818 head through the saleyards.



DEVIATION FROM BUDGET AND POLICY

As above budget reference in adjusted Q2 budget adjustments, and there is no deviation from policy to report.

EMERGING ISSUES

Nil

NEXT MONTH'S PROGRAM

- Continued Planning for the St Lawrence Wetlands Weekend
- Business webinars with Coastal Communities
- Conduct master planning for Council's Nebo Showgrounds
- Develop, through engagement, the Isaac Region business alliance network
- Planning for Beef Advocacy 2021 Event
- Planning for St Lawrence Wetlands Weekend
- Small business Friendly Council Initiative

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	On Target	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken	Economy & Prosperity	30-June-2021	70%
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	On Target	Strategic Recovery Plan adopted in October, recruitment for Community resilience & Business resilience roles completed, business community engagement plan & networking events being delivered. Project briefs for ancillary projects commencing	Economy & Prosperity	30-June-2021	45%
EC1	Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development	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, adoption completed. Marketing collateral continuing with Industry & Tourism profile documents complete & Live work, invest and industry insights in development	Economy & Prosperity	30-June-2021	85%
		Asset Management	Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	On Target	Engagement plan completed, procurement of consultant completed and project progressing Q3/Q4 - Progressing broader consultation meeting on 10 March 21	Economy & Prosperity	30-June-2021	50%
			Deliver the Revitalisation of the Clermont Saleyards & showgrounds	All funded projects delivered on time and to budget +/- 90%	On Target	Stage 1 projects complete, PAG project on Saleyards renewal progressing, Clermont Saleyards & showground shelter projects progressing, 4th run horse stables construction complete. Final remaining funded project in saleyards renewal progressing construction in March 21	Economy & Prosperity	30-June-2021	90%
			Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	On Target	Proactive and reactive maintenance activities being delivered with delivery of the PAG Capital renewal project in Q3 a proactive highlight	Economy & Prosperity	30-June-2021	70%
EC2	Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality	External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Draft scope completed, and BBRF funding application being progressed	Economy & Prosperity	30-June-2021	50%
		Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Engagement with GW3 on the project and project delivery plan developed, EOI for business community working group to be part of the engagement plan	Economy & Prosperity	30-June-2021	50%
EC3	Identify opportunities for economic development through strategic analysis	Economic Development	Implement the Economic Development	Action Plan developed and delivered to plan	On Target	Recovery plan adopted and onboarding of additional recovery resourcing and Advisor role to further inform, delivery timing of actions within the strategy. Updated delivery plan proposed Q4	Economy & Prosperity	30-June-2021	60%

INFORMATION BULLETIN

	of regional resources and the provision of planning and policies that support sustainable economic development		Strategy Framework						
		Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	On Target	October Small Business month activities completed, with planning for May Small Business activities progressing	Economy & Prosperity	31-May-2021	70%
		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 and workshopped with stakeholders. To be presented to Council for adoption at January 2021 Ordinary Meeting. Marketing collateral continuing with Industry & Tourism profile documents completed.	Economy & Prosperity	30-June-2021	85%
		Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	On Target	Standing business item at Clermont Saleyards Advisory Committee meetings and 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	70%
		Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	On Target	Internal review of contract and marketing occurring, no sales enquiries received. New sign being developed for the site boundary.	Economy & Prosperity	30-June-2021	60%
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	On Target	Continued actions and reportable items to the Committee being met, real estate engagement and renewed Economic Indicator reports and Industry profile delivered in Q2. Real estate engagement a highlight	Economy & Prosperity	30-June-2021	70%
EC5	Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region	Tourism	Develop and implement the Tourism Strategy	30-June-2021	On Target	Multiple project activities progressing with Isaac trails concept, signage audit and visitor information major projects in progress.	Economy & Prosperity	30-June-2021	70%
			Conduct master planning for Council's Theresa Creek Dam	30-June-2021	Monitor	Consultancy engagement occurring March 21, project brief developed.	Economy & Prosperity	30-June-2021	25%
			Raise the Isaac Regions Tourism profile	30-June-2021	On Target	Ongoing development occurring, renewed visitor guide and recruitment of funded Mackay tourism position, and release of MTL promotional video highlights, winter campaigns with MTL booked, weekender shoot, promo videos and Our isaac campaign	Economy & Prosperity	30-June-2021	70%
EC6	Proactively promote and support local businesses within the region	Local Business Support	Implement of Local Business Support Strategy	Implement and promote Isaac businesses through the Shop Isaac, Buy Local Program	On Target	Program support continuing with completion of 2020 Incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-June-2021	70%

INFORMATION BULLETIN

		Support Isaac region business in recovery of COVID-19 impacts	On Target	Program support continuing with completion of 2020 Incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-June-2021	65%
		Host small business week and delivery of education program	On Target	October Small Business month activities completed, with planning for May Small Business activities progressing	Economy & Prosperity	30-June-2021	70%

COMMUNITY FACILITIES

PREVIOUS MONTH'S ACHIEVEMENTS

Overview:

The Department continues to operate well despite various challenges being presented. Key achievements for the reporting period include:

- The Departmental managed Capital Works are progressing very well and on schedule.
- The Moranbah Community Centre and Dysart Civic Centre have hosted several events that have attracted highly complementary client feedback.
- Community Leasing functions are set to be positively augmented by a suite of new documentation and reference materials to provide heightened compliance and oversight of tenures.
- The GCAC swimming school and general operations are meeting high levels of customer satisfaction.

People:

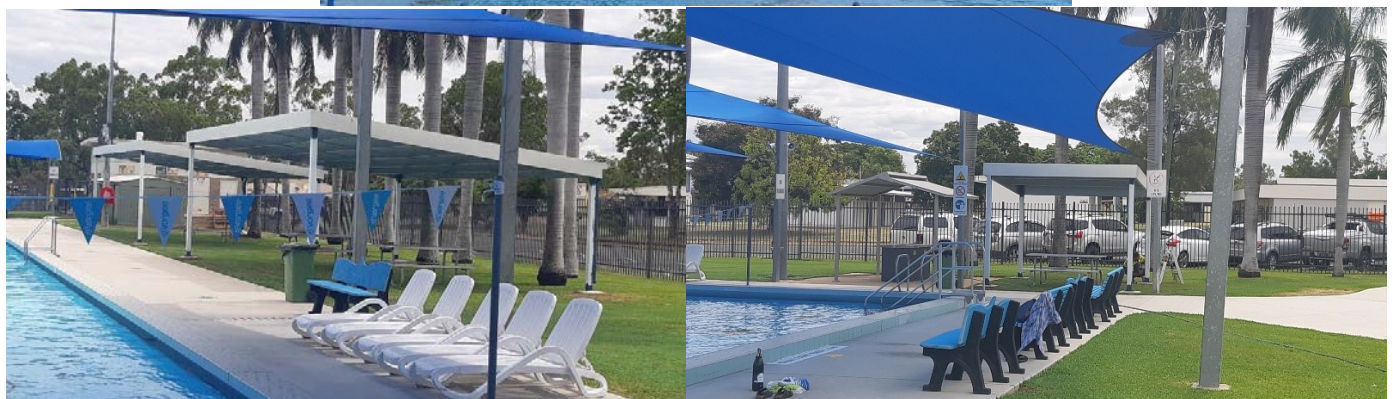
- The Department welcomed Jamie Brandenburg as a Pool Attendant at the GCAC.
- GCAC staff have attained additional Lifeguard and Swim Teacher qualifications to support ongoing services at the GCAC and to provide adequate contingency (both at the GCAC and across the Region).
- All Departmental staff are reported as being healthy and well.
- A single incident involving one member of the Department was recorded. This followed the staff member stepping into a hole that was not visible due to grass coverage – a minor knee injury was sustained. The hole was subsequently filled by the Parks team.
- A Departmental Planning Day has been scheduled for early March to review current operations, policies and procedures and commence work on operational strategies.

Process:

- The Department has sought a legal review of the leasing documentation, policies and procedures. It is anticipated that we will receive the new suite of documents during early March and steps will be taken to ratify same through Council.
- Cemetery guidelines remain under review and updated amendment to meet contemporary and legislated requirements.

Assets:

- All assets under Departmental custodianship are functional with minor works required at some sites.
- The Dysart Pool shade project has been completed. Permanent structures are intended to relieve ongoing repairs as the shades age and provide a fit for purpose solution to picnic areas.



- The Clermont Pool amenities refurbishment and dive block remediation RFQ's are poised for release to allow works to coincide with the pool season closures.
- The Dysart Civic Centre air conditioning refurbishment is underway and cooling has been returned to the Supper Room.
- The Coastal Hall rectification program commenced during the early part of February. Ilbilbie and Carmilla Halls have been completed and present very well.

Ilbilbie



Carmilla



Flaggy Rock – Works underway



- The Glenden Recreation Centre Cenotaph renewal commenced on 15 February and includes new tiling, concrete pathways, and lighting. Completion is imminent and timely for the ANZAC Service (traditionally a large event in Glenden).
- The team in Dysart are currently implementing more activities to attract Recreation Centre users – Ladies Volleyball and Children's Hockey are the first activities scheduled. This is further complimented by queries for indoor cricket at the Centre.
- Childcare contingencies are currently under review and will be the subject of separate reporting during the ensuing months.
- The GCAC community meeting and survey results received very poor attendance, however, discussions with the attendees provided some good insight.

Leasing:

- Licenses to Occupy drafted for MDSS, CTM Link, Drug Arm and Sarina Medical.
- Initial building inspection with I Auditor carried out at the Moranbah BMX Club – adjustments to the formatting will realise a more “fit for purpose” reporting solution.
- Moranbah BMX has entered into an In-Principle agreement.
- Glenden EOI's were closed and a preferred occupier has been identified.
- Legal advising and review of documentation has restricted activities.

Cemeteries:

- The St Lawrence Cemetery Shade Shelter and Memorial instigated by the Cemeteries Officer continues. The Officer has provided support to the proofing and ordering of plaques.
- Three memorial plaque applications have been received for Clermont Cemetery and one for the Dysart Cemetery.
- An ashes interment into a grave in Dysart has been facilitated.
- The funeral of Julie Smith was coordinated and supported.

Health and Safety:

- All KPI reporting has been completed in full and on time.
- A single staff incident was recorded – relating to the Officer stepping into a concealed hole.
- A safety report relating to tiles lifting at the Dysart Civic Centre (rear access steps) was made and the hazard remediated by re-affixing the tiles.
- The GCAC was visited by the LGA WHS Auditor – supporting advice and recommendations were well received and

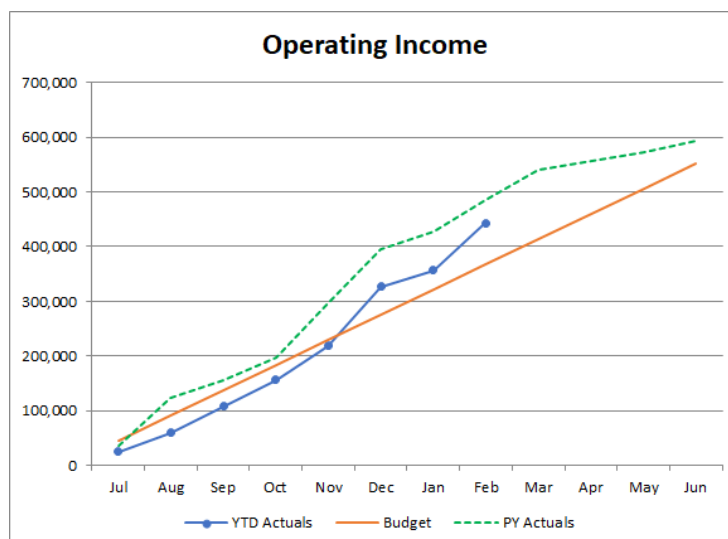
EMERGING ISSUES

- Pool tenders have been delayed by legal review. It is anticipated that RFQ's will be released in March.
- The MCC Cook position remains vacant. While a contingency is in place, capacity has been reduced to support larger, external catered functions.
- Leasing progress has been impeded to a limited degree by the review of legal documentation

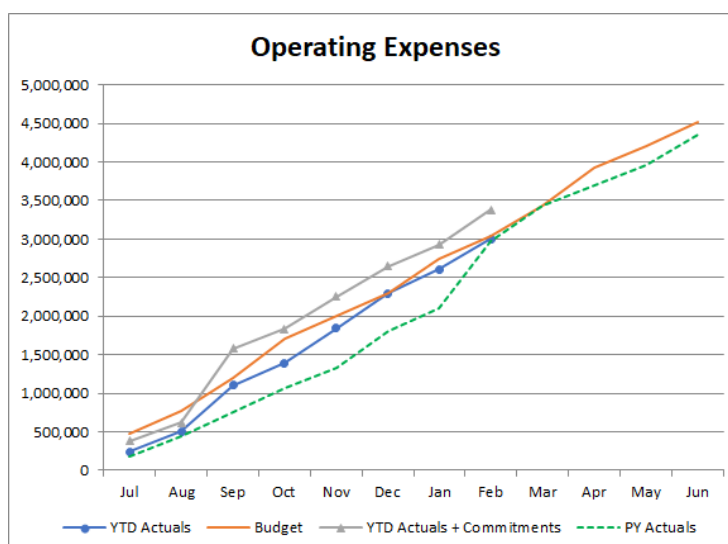
NEXT MONTH'S PROGRAM

- Pool tenders will headline next month's activities
- The GCAC water park community consultation process will be completed.
- Re-sheeting of the MCC Kitchen to return to compliance.

FINANCIAL REPORT



- Positive income is influenced by the GCAC operations – specifically, swim classes.
- Halls and Centres continue to perform well with several larger client meetings hosted and a steady stream of bookings.
- Inventory management will be a focus of ongoing operations with heightened monitoring of cost of goods sold.



- Operating expenses (chemicals) at the GCAC have exceeded budget because of delays in the installation and operation of new chlorinator cells.
- Legal fees – Glenden, document revisions, pool tender documents, Clermont Kindergarten Native Title and the GCAC have incurred significant legal costs.

DEVIATION FROM BUDGET AND POLICY

- GCAC operations – operating costs, labour and consumables.
- Legal fees

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 an community facilities to deliver, safe, efficient and cost and effective services	IRC Halls & Centres Recreation Halls and Gyms	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	On Target	Halls and centres continue to function and are increasingly well patronised. Outstanding feedback has been received at the two major sites (MCC and DCC) for well run functions, fit for purpose venues and service delivery	Community Facilities	30-June-2021	100%
			Provide effective and timely solutions to maintenance issues	90% compliance	On Target	All reactive maintenance requirements are being met within the prescribed time frames. Urgent and compliance related matters are being attended two within a two-three hour window.	Community Facilities	30-June-2021	100%
			Deliver annual capital works program	Schedules program delivered by 30 June 2020	On Target	Departmentally managed capital works are progressing very well. All works are scheduled to be completed on time and in full.	Community Facilities	30-June-2021	45%
		IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	On Target	Site inspections are ongoing. Customer feedback has been exemplary and consistent with Isaac's Vision and service levels. Random site visits have been made and multiple event attendees spoken to with no complaint. Observations of events have been made and no issues have been arising.	Community Facilities	30-June-2021	75%
			One (1) x Customer surveys per year	65% + customer satisfaction	On Target	The swimming pool survey has been reviewed and is being prepared for launch in March. The season has been plagued with operational nuances that have required contingency actions that may or may not skew the reporting data and responses.	Community Facilities	30-June-2021	50%
			Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020	Monitor	Departmentally capital works are on schedule. Similarly, emergent works have been undertaken and completed to a satisfactory level.	Community Facilities	30-June-2021	50%
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	Leasing has been prone to multiple changes and additional requirements for the supply of information and monitoring. Historical items have been addressed in part and have slowed the regularisation process. Various clubs are reporting committee dissolutions or an inability to form which has, in turn, further impeded progress. At this time, best efforts continue and progress is being made across the Department.	Community Facilities	30-June-2021	45%

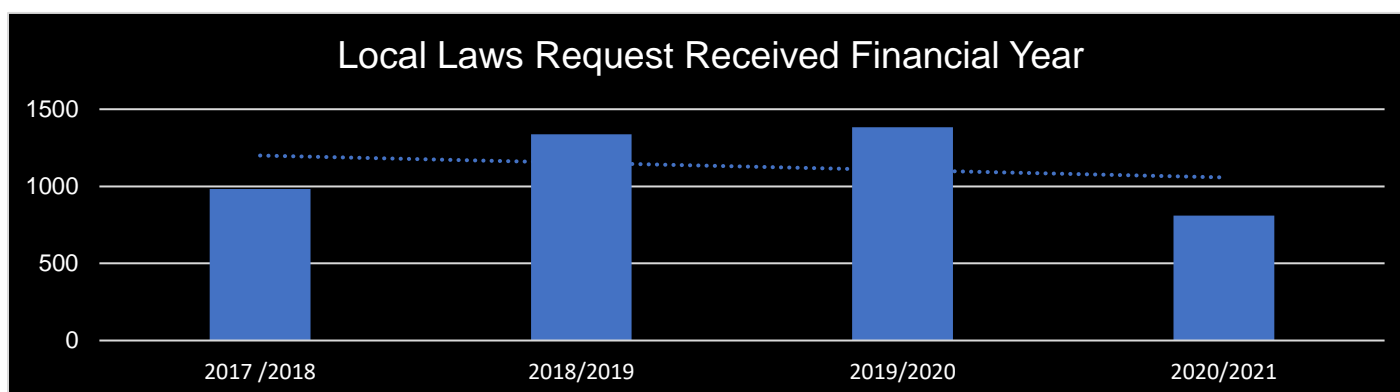
COMMUNITY EDUCATION AND COMPLIANCE

PREVIOUS MONTH'S ACHIEVEMENTS

Animal Management - Registered Dogs

Description	December 2020	January 2021	February 2021	Financial YTD
New Dogs Registered	30	26	42	323
Puppy Registrations (inc in registration numbers)	9	7	10	111
Dog Registration Renewals	10	2	5	1065
Total Registered				1388
Dog Registration – non renewals				848

Local Laws Compliance Customer Request Activity



The Local Laws unit received 126 requests in February 2021 resolving 70 requests during the period. Service are still being delivered consistent with the Contingency Plan: Compliance Services due to reduced staff numbers. There has been an increase in demand for overgrown allotment response due to the recent wet weather. These service requests are prioritised based on risk to neighbouring properties and actioned accordingly.

Building Services

Description	December 2020	January 2021	February 2021	Financial YTD
Concurrence Applications	0	0	2	15
Building Works Application	0	1	0	4
Total Received	0	1	2	19
Total Decided	2	1	1	17
Description	December 2020	January 2021	February 2021	Financial YTD
Building Inspections	3	2	5	30

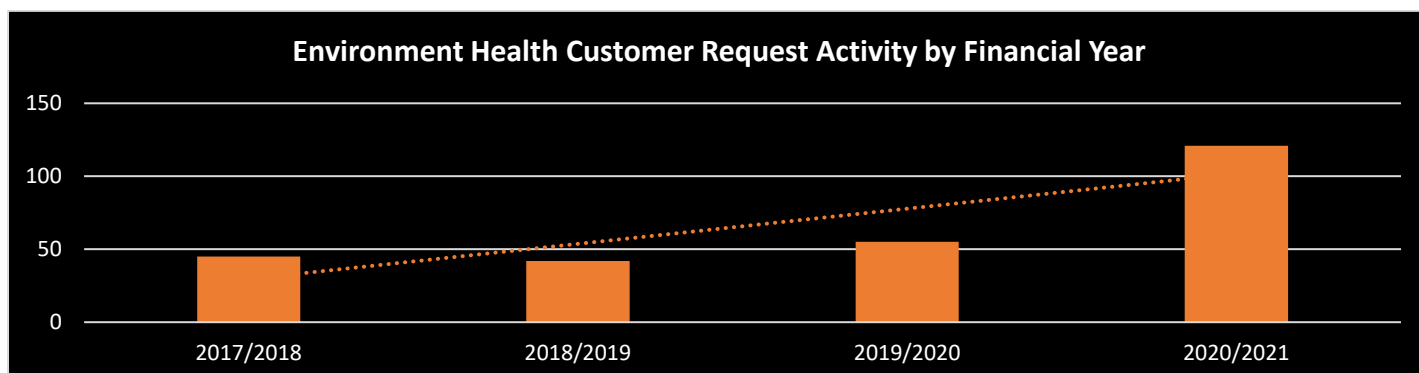
INFORMATION BULLETIN

Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	6	18	19	104
Archiving of private other certifier approvals	11	7	9	87

Plumbing Services

Description	December 2020	January 2021	February 2021	Financial YTD
New Applications	7	5	11	68
Total Decided	3	3	2	51
Description	December 2020	January 2021	February 2021	Financial YTD
Plumbing Inspections	21	12	27	173
Trade Waste Audits	5	0	4	40
Backflow Testing	13	4	3	117

Environmental Health Services



Environmental Health Services received 10 requests in February 2021, resolving 6 requests during the period. The remaining service request is under ongoing investigation.

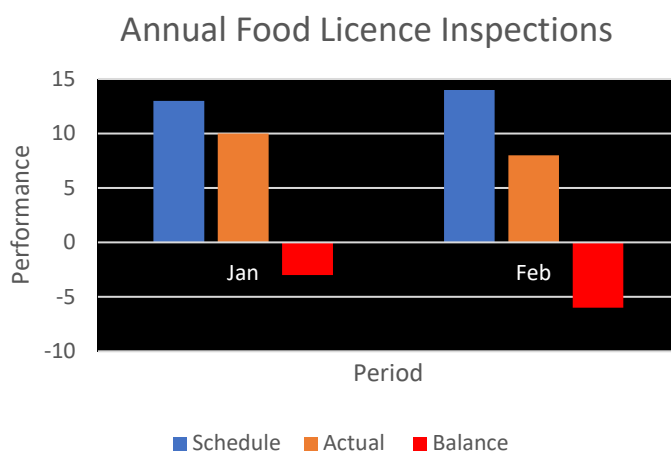
Type of Licence	Number
Full Food Licence	152
Non for-profit food licence (notes)	12
Temporary food licence (notes)	8
Sub-Total	172
Personal Appearances Services	3
Total	175

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.

Licensable Activities

During the February 2021 reporting period, officers conducted 8 of the scheduled 14 inspections. Six premises matched the criteria for potential risk premises as defined in the **Contingency Plan: Environmental Health Services** and was selected from the 14 scheduled premises. Two of the inspections conducted as a result of a complaint and an application for a new licence. The accrued balance is carried forward and inspections actioned when full staffing levels are achieved.



Service Level	Target	February 2021	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	172 premises	9	46.51%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	3 premises	1	33.33%	Operational

Applications Received	February 2021
Number of Food Business Licence Applications	8
Number of Short-Term Food Business Licence Applications	0
Number of Mobile Food Business Licence Applications	0
Total Number of Approved Food Business Licences	5
Personal Appearance Service	0
Annual Food Licence Renewals Received	1
Annual Food Renewal Licences Issued	6
Licences/Inspections	Financial YTD
Total Number of Annual Inspections for Food Business Licences undertaken	80

Highlights

Animal Management

- Planning continued for the roll out of the of free microchipping vouchers to the dog owners living in Carmila, Clairview, Flaggy Rock, St Lawrence, Notch Point, Greenhill and Ilbilbie in lieu of attending a Chip N Check pop up microchipping clinic. The voucher applications will be made available via Speak Up from early March with applications in closing May.
- The Capital Works Program at the Moranbah Animal Management Centre has been completed. Work was underway to prepare the facility for handover to staff. Works include the development of work

instructions, installing fittings and furniture and moving equipment from storage back into the new facility. This work is scheduled to be completed by the end of March 2021.

Compliance Services

- In actioning the Illegal Dumping Management and Intervention Plan (the Pilot Plan) Illegal dumping outdoor signage rollout commenced in February. First of these signs were installed along Sarchedon Drive. Further signage is programmed to be installed in Clermont in March. Some samples provided below.

INCREASED SURVEILLANCE



**ILLEGAL DUMPING
FINES OVER \$2,000**



**INCREASED
SURVEILLANCE!**

**TAKE YOUR WASTE TO THE TIP!
FINES OVER \$2,000**



**TAKE YOUR UNWANTED CAR
BODIES AND TYRES TO THE TIP**



**TAKE YOUR UNWANTED WHITE
GOODS TO THE TIP**

Plumbing Services

- Adani Carmichael Mine, Labona Accommodation camp extension is progressing steady with Council's Plumbing Inspector Neale Hodge onsite regularly, including weekends, to carrying out the necessary mandatory stage inspections.
- Central Highlands Regional Council has also engaged the IRC Plumbing inspector to carry out plumbing inspections on their behalf. These inspections are at a charge out rate as per Council's fees and charges. Plumbing inspections are a statutory responsibility of the Local Government and IRC plumbing services were able to assist them in meeting these requirements whilst their inspector was on leave. As such Plumbing Inspector Neale Hodge based in Clermont travelled to Emerald to carry out plumbing inspections. Central Highlands Regional Council where necessary in consultation with IRC will block book the Plumbing inspector to ensure inspection, travel efficiency & fatigue management.

NEXT MONTH'S PROGRAM

- Recruitment to fill the three vacancies is ongoing after the first round of recruitment did not deliver suitable candidates for these challenging roles. The team has several complex investigations active and March will be focussed to resolving and completing these.
- In actioning the Illegal Dumping Management and Intervention Plan (the Pilot Plan) initial planning is underway for Waste Amnesty days which will establish the effectiveness, response to, and costs of offering amnesty day(s) where the public can drop off normally chargeable items (fridges, freezers, mattresses, tyres) at the waste site for free on specific, pre-advertised days. Currently working on logistics, eg additional staff members who may be required to cope with additional traffic on the day and how to manage collection of the data in Council's Mandalay system. Clermont, Moranbah and Dysart are under consideration for an initial trial, programmed for between late March and early May.

DEVIATION FROM BUDGET AND POLICY

No deviation to report.

INFORMATION BULLETIN

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	30-June-2021	On Target	Animal Management Education Plan Developed.	Community Education & Compliance	30-June-2021	40%
		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	On Target	Reported to the PECS Standing Committee 1 December 2020	Community Education & Compliance	30-June-2021	80%
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	80%
		Compliance	Community compliance education	Develop and implement a community compliance education program	On Target	Animal Management Education Plan Developed.	Community Education & Compliance	30-June-2021	80%
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	On 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.	Community Education & Compliance	30-June-2021	60%
		Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	Illegal dumping pilot plan was approved by Council in August 2020 and the initial community surveying completed in January 2021	Community Education & Compliance	30-June-2021	30%
G2	Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness	Community Compliance	Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	On Target	Reported to the PECS Standing Committee 1 December 2020	Community Education & Compliance	30-June-2021	80%

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

Date: 03 March 2021

ATTACHMENTS

- Attachment 1a - Clermont Saleyards Advisory Committee Meeting Minutes – 15 February 2021

MEETING MINUTES

15 February 2021

UNCONFIRMED MINUTES OF THE CLERMONT SALEYARDS COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD MONDAY 15 FEBRUARY 2021 OLD LIBRARY BUILDING, CLERMONT

MEETING MINUTES

15 February 2021

**CLERMONT SALEYARDS COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL
HELD ON MONDAY 15 FEBRUARY 2021
OLD LIBRARY BUILDING, CLERMONT**

1. OPENING MEETING

The Chairperson declared the meeting open, the time being 10.06 am and welcomed all in attendance.

2. ATTENDANCE/APOLOGIES

ATTENDANCE

Jeff Stewart-Harris	Isaac Regional Council
Cr Greg Austen	Isaac Regional Council
Shane Brandenburg	Isaac Regional Council
Andrew Eaton	Isaac Regional Council
John Illott	Community Representative
Will Stoddard	Elders
Tim Cook	
Jake Passfield	Hoch and Wilkinson

3. APOLOGIES

Cr Lyn Jones	Isaac Regional Council
Mark Davey	Isaac Regional Council
Wade Marks	Clermont Rodeo and Show Society
Jake Kennedy	Elders
Tony Hoch	Hoch and Wilkinson
Simon Fraser	JBS
Gordon Rickett	Clermont Rodeo and Show Society
Mick Goodwin	Australian Livestock

Moved: Andrew Eaton

Seconded: Jake Passfield

1. That the Clermont Saleyards Committee accepted the apologies received from:

- Cr Lyn Jones - Isaac Regional Council**
- Mark Davey - Isaac Regional Council**
- Wade Marks - Clermont Rodeo and Show Society**
- Jake Kennedy - Elders**
- Tony Hoch - Hoch and Wilkinson**

MEETING MINUTES

15 February 2021

- **Simon Fraser - JBS**
- **Gordon Rickett - Clermont Rodeo and Show Society**
- **Mick Goodwin - Australian Livestock**

Carried

4. DECLARATION OF CONFLICTS OF INTEREST

No Conflicts of Interest Declared at this meeting

5. CONFIRMATION OF MINUTES

Moved: Andrew Eaton

Seconded: Jake Passfield

The CSC confirmed the Minutes of the Isaac Regional Council Clermont Saleyards Committee meeting held on Monday 2 November 2020, at the Isaac Regional Council, Old Library Building, Daintree Street, Clermont by general consensus.

Carried

6. BUSINESS ARISING

6.1 Verbal update on revised arrangements for agents

7. FINANCE REPORT

7.1 Revenue and Expenditure Report

7.2 Revenue Breakdown Report

7.3 Monthly Breakdown Report

7.4

Moved: Andrew Eaton

Seconded: Jake Passfield

The CSC confirmed the financial reports for Clermont Saleyards for the period ending 1 January 2021.

Carried

MEETING MINUTES

15 February 2021

8. OFFICER REPORTS

8.1

PROJECTS UPDATES – CLERMONT SALEYARDS

EXECUTIVE SUMMARY

The intention of this report is to inform the committee on the status of current projects that are in progress in relation to the Clermont Saleyards.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Receive and note the report.*

Moved: Tim Cook

Seconded: Greg Austen

That the Committee:

1. *Receive and note the report.*

Carried

8.2

SALEYARDS BUSINESS DEVELOPMENT

EXECUTIVE SUMMARY

Saleyards Business development has been a standing agenda item since late 2019 for the Committee and the intention of this report is to continue discussion on Saleyards business development.

OFFICER'S RECOMMENDATION

That the Committee:

Moved: Jake Passfield

Seconded: Andrew Eaton

That the Committee:

1. *Receive and note the report.*
2. *Continue to workshop and document ideas and record actions that will stimulate continued Business development at the Clermont Saleyards.*

Carried

MEETING MINUTES

15 February 2021

9. GENERAL BUSINESS

- 9.1 Check COVID safe industry plan responses for sale day operations.
- 9.2 Note the concern raised separately by Mick Goodwin around the lower deck of the loading ramp and to consider a response when the new ramps are constructed in stage 2.

Actions	Issued To
Develop a model of load out arrangements from the saleyards with a view to piloting, with further engagement with the committee	Shane Brandenburg

10. NEXT MEETING

Next meeting to be held Monday 5 April 2021.

11. CONCLUSION

No further business. Chair closed the meeting at 11:25 am

ATTENDANCE

Nil to note.