



# CONFIRMED MINUTES

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

HELD ON  
**TUESDAY, 11 FEBRUARY 2025**

**COMMENCING AT 1.00PM**

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# CONFIRMED MINUTES

**ISAAC REGIONAL COUNCIL**  
**CONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 11 FEBRUARY 2025**

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**ISAAC REGIONAL COUNCIL**  
**CONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 11 FEBRUARY 2025 COMMENCING AT 1.00PM**

**ATTENDEES**

Cr Viv Coleman, Division Eight (*Chair*) (*Via Video Conference*)  
Cr Terry O'Neill, Division One  
Cr Melissa Westcott, Division Three  
Cr Alaina Earl, Division Five

**COMMITTEE  
APOLOGIES**

Mayor Kelly Veale

**OBSERVERS**

Cr Jane Pickels, Deputy Mayor, Division Six

**OFFICERS PRESENT**

Mr Dan Wagner, Director Planning, Environment and Community Services  
Mr Mick St Clair, Manager Liveability and Sustainability  
Mr Shane Brandenburg, Manager Economy and Prosperity  
Mr Mark Davey, Program Manager – Capital Delivery  
Ms Maggi Stanley, Manager Community Engagement, Programs and Events  
Ms Nishu Ellawala, Manager Community Education and Compliance  
Mr Ken Tucker, Manager Community Facilities  
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and Chief Executive Officer  
Ms Teika Kirkman, Executive Assistant to the Office of the Mayor and Chief Executive Officer  
Ms Rebekah McDonald, Program Leader Development Assessment  
Ms Megan Scott, Departmental Administration Officer, Engaged Communities  
Ms Donna Wilson, Grants Officer, Engaged Communities



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## 1. OPENING

The Chair welcomed all in attendance and declared the meeting open at 1.00pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

## 2. APOLOGIES AND LEAVE OF ABSENCES

A request for a leave of absence has been received for Mayor Kelly Vea Vea as she is in Canberra, attending Australian Mining Cities Alliance Meetings behalf of Council.

**Resolution No.:** PECS1229

**Moved:** Cr Alaina Earl

**Seconded:** Cr Terry O'Neil

**That the Planning, Environment and Community Services Standing Committee grants a leave of absence for Mayor Kelly Vea Vea.**

**Carried**

## 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared this meeting.

### NOTE:

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

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## 4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, at 9.00am on Wednesday 20 November 2024.

**Resolution No.: PECS1230**

**Moved: Cr Alain Earl**

**Seconded: Cr Terry O'Neill**

**That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah commencing at 9.00am on Wednesday 20 November 2024 are confirmed.**

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Minor Community Grands Summary January 2025

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

- Notes the minor community grants approved under delegation for the period 1 January to 31 January 2025.*

# CONFIRMED MINUTES

**Resolution No.:** PECS1231

**Moved:** Cr Alaina Earl

**Seconded:** Cr Melissa Westcott

**That the Committee recommends that Council:**

1. Notes the minor community grants approved under delegation for the period 1 January to 31 January 2025.

**Carried**

## ATTENDANCE

Cr Melissa Westcott left the meeting room at 1:05pm.

## 5.2 Out-Of-Round Major Grant Application Fy2024-2025 – Clermont Community Business Group

### EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendation on an out-of-round application for the Major Community Grants Program for FY2024-2025 from the Clermont Community Business Group.

### OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

1. Approves the following application for an out-of-round FY2024-2025 Major Grant as follows:

Application 1 CLERMONT COMMUNITY BUSINESS GROUP	
<b>Project</b>	Clermont Community Business Group is seeking funding to support the build of a new website. The overall cost for the project is \$8,800.00 This meets the co contribution requirements.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,000.00 (excluding GST)
<b>Proposed Budget Source</b>	Divisional split between 1 and 6

2. Advises the applicant the grant constitutes sponsorship of the project and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.

# CONFIRMED MINUTES

**Resolution No.:** PECS1232

**Moved:** Cr Alaina Earl

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

1. Approves the following application for an out-of-round FY2024-2025 Major Grant as follows:

Application 1 CLERMONT COMMUNITY BUSINESS GROUP	
Project	Clermont Community Business Group is seeking funding to support the build of a new website. The overall cost for the project is \$8,800.00 This meets the co contribution requirements.
Details	Approves \$5,000.00 (excluding GST)
Budget Source	Divisional split between 1 and 6

2. Advises the applicant the grant constitutes sponsorship of the project and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.

**Carried**

## ATTENANCE

Ms Megan Scott and Ms Donna Wilson left the meeting room at 1:06pm.

Cr Melissa Westcott returned to the meeting room at 1.06pm.

<b>5.3</b>	<b>Request for Waiver of Development Application Fees and Infrastructure Charges for Development Application MCU24/0020 - Material Change of Use – Outdoor Sport and Recreation and Function Facility at Dysart Golf Club – 180 Fisher Street, Dysart Qld 4745 – Lot 16 on CP847447</b>
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## EXECUTIVE SUMMARY

Council has received a request from Planning Approval Group on behalf of Dysart Golf Club to waive development application fees and infrastructure charges for their development application (MCU24/0020) for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Approves a 100% discount of the infrastructure charges (\$16,876.00) associated with development application MCU24/0020 for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447.**
- 2. Approves a partial refund of the development application fee to an amount of \$9,660.00 for the above referenced development application to align with the anticipated internal and external costs realised by Council to assess the development application.**

**Resolution No.: PECS1233**

**Moved: Cr Alaina Earl**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Approves a 100% discount of the infrastructure charges (\$16,876.00) associated with development application MCU24/0020 for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447.**
- 2. Approves a partial refund of the development application fee to an amount of \$9,660.00 for the above referenced development application to align with the anticipated internal and external costs realised by Council to assess the development application.**

**Carried**

**5.4 Expression of Interest – GSP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah**

## EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of the Expression of Interest lodged by Moranbah Martial Arts Inc. for the use of GSP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.



## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Approve to enter into a ten (10) year trustee lease agreement with the Moranbah Martial Arts Inc. for the use of Lease G on SP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.**
  - a. **Tenure fees to be charged in accordance with 2024-2025 Fees & Charges – annual rent/usage fee \$580.00 ex GST, matrix attached.**
  - b. **All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.**
  - c. **Acknowledging that the Moranbah Martial Arts Inc, plans to demolish the existing facility and construct a new fit-for-purpose facility the asset will be owned by Moranbah Martial Arts Inc therefore all repairs and maintenance responsibilities will be the remit of the club.**
2. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Resolution No.: PECS1234**

**Moved: Cr Alaina Earl**

**Seconded: Cr Terry O'Neill**

*That the Committee recommends that Council:*

1. **Approves to enter into a ten (10) year trustee lease agreement with the Moranbah Martial Arts Inc. for the use of Lease G on SP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.**
  - a. **Tenure fees to be charged in accordance with 2024-2025 Fees & Charges – annual rent/usage fee \$580.00 ex GST, matrix attached.**
  - b. **All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.**
  - c. **Acknowledging that the Moranbah Martial Arts Inc, plans to demolish the existing facility and construct a new fit-for-purpose facility the asset will be owned by Moranbah Martial Arts Inc therefore all repairs and maintenance responsibilities will be the remit of the club.**
2. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Carried**

## **5.5 Tenure Arrangements – Carmila Sports Reserve Association Inc.**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of the whole of Lot 1 on RP609332, located at 2 Carmila Beach Road, Carmila by way of a Management Agreement to Carmila Sports Reserve Association Inc.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 1 on RP609332, 2 Carmila Beach Road, Carmila.**
- 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a three-year Management Agreement with two x thee-year options with the Carmila Sports Reserve Association Inc.**
  - a. Council will be responsible for a Management Fee of \$500.00 per month for the first term, reviewable on exercising of the option;**
  - b. Acknowledging that the Carmila Sports Reserve and structures are Council assets, all repairs and maintenance responsibilities will be in accordance with the Base Building Guidelines.**
- 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Resolution No.: PECS1235**

**Moved: Cr Alaina Earl**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 1 on RP609332, 2 Carmila Beach Road, Carmila.**
- 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a three-year Management Agreement with two x thee-year options with the Carmila Sports Reserve Association Inc.**

- a. Council will be responsible for a Management Fee of \$500.00 per month for the first term, reviewable on exercising of the option;
- b. Acknowledging that the Carmila Sports Reserve and structures are Council assets, all repairs and maintenance responsibilities will be in accordance with the Base Building Guidelines.
3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.

Carried

## **5.6 Reallocation of Budget for Dysart Kindergarten**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement to surrender budget item CW253328 from the 2024/2025 budget for the amount of \$175,000 to ISAAC capital fund for Council assets.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

1. *Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.*
2. *Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.*
3. *Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.*
4. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

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**Resolution No.:** PECS1236

**Moved:** Cr Melissa Westcott

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

1. Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.
2. Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.
3. Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.
4. Advocate to the Childcare Leadership Alliance, outlining the current situation with the Dysart Kindergarten and their need of support for maintaining its current building assets.
5. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.

**Carried**

## **5.7 Request For Allocation of Budget for Sewerage Works On Council Assets – Simply Sunshine And C&K Moranbah Community Kindergarten**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement to utilise a portion of the surrendered budget from CW253328 – 2024 /2025 budget to undertake sewerage line replacement to Isaac Regional Council leased facilities, Simply Sunshine Daycare and C&K Moranbah Community Kindergarten.

### **OFFICER'S RECOMMENDATION**

***That the Committee recommends that Council:***

1. ***Endorses the utilisation of \$140,000 of the returned funds from CW253328 Dysart Kindergarten 2024/2025 to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.***

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**Resolution No.: PECS1237**

**Moved: Cr Alaina Earl**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Endorses the utilisation of \$140,000 of the returned funds from CW253328 Dysart Kindergarten 2024/2025 to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.**

**Carried**

## ATTENDANCE

Cr Melissa Westcott left the meeting room at 1.45pm and returned at 1.46pm.

## **5.8 Isaac Events Centre – Naming Conventions, Remobilisation Status and Fees and Charges**

### **EXECUTIVE SUMMARY**

The purpose of this report is to confirm naming conventions for the Isaac Events Centre, update Council on the current status of efforts for recommencement of operations at the centre, and adopt a schedule of fees and charges, including discount arrangements for discount arrangements for small businesses undertaking community focussed activities and recurrent bookings.

### **OFFICER'S RECOMMENDATION**

- 1. Endorses the new name of the former Moranbah Community Centre as the 'Isaac Events Centre';**
- 2. Notes the current status of remobilisation efforts for operations at the Isaac Events Centre;**
- 3. Adopts the proposed fees and charges for the Isaac Events Centre, to replace the schedule of fees and charges for the Moranbah Community Centre in Council's adopted Fees and Charges Schedule 2024-2025;**
- 4. Approves a reduction of 35% in room/venue hire fees for Isaac region-based small businesses undertaking community focussed activities, to be included in the terms and conditions section of the adopted Fees and Charges Schedule 2024-2025 for all Isaac Regional Council Halls and Centres;**
- 5. Approves a 'Price on Application' approach for recurring bookings of a venue/room by small businesses undertaking community focussed activities that exceeds five (5)**



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*recurrences booked in advance, with pricing for such recurring bookings to be approved by the Manager Community Facilities, and not to be less than 50% of the regular hire rate.*

**Resolution No.: PECS1238**

**Moved: Cr Alaina Earl**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Endorses the new name of the former Moranbah Community Centre as the 'Isaac Events Centre';**
- 2. Notes the current status of remobilisation efforts for operations at the Isaac Events Centre;**
- 3. Adopts the proposed fees and charges for the Isaac Events Centre, to replace the schedule of fees and charges for the Moranbah Community Centre in Council's adopted Fees and Charges Schedule 2024-2025;**
- 4. Approves a reduction of 35% in room/venue hire fees for Isaac region-based small businesses undertaking community focussed activities, to be included in the terms and conditions section of the adopted Fees and Charges Schedule 2024-2025 for all Isaac Regional Council Halls and Centres;**
- 5. Approves a 'Price on Application' approach for recurring bookings of a venue/room by small businesses undertaking community focussed activities that exceeds five (5) recurrences booked in advance, with pricing for such recurring bookings to be approved by the Manager Community Facilities, and not to be less than 50% of the regular hire rate.**

**Carried**

## **5.9 Planning, Environment and Community Services FY2024/2025 Capital Projects Progress Report as at 4 February 2025**

### **EXECUTIVE SUMMARY**

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services FY2024/2025 Capital Works Program.

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## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receives and notes the monthly Planning, Environment and Community Services FY2024/2025 Capital Progress Summary Report as at 4 February 2025.**

**Resolution No.: PECS1239**

**Moved: Cr Melissa Westcott**

**Seconded: Cr Alaina Earl**

**That the Committee recommends that Council:**

- 1. Receives and notes the monthly Planning, Environment and Community Services FY2024/2025 Capital Progress Summary Report as at 4 February 2025.**

**Carried**

## ATTENDANCE

Ms Hayley McIntyre, Contracts and Project Support Officer entered the meeting room at 2.11pm.

### 5.10

### Quarterly Departmental Report – Community Education and Compliance

## EXECUTIVE SUMMARY

The Purpose of this report is to provide an overview and status update of the Community Education and Compliance Department's operational commitments.

## OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

- 1. Receives and notes the contents of this report that provides an overview and status update of the Community Education and Compliance Department's operational commitments.**

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**Resolution No.:** PECS1240

**Moved:** Cr Alaina Earl

**Seconded:** Cr Melissa Westcott

**That the Committee recommends that Council:**

1. **Receives and notes the contents of this report that provides an overview and status update of the Community Education and Compliance Department's operational commitments.**

**Carried**

## 6. GENERAL BUSINESS

### 6.1 Planning, Environment and Community Services Direct to Council Reports

The Director of Planning, Environment and Community Services informed the Committee that there are three additional reports to be presented to Council at the February Ordinary Meeting:

1. MCU23/0008 - Material Change of Use - Extension to Existing Non-Residential Works Accommodation - Acacia Street, Moranbah
2. Moranbah Greg Cruickshank Aquatic Centre Capital Works Report
3. Isaac Arts and Cultural Advisory Committee Minutes – December 2024

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

### 6.2 Update Requested for St Lawrence Rehabilitation Works

Councillor Viv Coleman enquired about what steps are being taken with the rehabilitation works in St Lawrence and how are the 2 years' worth of funding from Reef Guardian are being utilised.

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

### 6.3 RRA24/0021 Issues

Councillor Viv Coleman requested a high-level response in relation to RRA24/0021.

**ACTION: MANAGER COMMUNITY EDUCATION AND COMPLIANCE**

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## 7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.28pm.

These minutes will be confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting to be held on Tuesday 11 March 2025 in Moranbah.

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CHAIR

..... / ..... / .....  
DATE