

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, 11 FEBRUARY 2020
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

Chief Executive Officer

JEFF STEWART-HARRIS

Committee Officer

Director Planning, Environment and
Community Services

Committee Members:

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Lyn Jones

Cr Jane Pickels

Cr Greg Austen

LOCAL GOVERNMENT ACT 2009

Chapter 8, Part 2 of the Local Government Regulation 2012

Division 3, Common provisions for local government and committee meetings Section

275 Closed meetings

- 1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
 - a) the appointment, dismissal or discipline of employees;
 - b) or industrial matters affecting employees; or
 - c) the local government's budget; or
 - d) rating concessions; or
 - e) contracts proposed to be made by it; or
 - f) starting or defending legal proceedings involving the local government; or
 - g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- 2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 11 FEBRUARY 2020

COUNCIL CHAMBERS, MORANBAH

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

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1. OPENING OF MEETING

2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9.00am on Tuesday, 3 December 2020.

5. OFFICER REPORTS

5.1 ST LAWRENCE WETLANDS WEEKEND 2020 – EVENT MANAGEMENT FRAMEWORK EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

This report presents the St Lawrence Wetlands Weekend Event Management Framework for Council's informing on the planning and development progressing for the 2020 event to be held on 13 and 14 June 2020.

5.2 ISAAC COASTAL COMMUNITIES POWER SUPPLY ADVOCACY

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform in relation to the electrical network power supply to its Isaac Coastal Communities in accordance with Operational Development Plan (ODP) Action O26.01.

5.3 "LOVE YOUR LOCAL" BUY LOCAL CAMPAIGN

EXECUTIVE SUMMARY

This report is intended to inform Council on the proposed "Love Your Local" – Buy Local campaign for review and endorsement.

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5.4 ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES – 22 JANUARY 2020 AND 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the Minutes of the Isaac Arts and Cultural Advisory Committee Meetings held on Wednesday, 22 January 2020 and Wednesday, 29 January 2020.

5.5 MIDDLEMOUNT TOUCH FOOTBALL ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Middlemount Touch Football Association Incorporated on Lot 3 on CP858167, Middlemount Sporting Complex, Centenary Drive South, Middlemount.

5.6 MORANBAH DARTS ASSOCIATION INCORPORATED TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Darts Association Incorporated on Lot A on SP214728 being part of Lot 3 on M973107, 38 Bacon Street, Moranbah.

5.7 MORANBAH SPEEDWAY ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Speedway Association Incorporated on Lot AD on SP232350 being part of Lot 19 on SP158749, Sarchedon Drive, Moranbah.

5.8 PUBLIC ART POLICY AND PUBLIC ART ACTION PLAN 2020-2024

EXECUTIVE SUMMARY

This report seeks Council's endorsement of a Public Art Policy and Public Art Action Plan.

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5.9 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE – 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council an update on the Community Tenure and Facilities Advisory Committee activities, recent meeting minutes from the 29 January 2020 and related matters.

5.10 DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 29 JANUARY

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Wednesday, 29 January 2020.

CONFIDENTIAL – CLOSED SESSION

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

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5.11 LAND DEVELOPMENT ADVISORY COMMITTEE MEETING MINUTES – WEDNESDAY 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Land Development Advisory Committee Meetings held on Wednesday 29 January 2020.

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CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act

5.12 **MCU17/0012 (PA16011) – TOWN PLANNING REPORT FOR A MATERIAL CHANGE OF USE FOR INDUSTRIAL ACTIVITIES – STORAGE FACILITY (8 DEPOT AREAS INCLUDING ASSOCIATED WORKSHOP, OFFICE AND SHEDS) PLUS CARETAKER’S RESIDENCE; AND DEVELOPMENT PERMIT FOR RECONFIGURING A LOT – CREATING AN EASEMENT GIVING ACCESS TO A LOT FROM A CONSTRUCTED ROAD), 383 LONG POCKET ROAD AND 375 RAILWAY STATION ROAD, MORANBAH, LEGALLY DESCRIBED AS LOT 8 ON RP853653, AND LOT 3 AND 4 ON RP853653**

EXECUTIVE SUMMARY

Council has received a Development Application from Cardno (Qld) Pty Ltd on behalf of Ian Bruce Mitchell for Development Permit for Material Change of Use for Industrial Activities - Storage Facility (8 Depot Areas including associated workshop, office and sheds) plus Caretaker’s Residence and Reconfiguring a Lot – Creating an easement giving access to a lot from a constructed road, 383 Long Pocket Road and 375 Railway Station Road, Moranbah, legally described as Lot 8 on RP853653 and Lots 3 and 4 on RP853653.

CONFIDENTIAL – CLOSED SESSION

Closed under s275 (1) (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act

5.13 **MCU19/0012 – TOWN PLANNING REPORT FOR MATERIAL CHANGE OF USE (DEVELOPMENT PERMIT) ACCOMMODATION BUILDING – NON-RESIDENT WORKERS ACCOMMODATION (62 ACCOMMODATION ROOMS, ASSOCIATED KITCHEN/DINING HALL AND AN OFFICE/LAUNDRY)**

EXECUTIVE SUMMARY

Council has received a development application from Sirrom Integrated Facility Services C/- ADAMS + SPARKES Town Planning and Development for a Material Change of Use (Development Permit) Accommodation Building – Non-resident workers accommodation (62 accommodation rooms, associated kitchen/dining hall and an office/laundry) at 43 St Francis Drive, Moranbah, legally described as Lot 38 on GV270.

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5.14

MAJOR GRANTS ROUND 15 – EMERGENCY AND LONG TERM ACCOMMODATION MORANBAH (AUSPICED FOR CFMEU)

EXECUTIVE SUMMARY

Emergency and Long Term Accommodation Moranbah (ELAM), being the auspice body for Construction, Forestry, Mining and Energy Union (CFMEU), are seeking support from Council to hold their annual Moranbah Labour Day Festival on Monday 4 May 2020. They are seeking Council's support to pay for the fireworks and to facilitate the road closures throughout Town Square and surrounds.

6. INFORMATION BULLETINS

6.1

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – FEBRUARY 2020

EXECUTIVE SUMMARY

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

7. GENERAL BUSINESS

8. CONCLUSION



UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 3 DECEMBER 2019

COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 3 DECEMBER 2019

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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 3 DECEMBER 2019 COMMENCING AT 9.00AM

ATTENDEES

Cr Kelly Veve Veve, Division Five (Chair)
Mayor Anne Baker
Cr Greg Austen, Division One
Cr Lyn Jones, Division Six

OFFICERS PRESENT

Mr Rod Ferguson, Acting Chief Executive Officer
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Mr Shane Brandenburg, Manager Economy and Prosperity
Mr Dan Wagner, Manager Liveability and Sustainability
Ms Nishu Ellawala, Manager Community Education and Compliance
Mr Jim Hutchinson, Manager Engaged Communities
Mr Bruce Wright, Manager Community Facilities
Mrs Jana Hesketh, Manager Community Engagement, Programs and Events
Ms Cynthia Leong, Manager Community Hubs
Mr Mark Davey, Capital and Program Project Manager
Mrs Mary-Anne Uren, Senior Advisor
Mrs Carenda Jenkin, Senior Communications Officer
Ms Barbara Franklin, PECS Executive Coordinator
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Chair declared the meeting open at 9.03am and welcomed all in attendance.

The Mayor and Mr Rod Ferguson were not in the meeting room at the commencement of the meeting.

2. APOLOGIES

The Committee received an apology from Cr Jane Pickels.

Resolution No.: PECS0443

Moved: Cr Jones

Seconded: Cr Austen

That the Committee accepts the apology received from Cr Jane Pickels.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 5 November 2019.

Resolution No.: PECS0444

Moved: Cr Austen

Seconded: Cr Jones

That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 5 November 2019 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Regional Arts Development Fund Round One and Two

EXECUTIVE SUMMARY

This report seeks Council's endorsement of recommendations made by the Isaac Arts and Cultural Advisory Committee for rounds one and two of the 2019-20 Regional Arts Development Fund grants. Three applications were received in Round One of 2019-2020, and five applications were received in Round Two of 2019-2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Fund all applications received in Round One;***
2. ***Reallocate unallocated funds in the sum of \$4,854 from Round One to Round Two; and***
3. ***Fund all applications received in Round Two excepting Application 3 (Joanna Joy and Elizabeth Simard "Generations of Men") which is to be deferred to allow time for:***
 - a) ***Liaison with the applicant to obtain more information about their project and in particular specific details of the activities that will occur in Isaac Region for further consideration by Council;***
 - b) ***To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and***
 - c) ***Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.***

Resolution No.: PECS0445

Moved: Cr Jones

Seconded: Cr Austen

That the Committee recommends that Council:

1. Fund all applications received in Round One as detailed in the table below;

Round One

Applicant	Project Name	Amount Requested	Amount Recommended
Application 1 Dysart Arts	Creating characters watercolour workshop	\$443	\$443
Application 2 Clermont Artslink	Silversmithing workshop	\$1,888	\$1,888
Application 3 Moranbah State School P&C Association	Unleash your inner drummer workshop	\$6,815	\$6,815

2. Reallocate unallocated funds in the sum of \$4,854 from Round One to Round Two; and

3. Fund all applications received in Round Two as detailed in the table below, excepting Application 3 (Joanna Joy and Elizabeth Simard “Generations of Men”) which is to be deferred to allow time for:

- a) Liaison with the applicant to obtain more information about their project and in particular specific details of the activities that will occur in Isaac Region for further consideration by Council;
- b) To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and
- c) Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.

Round Two

Applicant	Project	Amount Requested	Amount Recommended
Application 1 Clermont Artslink	We’re Sewing Outback 2020	\$3,520	\$3,520
Application 2 Whitsunday Arts Festival	CQ cross regional Ghost Nets project (St Lawrence Wetlands Weekend event)	\$5,500	\$5,500

Application 3 Joanna Joy and Elizabeth Simard	Generations of Men	\$7,595	Defer
Application 4 Clermont Artslink	Audio skills workshop	\$1,095	\$1,095
Application 5 Tania Gillies	Furniture painting masterclass	\$1,539	\$1,539
			Carried

5.2 Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee – Minutes 4 November 2019

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, 4 November 2019.

The principle matters covered in these minutes are: update on the Clermont Saleyards and Showgrounds Revitalisation projects and request of support from the Clermont Rodeo and Show Society Incorporated for Federal Government Regional Agricultural Show Development Grants.

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 4 November 2019; and*
2. *Notes the update on the Clermont Saleyards and Showgrounds Revitalisation projects;*
3. *Notes that a letter of support has been provided for the Clermont Rodeo and Show Society Incorporated’s application for Federal Government Regional Agricultural Show Development Grants; and*
4. *Notes the rationale for the minor eastward relocation of the new interim relocatable stables prior to their relocation to the future ultimate Master Plan location, which will occur following the successful funding and delivery of other priority projects necessary to create that ultimate site.*

Resolution No.: PECS0446

Moved: Cr Austen

Seconded: Cr Jones

That the Committee recommends that Council:

- 1. Receives and notes the Minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 4 November 2019; and**
- 2. Notes the update on the Clermont Saleyards and Showgrounds Revitalisation projects;**
- 3. Notes that a letter of support has been provided for the Clermont Rodeo and Show Society Incorporated's application for Federal Government Regional Agricultural Show Development Grants; and**
- 4. Notes the rationale for the minor eastward relocation of the new interim relocatable stables prior to their relocation to the future ultimate Master Plan location, which will occur following the successful funding and delivery of other priority projects necessary to create that ultimate site.**

Carried

ATTENDANCE

Mayor Anne Baker and Mr Rod Ferguson, Acting Chief Executive Officer entered the meeting room at 9.15am.

Mayor Anne Baker left the meeting room at 9.16am and returned to the meeting room at 9.17am.

5.3 Medical and Hospital Services Planning Advocacy

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform for medical and hospital service planning across the region.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Acknowledges critical shortages of medical, nursing and allied health staffing across its region.***
- 2. Has formed the view that such shortages present unacceptable risks to communities.***
- 3. Adopts the position that it should advocate to Commonwealth Government that the current model for allocation of medical professionals to rural and remote communities is inadequate.***
- 4. Adopts the position that it should advocate to State Government that its current clinical services planning for hospitals and allied health services does not satisfy demand generated by the true population of its communities (ie inclusive of non-resident workers).***
- 5. Adopts the position that it should advocate to Mackay Health and Hospital Service that its provision of resources to Isaac Region hospitals is inadequate and not sustainable.***

6. ***Adopts the position that it should advocate to Mining Companies that where opportunity arises they should financially support initiatives to supplement government provision of medical, nursing and allied health professionals in Isaac Region.***
7. ***Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.***

Resolution No.: PECS0447

Moved: Cr Jones

Seconded: Cr Austen

That the Committee recommends that Council:

1. **Acknowledges critical shortages of medical, nursing and allied health staffing across its region.**
2. **Has formed the view that such shortages present unacceptable risks to communities.**
3. **Adopts the position that it should advocate to Commonwealth Government that the current model for allocation of medical professionals to rural and remote communities is inadequate.**
4. **Adopts the position that it should advocate to State Government that its current clinical services planning for hospitals and allied health services does not satisfy demand generated by the true population of its communities (ie inclusive of non-resident workers).**
5. **Adopts the position that it should advocate to Mackay Health and Hospital Service that its provision of resources to Isaac Region hospitals is inadequate and not sustainable.**
6. **Adopts the position that it should advocate to Mining Companies that where opportunity arises they should financially support initiatives to supplement government provision of medical, nursing and allied health professionals in Isaac Region.**
7. **Requests the Chief Executive Officer to prepare a promotional document advocating the lifestyle and other advantages of the region for the purpose of attracting medical and allied health professionals and their families to the Isaac Region.**
8. **Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.**

Carried

5.4 BMA Autonomous Vehicles Advocacy

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform in relation to BMA's recent announcement regarding the exclusive use of autonomous hauls trucks at Goonyella-Riverside mine and potentially other mines in the future.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Acknowledges technological innovation is essential for resources sector competitiveness and safety.***
- 2. Acknowledges BMA's Statement of Impact which clarifies that "200 roles" will be lost at Goonyella-Riverside mine as a result of the establishment of autonomous haul truck operations.***
- 3. Adopts the position that it should advocate to BMA in relation to its strong concerns about exportation of jobs from Isaac Towns to Capital or Regional cities.***
- 4. Adopts the position that it should advocate to BMA for the establishment of control centre operations within Isaac region.***
- 5. Adopts the position that it should advocate to BMA for tangible local benefits to be demonstrated in training and education.***
- 6. Adopts the position that it should advocate to BMA to fully and openly engage with the community regarding the impacts of the changes.***
- 7. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.***

Resolution No.: PECS0448

Moved: Mayor Baker

Seconded: Cr Jones

That the Committee recommends that Council:

- Acknowledges technological innovation is essential for resources sector competitiveness and safety.**
- Advocates to the State and Commonwealth Governments as appropriate to ensure that the social and community impacts are adequately addressed through policy to ensure the sustainability of the Nation's Resource Communities.**
- Adopts the position that;**
 - With the introduction of technological innovation in the resource sector that jobs should not be relocated from resource communities to Capital or Regional cities.**

- b. Where control centres are established to support automation and technological innovation they should be located within the Isaac Region.
 - c. In pursuing automation and technological innovation resources companies need to demonstrate tangible local benefits through training and education and the establishment of local centres of excellence within the Isaac Region.
 - d. Where resource companies are pursuing automation and technological innovation that they engage meaningfully and openly with Council and communities regarding the impacts of the changes and the measures being implemented to create net benefit to the community from those changes.
4. Advocates to BHP/BMA and any other resource company implementing automation and technological innovation in line with these positions.
 5. Acknowledges BMA's Statement of Impact which clarifies that "200 roles" will be lost at Goonyella-Riverside mine as a result of the establishment of autonomous haul truck operations.
 6. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.

Carried

ATTENDANCE

Mrs Mary-Anne Uren left the meeting room at 10.08am.

5.5 Isaac Regional Council Moranbah Community Centre Master Plan – Phase 1 Situation Analysis

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the outcome of the Moranbah Community Centre Masterplan project completed earlier this year.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Notes and endorses the Masterplan documents inclusive of confidential indicative costings for completing the centre's revitalisation.*
2. *Requests the total revitalisation of the Moranbah Community Centre be progressed through the Project Accountability Gateway process to be 'shovel ready' for implementation in its entirety upon the availability of funding through Council's advocacy program, social impact of development contributions and/or other appropriate sources.*

UNCONFIRMED MINUTES

Resolution No.: PECS0449

Moved: Mayor Baker

Seconded: Cr Austen

That the Committee recommends that Council:

- 1. Notes and endorses the Masterplan documents inclusive of confidential indicative costings for completing the centre's revitalisation.**
- 2. Requests the total revitalisation of the Moranbah Community Centre be progressed through the Project Accountability Gateway process to be 'shovel ready' for implementation in its entirety upon the availability of funding through Council's advocacy program, social impact of development contributions and/or other appropriate sources.**

Carried

Resolution No.: PECS0450

Moved: Cr Austen

Seconded: Cr Jones

That the Planning, Environment and Community Services Standing Committee closes the meeting to the public under section 275 (1) (h) to deliberate on Confidential Reports 5.6 GHD Public Pool Condition Assessment Summary Report – January 2019, 5.7 Building Better Regions Fund – Round 4 – Theresa Creek Dam Septic and 5.8 Dysart Youth Centre Operating Model at 10.15am.

Carried

Resolution No.: PECS0451

Moved: Mayor Baker

Seconded: Cr Jones

That the Planning, Environment and Community Services Standing Committee opens the meeting to the public at 10.40am.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0452

Moved: Cr Austen

Seconded: Cr Jones

That the Committee adjourn the meeting for morning tea at 10.40am.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0453

Moved: Cr Jones

Seconded: Cr Austen

That the Committee resume the meeting at 10.57am.

Carried

CONFIDENTIAL – CLOSED SESSION

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

5.6 GHD Public Pool Condition Assessment Summary Report – January 2019

EXECUTIVE SUMMARY

This report seeks to provide external consultant advice to Council on the condition of the Council's eight (8) regional aquatic facilities. The report further articulates a cost estimate for a ten year works program across the eight facilities totalling approximately \$12.8m.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Notes the findings of the confidential "Isaac Regional Council Public Pool Condition and Assessment Summary Report – by GHD January 2019"***

2. ***Notes that work is being done to further clarify priorities of recommended works that any proposed capital projects other than those approved in the 2019/20 Budget are not reflected in the adopted long-term financial forecast and will directed through the Project Accountability Gateway process and be dependent on available funding.***

Resolution No.: PECS0454

Moved: Cr Jones

Seconded: Cr Austen

That the Committee recommend that Council:

1. **Notes the findings of the confidential “Isaac Regional Council Public Pool Condition and Assessment Summary Report – by GHD - January 2019”**
2. **Notes that work is being done to further clarify priorities of recommended works that any proposed capital projects other than those approved in the 2019/2020 Budget are not reflected in the adopted long-term financial forecast and will directed through the Project Accountability Gateway process and be dependent on available funding.**

Carried

CONFIDENTIAL – CLOSED SESSION

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

5.7 Building Better Regions Fund – Round 4 Theresa Creek Dam Septic

EXECUTIVE SUMMARY

This report details the re-scoping of the Septic Renewal Project for the Theresa Creek Dam Camping Area and details the reasons for not pursuing an application to the Building Better Regions Fund - Round 4 - Drought Support, for further funding for the existing Theresa Ck Dam septic renewal project.

OFFICER’S RECOMMENDATION

That the Committee recommend that Council:

1. ***Notes the revised scope for the Septic Renewal Project for the Theresa Dam Camping Grounds; and***
2. ***Endorses not pursuing an application for funding under the Building Better Regions Fund – Infrastructure Projects Stream – Round 4 – Drought Support for further funding for the***

existing Theresa Creek Dam septic renewal project due to doubts about eligibility and other inherent risks.

Resolution No.: PECS0455

Moved: Cr Jones

Seconded: Mayor Baker

That the Committee recommend that Council:

- 1. Notes the revised scope for the Septic Renewal Project for the Theresa Dam Camping Grounds; and**
- 2. Endorses not pursuing an application for funding under the Building Better Regions Fund – Infrastructure Projects Stream – Round 4 – Drought Support for further funding for the existing Theresa Creek Dam septic renewal project due to doubts about eligibility and other inherent risks.**

Carried

CONFIDENTIAL – CLOSED SESSION

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

5.8 Dysart Youth Centre Operating Model

EXECUTIVE SUMMARY

This report provides Council with an overview regards the proposed community consultation process in relation to a future operating model for the Dysart Youth Centre.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Endorses a consultation process with the Dysart community regarding a future operating model for the Dysart Youth Centre as per the draft Engagement and Communications Plan.**
- 2. Endorse the requirement for a minimum of two responsible adults to provide supervision in order for the Dysart Youth Centre to operate, in accordance with best practice and to ensure the welfare and safety of users and staff.**
- 3. Requests that a follow-up report be provided at the conclusion of the consultation process for Council's consideration.**
- 4. Note the attached administrative procedures Dysart Youth Centre and Isaac Youth Bus as adopted by the Executive Leadership Team on 25 November 2019.**

Resolution No.: PECS0456

Moved: Cr Austen

Seconded: Mayor Baker

That the Committee recommend that Council:

- 1. Endorses a consultation process with the Dysart community regarding a future operating model for the Dysart Youth Centre as per the draft Engagement and Communications Plan.**
- 2. Endorse the requirement for a minimum of two responsible adults to provide supervision in order for the Dysart Youth Centre to operate, in accordance with best practice and to ensure the welfare and safety of users and staff.**
- 3. Requests that a follow-up report be provided at the conclusion of the consultation process for Council's consideration.**
- 4. Note the administrative procedures for the Dysart Youth Centre and Isaac Youth Bus adopted by Council's Executive Leadership Team on 25 November 2019.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Planning, Environment and Community Services Information Bulletin – December 2019

EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for December 2019 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

- 1. Note the Planning, Environment and Community Services Directorate Information Bulletin for December 2019.*

Resolution No.: PECS0457

Moved: Mayor Baker

Seconded: Cr Jones

That the Committee recommends that Council:

1. Note the Planning, Environment and Community Services Directorate Information Bulletin for December 2019.

Carried

7. GENERAL BUSINESS

7.1 Thank you from Chair

Cr Kelly Vea Vea acknowledged the effort of the PECS Standing Committee and Officers throughout the year and welcomed finally the full compliment of staff in the PECS Directorate following the PECS Structure Review.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11.41am.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held on 11 February 2020 in Moranbah.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Planning, Environment and Community Services
Standing Committee
Tuesday 11 February 2020

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Manager Economy and Prosperity

5.1 ST LAWRENCE WETLANDS WEEKEND 2020 – 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 progressing for the 2020 event to be held on 13 and 14 June 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Receives and notes the St Lawrence Wetlands 2020 Event Management Framework.**
2. **Amends the 2019/2020 Schedule of Fees and Charges to include the following ticketing sales charges for the 2020 Saint Lawrence Weekend Event;**
 - i. **General Admission Adult - \$10.00**
 - ii. **Stallholder Fee - \$20.00 includes general admission**
 - iii. **General Admission Child – Free**
 - iv. **Return bus from Rockhampton - \$25.00 includes general admission**
 - v. **Return bus from Mackay – \$30.00 includes general admission**
 - vi. **Return bus from Rockhampton - \$25.00 includes general admission**
 - vii. **Return bus from Sarina - \$25.00 includes general admission**
 - viii. **Return bus from Isaac Coastal Communities - \$15.00 includes general admission**
 - ix. **Glamping tent one night - \$250.00 sleeps six**
 - x. **Glamping tent two nights - \$350.00**
 - xi. **Bushman's Dinner Adult - \$42.00**
 - xii. **Bushman's Dinner Child - \$20.00 (under 12)**
 - xiii. **Bushman's Dinner Family (2 adults, 2 children) - \$100.00**
 - xiv. **Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120.00**
 - xv. **Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00**
 - xvi. **Wetlands Weekend Package for two - \$620.00**
 - xvii. **Food Fans Pass - \$150.00**
 - xviii. **Camping (tent or caravan) \$12.50 per site per night**
3. **Notes that 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 well prior to the June event.**

BACKGROUND

Events are 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 Framework 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. The Framework is a working document, and whilst quite mature, sets the frame for the remaining planning and organising for the 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.

Description of the signature experience that will be offered at the 2020 event.

It is to be noted the full event program is continuing to be developed and will be fully presented 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 2020 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 event was the 2019 Gold Award winner at the Mackay Tourism Awards it will continue to provide memorable experiences on our dawn bird watching and wetlands tours with presentations by leading environmental experts.

The event will see the return of Television Logie nominee "Costa Georgiadis" the contagiously enthusiastic host of gardening Australia will return and personalise our visitors experience with composting tips, advice on native plants, bio-security and more.

A signature experience at the St Lawrence Wetlands Weekend will be the Seafood Luncheon prepared by celebrity Chef Matt Golinski and delivered in partnership with Greater Whitsunday Food Network. 2020 will be Matt's 3rd visit to St Lawrence and he openly tells visitors he has fallen in love with the people, place and produce. The luncheon feast will focus on the abundance of local fresh mud crab, king salmon, farmed prawns, free-range pork, red samphire and fresh strawberries from nearby fields.

Matt will get creative with local produce cooking demonstrations which will include a Costa vs Matt cook off, adding fun and laughter to the event. Discussions have been conducted to get engage after the event in a fishing and cooking expedition with Matt 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 addition of bush workshops or "lost trades" for visitors to experience including Blacksmithing and how to create their own set of tools, leather crafting techniques to create their very own leather belt and how to produce their own environmentally friendly soap.

On Saturday night the bushman's dinner will be buffet with pig on spit, smoked ribs and beer 'N' prawn pop-up beer garden will get our visitors experiencing St Lawrence like a local with great country food, music and live band "Bareback". The town's premier free-range pork will be crackling again.

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 TEQ's '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 crabs and prawns will continue to be a culinary delight with this year, 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 again at the historic St Lawrence Hotel with a welcome dinner on the Friday night, a chance to swap tales with the locals as 'St Lawrence time' prevailed.

A greater focus on celebrating the history of the 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.

World renowned and highly experienced Ghost net project facilitator, Sue Ryan will be artist in residence at the 2020 Wetlands Weekend. Sue will deliver workshops on how to create sculptural art from marine debris. Participating in a large-scale collaborative sculpture alongside an internationally acclaimed artist will be a fantastic professional development opportunity for all artists involved and showcase the skills and knowledge of our local artists to a wider audience. The core aim of the project is to alter attitudes towards plastic waste and by doing so, create a situation where we are finding less plastics in our environment because more people are thinking creatively about how it can be reused to create treasure from trash.

Koinjmal first Peoples will continue their involvement at the St Lawrence Wetlands Weekend. 2020 will see Samaria Deshong 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 Koinjmal first People including acclaimed local artist/printmaker and potter, Jenuarrie who will conduct arts activities.

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.

St Lawrence Wetlands Weekend 2019 – sales and ticket management

This year's event has been targeted to maintain the previous couple of years growth and momentum, as well as event activities focusing on traditional and organic activities highlighting the areas environment and produce and critically deliver on the customers experience. Similarly, a key goal is to reduce some of the financial and resourcing impacts to Council.

Only minor amendments to the cost structure has been proposed to move towards a level of financial sustainability with some small increases in ticketed items and also focus on increased recovery of costs as in improved volunteer services, demonstration, food and presenter costs.

Similarly, increased sponsorship and marketing is being targeted, noting a successful Tourism and Events Qld funding application was approved for \$10,000 for marketing external regions to attract greater patronage. Other sponsorship submissions to for the event are being assessed for the events suitability and timing of funding.

Sales platform and channels

Ticket sales will be managed via the Local Tickets platform a Mackay based organisation and are proposed to go on sale mid – March. Only General Admission tickets will be sold at the gate and ATM Machines will be available on site.

Tickets available for purchase/reservation include

- General Admission Adult - \$10.00
- Stallholder Fee - \$20.00 includes general admission
- General Admission Child – Free
- Return bus from Rockhampton - \$25.00 includes general admission
- Return bus from Mackay – \$30.00 includes general admission
- Return bus from Rockhampton - \$25.00 includes general admission
- Return bus from Sarina - \$25.00 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
- Bushman's Dinner Adult - \$42.00
- Bushman's Dinner Child - \$20.00 (under 12)
- Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120
- Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00
- Wetlands Weekend Package for two - \$620
- Food Fans Pass - \$150
- Camping (tent or caravan) \$12.50 per site per night
- Friday Night Welcome to Wetlands Weekend at St Lawrence Hotel \$TBC

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.

CONSULTATION

Internal

Director Planning Environment and Community Services
Manager Economy and Prosperity
Brand, Media and Communications
Coastal Communities Officer
Arts and Cultural Development Officer

External

St Lawrence Recreation Group
St Lawrence SES
St Lawrence P&C
Marketing Manager – Mackay Tourism Limited
Great Barrier Reef Marine Park Authority
Mackay and District Turtle Watch Association
Fitzroy Basin Association

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 along with 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: 27 January 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 30 January 2020
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ATTACHMENTS

- Attachment 1 - St Lawrence Wetlands Weekend Event Management Framework

REFERENCE DOCUMENT

- Nil



ST LAWRENCE WETLANDS WEEKEND 2020

EVENT MANAGEMENT FRAMEWORK

Current as at 15.01.2020

Presented by **Glenys Mansfield – Economic and Tourism
Development officer | Economy and Prosperity**

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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 and tourism event.

The system is dynamic and will continue to evolve as the event grows and further management controls and tools are identified.



PROJECT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 – 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 2020 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 2020 event include:

Objective	Measure
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 event Motivation to attend 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 at dinner event
Promote and educate about 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 event

1.4. Outcomes

Anticipated outcomes include:

- 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

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/Funding Provider
Fitzroy River Coastal Catchments	Advisory/presenter
Birds Australia Capricornia	Advisory/presenter
Capricornia Conservation Council	Advisory/presenter
Tourism	
Mackay Tourism Limited	Advisory/promoter
Tourism and Event Queensland	Funding Provider
Greater Whitsunday Food Network	Advisory/presenter
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
Local Buying Foundation	Potential funding provider
Sydney Fish Market	Potential sponsor

2. PROJECT OVERVIEW

2.1. Project overview

Phases:	Tasks	Responsibility	Timeframe
Planning	Event planning	All	December 2019
	Stakeholder engagement plan	Glenys	December 2018
	Detailed event budget	Glenys	December 2018
	Marketing plan	Glenys MTL/BMC	January 2020
Funding	Identify and apply for external funding sponsorship	Glenys Anne-Marie	March 2020

Stakeholder engagement	Implement internal engagement plan	Glenys	August 2019 ongoing
	Implement external engagement plan	Glenys	August 2019 ongoing
Risk Management	Identify and mitigate strategic and operational risks	Glenys	August 2019 ongoing
Marketing campaign	Implement marketing and communications plan	Glenys BMC/MTL	January 2020 ongoing
Procurement	Source and confirm suppliers	Karen Glenys Anne- Marie	September 2019 ongoing
Execution	Execute event	All	June 2020
Evaluation	Analyse feedback and measure success of objectives	Glenys	June 2020 ongoing

3. PROJECT GOVERNANCE

3.1 Project team

Project Custodian:	Director Planning, Environment and Community Services
Project Manager/Leader:	Economic and Tourism Development Officer
Team Members:	Manager Economy and Prosperity Economic Development Officer Coastal Communities Officer Arts and Cultural Development Officer Senior Communications Officer

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 Director Planning, Environment and Community Services 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.

Item	\$ Amount
Expenditure	
Administration Fees (online booking)	500.00
Activities/Entertainment	46,000
Catering	15,000
Glamping Tents	6,000
Merchandise	8,750
Marketing	10,000.00
Total Expenditure	86,253
Revenue	
Council budget allocation	39,890
Tourism & Events Funding (Marketing)	10,000
Sponsorship (Fitzroy Basin Assoc, Reef Catchments, Sydney Fish Markets)	7,500
RADF funding	5,000
Ticketing (Gate Takings, Bushman's Dinner, Tours, Workshops, Glamping)	25,000
Merchandise	11,250
LBF Funding (TBC)	15,000
Total revenue	111,640

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 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.
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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 2019	Dec 2019
2	Event proposal	Glenys	Dec 2019	Jan 2020
3	Stakeholder engagement plan internal/external	Glenys	Aug 2019	Jan 2020
4	Marketing plan	Glenys/MTL/BMC	Jan 2020	Jan 2020
5	Risk management plan	Glenys	April 2020	April 2020
6	Event evaluation methodology	Glenys		



STAKEHOLDER ENGAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 – 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 2020 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
Emergency services	Low interest, potentially high impact, potentially high influence	Timely dissemination of event details, expected nature and size of audience	Inform
Schools	Medium interest, low impact, low influence	Timely dissemination of information, opportunities for student participation.	Inform
General Public (community)	Medium interest, medium impact, low influence	To be informed of event timing and activities (promotional plan)	Inform

5. ENGAGEMENT SUMMARY

What	Level	Stakeholders	Techniques	Who	Timing
Date Claimer	Inform	Internal departments, environmental and community stakeholders, schools, emergency services	Direct email, calendar invites	Glenys	January 2020
Communications Plan	Involve	BMC, Director/Manager, MTL	Face to face meetings/teleconference	Shane/Glenys	January 2020
Official invitation	Inform	Mayor and Councillors, environmental groups, MTL	Designed invitation, email or snail mail	Shane/Glenys	January 2020
Fees and charges report	Involve	Mayor and Councillors, Director/Manager	Council report		February 2020

Event run sheet	Consult	Community groups, local businesses/producers, internal departments, environmental groups, workshop providers, schools	Direct email, face to face meetings		February/March/April 2020
Speeches	Involve	Mayor, Councillors, BMC	Email		May 2020



STRATEGIC RISK MANAGEMENT PLAN

ST LAWRENCE WETLANDS WEEKEND 2020 - 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 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:

- **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. 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 2020
Date and Time	5pm 12 th June 2020 to 1pm 14 th June 2020
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	800 - 1200 people
Number of volunteers participating	Maximum 30
Public Liability Insurance	Insured under Council's standing public liability insurance arrangements

EVENT PROJECT TEAM:

Name	Title
Shane Brandenburg	Manager, Economy & Prosperity
Glenys Mansfield	Economic & Tourism Development Officer
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 typically attracting an audience of approximately 750 - 1000 people over the wetlands.

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 at the Event:

Friday 12 th June	
Friday Night Catering	Welcome to Wetlands Weekend Smorgasbord at the St Lawrence Hotel
Saturday 12 th June	
Breakfast Canteen Grounds	Featuring local Bacon and Sausages (Bedford Park Pork)
Bar	Open from midday
Canteen	Featuring local seafood (mud crabs, fish N chips etc)
Greater Whitsunday Food Network	Seafood Luncheon cooked by Celebrity Chef Matt Golinski
Bushman's Dinner	Featuring Smokalishious cooking and serving local produce
Sunday 14 th June	
Breakfast Canteen Grounds	Featuring local Bacon and Sausages (Bedford Park Pork)
Canteen	Will be operating until 1pm with lunch options

Educational Presentations and Tours:

Conducted Saturday and Sunday morning

Bird-watching tours	Presentations by Birds Capricornia
Historical Township Tours	Presentations by Economy and Prosperity Team
Reef Catchments	
Mackay & District Turtle Watch Assoc	
GBRMPA	
Catchment Solutions	
IRC Environmental Service Team	
Mackay Whitsunday Isaac Healthy Rivers Partnership	

Arts and Cultural:

Headline Arts Project	Sue Ryan, Ghost Net Project Facilitator (workshops on marine debris)
Bush Tucker Walk	Samarla Deshong
Indigenous artefacts display	
Program still be developed	

Arts and cultural: (Jenuarrie), local indigenous artist, (Samarla Deshong), Dusty Art, Cultural awareness and Bush Tucker walk (Samarla Deshong), Indigenous artefacts display.

Entertainment:

Workshops and presentations	Costa Georgiadis, Gardening Australia
Cooking demonstrations	Chef Matt Golinski, Jos Giles Smokalicious (traditional smoked BBQ's)
Display	Cooberrie Park Reptiles
Bush Skills Workshop	Rocky Instincts
Noel Giles Blacksmithing	Blacksmith display
Town Tours	Kenny the Clydesdale
Historical Town Bus Tours	Fully guided tour of the town's historical sites
Saturday	Busker – Greer Webley. Singer, songwriter and performer from Blackwater
Saturday Night	Live Band Bareback

Onsite Accommodation:

20 glamping tents	
General non-powered camping	
General non-powered Caravan site	

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

1. Ref	The Risk	Consequence	Risk Rating	Risk treatment	Residual Risk Rating	Status
S1	Budget insufficient to execute event to required standard	Negative reputational impact Community Outrage Negative marketing implications for subsequent events.	Extreme	Secure additional funding from Council and third party sources	Low	Ongoing
S2	Unexpected costs lead to budget blow out	Stakeholder outrage	Moderate	Include contingency in budget. Apply controls to limit to 5% budget variance	Moderate	Ongoing
S3	Local community reluctant to purchase tickets online or unaware for need to purchase tickets prior to event	Community outrage	High	Provide assistance at libraries/neighbourhood centre; communicate need to purchase via both digital and print (mail drop) channels	Moderate	Ongoing
S4	Local community reluctant to pay for previously free event	Community outrage	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	Ongoing
S5	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
S6	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	Ongoing

S7	Marketing plan not executed according to schedule due to competing priorities (emergencies/other events)	Low attendance Community outrage Negative impact on staff morale	Work with MTL to ensure continuity of communications Liaise closely with BMC team to respond to time delays as they occur	Moderate	Ongoing
S8	Negative publicity	Low attendance Community outrage Negative impact on staff morale	Include damage controls in Comms plan	Moderate	Underway
S9	Ticketed events significantly over subscribed	Participant disappointment Community Outrage	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 ticket sales via Eventbrite gives prior indication.	Low	Underway
S10	Ticketed events significantly under-subscribed	Revenue shortfall Stakeholder outrage	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 Eventbrite	Moderate	Complete
S11	Event does not meet participant expectations	Disappointment Negative publicity Negative impact on future attendance	Ensure marketing efforts position event as 'emerging' Include damage controls in comms plan	Low	Ongoing
S12	Power Outage	Significant disruption to event operations	Develop emergency power supply plan. Implement as required	Low	Underway
S13	Inclement weather	Disruption to event program Participant disappointment Possible reduced income for community groups due to reduced attendance	Develop back up plan to relocate to Wet weather venue Implement as necessary	Moderate	Underway

S14	Severe weather event	Cancellation of event Complete loss of revenue (ticket refund)	Monitor and track weather	Moderate	Ongoing

S15	Disorderly conduct amongst patrons	Negative publicity Stakeholder outrage	Moderate	Liaise with QPS/QAS to ensure capacity for adequate response	Low	Ongoing
S16	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	Ongoing
S17	Noise	Friday and Saturday night events may cause noise disturbance to campers	Low	Raise awareness of event to travelling public via comms plan	Low	Ongoing
S18	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	Ongoing
S19	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	Underway

ST LAWRENCE WETLANDS 2020 STRATEGIC RISK MANAGEMENT PLAN

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 2020 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	Complete
Check operational status of IRCs 12Kva generator and remedy any identified faults	Workshop supervisor	Complete
Source 2kVa Generator from SES	Economic & Tourism Development Officer	Complete
Source 4 x 15 amp extension leads	Economic & Tourism Development Officer	In progress
Source fuel transfer vehicle	Economic & Tourism Development Officer	Complete – Team leader roads work vehicle booked.

Exclusion zone and safety applications	Building Compliance Officer/Safety Advisor	In progress
Source transport vehicle	Economic & Tourism Development Officer	In Progress
Arrange qualified forklift operator to load generator	Economic & Tourism Development Officer	Complete (James Ward)
Arrange torches for IRC staff running the event	Economic & Tourism Development Officer	Not Started
Include Power outage management plan requirements in logistics checklist	Economic & Tourism Development Officer	In progress

POWER OUTAGE MANAGEMENT PROCEDURE

Step	Action	Responsibility
1	Utilise torchlight and advise attendees power will resume shortly	Manager Economy & Prosperity Economic & Tourism Development Officer Place Officer, Community Development Officer.
2	Request building compliance officer commence generator start-up and connection process.	Manager Economy & Prosperity
3	Maintain communication with attendees until back up power is running	Manager Economy & Prosperity Economic & Tourism Development Officer Place Officer, Community Development Officer.
4	Request building compliance officer commence generator shutdown and disconnection process upon restoration of mains power.	Manager Economy & Prosperity

GENERATOR LOCATION DIAGRAM

ST LAWRENCE WETLANDS 2020 STRATEGIC RISK MANAGEMENT PLAN

APPENDIX B – 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 & Tourism Development Officer	Complete – 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 & Tourism Development Officer	Complete – 2 Ford Rangers booked (pool cars)
Arrange torches for IRC staff running the event	Economic & Tourism Development Officer	Not Started
Include wet weather contingency plan requirements in logistics checklist	Economic & Tourism Development Officer	In progress
Ensure sufficient/suitable human resources available to relocate tables and chairs	Economic & Tourism Development Officer	Complete – project team and volunteers from other IRC teams.
Ensure Broadsound Centenary Hall available	Economic & 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 & 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 & 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 & 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 & Tourism Development Officer
4	Request Building compliance Officer to shut down generator and revert to mains power on restoration of mains power supply.	Economic & 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	21/03/19	What is being Assessed	Wetlands Event Planning									
Location of Assessment	Clermont Office	Number of People Included	3									
Prepared by	Kylie Skerman, Melissa Clifford-Death	Position										
Prepared by	Emily Fry	Position										
Prepared by	Jenine, Kent, Andre	Position										
Identified Hazard	What is at 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	<ul style="list-style-type: none"> Mitigate by planning stall locations that don't require power to the far side Confirm stall holder 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 cords Weather proof covers for lead connections 	Admin	PECS	D	3	6		

					<ul style="list-style-type: none"> • Monitor weather conditions 							
Inadequate site plan	Emergency access to personal on site, key locations (first aid). Vehicle pedestrian interaction, Unknown amount of attendees	D	4	8	<ul style="list-style-type: none"> • Create detailed site plan including smoking area, first aid area, lost child area, traffic management, camping area, identify emergency evacuation/access for vehicles • Keep main access ways free of obstruction for ease of evacuation • Communicate site plan to community/attendees • Signage for TMP 	Admin	PECS	E	2	2		

Vehicle pedestrian interaction	Pedestrian being struck by vehicle	B	4	16	<ul style="list-style-type: none"> • Site plan • Traffic management plan • Signage • Bollards/barriers in place 	Admin	PECS	D	3	6		
Travel to and from event	Driver fatigue, breakdown, animal strike.	C	4	12	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Sufficient rostering, ensuring we adhere to 	Admin	PECS	D	3	6		

					fatigue management documentation <ul style="list-style-type: none"> Staggered rostering for coverage Ensure breaks are adequate and taken 								
Identified Hazard	What is at Risk?	Raw Risk Rate			Control Measure	Hierarchy of Control	Responsible Department	Residual Risk			Review – was the outcome achieved		
		L	C	R				L	C	R	Yes	No	
Incorrect manual handling	Physical injury – short term to long term	C	2	6	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Adhere to fitness for work policy 	Admin	PECS	D	2	4			

					<ul style="list-style-type: none"> • Staff members self-monitor 							
Food preparation	<ul style="list-style-type: none"> • Hot coals, • explosion • gas • unregistered food vendors 	D	3	6	<ul style="list-style-type: none"> • Food safety certification – identify what is necessary • Food safety supervisors • Cordoned off areas that are unsafe for public access • Signage • Ensure gas bottles are within date 	Admin	PECS	D	3	6		
Wildlife interaction	<ul style="list-style-type: none"> • Bites, scratches 	D	3	6	<ul style="list-style-type: none"> • Training, PPE, awareness, first aid kit and officer on site 	Admin	PECS	D	3	6		

					<ul style="list-style-type: none"> Communicate with local paramedic and identify IRC first aid officers to attend 							
Occupational threat	<ul style="list-style-type: none"> Physical harm, mental harm 	D	3	6	<ul style="list-style-type: none"> Working in teams Clear communication system and check ins Communication to public regarding event entry Walkie-talkies Communication with emergency services regarding event 	Admin	PECS	D	3	6		
Water hazard	<ul style="list-style-type: none"> Drowning 	D	4	8	Minors to be accompanied on tours and communication/safety	Admin	PECS	D	4	8		

					briefing prior to commencement							
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		
Lack of staff	Unknown amount of attendees Fatigue Unexpected duties delegated to staff	D	2	4	Appropriate rostering/identification of staff requirements Confirmation of run sheet, responsibilities and accountabilities in advance Back up staff in case of unexpected illness, etc	Admin	PECS	D	1	2		
Hazardous materials	<ul style="list-style-type: none"> Physical injury 	D	3	6	<ul style="list-style-type: none"> Identification of hazardous materials to be on site, mitigation to 	Admin	PECS	D	3	6		

					<p>be determined as per appropriate action</p> <ul style="list-style-type: none"> • Restrict access to the public • Appropriate signage 							
Central services failure	<ul style="list-style-type: none"> • Power outage, toilet failure, lack of communication 	C	2	6	<ul style="list-style-type: none"> • Generators on back up – must be to standard • Audit of toilet facilities capacity, potential back up of porta-loos • Walkies talkies in case of service connectivity break down • Electrician/plumber on stand by – internal? 	Admin	PECS	C	2	6		
Weather Conditions – Heat and Inclement weather	<ul style="list-style-type: none"> • Heat stroke, risk of injury due to 	C	3	9	<ul style="list-style-type: none"> • Four times in cooler times 	Admin	PECS	D	3	6		

	inclement weather				<ul style="list-style-type: none"> • First aid and water stations with sunscreen • Internally (EOI) staff must bring hat and appropriate PPE • First aid officer delegation and on site • Evacuation area and centre • Monitor weather conditions • Ensure marquees are strapped down • Backup vehicle access to tours for 								
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					potential emergency							
Uneven ground	<ul style="list-style-type: none"> Slips, trips and falls 	C	2	6	<p>Conduct site inspection, implement control measures i.e. by signage/cordoning off area</p> <p>Include in safety briefing</p>	Admin	PECS	D	2	4		
Smoking	<ul style="list-style-type: none"> Secondary smoke inhalation Fire hazard 	C	1	3	<ul style="list-style-type: none"> Identify smoking area in site plan, implement and ensure attendees including staff adhere to Provide smoking bins/paint tin (to repurpose) to prevent spot fires Signage 	Admin	PECS	C	1	3		

Work in Isolation	<ul style="list-style-type: none"> Personal Injury Psychological Injury Increased workload 	C	2	6	<ul style="list-style-type: none"> Rostering staff to ensure no one works in isolation Walkie talkies to improve communication stream Adhere to working in isolation policy 	Admin	PECS	D	1	2		
Incorrect PPE	Physical injury	D	2	4	<ul style="list-style-type: none"> 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	Admin	PECS	D	1	2		

INCORRECT TRANSPORTATION OF EQUIPMENT AND TOOLS TO AND FROM SITE	Overloading of vehicles, overload of duties/manual handling, loose items in vehicle which can cause harm (personal injury and property damage),	D	3	6	Ensuring appropriate vehicles for transportation and adhering to load restraints Internal communication regarding equipment and tool transportation	Admin	PECS	D	2	4		
POOR COMMUNICATION	Not passing on details to next rostered employees regarding incidents, etc, creating inefficiencies	D	2	4	Communicate to all staff the site plan and run sheet well in advance for preparation – i.e. cleaners, groundsman Team briefing, pre start at start of each shift – event/shift coordinator	Admin	PECS	D	1	2		

INADEQUATE PREPARATION FOR 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	Enforcement of drinking regulations and rules Ensure bar caretakers have liquor licence, RSA, etc Signage for non-smoking to adhere by liquor licence	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

WHS RISK MATRIX
L X C = R

CONSEQUENCE SEVERITY RATING

		1 Negligible	2 Minor	3 Moderate	4 Major	5 Severe
		Low Level or Illness/First Aid Treatment/Low financial loss (to \$10,000)	Minor Injury or Illness/ Medical Treatment/Minor financial loss (\$10,000 - \$100,000)	Single Serious Injury- Hospitalisation/Moderate financial loss (\$100,000 - \$1m)	Multiple Serious Injuries/ Hospitalisation/Major financial loss (\$1 - \$5m)	Fatalities, Incurable disease/ Financial Loss (>\$5m)
LIKELIHOOD RATING	A Extreme	5 Medium	10 Medium	15 High	20 Extreme	25 Extreme
	B Likely	4 Low	8 Medium	12 High	16 High	20 Extreme
	C Possible	3 Low	6 Medium	9 Medium	12 High	15 High
	D Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	E Rare	1 Low	2 Low	3 Low	4 Low	5 Medium

RESIDUAL RISK		RISK TREATMENT LEGEND
Consider 'what is the required standard of control to suit the situation, to reduce the Risk to as low as reasonably practical'?		
20 - 25	Extreme Risk	STOP and ACTION immediately to identify strict control measures to effectively eliminate or reduce the risk to as low as reasonably practical. Management to review/authorise risk control measures prior to commencement. Continually monitor the effectiveness of controls.
12 - 16	High Risk	CAUTION and ACTION identify strict risk control measures to eliminate or reduce the risk to as low as reasonably practical. Consult with supervisor to review risk control measure prior to commencement. Continually monitor the effectiveness of controls.
5 - 10	Medium Risk	ACTION and MONITOR take reasonably practical control measures to reduce the risk as low as reasonably practical. Consult with Supervisor to review risk control measures as required prior to commencement. Continually monitor effectiveness of controls.
1 - 4	Low Risk	MONITOR <i>As low as reasonably practical</i> ; continue to take practical control measures to reduce risk, continually monitor effectiveness of controls.

HIERARCHY OF RISK CONTROL		
Highest	ELIMINATION Physically remove the hazard	Most
	SUBSTITUTION Replace the hazard	
Level of Risk Control Protection	ISOLATION Isolate people from the hazard	Reliability of Risk Control Measures
	ENGINEERING CONTROLS Introducing a mechanical device/process	
	ADMINISTRATIVE CONTROL Change the way people work (procedures)	
Lowest	PPE Protect the worker	Least



ACTION PLAN SUMMARY

ST LAWRENCE WETLANDS WEEKEND 2019

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													
Project plan													
Develop and maintain action plan													
Marketing strategy													
Stakeholder Engagement Plan													
Sponsorship and additional funding													
Strategic risk management plan													
Operational Risk (hazards) Assessment													
Sales and Ticketing processes and platforms													
Event evaluation													
Communications Plan (including photography requirement)													
Date Claimer Report													
Event Brief													

Item	Month												
	A	S	O	N	D	J	F	M	A	M	J	J	
Fees and Charges Report for any new features													
Activities													
Source and confirm all activity providers (Arts, environmental, educational, culinary)													
Catering													
Source and confirm Friday evening wine and cheese provider													
Source and confirm Saturday and Sunday Breakfast provider													
Source and confirm Bushman's Dinner provider													
Source and confirm Pop up Chilli Mud Crab Beer Garden provider													
Source and confirm Saturday and Sunday Canteen Provider													
Source and confirm coffee van													
Source and confirm bar provider													
Entertainment													
Source and confirm band for Bushman's Dinner													
Logistics													
Source and confirm sound and stage hire													
Source and confirm hire/loan of gazebos and marquees													
Outdoor crew work brief (grounds prep, transfer of tables and chairs, etc)													
Item	Month												

	A	S	O	N	D	J	F	M	A	M	J	J
Tentatively book all Council accommodation in St Lawrence												
Confirm accommodation requirements												
Book main and contingency venues												
Site plan												
Sundry equipment and consumables checklist (hay, gas, table decorations etc)												
IRC team roles and responsibilities at event brief												
Book and confirm buses												
Logistics run sheet and checklists												



EVENT BRIEF

EVENT BRIEF

St Lawrence Wetlands Weekend PRESENTED BY ISAAC REGIONAL COUNCIL

EVENT DETAILS

DATE	12 – 14 JUNE 2020
TIME	5.00pm Friday 12 th to 1.00pm Sunday 14 th
LOCATION	St Lawrence Camping Grounds
EVENT ORGANISER	Isaac Regional Council
KEY CONTACT	Contact: Glenys Mansfield, Economic & Tourism Development Officer P: 4846 3142 M: 0437177201 E: glenys.mansfield@isaac.qld.gov.au
TOTAL MEDIA BUDGET (EX. GST)	\$10,000.00
GRANTS/SPONSORSHIP DETAILS	Council funding and resources to provided Operation Budget TEQ Grant funding \$11,000 incl gst (Marketing) LBF Sponsorship – TBA Reef Catchments - \$1500 confirmed, water bottles Fitzroy Basin Association - \$3,000 buses TBC Sydney Fish Market - \$1,500 TBC
FACEBOOK & INSTAGRAM	Save the date – End of January Expressions of Interest Stallholders – End of January Tickets on Sale – March 2020 Bus timetable – Coastal Communities – End of Feb Google Adverts (Targeted) Use of Hashtags #stlawrencewetlandweekend #meetmackayregion #thisisqueensland etc to be identified
COLLATERAL	Corflute Highway signage 4 x 900mm x 1200mm Corflute's for local advertising 3 x measurements to be provided Wrist bands Water bottle design Hats T/Shirts (staff/volunteers to wear and on sale for general public) Postcards for attendees to send to family 1000 Postcards for Bushman's Dinner menus Z fold brochure for times and events Photo frame intagram #
COMMUNITY NEWSLETTERS	Broadsound Bulletin – Save the date, EOI, Tickets on sale Clermont Rag Middlemount Community News Glenden Pipeline IRC Newsletter Nebo – Event printed on back of flyer

	Middlemount Community News Dysart Diary Moranbah Community News Local Schools
MEMBERSHIP BASED NEWSLETTERS	Mackay Tourism Capricornia birdwatching Mackay birdwatching Greater Whitsunday Food Network TEQ Capricornia Wanderers Motorhome Club Road Trippers
MAGAZINE ADVERTISEMENTS	Mackay Visitor Guide – Complete Caravanning & Camping Magazine - Complete
LETTERBOX DROP	Via Australia Post 500 copies
BILLBOARD SKIN	Paradise Outdoor – 3 months southern between Rockhampton and St Lawrence. Artwork to be supplied by us.
PHOTOGRAPHY & DRONE	Photography brief to be prepared – quotation being obtained
4RFM ONLY TARGETS MORANBAH FM AND AM RADIO IN ROCKHAMPTON AND MACKAY	

BACKGROUND

Events are critical to the success and prosperity of any tourism destination and are seen as 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.

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 the presence of endangered species. Isaac Regional Council holds this inaugural event to raise awareness of the importance of the wetlands to the broader ecosystem.

In 2018, following a strategic planning and development process the event transitioned from a small community affair to a viable tourism (export) product.

The St Lawrence Wetlands Weekend is intended to eventually be integrated into the broader Coastal Wildlife Tourism Development Initiative which currently forms part of IRC Tourism Strategy.

DESCRIPTION OF THE SIGNATURE EXPERIENCE THAT WILL BE OFFERED AT THE 2020 EVENT

The 2020 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. 2019 gold Award winner at the Mackay Tourism Awards it will continue to provide memorable experiences on our dawn bird watching and wetlands tours with presentations by leading environmental experts.

An interactive reptile display and bush workshops for visitors to experience including Blacksmithing and how to create their own set of tools, leather crafting techniques to create their very own leather belt and how to produce their own environmentally friendly soap.

Television Logie nominee "Costa Georgiadis" the contagiously enthusiastic host of gardening Australia will personalise our visitors experience with composting tips, advice on native plants, bio-security and more. He was a real favourite with the Empty Nesters at last year's event.

A signature experience at the St Lawrence Wetlands Weekend will be the Seafood Luncheon prepared by celebrity Chef Matt Golinski. 2020 will be Matt's 3rd visit to St Lawrence and he openly tells visitors he has fallen in love with the people, the place and the produce. The luncheon feast will focus on the abundance of local fresh mud crab, king salmon, farmed prawns, free-range pork, red samphire and fresh strawberries from nearby fields. Every year Matt surprises our visitors with a scrumptious menu cooked in the open kitchen overlooking the Wetlands.

Matt will get creative with local produce cooking demonstrations which will include a Costa vs Matt cook off, adding fun and laughter to the event.

On Saturday night the bushman's dinner and Beer 'N' Prawn pop-up beer garden will get our visitors experiencing St Lawrence like a local with great country food, music and live band "Bareback". The town's premier free-range pork will be crackling again.

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 TEQ's '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. Community groups will once again rally together and partner with Isaac Regional Council to meet the high demand of visitation, as this event continues to grow.

The St Lawrence P & C will once again demonstrate the art of cooking and eating crab whilst sharing their stores with visitors. Visitors will be warmly welcomed at the historic St Lawrence Hotel with a welcome dinner on the Friday night, a chance to swap tales with the locals as 'St Lawrence time' prevailed.

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. There will be guided tours operating through the event of the historic town. Clydesdale horse-drawn carriage rides will also operate during the event.

World renowned and highly experienced Ghost net project facilitator, Sue Ryan will be artist in residence at the 2020 Wetlands Weekend. Sue will deliver workshops on how to create sculptural art from marine debris. Participating in a large-scale collaborative sculpture alongside an internationally acclaimed artist will be a fantastic professional development opportunity for all artists involved and showcase the skills and knowledge of our local artists to a wider audience. The core aim of the project is to alter attitudes towards plastic waste and by doing so, create a situation where we are finding less plastics in our environment because more people are thinking creatively about how it can be reused to create treasure from trash.

Koinjmal first Peoples will continue their involvement at the St Lawrence Wetlands Weekend. 2020 will see Samaria Deshong 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 Koinjmal first People including acclaimed local artist/printmaker and potter, Jenuarrie who will conduct arts activities.

WHAT IS THE OVERARCHING AIM OF THE CAMPAIGN?

- 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.

WHAT ARE THE KEY MESSAGES TO PORTRAY?

How does SLWW Align to Destination Hero Experiences?

Wetlands Weekend is 'Unspoilt nature' at its best. Koinjmal first People, guided tours observing wildlife in its natural habitat, cultural bush/tucker experiences providing unique connections to people and place. Connecting Wetlands to marine environment, 'Islands and Reef', fishing and Boating' hero experiences discovering local 'Culinary Experiences' off the beaten track.

- Join us as one of nature's finest wetlands bursts into life!
- 2020 is the Year of Indigenous Tourism in Queensland, opportunity to promote indigenous experiences that visitors can explore in the destination and region
- 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.
- Immerse yourself in the beautiful surrounds of the Wetlands, taking a Wetlands or bird watching tour.
- Get hands-on and artistic with creative environmental arts workshops with world renowned Ghost Net artist Sue Ryan on how to create sculptural art from marine debris.
- Enjoy a Smokalicious Bushman's Dinner, 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
- Matt Golinski, Celebrity Chef prepares a luncheon feast focussing on fresh local produce mud crabs, fish and free-range pork
- Where gourmet delights and natural wonders abound
- Gardening with Costa, Television Logie winner and host of Gardening Australia hands on interactive workshops and demonstrations he will be there to answer all your gardening questions
- The event will also have expert environmental presentations.
- Meet passionate, craftsmen and local artisans demonstrating the lost trades of blacksmithing, soap making and leather making
- Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary

An evaluation report was completed following the event. This report provided insights and analysis relating to attendance and visitor profile, participant satisfaction with event, qualitative indicators of success, effectiveness of marketing campaign, socio-economic impacts and project management and governance. Quantitative and qualitative datasets and indicators have been drawn from a variety of sources including backend data from Eventbrite ticketing platform, feedback forms, web analytics and operational debriefs with project team and event stakeholders.

CAMPAIGN CHALLENGES/CONSIDERATIONS?

- Lack of accommodation houses in St Lawrence, however good amount of Caravan Parks/camping facilities in nearby Coastal Communities of (Cape Palmestone, Greenhills, Carmila, Flaggy Rock (Brandy Bottle) and Clairview.

PAST LEARNINGS FROM PREVIOUS CAMPAIGNS?

- 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.
- 2019 campaign was fun, light-hearted and the community and stakeholders would like to continue with that theme
- 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 Geogiadis' 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.

KEY PERFORMANCE INDICATORS	
SMART objectives: Specific, Measurable, Accurate, Realistic and Timely	
PRORITY	OBJECTIVE
1	Implement effective marketing strategies that generate the desire for locals and visitors to attend the event.
2	Build a brand, communications and advertising plan that connects and stimulates action directly with the target market that results in attendance, participation, ticket sales and word of mouth.
3	Provide on-going economic benefit to the IRC coastal communities by working with local tourism operators, Mackay Tourism, other IRC programs on marketing and promotional initiatives.
4	Achieve increased attendance: 1200 – 1500
5	Increase the average length of stay amongst domestic travellers from 1 night to three nights highlighting coastal accommodation available
6	Work with stakeholders to maximise all promotional and in-kind opportunities to spread the event message to as many targeted people as possible.
7	Ensure our marketing promises made to visitors and participants attending the event are realistic and will meet their expectations

National Visitor Survey just released showed:

- Intrastate visitation to Mackay Region was 962,000.
- 218,000 were from Brisbane
- With the greater majority of visitation coming from a 4 hour drive market.

Following stakeholder consultation, and based on future growth trends and consumer-based target market research carried out by TEQ, on the Mackay/Isaac region will pursue the following markets:

TARGET AUDIENCE & MARKET COVERAGE

Identified TEQ segment/s we will be targeting and which are our priority

TEQ Segments	NICHE TOURISM MARKET	VFR	Older Families	Empty Nesters
Priority Number	3	4	2	1
Describe your target audience further	<p>Research conducted by TEQ shows:</p> <ul style="list-style-type: none"> • Empty Nesters market segment has a strong association with the experience offerings of our region. Although Empty Nesters holiday slightly less often than the other segments, they typically spend the most per night – especially on holidays longer than 15 nights. On these longer holidays, they are considerably more likely than other segments to choose to holiday in Queensland. Empty Nesters are defined as being Aged 50+, with no children in the household. They predominately drive long distances and may already be in the destination at the time of the event. Predominately in our region they come from SE Queensland, NSW and Victoria. Overseas visitors mainly from Germany and UK will also fall into this category. • The Older Families market segment has a strong association with Mackay, second only to Empty Nesters. Older Families are defined as Families with no children under 5 in the household. Families with older children are more likely to travel in Australia, and they are more likely to consider visiting Queensland for trips between 4 and 14 nights. Predominately belong to the drive market these older families may also be situated in nearby destinations 3-4 hours away. In this case, they will travel for day trips or for overnight stays. <p>Both the intrastate Empty Nesters and Older Families market segments represent key potential source markets for our region. There may also be opportunities for these segments in NSW and interstate throughout Australia.</p> <p>Events are a big motivator for people to drive to other destinations to experience something they don't have close to home. In Regional areas, visitors will use an event such as the St Lawrence Wetlands Weekend as an excuse to get away for a few days and make the most of what's on offer.</p> <ul style="list-style-type: none"> • 2018 statistics show that 215,000 visitors from the Mackay Tourism Region were VFR. • Niche tourism market is a specific market segment, which has a specialty interest that becomes the primary motivator for a visit. Some examples of a niche market for our Event include fishing, birdwatching, fishing/crabbing, food tourism experiences with Celebrity Chef and produce, historical experiences and TV Logie winner Costa sharing his gardening experience. 			

Product and Experience Development

In recent times, there has been a significant shift in consumer behaviour to seeking out tourism products and experiences that are perceived to be 'authentic', 'off the beaten track' and 'value for money'. The St Lawrence Wetlands Weekend is in a prime position to be able to capitalise on this trend. By developing and promoting new, high quality experiences, such as

- St Lawrence's long and interesting unique history unveiled in Historical Town Tours
- Koinjmal First People, guided tours observing wildlife in its natural habitat, cultural bush/tucker experiences providing unique connections to people and place.
- hands-on and artistic creative environmental arts workshops
- Immersing yourself in the beautiful surrounds of the Wetlands, taking a Wetlands or bird watching tour.
- passionate, craftsmen and local artisans demonstrating the lost trades of blacksmithing, soap making and leather making

It will allow visitors to enjoy memorable experiences, allowing our region to attract increased visitor numbers, average length of stay, encourage word of mouth promotion and drive increased visitation into our Isaac Coastal Communities and further beyond.

Identified source market/s and market weighting – be specific as possible

Source Market	Primary Isaac Coastal Communities, Clermont, Moranbah, Nebo, Mackay, Emerald, Marlborough	Secondary Drive market: Brisbane, Sunshine Coast, Gladstone, Rockhampton, Airlie Beach, Townsville
Weighting	e.g. 80%	e.g. 20%

AUDIENCE INSIGHTS	
<i>What does your current audience Think, Feel and Do?</i>	
Think	<ul style="list-style-type: none"> • Exposure to unique and compelling experiences, nature-oriented experiences
Feel	<ul style="list-style-type: none"> • Authentic personal experiences • 'experiences' that connect them with the essence of a place and its people. For them, simply seeing the sights is no longer enough.
Do	<ul style="list-style-type: none"> • Social interactions, including meeting and engaging with the locals
<i>What do we want them to Think, feel and Do?</i>	
Think	<ul style="list-style-type: none"> • They have come to a region that has diversity, natural attractions and world class events • Want to understand and learn about different lifestyles and cultures • visiting an authentic destination that is not necessarily part of the usual tourist route • Helping us help the environment and the community
Feel	<ul style="list-style-type: none"> • Experience something different from their normal day-to-day life

	<ul style="list-style-type: none"> • Venture beyond the beaten tourist path and dive deeper into authentic local experiences, connecting with people from other cultures in ways that enrich their lives and create lasting memories
Do	<ul style="list-style-type: none"> • Participate in the local lifestyle and experience it, rather than observing it

CREATIVE CONSIDERATIONS

TEQ - (attached Appendix A is Clause 4. Of the Queensland Destination Events Program Contract)

- **Event Activation and Promotion**
 - Use of Logos
 - Recognition of TEQ
 - Press and Promotional materials
 - Footage
 - Online Promotion – ATDW
 - Online Promotion – Queensland.com
 - Online Promotion – Social Media

Media Preferences

- Print
- Digital
- Radio

Call to Action

Website booking system or specific call to action to provoke consumers to book or contact us?

Digital Implementation Considerations

Are there currently tags down on the campaign landing page? Is there a conversion point? (e.g. booking engine)

Creative Assets

What existing materials or size guides? (e.g. ads, full page press etc) do we have?

Listed below are specified creative assets we have available or that are in development

See Attached (Appendix B)

- Advertisement Mackay Visitor Guide
- Advertisement Caravanning and Camping Magazine

Creative/Design Agency (if relevant)

Are we currently working with any creative or design agencies?

- HipFish Design Studio

OTHER CONSIDERATIONS

- Identify opportunities to leverage off supporting partners with large and established customer databases, membership bases, social media accounts and website.
- Cross promotion between different associations, clubs, organisations to allow greater reach to promoting event
- Engage with other events organisers who are currently running successful events
- Brief RTO's, Local Tourism Organisations (LTO's) and Visitor Information Centres (VIC's) in our region and close by.
- 2525 vehicles travel Rockhampton north each day past St Lawrence



Appendix A Event
Brief for Brand and I

EXPERIENCES THAT CREATE MEMORIES

WHAT'S ON 2020

AUGUST 2020

JOIN US FOR A GREAT DAY OF RACING, FASHIONS & FUN FOR ALL AGES!
President's Cup & Daschunds Charity Race
ROSEWOOD PARK MIDDLEMOUNT



MIDDLEMOUNT RACES

MAY 2020

THE LARGEST ONE-DAY RODEO IN AUSTRALIA!
Top-level professional performance & national riders. Fun-filled day of live entertainment, jumping castles, food & merchandise market
NEBO SHOWGROUNDS



MACKAY TOYOTA NEBO RODEO

ST LAWRENCE WETLANDS WEEKEND

EXPERIENCE ONE OF QUEENSLAND'S MOST SIGNIFICANT WETLANDS AS IT BURSTS INTO LIFE!
A 3 day wetland & wildlife family festival amidst breathtaking scenery. Tantalise your taste buds with LOCAL food produce & meet celebrity Chef Matt Golinski
12-14 JUNE 2020



4U2 CONCERT MORANBAH

A FAMILY CONCERT & COMMUNITY DAY
The annual 4U2 Family Concert raises money for vital organisations. Enjoy a family fun filled day out on the grass with kids rides, food stalls and much more.
SEPTEMBER 2020



KEEP UP TO DATE WITH EVENTS IN OUR REGION
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ISAAC REGION
HELPING TO ENERGISE THE WORLD

EVENT SCHEDULE

FRIDAY 12TH JUNE – EVENING PROGRAM 6PM – LATE

TIME	ACTIVITY	WHO	ADDITIONAL INFO
5PM	Glamping check in	The Best Intentions Tent Co	Glamping will be ready for guests to check in. Bookings essential.
5PM	Horse-drawn carriage transfers between Rec grounds and St Lawrence Hotel	Kenny The Clydesdale (Capricorn Carriages)	Transfers from Campgrounds to St Lawrence Hotel available as required. Returns to camp grounds as required.
6PM - LATE	Welcome to Wetlands Evening @St Lawrence Hotel	St Lawrence Hotel	Smorgasbord dinner \$30pp. Vegan options available. Entertainment by Saltwater Sounds. Sarina Sugar Shed Rum tasting, Horse-drawn carriage rides with Kenny The Clydesdale.

SATURDAY 13TH JUNE - DAYTIME PROGRAM 7AM TO 4.00 PM

TIME	ACTIVITY	WHO	ADDITIONAL INFO
7-8.30AM 7.30-9.00AM	Birdwatching tour	Allan Briggs and John McCabe – Birdlife Capricornia	There's no better way to start the day than with an early morning birdwatching tour with hosts John McCabe and Allan Briggs from Birdlife Capricornia. Bring along your camera and practice your bird photography. Tours are free, and you might even spot the very pretty Cotton Pygmy_Goose. You will get to see hundreds of water birds, magpie geese, whistling ducks, swans, spoon birds, egrets, reed warblers and Radjah to name a few. Spot the beautiful Cotton Pygmy_Goose who is endemic to this area between Townsville and Rockhampton. They mate for life and you will only find them on wetlands where there are particular types of water lily vegetation. They eat the foliage off these water lilies. They do not eat fish. The St Lawrence Wetlands has this water lily
8AM-4PM	Canteen	St Lawrence P&C	Serving a scrumptious selection of food inspired by local produce. Why not sample some St Lawrence Mud Crab and prawns from the Australian Prawn Farm in Ilbilbie. Non-seafood options available. Breakfast from 8am until 9.30am featuring Bedford Park Pork bacon and sausages. All proceeds go to the St Lawrence P&C.
8AM-4PM	Coffee stall	Made to Melt	Mad to Melt Coffee Van will be operating a coffee stall onsite at the rec grounds
8.40AM	Buses arrive		Free buses depart Rockhampton and Mackay at 7am
8.45 – 8.50AM	MC Welcome	Jeff Stewart-Harris	Welcome and introduce Samarla Deshong. General MC duties throughout the day.
8:50 – 8:55AM	Welcome to Country	Samarla Deshong – Koinjmal people	Samarla Deshong will conduct Welcome to Country on behalf of the Koinjmal people, traditional owners of the Isaac Coastal area
8:50 – 9AM	Official Opening	????	Welcome and officially open event
9AM-10AM	Wetlands Tours	Lead: Jeff Krause, others as available	Join leading environmentalists on this nature adventure. Learn about the wetlands' ecological importance to the Great Barrier Reef and fishing industry, and the unique wildlife it harbours.

9AM-4PM	Markets and information stalls	Includes environmental services, library and Waste management teams, Mackay Tourism, Birdlife Capricornia, GRMPA, Reef catchments, Healthy rivers to reef partnership, GWFN, FBA, Ilbilbie craft group, Flaggy rock quilters, local arts and crafts, local produce and various retails stalls.	IRC Browse locally produced arts and crafts with a wander around the market stalls. Learn more about the environment and some of the services available in our community.
9-10AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the State heritage listed courthouse and learn about its history and artefacts
9AM-4PM	Meet the piglets from Bedford Park Pork	Bedford Park Pork	Bedford Park Pork are bringing their heritage breed piglets out for the day again. Find out about free-range pork farming and the old English Berkshire breed.
9AM-4PM	Bush skills demonstrations and activities	Rocky Instincts	Fancy yourself as Bear Grylls? Join Rocky instincts and learn traditional fire-making, stone tools, spear throwing, trapping and natural rope construction.
9AM-4PM	Kids activity area	IRC	There will be a small activity area to help keep the kids entertained with some drawing and other activities. Please note this area is unsupervised. Parents and caregivers will need to stay with their children and entry is entirely at your own risk.
9-10AM	Kite Making Workshop with Jenuarrie	Jenuarrie	Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
9AM-12PM	Artist-in-residence	Sue Ryan	Program to be advised

9AM-4PM	Smoked BBQ Cooking Demonstrations	Smokalishious	Drop by the fire where Josh Giles will be preparing the Bushman's Dinner and learn how his smoked oven work to make a delicious meal.
10-11AM	Costa Georgiadis on Staying Positive in Turbulent Times of Change	Costa Georgiadis	This talk looks into the day to day realities that a digital world washes up into our news feed. Environmental challenges surround us at every turn. How can we make a difference to the big picture when the future can often look bleak? From our food choices to the waste we create, Costa walks us through the positive and uplifting stories of change and the individuals making it happen locally to change the world from their backyard and communities.
10-11AM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands.
10-11AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
10-11AM	Art Workshops		To be confirmed
10.30AM-1.30PM	Interactive reptile display	Cooberrie Park	Ever wanted to get up close and personal with a crocodile? Cooberrie Park is a wildlife sanctuary and takes care of sick, injured and orphaned wildlife that are then rehabilitated and released back to the wild. There will be holding an interactive display where you can touch the reptiles including a crocodile, turtles, pythons, lizards and more. There's some great photo opportunities or have a chat with the Cooberrie park team and find out more about the amazing work they do!
10:30-11AM	Presentation by Reef Catchments	Tegan Katrina, Margaret Meng, McBride, Dent,	Learn about Reef catchments' role in natural resource management, wetlands projects and the value of fishways to the native Barramundi stocks and subsequent recreational and commercial fishing
11AM-12PM	Wetlands Tour	Lead: Jeff Krause, others as available	Join leading environmentalists on this nature adventure. Learn about the wetlands' ecological importance to the Great Barrier Reef and fishing industry, and the unique wildlife it harbours.
11-11:30AM	Costa Georgiadis on Living in a connected landscape: land, sea and everything in between.	Costa Georgiadis	This talk brings out the links and connections between our landscapes and water, the liquid arteries that flow within, above and beneath us. How can we make a difference to the quality of water and its cycling within our lives. From our homes, our backyards, our kitchens and the food within them, the farms and the towns we orbit our decisions all begin with the land and drain to the

sea. Making these connection helps link our life on the land to the health and life of the sea.

11AM-12PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
11AM-12PM	Kite Making Workshop with Jenuarrie	Jenuarrie	Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
11:30AM – 12PM	Healthy Rivers to Reef Partnership presentation	Dr Emma Maxwell	Learn about the health of our local rivers as Dr Emma Maxwell presents the 2018 Mackay Whitsunday Regional Report card on waterway health
11:50AM-1:30PM	Greater Whitsunday Food Network Farm to Plate Seafood Lunch with Matt Golinski	Tegan McBride	Cr speech 11:50AM (TBC) Menu following (Tegan) Bookings essential
12PM – MIDNIGHT	Bar	St Lawrence Recreation Group	The St Lawrence Recreation group will be operating a bar from 12pm until late. ATM machine available on-site. All proceeds go to the St Lawrence Recreation Group.
12-12:30PM	Isaac Waste Management Team Presentation	Karl	Reenergising waste in Isaac
12-1PM	Painting workshops	TBC	TBC
12-1PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the State heritage listed courthouse and learn about its history and artefacts
12.30-1PM	Birdlife Capricornia Presentation	Allan Briggs, Birdlife Capricornia	Learn about the importance of wetlands for bird species - why we need to look after them.
1-2PM	Workshop	Samarla Deshong	Program TBC
1-2PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town

1-1:30PM	Mackay and District Turtle Watch Association Presentation	Fay Griffin – Mackay and District Turtle watch Association	Keen to find out more about the nesting habits and lifecycle of our turtles? Here's your chance to learn about these much loved creatures from a local expert.
1:30-2PM	Fitzroy Basin Association Presentation	Holly Lambert - FBA	River Science; how rivers flow and move, and the importance of conservation in and around wetlands
2-3PM	Kite Making Workshop with Jenuarrie	Jenuarrie	Acclaimed Aboriginal artist Jenuarrie has been creating powerful interpretations of her cultural heritage, depicting the spiritual and philosophical symbols of Aboriginal traditions for the past 3 decades as a tribute to her ancestors and traditional cultural background of Koinjmal. Join Jenuarrie to learn how to assemble and decorate a kite. If there's enough breeze join other participants and have a go at flying it.
2-3PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
2-4PM	Artist-in-residence	Sue Ryan	Program TBC
2-2:30PM	Costa Georgiadis on biosecurity and our role as citizen scientists – be a part of it	Costa Georgiadis	In an ever increasingly connected world how do we contribute to biosecurity threats. Why does our credit card bring unwanted hitchhikers and environmental threats into our landscapes? This talk lifts the lid on biosecurity and how it is everyone's business. While the potential threats and breaches continue to increase, the amount of incredible science and technological innovation being applied to the environmental security of Australia in the long term is beyond exciting. Biosecurity is a mind blowing field of change and cutting edge science relying on everyone's wide eyed observation
2:30-3PM	Great Barrier Reef Marine Park Authority	Carolyn Roche - GBRMA	The importance of wetlands in connection to the reef
3-4PM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands
3-4PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the State heritage listed courthouse and learn about its history and artefacts
3-4PM	Painting workshop	TBC	TBC

3-3:30PM	Costa on composting	Costa Georgiadis	Leave your baggage at the door. Have you had moderate, mixed or no success with composting or worm farming? The de-hitch that historic baggage of failure or guilt and come ride the toboggan to your new compost success. It's time to step up and change your relationship with this life changing opportunity to grow soil. It's free, it cycles nutrients back into our food, it takes the war on waste head on and above all else it feeds a fertile future. Whether you are a good composter looking for new ideas or a novice with training wheels come join the fun of this open workshop and take away a new perspective and tool for change. With or without space at home you can take a new outlook on waste in our communities and take action.
3:30 – 4PM	Greater Whitsunday Food Network presentation	Tegan Mc Bride	Growing food production in the Greater Whitsunday region
4PM	Buses depart	IRC	Free buses depart St Lawrence for Rockhampton and Mackay

SATURDAY 8TH JUNE – EVENING PROGRAM – 6PM TO MIDNIGHT

TIME	ACTIVITY	WHO	ADDITIONAL INFO
6PM	Dinner Speech	Mayor Anne Baker	Approx 5 mins
6.30PM	Bushman's Dinner	The Bait Layers	2 course feast cooked by Smokalishious: Pumpkin or crab and corn soup featuring mud crab from the pristine waters of Broad Sound, Main course features roast pork from St Lawrence producers Bedford Park Pork and roast beef, dessert is Apple Crumble served with home made custard or Pavlova with Gillinbin Creek Strawberries grown right here on the Isaac coast. Entertainment by Live Band Bareback Stay and gather round the campfire
	Bar	St Lawrence Recreation Group	The St Lawrence Recreation group will be operating a bar from 12pm until late. Please note the bar is cash only, no Eftpos facility is available. However, there will be an ATM facilities on site. All proceeds go to the St Lawrence Recreation Group.

SUNDAY 9TH JUNE – DAY PROGRAM – 7AM TO 1PM

TIME	ACTIVITY	WHO	ADDITIONAL INFO
7-8.30AM 7.30 -9.00AM	Birdwatching tour	Allan Briggs and John McCabe – Birdlife Capricornia	There's no better way to start the day than with an early morning birdwatching tour with hosts John McCabe and Allan Briggs from Birdlife Capricornia. Bring along your camera and practice your bird photography. Tours are free, and you might even spot the elusive and endangered Capricorn Yellow Chat.
8AM-1PM	Canteen	St Lawrence P&C	Serving a scrumptious selection of food inspired by local produce. Why not sample some St Lawrence Mud Crab and prawns from the Australian Prawn Farm in Ilbilbie. Non-seafood options available. Breakfast from 8am until 9.30am featuring Bedford Park Pork bacon. All proceeds go to the St Lawrence P&C.
8AM – 1PM	Coffee stall	Mad to Melt	Mad to Melt Coffee Van
8AM-12PM	Camp oven cooking demonstrations	The Bait Layers	Drop by the fire where award winning camp oven cooks The Bait Layers and friends will be cooking up a storm.

8:30-9AM	Belly-dancing	Carolyn Roche	Shake off the night before with some belly dancing to loosen you up for another day.
9-9.30AM	Cooking Demonstration	Matt Golinski	Watch our special guest highly regarded Chef Matt Golinski give our local produce the celebrity treatment. Have a taste then try it at home! Entry to demonstrations is free.
9-10AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
9-10:30AM	Acrylic Flow Workshop	Lynnie Busk	Unlock your passion for colour and creativity with Moranbah artist Lynnie Busk. Learn the basics of acrylic flow painting while you decorate your very own placemat and other items.
9-10AM	Culture and bush-tucker walk with the Koinjmal People	Samarla Deshong	Join Samarla Deshong to learn about the Koinjmal People and their connection to the wetlands
9AM-12PM	Artist-in-residence	Sue Ryan	Program TBC
10-11AM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
10-10.30AM	Cooking Demonstration	Matt Golinski	Watch our special guest, highly regarded Chef Matt Golinski, give our local produce the celebrity treatment. Have a taste then try it at home! Entry to demonstrations is free.
10:30-11AM	Book talk – 'The Gift of Knowledge'	Jenuarrie	Acclaimed aboriginal artist, Jenuarrie will speak about her life and her book 'The Gift of Knowledge'
11AM-12PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the St Lawrence Creek and learn about the Railway Bridge and St Lawrence's history as a railway town
10.50-11AM	Photo with Matt and Costa	Mayor Anne Baker, Cr Jane Pickels and Cr Geoff Bethel	Photo with celebrity chef Matt Golinski and 2019 Gold Logie nominee Costa Georgiadis before the Chef vs Gardener Cook off.

11-11.30AM	Chef's vs Gardeners Cook Off	Matt Golinski and Costa Georgiadis	Can Costa cook it like he grows it? Find out as he challenges Matt Golinski at the burners.
11:30AM-12.30PM	Clapstick Decorating Workshop	Samarla Deshong	Join Samarla to learn about the significance of clapsticks to indigenous culture then have a go at decorating your own.
12-1PM	Historic Town Tour in Horse Drawn Carriage	Kenny The Clydesdale (Steve May - Capricorn Carriages)	Visit the historic St Lawrence Hotel and old Railway building (now the St Lawrence Library)
1PM	CLOSE		

PREPARATORY ACTIVITIES

	ACTIVITY	WHO	STATUS
1	Budget / Sponsorship	Glenys Mansfield	Ongoing
2	Stakeholder Engagement Plan	Glenys Mansfield	Complete
3	Marketing brief	Glenys Mansfield	Complete
4	Strategic Risk Management plan	Glenys Mansfield	Complete
5	Event evaluation methodology and process	Glenys Mansfield	Complete
6	Communications plan	Glenys Mansfield/Carenda Jenkin	With Brand and Media
7	Action Plan	Glenys Mansfield	Ongoing
8	Logistics and implementation plan	Glenys Mansfield	In progress
9	Operational Risk (Hazards) Management plan	Emily Fry	In progress
10	Event discussion with Councillor	Office of Mayor and CEO	TBA

COMMUNICATION ACTIVITIES/MATERIALS – communications plan currently being developed with Brand and Media

MATERIAL	PURPOSE	DISTRIBUTION	TIMING AND COST
SAVE THE DATE – COSTA ANNOUNCEMENT – MARCH 20			
Save the Date Poster		Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page. Facebook events and posts and shared to relevant community groups.	February 20
Expression of Interest Stallholders	Animation/video to accompany	Public notice distribution list Community programs team for distribution to community groups and organisations. Website home page.	January 20
Media Release 1	Oh kale, yeah! Costa is coming Animation/video to accompany	Media Release distribution list Website Facebook and Twitter Direct email to past participants	March 20
Corflutes	Create excitement in coastal towns	Local Roadside signage	To be printed in March for April posting
Council Library and Facilities Digital signage	Save the date	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	
TICKETS ON SALE AND MATT GOLINSKI ANNOUNCEMENT – MID-MARCH - 15			
Media Release 2 – Celebrity Chef headlines Wetlands Weekend	Announcement about Matt Golinski headlining Wetlands Weekend again.	Media Release distribution list Website Facebook and Twitter Direct email to past participants	Early Feb
Media Release 3 about the tickets going on sale April 15	April 15 Include the no plastic water bottles message at some point.	Media Release distribution list Website Facebook and Twitter Direct email to past participants	

Web banner	Council's website Visit Mackay's website (1920px W x 980px H)	Website Visit Mackay	March
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries	March
Website	Update with announcement about Matt Golinski headlining Wetlands Weekend.	Webpage	March
Social Media	Media Release Video for FB advertisement Video of Matt call to action (TBC) Video of Costa call to action (TBC)	Facebook Instagram Twitter	April 15
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	April 15
Newspaper advertising	General promotion of the event. Front page part of Council's ad strip	Daily Mercury	April 15
Full page Community Newsletter	General promotion of the event.	Broadsound Bulletin	April 15
Free bus messaging	Poster	Send to Council colleagues in	
INTERNAL COMMUNICATION SUPPORT			
CSO Notes	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	TBA – Mid-April
BUSHMAN'S DINNER – MAY 15			
Media Release 4 Tantalise the tastebuds	Announce Smokalishious and what's cooking for the Bushman's Dinner Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	April
Web banner and IRIS banners		Website IRIS	May

Council Library and Facilities Digital signage	Digital signage	Isaac Libraries Moranbah, Glenden and Dysart facilities	May 1
		Council customer service areas Moranbah Roadside	
Website	Update	Webpage	May 1
Facebook and Instagram	Video created of images from last year's bushman's dinner.	Facebook k Instagra m Twitter	May 1
Facebook banner	Image created to promote the fact that tickets are now on sale.	Facebook Instagram Twitter	May 1
Digital Signs	Announcement about tickets now on sale to Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	May 1
Newspaper advertising	General promotion of the event.	Daily Mercury	May 1
Letterbox drop to Coastal residents	Ticketing information	Letterboxes	May 1 This needs to be done by 18 due to Australia Post
Corflute Signage	General promotion of the event on Bruce Highway		May 1
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	
INVOKE CREATIVITY & MAKE FRIENDS WITH NATURE - HURRY - LIMITED TICKETS LAST PHASE			
Website	Image created to promote the fact that limited tickets available.		May 29
Facebook event (boosted)	FB Event boosted to encourage final tickets	Facebook	May 29
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	May 29

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	May 29
Media Release 6 Make friends with nature		Media Release distribution list Website Facebook and Twitter	June 5
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 10
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	As required
SUPPORTING COMMUNICATIONS			
Supporting POS and ticketing information	Improve customer experience		TBC
Event Program	All the event program detailing times and location		TBC
Menu for Bushman’s Dinner	Including some provenance stories about local suppliers		TBC
Public Notice	Inviting people to take bus from Mackay and Rockhampton	Distribute through Mine contacts Public notice distribution list Facebook and website	TBC
Feedback Survey	Online survey on Survey Monkey		TBC
Registration form	Part of evaluation process		TBC
General Signage			TBC
Speeches for VIPs	SLWW project leader to confirm who is attending		TBC

APPROVALS

Noted/Approved
SHANE BRANDENBURG

Noted/Approved
ALEX STAINES

Director, Planning, Environment and
Community Services

Manager Brand, Media and Communications



ST LAWRENCE WETLANDS WEEKEND

COMMUNICATION PLAN

Presented by Brand, Media and Communications and Economic Development and Tourism teams

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1 QUALITY INFORMATION – currently being developed with Brand and Media

Document title: St Lawrence Wetlands Weekend Communications Plan

Drafted: March 19, 2019

Prepared by: Carenda Jenkin, Senior Communications Officer
Maggi Stanley, Senior Economic Development and Tourism Officer

Reviewed by: Jeff Stewart Harris, Director Planning, Environment and Community Service
(PECS) Jim Hutchinson, Manager BMC

INTERNAL APPROVAL RECORD

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Jeff Stewart Harris, Director PECS	
	Alex Staines, Manager BMC	
Final copy	Mayor Anne Baker	
	Councillors	
	Gary Stevenson, Chief Executive Officer	

EXTERNAL RECORD

DETAILS	NAME/POSITION	AUTHORISATION DATE
Draft copy	Tegan McBride Great Whitsunday Food Network (Mackay Whitsunday Isaac) Limited	
	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 and communities to:

- Increase attendance to 500 people over the weekend.
- Build demand for the 2020 event.
- To attract attendance from the identified nature, food and arts tourism target market segments with a particular focus on self-drive from Mackay and Rockhampton.
- To engage the local community and encourage them to invite friends and family to the event (VFR).
- 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.
- To respond to community concerns regarding perceived lack of adequate advertising in previous years.

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.

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.

MITIGATION STRATEGY	IMPACTED STAKEHOLDERS	
<p>Low attendance rate at the event</p>	<p>Distribute communication material to target markets, especially those who advertised/attended previous events.</p> <p>Use media and social media to expand awareness of the event.</p> <p>Use new branding to entice target markets and communicate the offering of the festival.</p>	<ul style="list-style-type: none"> • Residents on the coast • IRC internal stakeholders • Target markets • Stall holders, exhibitors and artists • Incorporated / Government stakeholders
<p>Expectations of the event exceed its actual delivery</p>	<p>Manage expectations through key messaging such as 'emerging nature festival on the coast' traditionally a 'cottage event'.</p> <p>Provide opportunity for attendees to provide feedback</p> <p>Provide opportunity for future exhibitors to register their interest for next year.</p> <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>	<ul style="list-style-type: none"> • IRC residents • IRC internal stakeholders • Target markets • Stall holders, exhibitors and artists • Tourism stakeholders
<p>Too many people attend and managing disappointment</p> <p>Event is overcrowded or people miss out on key events in program eg. Tours, arts workshops and tickets to the Bushman's Dinner</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

Gert Nel
 Environmental
 Services

INTERNAL STAKEHOLDERS

DEPARTMENT	NAME AND POSITION	LEVEL OF INTEREST	LEVEL OF INFLUENCE	METHOD OF ENGAGEMENT
Office of the Mayor and CEO	<p>Mayor Anne Baker</p> <p>Councillors</p> <p>Gary Stevenson PSM Chief Executive Officer</p>	High	Medium-High	<p>Invitation to open the event (Mayor)/ speak at the Bushman's Dinner (Cr Pickels)</p> <p>Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.</p>
Economic Development and Tourism	<p>Jeff Stewart Harris Director PECS</p> <p>Maggi Stanley Senior Economic Development and Tourism Officer</p> <p>Emily Fry Economic Development Officer</p>	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Brand, Media and Communications	<p>Jim Hutchinson Manager BMC</p> <p>Carenda Jenkin Senior Communications Officer</p>	High	Medium	Direct engagement, educating and informing stakeholders and media and responding to social media inquiries.
Arts, Library and Cultural Services	<p>Jennifer Clark Manager ALCS</p> <p>Anne-Marie Loeskow Arts and Cultural Development Officer</p>			Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Environmental Services	<p>Jeff Stewart Harris Director PECS</p>	High	Low-Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.

	<p>Luke Clark Program Leader Environment</p> <hr/> <p>Jenine Dempster Natural Resource e Officer</p>			
Community Programs	<p>TBA Program Manager Stakeholder Engagement and Communities</p> <hr/> <p>Karen Armstrong Coastal Communities Officer,</p>	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Customer Service	<p>Sonja Swanton Program Leader Customer Service</p>	High	Medium	Exposure to marketing and communication material to assist with direct engagement, educating and informing stakeholders.
Parks and Gardens	<p>Jason Akers Manager Infrastructure, Parks & Recreation</p>	Medium	Medium	Educating with key messages, and directing enquiries to relevant staff.
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 enthusiasts Empty nesters travelling in the region Drive market from Rockhampton 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 Mackay turtle watch Birdlife Capricornia	Medium-High	Medium	
Mackay Tourism	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** (caravan park and camping sites approx.. 48 km)
- **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 entry** - \$10 includes complimentary reusable water bottle – percentage of general admission fee goes to St Lawrence SES. Maximum 1500 tickets – bookings via Localtickets. Some tickets may be available at gate however depends on Localticket sales.
- **Glamping** - \$250 per night or \$350 for two nights (sleeps 6). Available Friday and Saturday night bookings essential – fifteen tents available. Actual availability will be subject to sales of glamping and bushman's dinner package. Tickets via Localtickets only.
- **Bushman's Dinner** - \$42.00 per adult/\$20.00 per child under 12. Smokalicious oven smorgasbord dinner featuring local produce. Cooked by Smokalicious cooks Josh Giles. Entertainment by well-known Live Band Bareback. Tickets via Localtickets only.
- **Bushman's Dinner and Glamping package for four** - \$438.00. Includes 4 x general admission, one glamping tent for the evening of Saturday, 13 June (out Sunday by 10am and four adult tickets to the Bushman's dinner
- Limited availability – maximum of eight packages available. Actual availability will be subject to sales of glamping accommodation only. Tickets via Localtickets only. (Actual value \$488.00)
- **Greater Whitsunday Food Network Farm to Plate Lunch with Matt Golinski** - \$120 per person, price includes general admission fee. Features local produce – menu TBC Tickets via Localtickets only.
- Wetlands Weekend Package for two - \$620.00. Includes one glamping tent for two nights (Friday and Saturday), general admission, two tickets to the GWFN Farm to Plate Lunch with Matt Golinski, and two adult tickets to the Bushman's dinner. Tickets via Localtickets only. (Actual value \$709.00).
- Food Fans Pass - \$150.00 per person. Includes general admission, Greater Whitsunday Food Network Farm to Plate Lunch with Matt Golinski and adult ticket to the Bushman's Dinner. Tickets via Localtickets only. (Actual value \$179.50).

- **Bus from Mackay stopping at coastal towns to destination**
 - Mackay \$30.00 includes general admission
 - Sarina \$25.00 includes general admission
 - Isaac Coastal Communities \$15.00 includes general admission
- bookings essential. Maximum 57 tickets available, although option to downgrade bus an option if demand is insufficient. Tickets via Localtickets only.
- **Bus from Rockhampton** - \$25.00 bookings essential. Maximum 24 tickets available, although option to upgrade to larger bus an option if demand is sufficient. Tickets via Localtickets only.
 - Camping (tent or caravan) \$12.50 per site per night available via Localtickets.
 - Friday Night Welcome to Wetlands Weekend at the St Lawrence Hotel. Meals and entertainment to be confirmed. Tickets via Localtickets only.

8 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, 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

SAVE THE DATE – COSTA REVEAL (Brand and Media developing)

- A popular television gardener has given the green thumbs up to attend Isaac's premier nature adventure at St Lawrence this June.
- Costa Georgiadis, who is a presenter on ABC television's Gardening Australia, will be digging into his field of knowledge to share at the St Lawrence Wetlands Weekend.
- And no doubt this year's June 12-14 event at the wetlands will look radishing.
- Isaac Regional Council Mayor Anne Baker said Costa's passion for gardening is well known across

Australia and will be a great asset in this year's event.

- "It's such a pleasure to announce that Costa is coming to the Isaac coast as we are excited to host this in one of nature's finest wetlands," Mayor Baker said.
- "Costa brings with him decades of experience, a passion for sustainable living and a contagious love for gardening that will leave us digging for more."
- St Lawrence will burst into life with an immersive experience of creativity, education, family fun, live entertainment and mouth-watering food.
- Mackay band Mango Junction will be back again to rock the wetlands at the Bushman's Dinner with award winning cooks the Bait Layers plus tours of the wetlands, historic towns and bush skills workshops will spark the curiosity in festival-goers.
- Camping and caravan facilities are available on-site or stay in style in a glamping tent.
- Mayor Baker said more activities and a headline favourite for the event will be announced when tickets go on sale mid-April.
- For more information visit www.isaac.qld.gov.au/wetlandswweekend, phone 1300 ISAACS (1300 47 22 27) or visit an Isaac Regional Council office.

MATT'S BACK AND GWFN JOIN IN

- A Queensland celebrity chef is set to serve up his so-fish-ticated passion for fresh seafood at St Lawrence Wetlands Weekend in June.
- Matt Golinski, who whisked his way around the Isaac's premier nature adventure last year, is back with the Greater Whitsunday Food Network (GWFN) Farm to Plate celebrations.
- The region is proud to whisk the former *Ready, Steady, Cook* star back to whip up some of the Isaac coast's best produce.
- Matt is an incredible and resilient human being and his passion for creating food and sharing his passion with us once again is absolutely crab-ulous.
- He's got a recipe for success and we are exceptionally proud to team up with Greater Whitsunday Food Network.
- This is a seafood experience that will no doubt make those who miss out jellyfish.
- Matt will be cooking up a storm for visitors and locals alike at Isaac's premier nature adventure at St Lawrence.
- Then our foodies can indulge in a seafood lunch cooked by our celebrity chef Matt as part of the St Lawrence Wetlands Weekend festival.
- The Greater Whitsunday Food Network Farm to Plate events are in their sixth year, with sponsorship and support from Reef Catchments through funding from the Australian Government National Landcare Program.
- Attendees for the weekend festivities at the Wetlands Weekend can attend the lunch for \$120.00 includes general admission.

- St Lawrence will burst into life with an immersive experience of creativity, education, family fun, live entertainment and mouth-watering food this June 12-14.
- Matt will join the line up with Costa Georgiadis, who is a presenter on ABC television's Gardening Australia, will be digging into his field of knowledge to share at the St Lawrence Wetlands Weekend.
- Mackay band Bareback will rock the wetlands at the Bushman's Dinner with Smokalious smoked oven cooking, plus tours of the wetlands, historic town and bush skills workshops will spark the curiosity in festival-goers.
- Camping and caravan facilities are available on-site or stay in style in a glamping tent.
- Follow Isaac Regional Council's Facebook page for when tickets go on sale on March.
- For more information visit www.isaac.qld.gov.au/wetlandsweekend, phone 1300 ISAACS (1300 47 22 27) or visit an Isaac Regional Council office.

TICKETS ON SALE – FREE BUSES

- Tickets on sale from March.
- The event will also have expert environmental presentations.
- Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary.

BUSHMAN'S DINNER AND FRESH PRODUCE ON SHOW

TANTALISE YOUR TASTE BUDS

- Welcome to Wetlands Weekend kicks off Friday, June 12 at the St Lawrence Hotel.
- Bushman's Dinner on Saturday, June 13th will star local free range pork and other local produce, while enjoying the entertainment provided by Bareback (more info coming)

INVOKE CREATIVITY

- Learn more about the Isaac Coast's local products as you explore the markets held on Saturday, June 13.

MAKE FRIENDS WITH NATURE

- Limited, beautifully appointed bell tents for those who enjoy glamping (camping in style)
- **Gardening with Costa (More info coming)**
- Immerse yourself in the beautiful surrounds of the wetlands, taking a Wetland or Birdwatching Tour.
- The event will also have expert environmental presentations.
- Meet native reptiles up close and personal with Cooberrie Park Wild Life Sanctuary.

BOOK YOUR TICKETS TODAY

- See event information.
- **Tickets are on sale here – TBA.**
- Visit our website www.isaac.qld.gov.au/wetlandsweekend or call 1300 ISAACS (1300 47 22 27).

9 COMMUNICATIONS AND MARKETING BUDGET

Economic Development and Communities team is funding this event.

Mackay Tourism Limited & GWFN will conduct complementary campaigns coordinated by Council's BMC Team.

DEPARTMENT	BUDGET
Facebook and Instagram	
Facebook/Instagram Advertisement Tickets on sale – use collage of images for framed GIF for online	\$300
Facebook Advertisement – Free bus timetable (Mackay and Rockhampton)	\$200
Facebook boost on event	\$200
Facebook boost on EOI	\$100
Google Adverts	
Targeted Google advert – features on apps and news sites – Tickets on sale	\$300
Community Newsletters (\$75)	
Broadsound Bulletin – Save the Date	\$25 (Full page ad)
Broadsound Bulletin – EOI Broadsound Bulletin – Tickets on Sale	\$25 (Full page ad) \$25 (Full page ad)
Clermont Rag – Features in Council ad	Part of BMC Council's package
Middlemount Community News Glenden Pipeline	Free Free
Dysart Diary	Part of BMC Council's package
Moranbah Community News	Part of BMC Council's package
Daily Mercury front page Wednesdays	Part of BMC Council's package
Radio (\$4000)	
4RFM only targets Moranbah FM and AM radio in Rockhampton and Mackay	Done
Letterbox	
Coast letterbox drop for when tickets go on sale	Via Australia Post 440 copies and \$87.56 Done

Collateral

Corflute Highway signage 4x 900mmx1200mm	\$355
Corflutes for local advertising 3x Measurements to be provided Wrist bands	\$TBA Designs done Designs done
Water bottle design	
Hats	TB
Postcards for Bushman's Dinner menus	C
Corflute board for lunch menu	TB
Z fold brochure for times and events	C
	TB
	C
Photography and Videography	
Minco Photography Draft photography and videography brief	\$2000
Drone	\$200 (waiting on clarifications on times/what is needed – photography brief to be drafted)
Total Budget (\$3500)	\$XXXX

*Note: Pricing may vary.

10 RECOMMENDED COMMUNICATION MATERIALS AND TIMING

MATERIAL	PURPOSE	DISTRIBUTION	TIMING AND COST
SAVE THE DATE – COSTA ANNOUNCEMENT – MARCH 20			
Save the Date Poster		<p>Public notice distribution list</p> <p>Community programs team for distribution to community groups and organisations.</p> <p>Website home page.</p> <p>Facebook events and posts and shared to relevant community groups.</p>	
Expression of Interest Stallholders	Animation/video to accompany	<p>Public notice distribution list</p> <p>Community programs team for distribution to community groups and organisations.</p> <p>Website home page.</p>	
Media Release 1	Oh kale, yeah! Costa is coming Animation/video to accompany	<p>Media Release distribution list</p> <p>Website</p> <p>Facebook and Twitter</p> <p>Direct email to past participants</p>	Done
Corflutes	Create excitement in coastal towns	Local Roadside signage	Done
Council Library and Facilities Digital signage	Save the date	<p>Isaac Libraries</p> <p>Moranbah, Glenden and Dysart facilities</p> <p>Council customer service areas Moranbah Roadside</p>	Done

TICKETS ON SALE AND MATT GOLINSKI ANNOUNCEMENT – MARCH 2020

Media Release 2 – Celebrity Chef headlines Wetlands Weekend	Announcement about Matt Golinski headlining Wetlands Weekend again. Greater Whitsunday Food Network to take care of accompanying	Media Release distribution list Website Facebook and Twitter Direct email to past participants	
	media release – Mayor provide quotes for story on May 17		
Web banner	Council's website Visit Mackay's website (1920px W x 980px H)	Website Visit Mackay	
Council Library and Facilities Digital signage	Announcement about Matt Golinski headlining Wetlands Weekend.	Isaac Libraries	
Website	Update with announcement about Matt Golinski headlining Wetlands Weekend.	Webpage	
Social Media	Media Release Video for FB advertisement Video of Matt call to action (Waiting for Matt to reply) Video of Costa call to action (May 16)	Facebook Instagram Twitter	Ongoing
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	
Newspaper advertising	General promotion of the event. Front page part of Council's ad strip	Daily Mercury	
Full page Community Newsletter	General promotion of the event.	Broadsound Bulletin	
Free bus messaging	Poster	Send to Council colleagues in	

INTERNAL COMMUNICATION SUPPORT			
CSO Notes	Support CSOs and other 'direct contact' staff in delivering key messages	CSO's Community Programs Natural Environment Officers	Done
BUSHMAN'S DINNER – MARCH 2020			
Media Release 4 Tantalise the tastebuds	Announce Smokashis for the Bushman's Dinner Animation/video to accompany	Media Release distribution list Website Facebook and Twitter	February 2020
Web banner and IRIS banners		Website e IRIS	April 2020
Council Library and Facilities Digital signage	Digital signage	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	April 2020
Website	Update	Webpage	April 2020
Facebook and Instagram	Video created of images from last year's bushman's dinner.	Facebook Instagram Twitter	April 2020
Facebook banner	Image created to promote the fact that tickets are now on sale.	Facebook Instagram Twitter	April 2020
Digital Signs	Announcement about tickets now on sale to Wetlands Weekend.	Isaac Libraries Moranbah, Glenden and Dysart facilities Council customer service areas Moranbah Roadside	April 2020
Newspaper advertising	General promotion of the event.	Daily Mercury	April 2020
Letterbox drop to Coastal residents	Ticketing information	Letterboxes	April 2020

Corflute Signage	General promotion of the event on Bruce Highway		March 2020
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	
INVOKE CREATIVITY & MAKE FRIENDS WITH NATURE - HURRY - LIMITED TICKETS LAST PHASE			
Website	Image created to promote the fact that limited tickets available.		April 2020
Facebook event (boosted)	FB Event boosted to encourage final tickets	Facebook	May 2020
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	May 2020
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	April 2020
Media Release 6 Make friends with nature		Media Release distribution list Website Facebook and Twitter	May late
Media Release 7	Encourage festival-goers to take part in an online survey	Media Release distribution list	June 15
After the event with Minco photos to support		Website Facebook and Twitter	
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	As required
SUPPORTING COMMUNICATIONS			
Supporting POS and ticketing information	Improve customer experience		Done
Event Program	All the event program detailing times and location		Ongoing
Menu for Bushman's Dinner	Including some provenance stories about local suppliers		TBC
Flyer	Inviting people to take bus from Mackay and Rockhampton	Distribute through Mine contacts Public notice distribution list Facebook and website	TBC
Feedback Survey	Online survey on Survey Monkey		TBC
Registration form	Part of evaluation process		TBC
General Signage			Done
Speeches for VIPs	SLWW project leader to confirm who is attending		TBC



SALES AND TICKET MANAGEMENT

ST LAWRENCE WETLANDS WEEKEND 2019 – SALES AND TICKET MANAGEMENT

SALES PLATFORM AND CHANNELS

Ticket sales are managed via the Local Tickets platform please see [\(insert local tickets link\)](#). Only General Admission tickets will be sold at the gate.

ATM Machines will be available on site.

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
- Bushman's Dinner Adult - \$49.50
- Bushman's Dinner Child - \$20 (under 12)
- Greater Whitsunday Food Network Farm to plate Seafood Lunch - \$120
- Glamping and Bushman's Dinner/Bareback band deal for four - \$438.00
- Wetlands Weekend Package for two - \$620
- Food Fans Pass - \$150
- Camping (tent or caravan) \$12.50 per site per night
- Friday Night Welcome to Wetlands Weekend at St Lawrence Hotel \$TBC

TICKET HANDLING AT EVENT

Attendees will receive an automatic email from the Localtickets 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 for team members at the stall in the event attendees have forgotten their tickets. The following procedure will apply:

- Attendee presents tickets at gate
- Team member welcomes attendee to event and marks off against the list of attendees provided
- Team member issues attendee with a coloured wristband subject to ticket type for admission to the specified feature.

TICKET SALES - TERMS AND CONDITIONS

1. This ticket is proof of purchase and must be presented at the time of admission.
2. This ticket is non-transferable and only admits one patron.
3. Tickets are not to be duplicated for the purpose of falsifying entry.
4. Full refunds are available 30 days prior to the event commencement on 12 June 2020. Refunds less than 30 days from the event are at the sole discretion of the event organiser.
5. The Event Organiser reserves the right to refuse entry.
6. This ticket has been created and managed using the Local tickets site and is also subject to the Terms and Conditions of Local tickets.
7. As the Event Organiser hosting this event, Isaac Regional Council is solely responsible for queries relating to the sale of tickets.
8. Proof of age or concession card may be requested.
9. Any persons who are noisy, drunk, threatening or unruly will be asked to leave the premises.
10. 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.
11. Any data collected for marketing purposes from this event will be strictly in accordance with the *Information Privacy Act 2009*.
12. Patrons enter and participate at their own risk. Council takes no responsibility for personal injury or loss.



EVENT EVALUATION

ST LAWRENCE WETLANDS WEEKEND 2019 – EVENT EVALUATION METHODOLOGY

BACKGROUND

The St Lawrence Wetlands Weekend will be held on the 12-14 June. 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.

Given the absence of meaningful historical data the results of this process will form the baseline dataset for the event.

BRIEF

The final evaluation report must include:

- Overall attendance at the event
- Actual economic benefit (NB combine reported spend with EIA for Council's 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

METHODOLOGY

PARTICIPANTS (ATTENDEES)

Required insights: Total number of participants, number of participants per event component, participant satisfaction per component, visitor profile, effectiveness of marketing campaign, suggested improvements.

Population size: Unknown

Sample size: Unknown

Margin of error (%): Unknown

Confidence level: Unknown

NB The event is open access and un-ticketed attracting an audience which is likely to exceed the threshold of a reliable head count but not sufficient to employ open access methodologies such as crowd density analysis. As such efforts will be made to survey all attendees with margin of error and confidence level to be provided upon establishing a reliable estimation of population size to determine sample validity.

Tools and methods:

Welcome booth:

While the event is open access participants will be guided to a welcome booth upon arrival and encouraged to complete a registration form capturing basic demographic and location data for entry into a 'Lucky door prize'. Participants will also be asked to indicate how they heard of the event. Upon completion of the registration participants will be given a coloured wristband to wear. The number of wristbands remaining will provide an indication of total attendance (population size). As the event progresses participants without a wristband will be approached and encouraged to register to help improve the event in the future.

Net promoter score evaluation at every interactive feature (including dining):

To determine levels of satisfaction (engagement) with each event component participants will be asked to complete a brief evaluation form capturing basic demographics for cross comparison with registration data and asking two simple questions:

1. How likely is it that you would recommend this activity to a friend or colleague? (rated on scale of 1-10)
2. Why?

Those who respond with a score of 9 to 10 are called Promoters, and are considered likely to exhibit value-creating behaviours, such as buying more, remaining customers for longer, and making more positive referrals to other potential customers. Those who respond with a score of 0 to 6 are labelled Detractors, and they are believed to be less likely to exhibit the value-creating behaviours. Responses of 7 and 8 are labelled Passives, and their behaviour falls between Promoters and Detractors. The Net Promoter Score is calculated by subtracting the percentage of customers who are Detractors from the percentage of customers who are Promoters. For purposes of calculating a Net Promoter Score, Passives count toward the total number of respondents, thus decreasing the percentage of detractors and promoters and pushing the net score toward

Fully completed forms will be eligible for entry into the lucky door prize as an incentive to keep completing the forms for more chances to win.

Head counts: workshop providers and exhibitors will also be asked to keep a head count of participants in their activity and estimate the number completing the evaluation forms. This will provide further insights to assist with calculating margin of error and confidence levels.

Face to face interviews

Random face to face interviews will be conducted throughout the event to determine general satisfaction levels and capture any suggestions for improvements. Confidence levels and margin of error will be determined after a reliable estimate of population size has been calculated.

COMMUNITY STAKEHOLDERS

Required insights: Economic Benefits, changes to social capacity and cohesion, suggestions for improvements.

Population size: 20

Sample size: 20

Confidence level: 100%

Margin of error: 0%

Given the small population size it will be possible to interview all community volunteers.

Method: Face to face debrief workshops to determine general satisfaction, economic benefits (profit/loss), and suggestions for improvements.

PRESENTERS AND STALL HOLDERS:

Required insights: Suggestions for improvements, economic benefits

Population size: 20

Sample size: 20

Confidence level: 100%

Margin of error: 0%

Given the small population size it will be possible to interview all presenters and stall holders.

Method: Stall holders will be interviewed towards the end of the event to determine average profits to assist with calculation of economic benefits. Presenters will be contacted for a telephone interview shortly after the event (or email if preferred by the presenter).

PROJECT TEAM AND OTHER COUNCIL STAFF:

Required insights Suggestions for improvements

Population size: 7

Sample size: 7

Confidence level: 100%

Margin of error: 0%

Tools and methods:

Post event debrief workshop based on action learning cyc



LOGISTICS CHECKLIST

ST LAWRENCE WETLANDS WEEKEND 2019 – LOGISTICS CHECKLIST

Element	Sub Task	Who	Status
Gate Management	2 3x3 Marquees	MS	
	2 FTE	MS	
	16 x Traffic Cones	KA	
	2 x Tables	KA	
	4 x Chairs	MS	
	Paper registration forms	MS	
	6 x clipboards for registration forms	KA	
	Wristbands to Gate	KA	
	Water bottles unpacked	All	
	Water bottles to gate	KA	
	Remaining water bottles to venue	KA	
	Attendee List to gate	MS	
	Laminate posters for tables	MS	
	Posters to gate	KA	
	Gate management procedure and site plan to SES	MS	
	Sales procedure for IRC staff/volunteers	MS	
	No Entry signs for Exit gate	MS	
	Box pens x 3	KA	
Camping and parking zone demarcation site plan	KA		
On hand boxes x 3	Duct tape x 3	KA	
	WD40 x 3	KA	

	Packet cable tie x 3	KA	
	Blu tack x 3	KA	
	Broom x 2	KA	
	Pliers x 3	KA	
	Dustpan and brush x 3	KA	
	Scissors x 3	KA	
	Boxes of pens x 3	KA	
	Screwdriver set x 1	KA	
	Boxes to venue	KA	
Bushman's dinner	Order local produce other than Mud Crab	MS	
	Order Mud Crab	EF	
	Confirm Menu for BMC to produce	MS	
	300 x dinner plates	KA	
	300 x dessert bowls	KA	
	300 x knives	KA	
	300 x Forks	KA	
	300 x dessert spoons	KA	
	300 x serviettes	KA	

	6 x FTE (tickets, serve, clear,clean)	GJM	
	Refuse disposal	GJM	
	Arrange loan of gas heaters from Rec Group	KA	
	Table decorations X 30	KA/GJM	
	Tablecloths x 30	GJM	
	Refill gas cylinders	KA	
	gas cylinders to venue	KA	
	Hay x 18 for seating	KA	
	Hay to venue	KA	
	Ice for crab pick	KA	
	Bag Ice 1 week prior	KA	
	Organise crab pick in conjunction with P&C	KA	
	Plan B for crab cook if suppliers unable to assist.	KA	
	Plastic tables to hall for crab pick	KA	
	6 x FTE for crab pick	GJM	
	Tables and Chairs from rec Group	KA	
	Float from gate for cash sales	GJM	
	Registration forms plus pens	GJM	
	4 x trailer loads wood for camp oven cooking	KA	
Bar	Confirm opening from Midday	KA	
	Separate bins for cans/bottles	KA	
Band	Arrange meals for band	GJM	Complete
	Accommodation for band	GJM	Complete

Cooking Demos (Matt)	Order local produce	GJM	
	Check with Matt for leftovers use	GJM	
	Determine if we can use GWFN kitchen	GJM	
	Get correct connection for gas burners if required	KA	
Costa composting workshop	Identify site	KA	
	Liaise with Costa for required materials	GJM	
	Source required materials	KA	
Tours	Sign for gathering point for tours	GJM	
	Turn water on for stables (Kenny Clydesdale)	KA	
	Weed out 4 stables if necessary	GJM	
	Sign for starting point for Kenny Clydesdale tours	GJM	
Bedford Park Piglets	Order hay for pen	KA	
Kids Colouring area	Print out designs	KA	
	Pencils and pens	KA	
	3x3 IRC marquee	KA	
	Arrange delivery of library tables to STL	KA	
	Tables to venue	KA	
Grounds Prep	Arrange cleaning of venue and centenary hall	GJM	
	Put fairy lights up	GJM	
	Tables and Chairs out	KA	
	Hessian around WTP area	KA	
	Generators to grounds (depot and SES)	GJM	
	Set Up fire place	KA	
	Trail and hide are mowed	GJM	
	Mow larger area towards yards/wetlands	GJM	

	Cordon off designated camping/parking areas week before	KA	
	Organise demarcation barriers (stakes and Tape)	KA	
	Solar light trail to glamping area	KA	
	IRC Portaloo to Bird Viewing Platform Area	KA	
	Designated space for portaloos (if required)	KA	
	Order water and water coolers for water refill station	KA	
	Mow arena if required for camping	GJM	
Staff tent	Tables and Chairs	KA	
	Extension cords and power boards	KA	
	Staff only signage	GJM	
Coffee	Double check fittings required and location with Coffee Van	GJM	
Canteen	Order mud crab	EF	
	Order Prawns	EF	
	Arrange crab pick	KA	
	Brief P&C on reusables, no plastic water bottles, vegan/gluten free options etc	KA	
	Determine need for cold room	KA	
GWFN lunch	Designated bus stop	KA	
	Check with Tegan re mobile cold room (do we need to transport from hall to venue?)	MS	

Arts Workshops	2x cheap blue tarps for arts workshops	KA	
Risk Assessment	Hold risk assessment workshop	EF	
	Confirm power requirements for stall holders via site plan	KA	
	Provide site plan to stall holders	EF	
	Create detailed site plan including smoking area, first aid area, lost child area, traffic management, camping area, identify emergency evacuation/access for vehicles	KA	
	Traffic management plan for vehicle/pedestrian interaction	KA	
	Create roster for staff, factor in travelling staff, ensure fatigue is measured and controlled through appropriate breaks	EF	
	Ensure all staff are adhering to fitness for work policy during work hours	All	
	Ensure all stall holders hold food safety certification (where applicable)	EF	
	Cordon off areas that are unsafe for public access - i.e. camp oven	KA	
	Ensure all gas bottles are within date	EF	
	Ensure first aid kits are up to date and supplied at designated area	EF	
	Communicate with emergency services regarding event	GJM	
	Provide safety briefing prior to tours	EF	
	Confirm run sheet and back up staff in advance prior to event	GJM	
	Identify hazardous materials on site and mitigate risk via appropriate management	EF	
	Conduct audit of toilet facilities capacity	GJM	
	Have electrician and plumber on standby	GJM	
Tours to be conducted in cooler times	GJM		

	First aid and water stations to have sunscreen	EF	
	Promote PPE internally	EF	
	Identify evacuation area and centre	GJM	
	Strap/peg marquees down	KA	
	Ensure there is backup vehicle access to tours in case of emergency	KA	
	Conduct site inspection of tour route prior to identify uneven ground	EF	
	To identify maximum loads for vehicles to ensure no overloading of vehicles	All	
	Identify a shift coordinator; have them conduct a team briefing at the start of every shift	All	
Evaluation			
	Box for paper forms to IRC Tent	GJM	
	Sign for box	GJM	
	Paper forms to IRC tent	GJM	
	Print forms	GJM	

MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 11 February 2020
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

5.2 ISAAC COASTAL COMMUNITIES POWER SUPPLY ADVOCACY

EXECUTIVE SUMMARY

Council is requested to endorse an advocacy platform in relation to the electrical network power supply to its Isaac Coastal Communities in accordance with Operational Development Plan (ODP) Action O26.01.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Acknowledges the impacts to Isaac Regions Coastal Communities due to electrical network supply disruptions.***
- 2. Have formed the view that such disruptions present both inconvenience and risks to communities and the sustainable development of the Isaac Coast and the need to establish an advocacy platform to support its communities.***
- 3. Adopts the position that Council advocate to State Government for improved network reliability supply to its coastal communities.***
- 4. Adopts the position that it should advocate to the Network provider for increased investment and upgrade to the supply networks of Isaacs Coastal Communities to diminish the impacts.***
- 5. Adopts the position that Council officers continue to engage with its coastal communities to further determine the levels of impact.***
- 6. Adopts the position that Council officers continue to engage with the network provider to be continually informed as to capital infrastructure investment projects and maintenance improvements delivery to improve the network reliability and continue to be informed and monitor supply disruptions by the provider.***
- 7. Request the network provider to engage in community information sessions that enable the communities to be informed as well as have opportunity to voice their concerns***
- 8. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the above.***

BACKGROUND

For a number of years Isaac Regions coastal communities have expressed strong discontent in relation to the reliability of its electrical supply and the impacts it generates. In recent times a regional industry body located in Isaac's coast at Ilbilbie Australian Prawn Farm (APF) was also experiencing network supply constraints that were impeding expansion projects and engaged with Council in support of alternative supply options.

In accordance with Operational Development Plan Action O26.01 Essential Service Platforms, Council engaged internally in review of the electrical supply issues and impacts to its communities and engaged with the network provider to be informed on the same. In review of this process Council acknowledges impacts

and constraints and wishes to establish a policy position to support its Coastal communities and in advocacy to State government and the network provider.

Isaac Coastal profile:

The Isaac encompasses 58 862 square kilometres of fertile plains, rich soils, beaches and coal mines in the mineral rich Bowen Basin, and the region is made up of 17 distinct communities, 6 of which St Lawrence, Flaggy Rock, Carmila, Clairview, Greenhill and Ilbilbie are on Isaac's coastline. This region of Isaac is regarded as "Remote Australia" as per the Australian statistical geography standard (ASGS) remoteness structure.

The southern part of the Coastal communities (St Lawrence, Flaggy Rock) power is fed from the Southern Rockhampton network and the northern communities (Greenhill, Ilbilbie, Carmila and Clairview) fed from the northern line from Mackay. To note there is a disconnection between the Northern and Southern lines of approx 5km between Flaggy Rock and Clairview.

This part of the Isaac region has had ongoing and significant power disruption occurring for a number of years with 95 recorded outages at the St Lawrence water treatment plant alone on the Southern supply network, this was recorded in a 22-month period from Jan 2018 to October 2019. Ongoing and similar volumes of outages occur on the Northern line and with occurrences significantly more in the summer months.

Community profile:

The 2016 Localities on the Coast and ABS census data indicated a population of 1,376 in these coastal communities with:

- Greenhill/Ilbilbie, 467
- Carmila, 391
- St Lawrence/Flaggy Rock, 267
- Clairview, 251

These communities are in idyllic locations and therefore lend to having an older demographic of residents and interruptions to power have greater impacts to residents with 58% of the Isaac's coastal regions population in the 50 – 84 age bracket.

Statistics referenced 124 residents were school aged from 5 to 19 of which only 9 students are enrolled at the St Lawrence Primary school and 19 at Carmila School with a proportion of high school attending boarding school and the remaining engaged in distance education and reliance on power and telecommunications to undertake schooling is essential for the schools and distance education.

Economic profile – Isaac Coast:

The Isaac Coast has significant economic output for the Isaac region with \$128million being derived from this area, the major economic driver is Agriculture, Forestry and Fishing with \$88million. Mining, rental and real estate, accommodation and food services and manufacturing the other primary industries.

Agriculture, Forestry and Fishing sector can be attributed to 62.2% of the total employment of the Isaac coast region. Isaac's Coastal community has a higher percentage of unemployment comparative to the rest of the region with 2.6% unemployment comparative to 1.1% for the remainder of the Isaac region.

Aquaculture on the Isaac coast has been proven to be a significant economic output of the region with the Australian Prawn Farm (APF) in Ilbilbie being a major contributor to the \$4.1million in output in Aquaculture in the coastal area.

Isaac Council recently adopted 2019-2024 Economic Development Framework which will be followed by Industry action plans to continue develop economic activity on the Isaac coast. Agriculture including industries as in Aquaculture is identified as some of the major growth opportunities but sufficient and reliable power supply is an essential requirement and possible roadblock to further industry developments.

Understanding the Impacts:

In taking into account the data provided above, the intermittent power supply lends to a number of impacts to the Isaac coastal region with regard to:

- The coastal communities demographic with an increased age demographic in remote areas lends to the fact that power supply interruptions have greater impacts to liveability, health (mental and other) and general well being.
- Health, Emergency and Communication services in the region are impacted by power interruption, leading to increased risk of catastrophic outcomes particularly due to the remoteness to essential services and the aged demographic of the region.
- Education facilities are impacted with the loss of air conditioning, media, computers and communications all impacting with none having back up supply.
- Isaac's coastal areas have had a number of disaster occurrences from Cyclones and bushfires and power security is further impacted and essential through these occurrences.
- Rural properties not on town water supply essentially have a reliance on power to be able to pump water
- The idyllic locations on the Isaac coast mean a number of residences would be secondary or holiday destinations with power supply interruption leading to a number of household issues that cause financial impact and loss.
- Residents, businesses and households have an increased requirement to supply, install and maintain their own backup or alternative power solutions at a financial impact to the business.
- Residents being of an older demographic and higher unemployment have reduced ability to supply their own back up or alternative power supply.
- The region lends to a higher proportion of distance education and power supply impacts greatly the provision of acceptable and suitable education.
- Power supply impacts community and essential services, events, activities, and liveability and therefore affect general mental health and wellbeing.
- The coastal region has significant opportunity in economic growth particularly in the Agriculture, Fishing and Tourism industries and reliable and sufficient power supply is an inhibitor to existing industry businesses and a constraint for future growth and attraction for both the existing and new businesses.
- Accommodation and food services is the 4th largest industry sector on the Isaac coast and output and power supply to these businesses are a major impact financially and reputationally.

Network provider engagement:

Councils Economy and Prosperity team has been in engagement with the network provider, Ergon who it is to be acknowledged has been forthcoming throughout this process. The provider has indicated acknowledgement of some of the issues and advised some constraints as in:

- Aged infrastructure

- Length of the network impacting supply i.e. time for fault finding, vehicular access to some areas of supply disruption etc.
- Some of Isaac's coastal community consumers may be failing to meet the Guaranteed service levels particularly in regard to poor reliability in regard to duration and frequency. Whilst if this is the case this does result in a credit return to a consumer, it would likely be deemed insufficient to meet the level of impacts incurred financially and otherwise.
- Advised of the ability to hold community information sessions to inform as well as receive feedback

The network provider has also advised of investment in recent years in both capital and operational expenditure to improve reliability and identified a number of initiatives that it indicates should improve reliability and reduce outage durations and frequency i.e.

- Installation of a Pegasus Unit in the St Lawrence area over the storm season as part of their Summer Preparedness Plan (Pegasus Unit is a mobile generator capable of injecting high voltage into a select area of the network) to decrease outage lengths where possible.
- Aerial Inspection prior to storm season each year
- Proposed capital project to upgrade 9km of poor condition conductor in the Millman Area – timing not programmed approx. 18-24 months.
- Clearing 8 helicopter landing pads in the vicinity of the Princhester Hills to support outage response (helicopter fault-finding and helicopter stringing support).
- Capital project to install/upgrade High Voltage Regulators to fix voltage unbalance issues

Future/strategic projects currently being investigated

- Continue to investigate poor condition and aged conductor, and replace where required
- Continue to investigate access issues and relocate assets where possible to ensure they can be accessed when a fault occurs
- Installation of Line Fault Indicators (LFIs) at strategic locations along the feeder to reduce outage response times
- Removal of mal-grading fuses on the Northern Line (PD203) to ensure protection operates correctly
- Investigate upgrading older style protection devices to newer devices with remote operation capability

The need for advocacy by Council has been growing from a well-established community concern. Council acknowledges that a policy position should be undertaken to continue to advocate and for improvement in the network reliability to reduce the impacts to the liveability of its Coastal communities.

IMPLICATIONS

Financial

Financial implications to Council infrastructure and maintenance activities is felt in maintaining its activities particularly critical infrastructure as in Water and Sewer operations.

Financial impacts to its communities are as identified in the report.

Resourcing

A number of internal departments are impacted in maintaining operations and in continued review and investigation support provided to the Community.

Advocacy on such issues will require sustained commitment of time and effort of officers and elected members.

Reputational

Liveability of Isaac's coastal communities is impacted as well as the perceived performance of Council in addressing community concern and needs.

CONSULTATION

Chief Executive Officer
Director Planning, Environment and Community Services
Economy and Prosperity Team
Water and Wastewater Project Team
Isaac Coastal Communities

BASIS FOR RECOMMENDATION

The need for advocacy by Council has been growing from a well-established community concern. Council acknowledges that a policy position should be undertaken to continue to advocate and for improvement in the network reliability to reduce the impacts to the liveability of its coastal communities.

ACTION ACCOUNTABILITY

Advocacy on such issues will require sustained commitment of time and effort of officers and elected members. Economy and Prosperity team to continue to engage with the provider and the community.

KEY MESSAGES

Whilst Isaac's Coastal Communities are a small consumer base on the network the importance to address risk, impacts and liveability is not diminished.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 27 January 2020

Report authorised by:

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

Date: 30 January 2020

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 11 February 2020
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

5.3

“LOVE YOUR LOCAL” BUY LOCAL CAMPAIGN

EXECUTIVE SUMMARY

This report is intended to inform Council on the proposed “Love Your Local” – Buy Local campaign for review and endorsement.

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

1. ***Note the “Love Your Local” Buy Local campaign project brief and endorses the delivery of the project as detailed.***
2. ***Receives further update of Terms.***

BACKGROUND

As per Isaac Council’s adopted Business Support Strategy delivery of the Love your Local, Buy Local program is undertaken in relation to;

Section 3: Supporting Stronger Businesses and investment.

- 3.1.1: Continue to run Council’s annual Isaac Buy-Local campaign
- 3.1.3: Work with businesses and industry groups to encourage collaborative marketing opportunities in lead up to Christmas and other retail-driven periods.

Furthermore, the Economy and Prosperity (E&P) team it is felt of note that successful delivery of the program will be a positive bridging platform that will strengthen relationships with Isaac Regions SME’s and will complement delivery of several other strategy items progressing in line with the Love Your local program as in;

Section 2: Championing Business

- 2.1.1: Work with stakeholders to develop an Isaac Region Business Leadership Alliance
- 2.1.2: Use the Isaac Region Business Leadership Alliance as a forum to identify and address issues pertaining to small business and Council
- 2.2.1: Conduct annual business satisfaction and business confidence surveys
- 2.2.2: Identify existing skills gaps through analysis and discussions with business.
- 2.2.3: Engage with education providers and other necessary stakeholders to bridge the identified skills gaps.
- 2.3.1: Establish and produce an Isaac Business e-bulletin

Local buy Project objectives:

- to develop and promote regional pride and Local Buy messaging;

-
- local economic stimulus and local business growth, resilience and sustainability;
 - Showcase the goods and services available in the broader region of Isaac across seven communities
 - Community awareness of local business spend benefits - i.e. local employment given, local businesses support and invest in the local community schools, sporting groups, local business gives community diversity and uniqueness, local business provides lifestyle choices etc
 - strengthen and build relationships with local business to create a regional business alliance group;
 - engage in ongoing economic data research and analysis;
 - Strengthen relationships with Council's Economy and Prosperity team that will aid delivery of its other strategy items.

As per the attached Buy Local "Love Your Local" campaign project brief detailing the proposed program being;

- Review and renew creative design and marketing content of the previous "Love your local" campaign
- Deliver a gift card program being branded "Love your Local" Buy Local cards that consumers, businesses, business groups and industry can support through purchase of a gift card to be redeemed at local registered businesses.
- To market and promote the gift card scheme delivery of an end of financial year (EOFY) incentivized rewards scheme would be conducted. This program has many similarities to the previous campaign wherein consumers can win gift cards drawn from docket spends at Isaac region local businesses but only redeemed at "registered" local businesses
- Additionally, to undertake market research and enable evaluation of the program's success ongoing a consumer survey and business confidence survey will be conducted. Gift card rewards for participating in the surveys is also proposed to increase marketing, research data is maximized and critically to ensure a number of gift cards are initially activated in the region

The proposed incentivized schemes were developed to increase attraction for consumer participation, awareness and ensure there was distribution of a number of cards to reduce risk of dissatisfaction and ongoing business/consumer commitment in the program. This was particularly identified if the initial uptake of gift cards engagement in the program is significantly supported by industry, business or consumers; how would IRC's incentives appear if they were to be stand alone.

Council's Economy and Prosperity team will be seeking to develop a marketing program to further engage with regional businesses, business groups and industry to attain and promote participation in the program through purchase of the gift cards as rewards or gifts and to maximise the impact and sustainability of the scheme. It is intended the program will continue to develop and evolve with the collaborative engagement with SME's and industry.

It is to be noted that market research has been conducted, with a number of suppliers delivering these types of programs and delivery estimates attained to inform budget. Once the program has been endorsed, invitations for engagement of a supplier would be conducted through the procurement.

IMPLICATIONS

Financial

Budget impacts are identified in the project overview and will be funded by E&P's operational budget and external funding.

Resourcing

There will be a significant requirement for development and delivery of the program primarily to the E&P team, with the BMC, Finance and Front-line officers providing some marketing and administrative support.

Reputational

Council's reputational brand will be received positively if the program is delivered well and this is a strongly considered focus from the E&P's team with collaborative engagement with the BMC team. Strengthening Councils relationships with regional SME's is an intended outcome.

CONSULTATION

Internal

Director Planning Environment and Community Services
Economy and Prosperity Team
Brand, Media and Communication

External

GW3
Regional business groups – Dysart Business group, Moranbah Traders Association, Clermont Community Business group
Local Buying Foundation

BASIS FOR RECOMMENDATION

Running a local buying campaign is part of Council's adopted Business Support strategy, and this program is one part of several other strategy items that will be delivered in conjunction with this program.

ACTION ACCOUNTABILITY

Economy and Prosperity team to continue to develop and implement the program with internal collaboration as required.

KEY MESSAGES

With the unique economic and geographical conditions that are present in Isaac region there is major benefit that can be achieved in promoting local buy messaging and developing Isaac regions SME's capacity and resilience.

Report prepared by:	Report authorised by:
SHANE BRANDENBURG	JEFF STEWART-HARRIS
Manager Economy and Prosperity	Director Planning, Environment and Community Services
Date: 27 January 2020	Date: 30 January 2020

ATTACHMENTS

- Attachment 1 – Love Your Local Project Brief

REFERENCE DOCUMENT

- Nil

BUY LOCAL CAMPAIGN

2019/2020

Current as at 24.01.2020

Presented by **Shane Brandenburg – Manager Economy & Prosperity**





1. “LOVE YOUR LOCAL” BUY LOCAL PROGRAM - PROJECT INTRODUCTION & DEFINITION

Background:

As per Isaac Council’s adopted Business Support Strategy delivery of the Love your Local, Buy Local program is undertaken in relation to;

Section 3: Supporting Stronger Businesses and investment,

- 3.1.1: Continue to run Council’s annual Isaac Buy-Local campaign
- 3.1.3: Work with businesses and industry groups to encourage collaborative marketing opportunities in lead up to Christmas and other retail-driven periods.

Furthermore, the Economy & Prosperity (E&P) team it is felt of note that successful delivery of the program will be a positive bridging platform that will strengthen relationships with Isaac Regions SME’s and will complement delivery of several other strategy items progressing in line with the Love Your local program as in;

Section 2: Championing Business

- 2.1.1: Work with stakeholders to develop an Isaac Region Business Leadership Alliance
- 2.1.2: Use the Isaac Region Business Leadership Alliance as a forum to identify and address issues pertaining to small business and Council
- 2.2.1: Conduct annual business satisfaction and business confidence surveys
- 2.2.2: Identify existing skills gaps through analysis and discussions with business.
- 2.2.3: Engage with education providers and other necessary stakeholders to bridge the identified skills gaps.
- 2.3.1: Establish and produce an Isaac Business e-bulletin

Local buy Project objectives:

- to develop and promote regional pride and Local Buy messaging;
- local economic stimulus & local business growth, resilience and sustainability;
- Showcase the goods & services available in the broader region of Isaac across seven communities
- Community awareness of local business spend benefits - i.e. local employment given, local businesses support and invest in the local community schools, sporting groups, local business gives community diversity & uniqueness, local business provides lifestyle choices etc
- strengthen and build relationships with local business to create a regional business alliance group;
- engage in ongoing economic data research and analysis;
- Strengthen relationships with Council’s Economy & Prosperity team that will aid delivery of its other strategy items.

The “Love Your Local” campaign was Isaac Council’s Buy Local program initiative developed in 2016, it was proposed as a three-year program but only ran during 2017 to early 2018. This project is intended to reignite & continue the “Love your Local” Local Buying program initiative.

The Economy & Prosperity (E&P) team conducted investigation of the previous campaign, review of other local buying programs and has been engaging with the regional businesses to develop support for the program.

A submission to the Local Buying Foundation (LBF) was completed for \$75,000 in 2019 to aid funding the delivery of the program for 2yrs. That funding is still awaiting final outcomes with the initial outcome being the provision of a separate \$15,000 from LBF for an engagement plan. The intent of that engagement is to attain a greater level of support of the program than was achieved previously from the local regional businesses and business groups, demonstration of that success to be submitted in review of the original application.

Basic overview and major points to note of the proposed 2020 Love your Local program are:

- The program needs longevity to be able to achieve maximum benefit in developing a successful recognisable brand, strengthen relationships with local SME's and to influence consumer spending habits
- The program needs to be sustainable, adaptable with monitoring and evaluation tools to enable measurement of success
- The proposal is to initially deliver a gift card program branded "Love your Local" with an initial opening promotion through an end of financial year (EOFY) incentivised rewards scheme. This program has many similarities to the previous campaign wherein consumers can win gift cards drawn from docket spends of over \$20 at "any" Isaac region local businesses but only redeemed at registered local businesses (noting they must have an Eftpos machine)
Also noting the dockets this time will be also able to be electronically submitted to a phone number as well as a single point of paper submission.
- E&P has proposed the below incentivised schemes to ensure that there are a number of gift cards activated to achieve some brand awareness in consumers and registered businesses – refer to the below table 1. for the full details of the proposed IRC incentives
- Store options can be variable to have loading and redeeming stores, with IRC intended to be a load up store as well, but not a redeeming store
- IRC would provide ongoing administrative support to regional business with support from the provider
- The gift cards will have added benefit over the previous scheme as they will also allow opportunity for industry, business & consumers (in and out of region) to purchase or receive gift cards for redeeming at registered stores.
- There will be the ability for major industry & other organisations to purchase branded "Love your Local" cards but also have their own logo marked on the card and load them and provide to their employees or community
- IRC will particularly seek to engage and promote with SME's, major industry bodies, and funding partners to continue to support the programs incentivised schemes and to similarly purchase and provide gift cards as employee benefit rewards/good will, regional sponsorships etc.
- The program will be promoted to a wider range of businesses instead of the traditional retail i.e. mechanic/industrial, service stations, tourism/accommodation operators i.e. Barra crab/TCD/motels/restaurants etc as well as negotiations for access at events that have Eftpos i.e. Nebo Rodeo/MMT races to enable value added increased opportunity to spend.
- Similarly, an identified benefit and need is encouraging registered businesses to engage in delivery of online and postal services of products etc to give an opportunity for non-Isaac residents who receive cards from employers to be able to redeem.
- The Love your local incentivised marketing schemes are intended to continue to evolve and would be adapted and developed through engagement with stakeholders with a further promotion around Sept/Oct (details to be developed) and a further Xmas retail program in line with the EOFY program.
- The program will be delivered in line with a consumer market analysis and assessment of local spend trends and habits, regional spend leakage, gap & opportunity analysis and business confidence survey to similarly identify business confidence, issues, skills needs to inform continued delivery of this program as well as E&P's other programs.

It is to be noted that market research has been conducted, with a number of suppliers delivering these types of programs and delivery estimates attained to inform budget. Once the program has been endorsed, invitations for engagement of a supplier would be conducted through the procurement.

Table 1. IRC budgeted EOFY incentive program:

Item	Budget Total	Timing
Consumer survey – select 1 x gift card winner for each of 7 regional communities @ \$50 gift card each	\$350	April/May
Business confidence & registration survey – selected winner 1 per 7 regional communities @ \$50 gift card each	\$350	April/May
Month of May EOFY incentivised scheme – select winners <ul style="list-style-type: none"> 1 per 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 	\$1,700	May
Month of June EOFY incentivised scheme – select winners <ul style="list-style-type: none"> 2 per each of 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 1 x whole of region winner @ \$1,000 gift card 	\$3,400	June
Total - 40 cards	\$5,800	

The proposed schemes were developed to increase attraction for consumer participation, awareness & ensure the distribution of a number of cards to reduce risk of dissatisfaction and ongoing business/consumer commitment in the program. This was particularly identified if the initial uptake of gift cards engagement in the program is not well supported by industry, business or consumers how would IRC's incentives appear if they were to be stand alone.

Table 2. Proposed Program & Timeline

Stage	Task Description or Milestone	Timeline
1	E&P to continue final development of the program details as in: <ul style="list-style-type: none"> Procurement of a gift card supplier Continued engagement with IRC's Brand, Media & Communications in ongoing development of marketing and communication material Renew brand logo & previous developed promotional material Develop informative marketing tools highlighting the regional benefits of Local buying for industry, SME's, business groups & consumers Develop consumer and business confidence surveys Conduct preliminary engagement with GW3, regional businesses groups, SME's & industry in development of proposed program and timelines 	Feb – Mar 20
2	First stage marketing launch of program: <ul style="list-style-type: none"> Initial communication/marketing of the details of the EOFY "Love your local" program Release Consumer survey with the proposal being to win a Love your local gift card win for survey 1 per township (7 x \$50 - \$350) Conduct Business registrations campaign & begin initial sign up off businesses Including release business survey with the proposal being to win a Love your local gift card win for registration 1 per township (7 @ \$50 - \$350)	April 20
3	Conduct Business forums delivered in conjunction with May's - Small Business Month <ul style="list-style-type: none"> Forums to include outcomes of consumer & business confidence surveys Attain 1-2 successful long-term local business champions to spotlight on them, their business and to provide support to the program Draws for the consumer survey and business registration winners Delivery of incentivised EOFY program Month of May incentivised scheme – select winners (first week of June) 	May 20

	<ul style="list-style-type: none"> 1 per 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 	
4	Delivery of incentivised EOFY program <ul style="list-style-type: none"> Month of June EOFY incentivised scheme – select winners 2 per each of 7 regional communities @ \$100 gift card each 2 x whole of region winners @ \$500 gift card each 1 x whole of region winner @ \$1,000 gift card 	June 20
5	Development of further incentivised schemes for Sept & Xmas festive period – development details to be confirmed and informed by the LBF, industry and IRC operational budget commitments.	Sept & Dec 20
6	Further EOFY 2021 program to be developed	EOFY 21

Table 3. Proposed Budget

Item	Budget
Refresh logo – creative design elements	\$3 - 5,000
Promotional material development and printing etc (includes renewed video ad)	\$5 - 7,000
Advertising/marketing	\$1,500
Regional Business Forums	\$2,500 – 3,500
Gift card scheme – annual registration fee, gift cards and business registration	\$5,000
EOFY - Incentivised program (as listed above)	\$5,800
Sub Total	\$22,800 – 27,800
Less LBF funding	- \$15,000
Total	\$12,800 – 17,800

Note: E&P's 19/20 Opex project budget is proposed to deliver the required funds. Further noting that operational staff costs and impacts not included but need to be considered in the above being E&P team, BMC, Frontline officer & finance time to develop & deliver the program.

Table 4. Risk Management

Risk	Level	Mitigation Strategy
Expected outcomes, benefits and goals not achieved	High	<ul style="list-style-type: none"> Thorough and effective engaged marketing strategy development collaborative approach to development and implementation, targeted marketing campaign to ensure effective awareness and benefits delivered
Program is not sustained after 2020/21	Medium	<ul style="list-style-type: none"> Program is listed in Business support strategy IRC operational budget line item is sustained External funding sourced as in LBF and industry etc Program is adaptable and enables external organisations to engage in not just IRC to deliver.

		<ul style="list-style-type: none"> develop & strengthen the Isaac business groups regionally to engage in continued development of the program
Apathy among key stakeholders including business/consumers for participation in project.	High	<ul style="list-style-type: none"> Initial engagement with stakeholders is thorough and meaningful with benefits portrayed, ongoing engagement with businesses in continued development and review of success Initial incentive campaign is sufficient as a stand-alone project to provide involvement & benefit without any other industry of consumer purchase of cards Gain support of industry, business groups, community groups/sporting clubs and consumers to engage in purchase of the cards Marketing campaign is succinct and target messaging in benefits to region delivered
Project Governance	Medium	<ul style="list-style-type: none"> Continued engagement with IRC's governance, BMC, procurement & finance teams with regular communication and review of identified initiatives.
Internal resourcing constraints to deliver program	High	<ul style="list-style-type: none"> Early and continued engagement with IRC's internal departments i.e. E&P, BMC, FLO (CSO's), Finance to identify requirements and timing Initial development/set up of program will be the biggest impact and once developed resourcing requirements will decrease Programs are proposed to be intermittent i.e. EOFY, Xmas to reduce impacts Support from the supplier of the scheme is part of the engagement Support from external businesses/industry
Time frame and Budget overruns.	Medium	<ul style="list-style-type: none"> Effective project delivery brief developed & maintained, strict & broad procurement process followed. budget costings prepared and adhered to, with adaptive measures to reduce overruns. External funding to aid delivery

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 11 February 2020

AUTHOR

Anne-Marie Loeskow

AUTHOR POSITION

Arts and Cultural Programs Officer

5.4

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES – 22 JANUARY 2020 AND 29 JANUARY 2020

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the Minutes of the Isaac Arts and Cultural Advisory Committee Meetings held on Wednesday, 22 January 2020 and Wednesday, 29 January 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held on Wednesday 22 January 2020;*
2. *Endorses the following recommendations of the Isaac Arts and Cultural Advisory Committee to:*
 - a) *Note the recommendation of committee to adopt the Public Art Policy and Public Art Action Plan (note this recommendation is being dealt with as a separate agenda item);*
 - b) *That the funding priorities for Regional Arts Development Fund (RADF) 2020-2021 continue to be:*
 - i. *Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022;*
 - ii. *Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes; and*
 - iii. *Promoting cultural tourism.*
3. *Receives and notes the Minutes from the Isaac Arts and Cultural Advisory Committee Meeting held by circular of emails on Wednesday, 29 January 2020; and*
4. *Endorses the following recommendation of the Isaac Arts and Cultural Advisory Committee to:*
 - a) *Adopt the amended Regional Arts Development Fund Guidelines for 2020-2021.*

BACKGROUND

Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Isaac Regional Council. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Each year, Council applies to the Queensland Government via Arts Queensland for RADF funding using the Smartygrants on-line portal which usually opens in early February and closes on the first Friday in April.

In order to prepare for making that application, the Isaac Arts and Cultural Advisory Committee reviewed the funding guidelines and funding priorities at a meeting held on 22 January 2020. At this meeting, the committee voted to recommend that Council continue the existing funding priorities for RADF 2020-2021, namely:

- a) Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022;
- b) Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes;
- c) Promoting cultural tourism.

At the meeting held on Wednesday, 22 January 2020, the committee also resolved to revise the funding guidelines for RADF 2020-2021. The revised document was circulated by email to the committee members on Tuesday 28 January 2020 and endorsed at a meeting held by circular of emails on Wednesday, 29 January 2020.

IMPLICATIONS

The operational budget for Regional Arts Development Fund 2020-2021 cannot be finalised until after Arts Queensland advises Isaac Regional Council of its allocation which is expected to occur by the end of August this year.

CONSULTATION

Isaac Arts and Cultural Advisory Committee
Arts and Cultural Programs Officer

BASIS FOR RECOMMENDATION

Recommendations have been based on advice from the Isaac Arts and Cultural Advisory Committee. See attached minutes of meeting held on Wednesday 22 January 2020 and minutes of meeting held by circular of emails on Wednesday 29 January 2020.

ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for management of the Regional Arts Development Fund and is a member of the Isaac Arts and Cultural Advisory Committee.

KEY MESSAGES

Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland. Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Report prepared by:	Report authorised by:
ANNE-MARIE LOESKOW Arts and Cultural Programs Officer	JEFF STEWART-HARRIS Director Planning, Environment and Community Services
Date: 28 January 2020	Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - Isaac Arts and Cultural Advisory Committee Meeting Minutes - 22 January 2020
- Attachment 2 - Isaac Arts and Cultural Advisory Committee Meeting Minutes - 29 January 2020
- Attachment 3 - Regional Arts Development Fund Guidelines for 2020-2021

REFERENCE DOCUMENT

- Nil



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 22 JANUARY 2020

COMMENCING AT 10.21AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
HELD IN GREEN ROOM, MORANBAH COMMUNITY CENTRE
ON WEDNESDAY, 22 JANUARY 2020

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	ii. Review of draft public art policy and public art action plan	
	iii. Discussion about changing RADF guidelines and priorities for funding for 2020-2021 RADF funding year.	
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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 WEDNESDAY, 22 JANUARY 2020

ATTENDEES

Councillor Jane Pickels
Jim Hutchinson
Jasmine Pearce
Amanda Raymond
Tania Gillies
Reverend Luke Collings
Anne-Marie Loeskow

OFFICERS PRESENT

Jana Hesketh

MINUTE TAKER

Anne-Marie Loeskow

1. OPENING

Councillor Jane Pickels 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.

2. APOLOGIES

There were no apologies.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Isaac Arts and Cultural Advisory Committee Meeting held at Moranbah Meeting Room, Moranbah on Monday, 18 November 2019.

Resolution No.: IACAC0001

Moved: Anne-Marie Loeskow Seconded: Reverend Luke Collings

That the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held at Moranbah Meeting Room, Moranbah on Monday, 18 November 2019 be confirmed.

Carried

5. BUSINESS ARISING

Anne-Marie informed the committee that in relation to Round Two RADF 2019-2020 Application 3 (Applicant: Joanna Joy and Elizabeth Simard/Project: Generations of Men) she had communicated to the Applicant that Council has deferred consideration of the application to allow time for:

- Liaison with the Applicant to obtain more information about their project and in particular specific details of the activities that will occur in the Isaac Region for further consideration by Council;
- To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and
- Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.

6. DISCUSSIONS/PRESENTATIONS

i. **Resolution 6390 regarding applications received in Round One and Round Two RADF 2019-2020**

Anne-Marie Loeskow informed the committee that Council had ratified the committee's recommendations in relation to the applications received in Round One and Two RADF 2019-2020 pursuant to Council Resolution 6390.

That Council:

1. Fund all applications received in Round One as detailed in the table below:
Round One

Applicant	Project Name	Amount Requested	Amount Recommended
Application 1 Dysart Arts	Creating characters watercolour workshop	\$443	\$443
Application 2 Clermont Artslink	Silversmithing workshop	\$1,888	\$1,888
Application 3 Moranbah State School P&C Association	Unleash your inner drummer workshop	\$6,815	\$6,815

2. Reallocate unallocated funds in the sum of \$4,854 from Round One to Round Two; and
3. Fund all applications received in Round Two as detailed in the table below, excepting Application 3 (Joanna Joy and Elizabeth Simard "Generations of Men") which is to be deferred to allow time for:
 - a) Liaison with the applicant to obtain more information about their project and in particular specific details of the activities that will occur in Isaac Region for further consideration by Council;
 - b) To inform them that the budget items of public liability insurance and administration/auspice fees are not eligible for RADF support; and
 - c) Consultation with the Clarke Creek Community Advisory Committee to ascertain the level of support from the Clarke Creek community for this project.

Round Two

Applicant	Project	Amount Requested	Amount Recommended
Application 1 Clermont Artslink	We're Sewing Outback 2020	\$3,520	\$3,520

UNCONFIRMED MINUTES

Application 2 Whitsunday Arts Festival	CQ cross regional Ghost Nets project (St Lawrence Wetlands Weekend event)	\$5,500	\$5,500
Application 3 Joanna Joy and Elizabeth Simard	Generations of Men	\$7,595	Defer
Application 4 Clermont Artslink	Audio skills workshop	\$1,095	\$1,095
Application 5 Tania Gillies	Furniture painting masterclass	\$1,539	\$1,539

ii. Review of draft public art policy and public art action plan

Resolution No.: IACAC0002

Moved: Anne-Marie Loeskow **Seconded:** Tania Gillies

That the committee endorse the draft public art policy as amended.

Moved: Anne-Marie Loeskow **Seconded:** Tania Gillies

That the committee endorse the draft public art action plan as amended.

Carried

iii. Discussion about changing RADF guidelines and priorities for funding for 2020-2021 RADF funding year

Resolution No.: IACAC0003

Moved: Anne-Marie Loeskow

Seconded: Amanda Raymond

That the committee recommends amendments to the draft RADF guidelines for 2020-2021 as discussed.

Anne-Marie Loeskow is to revise the RADF guidelines document as discussed and to circularise the document to committee members by email for their review.

Moved: Jasmine Pearce

Seconded: Anne-Marie Loeskow

That the committee endorses continuing the existing funding priorities for RADF 2020-2021:

1. Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022.
2. Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes.
3. Promoting cultural tourism.

Carried

7. GENERAL BUSINESS

Anne-Marie Loeskow informed the committee that Round Three RADF will open soon and close on 3 April 2020. To be eligible for funding, the applications must relate to events, programs and activities from 1 July 2020 to 31 October 2020.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 1.45pm.

.....
CHAIR

..... / /
DATE



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

WEDNESDAY, 29 JANUARY 2020

BY CIRCULAR OF EMAILS

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

HELD BY CIRCULAR OF EMAILS BETWEEN TUESDAY 28 JANUARY 2020 AND WEDNESDAY 29
JANUARY 2020

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

**HELD BY CIRCULAR OF EMAILS BETWEEN TUESDAY 28 JANUARY 2020 AND WEDNESDAY 29
JANUARY 2020**

ATTENDEES BY EMAIL

Councillor Jane Pickels
Jim Hutchinson
Jasmine Pearce
Amanda Raymond
Tania Gillies
Reverend Luke Collings
Anne-Marie Loeskow

MINUTE TAKER

Anne-Marie Loeskow

1. OPENING

On Tuesday 28 January 2020, Anne-Marie Loeskow emailed committee members the revised RADF guidelines proposed for the RADF 2020-2021 funding year as per the discussion held at the committee meeting on Wednesday 22 January 2020.

2. APOLOGIES

There are no apologies.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. BUSINESS ARISING

There is no business arising.

5. DISCUSSIONS/PRESENTATIONS

- i. **Review of proposed changes to RADF guidelines for funding for 2020-2021 RADF funding year**

Resolution No.: IACAC0001

Moved: Anne-Marie Loeskow Seconded: Jim Hutchinson

That the committee endorse the draft RADF guidelines for the 2020-2021 RADF funding year, as per the attached document

UNCONFIRMED MINUTES

Carried

6. CONCLUSION

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

.....
CHAIR

..... / /
DATE

REGIONAL ARTS DEVELOPMENT FUND

GUIDELINES FOR APPLICANTS

Current as at 29 January 2020



REGIONAL ARTS DEVELOPMENT FUND (RADF) 2020 – 2021 GUIDELINES FOR APPLICANTS

WHAT IS THE PURPOSE OF RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

WHAT ARE THE OBJECTIVES OF RADF?

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver the Queensland Government's objectives for the community

If you require further information on RADF, please contact Isaac Regional Council's Arts and Cultural Programs Officer on 1300 47 22 27.

Information on other Arts Queensland funding programs and initiatives is available online at www.arts.qld.gov.au

WHAT ARE COUNCIL'S LOCALLY IDENTIFIED PRIORITIES?

Isaac is a region that feeds, powers and builds communities. We are rich in resources and made richer by our people who shape our culture through their stories, values, resilience, creativity, generosity and way of life.

Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Council has identified three (3) priority areas for funding in 2020 – 2021:

1. Implementing the Arts and Cultural Policy (CORP-POL-031) and Arts and Cultural Action Plan 2018-2022.
2. Supporting local artists (emerging and established), arts workers and cultural workers by facilitating locally driven community arts and cultural processes.
3. Promoting cultural tourism.

RADF GRANTS PROGRAM

The RADF grants program will be delivered via three rounds:

Round One:

- closing Friday 11 September 2020
- funding events/programs and activities from 1 November 2020 to 28 February 2021

Round Two:

- closing Friday 13 November 2021
- funding events/programs and activities from 1 March 2021 to 30 June 2021

Round Three:

- closing Friday 13 March 2021
- funding events/programs and activities from 1 July 2021 to 31 October 2021.

Specific projects may be initiated by Council staff to carry out Council's locally identified priorities.

ASSESSMENT CRITERIA

Each application is assessed by the members of the Isaac Arts and Cultural Advisory Committee against 4 criteria being Quality, Reach, Impact and Viability.

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.

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- Evidence of local demand for proposed program/s.
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

Impact

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more of the Queensland Government's Objectives for the Community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.

Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership capacity with partners including business and government.

WHO IS ELIGIBLE TO APPLY FOR RADF LOCAL GRANTS?

The following categories of individuals and organisations may apply for a RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
 - Are resident in the Isaac Regional Council area ("the Council area"); or
 - If based outside the Council area are able to demonstrate that the project will directly benefit arts and culture in the Council area;
 - Are permanent residents or Australian citizens; and
 - Have an Australian Business Number (ABN), or who will be auspiced by an incorporated organisation or an individual with an ABN;
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate that the project will directly benefit arts and culture in the Council area;
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate that the project will directly benefit arts and culture in the Council area.

All applicants must be able to provide an ABN number and proof of insurance coverage for the funded activity in their applications. Applicants may use an auspicing arrangement to provide an ABN, insurance coverage and financial responsibility for Isaac RADF funding.

WHAT DOES RADF NOT SUPPORT?

RADF will fund up to 65% of the total expenses of any activity/project unless otherwise specified. Applicants must make a significant contribution of at least 35% which may be in-kind.

Advertising and promotional costs will be funded for not more than 10% of the total cost of advertising and promotion.

RADF supports locally driven content for local events. Presentation costs for exhibitions developed by Isaac artists and exhibited in the Isaac region are eligible for funding for not more than 20% of the total printing, framing and freight costs.

If the application involves an installation of public art (e.g. painting a mural or erecting an artwork in a local park), the applicant must include with the application evidence that they have consulted with the community and the ultimate asset owner and provide evidence confirming that both groups support this art installation. If this supporting material is not provided with the application at the time of its lodgment, the application will not be considered by the Isaac Arts and Cultural Advisory Committee.

The following are not eligible for funding through the RADF program:

- Applicants who failed to acquit previous RADF grants;
- Activities that commence before Council RADF funding approval is given;
- School arts activities EXCEPT where those activities form part of broader community cultural development processes, community recovery from adverse events (e.g. drought, cyclone, youth suicide) or are part of professional arts development;
- Funding will not be provided to organisations that have already been funded by Arts Queensland to deliver their core business services;
- Catering costs for workshops, openings, launches and parties;
- Materials for activities which create items that become the personal possessions of participants;
- Competitions (e.g. eisteddfods) – they are prolific and could monopolise funds;
- Accredited study, training or university courses – RADF does not fund the primary training of artists, only their professional development once they are practising;
- Publishing costs. Requests for grants to publish books should be directed to organisations that provide print-on-demand services;

- Operational expenses of arts and cultural organisations are not eligible for funding including wages for permanent staff, administration and office expenses but may be included as in kind contributions for specific activities;
- Applicants who seek funding to develop an exhibition or a collection;
- Entertainment for events UNLESS there is a substantive skill developmental activity for Isaac residents included (e.g. musicians performing at a community event run a series of developmental workshops for Isaac residents in the week prior to the event). For an eligible event, funding is available for up to 65% of the total cost of the event (excluding the cost of catering) to a maximum of \$1,500. An applicant may not make more than one RADF application per funding round for an event of this nature.
- Purchase of capital items (e.g. equipment, buildings or vehicles). RADF gives artists and organisations opportunities for employment, professional development and to practise their art. EXCEPTION: Capital items may be funded only:
 - when the Isaac Arts and Cultural Advisory Committee considers the items to be an integral part of an application; and
 - where the items remain available for community use. Long term storage arrangements of the items must be confirmed and advised with the RADF application.

WHAT ARE THE CATEGORIES OF FUNDING?

RADF supports four categories of funding:

1. Individual Development

This category is open to individuals to access financial support to participate in activities that build on their chosen arts practice.

Proposals may include:

- Attending professional development seminars or activities;
- Master classes;
- Mentorships with recognised arts and cultural peers;
- Artist in residence programs; and
- Placements with recognised arts and cultural organisations.

Considerations

Assessments will support intrastate and interstate activities but not overseas activities. Assistance is available for up to 65% of the total costs for registration, accommodation, travel and meals to a maximum of \$1,000 for activities in Queensland and \$2,000 for activities in other states.

2. Projects and Programs

This category is open to individuals, groups and organisations where outcomes of their activities have a broader reach within the community.

Proposals may include:

- a. Engaging professional artists or arts workers to run workshops or community projects that focus on developing skills of participants;
- b. Delivering arts and cultural projects where artists and communities work together;
- c. Delivering projects and activities that focus on locally distinct arts, culture and heritage such as:
 - i. Product development by professional artists, either as individuals or in partnership with individual community members or community groups;
 - ii. Developing marketing strategies for a professional artistic product; and
 - iii. Community stories documentation. This may be done via various mediums such as plays, film/video/audio, artwork, digital exhibitions, education programs, oral histories and publications.

3. Community Wellbeing

This category is open to individuals, groups and organisations proposing arts and cultural activities where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups.

Projects may focus on the following areas:

- Health and wellness;
- Social justice; and
- Social inclusion and belonging.

Projects should target a specific participant or audience such as:

- Aboriginal and Torres Strait Islander peoples;
- people from culturally and linguistically diverse backgrounds;
- older people (over 55 years old); and
- young people,

as creators, participants or audiences

Proposals may include:

- Engaging professional artists or arts workers to run workshops or community projects that focus on developing community resilience and wellbeing and target marginalised or minority groups;
- Delivering arts and cultural projects where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups; and

- An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

4. Local Priorities and Strategic Initiatives

This category is open to individuals, groups and organisations responding to identified community needs such as recovery post natural disaster, a spike in youth suicide, or any circumstances where arts practice may benefit a community's ability to process an identified issue or need.

Proposals must include:

- a. Evidence of the identified need and community support for the project;
- b. A project plan outlining the aims, nature and structure of the project as well as any collaborations/partnerships, timeframes and budgetary considerations, intended target audiences and an "access" strategy to ensure activities encourage participation by people who may be experiencing hardship;
- c. An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

WHAT TO DO NEXT?

- Pick up the telephone and call Isaac's Arts and Cultural Programs Officer (1300 472 227) to discuss your idea or to make an appointment to meet and talk about it. The Arts and Cultural Programs Officer will give you feedback on your idea and may provide assistance with your RADF application.
- When planning your project, write your idea down and give detail on the:
 - What:
 - Who:
 - Why:
 - When: and,
 - How:
- Read the RADF Application form which may be obtained by downloading it online (www.isaac.qld.gov.au/radf). Hard copies may be obtained from Isaac Regional Council's libraries and offices;
- Complete a draft application form and email it to Isaac's Arts and Cultural Programs Officer requesting feedback;
- Address any areas needing more work making sure you give yourself enough time to lodge the application by the closing date for each funding round.

Applications must be received by 5.00pm on the closing date of the advertised funding round. The completed RADF application and attachments may be submitted by hard copy or electronic file either:

- In person at your local **Isaac Regional Council Office**
- or email to : records@isaac.qld.gov.au
- or post to: **RADF
Isaac Regional Council
PO Box 97,
MORANBAH QLD 4744**

ISAAC RADF APPLICATION APPROVAL PROCESS

Unsigned applications will not be considered by the Isaac Arts and Cultural Advisory Committee.

Notification of the outcome of a RADF application is approximately seven weeks after the closing date of a Round. It is important to note that because the timeframe is indicative, unavoidable delays can occur. While every effort is made, Isaac Regional Council cannot guarantee the release of a RADF grant on a set date

The Isaac Arts and Cultural Advisory Committee will assess all complete RADF applications and recommend selected applicants for funding, to the next Isaac Regional Council meeting. Their recommendations may vary the amount of RADF funding requested in individual applications.

After advice of Council approval of funding for selected applicants is received, Isaac's Arts and Cultural Programs Officer will forward a written Offer of Funding to successful applicants. Unsuccessful applicants will also be notified at this time.

Applicants who wish to accept their Offer of Funding are required to return a signed Acceptance of Funding and provide details for payment of their RADF funding. Isaac Regional Council's Accounts Department requires bank account information to allow an electronic transfer of funds.

Applicants who do not wish to accept an Offer of Funding should ring or email Isaac's Arts and Cultural Programs Officer as soon as possible.

REQUIRED 2020-2021 RADF ACKNOWLEDGMENT

All RADF 2020-2021 funded activities must acknowledge the Queensland Government and Isaac Regional Council in all promotional material and publications by including the 2020-2021 acknowledgment text and appropriate logos.

Acknowledgement Text for RADF 2020-2021:

The Regional Arts Development Fund is a partnership between the Queensland Government and Isaac Regional Council to support local arts and culture in regional Queensland.

- You may download the Queensland Government logo and style guide at www.arts.qld.gov.au/aq-funding/acknowledgement
- Isaac Regional Council's logo is available at from the Isaac Regional Council Brand, Media and Communications team. Email iris@isaac.qld.gov.au or phone 1300 472 227.

CHANGES TO ISAAC RADF FUNDED APPLICATIONS

Changes of dates, venues and other significant activity arrangements or cancellations must be notified immediately to Isaac's Arts and Cultural Programs Officer by phone and confirmed by email. This will allow Isaac Regional Council calendars and media information to be updated and the Isaac Arts and Cultural Advisory Committee to be informed as its consent is required to any changes.

ISAAC RADF REPORTING AND ACQUITTAL PROCESSES

All projects receiving RADF 202019-2021 funding are required to report on their contribution towards RADF 2020-2021 Key Performance Outcomes(KPOs):

DATA REQUIRED

DEFINITION

NUMBER OF ATTENDEES

People who attend activities and events as audience members
e.g. to see an exhibition, watch a performance, listen to a talk

NUMBER OF PARTICIPANTS

People who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop.

NUMBER OF ARTISTS/ CULTURAL WORKERS EMPLOYED

People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project

NUMBER OF PEOPLE EMPLOYED IN OTHER PAID POSITIONS

People employed over the duration of project (on contract or permanent basis) who were engaged in a role other than an artistic/cultural one

NUMBER OF VOLUNTEERS

People engaged as volunteers to support delivery of your activities

TYPES OF SECTORS PARTNERED WITH (IF RELEVANT)

If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc.

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All RADF 2020-2021 funded activities must complete a Project Outcome Report. This will be provided with your Offer of Funding and can be found online at: www.isaac.qld.gov.au/radf

The Project Outcome Report includes information about the success of your project, budget and support material which must be submitted to Isaac Regional Council within 8 weeks of the completion of your project.

As part of your funded activity an evaluation process is required to respond to a Section of the Project Outcome Report. If you do not have a suitable form you may choose to use the Council Feedback form for participants. This can be found online at: www.isaac.qld.gov.au/radf

The completed and signed Project Outcome report must be returned to Isaac's Arts and Cultural Programs Officer with attachments. The attachments should include copies of participants' evaluation forms, a minimum of two photos of RADF funded activities with written photographic consent for Isaac Regional Council's and Arts Queensland's use and copies of all expenditure documents and records for the funded activity. Other information may be forwarded in support of your report.

Assistance with reporting may be obtained from Isaac's Arts and Cultural Programs Officer phone 1300 472 227 but it is important that you plan to capture all of the required reporting information as part of your project activities.

USEFUL WEBSITES

The following table lists some useful websites that may help in the development of your activity:

ORGANISATION AND WEBSITE	FOR
ARTS QUEENSLAND (AQ) WWW.ARTS.QLD.GOV.AU	All RADF information All other Arts Queensland grant information Other funding sources benefiting arts and culture
MEDIA, ENTERTAINMENT AND ARTS ALLIANCE WWW.ALLIANCE.ORG.AU/	Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.
AUSTRALIAN COPYRIGHT COUNCIL WWW.COPYRIGHT.ORG.AU/INFORMATION	Information and guidance about creating copyright in Australia.
QUEENSLAND HERITAGE BRANCH HTTPS://WWW.FHP.QLD.GOV.AU/HERITAGE/	Information and guidance about state and local heritage places.

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USEFUL WEBSITES (cont'd)

The following table lists some useful websites that may help in the development of your activity:

ORGANISATION AND WEBSITE	FOR
THE ARTS LAW CENTRE OF AUSTRALIA WWW.ARTSLAW.COM.AU/	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
DEPARTMENT OF ABORIGINAL AND TORRES STRAIT ISLANDER POLICY (DATSIP) WWW.ATSIP.QLD.GOV.AU/RESOURCES/CULTURES.CFM	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.

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MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 11 February 2020
AUTHOR	Kelly Shepherd
AUTHOR POSITION	Senior Community Leasing Officer

5.5

MIDDLEMOUNT TOUCH FOOTBALL ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Middlemount Touch Football Association Incorporated on Lot 3 on CP858167, Middlemount Sporting Complex, Centenary Drive South, Middlemount.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Approve to enter into a ten-year lease agreement with Middlemount Touch Football Association Incorporated for use of the facility located on Lot 3 on CP858167 the total of which is 2556m²;**
 - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m² – 5,000m² annual rent/usage fee \$600.00 ex GST per group**
 - b. **All outgoings will be at the expense of the Trustee Lessee.**
 - i. **Rates**
 - ii. **Electricity**
 - iii. **Telephone/Internet**
 - iv. **Water**
 - v. **Cleaning**
 - vi. **Garbage/Waste**
 - vii. **Repairs and Maintenance; and**
 - viii. **Other outgoings as detailed in the in-principle agreement**
2. **Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause one (1) above.**

BACKGROUND

The original twenty-year lease to the Middlemount Touch Football Association Inc was established on 1 April 2000 and is scheduled to expire on 31 March 2020.

An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the Secretary of the Middlemount Touch Football club in January 2020.

A Building Compliance Report was conducted on the facility on 18 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advises of some extensive water damage to the facility from water ingress due to the way the building was constructed. The Asset Custodian is researching options to address the issue.

Leasing Process to be Followed

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

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Middlemount Touch Football Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

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

Size of leased area is approximately 590m² therefore falls in the 501m² – 5,000m² annual rent/usage fee \$600.00 ex GST.

Installation of metering for electrical and water may be required as an expense to Council.

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Seven Councillor
Technical Officer Parks and Recreation
Community Relations Officer
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Middlemount Touch Football Association Inc

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

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

Report prepared by: BRUCE WRIGHT Manager Community Facilities Date: 28 January 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 30 January 2020
--	--

ATTACHMENTS

- Attachment 1 – In Principle Agreement signed by the Middlemount Touch Football Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Date of Agreement: 15/01/2020

Type of Tenure: 10 year lease

Address of Premises: Middlemount Sporting Complex, 238 Centenary Drive South

Lot on Plan Description: 3CP858167

Areas (Subject to Survey): 2556m2

Lessor: Isaac Regional Council

Contact: Senior Community Leasing Officer

Attention: Kelly Shepherd

Telephone: 07 4846 3308

Facsimile: 07 4941 8666

Email: records@isaac.qld.gov.au

Lessee: Middlemount Touch Football Association Inc

Incorporation #: IA16154

ABN: N/A

Contact for Lessee:

Attention: [REDACTED]

Telephone: [REDACTED]

Facsimile: [REDACTED]

Email: [REDACTED]

TENURE

Commencement Date: 01/04/2020

Term: 10 years

Expiry Date: 31/03/2030

RENTAL

Gross Rental: \$600.00 ex GST per annum

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

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

*Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste*

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

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

*Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).*

SPECIAL CONDITIONS

DNRM Stated Use: Recreation

Intended Use: Recreation

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes.

Any required signage must be approved by Lessor

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

WARNING - this area is under constant video surveillance

Tenure Documentation: Form 7 Lease Document
Form 20 (718162354) Isaac Regional Council Standard Terms Document
Form 14 (711932933) Mandatory Standard Terms Document for a Trustee Lease

Legal Fees: Each party to pay their own

Keys: Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.

Goods & Services Tax: Consideration for a Taxable Supply under the Lease is GST Exclusive

Liquor Licence Number: Refer Mandatory Standard Terms

INSURANCE Refer Part 10: Lessee Insurance of the Standard Terms Document

Public Liability Insurance: \$20,000,000

Certificate of Currency: To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment

Damage Policy: Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation: Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Middlemount Touch Football Association Inc

Name:



Signature:

Date:

14-01-2020

MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 11 February 2020
AUTHOR	Kelly Shepard
AUTHOR POSITION	Senior Community Leasing Officer

5.6 MORANBAH DARTS ASSOCIATION INCORPORATED TENURE ARRANGEMENTS

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Darts Association Incorporated on Lot A on SP214728 being part of Lot 3 on M973107, 38 Bacon Street, Moranbah.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve to enter into a ten-year lease agreement with Moranbah Darts Association Incorporated for use of the facility being located on Lot A on SP214728 being part of Lot 3 on M973107 the total of which is 1277 m²;**
 - a. Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501 m² > 5,000m² annual rent/usage fee \$600.00 ex GST per group**
 - b. All outgoings will be at the expense of the Trustee Lessee.**
 - i. Rates**
 - ii. Electricity**
 - iii. Telephone/Internet**
 - iv. Water**
 - v. Cleaning**
 - vi. Garbage/Waste**
 - vii. Repairs and Maintenance; and**
 - viii. Other outgoings as detailed in the in-principle agreement**
- 2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.**

BACKGROUND

The Moranbah Darts Association Inc has been under a 10-year lease which is scheduled to expire on 30 April 2020. An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the club committee on 12 December 2019.

A Building Compliance Report was conducted on the facility on 13 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advised of some maintenance works required on the canteen/bar and toilets. The asset belongs to the club and as such they were advised during the meeting on 12 December 2019 of what had been identified during the inspection. An email to confirm these required repairs was sent to the club.

Leasing Process to be Followed

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

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Moranbah Darts Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

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

Size of leased area 501 m² > 5,000m² annual rent/usage fee \$600.00 ex GST.

Installation of metering for electrical and water may be required as an expense to Council.

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Five Councillor
Coordinator Parks and Recreation
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Moranbah Darts Association Inc

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

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

Report Prepared By:	Report Authorised By:
BRUCE WRIGHT Manager Community Facilities	JEFF STEWART-HARRIS Director Planning, Environment and Community Services
Date: 29 January 2020	Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - In Principle Agreement signed by the Moranbah Darts Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT**SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE****Date of Agreement:****Type of Tenure:** 10 year lease**Address of Premises:** 38A Bacon Street, Moranbah, Qld, 4744**Lot on Plan Description:** Lease A on SP214728 being part of Lot 3 on M973107**Areas (Subject to Survey):** 1277sqm**Lessor:** Isaac Regional Council**Contact:** Senior Community Leasing Officer**Attention:** Kelly Shepherd**Telephone:** 07 4846 3308**Facsimile:** 07 4941 8666**Email:** records@isaac.qld.gov.au**Lessee:** Moranbah Darts Association Inc**Incorporation #:** IA05894**ABN:** 90519668699**Contact for Lessee:****Attention:****Telephone:****Facsimile:****Email:** mbhdarts@moranbah.net.au

TENURE**Commencement Date:** 01/05/2020**Term:** 10 years**Expiry Date:** 30/04/2030**RENTAL****Gross Rental:** \$600.00 ex GST per annum**Rent Review:** Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date**Outgoings:** All outgoings to be at the expense of the Lessee including but not limited to the following:

*Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste*

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

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

*Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).*

SPECIAL CONDITIONS

DNRM Stated Use: Local Government
Recreation and Cultural

Intended Use: Recreation

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes.

Any required signage must be approved by Lessor

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

WARNING - this area is under constant video surveillance

Tenure Documentation: Form 7 Lease Document
Form 20 (718162354) Isaac Regional Council Standard Terms Document
Form 20 (711932933) Mandatory Standard Terms Document for a Trustee Lease

Legal Fees: Each party to pay their own

Keys: Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.

Goods & Services Tax: Consideration for a Taxable Supply under the Lease is GST Exclusive

Liquor Licence Number: Refer Mandatory Standard Terms

INSURANCE Refer Part 10: Lessee Insurance of the Standard Terms Document

Public Liability Insurance: \$20,000,000

Certificate of Currency: To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment

Damage Policy: Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation: Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

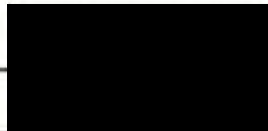
The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Moranbah Darts Association Inc

Name:



Signature:

Date:

20-01-2020

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 11 February 2020

AUTHOR

Kelly Shepherd

AUTHOR POSITION

Senior Community Leasing Officer

5.7 MORANBAH SPEEDWAY ASSOCIATION INCORPORATED TENURE AGREEMENT

EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for the Moranbah Speedway Association Incorporated on Lot AD on SP232350 being part of Lot 19 on SP158749, Sarchedon Drive, Moranbah.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve to enter into a ten-year lease agreement with Moranbah Speedway Association Incorporated for use of the facility being located on Lot AD on SP232350 being part of Lot 19 on SP158749 the total of which is 8.981 Ha;**
 - a. Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area > 50,001m² annual rent/usage fee \$900.00 ex GST per group**
 - b. All outgoings will be at the expense of the Trustee Lessee.**
 - i. Rates**
 - ii. Electricity**
 - iii. Telephone/Internet**
 - iv. Water**
 - v. Cleaning**
 - vi. Garbage/Waste**
 - vii. Repairs and Maintenance; and**
 - viii. Other outgoings as detailed in the in-principle agreement**
- 2. Authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.**

BACKGROUND

The Moranbah Speedway Association Incorporated has been under a 10-year lease which is scheduled to expire on 31 August 2020. An Expression of Interest was received for a new lease in 2019 and negotiations began at a meeting with the Secretary of the club on 12 December 2019.

A Building Compliance Report was conducted on the facility on 13 November 2019 and provided to Leasing and the Asset Custodian the same day. The Report advised of some small maintenance works required on the canteen/bar and toilets. These assets belong to the club and as such they were advised during the meeting on 12 December 2019 of what had been identified during the inspection. An email to confirm these required repairs was sent to the club secretary on the afternoon of the meeting.

Leasing Process to be Followed

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

The establishment of the Rates Concession for Not-for-Profit Organisations and the identification of Base Building Inclusions and Exclusions enables this organisation to enter a lease without placing an unnecessary financial burden on them.

A lease is the most appropriate tenure as the Moranbah Speedway Association Inc have sole use of the building.

IMPLICATIONS

Budget

Preparation of lease to be completed internally by the Senior Community Leasing Officer eliminating legal cost by not outsourcing to King and Company Solicitors.

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

Size of leased area > 50,001m² annual rent/usage fee \$900.00 ex GST per group.

Installation of metering for electrical and water may be required as an expense to Council.

Lessee

Inspections on facility undertaken pre-occupation, post-occupation and as required during the term of the tenure.

All outgoings will be at the expense of the Lessee.

CONSULTATION

Internal

Division Five Councillor
Coordinator Parks and Recreation
Manager Community Facilities
Senior Community Leasing Officer

External

Secretary, Moranbah Speedway Association Incorporated

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Manager Community Facilities to progress leasing documentation with lessee.

KEY MESSAGES

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

Report Prepared By:	Report Authorised By:
BRUCE WRIGHT Manager Community Facilities	JEFF STEWART-HARRIS Director Planning, Environment and Community Services
Date: 29 January 2020	Date: 30 January 2020

ATTACHMENTS

- Attachment 1 - In Principle Agreement signed by the Moranbah Speedway Association Inc (redacted)

REFERENCE DOCUMENT

- Tenures Policy for Council Owned and/or Controlled Facilities

IN PRINCIPLE AGREEMENT

SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

Date of Agreement:

Type of Tenure: 10 year lease

Address of Premises: Sarchedon Drive, Moranbah, Qld, 4744

Lot on Plan Description: Lease AD on SP232350 being part of Lot 19 on SP158749

Areas (Subject to Survey): 8.981ha

Lessor: Isaac Regional Council

Contact: Senior Community Leasing Officer

Attention: Kelly Shepherd

Telephone: 07 4846 3308

Facsimile: 07 4941 8666

Email: records@isaac.qld.gov.au

Lessee: Moranbah Speedway Association Inc

Incorporation #: IA05894

ABN: 49231238364

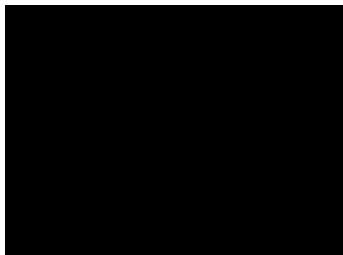
Contact for Lessee:

Attention:

Telephone:

Facsimile:

Email:



TENURE

Commencement Date: 01/09/2020
Term: 10 years
Expiry Date: 31/08/2030

RENTAL

Gross Rental: \$900.00 ex GST per annum
Rent Review: Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

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

*Rates
Electricity
Gas
Telephone/Internet
Water
Cleaning
Garbage/Waste*

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

Maintenance: All maintenance to be at the expense of the Lessee including but not limited to the following:

*Gutter Cleaning;
Air conditioning servicing and maintenance;
Painting of Premises;
Plumbing from the point of entry to the Building;
Electrical items from the point of entry to the Building;
Fire systems, fire extinguishers and hoses, emergency lights, evacuation training;
Fixtures and fittings;
Pest Control;
Smoke alarms; and
Test and tag on all electrical items (refer section 97 of Electrical Safety Regulation 2013 for classification and requirements).*

SPECIAL CONDITIONS

DNRM Stated Use: Recreation

Intended Use: Recreation

Use of Premises: The Lessee must not permit anybody to use the premises for residential purposes.

Any required signage must be approved by Lessor

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

WARNING - this area is under constant video surveillance

Tenure Documentation: Form 7 Lease Document
Form 20 (718162354) Isaac Regional Council Standard Terms Document
Form 20 (711932933) Mandatory Standard Terms Document for a Trustee Lease

Legal Fees: Each party to pay their own

Keys: Lost keys may result in the requirement for the facility to be rekeyed at the lessee's expense. Replacement of lost keys will be at the lessee's cost.

Goods & Services Tax: Consideration for a Taxable Supply under the Lease is GST Exclusive

Liquor Licence Number: Refer Mandatory Standard Terms

INSURANCE Refer Part 10: Lessee Insurance of the Standard Terms Document

Public Liability Insurance: \$20,000,000

Certificate of Currency: To be supplied by applicant prior to commencement of Tenure with a copy of the receipt showing payment

Damage Policy: Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

Workers Compensation: Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

Make Good Clause:

Return the premises to the lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the lessor, shall include but not be limited to:

- removal of any structures erected by the lessee;
- commercial cleaning of the premises;
- removal of any fittings and fixtures installed by the lessee;
- repair of any surface damaged or altered by the lessee; and
- any other rectification works as directed by the lessor.

The lessee agrees to submit to the lessor for approval a complete scope of works prior to installation for any fit-out works.

Ensure the land and buildings are clear of all waste, car bodies, etc and is clean, tidy and in a reputable state.

Information Update:

The Lessee must provide annually a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

For & on behalf of:

Moranbah Speedway Association Inc

Name:

Signature:

Date:

[Redacted signature area]

15/01/2020

MEETING DETAILS	Planning, Environment and Community Services Standing Committee Tuesday 11 February 2020
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.8

PUBLIC ART POLICY AND PUBLIC ART ACTION PLAN 2020-2024

EXECUTIVE SUMMARY

This report seeks Council's endorsement of a Public Art Policy and Public Art Action Plan.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Adopt the Public Art Policy (PECS-POL-075), as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to formalise Council's vision for public art in the region.**
- 2. Adopt the Public Art Action Plan 2020-2024, as endorsed by the Isaac Region Arts and Cultural Advisory Committee, to implement Council's vision.**

BACKGROUND

Council is committed to developing a best practice framework to support the acquisition, maintenance and deaccessioning of public art in the Isaac region.

Public art represents an opportunity to enhance our built and natural environments, honour our people, celebrate our places and tell the stories of the region. Such projects align with the strategic outcomes of Council's Community and Corporate plans.

A draft public art policy and action plan have been developed to support this objective and establish clear criteria for proposed public art installations, with particular consideration to the whole of life cost of maintaining such assets through the Project Accountability Gateway Process.

Through the integration of appropriate public art works in communities and localities across the Isaac region, Council aims to:

- Connect to our communities.
- Create meaningful and aesthetically appealing public spaces and places.
- Commemorate our past.
- Celebrate our heroes, environment and way of life.
- Develop our local artisans and creatives.
- Create cultural tourism opportunities throughout the region.

Council will implement the Public Art Policy through the Public Art Action Plan 2020-2024.

IMPLICATIONS

Public Art Action Plan Objective 2.2.2: Allocate 1.0% of the value/budget of relevant/nominated new and renewal capital projects towards public art projects each financial year 21/22.

CONSULTATION

Director Planning Environment and Community Services
Manager Community Engagement Programs and Events
Isaac Region Arts and Cultural Advisory Committee
Arts and Cultural Programs Officer

BASIS FOR RECOMMENDATION

This report seeks Council's approval of the draft Public Art Policy and draft Public Art Action Plan 2020-2024 as endorsed by the Isaac Region Arts and Cultural Advisory Committee on 22 January 2020.

ACTION ACCOUNTABILITY

Manager Engaged Communities to progress implementation.

KEY MESSAGES

Council's Community Events Program continues to build communities in line with the Isaac Vision.

Report prepared by: JIM HUTCHINSON Manager Engaged Communities Date: 28 January 2020	Report authorised by: JEFF STEWART HARRIS Director Planning, Environment and Community Services Date: 30 January 2020
---	--

ATTACHMENTS

- Attachment 1 - Public Art Policy
- Attachment 2 - Public Art Action Plan 2020-2024

REFERENCE DOCUMENT

- Community Strategy Plan – Isaac 2035
- Isaac Regional Council Corporate Plan

PUBLIC ART POLICY

APPROVALS

POLICY NUMBER	PECS-POL-075	DOC.ID	4558270
CATEGORY	Community		
POLICY OWNER	Engaged Communities		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

OBJECTIVE

This policy defines Council's vision for public art in the Isaac region, with the objectives of:

- Recognising the cultural value of public art expression.
- Supporting initiatives that provide public art installations of local or regional relevance, reflecting the unique character of the communities of the region.
- Ensuring artwork in the public domain is of an appropriate artistic and aesthetic standard, and constructed in a manner which ensures its longevity.

SCOPE

This policy applies to all Councillors, Council employees, volunteers, contractors, groups, organisations and individuals seeking to develop and/or implement a public art project in the public domain.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC/Council	Isaac Regional Council
Public Art	Artworks installed in public places that may be permanent, temporary or ephemeral and can be represented in a range of artforms (e.g. sculpture, installation, projection, performance)
Public Domain	Areas under the administration or ownership of Isaac Regional Council or leased by Council to third parties including (but not limited to) public buildings and spaces, sporting, recreation and cultural facilities, and open spaces including streets, road reserves, parks, gardens and foreshores.

POLICY STATEMENT

Our people shape our culture through their stories, values, resilience, creativity, generosity and way of life. Public art in the Isaac Region is a creative representation of our people, places, stories, history and achievements.

Public art enhances our built and natural environments, engages our people and visitors, supports the development of the local arts sector and provides opportunities for cultural tourism.

Council is committed to maintaining a best practice framework to support the development, acquisition, maintenance and deaccessioning of public art in the Isaac region.

Through the integration of appropriate public art works in communities and localities across the Isaac region, Council aims to:

- Connect to our communities.
- Create meaningful and aesthetically appealing public spaces and places.
- Commemorate our past.
- Celebrate our heroes, environment and way of life.
- Develop our local artisans and creatives.
- Create cultural tourism opportunities throughout the region.

Council will implement this policy through the Public Art Action Plan 2020-2024 and in consultation with the Isaac Region Arts and Cultural Advisory Committee.

CRITERIA FOR PUBLIC ART INSTALLATIONS

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

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

Council will not accept custodianship of public art requiring significant ongoing maintenance or protection to a standard beyond which Council can reasonably provide.

RELATED INDUSTRY STANDARDS AND GUIDELINES

- Australian Best Practice Guide to Collecting Cultural Material (2012)
- The Burra Charter – The Australia International Council on Monuments and Sites (2013).
- Arts For All Queenslanders Strategy 2014-2018
- Australia Council for the Arts, Protocols for Producing Indigenous Australian Visual Arts.

REFERENCES

TYPE	DOCUMENT ID/NAME
	Council's Vision, Mission and Values
POLICY	Community Strategic Plan Isaac 2035

POLICY

POLICY	Isaac Regional Council Corporate Plan
POLICY	Arts and Cultural Policy, CORP-POL-031
PROCEDURE	Arts and Cultural Action Plan 2018-2022
PROCEDURE	Public Art Action Plan 2020-2024
TERMS OF REFERENCE	Isaac Region Arts and Cultural Advisory Committee
LOCAL LAWS	Advertising signage

PUBLIC ART ACTION PLAN 2020 - 2024

PUBLIC ART ACTION PLAN 2020 - 2024 APPROVALS

ACTION PLAN NUMBER	DOC. ID
DATE EFFECTIVE	
PROCEDURE OWNER:	Engaged Communities
APPROVED BY THE DIRECTOR	Director Planning, Environment and Community Services
ENDORSED BY	
POLICY REFERENCE NUMBER	Public Art Policy

DRAFT

Doc Number: COM-PLN-007
Date Effective:

Document Owner: Planning, Environment and Community Services
Version 1
Page 1 of 1

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A PO Box 97 Moranbah QLD 4744

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AIM

The Public Art Action Plan 2020-2024 aims to:

- Provide a framework for Council planning and decision making in relation to the funding, acquisition, maintenance and deaccessioning of public art.
- Promote the integration of public art into Council's capital works programs/projects.
- Provide recommendations for Council's management and maintenance of public art.
- Define priority themes for public art in the Isaac region.

SCOPE

The Public Art Action Plan 2020-2024 focuses on development, procurement, acquisition and construction of public art in the public domain including, but not limited to: public buildings and spaces, sporting, recreation and cultural facilities, and open spaces including streets, parks, gardens, and foreshores

DEFINITIONS

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

ROLES & RESPONSIBILITIES

Manager Engaged Communities and Manager Community Engagement, Programs and Events

- Development and implementation of the Public Art Policy and Public Art Action Plan 2020-2024.
- Development of budgets to support the Public Art Policy and Arts and Public Art Action Plan 2020-2024.
- Development of the Public Art Guidelines.
- Member of the Isaac Arts and Cultural Advisory Committee.

Arts and Cultural Programs Officer

- Principal community contact for all matters related to the Arts and Cultural Policy and Action Plan, Public Art Policy and Action Plan, and the Regional Arts Development Fund

- Isaac Arts and Cultural Advisory Committee liaison and administration.
- Community Liaison
- Support for artists, arts workers/organisations and networks.

Isaac Arts and Cultural Advisory Committee

Contribute to the implementation of the Public Art Policy and Public Art Action Plan 2020-2024 by;

- Recommending themes for public art projects with written rationales, informed by site assessments and community consultation.
- Providing cultural, artistic and design advice.
- Appraising proposals for public art projects.
- Participating in the appraisal of public art tenders and making recommendations to Council.

THE ROLE OF PUBLIC ART IN COMMUNITIES

Public art should always be connected to the place in which it exists. Public art projects should be seen as an opportunity to enhance our built and natural environments, honour our people, celebrate our places, and tell the stories of the region.

Public Art can deliver social, economic and cultural benefits by:

- helping to define a place and creating a sense of cultural and community identity.
- providing a vehicle for the sharing of ideas, stories and memories.
- enhancing the aesthetic in natural and built environments.
- providing opportunities for artists to work,
- providing professional development opportunities for artists to work with other artists, designers, architects, town planners, engineers, fabricators and Local Government.
- creating avenues for community participation in the arts.
- contributing to cultural tourism by enhancing visitor experiences of a place or event.

TYPES OF PUBLIC ART

Public art can be represented in various forms including;

- Permanent artworks created for specific locations, usually free standing and three dimensional.
- Temporary artworks installed in a public space, for a specific purpose or event.
- Ephemeral artworks, art that is made not to last, can include performance art.
- Integrated art works in the built environment including architecture, streetscapes and landscaping
- Applied art works, applied to interior or exterior surfaces eg. Paintings, murals, tapestries.

Examples of the different types of art forms that are considered public art include:

- Earthworks or landscape design

- Furniture
- Street Art
- Installations - sound and light
- Murals
- Mosaics, tiles or paving integrated into pathways
- New media including projections or interactive technology
- Performance
- Sculpture
- Stained glass

ALIGNMENT WITH COUNCIL PLANS

Public Art projects should be seen as an opportunity to support a range of identified Council priorities, therefore Council's strategic documents should always be considered when developing proposals for public art projects. Alignment with these documents also provides a solid argument for gaining support, funding and resources for public art projects:

- Council's Vision, Mission and Values.
- Community Strategic Plan, Isaac 2035
- Isaac Regional Council Corporate Plan, Isaac 2020
- Arts and Cultural Policy, CORP-POL-031
- Arts and Cultural Action Plan 2018-2022
- Regional Arts Development Fund Applicant Guidelines
- Business Support Strategy 2019-2024
- Isaac Tourism Strategy 2019-2024

GOALS AND ACTIONS

GOAL 1: Connect to our Communities

Objective 1:

The Isaac Arts and Cultural Advisory Committee will advise Council on the implementation of the Public Art Policy and Action Plan 2019- 2023.

G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

Action

1.1.1	Recruit appropriately skilled members for the Isaac Arts and Cultural Advisory Committee.
1.1.2	Provide a corporate and committee induction and ongoing training and support to members of the Isaac Arts and Cultural Advisory Committee.

1.1.3	Appoint representatives from the Liveability and Sustainability, Engineering and Infrastructure, Workplace Health and Safety and Engaged Communities and Economy and Prosperity Teams to collaborate with the Isaac Arts and Cultural Advisory Committee as required.
1.1.4	Implement governance practices that ensure compliance with the <i>Local Government Act 2009</i> and the <i>Public Sector Ethics Act 1994</i> .

Objective 2:
Encourage local artists and arts and cultural organisations to participate in the development of public art projects.

C3: Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations yet come together to tackle common opportunities and challenges.

1.2.1	Develop Public Art Guidelines: <ul style="list-style-type: none"> Document Council's processes for the development, commissioning, acquisition, maintenance, and de-accessioning of public art in the Isaac region. Develop a selection criteria and matrix for the assessment of proposed public art projects.
1.2.2	Encourage arts groups/organisations with capacity to submit public art concepts to the Isaac Arts and Cultural Advisory Committee for consideration and recommendations to Council. <ul style="list-style-type: none"> Provide these groups/organisations with support to seek funding and resources for accepted projects.

Objective 3:
Strive for artistic quality in balance with community engagement and participation.

G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

Action

1.3.1	Ensure evaluation methodologies for public art projects include indicators for social, cultural and economic outcomes/benefits. <ul style="list-style-type: none"> Embed evaluation processes in each project to capture information from the artist, participants and the community about the impact of the project: building a body of evidence for the support of future public art projects. Promote the outcomes of public art projects.
-------	---

1.3.2	Engage artists that have the skills and capacity to deliver both quality art and quality community engagement and participation.
1.3.3	All public art proposals must provide evidence of community engagement/consultation.

GOAL 2: Create meaningful public spaces.

Objective 1

Enhance our built and natural environments and the community's engagement with public spaces through public art.

I3: Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.

Action

- | | |
|-------|--|
| 2.1.1 | <p>Work with Council, the Community Facilities, Corporate Properties, Liveability and Sustainability, and Parks and Gardens teams to:</p> <ul style="list-style-type: none"> Identify locations within the Isaac region suitable for public art projects. Ensure projects sponsored by Council are adequately funded to ensure the use of quality materials, maintenance programs and future restorations. |
|-------|--|

Objective 2:

Ensure that Council integrates the Public Art Policy into its decision making processes for future development and planning.

C4: Undertake programs to promote liveability (Including urban design and affordable housing), health and wellbeing and community safety across the region.

Action

- | | |
|-------|---|
| 2.2.1 | Conduct an annual review of the capital works program with the aim of identifying opportunities to integrate public art into infrastructure projects. |
| 2.2.2 | Allocate 1.0% of the value/budget of relevant/nominated new and renewal capital projects towards public art projects each financial year. |

2.2.3	Identify opportunities for non-Council development applications to be required to incorporate public art in line with the Public Art Policy and Guidelines and this Action Plan
2.2.4	All public art works accepted by Council will be included on Council's Asset Register. <ul style="list-style-type: none"> • New works entering the collection will be accompanied by a legal document transferring Title with full ownership rights to Isaac Regional Council. • Isaac Regional Council will have exclusive copyright licence of any public artwork, whilst acknowledging the intellectual and moral rights of the artist/s. • Maintenance and deaccessioning schedules for public art will be developed and funded through a capital works program.
2.2.5	Public art donated to Council must meet the selection criteria set out in the Public Art Policy and should be assessed by the Isaac Arts and Cultural Advisory Committee.
2.2.6	All public art projects are required to include the installation of site plaques/signage that: <ul style="list-style-type: none"> • identifies the artist/s • identifies the funding body • details any significant information on the project.
2.2.7	All Council initiated public art projects will incorporate crime prevention technologies/methodologies.
2.2.8	Council will undertake an annual public art review and report: <ul style="list-style-type: none"> • Updates to Asset Register • Evaluations • Deaccessions

GOAL 3: Commemorate our past.

Objective 1

Prioritise public art projects that recognise and celebrate local indigenous heritage and living culture.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

Action

3.1	Prioritise public art projects that identify/recognise and celebrate the indigenous people of the Isaac region. <ul style="list-style-type: none"> • Ensure authenticity of proposed projects through engagement with recognised representatives of the indigenous groups. • Ensure authenticity by engaging indigenous artists affiliated with the local indigenous groups/cultures.
-----	---

Objective 2

Prioritise public art projects that showcase local stories.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

Action

3.2.1	Support public art projects that identify/promote/interpret the region's historically and culturally significant bygone communities, such as: <ul style="list-style-type: none"> • Copperfield • Blair Athol • Mount Britton
3.2.2	Support public art projects that identify/promote/interpret the development, history and connections of the region's historically significant towns, such as: <ul style="list-style-type: none"> • Clermont • Nebo • St Lawrence
3.2.3	Support public art projects that identify/promote/interpret the development and history of the region's resource communities: <ul style="list-style-type: none"> • Dysart • Middlemount • Moranbah • Glenden
3.2.4	Support public art projects that identify/promote/interpret the development of industry in the Isaac region.
3.2.5	Partner with the stakeholders to identify/develop/fund industry based public art installations and public art trails.

GOAL 4: Celebrate our heroes, environment, and way of life.

Objective 1

Prioritise public art projects that contribute to a sense of place and identity.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities

Action

4.1.1	Support public art projects that identify/promote/interpret historically significant figures
4.1.2	Support public art projects that collect, document, interpret and tell the everyday stories of people living and working in the Isaac region.
4.1.3	Support public art projects that identify/promote/interpret the regions significant natural environment.

GOAL 5: Cultivate our local artists, creative industries, and cultural tourism.

Objective 1:

Ensure that public art projects provide economic opportunities for local artists and creative industries (arts related professionals, engineers, architects, landscapers, fabricators).

EC3: Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development.

Action

5.1	Ensure all IRC funded public art projects provide/include developmental opportunities for the region's arts sector. <ul style="list-style-type: none">• Where possible, embed workshops or mentorships for local artists with the project's lead artists into the project plan.• Ensure artists are remunerated according to award or market rates and that copyright conditions are respected.
-----	--

PUBLIC ART ACTION PLAN 2020 - 2024

Objective 2:

Build partnerships with industry/business/community partners to invest into public art projects.

EC2: Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality.

Action

- | | |
|-------|---|
| 5.2.1 | Create a budget for each IRC funded/initiated public art project that details potential areas for external in-kind support and/or financial contributions. <ul style="list-style-type: none">Identify potential partnerships for IRC funded public art projects |
|-------|---|

Objective 3

Work with the tourism sector to promote public art experiences in the Isaac region.

EC5: Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region.

Action

- | | |
|-------|---|
| 5.3.1 | Develop an interpretive signage brand for public art and heritage sites in the region. (Arts and Cultural Policy and Action Plan 2018-2022) |
| 5.3.2 | Develop links between significant places across the region through heritage and public art trails. (Arts and Cultural Policy and Action Plan 2018-2022) |
| 5.3.3 | Develop and produce crafted maps, guides, and other collateral to guide visitors through the region. (Isaac Tourism Strategy 2019-2024) |

REFERENCES AND RELATED DOCUMENTS

DOCUMENT ID/NAME

TYPE	DOCUMENT ID/NAME
POLICY	Community Strategic Plan Isaac 2035
POLICY	5 Year Corporate Plan- Isaac 2020
POLICY	IRC Arts and Cultural Policy
STRATEGY	IRC Arts and Cultural Action Plan 2018 -2022
POLICY	IRC Public Art Policy
TERMS OF REFERENCE	Isaac Arts and Cultural Advisory Committee
REFERENCE	Australia Council for the Arts, Protocols for Producing Indigenous Australian Visual Arts. www.australiacouncil.gov.au

Doc Number: COM-PLN-007
Date Effective:

Document Owner: Planning, Environment and Community Services
Version 1
Page 1 of 1

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ACCESSING FUNDING AND RESOURCES

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

FUNDING

The following are some of the funding resources available for arts and cultural activity in Isaac Region beyond the Regional Arts Development Fund program that the Council currently invests in. Some of these Council is eligible to apply to and for others a local organisation will need to apply dependent on eligibility.

- Arts Queensland - <https://www.arts.qld.gov.au/aq-funding/funding>
- Tourism and Events Queensland - <https://teq.queensland.com/events/events-support>
- Australia Council for the Arts - <http://www.australiacouncil.gov.au/funding/>
- Regional Arts Fund - <http://www.arts.qld.gov.au/aq-funding/6170-regional-arts-fund>
- Festivals Australia - <https://www.arts.gov.au/funding-and-support/festivals-australia>
- Foundation for Rural and Regional Renewal - https://www.frrr.org.au/cb_pages/different_grants_for_different_needs_new.php
- Gambling Community Benefit Fund - <http://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

SPONSORSHIP AND FUNDRAISING

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

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

STATE AND NATIONAL ARTFORM AND SERVICE ORGANISATIONS

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

<https://www.qld.gov.au/recreation/arts/funding/organisations/fund> - previous recipient list

<http://www.australiacouncil.gov.au/programs-and-resources/list-of-key-organisations/>

PUBLIC ART ACTION PLAN 2020 - 2024

TOOLS

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

<https://www.arts.qld.gov.au/arts-acumen/resources>

DRAFT

Doc Number: COM-PLN-007
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MEETING DETAILS

Planning, Environment and Community Services
Standing Committee Meeting
Tuesday 11 February 2020

AUTHOR

Bruce Wright

AUTHOR POSITION

Manager Community Facilities

**5.9 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE
– 29 JANUARY 2020**

EXECUTIVE SUMMARY

The purpose of this report is to present to Council an update on the Community Tenure and Facilities Advisory Committee activities, recent meeting minutes from the 29 January 2020 and related matters.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the Minutes of the Community Tenure and Facilities Advisory Committee held on 29 January 2020.**
- 2. Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 29 January 2020, in particular;**
 - a) Request a paper reviewing the existing lease charging arrangements to ensure an equitable leasing fee structure.**
 - b) Endorse the continuity the Community Tenure and Facilities Advisory Committee post the Local Government elections with a review of the Terms of Reference and Strategic Priorities to reflect the next phase of work beyond the achievements of the existing committee.**
- 3. Adopt the recommendations of the Community Tenure and Facilities Advisory Committee held on 29 January 2020, relating to Moranbah Remote Control Club – Request for Change to Core Business;**
 - a) Advise the club that Council would be prepared to consider their request subject to receipt of appropriate risk assessment for;**
 - i. Public safety both within and beyond the site in-line with the relevant governing body's standards, and:**
 - ii. The adequacy of toilet and other facilities to cater for the proposed patrons of the changed use.**
- 4. Note the ongoing focus on progressing the Community Tenure and Facilities Advisory Committee Strategic Priority Action Plan.**
- 5. Note the Infrastructure Parks and Recreation Asset Management Update**
- 6. Note the status of community leasing program.**
- 7. Note the status of the determination of asset custodians for all Isaac Regional Council building assets.**

BACKGROUND

The Community Tenure and Facilities Advisory Committee, 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 meeting held 20 November 2018 (Resolution No. 5719).

The Community Tenure and Facilities Advisory Committee met on 29 January 2020. The minutes of this meeting are attached for Councillor's consideration of recommendations.

Attached is the Leasing Update and Priorities by Division update for information and comment.

IMPLICATIONS

- Implications linked to usage of lease facilities
- 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

Manager Governance and Corporate 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: 29 January 2020

Report authorised by:

JEFF STEWART-HARRIS
Director Planning, Environment and
Community Services

Date: 29 January 2020

ATTACHMENTS

- Attachment 1 - Community Tenure and Facilities Advisory Committee Minutes – 29 January 2020

REFERENCE DOCUMENT

- Nil

**UNCONFIRMED MINUTES OF THE
COMMUNITY TENURE & FACILITIES ADVISORY
COMMITTEE MEETING
OF ISAAC REGIONAL COUNCIL
HELD WEDNESDAY, 29 JANUARY 2020
COUNCIL CHAMBERS, MORANBAH**

MEETING MINUTES

Wednesday 29 January 2020

COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL

HELD WEDNESDAY, 29 JANUARY 2020

COUNCIL CHAMBERS MORANBAH

1. OPENING MEETING

The Chairperson declared the meeting open, the time being 1.59pm and welcomed all in attendance.

2. ATTENDANCE

Committee

Cr Gina Lacey, (Chair) Division Three

Cr Jane Pickels, Division Seven

Cr Kelly Vea Vea, Division Five

Darren Fettell, Director Corporate, Governance and Financial Services

Jeff Stewart-Harris, Director Planning, Environment & Community Services

Sean Robinson, Acting Director Engineering and Infrastructure

Bruce Wright, Manager Community Facilities

Glenn Spires, Manager Infrastructure, Parks and Recreation

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

Jana Hesketh, Manager Community Engagement, Programs and Events

Deb Schaffer, Technical Officer Parks and Recreation

MINUTE TAKER

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

MEETING MINUTES

Wednesday 29 January 2020

2A: APOLOGIES

The Committee accepted apologies from Patti Ruth Departmental Administration Officer – Community Facilities, who will transition to providing the secretariat for the Advisory Committee in due course.

Resolution No: T&F0070

Moved: Mr Jeff Stewart-Harris

Seconded: Cr Jane Pickels

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

- Patti Ruth – Departmental Administration Officer – Community Facilities**

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 Wednesday 18 September 2019 at the Council Chambers, Bachelor Parade Moranbah.

Resolution Number:

T&F0071

Action:

Minute Secretary

Moved:

Cr Kelly Veava

Seconded:

Mayor Anne Baker

1. The Community Tenure & Facilities Advisory Committee confirmed the Minutes of the Isaac Regional Council Community Tenure and Facilities Advisory Committee meeting held on Wednesday, 18 September 2019, at the Isaac Regional Council, Council Chambers, Bachelor Parade, Moranbah by general consensus.

Carried

MEETING MINUTES

Wednesday 29 January 2020

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Action Sheet

Follow-up Action:

- Director Planning, Environment and Community Services - Update Action Sheet reviewing officer responsibility for actions follow recent organisational changes prior to next meeting

6. DISCUSSION/OFFICERS REPORTS

6.1 COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE STRATEGIC PRIORITY ACTION PLAN

PURPOSE OF THE REPORT

The purpose of this report is to present the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan Status Report.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee:

1. *Note the ongoing focus on progressing the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan.*

Resolution
Number: T&F0072

Moved: Cr Kelly Vea Vea

Seconded: Mayor Anne Baker

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

1. *Note the ongoing focus on progressing the Community Tenure & Facilities Advisory Committee Strategic Priority Action Plan.*

Carried

Action: Director Planning, Environment and Community Services
Review the Strategic Priority Action Plan and liaise with operational staff in relation to allocation of responsibility for key priorities.

Action: Manager Community Facilities
Provide a program outline for regularising all tenures for the next meeting.

MEETING MINUTES

Wednesday 29 January 2020

6.2 MORANBAH RCCC – REQUEST FOR CHANGE TO CORE BUSINESS

PURPOSE OF THE REPORT

The purpose of this report is to consider Moranbah RCCC's (Remote Control Club) request for approval to change the core purpose of their recreational group.

OFFICER'S RECOMMENDATION

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

- 1. Approve the change of core business from a remote-control club to a gel soft club.**
- 2. Release a public Expression of Interest (EOI) for the old Pottery Club with the proviso that it is offered in as is, where is condition and any new lessee is responsible for making the facility safe for use.**
- 3. Release the above EOI at an appropriate time to enable this club to include it in their new lease if they are the preferred community group.**
- 4. That Council authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.**

Resolution
Number: T&F0073

Moved: Ms Karen Montgomery Seconded: Mr Jeff Stewart-Harris

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

- 1. Advise the club that Council would be prepared to consider their request subject to receipt of appropriate risk assessment for;**
 - i. Public safety both within and beyond the site in line with relevant governing body's standards, and;**
 - ii. The adequacy of toilet and other facilities to cater for the proposed patrons of the changed use.**

Carried

MEETING MINUTES

Wednesday 29 January 2020

ATTENDANCE

Mayor Anne Baker left the Council Chambers at 3.09pm and returned at 3.15pm
Jeff Stewart-Harris left the Council Chambers at 3.15pm

6.3 INFRASTRUCTURE PARKS & RECREATION ASSET MANAGEMENT UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide an update on the value of works being undertaken to bring community assets to compliance.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee recommend to:

- 1. For information and noting*

Resolution Number: T&F0074

Moved: Ms Kelly Shepherd Seconded: Cr Jane Pickels

That the Community Tenure & Facilities Advisory Committee recommend to:

- 1. For information and noting*

Carried

Action: Manager Infrastructure, Parks and Recreation
Schedule a condition assessment and costing report to determine building usability.

Action: Director Planning Environment and Community Services
Respond to the Moranbah Campdraft correspondence identifying that Council will consider funding to prepare a masterplan for the precinct in its 2020/21 budget deliberation and to provide contacts to facilitate the clubs own development of the leased area.

ATTENDANCE

Jeff Stewart-Harris returned to the Council Chambers at 3.19pm
Cr Kelly Vea Vea left the meeting room at 3.21pm and returned at 3.22pm
Nic Crous left the meeting room at 3.29pm and returned at 3.31pm

MEETING MINUTES

Wednesday 29 January 2020

6.4 COMMUNITY LEASING UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide an update to Council on the current status of community leases, actions and priorities.

OFFICER'S RECOMMENDATION

That the Community Tenure & Facilities Advisory Committee recommend:

- 1. Note the status of community leasing program.*

Resolution Number: T&F0075

Moved: Mayor Anne Baker Seconded: Ms Kelly Shepherd

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

- 1. Note the status of community leasing program.*
- 2. Request a paper reviewing the existing lease charging arrangements to ensure an equitable leasing fee structure.*

Carried

ATTENDANCE

Tom Wallwork entered the Council Chambers at 3.40pm

6.5 UPDATE - ASSET CUSTODIAN DETERMINATION

PURPOSE OF THE REPORT

The purpose of this report is to present to the Committee an update on the status of the determination of the custodians for each of the building assets within the Council.

OFFICER'S RECOMMENDATION

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

MEETING DETAILS

Planning Environment and Community Services Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Nishu Ellawala

AUTHOR POSITION

Manager Community Education and Compliance

5.10

**DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 29
JANUARY**

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Wednesday, 29 January 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receives and notes the Minutes of the Domestic Dog Advisory Committee held on 29 January 2020.***
2. ***Adopts the recommendations of the Domestic Dog Advisory Committee held on 29 January 2020, in particular;***
 - a) ***That Council adopts dog registration and microchipping incentives in line with the Domestic Dog Advisory Committee Discussion Paper "Animal Management - Dog Registration and Microchipping Incentives".***
 - b) ***That Council adopts the proposed free microchipping pop up clinics in line with the Domestic Dog Advisory Committee Discussion Paper "Proposed Free Microchipping Pop-up Clinics".***
 - c) ***That a report be prepared for Council's consideration following the 2020 Local Government Election Caretaker Period detailing a proposed subsidised de-sexing program and accompanying policy in line with the Domestic Dog Advisory Committee Discussion Paper "Animal Management – Proposed Subsidised De-sexing".***
 - d) ***That an overarching communication plan be prepared to position these initiatives as practical incentivised opportunities for responsible pet ownership ahead of the proposed approved inspection program scheduled for late in calendar 2020.***
 - e) ***That Council notes the 2019 Social Media and Web Analytics Presentation.***
 - f) ***That Council nominate the Paws-itive Blueprint program for recognition in relevant media and industry award programs.***
 - g) ***Resolve to investigate opportunities to collaborate with Dr Mark Kelman and veterinarians from Isaac Regional Council Local Government Area in order to pilot a subsidised dog vaccination programme to eligible Isaac Regional Council Residents and for a further report to be provided to Council following the 2020 Local Government Election Caretaker Period.***
 - h) ***Endorse the continuation of the Domestic Dog Advisory Committee post 2020 Local Government Elections.***

-
- i) *Expand the Terms of Reference of the new Advisory Committee to reflect the broader scope of Community Education Compliance activities.*
3. *Receives and notes the Statistical Report: Request Module Dogs August 2019 to December 2019.*

BACKGROUND

The Domestic Dog Advisory Committee, along with the draft Terms of Reference were endorsed by Council at its meeting held 28 November 2017 (Resolution No.5185).

The eighth meeting of the Domestic Dog Advisory Committee was held on 29 January 2020. The minutes of this meeting are attached for Councillor's review and consideration.

IMPLICATIONS

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

CONSULTATION

Director Planning Environment and Community Services
Manager Community Education and Compliance
Manager Compliance and Integration
Regulatory Services Officers

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by: NISHU ELLAWALA Manager Community Education and Compliance Date: 29 January 2020	Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 29 January 2020
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ATTACHMENTS

- Attachment 1 - Domestic Dog Advisory Committee Minutes – 29 January 2020

REFERENCE DOCUMENT

- Isaac Regional Council - Advisory Committee Administrative Guidelines

MEETING MINUTES

Wednesday, 29 January 2020

UNCONFIRMED MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD WEDNESDAY 29 JANUARY 2020 COUNCIL CHAMBERS, MORANBAH

MEETING MINUTES

Wednesday, 29 January 2020

**DOMESTIC DOG ADVISORY COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL
HELD ON WEDNESDAY, 29 JANUARY 2020
COUNCIL CHAMBERS, MORANBAH**

1. OPENING MEETING

The Chair declared the meeting open, the time being 11.35am and welcomed all in attendance.

2. ATTENDANCE

COMMITTEE

Cr Anne Baker, Mayor (Chair)

Cr Jane Pickels, Division Seven

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

Ms Nishu Ellawala, Manager Community Education and Compliance *in place of former Manager Environmental Services*

Mr Gert Nel, Manger Compliance and Integration *in place of former Programme Leader - Regulatory Services*

OBSERVERS

Ms Carenda Jenkin, Senior Communications Officer - Brand, Media & Communications

Ms Vicki Hoey, Departmental Administration Officer – Community Education and Compliance

MINUTE TAKER

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

MEETING MINUTES

Wednesday, 29 January 2020

3. APOLOGIES

The Committee received an apology from Cr Simon West

Resolution No.: DDAC026

Moved: Jeff Stewart-Harris **Seconded:** Cr Jane Pickels

That the Domestic Dog Advisory Committee accepts an apology received from:

- Cr Simon West, Division Four

Carried

4. DECLARATION OF CONFLICT OF INTEREST

No conflict of interests declared this meeting.

5. CONFIRMATION OF MINUTES

MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE HELD ON 18 SEPTEMBER 2019

Receipt and confirmation of minutes from the Domestic Dog Advisory Committee (DDAC) Meeting held on Wednesday, 18 September 2019, at the Council Chambers, Bachelor Parade Moranbah.

Resolution No.: DDAC027 **Action:** Minute Secretary

Mover: Cr Jane Pickels **Seconded:** Mr Jeff Stewart-Harris

That the Advisory Committee:

1. **Confirm the Minutes of the Domestic Dog Advisory Committee held on Wednesday, 18 September 2019.**

Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Update provided by Mr Gert Nel:

MEETING MINUTES

Wednesday, 29 January 2020

Dogs of Queensland are currently undergoing a restructure and will make contact with IRC once formation is complete.

7. DISCUSSIONS/PRESENTATIONS

- 7.1 Animal Management - Dog Registration and Microchipping Incentives
- 7.2 Animal Management – Proposed Subsidised De-sexing
- 7.3 Proposed Free Microchipping Pop-up Clinics
- 7.4 2019 Social Media and Web Analytics Presentation

Resolution No.: DDAC028

Mover: Mayor Anne Baker

Seconded: Cr Jane Pickels

That the Advisory Committee recommends:

- 1. That Council adopts dog registration and microchipping incentives in line with the Domestic Dog Advisory Committee Discussion Paper “Animal Management - Dog Registration and Microchipping Incentives”.**
- 2. That Council adopts the proposed free microchipping pop up clinics in line with the Domestic Dog Advisory Committee Discussion Paper “Proposed Free Microchipping Pop-up Clinics”.**
- 3. That a report be prepared for Councils consideration following the 2020 Local Government Election Caretaker Period detailing a proposed subsidised de-sexing program and accompanying policy in line with the DDAC Discussion Paper Animal Management – Proposed Subsidised De-sexing.**
- 4. That an overarching communication plan be prepared to position these initiatives as practical incentivised opportunities for responsible pet ownership ahead of the proposed approved inspection program scheduled for late in calendar 2020.**
- 5. That Council notes the 2019 Social Media and Web Analytics Presentation.**
- 6. That Council nominate the Paws-itive Blueprint program for recognition in relevant media and industry award programs.**

Carried

MEETING MINUTES

Wednesday, 29 January 2020

8. OFFICERS REPORTS

9.

9.1 Microchipping and Vaccination Programme

Resolution No.: DDAC029 **Action:** Manager Community Education &

Mover: Mr Jeff Stewart-Harris **Seconded:** Cr Jane Pickels

That the Committee Recommend that Council:

- 1. Resolve to investigate opportunities to collaborate with Dr Mark Kelman and veterinarians from Isaac Regional Council Local Government Area in order to pilot a subsidised dog vaccination programme to eligible Isaac Regional Council Residents and for a further report to be provided to Council following the 2020 Local Government Election Caretaker Period.***

Carried

9.2 Statistical Report: Request Module Dogs August 2019 to December 2019

Resolution No.: DDAC030

Mover: Mr Gert Nel **Seconded:** Ms Nishu Ellawala

That the Committee Recommend that Council:

- 1. Receive and note this report.***

Carried

MEETING MINUTES

Wednesday, 29 January 2020

10. GENERAL BUSINESS

Resolution No.: DDAC031

Mover: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Advisory Committee Recommends to Council That:

- 1. Endorse the continuation of the Domestic Dog Advisory Committee post 2020 Local Government Elections.**
- 2. Expand the Terms of Reference of the new Advisory Committee to reflect the broader scope of Community Education Compliance activities.**

Carried

11. NEXT MEETING

Next meeting is to be advised.

12. CLOSURE

There being no further business, the Chair acknowledged the contribution and achievements of members of the Advisory Committee and Key Council Officers and declared the meeting closed at 1.17pm

.....
CHAIR

..... / /
DATE

PAGES 246 TO 411 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Planning, Environment and Community Services Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Jana Hesketh

AUTHOR POSITION

Manager Community Engagement, Programs and Events

5.14

MAJOR GRANTS ROUND 15 – EMERGENCY AND LONG TERM ACCOMMODATION MORANBAH (AUSPICED FOR CFMEU)

EXECUTIVE SUMMARY

Emergency and Long Term Accommodation Moranbah (ELAM), being the auspice body for Construction, Forestry, Mining and Energy Union (CFMEU), are seeking support from Council to hold their annual Moranbah Labour Day Festival on Monday 4 May 2020. They are seeking Council's support to pay for the fireworks and to facilitate the road closures throughout Town Square and surrounds.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve \$10,000 from divisional budget 3, 4 and 5 to ELAM (auspiced for CFMEU), being \$5,000 external payment for fireworks and \$5,000 for the internal coordination of the Traffic Management Plan (TMP).***

BACKGROUND

ELAM, auspicing for the CFMEU, have applied for a Major Community Grant in Round 15 to support the delivery of Moranbah's annual Labour Day celebrations, being held on Monday 4 May 2020. Given that Council will not be considering Round 15 Grant applications until the post-election period in April, concern has been raised that funding, if approved, will not be delivered to the organisation ahead of the event. This will impact on the group's ability to deliver the celebrations as planned, which coincide with Moranbah's 50th Anniversary weekend. This report seeks Council approval for an out-of-round grant to ensure funds are received by the organising group in time for event delivery. Council has historically allocated funds from the Community Grants budget to cover costs associated with traffic management for the event. This report seeks Council support to fund the full cost of traffic management via the Community Grants budget.

The Moranbah's Labour Day celebrations are a long-standing event in the community's calendar and Isaac Regional Council has a history of supporting this event via the Community Grants Program. This event is an opportunity for members of the community to get together, socialise and celebrate and acknowledge Moranbah's rich mining heritage. The Festival has always been a well-patronised event, looked forward to

and well supported by clubs and businesses. It will help promote the great facilities at Town Square, provide a morale boost for the community and assist as a fundraiser for many local community groups.

As part of the grant application, auspiced by ELAM on behalf of the CFMEU, provision has historically been made for costs associated with providing traffic management planning and delivery by Council.

In 2019, via administrative decision from the Chief Executive Officer, due to a quorum not being met within Council (resolution PECS0284), the amount committed from the Community Grants budget to IRC-led traffic management at the event was increased to \$3000. Actual traffic management costs incurred by IRC in 2019 totalled \$4995.73, exceeding the estimated requirement.

The additional funds to cover traffic management in 2019 were costed to the Community Grants budget. In 2020, the cost of providing traffic management has been excluded from the grant application, instead it is proposed this be funded separately as in-kind support from Council and costed to the Community Grants Budget.

2019 Funding for Labour Day Festival

2019 – Proposed funding via Community Grants Budget

\$5,000.00 – paid as cash to auspicing body ELAM Inc.

\$1,000.00 – for the internal coordination of traffic management at the event, *subsequently increased to:*

\$3,000.00 – for the internal coordination of traffic management at the event

2019 – Actual costs funded via Community Grants Budget

\$5,000.00 – paid as cash to auspicing body ELAM Inc.

\$4,995.73 – for the internal coordination of traffic management at the event

Previous Isaac Regional Council funding

2018 – \$6000 – Major Grant (inc.\$1000 for traffic management)

2017 – \$6000 – Major Grant (inc.\$1000 for traffic management)

2016 – \$7500 – Major Grant (inc.\$2500 for traffic management)

IMPLICATIONS

The financial implications to the Community Grants Budget for the support of this recommendation would total \$10,000.00. This amount, if supported, would be shared between the Community Grants budgets for Divisions 3, 4 and 5. Each division would contribute \$3,333.33. Each division currently has \$22,931.77 remaining in their 2019/2020 Community Grants budget.

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

<u>Division</u>	<u>Allocation</u>	<u>Actuals - Major</u>	<u>Actuals - Minor</u>	<u>Round 14 Commitments - not yet paid</u>	<u>Multi-year Commitments - Not yet paid</u>	<u>Round 15 Proposals</u>	<u>Total spend</u>	<u>Budget remaining</u>
One	42,000.00	32,892.86	6500.00	-	-	-	39,392.86	2607.14
Two	42,000.00	7557.86	9,728.38	-	-	-	19,286.24	22,713.76
Three	42,000.00	14,608.30	6126.59	-	-	3333.33	24,068.22	17,931.78
Four	42,000.00	14,275.00	6459.93	-	-	3333.33	24,068.26	17,931.74
Five	42,000.00	14,275.10	6459.83	-	-	3333.33	24,068.26	17,931.74
Six	42,000.00	23,522.36	12,011.15	-	-	-	35,533.51	6466.49
Seven	42,000.00	20,076.84	4862.00	-	-	-	24,938.84	17,061.16
Eight	42,000.00	8,700.00	6850.00	2,000.00	-	-	17,550.00	24,450.00
	336,000.00	135,908.32	58,997.88	2,000	-	10,000.00	208,906.19	127,093.81

CONSULTATION

Internal

Councillors Divisions 3, 4 and 5
 Director Planning Environment and Community Services
 Manager Engaged Communities
 Manager Community Engagement, Programs and Events
 Senior Community Relations Officer
 Grants/Administration Officer

External

Emergency and Long Term Accommodation Moranbah
 Construction, Forestry, Mining and Energy Union

BASIS FOR RECOMMENDATION

The Moranbah Labour Day celebrations are integral to the unions, workers and their families and allow a chance for all to celebrate their contribution to their industry, town and the Australian economy as a whole. Supporting the funding and in-kind request will showcase that Isaac Regional Council aligns with the values of its community members and acknowledges Moranbah's rich mining heritage. This is a whole of community event providing a fundraising opportunity for local community groups, building social capital and moral throughout the Moranbah community.

ACTION ACCOUNTABILITY

The outcome will be tasked to the Engaged Communities Administration Officer to action as per standard process.

KEY MESSAGES

Supporting our community through Isaac Regional Council's Community Grants Program.

<p>Report prepared by: JANA HESKETH Manager Community Engagement, Programs and Events Date: 7 February 2020</p>	<p>Report authorised by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 7 February 2020</p>
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ATTACHMENTS

- Nil

REFERENCE DOCUMENTS

- Isaac Community Grant Guidelines
- Confirmed Minutes Ordinary Meeting Tuesday 26 March 2019

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Jeff Stewart-Harris

AUTHOR POSITION

Director Planning, Environment and Community Services

6.1

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – FEBRUARY 2020

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

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

IMPLICATIONS

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

CONSULTATION

Planning, Environment and Community Services Directorate, Managers and Staff

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: JEFF STEWART-HARRIS Director Planning, Environment and Community Services Date: 04 February 2020	Report authorised by: GARY STEVENSON Acting Chief Executive Officer Date: 06 February 2020
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ATTACHMENTS

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

REFERENCE DOCUMENT

- Nil

DATE: February 2020

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

DIRECTORATE HIGHLIGHTS

RECS Structural and Cultural Reform

Effectively all structural changes were completed before the end of 2019 as planned. All closed merit positions have been put to expression of interest and appointments made where suitable candidates applied. A conscious decision has been made to hold the six community hub team leader roles until the intensive training and development for all Area Leader and Frontline Service Officers positions has been completed. The closed merit selections for the Engagement Program Leader; Community Relations Officer Roles for First Peoples and Sport and Recreation; and Community Education Officer roles have not been filled because suitable internal applications were not received. As these positions are not currently funded (as closed merit vacancies), they will remain vacant (either in their current or a modified form if appropriate) until funding becomes available through other vacancies which will arise from time to time.

With the structural work complete, the more challenging work of cultural reform is now the ongoing priority. The final version of the OK and Not OK behaviours document was released on 31 January 2020 following receipt of the two submissions that were received on the draft version circulated during the PECS Roadshow in early December 2019. All PECS managers, program, area and team leaders will undergo a training and workshop program within the next month to develop their individual plans for how they are going to create Psychological Safety in their work teams.

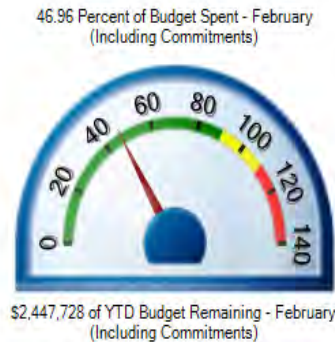
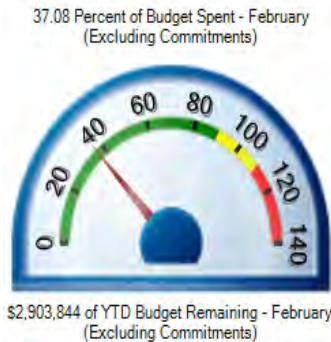
Community Engagement training has been delivered to over 60 staff during the three days from 5th February 2020. The first day was for the PECS Leadership Team, the Community Engagement, Programs and Events team, and the Community Hubs Manager. The remaining two days were attended by a range of managers and staff from PECS and other Directorates selected on the basis of their likely involvement in engagement in the future. Spaces were also made available for the *All Eyes on Isaac* team members in preparation for their Australasian Management Challenge.

PECS Capital Works 2019/2020 and 2020/2021

It is pleasing to present the PECS capital program report which follows. Please note this has not yet taken up the Second Quarter Budget Review proposed changes which would see actual plus commitments performance at around 55% rather than the 46% as shown in the dashboard gauges YTD to 31 January 2020.

It is planned to brief Council this month and discuss a number of issues, including tenure, likely relocations of some uses, and the minimum key hub elements which need to be addressed in order to progress the Glenden Community Hub project, as the prototype modern Community Hub for Isaac. Some of these matters will likely see the hub delivered in early 2020/2021 instead of late this year.

INFORMATION BULLETIN



Carry Forward Budget	\$2,023,158.00
Adopted Budget	\$2,592,000.00
Commitments	\$456,116.37
Actual Expenditure	\$1,711,313.89
Remaining Budget	\$2,447,727.74

Task Name	Finish	% Complete	Project Comments	YTD Actual	Commit	Remaining including commitment
PECS FY2020 Capital Program				\$1,711,313	\$456,116	\$ 2,447,727
Director PECS						
Land Acquisition Lot 505	Fri 31/01/20	36%	Negotiation progress delayed due to outside factors. Complete date unknown as project is dependent on external parties.	\$0.00	\$4,545	\$25,454
Economy and Prosperity						
CLM - Showgrounds Pavilion Ablution bloc	Fri 28/02/20	100%	Construction complete	\$0.00	\$205,829.07	\$13,212.93
CLM - Theresa Creek Dam Septic Renewal	Wed 30/06/21	30%	Finalising scope and approval requirements. Procurement paperwork progressing.	\$1,800.00	\$2,200.00	\$274,404.00
CLM - Washdown Stormwater Diversion	Fri 28/02/20	86%	Construction complete	\$12,986.50	\$282.50	\$33,974.00
CLM - Caravan Park Investigation/Stage 1	Thu 31/10/19	100%	Complete. Awaiting final invoices.	\$18,709.00	\$4,657.50	-\$453.50
CLM - Rodeo & Show Society	Thu 31/10/19	100%	Complete. Awaiting final invoices.	\$212,381.95	\$1,035.11	-\$3,251.06
Clermont Saleyards and Showgrounds Revit	Sat 30/05/20	48%	Award complete onsite works to progress	\$75,860.54	\$40,347.08	\$629,607.38
Whole of Saleyards & Showgrounds Precinct	Tue 31/12/19	79%	Construction complete.	\$0.00	\$1,645.45	\$10,474.55
CLM Aerodrome - Replace Avgas Bowser	Thu 30/04/20	77%	Bowser Complete, Hazard dossier progressing	\$6,363.64	\$0.00	\$13,636.36
Theresa Creek Dam Amenities Refurbishment	Tue 31/03/20	25%	RFQ closing end of February. Construction expected to start in March.	\$0.00	\$0.00	\$60,000.00

INFORMATION BULLETIN

Task Name	Finish	% Complete	Project Comments	YTD Actual	Commit	Remaining including commitment
Community Facilities						
NBO - Pool - Paint pool and pavement	Wed 31/07/19	100%	Complete	\$0.00	\$0.00	\$385.00
DYS - Pool Revitalisation	Mon 23/12/19	85%	"Stage 1" of this project has been completed. Awaiting final invoices. Additional works are scheduled for 20/21.	\$789,467.52	\$1,541.82	-\$5,873.34
MBH- Community Centre-Roof Stormwater	Tue 31/12/19	100%	Complete	\$106,361.14	\$0.00	\$3,638.86
CLM-Whole of Complex Compliance and Assessment	Tue 31/12/19	100%	Complete	\$1,875.00	\$1,700.00	\$0.00
Project and Procurement Management	Tue 31/12/19	100%	Complete	\$0.00	\$17,140.14	-\$0.14
Emergent/Safety/Priority Commercial Outcomes	Mon 22/06/20	63%	MBH priority for GCAC Heat Transfer replacement and filter repairs identified for funds. Plans expected to be finalised in February.	\$28,733.34	\$6,157.90	\$47,269.76
DYS Pool - Mech/Elect Upgrade Filter	Tue 31/12/19	100%	Stage 1 of this project has been completed. Additional works are scheduled for 20/21.	\$238,061.95	\$1,938.05	\$0.00
MBH Greg Cruickshank Aquatic Centre Dry	Fri 28/02/20	100%	Complete	\$116,665.00	\$0.00	\$21,335.00
GLN Pool - Pool shell rejuvenation	Tue 30/06/20	64%	Project to be awarded pending scope review to align with full condition assessment. Probable completion date in 20/21 due to works requiring season closure of facility.	\$0.00	\$0.00	\$110,000.00
MMT- Hall Structural Renewal - W4Q	Fri 28/05/21	10%	W4QLD project, staged delivery. Stage 1 \$100K on track - completion 30/6/20. Stage 2 \$275K completion 30/5/21	\$0.00	\$0.00	\$375,000.00
ST LAW Swimming Pool replacement	Fri 29/05/20	56%	Minor delays in construction due to water restrictions that have been recently lifted	\$15,000.00	\$104,400.00	\$34,600.00

INFORMATION BULLETIN

DYS Civic Centre - W4Q	Wed 31/03/21	10%	W4QLD project, staged delivery. Stage 1 \$120K on track - completion 30/6/20. Stage 2 \$175K completion 30/5/21	\$0.00	\$0.00	\$295,000.00
GLN Recreation Centre - W4Q	Tue 1/06/21	5%	W4QLD project, staged delivery. Stage 1 \$35K on track - completion 30/6/20. Stage 2 \$285K completion 30/5/21. Scope to be finalised after Councillor workshop	\$0.00	\$0.00	\$320,000.00
NBO Memorial Hall - W4Q	Fri 29/05/20	25%	RFQ closing end of February, with works expected to start at end of March and works completing in June. Works to align with Cw202838 NBO Memorial Hall	\$0.00	\$0.00	\$115,000.00
Task Name	Finish	% Complete	Project Comments	YTD Actual	Commit	Remaining including commitment
Community Education and Compliance						
Vehicle Fit out Local Laws	Mon 30/09/19	100%	Complete	\$30,704.00	\$0.00	\$0.00
Engaged Communities						
Wi-Fi services for the library service	Fri 31/01/20	62%	GLN & CLM complete with other works progressing to plan	\$15,275.00	\$29,498.00	-\$1,873.00
CLM - Historical Centre Flood Mitigation	Tue 31/03/20	0%	Project is combined. Initial stages of flood mitigation work to commence with remaining funds. PAG budget proposal submitted for balance of works.	\$0.00	\$0.00	\$35,839.00
Clermont Historical Centre Hydrology Rep	Tue 31/03/20	0%	Project is combined. Initial stages of flood mitigation work to commence with remaining funds. PAG budget proposal submitted for balance of works.	\$18,307.29	\$6,192.71	-\$24,500.00
NBO Museum - Courthouse and Jail Cell - W4Q	Fri 29/05/20	25%	RFQ closing end of February, with works expected to start at end of March and works completing in June. Works	\$0.00	\$0.00	\$115,000.00

INFORMATION BULLETIN



HELPING TO ENERGISE THE WORLD
ABN 39 274 142 600



			to align with Cw202838 NBO Memorial Hall			
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LIVEABILITY & SUSTAINABILITY

PREVIOUS MONTH'S ACHIEVEMENTS:

Land Use Planning

Development Assessment Activity	Number
Development applications received (MCU / ROL / OPW)	4
Building works siting concessions received	1
Endorsement of survey plans received	1
Approved development applications (MCU / ROL / OPW)	3
Approved building works siting concessions	1
Approved survey plans	0

Prelodgement meetings

- 16/01/2020 - Meeting with Anglo American and Wall Planning, proposed 86-room expansion of non-resident workers accommodation facility at 18 Industrial Avenue, Moranbah.
- 20/01/2020 – Meeting with Novum Energy, proposed pyrolytic tyre recycling facility at Goonyella Road, Moranbah.

New Planning Scheme

- Preparing revised scheme documents considering Coastal Hazard Study outcomes, community and councillor consultation in late 2019.
- Informal state consultation session scheduled for 19 February 2020 with Department of State Development, Manufacturing, Infrastructure and Planning.
- Anticipate Council endorsement for renotification of the planning scheme will occur in April-May 2020.

Infrastructure Charging Framework and Local Government Infrastructure Plan

- New legislative requirements commenced 1 January 2020 for public exhibition of a register of infrastructure charges notices issued to proponents. Data back to 2016 has been compiled, with a plan to have all available infrastructure charges notices data contained in the register by April 2020.
- Engagement with Water and Waste and Engineering and Infrastructure directorates has occurred to inform the drafting of the consolidated Local Government Infrastructure Plan. It is anticipated the draft LGIP will be presented to Council in April/May 2020, to be endorsed for State interest review thereafter.

Land Development Advisory Committee outcomes

- Working with Economy and Prosperity and Senior Advisor on event planning for Isaac Region Housing Forum 2020.
- Options identification process underway for implementation of recommendations from Land Development Advisory Committee meeting on 29 January 2020, regarding planning scheme changes and tenure management arrangements for reserves.

Coastal Hazard Adaptation Strategy

- Procurement commenced for phases 3-8 of the Isaac Coastal Hazard Adaptation Strategy. Council decision on successful tender to occur in March 2020.

Social Planning

- Supporting Economy and Prosperity department in evaluation of the Olive Downs Social Impact Management Plan.
- Review of draft Terms of Reference for the Lake Vermont/Meadowbrook Project commenced.
- Review of CQ Coal Project Social Infrastructure Assessment commenced.

Environment and Biodiversity

- Flying fox roost monitoring has been ongoing, focussed in Clermont.

- Isaac Region Biosecurity Plan adopted by Council at January 2020 ordinary meeting. Environment and Biodiversity team to develop internal strategy for delivery of Biosecurity Plan outcomes.

Land Management

- Ongoing work with drovers to manage impacts of overgrazing on stock route network.
- Two travelling stock permits and one adgment permit issued during January 2020.

ISSUES

- Stock route management has been problematic due to failed spring storms and lack of feed along the stock routes. To ensure feed is available for all users, Department of Natural Resources, Mines and Energy is recommending a minimum movement rate of 10 kilometres per day.
- Social media engagement on dust impacts on Moranbah has been extensive.

FINANCIAL REPORT

Legal services fees have exceeded annual budget due to extensive work on Clermont Quarries versus Isaac Regional Council.

DEVIATION FROM BUDGET AND POLICY:

Legal services fees have exceeded annual budget due to extensive work and court hearings on Clermont Quarries versus Isaac Regional Council.

NEXT MONTH'S PROGRAM:

- Assessment of development applications
- Pre-lodgement meetings
- Provide development advice and respond to customer enquiries
- Further development of planning scheme in light of findings from the Isaac Coastal Hazard Study.
- Progressing QCoast2100 Coastal Hazard Adaptation Strategy procurement process.
- Progress Preparation of Isaac Regional Planning Scheme LGIP
- Provide assistance and advice for legal action underway
- Native title and land use agreements administration
- Review and do debt recovery of outstanding Infrastructure Charges.
- Providing advice to legal representative regarding Native Title determination
- Provide advice regarding development associated with mining and renewable developments.
- Continued monitoring and implementation of flying fox SoMI
- Commencement of social planning and development infrastructure audits and social indicators reporting.

Organisation Development Plan or Capital Projects

Scheduled to Commence During Next Month

Project Description	Name	Start Date	Scheduled End Date	Status Update
Adopt new Regional Planning Scheme and undertake planning scheme studies		April 2016	October 2020	Have extended the pause on Step 9 of the proposed Planning Scheme to complete Coastal Hazard amend in response to submissions till 30 April 2020. State engagement occurring on 19 February 2020 to confirm compliance with State Planning Policy or preferred planning scheme provisions.

INFORMATION BULLETIN











Adopt Local Government Infrastructure Plan (LGIP) for Regional Planning Scheme.	May 2018	October 2020	Continue preparation of Interim LGIP Amendment for the Isaac Regional Planning Scheme to align with the programme for the new Planning Scheme. Confirmation of the capital works changes underway. Preparation for statutory consultation underway.
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DEVELOPING INITIATIVES / ISSUES:

Not Applicable

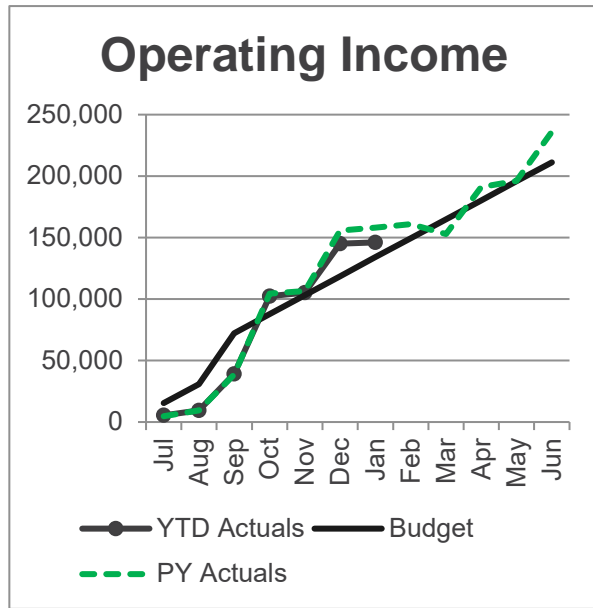
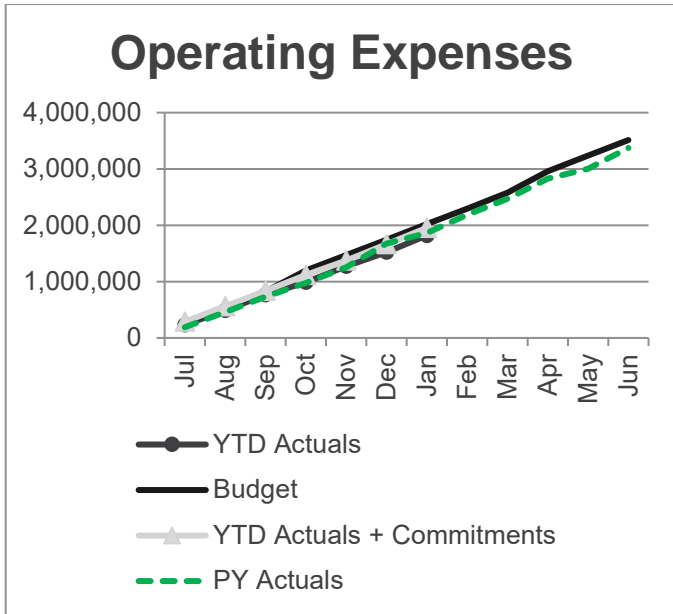
ENGAGED COMMUNITIES

PREVIOUS MONTH'S ACHIEVEMENTS:

<p>Call Volumes</p> 	<p>1,765 calls received in December 2019 12,473 calls received in FY2019/20</p>	<p>New Memberships</p> 	<p>37 new residents joined the libraries in December 2019 446 residents joined the libraries in FY2019/20</p>
<p>Abandoned Calls</p> 	<p>40 (2%) calls were abandoned in December 2019 631 (5%) calls were abandoned in FY2019/20</p>	<p>Total Membership</p> 	<p>9,495 Isaac residents are members of the library 45% of Isaac population are members of the library</p>
<p>Calls Answered in 30secs</p> 	<p>On average 100% of calls answered within 30 secs in December 2019 100% of calls answered within 30 secs in FY2019/20 on average</p>	<p>Visitations</p> 	<p>5,945 people visited the libraries in December 2019 43,816 people visited the libraries for FY2019/20</p>
<p>Calls Transferred</p> 	<p>281 (16%) calls were transferred in December 2019 1,312 (11%) calls were transferred in FY2019/20</p>	<p>Computer Utilisation Rate</p> 	<p>606 residents used the public PCs in December 2019 Residents spent 431.52 hours on the public PCs On average, the customer used the public computer for 43 mins per booking</p>
<p>Customer Requests</p> 	<p>396 CRs were created in December 2019 333 CRs were completed in December 2019 2,804 CRs were created in FY2019/20 2,600 CRs were completed in FY2019/20</p>	<p>Loans</p> 	<p>4,379 items being borrowed in December 2019 1,900 (43%) of those items were online collections *Online resources increase by almost 10% increase month-on-month*</p>

 <p>Programs for All Ages</p> <p>Your hub is a focal point where Isaac communities come to learn, to play, to discover and seek information</p>	<p>90 activities were delivered in December 2019 1,084 residents benefited from the 90 activities in December 2019 821 activities were delivered by your Library Team in FY2019/20 8,123 residents benefited from the 821 activities in FY2019/20</p>	 <p>Develop civic space bringing together Issac communities, agencies and neighbourhood groups</p>	<p>Your Hubs Team visited 12 schools, kindys childcare centres in December 2019 Your Hubs Team visited 258 schools, kindys and childcare centres in FY2019/20 1,088 local children benefited from the visits</p>
 <p>Your hubs are more than brick and mortar...</p>	<p>Your Hubs Team delivered 2 outreach sessions in December 2019 112 outreach sessions were delivered in FY2019/20</p>	 <p>Reference & Information Service</p>	<p>703 Reference and Information Service were provided in December 2019 5,259 Reference and Information Service were provided in FY2019/20</p>
 <p>Isaac Libraries Where the real adventure begins</p> <p>Hubs Teams bring the services to you</p>	<p>61 residents benefited from the outreach activities delivered by your Hubs Team in December 2019 1,670 residents benefited from outreach activities in FY2019/20</p>	<p>Your hubs are where community spirit strengthen</p> 	<p>105 hours were expended in the delivery of activities in December 2019 950 hours were expended in the delivery of activities in FY2019/20</p>
<p>VOLUNTEERS MAKE A DIFFERENCE.</p>	<p>Total of 6 volunteers at Clermont Historical Centre Total Volunteer Hours in December: 23 (including @hubs) Total of 475 volunteer hours in FY2019/20 including volunteers @hubs</p>	 <p>Tourist information</p>	<p>31 tourists visited the Clermont Visitor Information Centre 1,104 visitors utilised the Clermont Visitor Information Service in FY2019/20</p>
 <p>Clermont Historical Centre</p>	<p>24 people visited the Clermont Historical Centre in December 2019 990 people visited the Centre in FY2019/20</p>	 <p>Nebo Museum</p>	<p>3 people visited the Nebo Museum in December 2020 134 people visited the Museum in FY2019/20</p>

FINANCIAL REPORT:



TEAM HIGHLIGHTS AND NEWS

8 Australia Day events were successfully delivered across the region with positive feedback received from attendees.



Team member Karen Armstrong received the Mayor's Award at the St Lawrence Australia Day Awards Ceremony for her service to the coastal communities.



Positive engagement with a broad cross-section of Dysart community members regarding the viability of a volunteerism model for the Dysart Youth Centre.

EVENTS DELIVERED BY TEAM

Event and date delivered	Outcomes/learnings
Tai Chi Community Connect, Nebo Every Tuesday 9.30am-10am and 5pm-5.30pm	Dedicated group of regulars. 5-10 attendees per session on average.
Middlemount Australia Day Awards Ceremony Sunday 26 January	Activities at pool delivered on Sunday 2 Feb due to wet weather.
Nebo Australia Day Awards Ceremony and Celebration Sunday 26 January	Australia Day Ambassador Scott Stidston OAM in attendance
Dysart Australia Day Awards Ceremony and Celebration Sunday 26 January	Outdoor activities moved indoors due to weather
Carmila Australia Day Celebration Sunday 26 January	Relocated to Carmila Sportsground from Carmila Beach due to wet weather.
Moranbah Australia Day Awards and Citizenship Ceremony Sunday 26 January	17 conferees from across the region. Australia Day Ambassador Scott Stidston OAM in attendance Moranbah triathlon postponed due to wet weather
Glenden Australia Day Awards Ceremony and Celebration Sunday 26 January	Relocated to Glenden Recreation Centre from Glenden Pool due to wet weather.
St Lawrence Australia Day Awards Ceremony and Celebration Sunday 26 January	Staged as programmed
Clermont Australia Day Awards Ceremony and Celebration Sunday 26 January	Relocated to Clermont Civic Centre from Centenary Park due to wet weather. Parade was re-routed to conclude at Civic Centre.

PROGRAMS DELIVERED AND IN PROGRESS

Program and date delivered	Outcomes/learnings
Summer Reading Club Dec 2019 – Jan 2020	Awaiting final number of registered participants – info provided by State Library of Queensland.
Transformations – Art of the Scott Sisters Exhibition, Coalface Art Gallery Moranbah IN PROGRESS Opened 4 December	First exhibition from Australian Museum in Isaac region. 90 visitors estimated for January 2020.

STAKEHOLDER AND COMMUNITY ENGAGEMENT

Group/Stakeholder	Intelligence/outcomes/issues
Moranbah 50 th Anniversary discussions with Toni and Mark Hollands	See minutes attached

Dysart Youth Centre – Future operating model discussion Thursday 23 January	15 attendees from across Dysart 1 apology provided written feedback Discussion facilitated by Manager Engaged Communities with support from Manager Community Engagement, Programs and Events, Community Relations Officer (Youth), Dysart Community Relations Officer and Cr Wheeler.
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DEVIATION FROM BUDGET AND POLICY

None to report

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Nothing to report

WORK IN PROGRESS

Nominations for the 2020 Inspiring Women in Isaac Awards will open on 3 Feb 2020.

Planning for the Inspiring Women in Isaac Award Ceremonies and associated QLD Women's Week/International Women's Day events is underway. See proposed dates in the Stakeholder Engagement Events Summary.

The special grants round for Moranbah's 50th anniversary celebrations has been released to the public. Grants of up to \$5,000 are available for activities taking place between Fri 1 – Mon 4 May 2020. Applications close Monday 17 February.

Engagement with Dysart community members and other key stakeholders is ongoing in regards to a volunteerism model being adopted to provide staffing support for the Dysart Youth Centre.

A 3D scanner will be purchased following Council support for the purchase via a RADF grant. The scanner will allow us to digitise significant artefacts, documents and more. The scans can also be used to create 3D printing templates. The Digital Programs Officer is developing a program focusing on the use and application of the scanner.

UPCOMING DATES FOR COUNCILLOR AWARENESS

See attached Stakeholder Events Summary

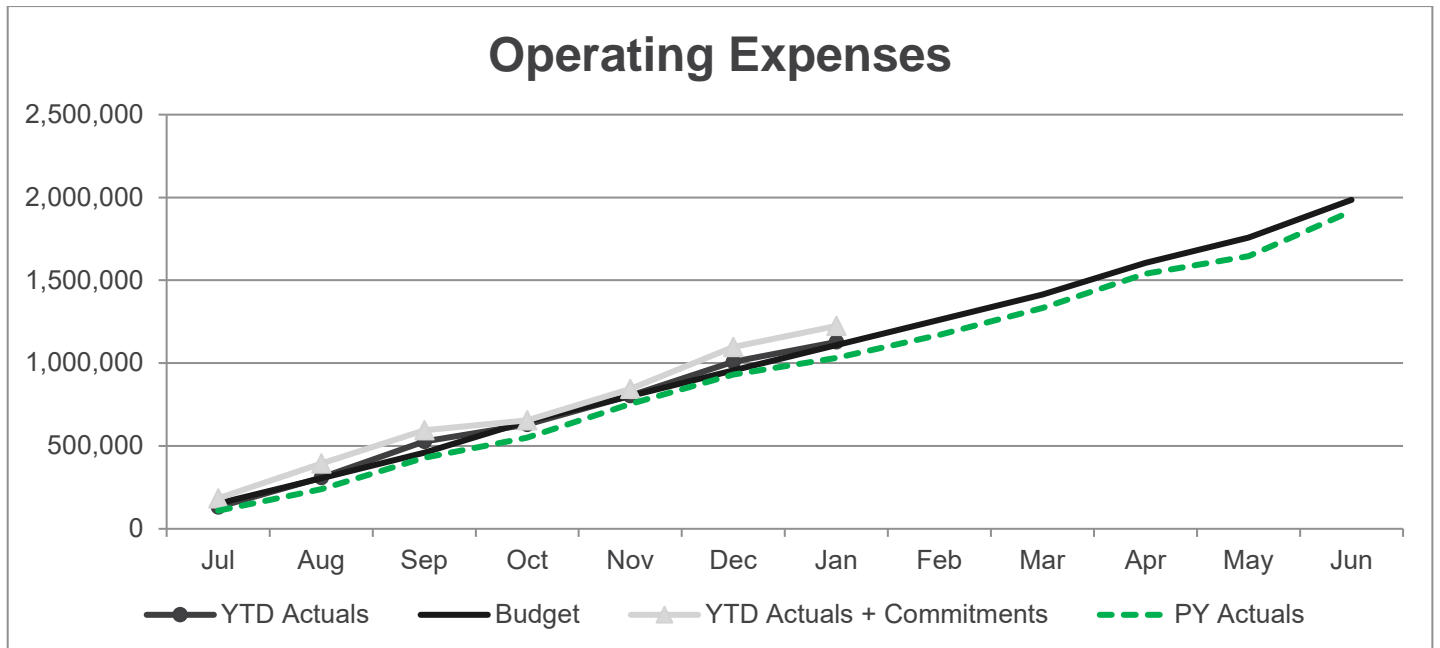
EMERGING ISSUES/NEWS

Moranbah State High School has received \$25K funding which will go towards a 1-day-a-week position, working on connecting disconnected youth in the region with training, employment or further education. The position was advertised in January but no suitable candidates were recruited. The position will be readvertised in early February.

Moranbah Police are seeking potential funding support for a wide load education campaign. Community and Industry grant details were passed on. A grant application has not yet been received.

PECS to facilitate the delivery of community engagement training to key IRC personnel from 4-6 February.

DEPARTMENTAL BUDGET



ECONOMY & PROSPERITY

PREVIOUS MONTH'S ACHIEVEMENTS:

The following items were noted focus items and highlights

Economic Development:

- Continuation of the Monash lodge future utilisation Engagement project continued engagement with stakeholders and development of the community consultation forum and communications.
- Continuation of the assessment of the Pembroke SIA plan and response
- LDAC workshop workings, reports and actions
- Continued engagement and pre-development assessment meetings with Novum energy (OTR recycling) and introduction to mining proponents for supply chain development
- Continued engagement on Isaac coastal power issues, CQ Job Link
- Planning for QME & DNA conference
- Advocacy document development of E&P asset projects

Business Support:

- Development of the program for Small Business week and submission for funding to LBF for delivery
- Development of the Local buy Love your local campaign for delivery EOFY
- Engagement with GW3 business support team for planning on shared 2020 projects

Tourism:

- Workshop with Mackay Tourism on joint marketing, projects and strategy on Isaac's rebranding & content capture projects
- Continued St Lawrence wetlands weekend development

Asset Management:

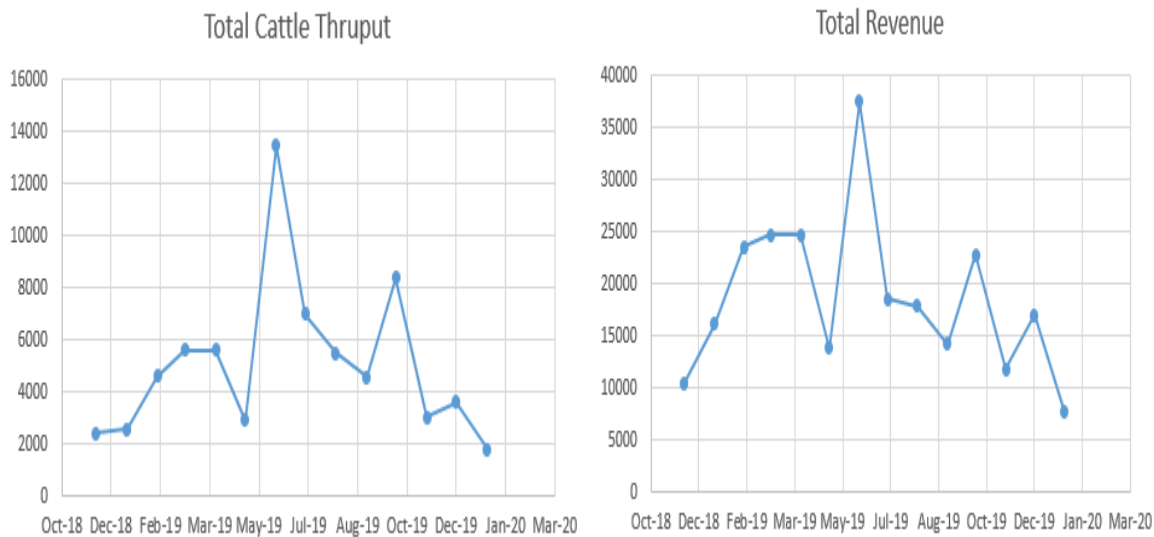
- CLM Saleyards & Showgrounds revitalisation projects horse stable and spelling yard delivery with a focus on the spelling yard project and engagement with QRail in delivering the Rail Crossing element of the project.

PREVIOUS MONTH'S ISSUES:

Minimal issues occurred during the month

FINANCIAL REPORT:

E&P's Opex program & Capex programs are constrained but have no major deviation from budget.



DEVIATION FROM BUDGET AND POLICY:

No major deviation from Budget or Policy excepting as above and previous advice that Clermont Saleyards thruput is showing signs of the previous flood and drought impacts and upcoming months are expected impacted.

NEXT MONTH'S PROGRAM:

Completion of the Olive Downs SIMP, LDAC actions, advocacy document development, Monash lodge future utilisation, Love your local, St Lawrence Wetlands, Small Business Week.

DEVELOPING INITIATIVES / ISSUES:

Continued engagement with the BMC in marketing of its portfolio and several upcoming projects.

COMMUNITY FACILITIES

Overview:

- The Department continues to provide functional and efficient operational services and support to all internal and external stakeholders;
- January was characterized by the “return to work” following the Christmas period;
- The aquatic centres continue to be monitored with ongoing end of asset life reactive repairs being undertaken;
- The reporting period did not see any significant issues being reported;
- The Department provided support to Engaged Communities across the Australia Day celebrations in Dysart, Clermont and Moranbah.

People:

- Mrs. Alison Williams commenced in the Moranbah Community Centre Cook position, however, resigned during the latter part of the month. A renewed recruitment process is underway to fill the position. As an interim measure, Ms. Paige King will be relieving in the role;
- Candidates have been identified for the Glenden Facilities Leader and Glenden Community Facilities roles – Mr. Taine Waerea and Ms. Ruby Tembo have been identified as Candidates. These positions remain time critical pending the departure of Mrs. Kigan Motu on maternity leave.

Process:

- The Safe Food Handling Manual for the Moranbah Community Centre has undergone external desktop review and is pending review and approval from Education and Compliance;
- The Department continues to support other Asset Custodians with multiple inquiries and tenure arrangements. This will continue until such time as a level of comfort around the allocation of assets is achieved and a common understanding of Asset Custodian roles and responsibilities is achieved.

Assets:

- Life Cycle Asset Management (LCAM) planning is underway. Consolidation of Departmental managed assets is underway with a view to full implementation during 20/21. The focus will remain on strategic planning of reactive and predictive maintenance and the asset life cycle looking forward to 5- and 10-year forecasts;
- Throughout the month, various HVAC works were undertaken at the Community Centre in Clermont, Dysart and Glenden.

Health and Safety:

- No incidents or injuries to Community Facilities staff were reported;
- Community Facilities staff continue to attend Toolbox talks and participate in Safety Shares at all meetings and discussions;
- On 14 January, 2020, a child was injured following an impact with the GCAC water park play equipment. The impact resulted in a laceration to the lip and the child was administered first aid;
- On 13 January, 2020, a 13-year-old male collapsed at the GCAC. Subsequent ambulance intervention identified that his loss of consciousness was due to a low blood sugar count.

Quality Management:

- As stated, the Food Safety Plan assessment and review process has progressed to Education and Compliance for pre-implementation review;
- Operating process and protocol review for all facilities has commenced and full reviews are scheduled for 2020;
- Lifecycle Asset Management (LCAM) and Asset Management Plans for all Department assets is underway.

Capital Works:

- Reconciliation of the Dysart Swimming Pool project is underway;

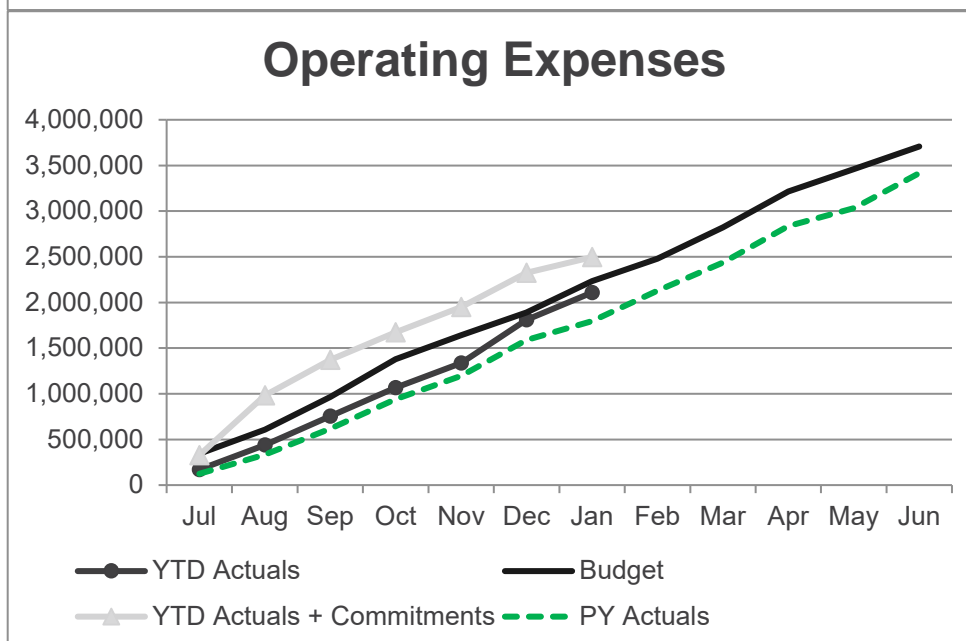
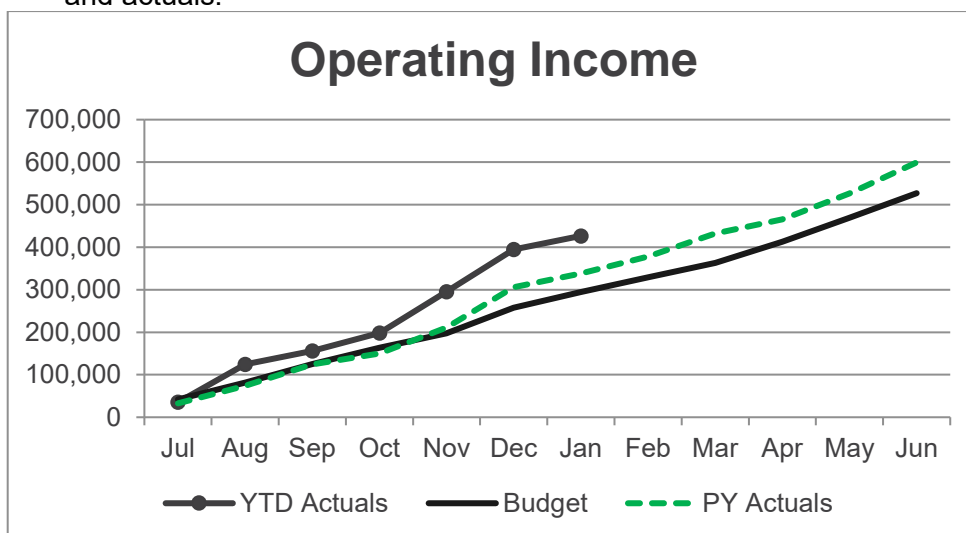
- W4Q are currently the subject of scoping and RFQ release;
- The St Lawrence Pool has been placed on hold because of water restrictions, however, will now be re-instated.

Reactive Works:

- The significant proportion of reactive works continue to relate to HVAC issues at facilities in Dysart and Clermont;
- Minor works at the GCAC, Nebo, Dysart (non-project related) and Glenden Pools have been undertaken.

Finance:

- Operating income continues to outperform the previous financial year. This is a consequence of increased patronage of the Department facilities and ongoing commitments of Resources Companies utilizing meeting/training space and catering;
- A revenue adjustment has been made for the Q2 review in consideration of the disparity between budget and actuals.



- Operating expenses remain consistent with budget forecasts. A spike in December relates to various expenditures at aquatic facilities and heightened reactive works;

-
- An additional spike in expenditure during January will be realized following the identification and remediation of HVAC issues at multiple halls;
 - A review of the budget commitments was undertaken during January, with several commitments closed out.

Complaints and Compliments:

- Multiple positive customer experiences have been reported at the Moranbah Community Centre, Dysart Community Centre and Glenden Recreation Centre. Customer service continues to be the core focus of the Community Facilities team;
- Dysart Recreation Centre (Mrs. Raelene Stewart) received exemplary praise for the ongoing children's events;
- A single complaint relating to the parent-child supervisory ratios at the Dysart Pool has been resolved.

Operational & Business Plan – Exception Reporting:

- No exceptions reported

Next Month – January, 2020:

- On boarding of the proposed Glenden replacement Candidates;
- Presentation of the Lease Policy and Asset Manager training to the ELT;
- Ongoing LCAM data collection;
- PAG submissions and assessment preparation;
- Food Safety Program roll out;
- Operations consolidation – ongoing.

Emerging Issues:

- HVAC – Community Halls;
- GCAC – sand entering the pool filtration system;
- GCAC – pool heater replacement prior to critical failure.

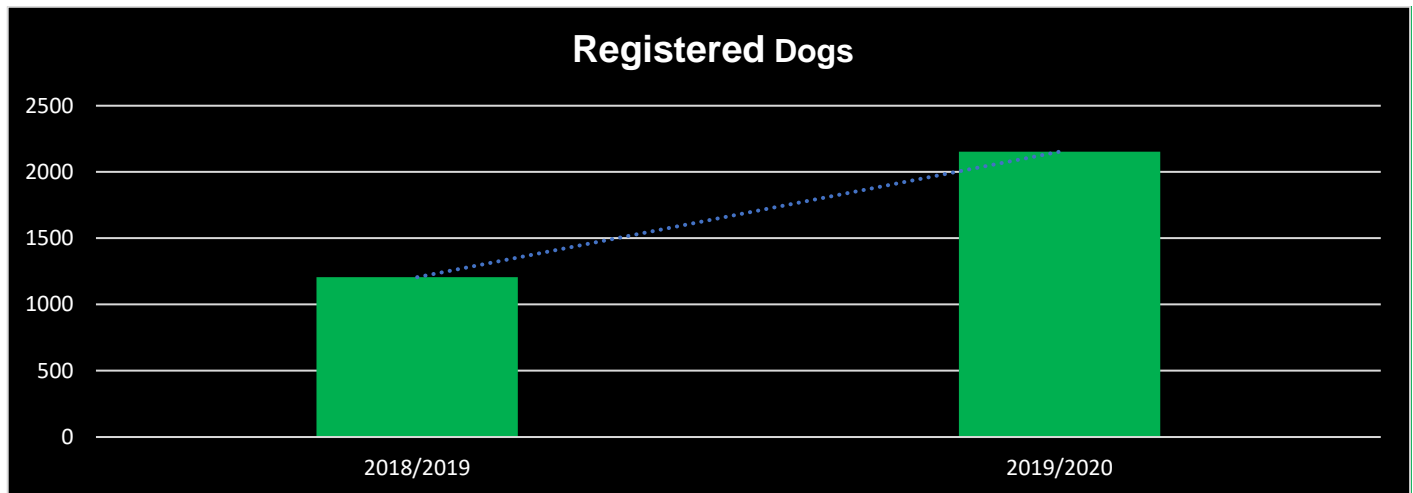
Developing Initiatives:

- SMART roll out to Pool Lessees – this has commenced in a revised format. Data capture of insurance policies, staffing and key information has been successful thus far.

COMMUNITY EDUCATION & COMPLIANCE

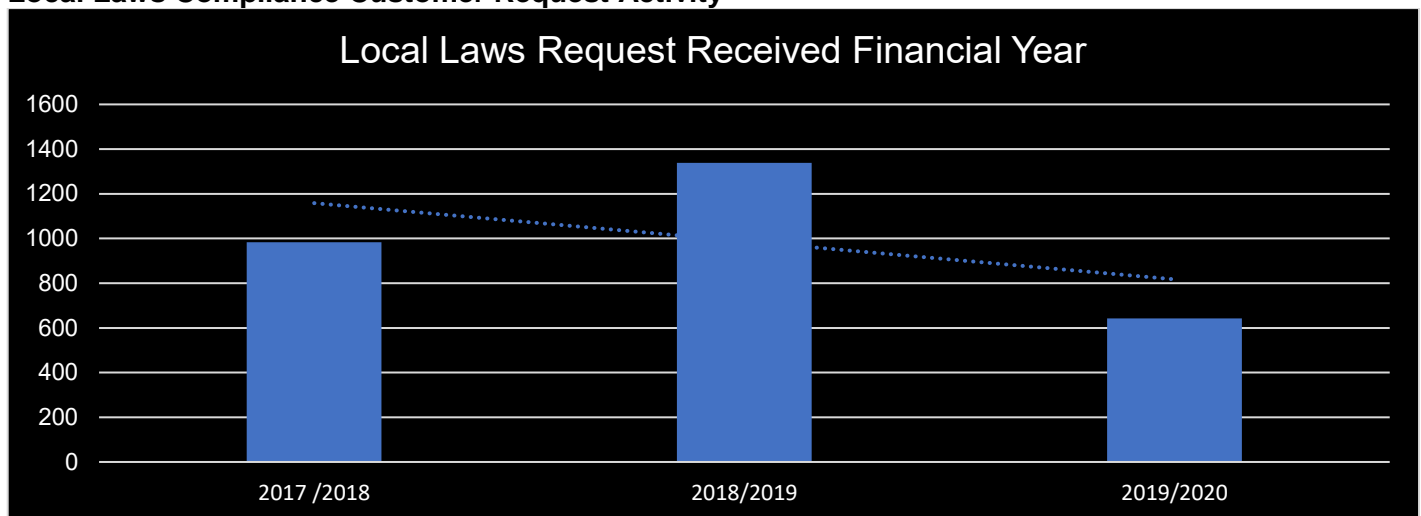
PREVIOUS MONTH'S ACHIEVEMENTS:

Animal Management - Registered Dogs



Description	Dec 19	Jan 20	Feb 20	Financial YTD
New Dogs Registered	23	31		179
Dog Registration Renewals	8	14		1974
Total	31	45		2153

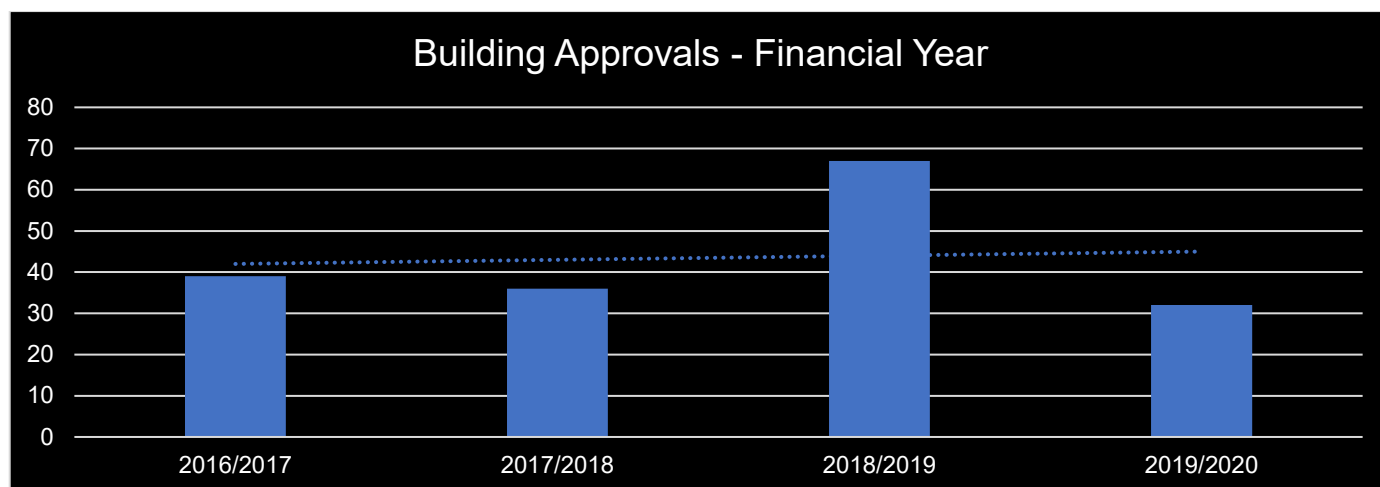
Local Laws Compliance Customer Request Activity



Local Laws

The Local Laws unit received 112 requests in January 2020 resolving 53 requests during the period.

Building Services



Description	Jan 2020	Feb 2020	Mar 2020	Financial YTD
Concurrence Applications	0			11
Building Works Application	3			21
Total Received	3			32
Total Decided	3			31

Description	Jan 2020	Feb 2020	Mar 2020	Financial YTD
Building Inspections	12			41
Pool Safety Inspections	2			33
Building Compliance Inspections - internal leasing	4			14
Building Property Searches	6			75
Archiving of private other certifier approvals	6			67

Plumbing Services

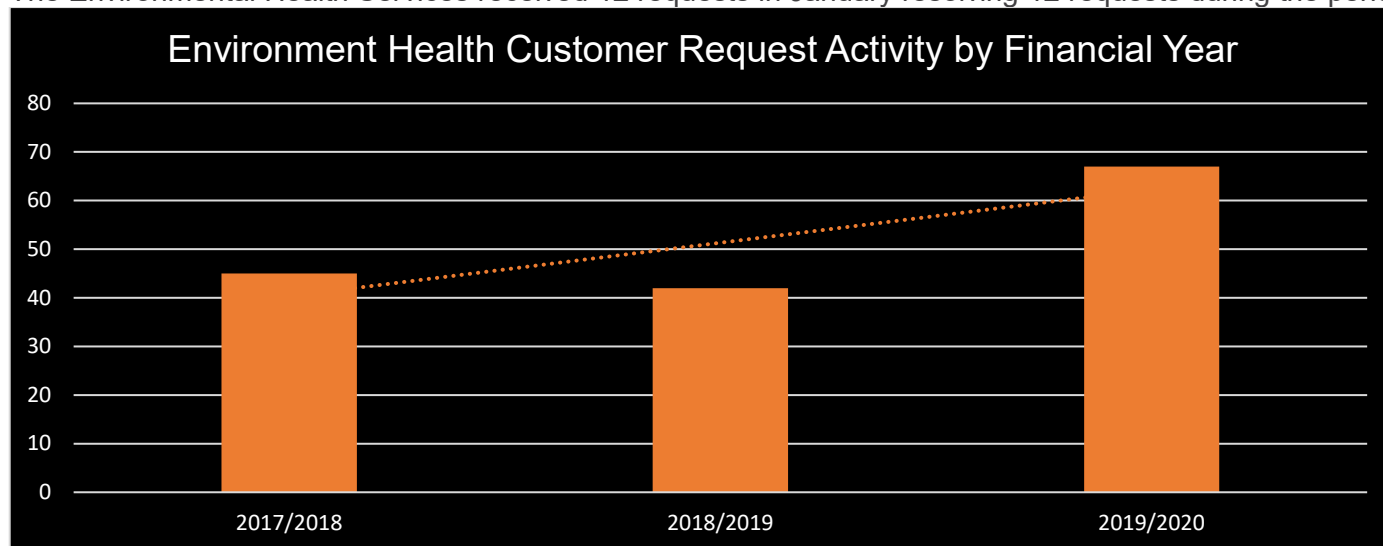
Description	Jan 2020	Feb 2020	Mar 2020	Financial YTD
New Applications	4			56
Total Decided	4			52

Description	Jan 2020	Feb 2020	Mar 2020	Financial YTD
Plumbing Inspections	16			108
Trade Waste Audits	0			37
Backflow Testing	19			45

In the month of January, the Plumbing Inspector spent two days certifying accommodation units for the Carmichael Coal Rail – Camp 6 and one day at the Labona Camp to carry out pre-start meeting.

Environmental Health Services

The Environmental Health Services received 12 requests in January resolving 12 requests during the period.



Service Level	Quarterly target	Jan 2020	Current Performance	Service Level Type
Annual inspection of licensed food businesses undertaken (155 premises)	36	6	16%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken (3 premises)	1	0	33%	Operational

Applications Received	Jan 2020	Comments
Number of Food Business Licence Applications	11	3 – New FB Applications 8 – Renewal FB Applications
Number of Short-Term Food Business Licence Applications	0	Nil applications received
Number of Mobile Food Business Licence Applications	0	Nil applications received

Highlights

Community Education & Compliance and Water & Waste was programmed to undertake joint proactive monitoring of Water Restrictions, education and compliance activities commencing on 17 January 2020 in Middlemount, Clermont, Carmilla and St Lawrence. Officers found that due to a change in the weather with cloudy and patchy rain in these locations there was no water usage outside of the water restriction times. Despite that officers engaged with residents to discuss water usage and distributed fact sheets and information. In late January the department welcomed a Trainee Compliance Officer. This is the third trainee for the department in as many years and we are building on the success to develop our own and adding value to the community through the trainee program.

Update on Regulatory Reset Activities:

Community Education & Compliance department continued the service level review of customer service requests and applications processed by the department for priority setting and development of a level charter. This document will give our customers a standard by which our performance can be measured.

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Regular budget monitoring has confirmed that the budget is on track.

DEVIATION FROM BUDGET AND POLICY:

No significant deviations or exceptions have been identified for the period.

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING:

Nil

NEXT MONTH'S PROGRAM:

Planning work in progress to implement recommendations of the Domestic Dog Advisory Committee held on 29 January 2020.

**Organisation Development Plan or Capital Projects
 Scheduled to Commence During Next Month**

Ref to Annual OP Plan	Priority	Service Area	Description	Target Measure	Performance	Comments/Status/Highlights
C4		Compliance Services	Approved inspection program	Delivery of annual approved inspection program.	Below target	Inspection program is deferred to October 2020 to enable actioning of Paws-itive Blueprint for Responsible Dog Ownership initiatives
C4		Compliance Services	AVA PET PEP presentations at primary schools. Paws-itive Blueprint	Delivery of project at 3 schools. Progress reports on Paws-itive Blueprint	Below Target	Non for the period due School holiday period.
C4		Environmental Health	Illegal dumping/waste reduction/marine debris education	Identified project delivered.	Monitor	Project briefs developed and in planning stage
C4		Environmental Health	Enhance community health and safety through proactive compliance and education services	Annual food licensing renewal program delivered.	On Target	Notices issued

Report authorised by:

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

Date: 05 February 2020

ATTACHMENTS

- Attachment 1a – Isaac Solar Farm Developments – February 2020
- Attachment 1b - Stakeholder Events Calendar as - 31 January 2020
- Attachment 1c - Moranbah 50th Anniversary Celebrations Minutes - 20 January 2020

ISAAC REGION - SOLAR FARM DEVELOPMENTS – FEBRUARY 2020

Planning Approval ID/Applicants	Proposal	Division & Address/RPD	Assessment Stage	Building Approval Stage and date	Construction status
PA17015 -Tilt Renewables Australia Pty Ltd C/- Environmental Resources Management Australia Pty Ltd	Material Change of Use - Public Utility (120MW Solar Energy Facility) Reconfiguring a Lot - 1 Lot into 2 Lots Reconfiguring a Lot - creating an easement giving access to a lot from a constructed road.	Division 7 1274 Golden Mile Road, Dysart Lot 9 on CNS42	Approved 31/10/2017	No building or plumbing approvals as of 4/11/2019	Not commenced
PA17008 - BNC Planning for Capricorn SF No1 Pty Ltd	Material Change of Use – Public Utility (50MW Solar Energy Facility) Reconfiguring a Lot – Dividing land into parts by agreement (Creating a Lease over 10 years)	Division 7 3028 Fitzroy Development Road, Mackenzie River Lot 2 on ROP184	Approved 21/08/2017	No building documents have been received as of 4/11/2019. BA19089 Plumbing application received & approved 24/05/2019. This application was for Administration buildings, amenities & on-site sewerage facility.	Plumbing has been completed on these and final issued 1/10/2019

<p>PA17005- Clermont Solar Pty Ltd C/- Icubed Consulting for Clermont Solar Farm</p>	<p>Material Change of Use - Public Utility (up to 150 MW Solar Farm and associated infrastructure)</p> <p>Reconfiguring a Lot - Subdividing 1 Lot into 2 Lots</p> <p>Reconfiguring a Lot - Dividing land into parts by agreement (creating a lease over 30 years)</p>	<p>Division 1</p> <p>Alpha Bypass Road, Clermont 77 Lindley Road.</p> <p>6 on SP159756 153 on CLM230 220 on CLM102</p>	<p>Approved 2/06/2017</p>	<p>BA18115 Building applications received for switch room & office, approved 12/07/2018 BA18116 Building application received for Class 7 shed, approved 17/07/2018. BA18157 Plumbing application received for amenities block, approved 5/09/2018</p>	<p>Switch Room & office completed 30/01/2019. Class 7 Shed completed 7/09/2018.</p> <p>Plumbing on amenities block completed 31/01/2019.</p>
<p>PA16031 - RPS for EC Energy World</p>	<p>Material Change of Use for Undefined Use (up to 100 MW Solar Photovoltaic (PV) Farm)</p>	<p>Division 1</p> <p>11872 Peak Downs Highway, Coppabella</p> <p>Lot 2 on SP214498</p>	<p>Approved 23/05/2017</p>	<p>No building or plumbing approvals as of 4/11/2019</p>	<p>Not commenced</p>
<p>PA16028 - Adani Infrastructures Pty Ltd</p>	<p>Material Change of Use - Public Utility up to 300 MW Solar Farm and associated infrastructure)</p>	<p>Division 7</p> <p>633 Rugby Road, Moranbah</p> <p>2 on GV248 3 on GV247</p>	<p>NDN Approved 28/07/2017</p>	<p>BA18034 - Installation of the solar panels and supporting infrastructure has not been finalised. NOTE: Adani insisted on an approval for the solar panels BA19109 – Installation of Three (3) buildings for the conversion of the solar (DC power) to AC power and switching equipment. One building is owned by Powerlink and two owned by Adani. There is an easement connecting the Powerlink building to the adjacent</p>	<p>All of the office, amenities and crib buildings were only to be there for the duration of construction of the project and should have been removed from site. No other approvals have been issued for any other buildings at the site. Plumbing approvals had been issued for the installation of on-site sewerage installations associated with <u>temporary</u> office, amenity and crib</p>

				high voltage power lines. This application has not be finalised. In July 2019 a 12 X 9m shed was approved by a private certifier and was constructed adjacent to the three switching buildings.	buildings located around the site. Likewise these temporary buildings should have been removed. The plumbing applications and final inspections were undertaken. Plumbing files are closed.
PA16028A - Adani Infrastructures Pty Ltd	Minor Change Application - Material Change of Use - Public Utility up to 300 MW Solar Farm and associated infrastructure)	Division 7 633 Rugby Road, Moranbah Lot I on SP282179 (formerly 2 on GV248) 3 on GV247	Approved 25/10/2017	No building or plumbing approvals as of 4/11/2019	
PA17014 - Renewable Energy Developments C/ - NGH Environmental	Material Change of Use - Public Utility (150MW Solar Energy Facility) Reconfiguring a Lot - Dividing land into parts by agreement (creating a lease over 10 years) Operational Works - Clearing Native Vegetation	Division 7 2080 Carfax Road, Dysart (Development fronting Golden Mile Road, Dysart) Lot 7 on CNS53	Approved 30/11/2017	No building or plumbing approvals as of 4/11/2019	Not commenced

PA17020 - Broadsound Solar Farm Pty Ltd C/- RPS Australia East Pty Ltd	Material Change of Use - Renewable Energy Facility - Solar Farm (392MW)	Division 8 353 Manly Access Road, Clarke Creek	Approved 20/12/2017	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU17/0023.01 - Capricorn SF No. P/L C/- BNC Planning	Request to Change Application - Material Change of Use - Solar Energy Facility (50MW) Reconfiguring a Lot - (dividing new lease area for more than 10 years)	Division 7 32808 Fitzroy Development Road, Mackenzie River Lot 2 on ROP184	Approved 06/12/2017	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU17/0037 - Clermont Solar Pty Ltd C/- Icubed Consulting for Clermont Solar Farm	Request for Minor Change - Material Change of Use - Public Utility (up to 150 MW Solar Farm and associated infrastructure)	Division 1 Alpha Bypass Road, Clermont 1 on SP295277 (prev 6SP159756) 153 on CLM230 220 on CLM102	Approved 14/12/2017	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU17/0030 - Dysart Sun Farm Pty Ltd C/- BNC Planning	Material Change of Use - Solar Energy Facility (Undefined) Reconfiguring a Lot - Lease in excess of 10 years	Division 7 532 Dysart- Middlemount Road, Dysart Lot 2 on SP161102	Approved 20/12/2017	No building or plumbing approvals as of 4/11/2019	Not commenced

MCU17/0032 - Clarke Creek Energy Pty Ltd C/- AECOM Pty Ltd	Material Change of Use - Solar Farm (400MW) and Ancillary Infrastructure	Division 8 15959 Marlborough Sarina Road, Clarke Creek 16959 Marlborough Sarina Road, Clarke Creek 1 on SP153335 8 on ROP41 23 on CP896088	Approved 16/02/2018	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU17/0040 - Tilt Renewables Australia Pty Ltd C/- Gilvear Planning	Material Change of Use - North Creek Solar Energy Project (130MW) Reconfiguring a Lot - 1 x lease area 400ha (Project site) ROL - 1 x access easement connecting lease area to Peak Downs Highway	Division 1 11881 Peak Downs Highway, Coppabella 1 on SP 251730 24 on SP221564	Approved 03/09/2018	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU18/0001 & OPW18/0001 Adani Rugby Run Pty Ltd RAL19/0014 Approved on 31/07/19 #4464172	Other Change Application – Material Change of Use (refer to PA16028A) & Minor Change – Operational Work (OPW17/0006)	Division 7 633 Rugby Road, Moranbah Lot 1 on SP282179 1530 Wuthung Road, Moranbah Lot 1 on SP234704 Lot 3 on GV247 Easement B on SP282179	Approved 15/06/18 Approved 15/05/18	No building or plumbing approvals as of 4/11/2019	Not commenced

MCU18/0011 Broadsound Solar Farm Pty Ltd C/- RPS Australia East Pty Ltd	Other Change Application – Material Change of Use (refer to PA17020)	Division 8 353 Manly Access Road, Clarke Creek Lot 2 on RP801346	Approved 14/09/2018	No building or plumbing approvals as of 4/11/2019	Not commenced
MCU18/0017 Pacific Hydro Australia Development Pty Ltd	Material Change of Use - Public Utility (Clarke Creek Solar Farm) (315MW)	Division 8 17404 and 18160 Marlborough Sarina Road, Clarke Creek Lot 7 on RP860051 and Lot 17 on RP848822	Approved 23/01/2019	No building or plumbing approvals as of 4/11/2019	Not commenced
RAL19/0012	Reconfiguration of a Lot – Establishing a Lease (exceeding 10 years) for Solar Farm	Lot 2 on RP801346	Approved NDN issued on 13/09/2019	No building or plumbing approvals as of 4/11/2019	Not commenced

STAKEHOLDER ENGAGEMENT EVENTS SUMMARY

Date and time	Event	Location	Event Organiser	Sponsorship Amount Vs. Budgeted	Event brief required	Councillor engagement activities
FEBRUARY						
Every Tuesday in February 9.30am - 10am 5pm - 5.30pm	Tai Chi Community Connect	Nebo Memorial Hall	IRC Lead: Jennifer Ennis	Budgeted	Yes - sent to OMCEO 23/12/2019	None required Councillor attendance is welcome
Tuesday 4 February 4.30pm-5.30pm	Moranbah Community Scholarship Limited - Presentation Ceremony	Coalface Art Gallery	Moranbah Community Scholarship Limited	Sponsored - \$21K over 3 years	No event brief required	Mayor to present award.
Friday 7 February 6.30pm onwards	John Allen Charity Golf Day - Sponsor drinks	Moranbah Community Workers Club	Moranbah Community Workers Club	\$1000 minor community grant	No event brief required	Councillor or Council Officer presence requested. Complimentary beer and nibbles provided.
Saturday 8th February 10am - 5pm	John Allen Charity Golf Day	Moranbah Golf Club	Moranbah Community Workers Club	\$1,000 minor community grant	No event brief required	None required Councillor attendance is welcome. Mayor Baker is participating in her own team. Sponsorship package incl: - spot for two players

STAKEHOLDER ENGAGEMENT EVENTS SUMMARY

Date and time	Event	Location	Event Organiser	Sponsorship Amount Vs. Budgeted	Event brief required	Councillor engagement activities
Saturday 8th Feb 7am-7pm	Dysart Bowls Club 41st Birthday Celebration	Dysart Bowls Club	Dysart Bowls Club	\$1,000 minor community grant	No event brief required	Invitation for Cr Wheeler to attend
Wednesday 12 February 9am-11am	F5F Pop-Up in the Park	Glenden Town Square	IRC Lead: Toni Mackcrow	Budgeted	No event brief required	None required Councillor attendance is welcome.
Thursday 13 February 5.30pm	Monash Lodge - Have your say	Monash Lodge, Clermont	IRC	Budgeted	No event brief required	Unconfirmed
Saturday 15th February 12.30pm - 5.30pm	Quota High Tea	Moranbah Community Centre	Quota Moranbah	\$5000 Major Grant - part of three year commitment to Quota for three annual events	Yes - due to OMCEO by 31/01/2020	Request for Mayor's attendance and speech No tickets/sponsorship package
Friday 21 February 9am-11am	F5F Pop-Up in the Park	Camm Park, Middlemount	IRC Lead: Toni Mackcrow	Budgeted	No event brief required	None required Councillor attendance is welcome.
Saturday 22 February 7pm-11.30pm	Elders Give It Charity Gala - supporting Beyond Blue	TBC	Elders	\$5000 Major Grant	Yes - due to OMCEO by 07/02/2020	TBC Sponoship package TBC

STAKEHOLDER ENGAGEMENT EVENTS SUMMARY

Date and time	Event	Location	Event Organiser	Sponsorship Amount Vs. Budgeted	Event brief required	Councillor engagement activities
Tuesday 26 February 8am - 12.30pm	Google My Business workshop 1 of 3	Nebo Memorial Hall	GW3, Leanne Priestly	N/A	No event brief required	None required Including for awareness
Wednesday 27 February 9am-11am	F5F Pop-Up in the Park	Perry Park, Nebo	IRC Lead: Toni Mackcrow	Budgeted	No event brief required	None required Councillor attendance is welcome
MARCH						
Friday 6 March Time TBC	Moranbah QLD Women's Week event incl. Inspiring Women in Isaac Awards	Moranbah Community Centre	IRC Lead: Dianna Smith	Budgeted	Yes - due to OMCEO following approval of Civic Event Form	Mayor and local Councillors to assist with award presentation
Saturday 7 March Times TBC	Dysart QLD Women's Week event incl. Inspiring Women in Isaac Awards		IRC Lead: Gail Hite	Budgeted	Yes - due to OMCEO following approval of Civic Event Form	Mayor (if available) and Cr Wheeler to assist with award presentation
Saturday 7 March 3pm - 6pm	Clermont QLD Women's Week event incl. Inspiring Women in Isaac Awards	Commercial Hotel, Clermont	IRC Lead: Sharon Jansen	Budgeted	Yes - due to OMCEO following approval of Civic Event Form	Mayor (if available) and Cr Jones to assist with award presentation

STAKEHOLDER ENGAGEMENT EVENTS SUMMARY

Date and time	Event	Location	Event Organiser	Sponsorship Amount Vs. Budgeted	Event brief required	Councillor engagement activities
Saturday 7 March Times TBC	QLD Women's Week dinner	Moranbah Community Centre	MDSS and Petria Consulting	N/A	No event brief required	Not a council or supported event - including for Councillor awareness
Friday 13 March	Ride to School Day	TBC	IRC	Budgeted	No event brief required	TBC
Friday 13 March Time TBC	St Lawrence QLD Women's Week event incl. Inspiring Women in Isaac Awards	TBC	IRC Lead: Karen Armstrong	Budgeted	Yes - due to OMCEO following approval of Civic Event Form	Mayor (if available) and Cr Bethel to assist with award presentation
Saturday 14 March Time TBC	Illbilbie QLD Women's Week event incl. Inspiring Women in Isaac Awards (if required)	TBC	IRC Lead: Karen Armstrong	Budgeted	Yes - due to OMCEO following approval of Civic Event Form	Mayor (if available) and Cr Bethel to assist with award presentation
Friday 27 March 8am - 12.30pm	Google My Business workshop 2 of 3	Nebo Memorial Hall	GW3, Leanne Priestly	N/A	No event brief required	None required Including for awareness
Friday 27 March 5.30pm - 9pm	Clermont State School Fete	Clermont State School	Clermont State School	TBC	No event brief required	None required Councillor attendance is welcome
Saturday 28 March Times TBC	Clermont Rodeo			TBC	TBC	TBC

STAKEHOLDER ENGAGEMENT EVENTS SUMMARY

Date and time	Event	Location	Event Organiser	Sponsorship Amount Vs. Budgeted	Event brief required	Councillor engagement activities
Saturday 28 March Times TBC	Middlemount Health Expo			TBC	TBC	TBC
Saturday 28 March 7am - 4pm	Moranbah Newmans Excavations Offroad Short Course Race	Long Pocket Rd, Moranbah	Ryland Burt	\$1000 minor grant application to be submitted	No event brief required	None required Councillor attendance is welcome.
Sunday 29 March 7am - 12pm	Emergency Services Market Day - Moranbah Freemasons' Market	Moranbah Town Square	Moranbah Freemasons	N/a	No event brief required	None required Councillor attendance is welcome

DATE	Monday 20 January 2020
TIME	4.15-5pm
ATTENDEES	Jim Hutchinson (IRC), Alex Staines (IRC), Cr. Gina Lacey (IRC), Jana Hesketh (IRC), Toni Hollands, Mark Hollands
TOPIC	Moranbah's 50 th anniversary celebration

- Jim confirmed the in-kind support IRC will offer as per Council resolution:
 - Exclusive use of Moranbah Community Centre from Friday 1 – Sun 3 May 2020, inclusive of staff costs for food and beverage service on Saturday 2 May 2020.
 - Provision of loop bus service over weekend – details to be confirmed.
 - Support of IRC Brand, Media and Communications team for the development of a Communications Plan and supporting marketing materials, including an event program.
 - Installation of a temporary public dump-point in Moranbah township for caravan waste.
- Jim confirmed that a special grants round will be released to the public in late January to provide community groups and organisations with financial support to stage events and activities over the Labour Day long weekend 2020.
- All attendees discussed the need for adequate staffing at the bar – Mark questioned possibility of Moranbah Workers Club staff, working at the IRC bar. Cr Lacey noted Workers Club had 'donated' staff for events in the past.

ACTION: Engaged Communities team to confirm if Workers Club staff are permitted to work at the IRC Bar in accordance with liquor licence.

- Mark and Toni discussed possibility of setting up second bar area within Moranbah Community Centre.

ACTION: Engaged Communities team to confirm if setting up a second, temporary bar is permissible under Moranbah Community Centre's liquor licence.

- Mark confirmed that his RSVPs via Facebook indicate 1000 out-of-town visitors are planning on attending for the weekend. He noted that 34 parties had booked their caravans in to stay at the Motorcycle Club grounds.
- Cr Lacey noted that she was aware of further parties camping elsewhere and that estimated numbers may potentially be higher.
- Jim confirmed that a secondary camping area on Ted Rolfe oval could be made available in the event that a lack of accommodation becomes an issue for attendees. Jim noted that this information is confidential at present.

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- Mark Hollands requested if it was possible for IRC to apply for an extended liquor licence for the Moranbah Community Centre. Toni Hollands requested the extension to be provided until 1am.

ACTION: Engaged Communities team to lead process of applying for a special liquor licence for main event at Moranbah Community Centre on Sat 2 May 2020, with a 1am (or later) bar closure.

- Jim discussed that the loop bus service will run over the weekend, with locations and times being informed by the spread of events and location of campers. Jim noted that two buses running on opposite routes would be preferable, to which all agreed.
- Mark Hollands noted that CQ buses had donated buses for the Good Old Days event. Cr Lacey requested that the Hollands' investigate this possibility for 2020, as Council will be able to value-add in the event that CQ buses are able to provide in-kind assistance.

ACTION: Mark and Toni Hollands to approach CQ buses in regard to use of buses in-kind from Friday 1-Sun 3 May 2020.

- All attendees discussed marketing and promotional materials. All agrees that a printed program was necessary, along with online versions available via the IRC website.
- All discussed potential souvenir items and it was agreed that a stubby cooler and T-Shirt were the best option. Design of the stubby cooler will be undertaken with assistance from the Brand, Media and Communications team. T-Shirt design and printing will be handled by the Hollands'.

ACTION: Brand, Media and Communications team to liaise with Mark and Toni Hollands in relation to the design and delivery of commemorative stubby cooler and program.

- The location of the temporary dump point was discussed. Jim confirmed that the suggested location for the temporary dump point is the laneway in between the Moranbah Community Centre and Ted Rolfe oval. Cr Lacey suggested that a location on the skirt of town may be more appropriate.

ACTION: Engaged Communities team to work with Water and Waste to investigate other potential locations for the temporary dump point.

- Mark Hollands confirmed other groups/organisations hosting events that he was aware of. These are:

Local schools – all opening for visitor tours.

Rugby League club will be hosting an Old Boys Day with a view to host a Sunday afternoon game.

Carolyn Fritz organising a car show at the leagues club.

Girl Guides Hut will be open for tours.

Moranbah Arts was approached to host a local play, called the Black Bucket. This initiative is still to be confirmed.

Pair of Rogues performing a concert.

- Jim questioned if the Rugby League club could host a home game on the weekend. Mark confirmed that a home game was not scheduled. Cr Lacey confirmed that game schedules are set but a swap could be requested.

MINUTES

ACTION: Mark and Toni Hollands to approach Rugby League club to see if there is potential to host a home game on celebration weekend.

- Jana asked if local food and beverage providers had been informed about the weekend. Mark confirmed that they had. All attendees agreed that additional options for Sunday breakfast need to be investigated. Cr Lacey suggested town square with a breakfast cooked by a community group.

ACTION: Mark and Toni Hollands to investigate options for additional breakfast service for Sunday 3 May 2020.