

# NOTICE OF MEETING

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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 14 JULY 2020**

**COMMENCING AT 9.00AM**

**MORANBAH COMMUNITY CENTRE, HALL 2**

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**GARY STEVENSON PSM**

Chief Executive Officer

**JEFF STEWART-HARRIS**

Committee Officer

Director Planning, Environment and  
Community Services

**Committee Members:**

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Jane Pickels

Cr Viv Coleman

# **LOCAL GOVERNMENT ACT 2009**

## **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.

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**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 14 JULY 2020**

**MORANBAH COMMUNITY CENTRE, HALL 2**

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 at Moranbah Community Centre, Hall 2, Moranbah, commencing at 9.00am on Tuesday 9 June 2020.

## 5. OFFICER REPORTS

### 5.1 DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 30 JUNE 2020

## EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Tuesday, 30 June 2020.

### 5.2 AMENDMENTS OF THE ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008

## EXECUTIVE SUMMARY

The *Agriculture and Other Legislation Amendment Act 2020* (the Act) made amendments of the *Animal Management (Cats and Dogs) Act 2008* that come into force on 1 July 2020.

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## 5.3 FINANCIAL YEAR 2020-2021 COMMUNITY GRANTS PROGRAM TIMETABLE

### EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Financial Year 2020-2021 application and determination timetable for the annual Isaac Regional Council Community Grants Program.

## 5.4 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE MINUTES – 22 JUNE 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 22 June 2020 and related matters.

## 5.5 COMMUNITY GRANT APPLICATION – CLERMONT BEEF EXPO AND TRADE DISPLAY – 30 OCTOBER 2020

### EXECUTIVE SUMMARY

This report seeks Council's approval to fund an out-of-round community grant to support the staging of the 2020 Clermont Beef Expo and Trade Display.

## 5.6 JANGGA INDIGENOUS LAND USE AGREEMENT CONSULTATIVE MEETING MINUTES 23 SEPTEMBER 2019 AND 28 MAY 2020

### EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Jangga Indigenous Land Use Agreement (ILUA) Consultative Meeting held on 23 September 2019 and 28 May 2020.

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## **CONFIDENTIAL REPORT**

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

### **5.7 MORANBAH COMMUNITY SCHOLARSHIP PROGRAM**

#### **EXECUTIVE SUMMARY**

This report seeks Council's approval to provide a continued financial contribution to the Moranbah Community Scholarship program for a further three-years, consistent with its long-standing support for the fund.

## **CONFIDENTIAL REPORT**

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

### **5.8 MACKAY TOURISM OPPORTUNITIES ANALYSIS**

#### **EXECUTIVE SUMMARY**

The report is intended to inform Council of the recently commissioned Mackay Tourism Opportunity Analysis study paper for the Mackay-Isaac region.

## **CONFIDENTIAL REPORT**

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

### **5.9 MCU20/0006 AND MCU20/0007 AMENDMENT APPLICATION AND APPLICATION TO EXTEND A CURRENCY PERIOD FOR PLANNING DEVELOPMENT APPLICATION DEVELOPMENT APPROVAL – DEV2011/191 – MATERIAL CHANGE OF USE FOR NON-RESIDENT WORKER ACCOMMODATION AND PLAN OF DEVELOPMENT AT 80 RAILWAY STATION ROAD, MORANBAH DESCRIBED AS LOT 25 ON SP218555**

#### **EXECUTIVE SUMMARY**

On 8 May 2020, Council received an amendment application and a request to extend the currency period from Civeo Property Pty Ltd ACN 160 463 463 C/- Town Planning Alliance for Planning Development Application Development Permit DEV2011/191 – Material change of use for non-resident worker accommodation and plan of development at 80 Railway Station Road, Moranbah described as Lot 25 on SP218555.

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Council's Liveability and Sustainability department has managed the assessment process for the development application and makes recommendation to Council for a decision on the matter by way of this report.

The application has been assessed in accordance with the *Economic Development Act 2012*.

## **CONFIDENTIAL REPORT**

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.

### **5.10 PROPOSED ISAAC REGION PLANNING SCHEME – SUBMISSION TO QUEENSLAND GOVERNMENT SEEKING ENDORSEMENT TO ADOPT**

## **EXECUTIVE SUMMARY**

Public renotification of the proposed Isaac Region Planning Scheme (version 0.7) has been undertaken from 8 June 2020, concluding on 20 July 2020. Following re-exhibition of the proposed planning scheme, Council must give notice to the state government requesting adoption of the proposed planning scheme, in accordance with Step 11 of Council's Chief Executive Notice issued under section 18(3) of the *Planning Act 2016*.

## **6. INFORMATION BULLETINS**

### **6.1 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – JULY 2020**

## **EXECUTIVE SUMMARY**

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

## **7. GENERAL BUSINESS**

## **8. CONCLUSION**



# UNCONFIRMED MINUTES

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

HELD ON  
**TUESDAY, 9 JUNE 2020**

**COMMENCING AT 9.00AM**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**MORANBAH COMMUNITY CENTRE, HALL 2**  
**ON TUESDAY 9 JUNE 2020**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD AT THE MORANBAH COMMUNITY CENTRE, HALL 2**  
**ON TUESDAY 9 JUNE 2020 COMMENCING AT 9.00AM**

## ATTENDEES

Cr Kelly Veve Veve, Division Five (Chair)  
Mayor Anne Baker  
Cr Jane Pickels, Division Seven  
Cr Viv Coleman, Division Eight  
Cr Sandy Moffat, Division Two (Observer)

## OFFICERS PRESENT

Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services  
Mr Shane Brandenburg, Manager Economy and Prosperity  
Mr Dan Wagner, Manager Liveability and Sustainability  
Ms Nishu Ellawala, Manager Community Education and Compliance (by Videoconference)  
Mr Jim Hutchinson, Manager Engaged Communities  
Mr Bruce Wright, Manager Community Facilities  
Mr Mark Davey, Capital and Program Project Manager  
Mrs Tricia Hughes, Coordinator Executive Support  
Ms Barbara Franklin, Executive Coordinator, Planning, Environment and Community Services

<b>1. OPENING</b>
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The Chair declared the meeting open at 9.00am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

The Chair informed the meeting that due to COVID-19 social distancing restrictions the meeting was not accessible to the public.

**Resolution No.: PECS0494**

**Moved: Cr Coleman**

**Seconded: Cr Pickels**

**That the Committee appoint Cr Sandy Moffat as an alternate member for today's meeting.**

**Carried**

**Resolution No.: PECS0495**

**Moved: Cr Moffat**

**Seconded: Cr Pickels**

**That the Committee accept Ms Nishu Ellawala, Manager Community Education and Compliance participation in the meeting by Video Conference.**

**Carried**

## 2. APOLOGIES

An apology was received from Councillor Gina Lacey.

**Resolution No.: PECS0496**

**Moved: Cr Coleman**

**Seconded: Cr Pickels**

**That the Committee accept the apology received from Cr Gina Lacey.**

**Carried**

## 3. DECLARATION OF CONFLICTS OF INTEREST

### REAL CONFLICT OF INTEREST

Cr Jane Pickels declared a Real Conflict of Interest for Report 5.4 as her daughter is an Executive Committee Member of the Clermont Rodeo and Show Society Incorporated.

### REAL CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a Real Conflict of Interest for the confidential briefing on a matter relating to the Greg Cruickshank Aquatic Centre as her husband is the President of the Moranbah Highlands Swimming Club.

## 4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held by videoconference on Tuesday 12 May 2020.

**Resolution No.: PECS0497**

**Moved: Cr Pickels**

**Seconded: Cr Moffat**

**That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held by videoconference on Tuesday 12 May 2020 are confirmed.**

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Regional Arts Development Fund Round Two 2019-2020

#### EXECUTIVE SUMMARY

This report seeks Council's support for the recommendation made by the Isaac Arts and Cultural Advisory Committee to support funding the Regional Arts Development Fund 2019-2020 Round Two Application Three by Joanna Joy and Elizebeth Simmard ("Generations of Men").

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Support the recommendation of the Isaac Arts and Cultural Advisory Committee that the Regional Arts Development Fund 2019-2020 Round 2 Application 3 Joanna Joy and Elizabeth Simard "Generations of Men" be supported to the value of \$6,400 on the condition that:**
  - a. **The applicant must hold one (1) workshop in Middlemount at a date to be agreed with Middlemount Community School.**
  - b. **The applicant must screen the short film in Clarke Creek as part of a community event, and**
  - c. **The applicant acknowledges that the cost of facilitating conditions a. and b. will not be eligible for further funding support from Isaac Regional Council.**

<i>Applicant</i>	<i>Project Name</i>	<i>Amount Requested</i>	<i>Amount Funded</i>
<b>Application 3 Joanna Joy and Elizabeth Simard</b>	<b>Generations of Men.</b>	<b>\$7,595</b>	<b>\$6,400</b>

Resolution No.: PECS0498

Moved: Cr Coleman

Seconded: Cr Pickels

**That the Committee recommends that Council:**

1. **Support the recommendation of the Isaac Arts and Cultural Advisory Committee that the Regional Arts Development Fund 2019-2020 Round 2 Application 3 Joanna Joy and Elizabeth Simard "Generations of Men" be supported to the value of \$6,400 on the condition that:**
  - a. **The applicant must hold one (1) workshop in Middlemount at a date to be agreed with Middlemount Community School and an invitation be extended to neighbouring schools to send participants;**
  - b. **The applicant must screen the short film in Clarke Creek as part of a community event; and**
  - c. **The applicant acknowledges that the cost of facilitating conditions a. and b. will not be eligible for further funding support from Isaac Regional Council.**

Applicant	Project Name	Amount Requested	Amount Funded
Application 3 Joanna Joy and Elizabeth Simard	Generations of Men.	\$7,595	\$6,400

**Carried**

## 5.2

### Moranbah Queensland Country Women's Association - Tenure Arrangements

#### EXECUTIVE SUMMARY

The purpose of this report is to consider tenure arrangements for The Queensland Country Women's Association (QCWA) Moranbah Branch on part of the facility located at Lot 20 on M97351, Ted Rolfe Oval, Moranbah.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Approve to enter into a three-year Licence to Occupy agreement with a three-year option with The Queensland Country Women's Association Moranbah Branch for use of the facility being located on Lot 20 on M97351 the total of which is 145 m2;**
  - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area <500m2 annual rent/usage fee \$450.00 ex GST per group.**
  - b. **All outgoings will be at the expense of the Trustee Lessee.**
    - i. **Rates**
    - ii. **Electricity – when metered separately**
    - iii. **Telephone/Internet**
    - iv. **Water – when metered separately**
    - 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.**

Resolution No.: PECS0499

Moved: Cr Pickels

Seconded: Cr Moffat

*That the Committee recommends that Council:*

1. **Approve to enter into a three-year Licence to Occupy agreement with a three-year option with The Queensland Country Women's Association Moranbah Branch for use of the facility being located on Lot 20 on M97351 the total of which is 145 m2;**
  - a. **Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area <500m2 annual rent/usage fee \$450.00 ex GST per group**
  - b. **All outgoings will be at the expense of the Trustee Lessee.**
    - i. **Rates**
    - ii. **Electricity – when metered separately**
    - iii. **Telephone/Internet**
    - iv. **Water – when metered separately**
    - 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.**

Carried

## **5.3 Middlemount Rugby League Football Club Incorporated - Tenure Arrangements on Lot 1 on CP858167 and Part of Lot 50 on CP858167**

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider tenure arrangements for the Middlemount Rugby League Football Club Incorporated on Lot 1 on CP858167 and part of Lot 50 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 Rugby League Football Club Incorporated for use of the facility being located on Lot 1 on CP858167 and part of Lot**

**50 on CP858167 the total of which is 2252m<sup>2</sup>;**

- a. Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m<sup>2</sup> – 5,000m<sup>2</sup> annual rent/usage fee \$600.00 ex GST per group.**
  - b. All outgoing 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 outgoing 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.**

**Resolution No.: PECS0500**

**Moved: Cr Pickels**

**Seconded: Cr Coleman**

**That the Committee recommends that Council:**

- 1. Approve to enter into a ten-year lease agreement with Middlemount Rugby League Football Club Incorporated for use of the facility being located on Lot 1 on CP858167 and part of Lot 50 on CP858167 the total of which is 2252m<sup>2</sup>;**
  - a. Lease fees to be charged in accordance with Tenures Policy for Council Owned and/or Controlled Facilities. Size of leased area 501m<sup>2</sup> – 5,000m<sup>2</sup> annual rent/usage fee \$600.00 ex GST per group;**
  - b. All outgoing 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 outgoing 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.**

**Carried**



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## REAL CONFLICT OF INTEREST

Cr Jane Pickels declared a Real Conflict of Interest for Report 5.4 as her daughter is an Executive Committee Member of the Clermont Rodeo and Show Society Incorporated. Cr Pickels left the meeting room at 9.12am and did not participate in the discussion or vote for Report 5.4.

### **5.4 Proposed Multi-Year Funding Agreement - Clermont Rodeo and Show Society Incorporated - Show Committee**

#### **EXECUTIVE SUMMARY**

This report seeks Council's approval to vary the timeframe of a proposed three-year funding agreement with Clermont Rodeo and Show Society Incorporated – Clermont Show Committee.

#### **OFFICER'S RECOMMENDATION**

That the Committee recommends that Council:

- 1. Amends the timeframe of the previously approved \$20,000 per annum three (3) year funding agreement with Clermont Rodeo and Show Society Incorporated – Clermont Show Committee from 2020, 2021 and 2022 to the years 2021, 2022 and 2023.*
- 2. Authorises the Chief Executive Officer to negotiate, execute and vary a funding agreement on behalf of Council.*

**Resolution No.:** PECS0501

**Moved:** Cr Moffat

**Seconded:** Mayor Baker

That the Committee recommends that Council:

- 1. Amends the timeframe of the previously approved \$20,000 per annum three (3) year funding agreement with Clermont Rodeo and Show Society Incorporated – Clermont Show Committee from 2020, 2021 and 2022 to the years 2021, 2022 and 2023.**
- 2. Authorises the Chief Executive Officer to negotiate, execute and vary a funding agreement on behalf of Council.**

**Carried**

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## ATTENDANCE

Cr Jane Pickels returned to the meeting room at 9.14am.

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## 5.5

### Carmichael Mine and Rail Project Community Consultative Committee

#### EXECUTIVE SUMMARY

The report seeks to nominate an Elected Member and Council Officer to attend and participate in Adani's Carmichael Mine and Rail Community Consultative Committee.

#### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Endorse the nomination of Councillor \_\_\_\_\_ to represent Isaac Regional Council on the Carmichael Mine and Rail Community Consultative Committee.**
2. **Endorse the Chief Executive Officer or delegate to participate in the Carmichael Mine and Rail Community Consultative Committee.**

Resolution No.: PECS0502

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Endorse the nomination of Councillor [Committee Chair of PECS or E&I Standing Committee or relevant Divisional Councillor] to represent Isaac Regional Council on the Carmichael Mine and Rail Community Consultative Committee.**
2. **Endorse the Chief Executive Officer or delegate to participate in the Carmichael Mine and Rail Community Consultative Committee.**

**Carried**

#### ATTENDANCE

Mayor Anne Baker left the meeting room at 9.21am.

## 5.6

### 2019-2020 Regional Arts Development Fund - Isaac Computer Choir

#### EXECUTIVE SUMMARY

This report details the proposal from Cheep Trill Limited to facilitate an online, four-week, interactive choir experience called "Isaac Computer Choir".

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Support the engagement of Cheep Trill Limited to deliver an online, four-week, interactive choir experience called "Isaac Computer Choir" with the cost of \$15,000 (GST does not apply) to be paid from the 2019-2020 Regional Arts Development fund budget out of the unallocated funds from the allocation for the implementation of the Arts and Cultural Plan (a Council Identified Priority Project).**

**Resolution No.: PECS0503**

**Moved: Cr Pickels**

**Seconded: Cr Moffat**

**That the Committee recommends that Council:**

- 1. Support the engagement of Cheep Trill Limited to deliver an online, four-week, interactive choir experience called "Isaac Computer Choir" with the cost of \$15,000 (GST does not apply) to be paid from the 2019-2020 Regional Arts Development fund budget out of the unallocated funds from the allocation for the implementation of the Arts and Cultural Plan (a Council Identified Priority Project).**

**Carried**

## **PROCEDURAL MOTION:**

**Resolution No.: PECS0504**

**Moved: Cr Pickels**

**Seconded: Cr Coleman**

**That the Planning, Environment and Community Services Standing Committee closes the meeting to the public under section 275 (1) (c) to deliberate on Confidential Reports 5.7 and 5.8 and under section 275 (1) (h) to receive a confidential briefing on a matter relating to the Greg Cruickshank Aquatic Centre at 9.25am.**

**Carried**

# UNCONFIRMED MINUTES

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## ATTENDANCE

Mr Jeff Stewart-Harris left the meeting room at 9.25am.  
Mayor Anne Baker returned to the meeting room at 9.29am.  
Mr Jeff Stewart-Harris returned to the meeting room at 9.31am.

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## REAL CONFLICT OF INTEREST

Cr Kelly Vea Vea declared a Real Conflict of Interest for the confidential briefing on a matter relating to the Greg Cruickshank Aquatic Centre as her husband is the President of the Moranbah Highlands Swimming Club. Cr Vea Vea left the meeting room at 9.42am and did not participate in the briefing.

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## ATTENDANCE

Cr Kelly Vea Vea returned to the meeting room at 9.58am.

### **PROCEDURAL MOTION:**

**Resolution No.: PECS0505**

**Moved: Mayor Baker**

**Seconded: Cr Pickels**

**That the Planning, Environment and Community Services Standing Committee opens the meeting to the public at 9.58am.**

**Carried**

## **CONFIDENTIAL REPORT**

Closed under s275 (1) (c) the local government's budget

**5.7**

### **Moranbah Community Centre – Refurbishment Project Shovel Readiness**

#### **EXECUTIVE SUMMARY**

This report seeks to secure funding to progress the Moranbah Community Centre Situation Analysis into shovel readiness for advocacy and to be entered into recovery stimulus package consideration and in addition, continued advocacy leading up to and including the Queensland State elections.

#### **OFFICER'S RECOMMENDATION**

***That the Committee recommend that Council:***

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1. **Review the Bauhinia Architects and SGL Consulting Group “Moranbah Community Centre Master Plan”, 2018 (Attached) for operational context;**
2. **Approve the allocation of \$200,000.00 from Capital Works Reserves (savings) identified during the 3<sup>rd</sup> Quarter Budget Review to fund consultancy commitments to bring the Moranbah Community Centre refurbishment to a “shovel ready” status.**

**Resolution No.:** PECS0506

**Moved:** Mayor Baker

**Seconded:** Cr Coleman

**That the Committee recommend that Council:**

1. **Review the Bauhinia Architects and SGL Consulting Group “Moranbah Community Centre Master Plan”, 2018 (Attached) for operational context;**
2. **Approve the allocation of \$200,000.00 from Capital Works Reserves (savings) identified during the 3<sup>rd</sup> Quarter Budget Review to fund consultancy commitments to bring the Moranbah Community Centre refurbishment to a “shovel ready” status.**
3. **Re-establish the Moranbah Community Centre Steering Group to oversee the broad direction of this project.**

**Carried**

## **CONFIDENTIAL REPORT**

Closed under s275 (1) (c) the local government's budget

### **5.8 Temporary Development Assessment Fee Reductions for Small-Medium Enterprises in Response to Covid-19 Pandemic**

#### **EXECUTIVE SUMMARY**

Council has been in receipt of a number of enquiries from local small-medium sized enterprises interested in expanding existing small business activities as well as a number of potential new business ventures interested in locating in the region.

These potential investments provide new job creation opportunities across the region during a time where national business confidence is low, and recovery from the impacts of the COVID-19 pandemic may be slow.

## OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

- 1. Endorse a temporary reduction in material change of use development application fees of 75 per cent for existing Isaac-based small and medium enterprises seeking to expand or launch new commercial or industrial uses in the Isaac Region.*
- 2. Endorse a temporary reduction in material change of use development application fees of 50 per cent for new small and medium enterprises seeking to establish a new commercial or industrial use in the Isaac Region, where they do not have an existing business operation.*
- 3. Endorse a temporary waiver of the regulated fee for small and medium enterprises and all residential development proposals seeking an extension to the currency period of their existing material change of use, reconfiguring a lot and operational works approvals.*
- 4. Endorse a position that these temporary fee reductions and waivers are to expressly exclude material change of use development applications for non-resident workers accommodation, works camps, barracks and quarters and extractive industries and any like or ancillary proposals for an undefined use*
- 5. Note small and medium enterprises are defined as those firms who employ less than 200 persons and have a demonstrated turnover per annum of less than \$10 million. An existing Isaac-based small and medium enterprise is further defined by demonstrated existence of business operations by way of an existing development permit, rates notice, lease agreement or utilities notice to an Isaac Region address in the name of the applicant company or its Director.*
- 6. Note these fee reductions and waivers apply to the regulated fees and charges contained in Council's fees and charges schedule in effect at the time of application lodgement.*
- 7. Delegate authority to the Chief Executive Officer to determine eligibility of applicants for the above fee reductions and waivers.*
- 8. Note these provisions will be enacted from the date of resolution, until 30 June 2021, unless rescinded by Council at an earlier date.*

**Resolution No.:** PECS0507

**Moved:** Cr Pickels

**Seconded:** Cr Moffat

**That the Committee recommend that Council:**

1. **Endorse a temporary reduction in material change of use development application fees of 75 per cent for existing Isaac-based small and medium enterprises seeking to expand or launch new commercial or industrial uses in the Isaac Region.**
2. **Endorse a temporary reduction in material change of use development application fees of 50 per cent for new small and medium enterprises seeking to establish a new commercial or industrial use in the Isaac Region, where they do not have an existing business operation.**
3. **Endorse a temporary waiver of the regulated fee for small and medium enterprises and all residential development proposals seeking an extension to the currency period of their existing material change of use, reconfiguring a lot and operational works approvals.**
4. **Endorse a position that these temporary fee reductions and waivers are to expressly exclude material change of use development applications for non-resident workers accommodation, works camps, barracks and quarters and extractive industries and any like or ancillary proposals for an undefined use.**
5. **Note small and medium enterprises are defined as those firms who employ less than 200 persons and have a demonstrated turnover per annum of less than \$10 million. An existing Isaac-based small and medium enterprise is further defined by demonstrated existence of business operations by way of an existing development permit, rates notice, lease agreement or utilities notice to an Isaac Region address in the name of the applicant company or its Director.**
6. **Note these fee reductions and waivers apply to the regulated fees and charges contained in Council's fees and charges schedule in effect at the time of application lodgement.**
7. **Delegate authority to the Chief Executive Officer to determine eligibility of applicants for the above fee reductions and waivers.**
8. **Note these provisions will be enacted from the date of resolution, until 30 June 2021, unless rescinded by Council at an earlier date.**

**Carried**

## ATTENDANCE

Ms Liza Perrett, Manager Governance and Corporate Services entered the meeting room at 10.10am.

Mr Mark Davey left the meeting room at 10.25am and returned at 10.27am.

Mr Jeff Stewart-Harris left the meeting room at 10.30am and returned at 10.32am.

## 6. INFORMATION BULLETIN REPORTS

### 6.1 Planning, Environment and Community Services Information Bulletin – June 2020

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That the Committee:*

- Note the Planning, Environment and Community Services Directorate Information Bulletin for June 2020.*

Resolution No.: PECS0508

Moved: Cr Pickels

Seconded: Mayor Baker

That the Committee recommends that Council:

- Note the Planning, Environment and Community Services Directorate Information Bulletin for June 2020.

Carried

## 7. GENERAL BUSINESS

### 7.1 Twin Bridges Stock Route Reserve

Cr Coleman provided a briefing on information that she has received on the recent signage erected at the Twin Bridges Stock Route Reserve area regarding trespassing and asked for Council Officers to provide some clarity on the boundaries and what areas the public can utilise and for what purpose.

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



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<b>8. CONCLUSION</b>
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There being no further business, the Chair declared the meeting closed at 10.58am.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held Tuesday 14 July 2020 at Moranbah Community Centre.

.....  
CHAIR

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

## MEETING DETAILS

Planning, Environment and Community Services  
Standing Committee

Tuesday 14 July 2020

## AUTHOR

Nishu Ellawala

## AUTHOR POSITION

Manager Community Education and Compliance

## 5.1 DOMESTIC DOG ADVISORY COMMITTEE – MINUTES 30 JUNE 2020

### EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Domestic Dog Advisory Committee Meeting held on Tuesday 30 June 2020.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receives and notes the minutes of the Domestic Dog Advisory Committee held on 30 June 2020.*
2. *Adopts the recommendations of the Domestic Dog Advisory Committee held on 30 June 2020, in particular, that Council;*
  - a) *Defers the review of draft Terms of Reference pending a briefing session with the whole of Council including a report on the workplan progress to date.*
  - b) *Requests a report on the Briefing Session be presented to Domestic Dog Advisory Committee in August 2020 to facilitate the Domestic Dog Advisory Committee's further review of the Terms of Reference.*
  - c) *Receives and endorses the Companion Animal Management Community Education Plan 2020-2021.*
  - d) *Receives and endorses the 'Paws & Be Safe' School-Based Education Program.*
  - e) *Receives and endorses the 'Paw Prints', 'Pet News' and 'Little Paws Zone' webpages.*
  - f) *Requests that the Community Education and Compliance department work with Engaged Communities and Brand, Media and Communications departments to ensure that there is a coordinated approach with no overlaps and/or no adverse operational impacts on departments.*
  - g) *Considers and endorses the proposed six-week pilot "Follow My Lead" public place campaign to promote effective control of dogs in public places and minimise nuisance and the risk of dog attacks on people and animals.*
  - h) *Requests a report on outcomes of the pilot program for consideration prior to further implementation of the "Follow My Lead" public place campaign.*

3. ***Refers the 'Regulatory Reset - Developing and Implementing a Risk and Outcome Based Framework' report to be re-presented to the relevant committee following the conclusion of the review of the Domestic Dog Advisory Committee's Terms of Reference.***
4. ***Refers the 'Risk Based Compliance Strategy – The Food Act 2006' report to be re-presented to the relevant committee following the conclusion of the review of the Domestic Dog Advisory Committee's Terms of Reference.***

## 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 ninth meeting of the Domestic Dog Advisory Committee was held on 30 June 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
- Community Education Officer
- Regulatory Services Officers

## BASIS FOR RECOMMENDATION

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

## ACTION ACCOUNTABILITY

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

## KEY MESSAGES

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

<b>Report prepared by:</b>	<b>Report authorised by:</b>
NISHU ELLAWALA	JEFF STEWART-HARRIS
<b>Manager Community Education and Compliance</b>	<b>Director Planning, Environment and Community Services</b>
Date: 30 June 2020	Date: 06 July 2020

## ATTACHMENTS

- Attachment 1 - Domestic Dog Advisory Committee Minutes – 30 June 2020

## REFERENCE DOCUMENT

- Agenda - Domestic Dog Advisory Committee Meeting 30 June 2020

# MEETING MINUTES

Tuesday, 30 June 2020

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## UNCONFIRMED MINUTES OF THE DOMESTIC DOG ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL HELD WEDNESDAY 30 JUNE 2020 VIA SKYPE

# MEETING MINUTES

Tuesday, 30 June 2020

**DOMESTIC DOG ADVISORY COMMITTEE MEETING OF  
ISAAC REGIONAL COUNCIL  
HELD ON TUESDAY, 30 JUNE 2020  
VIA SKYPE**

**1. OPENING MEETING**

The Chair declared the meeting open, the time being 12.29pm and welcomed all in attendance.

**2. ATTENDANCE**

**COMMITTEE**

Cr Simon West, Division Four (Chair)

Cr Jane Pickels, Division Seven

Cr Sandy Moffat, Division Two

Ms Nishu Ellawala, Acting Director Planning, Environment and Community Services

Mr Gert Nel, Manager Compliance and Integration

**OBSERVERS**

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

Ilham Nafian, Community Education Officer - Community Education and Compliance

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

Mrs Tricia Hughes, Coordinator Executive Support - Office of the Mayor and CEO

**MINUTE TAKER**

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

**Resolution No.:** DDAC032

**Moved:** Cr Sandy Moffat      **Seconded:** Cr Jane Pickels

**That the Committee accepts Cr Simon West (Chair), Cr Jane Pickels, Cr Sandy Moffat, Ms Nishu Ellawala, Mr Gert Nel, Mr Ilham Nafian, Ms Carenda Jenkin, Ms Vicki Hoey and Ms Barb Franklin participation in the meeting by Video Conference.**

**Carried**

# MEETING MINUTES

Tuesday, 30 June 2020

## 3. APOLOGIES

**Resolution No.: DDAC033**

**Moved: Cr Jane Pickels**

**Seconded: Cr Sandy Moffat**

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

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

**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 29 JANUARY 2020

Receipt and confirmation of minutes from the Domestic Dog Advisory Committee (DDAC) Meeting held on 29 January 2020, at the Council Chambers, Bachelor Parade Moranbah.

**Resolution No.: DDAC034**

**Action: Minute Secretary**

**Mover: Cr Jane Pickels**

**Seconded: Nishu Ellawala**

**That the Advisory Committee:**

- 1. Confirms the Minutes of the Domestic Dog Advisory Committee held on Wednesday, 29 January 2020.**

**Carried**

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

## 7. DISCUSSIONS/PRESENTATIONS

# MEETING MINUTES

Tuesday, 30 June 2020

## 7.1 Nomination - Awards for Excellence - Isaac Regional Council - Paws-itive Blueprint

Update provided by Carenda Jenkin

- Nominated for three categories in the LGAQ Awards for Excellence
- Submission was submitted 24 hours prior to deadline
- Have received a receipt to advise it has been accepted

## 8. OFFICERS REPORTS

### 8.1 Expand the Terms of Reference of Domestic Dog Advisory Committee

**Resolution No.: DDAC35**

**Mover: Cr Simon West**

**Seconded: Cr Jane Pickels**

***That the Committee Recommends that Council:***

- 1. Defers the review of draft Terms of Reference pending a briefing session with the whole of Council including a report on the workplan progress to date.***
- 2. Requests a report on the Briefing Session be presented to the Domestic Dog Advisory Committee in August 2020 to facilitate the Domestic Dog Advisory Committee's further review of the Terms of Reference.***

**Carried**

## ATTENDANCE

Cr Jane Pickels left the meeting at 12.59pm and re-joined the meeting by video conference at 1.01pm

Mrs Tricia Hughes left the meeting at 1.07pm



# MEETING MINUTES

Tuesday, 30 June 2020

## 8.2 Animal Management Community Education Plan 2020-2021

**Resolution No.: DDAC036**

**Mover: Cr Jane Pickels**

**Seconded: Cr Sandy Moffat**

***That the Committee Recommends that Council:***

- 1. Receives and endorses the Companion Animal Management Community Education Plan 2020-2021.***

**Carried**

## 8.3 Paws and Be Safe – School Based Education Program.

**Resolution No.: DDAC037**

**Action:**

**Mover: Cr Jane Pickels**

**Seconded: Cr Sandy Moffat**

***That the Committee Recommends that Council:***

- 1. Receives and endorses the 'Paws & Be Safe' School-Based Education Program.***

**Carried**

# MEETING MINUTES

Tuesday, 30 June 2020

## 8.4 Paw Prints and Pet News and Little Paw Zone Webpages

**Resolution No.:** DDAC038

**Mover:** Cr Jane Pickels

**Seconded:** Cr Sandy Moffat

***That the Committee Recommends that Council:***

- 1. Receives and endorses the 'Paw Prints', 'Pet News' and 'Little Paws Zone' webpages.***
- 2. Requests the Community Education & Compliance department work with Engaged Communities and Brand, Media and Communications departments to ensure that there is a coordinated approach with no overlaps and/or adverse operational impacts on departments.***

**Carried**

## ATTENDANCE

Carenda Jenkin left the meeting at 1.45pm and re-joined the meeting by video conference at 1.47pm

## 8.5 Follow my Lead – Proposed Pilot Campaign.

**Resolution No.:** DDAC039

**Mover:** Cr Jane Pickels

**Seconded:** Cr Sandy Moffat

***That the Committee Recommends that Council:***

- 1. Considers and endorses the proposed six-week pilot "Follow My Lead" public place campaign to promote effective control of dogs in public places and minimise nuisance and the risk of dog attacks on people and animals.***
- 2. Requests a report on outcomes of the pilot program for consideration prior to further implementation of the "Follow My Lead" public place campaign.***

**Carried**

# MEETING MINUTES

Tuesday, 30 June 2020

- 8.6 Regulatory Reset - Developing and Implementing a Risk and Outcome Based Framework

**Resolution No.:** DDAC040

**Action:**

**Mover:** Cr Jane Pickels

**Seconded:** Cr Simon West

***That the Committee Recommends that Council:***

- 1. Refers the "Regulatory Reset - Developing and Implementing a Risk and Outcome Based Framework" report to be re-presented to the relevant committee following the conclusion of the review of Domestic Dog Advisory Committee's Terms of Reference.***

**Carried**

- 8.7 Risk based compliance Strategy – The Food Act 2006

**Resolution No.:** DDAC041

**Action:**

**Mover:** Cr Simon West

**Seconded:** Cr Sandy Moffat

***That the Committee Recommends that Council:***

- 1. Refers the "Risk Based Compliance Strategy – The Food Act 2006" report to be re-presented to the relevant committee following the conclusion of the review of Domestic Dog Advisory Committee's Terms of Reference.***

**Carried**

## 9. GENERAL BUSINESS

## 10. NEXT MEETING

Next meeting scheduled for 13 August 2020.

## 11. CLOSURE

Chair closed the meeting at 2.08pm

.....  
CHAIR

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

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services</b> <b>Standing Committee</b> Tuesday 14 July 2020
<b>AUTHOR</b>	Gert Nel
<b>AUTHOR POSITION</b>	Compliance and Integration Manager

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## 5.2 AMENDMENTS OF THE ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008

### EXECUTIVE SUMMARY

The *Agriculture and Other Legislation Amendment Act 2020* (the Act) made amendments of the *Animal Management (Cats and Dogs) Act 2008* that come into force on 1 July 2020.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receive and note the amendments to the *Animal Management (Cats and Dogs) Act 2008*.**
- 2. Note the requirement for declared dangerous and menacing dogs to wear distinctive collars at all times.**

### BACKGROUND

The *Agriculture and Other Legislation Amendment Bill 2019* (the Bill) is an 'omnibus' Bill tabled in 2019 which addresses a number of impediments, identified over the past several years, to the efficient and effective regulation of agriculture; animal management and welfare. The Bill made two notable amendments to the *Animal Management (Cats and Dogs) Act 2008*.

#### Reuniting lost dogs with their owner

Currently suppliers of dogs must ensure they are implanted with a prescribed permanent identification device, commonly referred to as a microchip, so that they can be returned to their owners if found. New Owners are responsible in notifying the change of ownership details to the relevant microchip registry which recorded the ownership details when the dog was first microchipped. However, difficulties arise where new owners are not provided with the microchip and registry details by the supplier. By way of the Act *the Animal Management (Cats and Dogs) Act 2008* is now amended requiring suppliers of dogs to provide the new owner with a signed microchip transfer form, to be issued to the microchip registry to record the change of ownership of the animal. This will help the new owners to meet their obligation under that Act to notify a microchip registry of the dog's change of ownership details within seven days of the change occurring. The Act also expands the scope of the existing offence where the supplier has not complied with these requirements the existing penalty of a maximum of 50 penalty units applies.

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## Amendment of schedule 1 (Permit conditions and conditions applying to declared dangerous and menacing dogs)

This amendment requires that a relevant dog at all times, wear a distinctive collar. The collar must—

- (a) be of the dimensions, quality and type prescribed by regulation; and
- (b) comply with other requirements prescribed by regulation.

The regulation is yet to be released.

These amendments come into force 1 July 2020.

### **IMPLICATIONS**

The documents that council supplies to new owners of Council rehome dogs will be amended to comply with the requirements of Section 43ZF.

Council will be corresponding with the owners of regulated (declared menacing and dangerous dogs) to advise them of the amendments of the act and provide information on the design and requirements of such a distinctive collar and the requirements for the dog to wear it all times.

For the purposes of uniformity and consistency, Council currently supplies the required regulated dog signs and discs to owners of declared dogs and this amendment will require Council to procure these distinctive collars. Once associated costs are known Council's a report will be brought to Council to amend the Fees and Charges accordingly.

### **CONSULTATION**

Manager Community Education and Compliance  
Compliance Officers

### **BASIS FOR RECOMMENDATION**

The recommendation supports effective decision making and legislative compliance.

### **ACTION ACCOUNTABILITY**

Compliance and Integration Manager in collaboration with Compliance officers and Administration support staff to undertake engagement with declared menacing and dangerous dog owners to advise of Act amendments. Officers to review associated costs and amend Fees and Charges as required.

### **KEY MESSAGES**

Responsible dog ownership.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
NISHU ELLAWALA	JEFF STEWART-HARRIS
<b>Manager Community Education and Compliance</b>	<b>Director Planning, Environment and Community Services</b>
Date: 7 July 2020	Date: 7 July 2020

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- *Agriculture and Other Legislation Amendment Act 2020*

<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services Standing Committee</b> Tuesday 14 July 2020
<b>AUTHOR</b>	Jim Hutchinson
<b>AUTHOR POSITION</b>	Manager Engaged Communities

## 5.3 FINANCIAL YEAR 2020-2021 COMMUNITY GRANTS PROGRAM TIMETABLE

### EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Financial Year 2020-2021 application and determination timetable for the annual Isaac Regional Council Community Grants Program.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council:*

- 1. Endorse the timetable for the Financial Year 2020-2021 Community Grants program as follows:**

INDICATIVE ACTIVITY DATE	GRANT ROUND	APPLICATIONS OPEN	APPLICATIONS CLOSE	ASSESSMENT DATE	COUNCIL DETERMINATION
October – December 2020	Round 1/FY2021	1 July 2020	21 August 2020	28 August 2020	September round of meetings
January – March 2021	Round 2/FY2021	2 October 2020	13 November 2020	20 November 2020	December round of meetings
April – June 2021	Round 3/FY2021	4 December 2020	19 February 2021	26 February 2021	March round of meetings

- 2. Note that out of round grant applications may be presented in exceptional circumstances for consideration where timing and need require.**
- 3. Authorise the Chief Executive Officer to make minor variations to the timetable to best achieve operational requirements.**

## BACKGROUND

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

Allocation of major grants under the program is administered through a series of funding rounds each year. In 2019, Council resolved to move from four rounds to three and it is proposed for this arrangement to continue in FY2020-21 as detailed in the timetable below.

INDICATIVE ACTIVITY DATE	GRANT ROUND	APPLICATIONS OPEN	APPLICATIONS CLOSE	ASSESSMENT DATE	COUNCIL DECISION
October – December 2020	Round 1/FY2021	1 July 2020	21 August 2020	28 August 2020	September round of meetings
January – March 2021	Round 2/FY2021	2 October 2020	13 November 2020	20 November 2020	December round of meetings
April – June 2021	Round 3/FY2021	4 December 2020	19 February 2021	26 February 2021	March round of meetings

Council resolved to reallocate the balance of the FY2019-20 Community Grants program to provide Special Emergency Community Grants to organisations experiencing financial hardship as a result of COVID19 impacts.

However, as restrictions have eased the Engaged Communities department has received an increasing number of inquiries from community groups planning to resume business as usual regarding the process and timing for standard community grants for events and activities.

To provide potential applicants with sufficient time to prepare their grant applications, the Engaged Communities department commenced promotion of Round 16 of the Community Grants program from 1 July 2020 to community stakeholders.

## IMPLICATIONS

FY2020-21 Community Grants program is funded from the annual Operational Budget.

## CONSULTATION

Acting Director Planning, Environment and Community Services

Manager Community Engagement Programs and Events

Engaged Communities Departmental Administration Officer



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## **BASIS FOR RECOMMENDATION**

To provide clarity to potential community grant applicants regards the deadlines for the FY2020-21 Community Grants program.

## **ACTION ACCOUNTABILITY**

Manager Engaged Communities is responsible for administration of the Community Grants program.

## **KEY MESSAGES**

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

<b>Report prepared by:</b> JIM HUTCHINSON <b>Manager Engaged Communities</b>  Date: 30 June 2020	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Director Planning, Environment and Community Services</b>  Date: 6 July 2020
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## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- Isaac Regional Council Community Grants Guidelines

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services Standing Committee Tuesday 14 July 2020</b>
<b>AUTHOR</b>	Bruce Wright
<b>AUTHOR POSITION</b>	Manager Community Facilities

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## **5.4 COMMUNITY TENURE AND FACILITIES ADVISORY COMMITTEE MINUTES – 22 JUNE 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 22 June 2020 and related matters.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. *Receives and notes the Minutes of the Community Tenure and Facilities Advisory Committee held on 22 June 2020.***
- 2. *Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 22 June 2020, in particular;***
  - a. *Adopt the updated Terms of Reference for the Community Tenure and Facilities Advisory Committee***
- 3. *Adopts the recommendations of the Community Tenure and Facilities Advisory Committee held on 22 June 2020, relating to Moranbah Remote Control Club – Request for Change to Core Business;***
  - a. *Approve the change of core business from a remote-control club to a gel soft club in concert with a positive review from Council's Manager of Organisational Safety completed on 23 June 2020.***
  - b. *That Council authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 3 a above.***
- 4. *Notes the ongoing focus on progressing the Community Tenure and Facilities Advisory Committee Strategic Priority Action Plan.***
- 5. *Notes a new equitable model for charging of leases is under deliberation by the Community Tenure and Facilities Advisory Committee and a further report will be provided to Council for a subsequent consideration following a workshop to be scheduled for the next Community Tenure and Facilities Advisory Committee meeting.***
- 6. *Notes the Infrastructure Parks and Recreation Asset Management Update.***
- 7. *Notes the status of community leasing program.***

## BACKGROUND

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

The Community Tenure and Facilities Advisory Committee met on 22 June 2020. The minutes of this meeting are attached for Councillor's consideration of recommendations.

Attached is the Leasing Update and Priorities by Division and the Infrastructure Parks and Recreation Asset Management updates for information and comment.

### Additional commentary in relation to the Moranbah Remote Control Car Club (RCCC) – Request for Change to Core Business

The Moranbah RCCC club was formed approximately ten years ago and at that time operated with a sustainable membership base, regular club days and financial viability. During the preceding years the price of the remote-control cars increased substantially, the Club lost membership and local interest in the sport diminished substantially. During August 2019 the club met to discuss its future and resolved that it would trial Gel Soft on Friday and Saturday nights. The trial period was a significant success and gave rise to heightened community interest and a strong potential for the club to return to its former financial viability and membership.

During the January 2020 meeting of CTFAC, a further request for an understanding of the corresponding risk of operating a Gel Soft site was sought. The Club has subsequently undertaken a review of their risk posture which was reviewed by the CTFAC Committee on 22 June 2020 with a recommendation to have the risk analysis reviewed by the Isaac Regional Council Manager Organisational Safety. In addition, Moranbah RCCC have undertaken a Job Step Analysis (JSA) of the Refereeing function – which is also considered as a safety contributor.

CTFAC have recommended to Council that the change of business purpose be approved subject to a favourable review of the club risk assessment and mitigation by the Manager Organisational Safety. A review has been undertaken and the risk management data has been confirmed as being satisfactory and sufficient to support the approval to change the lease purpose.

The existing lease of the Moranbah RCCC was scheduled to expire on 14 May 2020. As a consequence of the potential name and usage changes proposed by the group, a new lease was not entered into to avoid complications that might occur during subsequent amendments as required.

The COVID-19 pandemic added further and unavoidable delays to site visits, lease negotiations and convening of the CTFAC. As a matter of reference and information, no lease has been previously determined by Isaac Regional Council under similar circumstances.

A lease renewal will be made following endorsement of this report. The renewal will reflect the change to core business and the naming of the group. The reason for this overall proposed course of action is that Council has consistently renewed community leases upon expiration and this club has been proactive in creating community capacity by renewing its operating model and filling an identified need in the community.

## IMPLICATIONS

- Implications linked to usage of lease facilities.
- Strong risk management approach applied to the proposed use for this lease renewal.
- Financial impact on recognising community assets built by community groups would be a financial strain on Council's budget, noting legal advice that Council doesn't have to include these on its Asset Register
- Requires ongoing internal liaison and consultation with all stakeholders to ensure sustainable and best use of facilities for the community

## CONSULTATION

Community Tenure and Facilities Advisory Committee members  
Asset owners

## BASIS FOR RECOMMENDATION

Consideration and adoption of Community leasing monthly update.

## ACTION ACCOUNTABILITY

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

## KEY MESSAGES

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

<b>Report prepared by:</b> BRUCE WRIGHT <b>Manager Community Facilities</b>  Date: 26 June 2020	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Director Planning, Environment and Community Services</b>  Date: 6 July 2020
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## ATTACHMENTS

- Attachment 1 - Community Tenure and Facilities Advisory Committee Minutes – 22 June 2020
  - Attachment 1a - Terms of Reference - Tenure Facilities Advisory Committee - June 2020

## REFERENCE DOCUMENT

- Agenda - Community Tenure and Facilities Advisory Meeting 22 June 2020

# MEETING MINUTES

Monday 22 June 2020

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**UNCONFIRMED MINUTES OF THE  
COMMUNITY TENURE & FACILITIES ADVISORY  
COMMITTEE MEETING  
OF ISAAC REGIONAL COUNCIL  
HELD MONDAY, 22 JUNE 2020  
MORANBAH COMMUNITY CENTRE VIA SKYPE**

# MEETING MINUTES

Monday 22 June 2020

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**COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE MEETING  
OF ISAAC REGIONAL COUNCIL  
HELD MONDAY, 22 JUNE 2020  
MORANBAH COMMUNITY CENTRE**

## 1. OPENING MEETING

The Chair declared the meeting open at 12.37pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

The Chair informed the meeting that due to COVID-19 social distancing restrictions the meeting was not accessible to the public.

## 2. ATTENDANCE

Cr Gina Lacey, (Chair) Division Three

Cr Kelly Ve a Ve a, Division Five

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

Robert Perna, Director Engineering and Infrastructure

Bruce Wright, Manager Community Facilities

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 Schafer, Technical Officer Parks and Recreation

Dylan Wilson, Engineering and Infrastructure Moranbah Admin

## MINUTE TAKER

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

**Resolution No.:** T&F0078

**Moved:** Jeff Stewart-Harris **Seconded:** Cr Kelly Ve a Ve a

**That the Committee accept Cr Lacey (Chair), Cr Ve a Ve a, Jeff Stewart-Harris, Robert Perna, Jana Hesketh, Debra Schafer, Nicholas Crous, Dylan Wilson and Kelly Shepherd participation in the meeting by Video Conference.**

**Carried**

# MEETING MINUTES

Monday 22 June 2020

## 2A: APOLOGIES

The Committee accepted apologies from Cr Lyn Jones.

**Resolution No: T&F0079**

**Moved: Karen Montgomery**

**Seconded: Bruce Wright**

- 1. That the Community Tenure and Facilities Advisory Committee accepted the apologies received from:  
Cr Lyn Jones  
Gordon Robertson***

**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 29 January 2020 at the Council Chambers, Bachelor Parade Moranbah.

**Resolution  
Number:**

**T&F0080**

**Action:**

**Minute Secretary**

**Moved:**

**Seconded:**

- 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, 29 January 2020, at the Isaac Regional Council, Council Chambers, Bachelor Parade, Moranbah by general consensus.***

**Carried**

# MEETING MINUTES

Monday 22 June 2020

## 5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Action Sheet

## 6. DISCUSSION/OFFICERS REPORTS

### 6.1 AMENDED TERMS OF REFERENCE

#### PURPOSE OF THE REPORT

This report seeks endorsement of the amended Terms of Reference for the Community Tenure & Facilities Advisory Committee.

#### OFFICER'S RECOMMENDATION

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

- 1. Adopt the updated Terms of Reference for the Community Tenure and Facilities Advisory Committee*

Resolution  
Number: T&F0081

Moved: Cr Kelly Vea Vea

Seconded: Bruce Wright

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

- 1. Adopt the updated Terms of Reference for the Community Tenure and Facilities Advisory Committee*

Carried

### 6.2 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.



# MEETING MINUTES

Monday 22 June 2020

## OFFICER'S RECOMMENDATION

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

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

Resolution  
Number: T&F0082

Moved: Cr Kelly Vevea

Seconded: Jeff Stewart-Harris

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

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

Carried

## 6.3 INFRASTRUCTURE PARKS & RECREATION ASSET MANAGEMENT UPDATE

### PURPOSE OF THE REPORT

The purpose of this report is to update the committee on issues that have arisen within the Parks & Recreation Facilities.

### OFFICER'S RECOMMENDATION

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

- 1. Note the status of the Infrastructure Parks and Recreation Asset Management Update.*

Resolution  
Number: T&F0083

Moved: Bruce Wright

Seconded: Jeff Stewart-Harris

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

- Note the status of the Infrastructure Parks and Recreation Asset Management Update.*

Carried

# MEETING MINUTES

Monday 22 June 2020

## 6.4 MORANBAH REMOTE CONTROL CAR CLUB – REQUEST FOR CHANGE TO CORE BUSINESS

### PURPOSE OF THE REPORT

The purpose of this report is to consider Moranbah Remote Control Car Club (RCCC) 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. That Council authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Resolution Number: T&F0084

Moved: Cr Kelly Vea Vea

Seconded: Jeff Stewart-Harris

*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 in concert with a positive review from Council's Manager of Organisational Safety completed on 23 June 2020.*
- 2. That Council authorise the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.*

Carried

## 6.5 LEASE FEE STRUCTURE

### EXECUTIVE SUMMARY

The purpose of this report is to review the current tenure fees schedule and structure and to consider an alternate and more equitable fee scaling model.

# MEETING MINUTES

Monday 22 June 2020

## RECOMMENDATION

*That the Community Tenures and Facility Advisory Committee:*

- 1. Discuss the models to provide direction to Officers for future modelling of options for further workshopping*

Resolution Number: T&F0085

Moved: Karen Montgomery                      Seconded: Bruce Wright

*That the Community Tenures and Facility Advisory Committee:*

- 1. Notes a new equitable model for charging of leases is under deliberation by Community Tenure and Facilities Advisory Committee and a further report will be provided to council for a subsequent consideration following a workshop to be scheduled for the next Community Tenure and Facilities Advisory Committee meeting.*

Carried

## 7. GENERAL BUSINESS

### 7.1 COVID-19 Isaac Stimulus

Senior Community Leasing Officer advised she has received positive feedback on the current moratorium of lease fees

## 8. CONCLUSION

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

.....  
Chair

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

## COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE (CTFAC) TERMS OF REFERENCE

The purpose of the Community Tenure & Facilities Advisory Committee (CTFAC) is to provide advice to Council on a range of community leasing and tenure related matters. Council may seek advice from the Committee on planning maintenance priorities, capital expenditure requirements, service levels, leasing priorities, strategy updates, tariff changes and billing regimes and any other matters of mutual interest referred to the Committees.

The CTFAC does not have a decision making role.

Committee Members will act as a customer liaison point for community groups and clubs in Isaac.

### PURPOSE

The purpose of the CTFAC is to advise Council on dealing with issues across the range of community leasing, tenure & facilities and related customer service matters.

The aim is to

- ensure consistency to leasing and tenure matters;
- provide and ensure community infrastructure and facilities are well used and maintained, yet not disadvantage the Isaac rate payer
- provide a platform to brainstorm leasing and tenure matters with a view to present to Council for consideration
- generally guide staff in progressing leasing and tenure issues.

Matters that will not form part of the CTFAC's priorities include, but are not limited to, staff and social housing and asset management.

### OBJECTIVES

The objectives of CTFAC are to assist and advise on:

1. The development of the strategy, related policy and plans
2. Provide recommendations to council to support budget and community leasing & tenure program
3. Report to Council regarding progress or issues within respective leasing and tenure matters.
4. The review of implementation proposals for the leasing and tenure matters.
5. Oversight of environmental and safety compliance within activities.

## COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE (CTFAC) TERMS OF REFERENCE

### TENURE & FACILITIES STANDING COMMITTEE SCOPE OF WORKS/RESPONSIBILITIES:-

- Oversight of tenure arrangements of Crown and Council assets
- Develop and review tenure policies and strategies for council owned and controlled facilities, including that services aspects are met and facilities are fit for purpose and meet needs of community
- Ensure all activity supports the Community Strategic Plan and Corporate Plan
- Oversight of environmental, risk and safety compliance
- Provide input on budget development and oversight on the delivery of operational and capital expenditure

### KEY ISSUES/PRIORITIES

The key issues/priorities/actions for the CTFAC include oversight of the:

- Develop a consistent and fair approach across the Region for community tenure arrangements
- Consider community on facilities usage and needs of community/future priorities
- Oversight of Expression of Interest processes
- Consider opportunities for consolidation & repurposing of community facilities, eg shared services, fit for purpose

### AUTHORITY

- The CTFAC is an advisory body only and has no line of authority however the Committee has full right of access to all levels of management through the Chief Executive Officer.
- The CTFAC reports directly to Council, via the Planning Environment and Community Services ~~appropriate~~ Standing Committee ~~(i.e. Corporate, Governance & Financial Services)~~.
- The CTFAC has the authority to conduct or authorise investigations into matters within its scope of responsibility and in accordance with the Act.

## COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE (CTFAC) TERMS OF REFERENCE

### MEMBERSHIP

~~The membership of the Community Tenure and Facilities Advisory Committee was resolved by Council at its first Statutory meeting on 21 April 2020 held 20 August 2017 (Resolution number No. 5042 6565), post quadrennial election and will be in place until the next quadrennial election and updated at its meeting 20 November 2018 (Resolution No. 5710) resolved that the membership of the CTFAC be appointed as follows:~~

#### Committee Membership

Cr Gina Lacey (Chair)

Cr Kelly Vea Vea

Cr Lyn Jones

Mayor Baker (ex officio)

Director Planning, Environment and Community Services

Manager Community Facilities

Manager Corporate Properties and Fleet

Manager Council Operated Leased Community Facilities

Manager Infrastructure, Parks and Recreation

Coordinator Parks and Recreation

Senior Community Leasing Officer

#### Attendees/Contributors

Manager Governance and Corporate Services

Manager Community Education and Compliance

Manager Liveability and Sustainability

Councillors who are not on the CTFAC will be invited to participate and/or be engaged as necessary, in particular if a matter related to their division.

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

**CHAIR** Councillor Lacey

**Members** Councillor Pickels

## COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE (CTFAC) TERMS OF REFERENCE

~~Councillors Ve-a-vea  
Manager Governance & Corporate Services  
Manager Corporate Properties  
Manager Commercial Outcomes  
Manager Infrastructure, Parks and Recreation  
Coordinator Parks and Recreation  
Director Planning, Environment & Community Services  
Director Corporate, Governance & Financial Services  
Senior Leasing Specialist  
Program Manager Stakeholder Engagement & Communities  
Executive Assistance to Director Planning, Environment & Community Services (Secretariat)~~

~~Attendees/Contributors  
Manager Building Services  
Manager Planning & Land Development~~

~~All Elected Representatives of Isaac Regional Council, who are not members of the CTFAC, are welcome to attend and participate in the meeting.~~

~~Councillors who are not on the CTFAC will be invited to participate and/or be engaged as necessary, in particular if a matter related to their division.~~

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

### TERM OF OFFICE

The CTFAC will have an extended fixed term till 31 December 2019 with a report is to be presented to Council at this time, to close out the Committee or propose any extension or re-purposing.

# COMMUNITY TENURE & FACILITIES ADVISORY COMMITTEE (CTFAC) TERMS OF REFERENCE

## MEETINGS & ATTENDANCE

### ADVISORY COMMITTEE ADMINISTRATIVE GUIDELINE

The role of the Chair and Members of the CTFAC, preparation of agenda and matters relating to the administrative operations of the CTFAC will be in line with the overarching Advisory Committee Administrative Guideline, adopted by council on 28 June 2016, Resolution No. 4546.

### FREQUENCY OF MEETINGS

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

### QUORUM

A quorum shall comprise at least three members of the CTFAC. Where an elected member cannot be present, the Proxy can/will replace them on that occasion.

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

Where the appointed Chair cannot attend, they are to delegate the role to another elected member on the Committee.

### ADMINISTRATION/SECRETARIAT

The Administration of the CTFAC will be facilitated through the Community Facilities Department, including preparation of agendas, management of action plans, council reports, etc.

Secretariat will be provided through the Community Facilities Department or alternate as nominated by the Director PECS,

PECS Directorate Office, or alternate as nominated by the Director PECS.

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services</b> <b>Standing Committee</b> Tuesday 14 July 2020
<b>AUTHOR</b>	Jim Hutchinson
<b>AUTHOR POSITION</b>	Manager Engaged Communities

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## **5.5 COMMUNITY GRANT APPLICATION – CLERMONT BEEF EXPO AND TRADE DISPLAY – 30 OCTOBER 2020** EXECUTIVE SUMMARY

### **EXECUTIVE SUMMARY**

This report seeks Council's approval to fund an out-of-round community grant to support the staging of the 2020 Clermont Beef Expo and Trade Display.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

1. **Approve a grant of \$7,500 to Clermont Rodeo and Show Society Inc. (auspiced for Hoch and Wilkinson Livestock and Property Pty Ltd), funded equally from the Community Grants operating budgets of Divisions 1 and 6, for the purposes of:**
  - a. **\$5,000 sponsorship of the Supreme Champion Beast prize/s at the 2020 Clermont Beef Expo and Trade Display.**
  - b. **\$2,500 contribution to costs associated with the guest speaker for the 2020 Clermont Beef Expo and Trade Display, Ms Cyndi O'Meara.**

### **BACKGROUND**

Council has received a Community Grant application seeking financial assistance to stage the 2020 Clermont Beef Expo and Trade Display. The application for \$10,000 in assistance is auspiced by the Clermont Rodeo and Show Society Incorporated on behalf of event organisers Hoch and Wilkinson Livestock and Property Pty Ltd. The Beef Expo has been an annual fixture in the community calendar since 2013 and aims to celebrate the quality and significant of the region's beef industry and wider agricultural sectors. Council has historically supported the event through a \$5000 grant contribution towards sponsoring the champion beast prize category. In 2020, the expo will also have a focus on mental and physical health and wellbeing under the banner of "You Are What You Eat". The applicant has requested an additional grant contribution of \$5000 to assist with the travel costs and expenses associated with a special guest speaker for the event, Cyndi O'Meara. Ms O'Meara is a nutritionist, filmmaker, best-selling author, motivational speaker and founder of Changing Habits, an Australia whole foods company which promotes healthy living and organic foods.

### **IMPLICATIONS**

Financial Year 2020-2021 Community Grants program is funded from the annual Operational Budget.

DIVISION	FUNDS	YTD ACTUALS MAJOR	YTD ACTUALS MINOR	MULTI YEAR COMMITMENTS - NOT PAID	GRANT PROPOSALS	TOTAL SPEND	BUDGET REMAINING
One	\$42,000			\$7,500	\$3750	\$11,250	\$30,750
Two	\$42,000						\$42,000
Three	\$42,000			\$1,666.66	\$2333.33	\$3,999.99	\$38,000.01
Four	\$42,000			\$1,666.66	\$2333.33	\$3,999.99	\$38,000.01
Five	\$42,000			\$1,666.68	\$2333.33	\$4,000.01	\$37,999.99
Six	\$42,000			\$2,500	\$3750	\$6250	\$35,750
Seven	\$42,000		\$1000			\$1000	\$41,000
Eight	\$42,000						\$42,000
<b>TOTALS</b>	<b>\$336,000</b>		<b>\$1000</b>	<b>\$15,000</b>	<b>\$14,500</b>	<b>\$30,499.99</b>	<b>\$305,500.01</b>

## CONSULTATION

Councillor Division One

Councillor Division Six

Acting Director Planning, Environment and Community Services

Manager Community Engagement Programs and Events

Community Relations Officer Clermont

## BASIS FOR RECOMMENDATION

To provide continuing assistance for an event which celebrates the agricultural sector of the region's economy.

## ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for administration of the Community Grants program.

## KEY MESSAGES

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

<p><b>Report prepared by:</b> JIM HUTCHINSON <b>Manager Engaged Communities</b></p> <p>Date: 6 July 2020</p>	<p><b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Director Planning, Environment and Community Services</b></p> <p>Date: 6 July 2020</p>
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## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- Isaac Regional Council Community Grants Guidelines

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services</b> <b>Standing Committee</b> Tuesday 14 July 2020
<b>AUTHOR</b>	Jeff Stewart-Harris
<b>AUTHOR POSITION</b>	Director Planning, Environment and Community Services

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## **5.6 JANGGA INDIGENOUS LAND USE AGREEMENT CONSULTATIVE MEETING MINUTES 23 SEPTEMBER 2019 AND 28 MAY 2020**

### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Jangga Indigenous Land Use Agreement (ILUA) Consultative Meeting held on 23 September 2019 and 28 May 2020.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommend that Council:*

- 1. *Receives and notes the Minutes of the Jangga Indigenous Land Use Agreement Consultative Meetings held on 23 September 2019 and 28 May 2020.***
- 2. *Notes that the actions listed in the minutes will be implemented by Director Planning, Environment and Community Services.***

### **BACKGROUND**

Late in 2017 following an approach from Jangga Operations Pty Ltd on behalf of Bulganunna Registered Native Title Body Corporate (RNTBC), arrangements were put in place to recommence six monthly consultative meetings between the Jangga People, Isaac Regional Council and Whitsunday Regional Council representatives to monitor and make progress on the existing obligations under the Indigenous Land Use Agreement (ILUA). Following an initial meeting in late 2017, the second meeting was held on 2 July 2018 at Mt Coolon. Subsequent meetings were held on 23 September 2019 and 28 May 2020. The minutes of these meetings are attached for Council's receipt and noting.

### **IMPLICATIONS**

Council is obliged to meet its conditions under the ILUA. The meeting identified a number of outstanding matters – some of which will be subject of later reports to Council.

### **CONSULTATION**

#### Internal

Mayor

Chief Executive Officer

Councillor Division One

Director Planning, Environment and Community Services

#### External

Jangga Operations Pty Ltd on Behalf of Bulganunna RNTBC Representatives

Whitsunday Regional Council Representatives

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## **BASIS FOR RECOMMENDATION**

Information sharing with Elected Members to update on the progress of the Jangga People and Isaac Regional Council ILUA.

## **ACTION ACCOUNTABILITY**

Director Planning, Environment and Community Services to track the ongoing status of Council actions and obligations under the ILUA.

## **KEY MESSAGES**

Council working towards meeting its obligations under the Indigenous Land Use Agreement and maintaining positive relationships with Councils key stakeholders.

<p><b>Report prepared by:</b> JEFF STEWART-HARRIS <b>Director Planning, Environment and Community Services</b> Date: 25 June 2020</p>	<p><b>Report authorised by:</b> GARY STEVENSON PSM <b>Chief Executive Officer</b> Date: 10 July 2020</p>
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## **ATTACHMENTS**

- CONFIDENTIAL Attachment 1 - Jangga Consultative Committee Meeting Minutes 23.09.2019
- CONFIDENTIAL Attachment 2 - Jangga Consultative Committee Meeting Minutes 28.05.2020

## **REFERENCE DOCUMENT**

- Nil

PAGES 62 TO 347 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services</b> <b>Standing Committee</b> Tuesday 14 July 2020
<b>AUTHOR</b>	Jeff Stewart-Harris
<b>AUTHOR POSITION</b>	Director Planning, Environment and Community Services

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## **6.1 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – JULY 2020**

### **EXECUTIVE SUMMARY**

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

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends Council:*

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

### **BACKGROUND**

The attached Information Bulletin for July 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.

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<b>Report prepared by:</b> JEFF STEWART-HARRIS <b>Director Planning, Environment and Community Services</b> Date: 8 July 2020	<b>Report authorised by:</b> GARY STEVENSON <b>Chief Executive Officer</b> Date: 10 July 2020
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## ATTACHMENTS

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

## REFERENCE DOCUMENT

- Nil



## DIRECTORATE HIGHLIGHTS

### FY 2021 COVID Works for Queensland Program

Council has received formal approval for the amended COVID Works for Queensland program. Works are being scheduled as part of the FY2021 Capital works program in both Engineering and Infrastructure (E&I) and Planning Environment and Community Services (PECS) Directorates. PECS will also be delivering two of the E&I projects, namely the Moranbah AFL Lights and the Clermont Netball Toilet Block. The logic behind these is that the PECS Project and Capital Program Manager is intimately familiar with the AFL lighting project and there is an opportunity for tendering efficiencies if the Clermont Netball Toilet Block and the Nebo Showgrounds Toilet Block are tendered together. As part of project delivery scheduling during July 2020, the respective organisations are being engaged to ensure that the proposed timeframes work with their commitments and finalise delivery before 30 June 2021.

### PECS Cultural Reform

PECS cultural reform has continued despite the extended working from home arrangements. A PECS Operational Leadership Team workshop took place in June to review quarterly achievements and reporting, understand the background to developing the FY2021 Council Budget and particularly to review the 43 Developing Psychological Safety Plans that had been prepared across the Directorate. Key highlights from each plan were shared across the 37 managers and leaders in attendance. Quarterly reporting on those plans for the rest of the year will guide future training and development sessions aimed at building better workplace culture.

### Community Engagement Training

One of the development intentions of the PECS Functional Review and restructure was to develop a solid capability to guide the whole organisation to improve the quality of community engagement when it needed to be done for various projects and activities. Prior to the pandemic a one day awareness and engagement practice training session was delivered to over 60 members of staff. About two thirds were from PECS and the remaining third came from all other Directorates. During June, the PECS leadership team and the Community Engagement team undertook a further two days of training towards full International Association of Public Participation (IAP2) accreditation. The remaining two days training for this group will be scheduled in coming months to ensure that a core group of managers and communities staff are able to support the engagement needs across the organisation.

PECS Capital Works 2019/2020 and 2020/2021

Complete/On Track 

Monitor 

Concern 

70.36 Percent of Budget Spent - June (Excluding Commitments)














\$1,240,333 of YTD Budget Remaining - June (Excluding Commitments)















78.56 Percent of Budget Spent - June (Including Commitments)






\$897,121 of YTD Budget Remaining - June (Including Commitments)

Carry Forward Budget \$2,023,158.00      Adopted Budget \$2,161,040.00  
 Commitments \$343,212.30      Actual Expenditure \$2,943,864.92  
**Remaining Budget \$897,120.78**

Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
CLM - Showgrounds Pavilion Ablution block	\$205,829.00	\$205,829.07	\$0.00	\$0.07		Complete.
CLM - Theresa Creek Dam Septic Renewal	\$278,404.00	\$2,600.00	\$1,400.00	\$274,404.00		Carry Over
CLM - Washdown Stormwater Diversion	\$35,243.00	\$27,388.00	\$0	\$7,854.68		Complete – Savings to cover similar projects on-site
DYS - Pool Revitalisation	\$798,209.00	\$789,467.52	\$0.00	\$8,741.48		Complete. Cost savings to cover additional electric at DYS pool – CW202783
CLM - Caravan Park Investigation/Stage 1	\$23,413.00	\$23,128.50	\$0.00	\$284.50		Complete.
CLM - Rodeo & Show Society	\$212,666.00	\$212,381.95	\$0.00	\$284.05		Complete.
Land Acquisition Lot 505	\$30,000.00	\$0	\$4,545.45	\$25,454.55		Complete date unknown as project is dependent on external parties. <b>This project will not be completed within the current financial year</b>
MBH- Community Centre-Roof Stormwater re	\$106,361.00	\$106,361.14	\$0	-\$0.14		Complete
Clermont Historical Centre Hydrology Rep	\$35,839.00	\$18,307.29	\$6,192.71	\$11,339.00		Planned Carry Over
Wi-Fi services for the library service	\$42,900.00	\$42,374.15	\$0.00	\$525.85		Complete
CLM-Whole of Complex Compliance and Assessment	\$3,575.00	\$1,875.00	\$1,700.00	\$0		Complete, awaiting final invoice

Clermont Saleyards and Showgrounds Revit	\$769,028.00	\$413,544.32	\$52,911.20	\$302,572.48		Horse stables complete. Spelling yards being monitored, awaiting design and costings from QR rail but commitment expected by 30/06 <b>Carry Over</b> for Spelling Yards But commitment ready to raise.
Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
Emergent/Safety/Priority Commercial Outcomes	\$142,636.00	\$18,769.50	\$0	\$123,866.50		RFQ for heat transfer only yielded 2 responses. 1 non-conforming and 1 over budget. The decision was made not to progress with commitment but to test the market again for a suitable result. <b>Carry Over</b>
Whole of Saleyards & Showgrounds Precinct	\$2,120.00	\$0	\$5,365.45	<b>-\$3,245.45</b>		<b>Complete</b>
Vehicle Fit-out Local Laws	\$30,704.00	\$30,704.00	\$0	\$0		<b>Complete</b>
DYS Pool - Mech/Elect Upgrade Filter ins	\$247,800.00	\$265,261.74	\$181.82	<b>-\$17,643.56</b>		<b>Complete.</b> Some unexpected additional works were required and not planned in the budget reviews.
CLM Admin/Civic Centre W4Q	\$150,000.00	\$31,142.02	\$16,300.00	\$102,557.98		<b>Carry Over</b> due to design delays for Mec/Elec
MBH Greg Cruickshank Aquatic Centre Dry	\$116,665.00	\$116,665.00	\$0	\$0		<b>Complete</b>
CLM Aerodrome - Replace Avgas Bowser	\$29,000.00	\$28,943.64	\$0.00	\$56.36		<b>Complete</b>
GLN Pool - Pool shell rejuvenation	\$88,000.00	\$83,574.90	\$0	\$4,425.10		<b>Complete</b>
MMT- Hall Structural Renewal	\$180,000.00	\$21,105.03	\$132,985.90	\$25,909.07		<b>Complete</b>
ST LAW Swimming Pool replacement	\$136,766.00	\$132,850.00	\$0	\$3,916.00		<b>Complete</b>
DYS Civic Centre - W4Q	\$155,000.00	\$15,569.30	\$122,952.48	\$16,478.22		Electrical compliance <b>complete.</b>
GLN Recreation Centre - W4Q	\$60,000.00	\$22,738.59	\$0	\$37,261.41		<b>Delivery unachievable within current financial year</b>
NBO Museum - Courthouse and Jail Cell Bui	\$115,000.00	\$114,069.28	\$0.00	\$930.72		<b>Complete</b>

Theresa Creek Dam Amenities	\$60,000.00	\$11,507.75	\$72,150.00	-\$23,657.75		Complete
NBO Memorial Hall - W4Q	\$115,000.00	\$117,194.12	\$0.00	-\$2,194.12		Complete
<b>TOTALS</b>	<b>\$4,184,198</b>	<b>\$2,943,864</b>	<b>\$343,212</b>	<b>\$897,120</b>		<b>PECS 2019/20 capital works program is progressing but will miss target levels</b>

#### PECS Remaining Capital Delivery Program

Project	Procurement	Construction	Completion
CLM - Showgrounds Pavilion Ablution bloc	Complete	Complete	Complete
CLM - Theresa Creek Dam Septic Renewal	30 Aug	30 Oct	30 Dec
CLM - Washdown Stormwater Diversion	Complete	Complete	Complete
DYS - Pool Revitalisation	Complete	Complete	Complete
CLM - Caravan Park Investigation/Stage 1	Complete	Complete	Complete
CLM - Rodeo & Show Society	Complete	Complete	Complete
Land Acquisition Lot 505	Unknown	Unknown	Unknown
MBH- Community Centre-Roof Stormwater re	Complete	Complete	Complete
Clermont Historical Centre Hydrology Rep	2020/21	2020/21	2020/21
Wi-Fi services for the library service	Complete	Complete	Complete
CLM-Whole of Complex Compliance	Complete	Complete	Complete
Clermont Saleyards and Showgrounds Revit	Stables complete Spelling complete Rail crossing 30 July	Stables underway Spelling 30 Aug Rail Crossing 30 Aug	Stables 30 April Spelling 30 Oct Rail Crossing 30 Oct
Project and Procurement Management	Complete	Complete	Complete
Emergent/Safety/Priority Commercial	30 July	30 Aug	30 Oct
Whole of Saleyards & Showgrounds Precinct	Complete	Complete	Complete
Vehicle Fit-out Local Laws	Complete	Complete	Complete
DYS Pool - Mech/Elect Upgrade Filter ins	Complete	Complete	Complete
MBH Greg Cruickshank Aquatic Centre Dry	Complete	Complete	Complete
CLM Aerodrome - Replace Avgas Bowser	Complete	Complete	Complete
GLN Pool - Pool shell rejuvenation	Complete	Complete	Complete
MMT- Hall Structural Renewal	Complete	6 July	14 July
ST LAW Swimming Pool replacement	Complete	Complete	Complete
DYS Civic Centre - W4Q	Complete	12 July	30 July

GLN Recreation Centre - W4Q	Unknown	Unknown	Unknown
NBO Museum -Courthouse and Jail Cell	Complete	Complete	Complete
Theresa Creek Dam Amenities Refurbishment	Complete	Complete	Complete
NBO Memorial Hall - W4Q	Complete	Complete	Complete

Remaining Project Key Commentary

CW182509 - CLM - Theresa Creek Dam Septic Renewal

This project has become an expected carry over for completion. Timing and location for the install have been in negotiations with W&W due to planned dredging project needing similar ground and space as the new septic system. Other unforeseen issues realised in relation to environmental approvals.

CW192726 - Clermont Saleyards and Showgrounds Revit

Ongoing delays in the design and agreement from QR are nearing completion. The State has granted an extension on construction till 30 August so this project will be constructed during 20/21

CW192728 - Emergent/Safety/Priority Commercial Outcomes

Planning and Procurement underway. This project was planned after acknowledgment in BR3. Responses to RFQ were not of sufficient quality to allow for award, additional procurement required.

## LIVEABILITY & SUSTAINABILITY

### PREVIOUS MONTH'S ACHIEVEMENTS

#### Development Assessment

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

To be decided in July 2020 – Civeo request for extension of currency period and reduction in scale of non-resident workers accommodation at Moranbah Station Road, Moranbah.

#### Prelodgement Meetings

Prelodgement meeting with Barada Barna regarding amendments to existing approval at Johnson's Road, Nebo (Education facility), and lodgement of new proposal for small-scale workers accommodation and multiple dwellings in Naumann Street, Moranbah.

#### New Planning Scheme

Planning scheme public exhibition period from 8 June to 20 July 2020. As of 8 July 2020, no submissions received.

Public consultation sessions scheduled for 15 and 16 July in Carmila and Clairview, respectively. As of 8 July 2020, four (4) registrations for the consultation sessions.

#### Infrastructure Charging Framework and Local Government Infrastructure Plan

Draft LGIP on public exhibition until 4 August 2020. As of 8 July 2020, one (1) submission received.

#### Land Development Advisory Committee Outcomes

LDAC meeting held 30 June 2020, decision to postpone Housing Forum preparations until completion of a stakeholder engagement strategy which highlights the relationships, risks and influences in housing delivery.

#### Coastal Hazard Adaptation Strategy

CHAS Phase 3-4 preparations underway. Ethos Urban currently planning engagement activities for delivery in August 2020.

#### Social Planning

Responses for CQ Coal Project and Stanmore Isaac Downs Project provided to Department of Environment and Science.

Officer level engagement scheduled for Thursday 16 July 2020 with Stanmore Coal on SIA approach and Council's previous comments.

#### Environment and Biodiversity

Healthy Rivers to Reef Partnership membership confirmed for a further two years. Healthy Rivers to Reef Report Card Launch scheduled for 23 July 2020 in Airlie Beach – Councillor Coleman and Manager Liveability and Sustainability to attend.

Reef Guardian Councils Memorandum of Understanding Executed

Cost-benefit analysis commenced to evaluate options for ongoing management of flying-fox roosts in Centenary Park, Clermont.

Project scoping exercise commenced on a corporate sustainability strategy.

Water sampling and testing project commenced at Hoods Lagoon, Clermont.

Dust monitoring and collection – standalone report to be prepared for August 2020 standing committee to present findings of dust monitoring program since March 2020.

### Land Management

Ongoing weed management project – Sarchedon Drive, Moranbah

A number of queries received regarding use of Stock Route camping and water reserves at Twin Bridges and outside of Clermont.

### **EMERGING ISSUES**

Queensland Government caretaker period commences end of September 2020 – working with Queensland Treasury to expedite completion of Ministerial approval process for Planning Scheme and LGIP.

### **NEXT MONTH'S PROGRAM**

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

Pre-lodgement meetings

Completion of planning scheme consultation process and request for Minister to endorse the adoption of the planning scheme.

Completion of public consultation activities for the proposed LGIP

Phases 3-4 of the Coastal Hazard Adaptation Strategy

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

Environmental and Social Impact Assessment processes

Corporate sustainability investigations

Environmental monitoring program

Social infrastructure strategy project planning

### **FINANCIAL REPORT**

### **DEVIATION FROM BUDGET AND POLICY**

### **Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month**

<b>Project Name/ Description</b>	<b>Start Date</b>	<b>Scheduled End Date</b>	<b>Status Update</b>
Adopt new Regional Planning Scheme and undertake planning scheme studies	April 2016	October 2020	Planning scheme on public re-exhibition until 20 July 2020.
Adopt Local Government Infrastructure Plan (LGIP) for Regional Planning Scheme.	May 2018	October 2020	Draft LGIP on public exhibition until 4 August 2020.

## ANNUAL OPERATION PLAN

Ref to Annual OP Plan	Service Area	Description	Target Measure	Responsibility	Performance Met	Comments
C2	Social Planning	Develop a Social Infrastructure Strategy	30 June 2020	Social and Community Planning	Below Target	Workload for current EIS/SIA assessment is high - project will carry over to 2021
C5	Native Title	Oversight of development and process for proposed new Indigenous Land Use Agreements (ILUA's)	100% implementation within timeframes	Strategic Land Use Planning and Development Assessment	On Target	All projects delivered within timeframes during Q4
C6	Recovery and Resilience	Review of existing Clarke Creek Community Plan to reflect contemporary recovery and resilience practices	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target	Social Planning resources will only become effectively available from the PECS Functional Review in February 2020. The project plans will need to propose new deliver dates taking into account the current suite of major Resource Project Social Import Assessment under consideration.  Decision needs to be made regarding ongoing need for this project, in accordance with community aspirations.
		Finalise the implementation of awareness program for Isaac Recovery Plan	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target	Social Planning resources will only become effectively available from the PECS Functional Review in February 2020. The project plans will need to propose new deliver dates taking into account the current suite of major Resource Project Social Import Assessment under consideration.
E1	Statutory Planning - Regional Planning Scheme	Statutory consultation for Regional Planning Scheme	31 December 2019	Strategic Land Use Planning and Development Assessment	Completed	Planning scheme on re-exhibition from 8 June to 20 July 2020.
		Adopt new Regional Planning Scheme	30 June 2020	Strategic Land Use Planning and Development Assessment	Monitor	Scheme will progress to adoption following further public consultation process scheduled for May 2020
E1	Statutory Planning - Local Government Infrastructure Plan (LGIP)	Statutory consultation for Local Government Infrastructure Plan	31 December 2019	Strategic Land Use Planning and Development Assessment	Completed	LGIP on public exhibition from 8 June to 4 August 2020.
		Adopt new Local Government Infrastructure Plan (consolidated)	31 December 2019	Strategic Land Use Planning and Development Assessment	Monitor	LGIP prepared by consultants for State interest review. Will be released for public consultation during Q4.



E1	Development Assessment	Provision of development information and advice within 7 days  Number of discussions held with investors / developers  Applications assessed within prescribed time frames	100% of requests handles within 7 business days  Number of meetings held/ quarter  100% of applications assessed within legislative time frames	Strategic Land Use Planning and Development Assessment	On Target	100% of duty planner enquiries responded to within 7 days.  4 prelodgement meetings held during Q4  100% of applications assessed within statutory timeframes
E2	Biodiversity	Enhance natural resources through delivery of pest management projects	Four (4) pest management projects	Environment and Biodiversity	On Target	1 x programs delivered in Q4 - weed spray at Sarchedon Drive, Moranbah
E4	Revegetation Program	Revegetation of significant sites - based on State identifies triggers	Four (4) revegetation project per annum	Environment and Biodiversity	On Target	Revegetation program ongoing at Carmila Beach in Partnership with Sarina Landcare  Project commenced to support Parks in Hoods Lagoon Reveg/Water Quality improvements
E5	Wildlife Management	Flying Fox Education Program	30 June 2020	Environment and Biodiversity	On Target	Flying fox SoMI implemented for 2019 season. SoMi is the Statement of Management Intent, developed by Council in 2018 to manage flying fox roosts in urban areas of Isaac region. The responses to this are generally to monitor and contain roosts in urban areas to minimise extent of community impacts. Roost monitoring occurring in Nebo, Moranbah, Clermont
E5	Reef and Costal Management	Reef guardian projects - participate in regional partner programs	30 June 2020	Environment and Biodiversity	On Target	Ongoing relationship building with reef guardian projects
C4	Pest Management	Undertake Pest Control Actives (vertebrate)	Two (2) rounds per annum	Liveability and Sustainability	On Target	2 x 1080 baiting programs delivered for 19/20 financial year.

**ENGAGED COMMUNITIES**

**PREVIOUS MONTH'S ACHIEVEMENTS**

**Community Hubs**

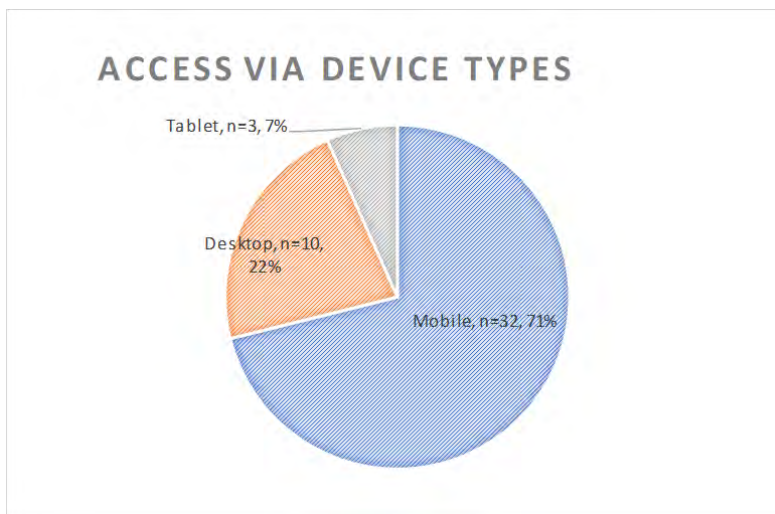
*Libraries*

Isaac Region Libraries reopened to the public 18 May 2020 as part of the first stage of roadmap to COVID-19 recovery. 3,564 residents visited the libraries in June 2020 from a total of 63,713 visitors in FY19/20.

Total Visitors	June 2020
Moranbah	1,219
Nebo	73
Glenden	438
St Lawrence	66
Middlemount	403
Dysart	587
Clermont	750
Carmila	28
<b>Total</b>	<b>3,564</b>

*Wifi*

Council offers free WIFI to the residents in the libraries and surrounding outdoor areas This service is available to the residents from 7am to 7pm, Monday to Friday. In June, there were 45 visits. Out the 45 visitors, 30 were unique visitors. Average usage duration is 1 hours 46 minutes.



*Museums*

Clermont Historical Centre (CHC) restored services on 15 June 2020 and the Historic Nebo Museum restored services on 22 June 2020

80 people visited the CHC in the month of June 2020 from a total of 1,099 visitors in FY19/20

85 visitors visited Clermont Visitor Information Centre in June 2020. 1,237 visitors called on the Clermont Visitors Information Centre in FY19/20

Only 1 person visited the Nebo Museum in June 2020. 147 people called on the Nebo Museum in FY19/20

### Customer Service

Front counter services at Council's seven customer service centres were restored on 15 June 2020

### Call volume

1,879 calls were received in June 2020. 26,137 calls were received in FY19/20. 94.5% of business hours calls were answered within 20 seconds and the average call duration was five minutes.

### Abandoned calls

20 (1%) calls were abandoned in June 2020. 878 (3%) were abandoned in FY19/20.

### Customer requests

587 customer requests were created in June 2020. 7,332 customer requests were created in FY19/20.

### Completed customer requests

339 customer requests were completed in June 2020. 5,525 customer requests were completed in FY19/20



## Community Engagement, Programs and Events

- \$84,000 of grant funding received from the State Government's Community Drought Support Program. The funding will be used to deliver a series of "Check in and Check Up" events to the isolated and impacted communities of Clarke Creek, Twin Hills and Mackenzie River which will include a movie screening and drop-in check ups with GPs and mental health organisations. Further event offerings are

being considered for other areas of the region. Funds will also be made available to eligible community groups via a grants program to assist with the delivery of resilience and community-wellbeing offerings.

- Launch of Isaac Computer Choir – registrations remaining open until 10 July.
- CEPE has worked with Liveability and Sustainability to aid with the consultations for the Draft Local Government Infrastructure Plan and the Proposed Isaac Region Planning Scheme.
- Team Management, Community Relations Officers and Departmental Administration Officers completed the 2-day Engagement Design course as part of the IAP2 Certificate in Engagement.
- Three virtual First5Forever sessions were launched online with close to 200 views collectively.
- Return of Corinna Baerhold, Digital Programs Officer, following maternity leave.
- Brooke Maisey joined the team as Moranbah's Senior Community Relations Officer.

## EMERGING ISSUES

### *Community Hubs*

N/A

### *Community Engagement, Programs and Events*

- Planning for NAIDOC Week initiatives continues with committees and the Barada Barna Corporation for Moranbah, Dysart and Middlemount. Local celebrations scheduled for:
  - Dysart – Friday 23 October
  - Moranbah – Sunday 25 October, with schools' programs running on Monday 26 – Tuesday 27
  - Middlemount – Thursday 29 October

Dates for celebrations in other localities are yet to be set. There has been reluctance from the Wangan and Jangaligou Peoples in Clermont to work with Council on setting dates for Clermont NAIDOC celebrations. We will continue to be guided by the Traditional Owners in Clermont while ensuring NAIDOC is adequately acknowledged in the town.

The re-scheduled national NAIDOC Week dates are 8-15 November 2020.

- CEPE staff have met with all of Moranbah's school leadership teams in June. Both the primary schools expressed concern about their street frontages and need for a redesign for functionality and presentation. Moranbah State School also noted their lack of safe parking and the need for additional car parks to be built.

## NEXT MONTH'S PROGRAM

### *Community Hubs*

- 3D scanner being delivered. 3D scanner purchased using Regional Arts Development Fund funds. In conjunction with the Clermont Historical Museum, programming is being developed to train Clermont SHS students on the uses of the scanner. If successful, this programming can be delivered elsewhere within the region.
- Re-launch of in-person First5Forever programming with Pop-Ups @ The Park launching on Friday 17 July and Storytime sessions delivered outdoors in locations close to the libraries from Monday 20 July.
- Review of early childhood program delivery within libraries – Rhymetime, Baby Bounce, Storytime and planning for service restoration.

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## **Community Engagement, Programs and Events**

- Community Relations Officers are supporting the delivery of Community Forums with RSDC and Selectability in Clermont, Dysart, Middlemount, Glenden, Ilbilbie and Carmila in July. The forums are designed to get community feedback about how they've coped through the pandemic and what lessons can be learnt. Community Relations Officers will be sharing Council updates and promoting Speak Up Isaac and the Shop Isaac program. An August date will be set for Nebo shortly. RSDC have chosen not to host an event in Moranbah due to staffing issues.
- First5Forever Walkway Stickers in place at Bernborough Park, Moranbah and Hoods Lagoon, Clermont.
- Pelican't Do It – Zoom drawing masterclass for 5-8 years will be delivered online to registered participants on Monday 6 July.
- Computer Choir rehearsals commence on Monday 13 July via Zoom. Each session is 30 mins long and participants are segmented based on their vocal range. The Zoom platform allows participants to connect in real-time and offers them interactive tutoring with Choir Master, Emma Dean.
- Launch of Lynnie Busk's 'Going with the Flow' Acrylic Art Exhibition at the Coalface Art Gallery in Moranbah on Friday 31 July. The exhibition will continue throughout August and will include two adult art workshops.
- Continued support to Liveability and Sustainability for current engagements and the Coastal Hazards Adaptation Strategy.
- Continued planning for Seniors Week events and the Dig It Isaac gardening contest – more to come throughout July.
- Launch of community grants, Major Round 16 and the re-opening on minor community grants.

## **FINANCIAL REPORT**

### **Community Hubs**

*Yet to be provided by Finance*

### **Community Engagement, Programs and Events**

*Yet to be provided by Finance*

## **DEVIATION FROM BUDGET AND POLICY**

### **Community Hubs**

N/A

### **Community Engagement, Programs and Events**

N/A

ANNUAL OPERATIONAL PLAN

Ref to Annual OP Plan	Service Area	Description	Target Measure	Responsibility	Performance Met	Comments
C1	Library Operations - Eight Libraries	A well-utilised library service	Number of Library Programs offered (yearly trends)	Community Hubs	Monitor	NIL activities were delivered in June 2020 due to COVID19 restrictions
		Number of people attending Library Programs	100% attendance*	Community Hubs	Monitor	NIL activities were delivered in June 2020 due to COVID19 restrictions
		% of population that are library members	50%	Community Hubs	On Target	June data not yet available
C1	Historic Nebo Museum	Courthouse and jail Building Rectifications	30 June 2020	Community Hubs	Completed	All works completed
C1	IRC Halls;Centres;Recreation Halls; and Gyms	Establish first modernised community hubs (service centres) at Glenden and St Lawrence	30 June 2020	Community Hubs	Monitor	Delay due to COVID19 and tenure issues in Glenden
C2	Community Programs and Events Calendar	Implementation of Annual Calendar* of events 2019-2020	30 June 2020	Community Hubs	Monitor	Events from April-June 2020 are unable to proceed due to COVID-19 restrictions. Digital offerings have been offered in place of traditional events

# INFORMATION BULLETIN



HELPING TO ENERGISE THE WORLD

C2	Community Hubs Programs and Events	Coding and Robotics Programs and Annual Isaac Library Tech Fest	31 October 2019	Community Hubs	Completed	
C2	Library Services	Modern and engaged library service program delivery	30 June 2020	Community Hubs	Monitor	Libraries reopened to community on 18 May 2020
C5	Native Title	Reporting and consultation on implementation/management of Indigenous Land Use Agreements (ILUA's)	100% implementation within allocated budget and timeframes	Community Engagement & Events	Monitor	Stewardship remains with Liveability and Sustainability
C5	Clermont Historical Centre	A well-attended centre	Number of visitors (yearly trends)	Community Hubs	Monitor	Facility reopened 15 June 2020
		One (1) x Exhibition a year	31 March 2019	Community Hubs	On Target	Exhibition launched in early March 2020
		Visitor Information Section	Number of tourists/visitors	Community Hubs	Monitor	Facility reopened 15 June 2020
C5	Historic Nebo Museum	Maintain Nebo Museum - Asset Management	1 exhibition/year	Community Hubs	Monitor	Facility reopened 23 June 2020
			Number of people attending museum exhibition (yearly trends)	Community Hubs	Monitor	Facility reopened 23 June 2020
C5	St Lawrence Static Museum	Maintain the grounds, buildings and historical collections held	National Museums and Gallery standards are met	Community Hubs	On Target	Program on target

# INFORMATION BULLETIN

C5	Coalface Gallery and Dysart Library Artspace	An annual calendar of exhibitions for local and emerging artists: - Three x Regional Touring exhibitions - Five x Exhibitions by local or emerging artists	30 June 2019	Community Engagement & Events	On Target	Exhibitions booked for April-June 2020 will not proceed due to COVID-19 restrictions. Many have been rescheduled for 2021.
C5	Cultural Heritage	Grosvenor Complex - Library Wall - Art Work Barada Barna Corporation - Stage 1	15 July 2019	Community Hubs	Monitor	Completed
		Grosvenor Complex - Library Wall - Art Work Barada Barna Corporation - Stage 2	30 June 2020	Community Hubs	Monitor	Pending
C5	Queensland Music festival	Facilitation of the Queensland Music Festival - July 2019	30 June 2019	Community Engagement & Events	Completed	
C3	Partnership and volunteering programs in Libraries, Museums and Galleries	Programs, events, projects supported by external organisations, groups and businesses	10% of programs are supported by external collaboration/partnerships	Community Hubs	Monitor	Reduced programming due to COVID19 as libraries, museums and galleries are closed to public
		Volunteering Program to supporting the development and delivery of library programs -  Volunteering Program Intake	10% (supported by or inclusive of volunteers)  30 September 2018 31 March 2019	Community Hubs	Monitor	Volunteers not participating in programs due to closure of facilities in response to COVID19
C3	Libraries, Museums and Galleries	1,000 hours of volunteering in museums and galleries	30 June 2020	Community Hubs	Monitor	Volunteers not participating in programs due to closure of facilities in response to COVID19



# INFORMATION BULLETIN



HELPING TO ENERGISE THE WORLD

C3	Regional Arts Development Fund (RADAF)	<p>Acquittal of Arts Queensland Regional Arts Development Fund Grant 2018/2019 2018/2019 Round 1 2018/2019 Round 2 2018/2019 Round 3</p>	<p>15 October 2019 30 September 2019 31 January 2020 30 April 2020</p>	Community Programs	Completed	No applications received for Round 3 due to COVID-19. Remaining funds to be redirected to Council Arts & Cultural initiatives.
G3	Customer Service Delivery and Customer Relationship Management (CRM)	<p>Review the: - Customer Service Strategy and Charter; - Implement a corporate CRM system - continue organisational wide roll-out/functionality</p>	30 June 2020	Community Hubs	Below Target	Project pending due to COVID19 and resourcing constraints

## ECONOMY and PROSPERITY

### PREVIOUS MONTH'S ACHIEVEMENTS

The Economy and Prosperity team has had a number of positive outcomes in each of its portfolios;

#### Economic Development

- Continued engagement with Novum energy and facilitating that organisations project development in Nebo with site photo completed with DSDMIP, Novum and IRC in preparation for pending information releases around the development.
- Draft investment attraction framework completed with internal department and ELT presentation prior to Council presentation.
- Development and presentation to LDAC the revised Economic indicators reports, which was received positively and an Economic Profile in development to service advocacy and investment attraction needs and works starting on residential prospectus.
- Participation in Qld Future Skills Partnership working group.

#### Business Support

- Continued working on the Business Support Covid-19 Recovery, Wellbeing and Community Chest programs support to local businesses.
- Shop Isaac program is now live;
  - with the gift cards are available from front counter offices from 1 July.
  - Marketing development impacted sign up off businesses and industry prior to the July 1 date but this is underway, and the number of business registrations will be provided.
  - Industry organisations have been delivered initial marketing material on ability to engage in the program and some positive responses received, with further details to be provided.
  - The gift card shopping competition is also underway from July 1<sup>st</sup> and similarly development of marketing and business registration delays will likely impact the initial take up but as that increases will help raise awareness of the competition.
  - As sign up of business is occurring wellbeing checks are being conducted.
  - Development of consumer surveys for later in financial delivery.
  - \$50 Shop Isaac gift cards provided as winning prizes for the Mackay Tourism #ourisaac competition for Isaac region winners.
- Engaging continuing with regional networks, DSMIP, DESBT and GW3 on business support programs.
- Planning the redelivery of Small business month for September with GW3.

#### Tourism

- Local Buying foundation funding application for an additional Isaac region-based Mackay Tourism employee for 2 years was submitted with MTL and the outcome was successful for \$230,000, finalisation and advertising of the position will be conducted shortly.
- "My Isaac" submit "your" favourite photo of Isaac region campaign is in progress until late July, supporting Lords Table image billboard is on display Moranbah shopping centre.
- Finalization of the itineraries for 6 – 12 July there is the capture of two families and associated imagery and content of;
  - Isaacs peak ranges – Wolfgang, Lords Table and Gemini – Red Bull sponsored Courtney Atkinson.
  - Isaacs coastal area – AWOL family.
- Development of tourism guide itinerary's being finished by for prospecting Isaac region and camping in progress, also renewed brochure for Theresa Creek dam.
- Further itineraries for 50plus things to do in Isaac, and renewal of the Experience Isaac brochure.

- Securement from BHP to enable Tourism images and content to be displayed in the MBH airport and draft of billboards to suit progressing.
- Delivery of an improved booking system for TCD.
- Progress on works of Mt Britton/Homevale/Working gold mine tours.

## Asset Management

Economy and Prosperity's physical assets have occurred minimal issues. The Clermont Saleyards again had a continued high thru put of cattle numbers, TCD new toilet block was opened and the camping site numbers have seen a significant increase in numbers above average since reopening.

## **EMERGING ISSUES**

Minimal issues occurred during the month, but the Economy and Prosperity team will be losing its Economic and Tourism Development Advisor in September and this will be a great loss to the team and organisation.

## **NEXT MONTH'S PROGRAM**

Continued works in each portfolio on the above listed elements with focus on completing the investment attraction works and presenting that to Council. The Community chest program and Shop Isaac, and assessment of the Shop Isaac business wellbeing checks and review and development of second stage stimulus Business support needs. A number of tourism projects in progressing marketing of VFR related campaigns, Our Isaac, peak experiences, Isaac coast, putting to market for redevelopment of the updated Isaac region tourism brochure, online delivery of the TCD booking system etc.

## **FINANCIAL REPORT**

Economy and Prosperity whilst constrained had no significant financial variances to report for the financial year.

## **DEVIATION FROM BUDGET AND POLICY**

No major deviation from budget or policy to report.

## ANNUAL OPERATION PLAN

Ref to Annual OP Plan	Service Area	Description	Target Measure	Responsibility	Performance Met	Comments
C1	Airstrips	Provide efficient and timely solutions to maintenance issues	90% Compliance**	Aerodromes	On Target	On target
EC1	Investment Attraction	Draft an investment attraction framework	30 June 2020	Economy and Prosperity - Economic and Tourism Development	Monitor	Delivery continuing impacts from Covid-19 has delayed delivery timeline to end of financial year
EC2	Investment Attraction	Develop an investment prospectus	30 June 2020	Economy and Prosperity - Economic and Tourism Development	Below Target	Prospectuses to be developed Q1/Q2 2020/21
EC3	Economic Development	Develop a (rolling) 12-month Action Plan to implement priorities of the Economic Development Framework	30 September 2019	Economy and Prosperity - Economic and Tourism Development	Monitor	June report delayed due to Covid-19 recovery works, TBC timeframe for report to Council
		Implementation of the Economic Development Framework (12 month rolling) Action Plan for 2019-2020	30 June 2020	Economy and Prosperity - Economic and Tourism Development	On Target	Progressing strategy delivery elements
EC4	Land Development - IRC housing estates	Administration of land sales - Quarterly marketing of Anne St, Nebo	30 June 2020 (triggered by demand)	Economy and Prosperity	On Target	No enquiries to date
EC4	Clermont Sale yards & Showgrounds	Provide efficient and timely solutions to maintenance issues	90% compliance*	Saleyards and Showgrounds	On Target	On target
		Deliver annual capital works program	90% of schedules program delivered by 30 June 2020			
		Deliver Revitalisation Project works	30 June 2020	Saleyards and Showgrounds	On Target	On target, with spelling yards project delays from Qld Rail progressing now

# INFORMATION BULLETIN

		Progress implementation of Master Plan for the Clermont Saleyards and Showgrounds - Stage 1 project	30-June-2020	Saleyards and Showgrounds	On Target	On target
EC5	Advocacy	Advocacy and lobbying to government and industry to achieve Council's advocacy goals	30 June 2020	Economic and Tourist Development	On Target	Progressing as required
EC5	Tourism	Implementation of Tourism Strategy	30 June 2020	Economic and Tourist Development	On Target	Continuing with report to Council on delivery update and focus on short term deliverables to support domestic travel opportunity
EC6	Small Business Week	Host Small Business Week Activities	Events across several communities	Economy and Prosperity - Economic and Tourism Development	Not Proceeding	Postponed to November and planning for such being undertaken now, promotion of online training from external organisations continuing
		Development and rollout Educational Program	100% 'good' or better rating	Economy and Prosperity - Economic and Tourism Development	Not Proceeding	As above
EC6	Local Business Support	Implementation of Local Business Support Strategy	30 June 2020	Economic and Tourist Development	On Target	Ongoing with focus on Covid-19 recovery projects for Q1 2020/21 being developed
E3	Wash-down Facilities	Provide efficient and timely solutions to maintenance issues	Target of 90% of compliance*	Saleyards and Showgrounds	On Target	On target

## COMMUNITY FACILITIES

### PREVIOUS MONTH'S ACHIEVEMENTS

#### Overview:

- The easing of Covid-19 restrictions, saw a return to restricted operations at the Community and Recreation Centres throughout the region;
- The region's swimming pools remained closed for the winter break. The GCAC is currently undergoing repairs for a leak in the 25m pool – hydrostatic valve repairs partially alleviated the leakage; however, further structural investigations are underway;
- The GCAC Heat Exchanger replacement tender has been re-released following a limited and non-compliant response from the primary round of tendering;
- Middlemount Community Hall flooring has been awarded and works commenced during the latter part of the month;
- Dysart Civic Centre electrical inspections have been awarded with work commencing during the latter stage of the month;
- Nebo Hall works were successfully completed.

#### People:

- All staff operating in compliance with Work From Home / Site based duties;
- Work continues throughout the Department on the PECS Noble Purpose and Psychological Safety plans and behaviours;
- Cross functional training and relief support has commenced;
- Patti Ruth has volunteered to monitor State and Federal grant opportunities;
- No workplace incidents were reported throughout the month;
- Morale remains high.

#### Process:

- The Food Safety Plan review has been completed and passed on to Environmental Health for endorsement;
- Kitchen centric Work Instructions have been completed and submitted to WHS for endorsement;
- Children's Programs at the Dysart and Glenden Recreation Centres are currently under process and risk review - unaccompanied child programs have been temporarily suspended during the review.

#### Assets:

- Asset registers have been completed – consolidation is underway;
- Site inventories have been completed – stock on hand is now manually monitored and reported;
- Minor maintenance works continue across the portfolio – with reactive works at Camilla and St Lawrence Community Halls are currently experiencing various plumbing issues (aged infrastructure).

#### Leasing:

- Work continues on the development of new and renewal tenures across the Region;
- DBS Lease (Glenden Child Care) successfully executed;
- Reviews of grazing on reserves, stock routes and roads (Trustee Leases/Permits) have commenced;
- Development of a scalable matrix for the calculation of tenure fees is being undertaken;
- Work on the change of business of the Remote Control Car Club has been ongoing – a strong focus is now being placed on risk and the mitigation of same.

#### Cemeteries:

- Cemetery support services continues to support ongoing interment requirements;

- Archiving and digitization of cemetery records will be commenced upon collation of all relevant data from multiple sources.

## Health and Safety:

- No health and safety incidents were reported throughout the month;
- Staff continue to undertake site inspections, participate in Departmental tele-conferencing and policy reviews as required;
- WHS KPI's completed.

## **EMERGING ISSUES**

- Covid-19 preventative measures are in place and monitored;
- Collection of personal data for visitors to each site continues in accordance with policy and procedure;
- Reactive and scheduled maintenance for each of the facilities under management continues and will be monitored;
- Glenden Bowls Club and Golf Club to be considered for inclusion into the Community Facilities asset portfolio;
- A second legal review has been sought for the GCAC Lease and implications relating to Council reputation.

## **NEXT MONTH'S PROGRAM**

- Capital Works planning and Scheduling;
- Planned preventative maintenance scheduling in accordance with Life Cycle Asset management planning;
- Final consolidation of Assets under Custodianship.

## **FINANCIAL REPORT**

- Final accounts and performance are under reconciliation at the time of reporting;
- Revenues are expected to meet budget for 2019-2020;
- Operational expenses, particularly Materials and Services are in line with projections for 2019-2020.

## **DEVIATION FROM BUDGET AND POLICY**

- Nil at this time.

## INFORMATION BULLETIN

### ANNUAL OPERATION PLAN

Ref to Annual OP Plan	Service Area	Description	Target Measure	Performance Met	Comments
C1	IRC Halls; Centres; Recreation Halls; and Gyms	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Completed	Service interruptions due to facilities closures have had little to no impact on performance
		Provide effective and timely solutions to maintenance issues	90% compliance**	Completed	Reactive maintenance requirements are being met in a timely manner
		Deliver annual capital works program	Schedules program delivered by 30 June 2020	Completed	Please refer to the Capital Works section of this report for a more detailed overview
		Undertake situational analysis reports for the Middlemount Community Hall, Dysart Civic Centre, Dysart Recreational Centre and Clermont Civic Centre as first stage toward development of a sustainable plan for Isaac halls and centres (stage 1 of W4Q funding - 2019-20 and 2020-21 funding program)	30-June-2020	Completed	The sites that are the subject of this item have undergone multiple inspections and reporting protocols.
C1	IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	Completed	Lessee meetings and rolling inspections have been undertaken and completed.
		One (1) x Customer surveys per year	65% + customer satisfaction	Not Proceeding	The early pool closures precluded the end of year survey. Discussions are currently underway to identify a more targeted survey for implementation upon pool openings later this year.
		Monthly status reports - 1 per facility per month (participation and usage, activities and events, safety and security, including hazards and incidents, incident register, water quality, staff and qualification, asset management (maintenance)	100% (8/month received and validated)	Completed	



## INFORMATION BULLETIN

		Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020	Completed	All Pool Capital Works have been completed. Remedial works are required at Dysart to remedy the cracked concrete that occurred during the upgrades – this is scheduled to commence within the first half of June 2020.
		Provide efficient and timely solutions to maintain issues	90% compliance**	Completed	Reactive maintenance requirements are quickly reported and responded to.
	Community Leasing	Reviewed and endorsed Leasing Strategy with associated Policies	30 June 2020	Monitor	Further consultation is required and will incorporate the addition of various other tenure arrangements that Council is active in – aerodromes, caravan parks, grazing agistment.

# INFORMATION BULLETIN

## COMMUNITY EDUCATION & COMPLIANCE

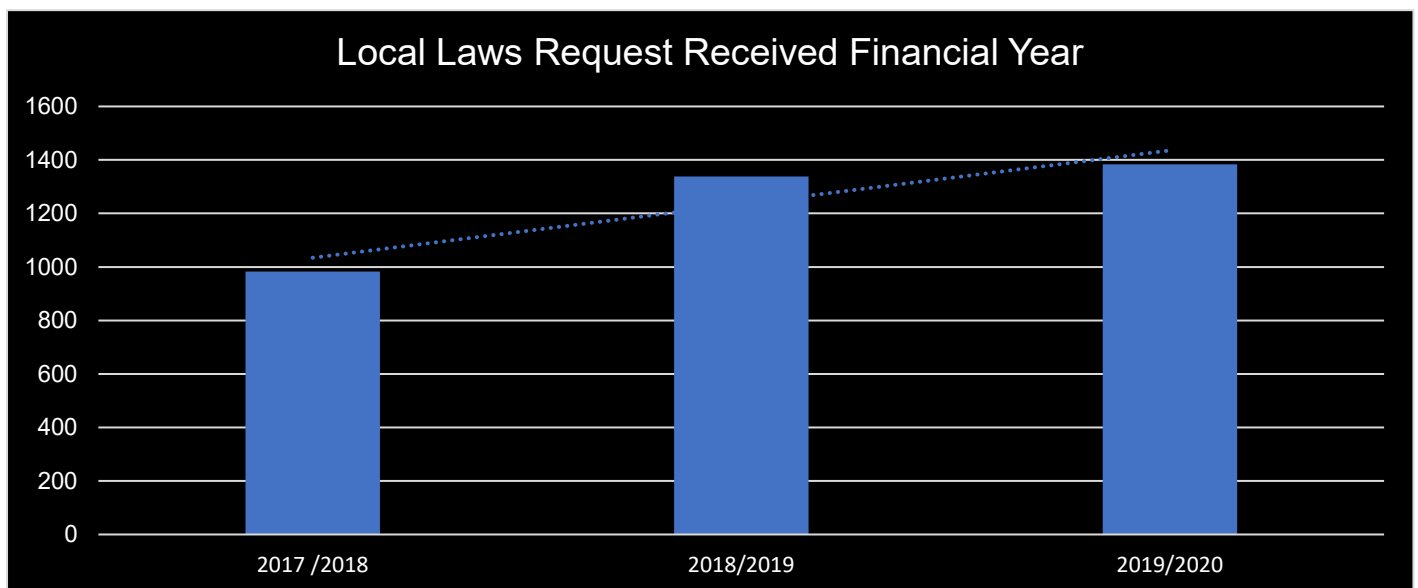
### PREVIOUS MONTH'S ACHIEVEMENTS

#### Animal Management - Registered Dogs

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

Description	May 20	June 20	July 20	Financial YTD
New Dogs Registered	22	32		388
Dog Registration Renewals	1	5		1121
<b>Total Registered</b>	<b>23</b>	<b>37</b>		<b>1509</b>
Dog Registration – non renewals				812

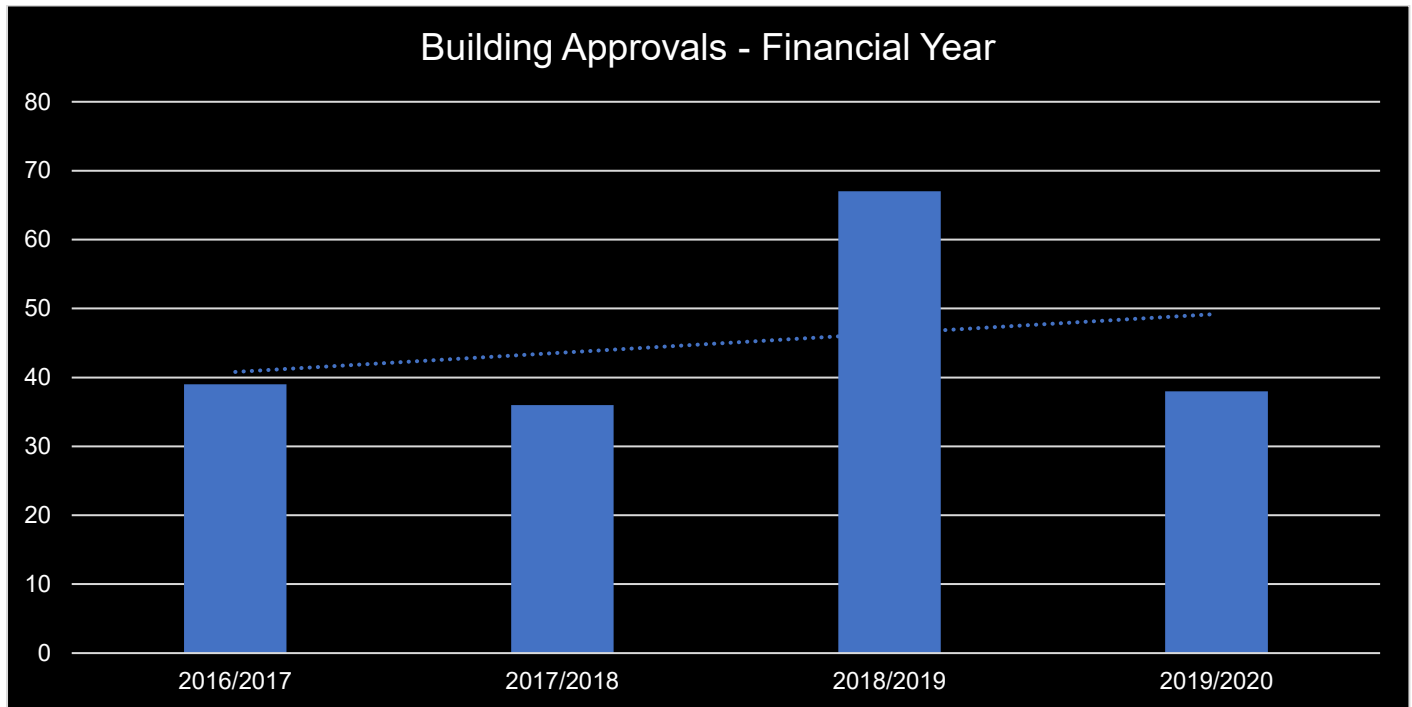
#### Local Laws Compliance Customer Request Activity



The Local Laws unit received 131 requests in June 2020 resolving 116 requests during the period. It is noted that there is a slight increase in service requests received by the Compliance team 2019/2020 compared to the last financial year. This increase can be attributed to several factors. During the latter part of 2019 the reached a full staff complement and more proactive tasks has been completed, specifically around overgrown allotments and animal control. Anecdotal evidence also suggest that the community has recognised the service as being beneficial and effective which have resulted in more residents lodging requests.

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## Building Services



Description	May 2020	June 2020	July 2020	Financial YTD
Concurrence Applications	2	0		17
Building Works Application	2	0		38
<b>Total Received</b>	4	0		55
<b>Total Decided</b>	2	2		51

Description	May 2020	June 2020	July 2020	Financial YTD
Building Inspections	16	0		82
Pool Safety Inspections	2	0		50
Building Compliance Inspections - internal leasing	0	0		24
Building Property Searches	10	11		126
Archiving of private other certifier approvals	7	13		113

## Plumbing Services

Description	May 2020	June 2020	July 2020	Financial YTD
New Applications	3	13		87
<b>Total Decided</b>	7	10		80

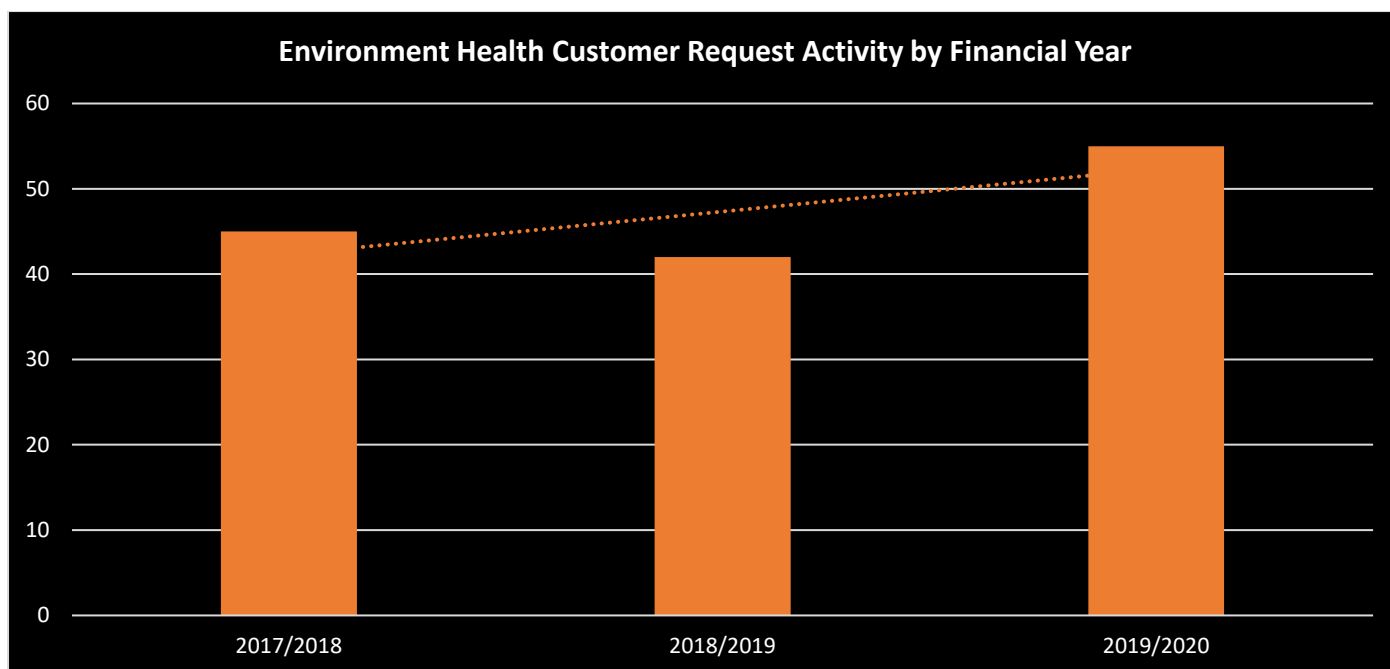
  

Description	May 2020	June 2020	July 2020	Financial YTD
Plumbing Inspections	20	14		216

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Trade Waste Audits	0	2		<b>71</b>
Backflow Testing	36	117		<b>250</b>

### Environmental Health Services



The Environmental Health Services received 22 requests in June 2020, resolving 19 requests during the period. There has been a noticeable increase in service requests on smoke nuisance caused by back yard fires. These inspections showed that more residents are purchasing and using outdoor fireplaces for cooking, atmosphere and warmth. As part of the compliance engagement Officers are providing information factsheets about the requirements and tips and tricks on how to make a fire with the least smoke and how to engage with the neighbours.

Service Level	Target	June 2020	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	165	2	61%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	3	0	33%	Operational

Applications Received	June 2020
Number of Food Business Licence Applications	4
Number of Short-Term Food Business Licence Applications	1

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Number of Mobile Food Business Licence Applications	1
Total Number of Approved Food Business Licences	5
Personal Appearance Service	0
<b>Licences/Inspections</b>	<b>Financial YTD</b>
Total Number of Annual Inspections for Food Business Licences undertaken	2

### Highlights

- Cross departmental collaboration on illegal dumping management and intervention project - Collaborative project planning work between, Community Education & Compliance, Waste Services and Engineering and Infrastructure Services continued during the month of June to develop an illegal dumping management and intervention plan (draft pilot plan ) focused on understanding the complexity of illegal dumping behaviours and develop a longer-term approach strategic approach to change the culture. A joint presentation will be undertaken on 22 July 2020 at the strategic planning meeting to workshop the draft plan with a view to further consolidate the plan to report for Council consideration.

### Compliance team – Animal Management and General Local Law Services

- During the reporting period, the Compliance team has spent the majority of their time attending to animal control matters across the region. The team has actioned investigations of 12 Dog attacks, with formal action initiated in terms of the Animal Management Act on four occasions.
- Returning dogs to their owners and placing dogs with rescue agencies has once again been the primary focus. Over June 2020, have successfully returned to the owners 16 of the 21 dogs impounded with two of them rehomed giving them a second chance at life. Council is highly regarded in the dog rescue community, and we continue to foster and build our relationship with them.
- Environmental Service continued to received service request from prospective business owners to enquire about the requirements for a food business. In June alone there has been six such enquiries and applications with five approved and one pending. This shows that there is still confidence in the business community despite the uncertainty of this time. Work has also commenced in the Annual Food Licence Renewals process and finalising the last infield inspections for this program.
- One of the key functions of the Regulatory Reset is to develop our technological capacity and integration of the various compliance functions across the team for better collaboration and providing a one stop service to our clients. With the assistance of the Systems team an Overgrown Allotment process has been developed that will automate the various activities of this process, bringing letter templates, inputs and outputs into TechOne to create consistent processes and correspondence. This will greatly reduce the administrative workload of the officers and efficiencies gained as a result. The TechOne development is at 95% and will soon be handed over to the team for testing. This will allow the compliance team to be ready for the 2020 -2021 overgrown allotment period. The team would like to make special mention of the work that Mallory Cabassi, CEC Administration & Systems Officer and the IT Systems team has done to develop the workflows.
- The next step is to develop an in-field mobile inspection tool for the Environmental Health Officers to streamline the food premises inspections and associated administrative process.

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### **Plumbing Services:**

- The last few months has seen a steady stream of applications for plumbing work, despite the current situation.
- There have been applications for new houses, mainly in Moranbah and on some cattle properties in the region as well as renovations to some businesses.
- Applications for extensions and additional amenities on mine sites are also being received more often due to our engagement and education of contractors and mine companies on the legal requirements of the *Plumbing and Drainage Act 2018*.
- Projects that are near completion or have been completed are the new auditorium at the Moranbah State High school, which is nearing completion.
- The completion of works at the Ilbilbie roadhouse where a large capacity on-site sewerage treatment system has been installed which is a much-needed improvement.
- Adani Carmichael project is well underway with camp facilities for mine site construction and the rail link being the main focus, with two camps now completed. Work on the mine industrial area will be commencing in the near future.
- Testing, commissioning and repair of backflow devices - there are over 2500 devices in the region, these devices are in place to protect drinking water supplies from possible contamination and are required by law to be tested yearly and maintained. During the period 117 devices were tested.

### **Department Administration:**

During period continuous improvement projects were underway,

- Correspondence templates in relation to Local Laws overgrown allotments and statutory notices were reviewed to ensure customer focused communication and legislative requirements in consultation with the Education Officer.
- Improvements were undertaken and will be implemented as part of the transition to the TechOne workflow system.
- Acting on feedback regarding the Veterinary Procedure Authorisation stakeholder consultation was underway in June and changes are programmed to be implemented in the July.

### **NEXT MONTH'S PROGRAM**

- Dog registration renewals for 2020 to 2021 is progressing and will be one of key activities of the department. The registration renewals are due for mailing in August 2020.
- The food licence renewal period is scheduled for October 2021.

### **FINANCIAL REPORT & DEVIATION FROM BUDGET AND POLICY**

Nil at this time

## ANNUAL OPERATION PLAN

Ref to Annual OP Plan	Service Area	Description	Target Measure	Performance Met	Comments
C4	Local Laws - Responsible Pet Ownership	Number of Australian Veterinary Association (AVA) Pet and People Education Programs (PetPEP) Presentations	Six (4) presentations per annum	Not Proceeding	The Pawsitive Blueprint and a range of other initiative developed through the Domestic Dog Advisory Committee will replace the AUA Pet Rep Schedule for 2019/2020. With the recruitment of the Education Officer a holistic pet education programme is currently in development in line with the Australian Curriculum.
C4	Regulatory Compliance	Approved Inspection Program - Animal registration/keeping of animals	30 June 2020	Not Proceeding	The approved inspection program has been deferred to the 2020-2021 financial year due to the impacts of COVID 19 and frugal budget.
I6	Building and Plumbing Assessments	Certification of building and plumbing works assessment of properly made applications within 10 days	100%	On Target	Nil Building Applications received. Certifier (Jeff Graham) left council employ on the 4 <sup>th</sup> June  Eleven (11) properly made plumbing applications received and approved within ten (10) business days  One (1) concurrence Referral - dealt with in the time frame
E3	Trade Waste - Application Assessments	Month end percentage of trade waste assessment completed within 20 days	100%	On Target	Nil Trade Waste applications received in the quarter.
E6	Environmental Health - Illegal Dumping	Reduction of illegal dumping through education campaign	30 June 2020	Not Proceeding	Deferred due to COVID-19 Pandemic. A Pilot Program is currently designed for Council consideration in 2020-2021 financial year.
		Clean up event in partnership with Natural Resources Officers	One (1) Clean-Up event per annum	Not Proceeding	
E3	Development Compliance	Standard complaints addressed within 20 business days	100%	On Target	
		Number of scheduled inspections and investigations undertaken	100%	On Target	

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**Report Authorised By:**

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

Date: 8 July 2020

**ATTACHMENTS**

- Nil