

NOTICE OF MEETING

Dear Committee Members

You are requested to attend the following meeting of Council.

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

TO BE HELD ON
TUESDAY, 11 MAY 2021
COMMENCING AT 9.00AM
COUNCIL CHAMBERS, MORANBAH

JEFF STEWART-HARRIS

Chief Executive Officer

SHANE BRANDENBURG

Committee Officer

Acting Director Planning, Environment
and Community Services

Committee Members:

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Jane Pickels

Cr Viv Coleman

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

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

Conflict of Interest Obligations

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

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 11 MAY 2021

COUNCIL CHAMBERS, MORANBAH

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

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2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9.00am on Tuesday 13 April 2021.

5. OFFICER REPORTS

5.1

COMMUNITY GRANTS PROGRAM FUNDING ROUNDS

EXECUTIVE SUMMARY

This report seeks Council's consideration of a fixed recurring timetable for the annual administration of the funding rounds for the Isaac Regional Council Community Grants program.

5.2

MAJOR GRANT APPLICATION – MIDDLEMOUNT RACE CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Middlemount Race Club for a multi-year funding agreement to support delivery of the annual Middlemount Race Day.

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5.3 OUR RESILIENT COAST: ISAAC COASTAL HAZARD ADAPTATION STRATEGY PHASE 5 – COASTAL HAZARD RISK ASSESSMENT

EXECUTIVE SUMMARY

This report seeks the committee's endorsement of the Phase 5 – Coastal Hazard Risk Assessment report prepared by BMT and Ethos Urban as part of the Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy.

5.4 CONTAINER REFUND SCHEME UPDATE

EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Small Business Friendly Council Charter.

6. INFORMATION BULLETINS

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

EXECUTIVE SUMMARY

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

7. GENERAL BUSINESS

8. CONCLUSION



UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 13 APRIL 2021
COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 13 APRIL 2021

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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 13 APRIL 2021 COMMENCING AT 9.00AM

ATTENDEES

Mayor Anne Baker
Cr Gina Lacey, Division Three
Cr Jane Pickels, Division Seven (*by video conference*)
Cr Viv Coleman, Division Eight (*by video conference*)
Cr Sandy Moffat, Division Two (*alternate member*)

OFFICERS PRESENT

Mr Gary Stevenson, Chief Executive Officer
Mr Jeff Stewart-Harris, Director Planning, Environment and Community Services
Mr Jim Hutchinson, Manager Engaged Communities
Mr Bruce Wright, Manager Community Facilities
Mr Dan Wagner, Manager Liveability and Sustainability
Mr Mark Davey, Capital and Program Project Manager
Mrs Jacki Scott, Manager Strategic and Business Development
Ms Carenda Jenkin, Senior Communications Officer
Mrs Tricia Hughes, Coordinator Executive Support
Ms Barbara Franklin, Executive Coordinator, Planning, Environment and Community Services
Ms Georgina McNee – Planner
Ms Megan Derricott – Graduate Planner

1. OPENING

In the absence of the Chair the Chief Executive Officer declared the meeting open at 9.01am and called for nominations for the position of Chair.

UNCONFIRMED MINUTES

Resolution No.: PECS0655

Moved: Mayor Anne Baker

Seconded: Cr Viv Coleman

That the Planning, Environment and Community Services Standing Committee endorsed Cr Gina Lacey as Chair for today's meeting.

Carried

ATTENDANCE

Mr Gary Stevenson left the meeting room at 9.03am.

The Chair welcomed all in attendance.

The Mayor acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

Resolution No.: PECS0656

Moved: Mayor Anne Baker

Seconded: Cr Gina Lacey

That the Planning, Environment and Community Services Standing Committee accepts Cr Jane Pickels and Cr Viv Coleman's participation in the meeting by video conference.

Carried

2. APOLOGIES

The Committee received an apology from Cr Kelly Vea Vea.

Resolution No.: PECS0657

Moved: Mayor Anne Baker

Seconded: Cr Gina Lacey

The Planning, Environment and Community Services Standing Committee accepts the apology received from Cr Kelly Vea Vea.

Carried

Resolution No.: PECS0658

Moved: Mayor Anne Baker

Seconded: Cr Jane Pickels

That the Planning, Environment and Community Services Standing Committee endorse Cr Moffat's participation in the meeting as an alternate member.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared this meeting.

NOTE:

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

4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held at the Council Chambers, Moranbah on Tuesday 9 February 2021.

Resolution No.: PECS0659

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 9 March 2021 are confirmed.

Carried

The Manager Liveability and Sustainability introduced two new Liveability and Sustainability team members to the Planning, Environment and Community Services Standing Committee:

Georgina McNee – Planner
Megan Derricott – Graduate Planner

ATTENDANCE

Ms Georgina McNee and Ms Megan Derricott left the meeting room at 9.07am.

5. OFFICERS REPORTS

5.1

Queensland Climate Resilient Councils Program

EXECUTIVE SUMMARY

This report seeks to gain Councils support in its early work to support corporate sustainability and resilience by joining the Queensland Climate Resilient Councils (Q CRC) Program, and the appointment of the various Council representations for the program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Appointsas the Queensland Climate Resilient Councils Program Champion, and appoints as representative(s) of Council for the program.*
- 2. Authorises the Mayor and the Chief Executive Officer to execute the Queensland Climate Resilient Councils Program application form.*

Resolution No.: PECS0660

Moved: Cr Jane Pickels

Seconded: Mayor Anne Baker

That the Committee recommends that Council:

- 1. Supports joining of the Queensland Climate Resilient Councils Program.**
- 2. Appoints as the representative of Council for the Queensland Climate Resilient Councils program.**

3. Authorises the Mayor and the Chief Executive Officer to execute the Queensland Climate Resilient Councils Program application form.

Carried

5.2

Illegal Dumping and Waste Services Community Survey Results

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the Illegal Dumping and Waste Services Community Survey Results for information purposes.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Note and receive the results of the Illegal Dumping and Waste Services Community Survey.***

Resolution No.: PECS0661

Moved: Mayor Anne Baker

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- Note and receive the results of the Illegal Dumping and Waste Services Community Survey.**

Carried

ATTENDANCE

Ms Barbara Franklin left the meeting room at 9.32am.

Mr Bruce Wright left the meeting room at 9.32am.

5.3

Progress Update on the Illegal Dumping Management and Intervention Plan (the Pilot Plan)

EXECUTIVE SUMMARY

The purpose of this report is to provide a progress update on the Illegal Dumping Management and Intervention Plan (the Pilot Plan) and seek an extension to the Pilot Plan delivery timeframes due to extenuating circumstances.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Note and receive the progress update on the Illegal Dumping Management and Intervention Plan (the Pilot Plan).*
- 2. Endorse the extension of the Illegal Dumping Management and Intervention Plan (the Pilot Plan) delivery by six months from August 2021.*

Resolution No.: PECS0662

Moved: Cr Jane Pickels

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Note and receive the progress update on the Illegal Dumping Management and Intervention Plan (the Pilot Plan).**
- 2. Endorse the extension of the Illegal Dumping Management and Intervention Plan (the Pilot Plan) delivery by six months from August 2021.**

Carried

ATTENDANCE

Mr Bruce Wright returned to the meeting room at 9.34am.

Ms Barbara Franklin returned to the meeting room at 9.36am.

5.4

Container Refund Scheme Update

EXECUTIVE SUMMARY

This report seeks to update Council on the status of container refund scheme issues across the Isaac Region.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Note and receive the updates provided on the container refund scheme.*
- 2. Note a future report will be presented to Council in order to endorse preparation of a major amendment to the Isaac Regional Planning Scheme 2021.*

Resolution No.: PECS0663

Moved: Cr Viv Coleman

Seconded: Mayor Anne Baker

That the Committee recommend that Council:

- 1. Note and receive the updates provided on the container refund scheme.**
- 2. Note a future report will be presented to Council in order to endorse preparation of a major amendment to the Isaac Regional Planning Scheme 2021.**

Carried

ATTENDANCE

Mrs Tricia Hughes left the meeting room at 9.56am and returned at 9.56am.

Mrs Jacki Scott left the meeting room at 9.56am and returned at 9.58am.

Mr Mark Davey left the meeting room at 9.56am and returned at 9.58am.

5.5

Move It North Queensland Funding Application

EXECUTIVE SUMMARY

This report seeks Council's approval to submit a funding application to the North Queensland (NQ) Sports Foundation for 'Move It NQ' pilot programs, to be delivered in Middlemount and on the Isaac Coast in the 2021-2022 financial year should the application be successful.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve the submission of a funding request to the North Queensland Sports Foundation for \$10,000 for Move It NQ programming, to be delivered in Middlemount and on the Isaac Coast in the 2021-2022 financial year; pending a successful application outcome.**
- 2. Authorise the Chief Executive Officer to negotiate, vary and execute the associated funding agreement between the North Queensland Sports Foundation and Isaac Regional Council.**

Resolution No.: PECS0664

Moved: Cr Jane Pickels

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Approve the submission of a funding request to the North Queensland Sports Foundation for \$10,000 for Move It NQ programming, to be delivered in Middlemount and on the Isaac Coast in the 2021-2022 financial year; pending a successful application outcome.**
- 2. Authorise the Chief Executive Officer to negotiate, vary and execute the associated funding agreement between the North Queensland Sports Foundation and Isaac Regional Council.**

Carried

5.6

Isaac Arts and Cultural Advisory Committee Minutes – 30 March 2021

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Isaac Arts and Cultural Advisory Committee meeting held on Tuesday, 30 March 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Isaac Arts and Cultural Advisory Committee held on 30 March 2021; and**

2. **Adopts the recommendations of the Isaac Arts and Cultural Advisory Committee held on 30 March 2021, in particular, that Council;**
- i. Endorse the carry forward of \$15,000.00 from Round One and \$2,590.00 from Round Two of the 2020-2021 Regional Arts Development Fund into Round Three, for expenditure on Round Three grants.**
 - ii. Approve for any surplus funds from Round Three of the 2020-2021 Regional Arts Development Fund grants to be reallocated for expenditure on Council-led RADF strategic initiatives in the 2020-2021 RADF funding year.**
 - iii. Approve the partial funding of the Regional Arts Development Fund 2020-2021 Round Three application from Clermont Artslink Incorporated for the “Arts in August” series to the amount of \$10,938.00.**
 - iv. Approve the Regional Arts Development Fund Round Three 2020-2021 application from Clermont Artslink Incorporated for the ‘Wombats Watercolour’ workshop to the value of \$722.00.**
 - v. Approve the Regional Arts Development Fund Round Three 2020-2021 application from Flaggy Rock Quilters for the ‘Flying into Colours’ workshops to the value of \$1,900.00.**
 - vi. Approve the Regional Arts Development Fund Round Three 2020-2021 application from artist Margaret Burgess for her Isaac’s Plastic Boutique Healthy Planet project to the value of \$13,243.00.**
 - vii. Approve the partial funding Regional Arts Development Fund 2020-2021 Round Three application from the Middlemount Community School Parents and Citizens Association to the amount of \$5,787.00 for the painting of three murals at the Middlemount Community School, commemorating 40 years of education in Middlemount.**
 - viii. Approve for the balance of funds requested totalling \$4,215.00 to be paid to the Middlemount Community School Parents and Citizens Association for the painting of three murals at the Middlemount Community School, commemorating 40 years of education in Middlemount, from the Engaged Communities operational budget allocation in FY 20/21 for the Middlemount 40th anniversary celebrations.**
 - ix. Recommend that the Middlemount Community School Parents and Citizens Association liaise with organisers of another mural project being delivered by artist, Joel Fergie (‘The Zookeeper’) in Middlemount to investigate if the projects can be delivered concurrently.**
 - x. In the event that the projects can be delivered concurrently, the Middlemount Community School Parents and Citizens Association will refund to Council the portion of the grant that equates to money saved on travel, accommodation and meal expenditure.**
 - xi. Approve funding of the 2020-2021 Regional Arts Development Fund Council Strategic Initiative “Noosa Film Academy community filmmaking workshop and red-carpet screening at Dysart Civic Centre” to the value of \$6,375.00.**

- xii. Ratify action taken by officers to deliver the 'Communi-tea Upcycling Crockery Workshops' as a Regional Arts Development Fund Council Strategic Initiative in the 2020-2021 funding year to the value of \$3,980 in the mistaken belief that they had authority to do so without Isaac Arts and Cultural Advisory Committee or Council endorsement.**
- xiii. Provide in-principle support for the public art project proposed by Anglo American for a mural on the water reservoir on Nolan Drive, Middlemount.**
- a. Undertake further discussions with the proponent to clarify aspects of the public art proposal including community expectation, unbudgeted costs to Council and Council's operational requirements relating to the subject site, completion of works and maintenance of the project.**
 - b. Authorise the Chief Executive Officer to negotiate and execute an agreement between Council and Anglo American in relation to the mural project subject to the matters in point 2 being suitably addressed in consultation with internal stakeholders.**

Resolution No.: PECS0665

Moved: Cr Sandy Moffat

Seconded: Mayor Anne Baker

That the Committee recommends that Council:

- 1. Receives and notes the minutes of the Isaac Arts and Cultural Advisory Committee held on 30 March 2021; and**
- 2. Adopts the recommendations of the Isaac Arts and Cultural Advisory Committee held on 30 March 2021, in particular, that Council;**
 - i. Endorse the carry forward of \$15,000 from Round One and \$2,590 from Round Two of the 2020-2021 Regional Arts Development Fund into Round Three, for expenditure on Round Three grants.**
 - ii. Approve for any surplus funds from Round Three of the 2020-2021 Regional Arts Development Fund grants to be reallocated for expenditure on Council-led RADF strategic initiatives in the 2020-2021 RADF funding year.**
 - iii. Approve the partial funding of the Regional Arts Development Fund 2020-2021 Round Three application from Clermont Artslink Incorporated for the "Arts in August" series to the amount of \$10,938.**

- iv. **Approve the Regional Arts Development Fund Round Three 2020-2021 application from Clermont Artslink Incorporated for the ‘Wombats Watercolour’ workshop to the value of \$722.**
- v. **Approve the Regional Arts Development Fund Round Three 2020-2021 application from Flaggy Rock Quilters for the ‘Flying into Colours’ workshops to the value of \$1,900.**
- vi. **Approve the Regional Arts Development Fund Round Three 2020-2021 application from artist Margaret Burgess for her Isaac’s Plastic Boutique Healthy Planet project to the value of \$13,243.**
- vii. **Approve the partial funding Regional Arts Development Fund 2020-2021 Round Three application from the Middlemount Community School Parents and Citizens Association to the amount of \$5,787 for the painting of three murals at the Middlemount Community School, commemorating 40 years of education in Middlemount.**
- viii. **Approve for the balance of funds requested totalling \$4,215 to be paid to the Middlemount Community School Parents and Citizens Association for the painting of three murals at the Middlemount Community School, commemorating 40 years of education in Middlemount, from the Engaged Communities operational budget allocation in FY 20/21 for the Middlemount 40th anniversary celebrations.**
- ix. **Recommend that the Middlemount Community School Parents and Citizens Association liaise with organisers of another mural project being delivered by artist, Joel Fergie (‘The Zookeeper’) in Middlemount to investigate if the projects can be delivered concurrently.**
- x. **In the event that the projects can be delivered concurrently, the Middlemount Community School Parents and Citizens Association will refund to Council the portion of the grant that equates to money saved on travel, accommodation and meal expenditure.**
- xi. **Approve funding of the 2020-2021 Regional Arts Development Fund Council Strategic Initiative “Noosa Film Academy community filmmaking workshop and red-carpet screening at Dysart Civic Centre” to the value of \$6,375.**
- xii. **Ratify action taken by officers to deliver the ‘Communi-tea Upcycling Crockery Workshops’ as a Regional Arts Development Fund Council Strategic Initiative in the 2020-2021 funding year to the value of \$3,980 in the mistaken belief that they had**

authority to do so without Isaac Arts and Cultural Advisory Committee or Council endorsement.

- xiii. Provide in-principle support for the public art project proposed by Anglo American for a mural on the water reservoir on Nolan Drive, Middlemount.
- a. Undertake further discussions with the proponent to clarify aspects of the public art proposal including community expectation, unbudgeted costs to Council and Council's operational requirements relating to the subject site, completion of works and maintenance of the project.
- b. Request that a further report be provided to Council detailing the practical aspects of the proposal and subject to the endorsement of Council, authorise the Chief Executive Officer to negotiate and execute an agreement between Council and Anglo American in relation to the mural project subject to the matters in point 2 being suitably addressed in consultation with internal stakeholders.

Carried

5.7 Local Government Association of Queensland Regional and Economic Development Advisory Group

EXECUTIVE SUMMARY

This report is to inform Council of Deputy Mayor, Division Five Councillor's appointment to the Local Government Association of Queensland's Regional and Economic Development Advisory Group and to table the minutes of the meeting held on 8 February 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the meeting minutes of the Local Government Association of Queensland Regional and Economic Development Advisory Group meeting held on 8 February 2021.**

Resolution No.: PECS0666

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Receive and note the meeting minutes of the Local Government Association of Queensland Regional and Economic Development Advisory Group meeting held on 8 February 2021.**

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0667

Moved: Cr Sandy Moffat

Seconded: Mayor Anne Baker

That the Committee adjourns the meeting for morning tea at 10.29am.

Carried

PROCEDURAL MOTION:

Resolution No.: PECS0668

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee resumes the meeting at 10.47am.

Carried

ATTENDANCE

Ms Maggi Stanley, Principle Social Planner was in attendance by video conference at the resumption of the meeting.

Mr Jim Hutchinson left the meeting room at 11.14am and returned at 11.15am.

5.8

Draft Social Sustainability Policy Action Plan

EXECUTIVE SUMMARY

This report presents the Draft Social Sustainability Policy Action Plan for Council's consideration and endorsement. The action plan sets a course for the critical initial implementation phase of the policy, providing a strong foundation upon which the policy can continue to evolve and new opportunities for sustainable social development be explored.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Adopt the Social Sustainability Policy Action Plan.**

Resolution No.: PECS0669

Moved: Mayor Anne Baker

Seconded: Cr Jane Pickels

That the Committee recommends that Council:

- 1. Acknowledge the valuable work that has been done in preparing the draft Social Sustainability Policy Action Plan.**
- 2. Request that a workshop of Council is scheduled to identify how the realisation of the Social Sustainability Policy can be advanced through the forthcoming Community and Corporate Planning processes.**

Carried

ATTENDANCE

Ms Maggi Stanley ended her video conference with the meeting at 11.31am.

Ms Barbara Franklin left the meeting room at 11.36am and returned at 11.40am.

Mrs Jacki Scott left the meeting room at 11.46am returned to the meeting room at 11.48am.

5.9 Pool Management and Operation Tenders – Dysart, Middlemount, Clermont, Nebo And Moranbah

EXECUTIVE SUMMARY

This report provides an overview of the progress of the Request for Tender (RFT) preparations for Council swimming pools at: Clermont, Middlemount, Dysart, Moranbah and Nebo Pools and the proposed direction forward.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Authorises the release of five (5) Requests for Tender (RFT) for the Management and Operation of Council owned pools located at: Clermont, Middlemount, Dysart and Nebo;*
- 2. Authorises the release of a non-binding Request for Tender (RFT) for the Management and Operation of Council owned pools located at Moranbah;*
- 3. Endorses the status and time frames of the Request for Tender (RFT) process for the management and operation of Council owned pools located at: Clermont, Middlemount, Dysart, Moranbah and Nebo;*
- 4. Approves an in-principle commitment to the operational funding of the five future leases identified in clauses 2 and 3, across financial years: 2021-2022 to 2023-2024 in accordance with the IRC Aquatic Facility – Estimated Management Fees schedule.*

Resolution No.: PECS0670

Moved: Cr Jane Pickels

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Authorises the release of five (5) Requests for Tender (RFT) for the Management and Operation of Council owned pools located at: Clermont, Middlemount, Dysart and Nebo;**
- 2. Authorises the release of a non-binding Request for Tender (RFT) for the Management and Operation of Council owned pools located at Moranbah;**
- 3. Endorses the status and time frames of the Request for Tender (RFT) process for the management and operation of Council owned pools located at: Clermont, Middlemount, Dysart, Moranbah and Nebo;**

4. Approves an in-principle commitment to the operational funding of the five future leases identified in clauses 2 and 3, across financial years: 2021-2022 to 2023-2024 in accordance with the IRC Aquatic Facility – Estimated Management Fees schedule.

Carried

5.10

Reconciliation Week Breakfast Event Update

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on the current discussions occurring on the proposal from Reconciliation Australia on Isaac hosting a breakfast event on the morning of the first day of Reconciliation Week.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Note the update on initial discussions in regards to Council hosting Reconciliation Week Breakfast.***
2. ***Endorse Council to host Reconciliation Week Breakfast in Moranbah on 27 May 2021.***

Resolution No.: PECS0671

Moved: Cr Sandy Moffat

Seconded: Cr Jane Pickels

That the Committee recommends that Council:

1. **Note the update on initial discussions in regards to Council hosting Reconciliation Week Breakfast.**
2. **Endorse Council to host Reconciliation Week Breakfast in Moranbah on 27 May 2021.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Planning Environment and Community Services Information Bulletin - April 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: PECS00672

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That the Committee:

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

Carried

ATTENDANCE

Mr Shane Brandenburg, Manager Economy and Prosperity entered the meeting room at 12.19pm.

7. GENERAL BUSINESS

7.1 Thank you to Jeff Stewart-Harris

The Committee acknowledged that today is Jeff Stewart-Harris last Planning, Environment and Community Services Standing Committee Meeting as Director Planning, Environment and Community Services and they thanked him for his outstanding contribution to the Committee. It was acknowledged that Jeff's effort and dedication to the Committee was truly appreciated.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 12.23pm.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held Tuesday 11 May 2021 in Moranbah.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Planning Environment and Community Services

Standing Committee

Tuesday 11 May 2021

AUTHOR

Jim Hutchinson

AUTHOR POSITION

Manager Engaged Communities

5.1

COMMUNITY GRANTS PROGRAM FUNDING ROUNDS

EXECUTIVE SUMMARY

This report seeks Council's consideration of a fixed recurring timetable for the annual administration of the funding rounds for the Isaac Regional Council Community Grants program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves a recurrent fixed four-round schedule for the administration of the annual Community Grants program commencing in FY2021-22 and continuing until otherwise amended, being:**
 - i. Round 1: Opens 1st Monday in June and closes 3rd Friday in July for determination at August meetings.**
 - ii. Round 2: Opens 1st Monday in August and closes 3rd Friday in September for determination at October meetings.**
 - iii. Round 3: Opens 1st Monday in October and closes 3rd Friday in February for determination at March round of meetings.**
 - iv. Round 4: Opens 1st Monday in March and closes 3rd Friday in April for determination at May meeting.**
- 2. Approves an administrative amendment to the relevant sections of the Community Grants Guidelines to reflect the program schedule adopted in point 1.**
- 3. Notes that Council will continue to consider out-of-round major grant applications where circumstances warrant.**

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.

Major grants awarded under the program are administered via a series of funding rounds each year. The timing and number of rounds has historically been set on an annual basis by Council resolution.

The present structure of three major funding rounds annually, adopted in 2019, has led to an increase in the volume of grants being considered at the end of each funding round and several grant applications being considered out of round due to timing issues.

Likewise, the present practice of setting of grant round times/dates annually creates uncertainty for applicants, particularly those seeking to schedule events early in the subsequent financial year, when the timing of the upcoming rounds for the next year are not yet confirmed.

To provide certainty and consistency for grant applicants, and improve the administration of the grants program, it is proposed to fix the funding rounds for FY2021-22 onwards on a recurring basis, so community organisations know beyond the current financial year when the application periods for major grant applications open, close and will be determined by Council.

A recurrent four-round schedule is proposed as follows:

- Round 1: Opens 1st Monday in June and closes 3rd Friday in July for determination at August meetings.
- Round 2: Opens 1st Monday in August and closes 3rd Friday in September for determination at October meetings.
- Round 3: Opens 1st Monday in October and closes 3rd Friday in February for determination at March round of meetings.
- Round 4: Opens 1st Monday in March and closes 3rd Friday in April for determination at May meeting.

The above schedule takes into account factors including the need to provide certainty to organisers of festive season events during late November and December with application outcomes no later than October, and the extended period of recess most groups observe over the summer holiday period before reactivating in February. The revised structure provides two opportunities for groups to apply for a major grant in quarters 3 and 4, instead of the present one under the three-round arrangement.

IMPLICATIONS

Divisional allocations for community grants are funded in the Engaged Communities operational budget and reviewed annually. There are no direct financial implications, however, a four-round structure will allow for the effective administration of funds dispersed under the program.

CONSULTATION

Mayor and Councillors

Director Planning, Environment and Community Services

Manager Community Engagement Programs and Events

Isaac Regional Council Community Relations Officers

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and delivers certainty to applicants regards the timing of annual major grant rounds.

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by:	Report authorised by:
JIM HUTCHINSON	SHANE BRANDENBURG
Manager Engaged Communities	Acting Director Planning, Environment and Community Services
Date: 27 April 2021	Date: 30 April 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 11 May 2021
AUTHOR	Jim Hutchinson
AUTHOR POSITION	Manager Engaged Communities

5.2 MAJOR GRANT APPLICATION – MIDDLEMOUNT RACE CLUB

EXECUTIVE SUMMARY

This report seeks Council's consideration of a major grant application from the Middlemount Race Club for a multi-year funding agreement to support delivery of the annual Middlemount Race Day.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approve a multi-year major grant application from the Middlemount Race Club to the value of \$12,000 (excluding GST) annually for a period of three years, funded from the Division 7 Community Grants operational budget in FY2021-22, FY2022-23 and FY2023-24 to a total value of \$36,000 (excluding GST).**
- 2. Endorse that Council's annual support of the event be recognised by way of a Platinum-level sponsorship for the duration of the funding agreement.**

BACKGROUND

Middlemount Race Club has made application under Council's Community Grants program for \$12,000 in financial assistance as a sponsorship contribution towards the staging of the annual Middlemount Race Day.

The annual race day, scheduled for 31 July 2021, is a significant event in the community calendar and attracts large crowds drawn from the local area and wider region.

Council has been a long-standing supporter of the event and a previous three-year funding agreement concluded in FY2018-19. Due to COVID pandemic, an application to renew the agreement at the expiration of the previous arrangement was not forthcoming as the event was cancelled in 2020.

Due to the timing of this year's event in late July, it is proposed to deal with this matter as an out-of-round application for Round 1 FY2021-22, which will not only provide organisers with certainty regards funding ahead of time for 2021 but also commence the duration of the three-year agreement in the next financial year.

IMPLICATIONS

There are no financial implications for FY2020-21. The major grant application will be funded from the Division 7 Community Grants Operational Budget in FY2021-22, FY2022-23 and FY2023-24 to a total value of \$36,000 (excluding GST), comprising three annual payments of \$12,000 (excluding GST).

CONSULTATION

Internal

Councillor Division Seven

Manager Community Engagement Programs and Events

Community Relations Officer Middlemount

Engaged Communities Departmental Administration Officer

Engaged Communities Administration Officer

External

Middlemount Race Club

BASIS FOR RECOMMENDATION

Application aligns with the goals of Isaac Regional Council's Community Grants Program and delivers a significant community event in Middlemount.

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by: JIM HUTCHINSON Manager Engaged Communities Date: 27 April 2021	Report authorised by: SHANE BRANDENBURG Acting Director Planning, Environment and Community Services Date: 30 April 2021
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ATTACHMENTS

- Attachment 1 - Major Grant Application Middlemount Race Club_Reducted

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MINOR OR MAJOR GRANTS APPLICATION FORM

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

INTRODUCTION

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

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

PLEASE INDICATE WHICH GRANT YOU ARE APPLYING FOR:

<input type="checkbox"/> MINOR GRANT (Maximum \$1,000) This application category remains open year round	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living <input type="checkbox"/> Dry Lands and High Hopes* <i>In conjunction with the Queensland Government, we're offering grants to groups who deliver events/activities that enhance community connectedness and/or help participants link with relevant support networks in the face of drought.</i> <i>*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.</i>
<input checked="" type="checkbox"/> MAJOR GRANT (Maximum \$5,000) This application category has set funding rounds through the year. Out of round applications are also considered on a case by case basis.	<input type="checkbox"/> Community Development <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Community Events <input type="checkbox"/> Sport, Recreation and Healthy Living <input type="checkbox"/> Dry Lands and High Hopes* <i>In conjunction with the Queensland Government, we're offering grants to groups who deliver events/activities that enhance community connectedness and/or help participants link with relevant support networks in the face of drought.</i> <i>*Events/activities targeting areas east of Marlborough-Sarina Road are ineligible.</i> NOTE: Applications in this category seeking a multi-year funding agreement or requesting amounts over \$5,000 must first contact council's communities administration officer prior to completing an application.

MINOR OR MAJOR GRANTS APPLICATION FORM

SECTION 1 – GROUP/ORGANISATION DETAILS

NAME	Middlemount Race Club
ADDRESS	PO BOX23, Middlemount QLD 4746
PHONE	██████████
EMAIL	████████████████████
IS YOUR GROUP/ORGANISATION INCORPORATED?	<input checked="" type="checkbox"/> Yes - Incorporation No: IA06938 <input type="checkbox"/> No- You will need a sponsoring body that is incorporated to Proceed with this application (proceed to Section 2). <input type="checkbox"/> No – Exempt from incorporation under legislation (i.e. P&C Associations)
DOES YOUR GROUP/ORGANISATION HAVE AN ABN?	<input checked="" type="checkbox"/> Yes - ABN Number: ██████████ <input type="checkbox"/> No
IS YOUR GROUP/ORGANISATION REGISTERED FOR GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WILL YOUR GROUP/ORGANISATION COVER THE PUBLIC LIABILITY FOR THIS PROJECT OR ACTIVITY?	<input checked="" type="checkbox"/> Yes - Please provide a copy of the current policy. <input type="checkbox"/> No

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

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

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

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

SECTION 3 – APPLICANT DETAILS AND AUTHORISATION

NAME	[REDACTED]
POSITION TITLE	Sponsorship Coordinator
PHONE	[REDACTED]
EMAIL	[REDACTED]
SIGNATURE	[REDACTED]

SECTION 4 – PROJECT OR ACTIVITY SNAPSHOT

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

PROJECT/ACTIVITY NAME	Middlemount Race Day
PROJECT/ACTIVITY LOCATION	Rosewood Park, Middlemount
PROJECT/ACTIVITY DATE/S	31 July 2021 (annual event)
DESCRIPTION OF YOUR PROPOSAL:	<p>The Middlemount Race Club is a collection of local personalities who are committed to providing a race day for the Middlemount Community, by the Middlemount Community.</p> <p>The Middlemount Race Day is the major event in the Middlemount area's social calendar. Each year the race day is held with the support of Racing Queensland and encourages spirit within the Isaac Regional Council area. This is an opportunity for the small town of Middlemount to celebrate their community cohesiveness with an impressive race day.</p> <p>For Community Events, an Event Plan must accompany your application please refer to Event Plan template on the Council website: http://www.isaac.qld.gov.au/isaac-community-grants</p>

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FUNDING AMOUNT REQUESTED FROM ISAAC REGIONAL COUNCIL (THIS FIGURE MUST MATCH BUDGET): Note: Applicants seeking amounts over \$5,000 must first contact Council's Communities Administration Officer prior to completing this application.	\$12,000 + GST - Platinum Sponsorship with the option for a multi year funding agreement. However, to ensure our sponsors receive recognition for the financial support they provide to the Race Day, we have a variety of Sponsorship packages which I have attached for your consideration. Should you find the sponsorship packages outside what you would like to commit, we will be grateful for any contribution you are able to provide.
MINIMUM CO-FUNDING REQUIREMENT (%):	
CO-FUNDING AMOUNT CONTRIBUTED BY YOUR, OR OTHER GROUPS/ORGANISATIONS OR FUNDING BODIES (these figures must match budget): Please provide evidence of co-Funding contributions.	Cash contribution: 80,000 In-kind: 10,000 Volunteer labour: 16,000 Grants: Sponsorships: 40,000
TOTAL PROJECT OR ACTIVITY COST: (This figure must match budget)	137,675
WHAT WILL THE FUNDS REQUESTED FROM ISAAC REGIONAL COUNCIL SPECIFICALLY BE USED FOR?	As with any community function, financial support is integral to the success of the event and so the Club relies on sponsorship from local businesses for support to keep this tradition going. Fund received from the Isaac Regional Council will be utilised to be able to provide shade for patrons (hire of Marquee), Bus hire to transport patrons between Middlemount and the race track as well as hire of security to ensure compliance with liquor licensing.
PLEASE INDICATE THE PRIORITIES OF YOUR PROPOSAL: (TICK ALL THAT APPLY)	<input type="checkbox"/> Contribute towards positive engagement of the aged <input type="checkbox"/> Enhance mental health awareness <input type="checkbox"/> Engage Aboriginal and Torres Strait Islander peoples <input checked="" type="checkbox"/> Target, include or engage youth <input type="checkbox"/> Multicultural communities <input checked="" type="checkbox"/> Promote access and inclusion <input type="checkbox"/> Enhance community safety

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

Yes - please indicate who: [REDACTED]

Date: 10/3/2021 & 22/3/2021

No

SECTION 5 – APPLICATION CATEGORY

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

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

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SECTION 6 – PROJECT OR ACTIVITY JUSTIFICATION

WHY SHOULD THIS PROJECT OR ACTIVITY BE SUPPORTED?

Clearly demonstrate the
need for the project or
activity

The Middlemount Race is the social event of the season for Middlemount and it is evident with the huge numbers (1500-2000 people) families that come to support this event each year.

The local not for profit organisations, sporting groups, local playgroup and the school are on-going supporters of this event.

The Middlemount Race Club tries its best to source everything local (where possible) to encourage all local businesses to continue to be involved in the ongoing annual event.

The economic benefit that this event brings to Middlemount and the broader region is significant, and the ongoing positive impact the event has on our community.

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

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

The evidence is proven with the huge numbers (1500-2000 people) families that come to support this event each year.

The local not for profit organisations, sporting groups, local playgroup and the school are on-going supporters of this event.

The Middlemount Race Club tries its best to source everything local (where possible) to encourage all local businesses to continue to be involved in the ongoing annual event.

Furthermore, The Middlemount Race Club can gauge its support for the Race Day based on the numerous Sponsors returning to support this event year after year. Sponsorship application for 2021 have just been released but Middlemount Race Club has received sponsorship previously from not only from the Isaac Regional Council by major business operating in Middlemount including Anglo American, Middlemount Coal and Middlemount South.

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

The Middlemount Race Day is the major event in the Middlemount area's social calendar. Each year the race day is held with the support of Racing Queensland and encourages community spirit within the Isaac Regional Council area. This is an opportunity for the small town of Middlemount to celebrate their community cohesiveness with an impressive race day.

The Middlemount Race Day is a truly family fun day out with attendance between 1500 - 2000 of all ages, from children to grandparents. As a club we are very proud of the family atmosphere we have created with it being one event that all families can attend together. We provide great day of racing, fashion, food and family fun with a 5 race day program, free entertainment and rides for the children, the famous President's Cup Charity Dachshund Race, Fashion of the Fields and a free courtesy bus between Middlemount and the Race Track.

The Middlemount Annual Race day have the assistance of various community organisations that help our Committee on the day. Community groups that we have been able to financially assist in the past include P&C Associations, various sporting bodies, Capricorn Rescue Helicopter and the Youth Chaplaincy.

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SECTION 7 – PROJECT OR ACTIVITY PERMITS/APPROVALS

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

WILL YOUR PROJECT OR ACTIVITY INVOLVE THE PREPARATION, SERVING OR SELLING OF FOOD OR REFRESHMENTS?	<input type="checkbox"/> Yes – Food licence is required. Please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No - To verify requirement please refer to the following link: https://publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed
WILL YOUR PROJECT OR ACTIVITY INVOLVE THE SERVING OF SELLING OF ALCOHOLIC BEVERAGES?	<input checked="" type="checkbox"/> Yes – Liquor licence required. Please provide a copy or proof of lodgement (receipt) <input type="checkbox"/> No - To verify requirement please refer to the following link: https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/312c57ab-a11a-4168-86f9-5ddee55775e1?inner_span=True
DOES YOUR PROJECT OR ACTIVITY HAVE THE NECESSARY LOCAL AND STATE PLANNING OR BUILDING PERMITS/APPROVALS?	<input type="checkbox"/> Yes – please provide a copy or proof of lodgement (receipt) <input checked="" type="checkbox"/> No

SECTION 8 – FINANCIAL MANAGEMENT

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

ARE YOU ABLE TO PROVIDE YOUR GROUP /ORGANISATIONS MOST RECENT AUDITED FINANCIAL REPORT?	<input checked="" type="checkbox"/> Yes – Please provide a copy <input type="checkbox"/> No - Please provide an explanation: <p>NOTE: Your group / organisations audited financial report will have been adopted at your most recent Annual General Meeting and presented to the Office of Fair Trading as part of your Annual Return (Form 32).</p>
ARE YOU ABLE TO PROVIDE A BUDGET FOR	<input checked="" type="checkbox"/> Yes – Please provide a copy.

MINOR OR MAJOR GRANTS APPLICATION FORM

YOUR PROJECT/EVENT/ACTIVITY?

On the following page is an example budget template.

No – This application is not eligible

NOTE:

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

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EXAMPLE BUDGET TEMPLATE

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

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

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

The income should be equal to the expenses.

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

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

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

MINOR OR MAJOR GRANTS APPLICATION FORM

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

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

GROUP/ORGANISATION NAME	Middlemount Race Club Inc
TRADING NAME	
ABN	
PAYMENT ADDRESS DETAILS (FOR ALL REMITTANCE) Use of personal or business contact details is not recommended	
NAME	
POSITION TITLE	Treasurer
ADDRESS	PO BOX 23, Middlemount QLD 4746
PHONE	
FAX	
EMAIL	
PREFERRED METHOD OF REMITTANCE TO BE SENT	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
BANK ACCOUNT DETAILS	
ACCOUNT NAME	Middlemount Race Club Inc
BANK	
BSB (6 DIGITS)	
ACCOUNT NUMBER	

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AUTHORISATION

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

SUPPLIER	Signature 	DATE 24/3/2021
	Print Name 	

SECTION 10- APPLICATION CHECKLIST

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

PLEASE PROVIDE AN EXPLANATION IF YOU HAVE TICKED NO OR N/A TO ANY OF THE ABOVE	The Liquor licensing permit will be finalised closer to the event date.
	Sponsorship application for 2021 have only been released to businesses operating in the Isaac Regional Council however we are confident that Major sponsors will return to support the 2021 Middlemount Race Day.

MINOR OR MAJOR GRANTS APPLICATION FORM

AUTHORISATIONS

I AM AUTHORISED BY MY GROUP / ORGANISATION TO COMPLETE THIS FORM AND I AGREE THAT:	<input checked="" type="checkbox"/> The statements made in this application are true. <input checked="" type="checkbox"/> All necessary permits/approvals will be obtained prior to the beginning of the project. <input checked="" type="checkbox"/> The project will be covered by appropriate insurance. <input checked="" type="checkbox"/> All relevant health and safety standards will be met. <input checked="" type="checkbox"/> I acknowledge that Council does not accept any liability or responsibility for the project.						
IF MY APPLICATION IS SUCCESSFUL, I WILL:	<input checked="" type="checkbox"/> Ensure that acquittal requirements are met within 12 weeks of the project completion date. <input checked="" type="checkbox"/> Accept the terms of the community grant in accordance with Council requirements. <input checked="" type="checkbox"/> Provide proof of other successful co-funding (if unconfirmed) within six months of notification. <input checked="" type="checkbox"/> Complete the project within twelve months of receiving Council funding.						
AUTHORISED PERSON	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Signature </td> <td style="width: 30%; padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;">Print Name </td> <td style="padding: 2px; text-align: center; vertical-align: middle;"><i>24/3/2021</i></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Position Title <i>Sponsorship Coordinator</i></td> </tr> </table>	Signature	DATE	Print Name	<i>24/3/2021</i>	Position Title <i>Sponsorship Coordinator</i>	
Signature	DATE						
Print Name	<i>24/3/2021</i>						
Position Title <i>Sponsorship Coordinator</i>							

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
 or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature _____	Date _____
	Print Name _____	

ISAAC COMMUNITY GRANTS EVENT PLAN

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

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

DETAILS OF EVENT

NAME OF EVENT	Middlemount Race Day
DATE OF EVENT	31st July 2021
TIME OF EVENT	11am - 8pm
LOCATION OF EVENT	Rosewood Park, Middlemount
CONTACT PERSON/S	[REDACTED]
PHONE	[REDACTED]
EMAIL	[REDACTED]

DESCRIPTION OF EVENT

WHERE DID THE EVENT IDEA COME FROM AND WHAT HAS LED YOU TO ORGANISE IT?	The Middlemount Family Race Day has been successfully running now for 33 years with the support of its ongoing corporate business partners. This race day is a major event in the Middlemount & surrounding areas social calendar. Each year a 5 race program is held with the support of Racing Queensland and encourages community spirit within the Isaac Regional Council area.
--	---

ISAAC COMMUNITY GRANTS EVENT PLAN

COUNCIL REPRESENTATION AT EVENT

WHAT OPPORTUNITIES ARE THERE FOR AN OFFICIAL ROLE AT THE EVENT (e.g. presentation of speech)?	Task: Official Opening of the Race Day and Welcome to Country Time required: 12 Noon
--	--

EVENT OUTCOMES (OBJECTIVES)

WHAT ARE YOU HOPING TO ACHIEVE WITH THIS EVENT?	<p>The Middlemount Race Club is a collection of local personalities who are committed to providing a race day for the Middlemount Community, by the Middlemount Community.</p> <p>The Middlemount Race Day is the major event in the Middlemount area's social calendar. Each year the race day is held with the support of Racing Queensland and encourages spirit within the Isaac Regional Council area. This is an opportunity for the small town of Middlemount to celebrate their community cohesiveness with an impressive race day.</p>
--	---

EVENT PROMOTION

HOW WILL YOU PROMOTE YOUR EVENT AND ITS SPONSORS?	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Local media (newspaper, radio)<input type="checkbox"/> TV Advertising<input checked="" type="checkbox"/> Flyers/posters/letterbox drop<input checked="" type="checkbox"/> Regional media (Daily Mercury, Rockhampton Bulletin, CQ News, Midweek Miner)<input checked="" type="checkbox"/> Council's online Events Calendar – refer to https://www.isaac.qld.gov.au/community/community-events-calendar<input checked="" type="checkbox"/> Facebook/Social Media<input type="checkbox"/> Other (please specify):
--	--

ISAAC COMMUNITY GRANTS EVENT PLAN

RISK ASSESSMENT

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

The biggest risk to the event is not securing enough sponsors to continue to run this event however, the support of the Isaac Regional Council has minimised the risk with their continued support of this event.

In the event of wet weather, the races will be canceled however, sponsorship funds would be used the following year but the actual day will be moved to the Middlemount Community Hall so the families of the Isaac Regional Council can still enjoy a day out in Middlemount.

TIMELINE/PROGRAM FOR EVENT

PROVIDE DETAIL OR ATTACH OFFICIAL PROGRAM IF AVAILABLE:

See attached proposed Program of Event - Official Program will be available closer to Race Date.

Once completed please send form and any attachment to:

records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature	DATE
	Print Name	

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

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

MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 11 May 2021
AUTHOR	Daniel Wagner
AUTHOR POSITION	Manager Liveability and Sustainability

5.3 OUR RESILIENT COAST: ISAAC COASTAL HAZARD ADAPTATION STRATEGY PHASE 5 – COASTAL HAZARD RISK ASSESSMENT

EXECUTIVE SUMMARY

This report seeks the committee's endorsement of the Phase 5 – Coastal Hazard Risk Assessment report prepared by BMT and Ethos Urban as part of the Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

- 1. Resolve to adopt the Phase 5 – Risk assessment report prepared by BMT as part of the Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy***
- 2. Delegate authority to the Chief Executive Officer to consider and decide on any recommended changes proposed by Local Government Association of Queensland following their technical review of the report.***

BACKGROUND

BMT and Ethos Urban have been engaged by Council to prepare phases 3 to 8 of the *Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy*. The project is being funded by the Local Government Association of Queensland (LGAQ) QCoast₂₁₀₀ program.

Phase 4 was adopted by Council on 24 March 2021 (resolution 7174).

QCoast₂₁₀₀ Program

The program has been designed to assist Queensland coastal local governments with funding and technical support to progress the preparation of plans and strategies to address climate change related coastal hazard risks. The program is intended to guide decision-making across key areas of local government planning and operations, including:

- corporate and operational planning;
- financial planning (long term forecasts and annual budgets);
- land use planning and development assessment;
- infrastructure planning and management including roads, stormwater and foreshores;

- asset management and planning including nature conservation, recreation, cultural heritage values and other public amenities;
- community planning; and
- emergency management.

What is a coastal hazard adaptation strategy?

A coastal hazard adaptation strategy (CHAS) is an important 'whole of organisation' document that provides the overarching framework and strategic direction for integrated decision making and coordinated action to respond to coastal hazard risks. The CHAS provides the 'plan' for how to respond and manage current and future coastal hazard risks including guiding change, informing decision making and prioritising actions across the organisation.

The process involves identifying coastal hazards, assessing vulnerabilities and risks to a range of assets (both tangible and intangible), engaging with stakeholders and the community to select prepared adaptation options and determining the costs, priorities and sequencing of actions over time.

In summary, the CHAS will document the following:

- identifies existing coastal hazard risks today and how they are expected to change or worsen in the future over different planning horizons between the present day and 2100;
- assesses vulnerability and risks to a broad range of assets and values (e.g.: community, ecological, built/economic, cultural etc.);
- identifies adaptation options and actions to 'treat' or manage coastal hazard risks;
- identifies priorities - what are the most pressing or urgent risks that need responding to today and what can wait?
- identifies 'tools' to deliver these actions;
- outlines timing, staging and sequencing of actions over time;
- defines roles and responsibilities – who does what?
- identifies funding; and
- outlines monitoring and review expectations.

Phase 5 – Coastal Hazard Risk Assessment

To inform the development of the Isaac Coastal Hazard Adaptation Strategy (CHAS), an understanding of the risks to key assets from coastal hazards is required. This information will be used in subsequent CHAS phases to develop adaptation options that avoid or reduce the exposure of people and property to an unacceptable or intolerable level of risk.

Risks have been assessed for assets exposed to erosion, storm tide inundation and projected sea level rise impacts for the present day, 2050 and 2100 planning horizons. Community values to inform the risk assessment have been sourced from engagement activities documented in the Engagement Summary Report for Phases 3-4.

The risk assessment identifies assets with potentially 'low', 'medium', 'high' and 'extreme' risk from coastal hazards. The different risk levels are useful to identify priorities for adaptation action, with the 'high' and

‘extreme’ risk levels representing the most pressing risks that should be prioritised for implementation of risk treatment responses.

The risk assessment identified the assets listed in Table 1 of the Phase 5 – Coastal Hazard Risk Assessment report (**Attachment 1**) as being at extreme or high risk, based on current assets and values. These intolerable risks are dominated by erosion and sea level rise, with all assets identified at extreme risk either residential areas, important roads or key community infrastructure. Risks from storm tide are all either low or medium due to the rarity of these events and the temporary nature of any inundation.

All beach and dune areas are at extreme risk from sea level rise under all climates.

The Clairview and Carmila Beach beachfront residential areas are exposed to extreme erosion risks, with progressively increasing numbers of properties at Clairview at risk under all climates and all Carmila Beach properties at risk from 2050 onwards.

Residential areas with estuarine frontages are at extreme to high risk from erosion largely due to the tidal inundation associated with sea level rise. These areas include fringes of rural residential development at Ilbilbie, and village properties at St Lawrence.

The Bruce Highway is exposed to extreme erosion risks at several waterway crossings throughout the region. Key roads at extreme risk from sea level rise include Notch Point Road (all climates), Carmila Beach Road (2050 future climate onwards), Colonial Drive (2100 future climate), St Lawrence North Road (all climates) and Macartney Street (2050 future climate onwards). Impacts on Carmila Beach Road can result in the isolation of that community.

The North Coast Railway line is at extreme risk from sea level rise in the St Lawrence area, however it is acknowledged that these extents may be overpredicted as the geographic information system (GIS) alignment of the rail line did not always correspond to the LiDAR data for the elevated causeway or include identification of all bridges on the line. Accordingly, at waterway crossings significant inundation depths are erroneously identified, as are some extents of rail line. Sections of cane railway throughout the region are exposed to extreme erosion risks at several waterway crossings.

Electricity supply to Carmila Beach is at extreme risk from erosion associated with sea level rise from 2050 onwards.

Other key assets at intolerable risk include camping reserves and caravan parks, aquaculture facilities, boat ramps, coastal Reserves and their facilities, St Lawrence water supply network and heritage sites.

IMPLICATIONS

The report highlights a range of Council-owned assets, key infrastructure and private lands likely to sustain coastal hazard impacts in the period to 2100. The report is the final step in ‘evidence-building’ phases of the project, with subsequent phases of the project involving preparation and evaluation of adaptation options for assets at high or extreme risk – where financial costs and implications will become better understood.

Each phase of the project is being reviewed and evaluated by a technical working group within Council, whose role it is to identify any unforeseen implications and risks.

CONSULTATION

Isaac CHAS Technical Working Group (key officers, asset custodians and managers across all Council directorates)

BASIS FOR RECOMMENDATION

The Phase 5 – Coastal Hazard Risk Assessment report is a vital input into the development of Council's adaptation options in terms of prioritising assets at risk.

ACTION ACCOUNTABILITY

Manager Liveability and Sustainability to prepare correspondence notifying LGAQ of Council's decision and finalise the acquittal process for this phase.

KEY MESSAGES

Preparation and completion of the *Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy* will provide a framework and strategy for integrated decision-making and coordinated responses to coastal hazard risks.

The project differs from that of the planning scheme, with a strategic view taken on how to manage risks on services and infrastructure affected by coastal hazards.

Report prepared by: DAN WAGNER Manager Liveability and Sustainability Date: 27 April 2021	Report authorised by: SHANE BRANDENBURG Acting Director Planning Environment and Community Services Date: 30 April 2021
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ATTACHMENTS

- Attachment 1 – Phase 5 Coastal Hazard Risk Assessment report
- Attachment 2 – Hazard Risk Assessment Mapping

REFERENCE DOCUMENT

- QCoast2100 Guidelines
- *Our Resilient Coast: Isaac Coastal Hazard Adaptation Strategy* phases 1-4 reports

PAGES 53 TO 168 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS	Planning Environment and Community Services Standing Committee Tuesday 25 May 2021
AUTHOR	Michael St Clair
AUTHOR POSITION	Acting Manager Economy and Prosperity

5.4

SMALL BUSINESS FRIENDLY COUNCIL CHARTER

EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Small Business Friendly Council Charter.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorse the Queensland Small Business Commissioner's Small Business Friendly Council Charter.**
- 2. Authorises the Mayor to approve and execute the Charter on Council's behalf, as per clause 1 above.**

BACKGROUND

The Queensland Small Business Commissioner (QSBC) has established a Small Business Friendly Council (SBFC) initiative to recognise and support councils that actively support small business in their local government area. Councils can be recognised as a SBFC by becoming a signatory of the Small Business Friendly Council Charter.

At the Ordinary Council meeting on the 24 March 2021, Council provided endorsement to make an application to the Office of the Queensland Small Business Commissioner to become a member of the SBFC initiative.

Council has since engaged with the QSBC to confirm eligibility and progress with the application process. A sample charter is provided in Attachment A for Council's consideration.

Being a signatory of the charter will provide Council with several benefits, including access to tools and resources to assist with small business resilience and recovery, participation in regular forums, branding and marketing material and access to a dedicated point of contact within QSBC to seek advice and information.

IMPLICATIONS

Becoming a signatory of the Small Business Friendly Council Charter will pledge Council's support to the region's small businesses by committing to:

- Communicating and engaging with small businesses
- Raising the profile and capability of small businesses
- Supporting small business resilience and recovery

- Simplifying administration and regulation for small businesses (red tape reduction)
- Developing and promoting place-based programs for small businesses
- Ensuring fair procurement and prompt payment terms for small businesses
- Promoting and showcasing small businesses
- Measuring and reporting on council's performance.

There are no immediate resource implications for delivery of the above commitments as Council is currently fulfilling most of these commitments through existing programs and operational budgets.

Council will be required to provide a six and 12 month progress report demonstrating how Council is continuing to meet the commitments of the SBFC Charter which will be coordinated by the Economy and Prosperity team.

CONSULTATION

Acting Director Planning, Environment and Community Services
Manager Brand, Media and Communications

BASIS FOR RECOMMENDATION

Council's membership in the SBFC initiative provides an opportunity to formalise and promote Council's commitment to small business within the region. It aligns with the principles of Council's Business Support Strategy 2019-2024 and COVID-19 Strategic Recovery Plan and will provide access to additional tools and resources to assist with business resilience and recovery.

ACTION ACCOUNTABILITY

The Economy and Prosperity team will lead the engagement and interact with internal and external stakeholders in supporting, delivering and promoting the project.

KEY MESSAGES

Continued delivery and promotion of small business recovery and resilience initiatives will support local business and have a positive impact on the community and the organisation's reputation.

Report prepared by: MICHAEL ST CLAIR Acting Manager Economy and Prosperity Date: 4 May 2021	Report authorised by: SHANE BRANDENBURG Acting Director Planning, Environment and Community Services Date: 4 May 2021
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ATTACHMENTS

- Attachment 1 – Sample Small Business Friendly Council Charter

REFERENCE DOCUMENT

- Business Support Strategy 2019-2024
- COVID-19 Strategic Recovery Plan



Charter

Sample Council

Small businesses are at the heart of the Queensland economy and our regional communities. They create local employment opportunities, provide essential goods and services and play a critical role in the social fabric of our regions.

This Small Business Friendly Councils (SBFC) initiative outlines the commitment between local councils, its partners and small businesses to support a prosperous and sustainable small business sector in communities across Queensland.

Our commitment to small business

- We will communicate and engage with small businesses
- We will raise the profile and capability of small businesses
- We will support small business resilience and recovery
- We will simplify administration and regulation for small business (red tape reduction)
- We will develop and promote place-based programs for small businesses
- We will ensure fair procurement and prompt payment terms for small businesses
- We will promote and showcase small businesses
- We will measure and report on our performance.

We agree to uphold the commitments set out in this Charter (stated above and detailed overleaf) and implement the SBFC initiative in our local government area in line with these commitments.

Mayor
Dated:

Council
Dated:

Maree Adshead, Qld Small Business Commissioner
Dated:

Chamber of Commerce (optional)
Dated:



What our commitments mean

We will communicate and engage with small businesses

- actively engage and be mindful of small businesses, their issues and priorities when decision-making
- communicate clearly in a timely manner both formally and informally
- engage with state-wide partners where appropriate on matters affecting small businesses
- publish clear service standards stating what small businesses can expect from us.

We will raise the profile and capability of small businesses

- recognise and value the importance of small businesses to our community and local economy
- encourage shopping locally and promote small business campaigns (e.g. 'buy local', 'go local first')
- help small businesses develop networks, access education and increase their capability
- assist small businesses to access government, business and industry programs and resources.

We will support small business resilience and recovery

- with support from state-wide partners deliver short, medium, long term activities to help with recovery and resilience building following disaster events or economic shocks
- adopt a business disruption management good practice guide (e.g. working with small business to minimise disruption during local capital works projects).

We will simplify administration and regulation for small business (red tape reduction)

- limit unnecessary administration and implement business improvement processes
- support small businesses to achieve regulatory compliance
- apply licences and regulations in a consistent manner in collaboration with other councils and relevant agencies
- regularly review administration and regulatory requirements, policies and procedures to reduce red tape
- maintain a timely and cost effective internal review and complaint process in relation to council decisions.

We will ensure fair procurement and prompt payment terms for small businesses

- implement a procurement policy that provides a fair opportunity to provide goods and services
- help find local council procurement opportunities to assist in tendering
- pay all valid invoices from small business suppliers within a stated reasonable period (e.g. 20 calendar days).

We will develop and promote place-based programs for small businesses

- identify, develop and promote a minimum of two place-based programs which are important for start-ups, growing businesses and building resilience (these may include existing or new programs).

We will promote and showcase small businesses

- promote participation via marketing and communication channels (e.g. in collaboration with local chamber of commerce)
- create awareness by promoting the SBFC initiative (e.g. SBFC branding online and across marketing and communication materials)
- Sharing successes, ideas and learnings with other councils and partners
- allow the Queensland Small Business Commissioner to promote council programs and activities related to the SBFC initiative.

We will measure and report on our performance

- seek regular feedback from our small businesses to help drive business improvement
- monitoring the commitments in this Charter to ensure we fulfill these obligations
- publish a report in relation to council's performance in relation to the SBFC initiative within 6 months of signing the Charter and once every 12 months thereafter.

MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 11 May 2021

AUTHOR

Shane Brandenburg

AUTHOR POSITION

Acting Director Planning, Environment and Community Services

6.1

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

The attached Information Bulletin for May 2021 provides an operational update for Committee review on the Planning, Environment and Community Services Directorate.

IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

CONSULTATION

Planning, Environment and Community Services Directorate, Managers and Staff

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by:	Report authorised by:
SHANE BRANDENBURG Acting Director Planning, Environment and Community Services	JEFF STEWART-HARRIS Chief Executive Officer
Date: 6 May 2021	Date: 6 May 2021

ATTACHMENTS

- Attachment 1 – Planning, Environment and Community Services Information Bulletin – May 2021

REFERENCE DOCUMENT

- Nil

DATE: May 2021

PLANNING ENVIRONMENT AND COMMUNITY SERVICES






DIRECTORATE HIGHLIGHTS

The Planning Environment and Community Services (PECS) Management Team farewelled Director Jeff Stewart-Harris last month prior to him commencing his new role as Council's Chief Executive Officer (CEO). A key aspect of Jeff's legacy from his nearly four years as Director PECS is the resounding success of the PECS functional review. The PECS leadership team met to review the closeout of this process which provides a robust and stable platform to underpin the ongoing innovation and creativity which will continue to drive PECS operations into the future. The PECS leadership team engaged in discussions on the path for a proposed transition plan of the incoming CEO and replacement DPECS. The team will continue to work together sharing Acting duties and delegations during the transition period.

Leading the next phase of the PECS directorate is our own Manager Liveability and Sustainability, Dan Wagner. Dan stood out amongst competitive national field of applicants and with a background in strategic and regional planning in both Queensland and New South Wales, community engagement, development assessment, liveability and sustainability policy development, economic development, project facilitation and regulatory functions means he has an experience base across much of the PECS Directorate.

The team were quick to congratulate Dan and he will have ongoing support as he continues to implement the vision.

PECS Capital Works 2019/2020 and 2020/2021

Complete/On Track 	<p>37.06 Percent of Budget Spent - May (Excluding Commitments)</p>  <p>\$3,114,185 of YTD Budget Remaining - May (Excluding Commitments)</p>	<p>71.62 Percent of Budget Spent - May (Including Commitments)</p>  <p>\$1,404,275 of YTD Budget Remaining - May (Including Commitments)</p>
Monitor 		
Concern 		
Carry Forward Budget \$1,031,978.00 Adopted Budget \$3,915,905.00		Actual Expenditure \$1,833,697.73
Commitments \$1,709,910.27		Remaining Budget \$1,404,275.00

Project	Budget	YTD	Commitments	Remaining Budget	Risk	Progress Comments
CLM - Theresa Creek Dam Septic Renewal	62,706.00	3,000.00	1,400.00	58,306.00	Concern	Project delayed due to EA application and additional required funds
CLM – Spelling yards	337,489.00	337,489.19	0.00	(0.19)	On Track	Complete
Corp – Emergent pool works	113,113.00	113,113.44	0.00	(0.44)	On Track	Complete
DYS Pool Mech/Elec/Filter	90,618.00	59,458.68	14,705.00	16,454.32	On Track	Pump work completed. Shade structure works underway
CLM - Civic Centre	437,573.00	60,232.76	5,100.00	372,240.24	Concern	State approved time extension to 30 January 2022
MMT- Hall Structural Renewal	213,789.00	59,579.75	0.00	154,209.25	On Track	Flooring works complete, compliance assessment complete, compliance upgrade has been planned with RFQ expected March.
DYS Civic Centre - W4Q	249,493.00	143,457.61	158,578.83	(52,543.44)	On Track	Access compliance upgrades underway
MBH - Community Centre Construction Ready Design	200,000.00	58,948.40	43,260.60	97,791.00	Monitor	Stage 1 awarded and underway. If stage 2 is awarded to same consultant, design completion by end of financial year.
Corp – Tourism signs	40,000.00	13,092.43	5,576.01	21,331.56	On Track	Additional structural damage found on coastal signs investigations underway. Completion date still expected end of March 21.

INFORMATION BULLETIN

MBH - Dog Pound Renewal	167,352.00	160,373.37	0.00	6,978.63	On Track	Construction complete
MBH - AFL Lighting	370,000.00	72,909.65	233,512.60	63,577.75	On Track	Awarded
CLM - Netball toilet replacement	315,000.00	57,359.91	218,584.00	39,056.09	On Track	Construction underway
NBO - Showgrounds Amenities Block – W4Q	261,173.00	171,766.23	82,921.23	6,485.54	On Track	Construction underway
CLM - Saleyard Renewal	165,000.00	147,306.90	17,693.09	0.01	On Track	Complete
CLM - Swimming Pool Disability Access	25,000.00	16,180.00	0.00	8,820.00	On Track	Project awarded. Delivery of equipment has been completed. Awaiting contractor to install. Expected to be completed by end of financial year.
CLM - Historical Centre Flood Mitigation	68,014.00	68,014.00	0.00	0.00	On Track	Construction complete
Corp - Hub development	320,000.00	24,330.56	234,991.78	60,677.66	On Track	Construction underway, application for time extension submitted to state
CLM - Aquatic Centre Dive Block Remediation	125,000.00	5,528.50	0.00	119,471.50	On Track	The existing infrastructure has complicated the design of compliant blocks. A third intervention by the consultant to develop an alternate solution with "hanging" backstroke bars is underway. This work will be completed this FY
Corp - Community Centre Facilities Works	210,940.00	55,130.98	60,931.55	94,877.47	On Track	Commitments raised in January for Dysart Civic Centre air conditioning and Clermont Lawn Cemetery. A breakdown of projects has been submitted to Dir PECS and ELT, however, further works at the Nebo Medical Centre have been identified as priority, along with air conditioning in coastal halls
Coastal - Hall Painting and Miscellaneous Repairs – W4Q	99,500.00	34,525.00	68,935.00	(3,960.00)	On Track	Construction underway

NBO – Aquatic Centre Plant and Infrastructure	440,000.00	927.20	382,701.81	56,370.99	Monitor	Awarded and planned for completion prior to season opening on 1 September
Corp - Equipotential Bonding	100,000.00	12,742.06	5,000.00	82,257.94	On Track	Design consultant appointed. PO issued. Works will be completed this FY
CLM - Clermont Aquatic Centre Amenities	95,000.00	0.00	0.00	95,000.00	On Track	Project re-scheduled to later in financial year to ensure minimal disruption to pool operations. Scope of works is under development with anticipated release date end of February.
STL - Cemetery Shade and Memorial Wall - W4Q	76,974.00	7,909.00	80,438.28	(11,373.28)	On Track	Construction completion date 11 May 2021
Corp - IRC Swimming Pools	195,420.00	128,573.76	13,232.99	53,613.25	On Track	Schedule of works has been formulated and progressing to schedule
MBH - Pool Water Park Refurbishment	65,000.00	31,832.00	0.00	33,168.00	Concern	Final design to be determined after consultation process.
GLN - Aquatic Centre Foot Valve Replacement	15,000.00	0.00	11,447.50	3,552.50	On Track	Construction planned
DYS - Rec Centre Cladding	85,000.00	8,873.50	70,900.00	5,226.50	On Track	Construction complete, defects being rectified

LIVEABILITY & SUSTAINABILITY

PREVIOUS MONTH'S ACHIEVEMENTS

Land Use Planning

New planning officers, Georgina McNee and Megan Derricott have commenced duties and assisting in managing development assessment caseload.

Development Assessment Activity	Number
Development application received (MCU / ROL / OPW)	6
Building works siting concessions received	3
Survey plans received for endorsement	0
Decided developments applications (MCU / ROL / OPW)	3
Decided building works siting concessions	3
Decided survey plans	0

Prelodgement Meetings

Nil

New Planning Scheme

Commenced 1 April 2021.

Infrastructure Charging Framework and Local Government Infrastructure Plan

Commenced 1 April 2021. 2021/22 Business Plan identifies need for audit of historic headworks payments and planned expenditure on trunk infrastructure investigations.

Land Development Advisory Committee Outcomes

Contributing to fourth stage work plan discussions and workshop preparations.

Coastal Hazard Adaptation Strategy

CHAS Phase 5 document with LGAQ for review, concurrently with Council's endorsement

Workshop held with Council on 28 April 2021 to discuss risk assessment outcomes and process for prioritisation of adaptation options.

Social Planning

Social sustainability policy action plan workshop planned for May 2021 to further policy embedment and advocacy.

Manager Liveability & Sustainability attended Australasian Institute of Mining and Metallurgy (AusIMM) Life of Mine Conference from 28-30 April 2021 in Brisbane. Paper to follow on learnings from the conference.

Environment and Biodiversity

Finalisation of Environment Policy preparations being undertaken.

Action plan drafting commenced – with a view to have early Councillor input into this process.

Land Management

1080 Baiting program concluded 1 April 2021.

Work commenced on policy reviews for Dingo Bounty and 1080 programs.

Biosecurity strategy framework being finalised during May 2021 for Council adoption.

Officers attended Fire Ant identification training in Dysart on 30 April 2021

EMERGING ISSUES

Manager Liveability & Sustainability appointed to role of Director Planning Environment and Community Services. Recruitment process commenced to fill vacant role.

Work commenced on PDA revocation process and amendment package for planning scheme to address workability issues and current council direction.

NEXT MONTH'S PROGRAM

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

Pre-lodgement meetings as required

Implementation of new planning scheme and infrastructure charging framework.

Phase 6 of the Coastal Hazard Adaptation Strategy, including internal engagement with asset custodians around risks and forecast impacts of coastal hazards.

Flying fox monitoring and management.

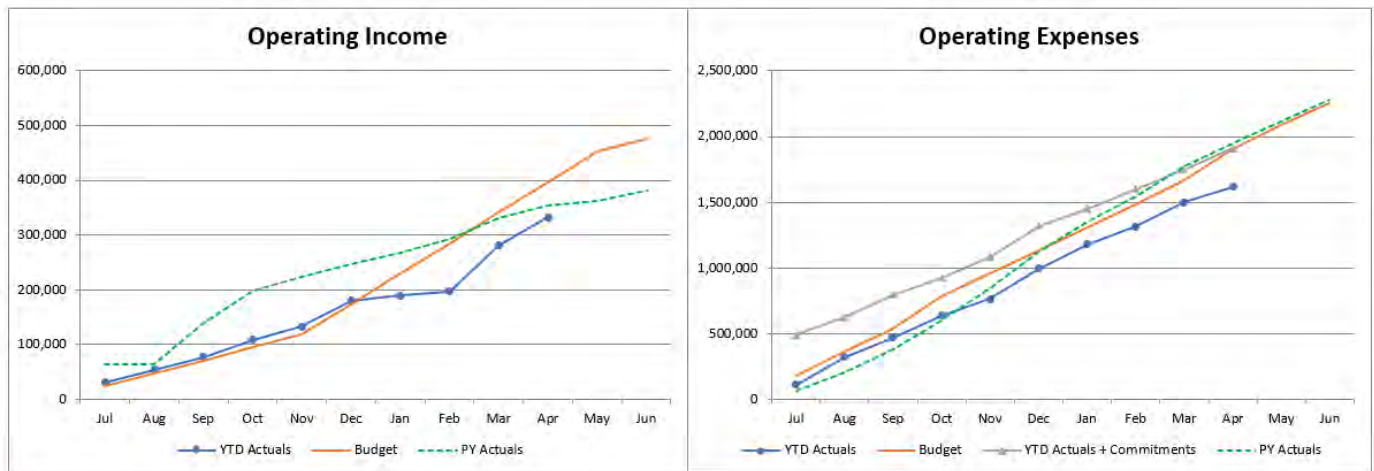
Biosecurity Strategy engagement with internal stakeholders and finalisation

Environmental policy and action plan drafting

Environmental monitoring program – including follow-up on dust data outputs from Department of Environment and Science.

Social Sustainability Policy Action Plan finalisation and embedment into SIA framework and social infrastructure planning activities.

FINANCIAL REPORT



- < Budget
- < 5% over Budget
- > 5% over Budget

DEVIATION FROM BUDGET AND POLICY

Legal expenses continue to exceed budget due to ongoing appeal action.

NEXT MONTH'S PROGRAM

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

Pre-lodgement meetings as required

Implementation of new planning scheme and infrastructure charging framework.

Phase 6 of the Coastal Hazard Adaptation Strategy, including internal engagement with asset custodians around risks and forecast impacts of coastal hazards.

Flying fox monitoring and management.

Biosecurity Strategy engagement with internal stakeholders and finalisation

Environmental policy and action plan drafting

Environmental monitoring program – including follow-up on dust data outputs from Department of Environment and Science.

Social Sustainability Policy Action Plan finalisation and embedment into SIA framework and social infrastructure planning activities.

ANNUAL OPERATION PLAN

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C4	Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region	Social Infrastructure	Adopt a Social Infrastructure Strategy	30-June-2021	On Target	Social sustainability policy adopted by Council in December 2020. Action plan being developed for April 2021 council consideration to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-June-2021	35%
EN1	Adopt responsible strategic land use planning to balance community, environmental and development outcomes	Land Planning	Finalise and adopt IRC Planning Scheme – including final state interest checks and community consultation	31-October-2020	Completed	Ministerial approval to adopt the planning scheme was provided in September 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-October-2020	100%
			Finalise and adopt the Local Government Infrastructure Plan (LGIP) – including final state interest checks and community consultation	31-January-2021	Completed	Ministerial approval to adopt the LGIP was received on 17 December 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-January-2021	85%
		Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020-2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – to be presented to June 2021 Council Meeting for adoption	Liveability & Sustainability	31-December-2020	70%
		Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	On Target	Social sustainability policy adopted by Council on 16 December 2020. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-June-2021	35%
		Wildlife Management	Develop programs to educate community and manage wildlife	Implement Flying Fox Education Program	On Target	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity	Liveability & Sustainability	30-Jun-21	50%
Undertake Pest Control Activities - two (2) rounds per annum	Completed			1080 baiting programs completed in Q1 and Q3.	Liveability & Sustainability	30-Jun-21	50%		
EN2	Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner	Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy	Monitor	Phase 5 finalised for Council endorsement. Phase 6 commenced.	Liveability & Sustainability	30-June-2021	40%
		Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline.	30-June-2021	On Target	Social sustainability policy adopted by Council in December 2020. Action plan being developed to guide engagement and implementation into social impact assessment guideline	Liveability & Sustainability	30-June-2021	35%

ENGAGED COMMUNITIES

PREVIOUS MONTH'S ACHIEVEMENTS

Community Hubs

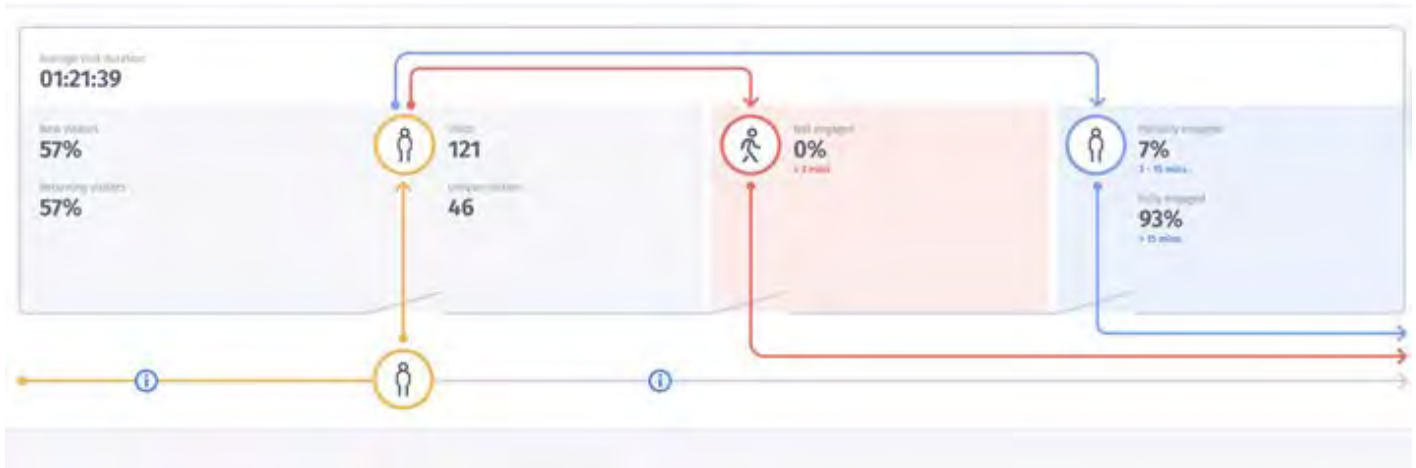
<p>New memberships</p>	<p>98 new library memberships in March 2021.</p> <p>Of the 98 new memberships, 8 joined online and 4 institutional in March 2021.</p>	<p>741 residents joined the libraries in FY2020/21.</p> <p>Of the 741 residents, 64 joined online in FY2020/21.</p> <p>11 institutions joined the libraries in FY2020/21.</p>																
<p>Building communities through engagement</p>	<p>5,475 people visited the libraries in March 2021.</p> <p>31% (1,299 people) increase in foot traffic month-on-month.</p> <p>This increase is encouraging.</p>	<p>39,881 people visited the libraries for FY2020/21.</p> <p>On average, 4,431 people visited the library network each month.</p>																
<p>Building communities through value</p>	<p>6,787 items being borrowed in March 2021.</p> <p>2,828 (42%) of those items were online collections. 3% increase in e-resources usage. This is consistent as foot traffic increases. Number of hard copy items loaned also increased.</p>	<p>Total of 53,780 issues in FY2020/21.</p> <p>Of the 53,780 issues, 22,876 were online collections. This equates to 43%.</p>																
<p>Building communities through value</p>	<p>Collection utilisation rate for March 2021</p> <table data-bbox="550 1518 975 1809"> <tr> <td>Clermont</td> <td>5 items</td> </tr> <tr> <td>Middlemount</td> <td>5 items</td> </tr> <tr> <td>Moranbah</td> <td>4 items</td> </tr> <tr> <td>Dysart</td> <td>4 items</td> </tr> <tr> <td>Nebo</td> <td>4 items</td> </tr> <tr> <td>Carmila</td> <td>3 items</td> </tr> <tr> <td>Glenden</td> <td>3 items</td> </tr> <tr> <td>St Lawrence</td> <td>2 items</td> </tr> </table>	Clermont	5 items	Middlemount	5 items	Moranbah	4 items	Dysart	4 items	Nebo	4 items	Carmila	3 items	Glenden	3 items	St Lawrence	2 items	<p>Patrons on average borrowed 7 items at any point in March.</p> <p>On average, each issue at Clermont and Middlemount libraries, the patrons borrowed 5 items.</p> <p>On average, each issue at the Dysart, Moranbah and Nebo libraries, the patrons borrowed 4 items.</p> <p>On average, each issue at the Carmila and Glenden libraries, the patrons borrowed 3 items.</p>
Clermont	5 items																	
Middlemount	5 items																	
Moranbah	4 items																	
Dysart	4 items																	
Nebo	4 items																	
Carmila	3 items																	
Glenden	3 items																	
St Lawrence	2 items																	

		On average, each issue at the St Lawrence library, the patrons borrowed 2 items.
Public access computers	<p>Service 655 residents used the public PCs in March 2021.</p> <p>29% increase month-on-month. Community lifestyle returns to normal.</p> <p>Usage Residents spent 469 hours on the public PCs in March 2021.</p> <p>Almost 50% increase in hours month-on-month.</p> <p>On average, the customer used the public computer for 43 mins per booking in March 2021.</p>	<p>Service 5,044 residents utilised the public PCs in FY2020/21.</p> <p>Usage Residents expended 3,259.39 hours on the public PCs in FY2020/21.</p> <p>On average, the customer used the public computer for 39 mins per booking in FY2020/21.</p>
Your hub is a focal point where the Isaac communities come to learn, to play, to discover and to seek information	<p>81 activities were delivered in March at Libraries.</p> <p>614 residents benefited from these activities.</p>	<p>535 activities were delivered by your Library Team in FY2020/21.</p> <p>5,127 residents benefited from the 535 activities in FY2020/21.</p>
Your hubs are more than bricks and mortar... Building communities through value	<p>27 visits were undertaken to schools, kindergartens and childcare centres in March.</p> <p>274 children benefited from the March visits.</p>	<p>Your Library Team visited 197 schools, kindergartens and childcare centres in FY2020/21.</p> <p>3,046 children benefited from these visits in FY2020/21.</p>
Community partnerships	<p>Nil activities were delivered jointly with community and other organisations in March.</p>	<p>99 activities were delivered in FY2020/21.</p>
Reference and Information Service	<p>597 Reference and Information Services were provided in March 2021.</p> <p>3% increase in request for reference and information service month-on-month.</p>	<p>6,613 Reference and Information Service were provided in FY2020/21.</p> <p>On average, your Library Team handled 735 reference and information services per month across the network.</p>
Building communities through value	<p>83.5 hours invested in conducting and undertaking activities in March 2021.</p>	<p>543 hours were expended in the delivery of activities in FY2020/21.</p>

Public WiFi

Council offers free public Wi-Fi to the residents in the libraries and surrounding areas. This service is available to the residents from 7am to 7pm daily. In March, there were 121 connections to the Wi-Fi network. An increase of 38 connections compared to February 2021.

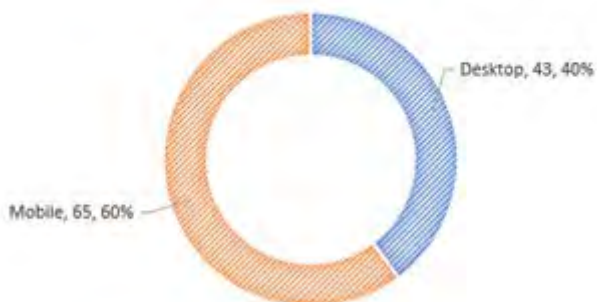
Of the 121 visitors, 46 were unique visitors (not repeat log-ins). Average visit duration is 1 hour and 21 minutes.



Access via Device Types

Mobile is the preferred device most visitors used to access WiFi in March 2021.

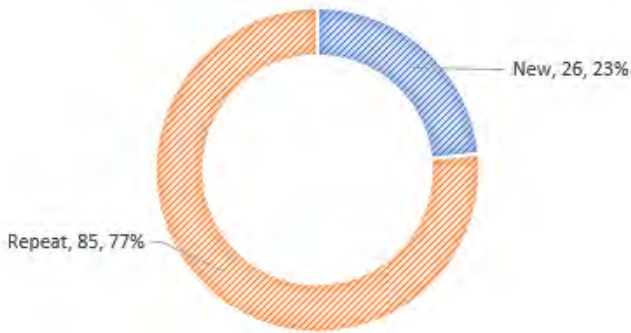
ACCESS VIA DEVICE TYPES



New vs Repeat Visitors

There are 26 new visitors and 85 repeated visitors for the month of March 2021.

NEW VS REPEAT VISITORS



Isaac Museums

Clermont Historical Centre	<p>Clermont Historical Centre completed its annual maintenance on 24 March 2021. A new exhibition was launched in conjunction with the reopening of the Museum.</p> <p>20 people visited the museum in March 2021.</p>	1,203 people visited the Centre in FY2020/21.
Nebo Museum	<p>22 persons visited the Nebo Museum in March 2021.</p> <p>84% increase in foot traffic to the Nebo museum month-on-month.</p>	204 people visited the Museum in FY2020/21.
Volunteering	Total volunteer hours for March 2021 is 4.	Our communities invested 351 hours in our Clermont Information Centre in FY2020/21.
Visitor Information	24 tourists visited the Clermont Visitor Information Centre (24 to 31 March 2021).	1,395 visitors utilised the Clermont Visitor Information Service in FY2020/21.

Customer Service

Call Volume	<p>2,504 calls received in March 2021.</p> <p>27% increase in call volume month on month. This is due to water billing enquiries/payments as well as start of rating period.</p>	<p>18, 068 calls received in FY2020/21.</p> <p>An average of 2,008 calls per month.</p>
Abandoned Calls	<p>30 (1%) calls were abandoned in March 2021.</p> <p>Constant number calls being abandoned month-on-month.</p>	273 (2%) calls were abandoned in FY2020/21.

Calls Transferred	394 calls were transferred in March 2021.	2,241 (16%) calls were transferred in FY2020/21.
Customer Requests	791 customer requests (CRs) were created in March 2021, an increase of 27% (168 CRs) month-on-month. 583 (74%) CRs were completed in March 2021. A consistent increase in efficiency,	5,242 CRs were created in FY2020/21. 3,536 (67%) CRs were completed in FY2020/21.
Transactions	1,689 transactions were completed in March 2021. 6% increase month-on-month. Water payments tapping down.	17,118 transactions were completed in FY2020/21. On average, 1,902 transactions were undertaken each month.

791 Customer Requests created in March 2021. An increase of 168 requests from last month.

Classifications	Number of Requests
Building	17
Community Engagement	1
Community Facilities	8
Compliance	104
Environmental Diversity	9
Environmental Health	23
Facilities	55
Park and Recreation	34
Roads	90
TV Comms	0
Waste Services	130
Wastewater Services	10
Water Services	310

Customer Requests by Division for the month of March 2021.

Division	Current	Completed
1	12	41
2	22	78
3	11	29
4	20	43
5	35	71
6	14	80
7	20	153
8	20	26

TEAM UPDATE

Community Hubs

- Libraries and Museum celebrated Easter with 'Easter Egg Hunt'



- Libraries celebrated ANZAC day with free ANZAC biscuit recipe and provided free take home craft.
- Celebrated Youth Week offering water-colour, acrylic flow, macramé craft throughout the library network.
- Successfully completed rating period.
- Community Engagement team gone live in CRM.
- Completed video recording with the Mayor and the Councillors for the National Simulations Storytime.
- Welcomed a school-based trainee, Ben Branch at the Moranbah library.
- Welcomed Gailene McLaren at Middlemount Hub

Community Engagement, Programs and Events

- Moranbah 50th Celebrations were well-attended with 13 Council-supported events delivered between Friday 30 April and Monday 3 May.
- ANZAC Day services were successfully delivered in conjunction with RSL groups and community organisations in Carmila, Clermont, Dysart, Nebo, Moranbah, Middlemount, Glenden, Greenhill and St Lawrence.
- The ANZAC Day 2021 Exhibition at the Coalface Art Gallery has been very well received and attended by community. Both Moranbah State School and Moranbah East State School have also brought students through during school time. Curator David Law is committed to developing a new ANZAC exhibition for 2022.
- The Programs' team have commenced work with the all-girl IT class, working towards the creation of an app for the TechGirls Movement competition.
- Youth Month officially wrapped on 21 April with 42 individual events being delivered over a 4-week period. Highlights in the final week of events were a youth-only boxing class in Moranbah and a make-up and skincare tutorial in Clermont.
- The Isaac Youth on Display exhibition is now on show in the Dysart Artspace after a successful showing in Moranbah.
- Consultation via Speak Up Isaac on the draft interim corporate plan has concluded.

- In conjunction with the Community Hubs team, the Programs Team continue with the successful Busy Bags project with 200 bags being handed out to families in the past month.
- A F5F Pop Up @ the Park was delivered in Glenden on 29 April. The scheduled Dysart Pop Up was cancelled due to inclement weather.

EMERGING ISSUES

Community Hubs

- Delay in onboarding Economy and Prosperity Team to CRM due to manpower challenges. It is envisaged the onboarding will commence in May 2021 after the rating busy period.
- Museum Web Opac Project has been delay because of computer came to end of life.
- Slab Hut might experience delay in re-electing as building approval is required.

Community Engagement, Programs and Events

- The NAIDOC Expression of Interest process, hoping to connect with Traditional Owner artists, was taken offline following feedback from Barada Barna Traditional Owners. We're working with Barada Barna representatives to re-activate this call-out, ensuring appropriate inclusion at all stages.
- Seniors Week will now be a month-long celebration in October (previously August). The team are working on funding submissions to COTA (Council of the Aged) for activities in 2021.
- The Mackay-based provider of traffic management plans has taken longer than usual to finalise plans – this has led to last-minute scrambling for permits and public notices. In future, we will be working to submit details much earlier to avoid similar scenarios.
- The Clermont Community Business Group will now charge \$2 for a printed copy of their Clermont Telegraph publication.

NEXT MONTH'S PROGRAM

Community Hubs

- Nebo Hub will commence renovation.
- Launch the Museum Web Opac.
- Launch the National Simulations Storytime video.
- Celebrate Mother's Day with craft activities.
- @Moranbah Library – celebrate International Harry Potter Day.
- Launch Movies@Yourlibrary.

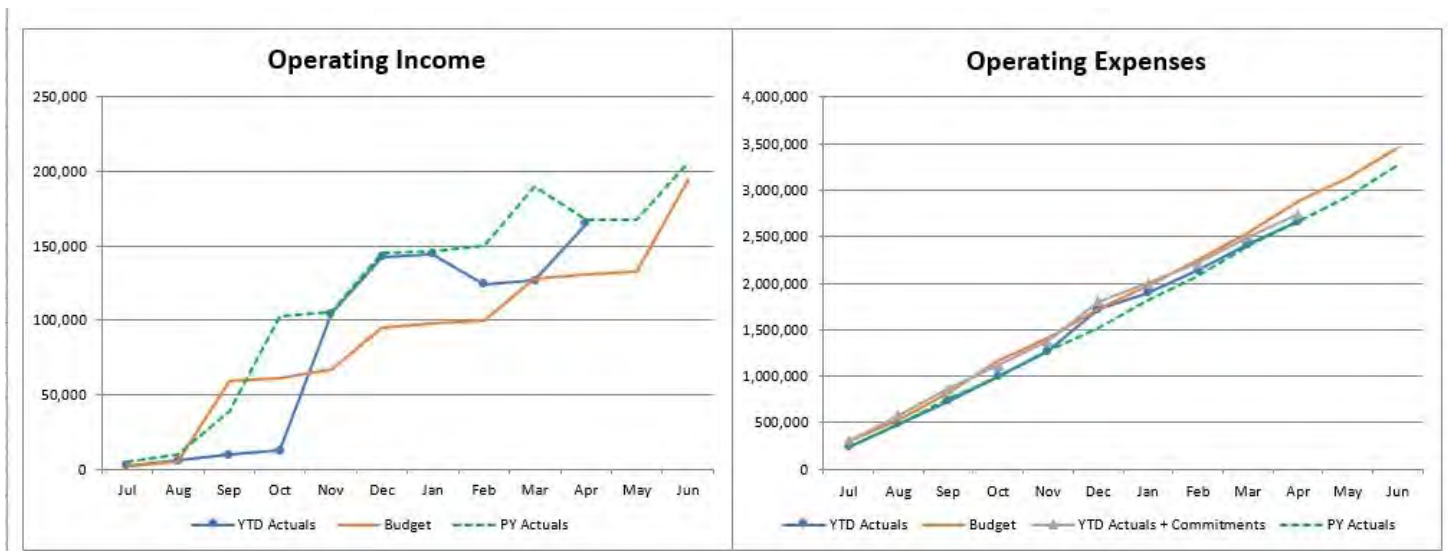
Community Engagement, Programs and Events

- The team will work with Greater Whitsunday Communities to bring a draft report forward for the Youth Unmet Needs study.
- The first 'Nebo Welcome Wagon', welcoming new residents to town will be hosted. Council will provide in-kind support to these quarterly events.
- The Programs Team continue to support the Economy and Prosperity Team with planning for arts and children's workshops at the St Lawrence Wetlands Weekend.

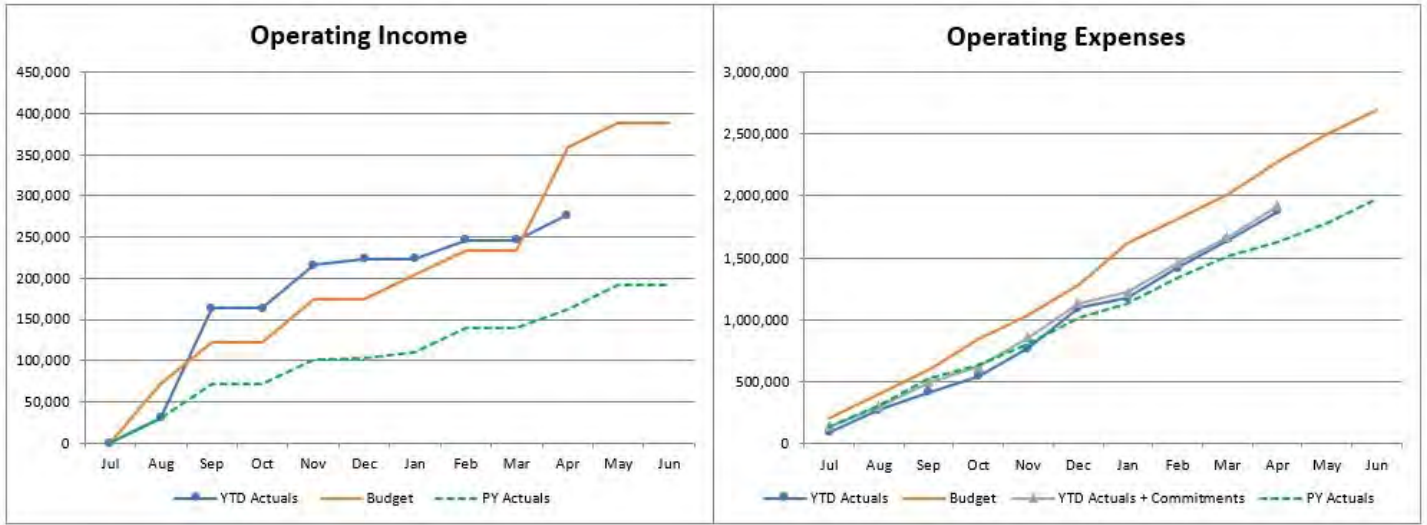
- The Move Makers dance classes facilitated by Gail Hewton and Julie Treneroy of GOLD Moves Australia will roll out in Carmila, Moranbah, Clermont and Dysart during the week commencing Monday 10 May.
- An afterhours viewing of the Isaac Youth on Display exhibition will be hosted in Dysart on Thursday 20 May.
- The Little Bird Postcard Project exhibition by Mackay based artists Natalie Field and Karen Hurford will be installed in the Coalface Art Gallery on 27 and 28 May and will be open to the public on Tuesday 1 June.
- The team will be staffing the Council stand at the Clermont Show and will be promoting Council events and offerings to community.
- Community consultation regarding a potential Move It NQ program will be rolled out via Speak Up Isaac.
- A special Pop Up will be held in conjunction with the Brigalow Schools Athletics Carnival for Under 8's Day. This will include literature and tech enrichment sessions.
- A Mindfulness Morning will be hosted in Kilcummin in conjunction with the school's P&C Committee. The morning is being presented as part of the Dry Lands to High Hopes series, funded by the QLD Governments drought support program.
- Planning is underway for the second Dig It Isaac gardening competition with hopes to officially launch at the St Lawrence Wetlands Weekend.

FINANCIAL REPORT

Community Hubs



Community Engagement, Programs and Events



ANNUAL OPERATIONAL PLAN

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C1	Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services	Library Operations	Provide a modern and engaged library service, including program delivery	100% Attendance at Library Programs	On Target	81 activities were delivered in March at Libraries. 614 residents benefited from these activities	Engaged Communities - Community Hubs	30-June-2021	75%
				A well utilised library service	On Target	5,475 people visited the libraries in March 2021. 31% (1,299 people) increase in foot traffic month-on-month.	Engaged Communities - Community Hubs	30-June-2021	75%
				50% of population that are library members	On Target	98 new library memberships in March 2021, bringing total memberships to 11,000	Engaged Communities - Community Hubs	30-June-2021	75%
C2	Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities	Museums & Galleries	Facilitate and deliver an calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests	An Annual Calender of exhibitions	On Target	Anzac Day exhibition of unique militaria owned by local man David Law launched in April	Engaged Communities - Community Hubs	30-June-2021	75%
				Provide culturally supportive and historically relevant museum and gallery services at regional venues	On Target	'Back on Track...Trot down Clermont's country racing memory lane' was launched at the Clermont Historical Centre on 24 March 20	Engaged Communities - Community Hubs	30-June-2021	75%
		Cultural development	Collaborate on cultural development through initiatives	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	On Target	RADF round 3 applications closed mid-March with 5 applications received. Determination at April council meeting	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	75%
				Facilitate the bi-annual Queensland Music Festival	Monitor	Discussions ongoing with QMF	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	15%
		Youth Services	Undertake Unmet Needs of Isaac Youth Study	30-June-2021	On Target	Study being undertaken in accordance with project plan. Drafting of final project report in progress	Engaged Communities - Community Engagement	30-June-2021	75%
C3	Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to	Community Engagement	Deliver best practice community engagement initiatives	Effectively Support other Isaac Regional Council Business areas to develop and deliver other engagement	On Target	RFQ awarded to Bang The Table to provide online engagement platform for up to four years	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	Ongoing

	pursue their diverse aspirations yet come together to tackle common opportunities and challenges			programs virtually and in community					
		Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	On Target	<p>Round 1 completed at end of Quarter One (1). Major = \$41,020 8 Minor = \$4,854.00 5 Bursaries = \$2,100.00</p> <p>Round 2 completed at end of Quarter Two (2). 3 Major = \$20,000 14 Minor = \$12,680.50 (+2 in-kind minor to value of \$2000) 8 Bursaries = \$2250</p> <p>Round 3 completed end of Quarter Three (3) 17 Major = \$81,132.88 11 Minor = \$10,182</p>	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	75%
C5	Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities	Supporting Diversity	Develop and deliver programs, events, projects supported by external organisations, groups that celebrate all of our community and cultures facilities etc	30-June-2021	On Target	<ul style="list-style-type: none"> Moranbah 50th Celebrations were well-attended with 13 Council-supported events delivered between Friday 30 April and Monday 3 May. ANZAC Day services were successfully delivered in conjunction with RSL groups and community organisations in Carmila, Clermont, Dysart, Nebo, Moranbah, Middlemount, Glenden, Greenhill and St Lawrence. The ANZAC Day 2021 Exhibition at the Coalface Art Gallery has been very well received and attended by community. Both Moranbah State School and Moranbah East State School have also brought students through during school time. Curator David Law is committed to developing a new ANZAC exhibition for 2022. The Programs' team have commenced work with the all-girl IT class, working towards the creation of an app for the TechGirls Movement competition. Youth Month officially wrapped on 21 April with 42 individual events being delivered over a 4-week period. Highlights in the final week of events were a youth-only boxing class in Moranbah and a make-up and skincare tutorial in Clermont. The Isaac Youth on Display exhibition is now on show in the Dysart Artspace after a successful showing in Moranbah. Consultation via Speak Up Isaac on the draft interim corporate plan has concluded. In conjunction with the Community Hubs team, the Programs Team continue with the successful Busy Bags project with 200 bags being handed out to families in the past month. A F5F Pop Up @ the Park was delivered in Glenden on 29 April. The scheduled Dysart Pop Up was cancelled due to inclement weather. 	Engaged Communities - Community Engagement, Programs & Events	30-June-2021	75%
		Cultural Heritage	Stage 2 Library Wall Artwork with Barada Barna Corporation	30-October-2020	On Target	Stage 2 artwork installed at end of Q2, to be officially commissioned during NAIDOC event on 25 October 2020	Engaged Communities - Community Engagement, Programs & Events	30-October-2020	100%

G2	Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness	Customer Service	Review innovative customer service opportunities	Review and develop an updated Customer Service Strategy	On Target	Project to be coordinated by Manager Business and Strategy	Engaged Community - Community Hubs	30-June-2021	15%
G4	Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	Customer Service	Frontline customer service delivery and effective relationship management	30-June-2021	On Target	Working with Systems team to deliver organisation-wide implementation of TechOne CRM	Engaged Communities - Community Hubs	30-June-2021	25%

ECONOMY and PROSPERITY

PREVIOUS MONTH'S ACHIEVEMENTS

The E&P team continued their development in building a strong team culture and this relationship has been supporting progression of a number of deliverable outputs in the month;

Economic Development

Work on the Qld Beef Corridor advocacy project continued with weekly planning meetings between the seven Councils and development of the advocacy promotional collateral, the evening proceedings, a Q&A panel and ministerial invites. The E&P team conducted a video & photography famil collecting footage for the campaign of Barmount feedlot, May Downs Rd, Clermont Saleyards & Clermont – Alpha rd. The region is also strongly represented in the shared invitee list, Isaac's own guest list and with representation on the Q&A panel by Harry Kemp from Lotus Creek feedlot and with the supplied footage.

E&P attended the Central Highlands Economic Futures breakfast in Emerald that had a residential development focus and learning were able to be taken from that as well as a keynote speaker being Andrew Barger from the Qld Resources Council, with a Q&A panel at the end.

The Land Development Advisory committee met during the month and workings included updated regional intelligence reporting, works towards a fourth stage work plan and provision of a Development & Investment attraction Communication plan, which details a response to the learnings from the teams LDAC engagements wherein the identified marketing collateral can be developed but also communicated broadly. A highlight of this was the Industry insights brochure that is in draft and due for completion.

Successful funding outcomes of \$1.5m were secured for the Regional Connectivity fund with E&P having supported the funding application of Field Solutions group with the delivery of improved connectivity in five freestanding 45m towers between Clermont and Moranbah and the provision of assets on Council infrastructure in Moranbah & Clermont, noting some of these assets will support the Signature on farm development.

- E&P's participation on the BHP STAC digital connectivity project for the delivery of the Moranbah & Dysart upgrades

Continued participation on the steer committee of the CQ Fitzroy Basin Water situational analysis project

Continued delivery of the Investment attraction business development first point of contact facilitation service is ongoing.

Business Support



- Small Business Month planning and preparation was a focus item for the team with two signature events underway. The keynote speaker Tom Potter of Eagle Boys bringing his story and has been engaged to entertain at both Moranbah and Clermont events, buses will be provided for Nebo and Dysart business communities to attend.
- There is a number of online webinars that are occurring across the month and this is a shift in the type of delivery of training and the team is keenly monitoring the success for future delivery, noting small business month activities was only delivered in October as well. The E&P team and GW3 were successful in attaining a further \$5,000 in funding from the State governments SBM Business fund for the program.
- Continued recovery engagement with the Business community occurred, noting whilst there was a somewhat low response to the online surveys, the E&P team supplemented that with personal meetings and phone calls to inform the regions business wellbeing and is progressing works towards a workshop or report to Council.
- The recovery officer role and members of the team have been focused on the above and a number of other items from the Recovery plan, with the investment attraction work as referenced in the LDAC section, including the communication plan and review of our external web content, review of online platforms for strategy item BR6 - Existing Regional Businesses Connectivity and Promotion and a number of the other projects listed as in Shop Isaac & the Business alliance
- Progression of the Council endorsed Shop Isaac prospectus has been delayed with the E&P team mindful that whilst it wanted to do a prospectus to seek expressions of interest from Industry and the Business community to engage in Shop Isaac incentivised campaigns and general promotion of the

campaign, but the team with GW3 had also conducted an EOI to the business community for participation in the business alliance project and felt it best to wait for that group to be formed.

- The E&P team has identified that greater participation and engagement by business and industry in the program is essential and is looking for a more bottom-up driven element rather than being led by Council and its E&P team. Therein the consideration is for a similar “local content” focused group would be engaged to discuss the program and initiatives to promote supporting local business so the team will await the initial business alliance working group to form and then seek to utilise that group and also seek to in future include industry in the conversations. E&P would like to see the
- Shop Isaac program have a broader focus with increased use of the “local content” leverages as in challenging industry to “Shop Isaac” or engage with local business in its procurement as well as the gift card and other campaigns. The E&P team has workshopped a number of ideas that it is considering with a local supplier trade forum one leading project wherein local business is introduced to industry procurement teams.
- It is felt then that the next incentivised campaign must be largely successful to continue the “Shop Isaac” brand awareness in the interim, so the focus has been on engagement with the BMC team and development of the end of financial year Shop Isaac incentivised campaign to ensure it achieves the desired impact. This will be proposed with a similar format to the initial campaign, but the entry will be focused on greater digital traction via social media entry as in; *“25 words or less “Why you love local Isaac businesses” and tag the Isaac business and tag Shop Isaac for entry.* final determination is progressing with the proposal being the competition would run for 1 or 2 months and be 5 x \$1000 winners selected from the full pool of entries with no individual region winners this time.
- Use of the TechOne platform for E&P’s business database listings is ready and input of data continues. This will enable efficient connection and distribution of information to Isaac business communities and will enable CRM to be tracked on workflow enquiries. Thanks to the Systems team for their support and guidance in preparing the platform to suit our needs.
- E&P attended Glenden DIG with E&P providing an update on the Recovery’s Business engagement plan
- It is a pleasure to assist Glenys with some of the preparations for St Lawrence Wetlands with the entire team involved to ensure that Glenys’s hard work is rewarded by the delivery of an outstanding event.
- The addition of Joel and Michael continues to be of significant benefit in evolving the team and providing opportunities for future projects. Their knowledge and experience will support not only the E&P team but also the broader operations.

Tourism

- Continued focus in the tourism portfolio has been on development and delivery of the Wetlands weekend festival, the program is being finalised and is jam packed with activities. The update is Total tickets sales \$19,323.25, GWFN Matt Golinski Luncheon 119, Free Historical town tours 41, Workshops 95 places taken out of 143, Camping 56, Glamping 15 – 5 remaining, Stallholders 14. The entire E&P team is engaged in supporting the Tourism development officer in delivery.
- E&P in partnership with Qld Trust for nature and the Koinjama people are also conducting a visit to Avoid Island on the Monday. Avoid island can be researched at <https://qtnf.org.au/spaces/avoid-island/> where the Koinjama people have been successful in a \$500,000 grant to develop cultural heritage experiences with a tourism potential as well. The wetlands will have two videos capturing the wetlands event focus and also a short video that focuses on the relationship of the Koinjama people

to the area in the wetlands and avoid island and in line with the event, this is in part from the Year of indigenous tourism funding achieved.

- Council has identified an opportunity to establish a master plan to guide the future investment and development of the recreation and campgrounds at Theresa Creek dam to ensure it reaches its potential as a tourism attraction and recreational asset. The Request for Quotation for the development of the Theresa Creek Dam Recreation and Campground Master Plan closed 29 April 2021 and award is progressing with delivery beginning imminently
- Channel 7's Weekender program aired during the month with Isaac featuring in a crabbing in Clairveiw and climbing of Gemini Peaks segments.
- Mackay tourism have been successful in achieving funding for the Cross regional fishing event from TEQ, this concept is to deliver a two year reel em in roulette style fishing comp with 15 locations to be proposed in the MIW region where anglers can win prizes for their catch. The concept will require financial support from each region to participate and formal details of that are to be received for Council to consider its participation and budget requirements. Current estimation is \$20,000 per year for two years from Isaac being proposed as a smaller amount then the other two regions due to the product available, but E&P feel the engagement in the concept would continue to leverage Isaacs relationship with the other two regions and also a continue to raise Isaac's tourism profile.

Asset Management

- The expression of interest for the non-exclusive agent approval was conducted through procurement and closes mid-May, following engagement with the local agents occurred to support any requirements.
- Continued thruput at the Saleyards is high with recent rains being some impact, 2 sales were cancelled due to the weather and low numbers but given the number of sales per month has doubled overall the numbers are higher than previous.
- Nebo aerodrome had a report of an incident with a landing plane blowing two tyres and officers completed an investigation into the incident and the final determination advising that no issues with the runway condition were found. Proactively the team are still seeking to engage a technical inspection to inform long term asset management renewal for the strip.
- New signage is being ordered for Anne st estate
- New signage is being ordered for some of the fossicking GPA's
- Clermont Aerodrome's Annual Technical Inspection (ATI) was done on the 12 and 13 of April with very positive results, except for a recommendation to close the Grass Runway and for slashing. A Public Notice and NOTAM was issued, the Rwy was closed and slashed shortly after with a contractor to slash the rest of the Aerodrome premises in a couple of weeks' time. (a Council tractor and slasher could only be acquired for a short period of time)
- Further meeting of the Nebo showgrounds master plan occurred with increased participatory numbers and workshopping of the site constraints and analysis of the public submissions

PREVIOUS MONTH'S ISSUES:

- The previously mentioned report of tyre damage at Nebo airstrip was the only reportable issue for the month

FINANCIAL REPORT – Clermont Saleyards:

	Total Head	Revenue	Grossed
Fat / Store Sale	978	\$8594.70	\$1,548,833.52
Show Sale	0	\$0	\$0
Bull Sale	0	\$0	\$0
Transit Cattle	1500	\$2615.20	
Train Cattle	2345	\$5330.90	
Dipping	3785	\$13627.20	
Private Weigh	2596	\$11582.55	
Total Through Put	8459	\$41750.55	

NEXT MONTH'S PROGRAM:

The team focus will be on delivering the Small business month activities and the Wetlands weekend event. Further focus on the strategic recovery plan and reporting back to Council on progress and outcomes of the business engagement.

EMERGING ISSUES

Nil to report

FINANCIAL REPORT

The E&P budget is constrained but tracking to budget.

DEVIATION FROM BUDGET AND POLICY

Nil deviation from budget and policy to report

ANNUAL OPERATION PLAN

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C1	Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services	Airstrips	Provide efficient and timely solutions to maintenance issues	90% compliance	On Target	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken. Technical inspection is booked for April.	Economy & Prosperity	30-June-2021	70%
C6	Facilitate urgent and visible support during times of stress to the community (such as mental health support, crime prevention and assisting those from a lower socio-economic level)	Recovery & Resilience	Maintain and ensure currently and awareness for the Isaac Recovery Plan	Implement Isaac Recovery Plan initiatives	On Target	Strategic Recovery Plan adopted in October, recruitment for Community Resilience & Business Resilience roles completed, business community engagement plan delivered and continuing in April.	Economy & Prosperity	30-June-2021	50%
EC1	Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development	Economic Development	Develop and deliver a sub-brand and marketing strategy to promote Isaac as a place to live, work, invest and do business	30-June-2021	On Target	Investment Attraction Framework finalised and workshopped with stakeholders and being presented to Council for adoption. Marketing collateral continuing with Industry & Tourism profile documents completed, Isaac insight snapshot document drafted. Further marketing works continuing Q3.	Economy & Prosperity	30-June-2021	65%
		Asset Management	Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	On Target	Engagement plan completed, procurement of consultant completed and project progressing Q3/Q4.	Economy & Prosperity	30-June-2021	60%
			Deliver the Revitalisation of the Clermont Saleyards & showgrounds	All funded projects delivered on time and to budget +/- 90%	On Target	Stage 1 projects complete, PAG project on Saleyard's renewal progressing, Clermont Saleyards & showground shelter projects progressing, 4th run horse stables construction complete, Stage 1 saleyard renewal complete.	Economy & Prosperity	30-June-2021	100%
			Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	On Target	Proactive and reactive maintenance activities being delivered with delivery of the PAG Capital renewal project in Q3 a proactive highlight.	Economy & Prosperity	30-June-2021	70%
EC2	Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality	External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Draft scopes completed and endorsed by Council, further engagement with stakeholders progressing, RCOE & CRC time.	Economy & Prosperity	30-June-2021	25%
		Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Engagement with stakeholders continuing, business community engagement/networking events delivered in Q3 for recovery and progression of this project. Working group EOI conducted and consultancy engagement progressing.	Economy & Prosperity	30-June-2021	65%
EC3	Identify opportunities for economic development through strategic analysis of regional resources and	Economic Development	Implement the Economic Development	Action Plan developed and delivered to plan	On Target	Recovery plan adopted and onboarding of additional recovery resourcing and advisor role to further inform, delivery timing of actions within the strategy. Updated delivery plan proposed Q4. Individual delivery of strategy actions continuing as well.	Economy & Prosperity	30-June-2021	60%

	the provision of planning and policies that support sustainable economic development.		Strategy Framework						
		Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	On Target	October Small Business month activities completed, with planning for May Small Business activities progressing.	Economy & Prosperity	31-May-2021	70%
		Investment Attraction	Develop and adopt: Investment Attraction Policy, Investment Facilitation Guideline and industry-based investment prospectus	30-June-2021	On Target	Investment Attraction Framework finalised and adoption at January 2021 Ordinary Meeting. Marketing collateral continuing with Industry & Tourism profile documents completed, Isaac insight snapshot drafted and Live, Work, invest planning continuing. Development incentive policy under consideration.	Economy & Prosperity	30-June-2021	65%
		Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	On Target	Standing business item at Clermont Saleyards Advisory Committee meetings. Continued engagement with the committee, local agents, and increased revenue and throughput and increased cattle sale bookings for 2021 has shown demonstrated outcomes.	Economy & Prosperity	30-June-2021	70%
		Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	On Target	Internal review of contract and marketing occurring, no sales enquiries received. Increased marketing Q3/Q4.	Economy & Prosperity	30-June-2021	60%
EC4	Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity.	Land Development	Through the Land Development Advisory Committee identify commercial opportunities	30-June-2021	On Target	Continued actions and reportable items to the Committee being met, real estate engagement and renewed economic indicator reports and industry profile delivered in Q2. Isaac insights document drafted for presentation and financial sector meetings proposed.	Economy & Prosperity	30-June-2021	70%
EC5	Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region.	Tourism	Develop and implement the Tourism Strategy	30-June-2021	On Target	Ongoing delivery of strategy items, MTL funded position in re-recruitment a further impact to delivery, focus on Wetlands and tourism signage (visitor information provision) highlights. Promotional campaigns raising the regions profile further highlights.	Economy & Prosperity	30-June-2021	60%
			Conduct master planning for Council's Theresa Creek Dam	30-June-2021	On Target	Consultancy engagement in procurement	Economy & Prosperity	30-June-2021	35%
			Raise the Isaac Regions Tourism profile	30-June-2021	On Target	Ongoing development occurring, renewed visitor guide and recruitment of funded Mackay tourism position highlights. Focus on Wetlands event and tourism signage (visitor information provision) and MTL funded promotional campaigns further highlights.	Economy & Prosperity	30-June-2021	65%
EC6	Proactively promote and support local businesses within the region.	Local Business Support	Implement of Local Business Support Strategy	Implement and promote Isaac businesses through	On Target	Program support continuing with completion of 2020 incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-June-2021	65%

INFORMATION BULLETIN



			the Shop Isaac, Buy Local Program					
			Support Isaac region business in recovery of COVID-19 impacts	On Target	Strategic Recovery Plan adopted in October, recruitment of Business Resilience Coordinator completed, and business community engagement plan in progress, number of other projects commenced i.e.. Doing business with Council	Economy & Prosperity	30-June-2021	65%
		Host small business week and delivery of education program	30-June-2021	On Target	October 2020 Small Business month activities completed, with planning for May 2021 Small Business activities progressing.	Economy & Prosperity	30-June-2021	70%

COMMUNITY FACILITIES

Overview:

Community Facilities operations continued without incident throughout the reporting period. Key activities included:

- Support of successful ANZAC Day ceremonies throughout the Region;
- The Moranbah Community Centre hosted the Moranbah 50 Years Celebrations;
- Swimming Pools throughout the region closed for the 2020-2021 season;
- The Annual Swimming Pool survey was conducted throughout the month;
- Commencement of discussions with the Clermont Sporting Groups;
- Departmentally administered capital works continue to progress well and towards completion;
- Department strategic planning for operations and assets has commenced.

People:

All Departmental staff reported fit and healthy throughout the reporting period. Key activities include:

- No workplace injuries and/or illnesses were reported;
- Departmental meetings continue per the rolling schedule;
- One Dysart based member of staff submitted her resignation on personal grounds to pursue alternate opportunities;
- Interviews for casual roles at Dysart have been conducted – panel considerations are underway;
- Advertisements for vacancies at the Moranbah Community Centre and GCAC are live – very limited local interest has been received;
- Moranbah Community Centre functions have been capably augmented with the support of Council officers;
- Ongoing training and development activities to support the Departmental Administration Officer are underway;
- Multiple staff compliments received at the Moranbah Community Centre and GCAC – service delivery and function support continue to headline.

Assets:

The expanded Community Facilities asset portfolio is functional and reactive maintenance interventions continue across the Region. Highlights include:

Swimming Pools

- Swimming Pools have been closed for the 2020-2021 season. Dwindling attendance was noted across all sites immediately prior to the closure. This is attributable to the return of school and more so, cooler temperatures;
- The season was highlighted by compliant water disinfection at all sites;
- The annual pool survey was completed during the reporting period. The survey is a composite of previous year's questions and further extended to include more strategically aligned feedback. A cursory examination of the survey has identified a mix of positive and negative responses for each site. A clear level of satisfaction at the GCAC is also noted;
- Clermont Pool amenities and dive block remediation are set to commence during early to mid May;
- Equipotential bonding will be undertaken once final drawings are submitted by the Consultant Engineer;

- The Glenden Pool foot valve replacement works will be completed during early May;
- Additional works including new shade sails at Clermont Pool and replacement of the Middlemount toddler pool valve are scheduled to be completed during early June;
- All pools are now equipped with defibrillators – this is consistent with recent media reports of “heart” related incidents at swimming pools;
- Queensland Regulator checklists have been completed at all sites;
- A heightened incidence of water “fouling” at the GCAC was experienced throughout the season. Health warning literature and signage has been supplied to all sites;
- GCAC swimming lessons have exceeded attendance estimates. Waiting lists are being progressed and feedback remains consistently positive.

Halls and Centres

- The Moranbah Community Centre “rebound” from Covid closures continues with multiple large events hosted;
- The ELAM Seniors event was an outstanding success with very complimentary feedback received;
- The Moranbah 50th celebration was well patronised, and the group danced the evening away to Monana;
- The Feros Care employment fair was hosted at the centre and by all reports considered a success;
- Ongoing reactive maintenance requirements are being attended to on time and works are consistent with prescribed standards;
- The Dysart Civic Centre hosted the 2021 ANZAC day ceremonies and wide-ranging compliments were received (photos follow):





- Electrical works to restore the DCC exterior lighting were successfully completed and the site suitably functional for ANZAC Day;
- The internal stairs at the DCC were equipped with slip prevention – thereby removing a significant site risk;
- Interior works at the Dysart Recreation Centre is now completed with great results (photo follows):



- Centre programming continues with good patronage – April School Holiday programs, Tumble Tots and Nifty Fifties.

Leasing:

The Leasing function was interrupted by urgent personal reasons. Notwithstanding, some ongoing results were continued:

- The Moranbah Highlanders MOU for occupancy at the GCAC was successfully executed;
- The removal of the former Lease attached to the Glenden Bowling Club has been processed;
- Ongoing investigatory tasks attached to the Clermont Kindergarten expansion have been undertaken;
- Resumption of lease negotiations with MELC are scheduled to commence during May;
- Discussions with Tennis Australia relative to the Clermont Tennis courts have commenced;
- Concurrent to the tennis court discussions, all sporting groups have convened with Officers to commence what is expected to be a protracted consultation relating to tenure, site obligations and services;
- EOI's for the Old Pottery Club Moranbah and Blair Athol Lodge are under administration with proposals for each site received;
- Ongoing discussions with external legal services providers continue with respect to leasing documentation – both community and swimming pool leases;
- Community group annual surveys continue to be pursued.

Cemeteries:

Activity across the regions cemeteries is generally unremarkable for the reporting period. Highlights include:

- Work continues on the cataloguing and electronic recording of cemetery records;
- Plaques for the St Lawrence memorial have been ordered, receipted and verified;
- Reconciliation of site equipment continues.

Health and Safety:

No employee work place injuries or incidents have been recorded throughout the reporting period. Incident reporting includes:

- 19 April, 2021 – a group of youths were found to have cut the chain link fence adjacent to the 25m pool to gain access to the pool. The youths were not further identified and decamped from the GCAC. A Police report was lodged;
- 19 April, 2021 – a tree limb hanging precariously from the large tree to the rear of the Moranbah Office was reported. The limb was subsequently removed without incident;
- 20 April, 2021 – a large crack was identified in a dive block at the Middlemount Pool. Investigations have commenced to identify a remedial solution.

All required members of staff have completed the prescribed WHS KPI reporting for the period.

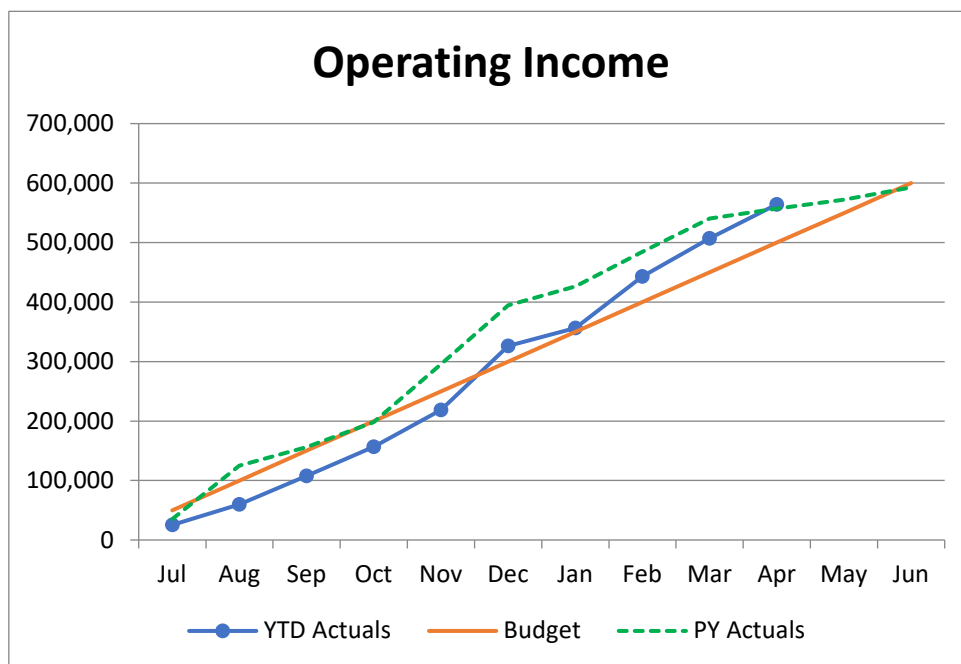
Emerging Issues:

- The MCC cook role remains vacant. At this time, staff are meeting requirements however, large scale catering events cannot be supported;
- GCAC status reporting – within the forthcoming period, a formal position relating to Council managed operations will be prepared;
- Budget implications – additional costs of acquired assets. Ongoing GCAC operational costs.

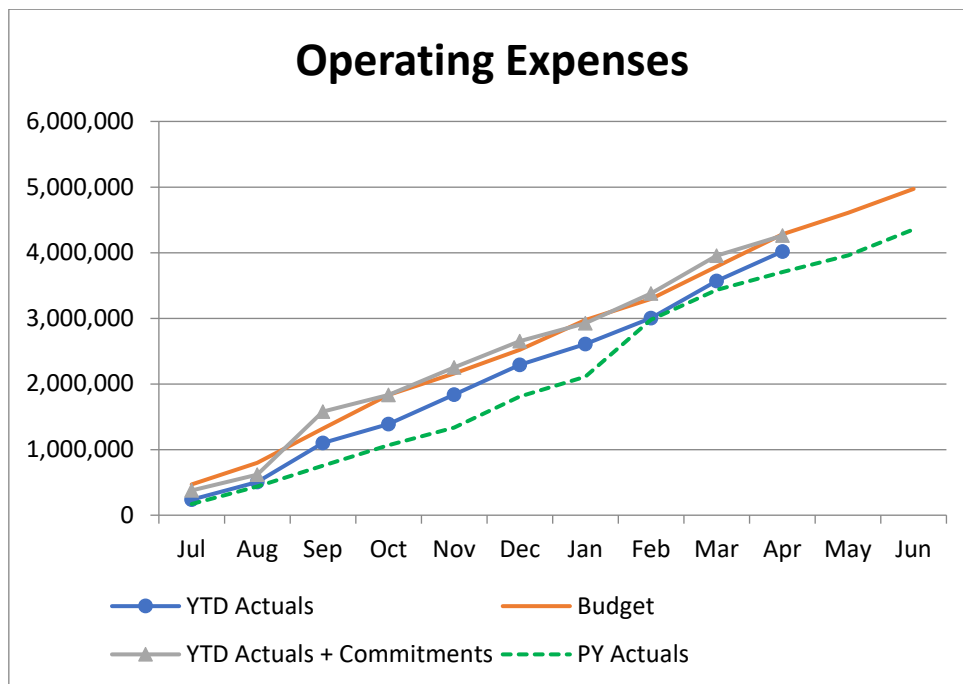
The Month Ahead:

- Pool tender release – GCAC, Nebo, Dysart, Middlemount and Clermont;
- Swimming pools – winter closures and preparations;
- Halls and Centres – business as usual;
- Leasing – leasing documentation ratification, execution of “on hold” leases, Clermont sporting groups;
- Cemeteries – business as usual;

Financial Report:



- GCAC revenues are exceeding projections – this is attributed to swimming classes;
- Moranbah Community Centre – the MCC has performed well following the re-opening. Function bookings remain consistent;
- Dysart Civic Centre – the DCC is tracking in accordance with budget predictions;
- Dysart Recreation Centre – revenues are down as a consequence of the cessation of after school child care



- GCAC – chemical costs have exceeded budget as a consequence of multiple fouling incidents and chlorinator stabilisation issues;
- Swimming pool commitments also include remaining management fees.

Deviation from Budget and Policy

- Ongoing GCAC operations and associated costs.

ANNUAL OPERATION PLAN

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C1	Provide, operate and maintain venues an community facilities to deliver, safe, efficient and cost and effective services	IRC Halls & Centres Recreation Halls and Gyms	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Completed	The halls and centres continue to perform well. Functions are well presented, and multiple complimentary comments are being returned. Service delivery is exceeding 75% satisfaction and no adverse commentary has been received throughout the reporting period.	Community Facilities	30-June-2021	100%
			Provide effective and timely solutions to maintenance issues	90% compliance	Completed	All maintenance activities are completed on time and within acceptable thresholds. Emergency responses are being completed within hours of the requests being made.	Community Facilities	30-June-2021	100%
			Deliver annual capital works program	Schedules program delivered by 30 June 2020	On Target	Departmentally administered works at halls and centres are nearing completion. Additional opportunities at Coastal Halls (air conditioners) are nearing award and execution.	Community Facilities	30-June-2021	60%
		IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	On Target	All sites are the subject of regular attendance and inspection. Staff are utilising work site inspections as part of their WHS KPI's to identify issues as they arise. This action is considered as being completed, however, remains under regular review and monitoring for the remainder of the year.	Community Facilities	30-June-2021	100%
			One (1) x Customer surveys per year	65% + customer satisfaction	Completed	The survey was completed during the reporting period. Collation of data and reporting is now underway with results expected to be presented during June.	Community Facilities	1 May 2021	100%
			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	On Target	Swimming Pool works at Clermont and Glenden are set to commence following the season closure of the pools. Ancillary works at other sites are nearing completion and additional works are nearing contract award (equipotential bonding)	Community Facilities	30-June-2021	30%
C7	Improved engagement/partnerships with service providers to improve outcomes for the region	Community Leasing	Deliver the community leasing program to support efficient and effective use of community facilities	Adopt updated Leasing Strategy with associated Policies	Monitor	Additional requirements, inter-Departmental support and leasing reviews have significantly impeded solid progress in Leasing. This has been further compounded by the Leasing Officer's unavoidable absence due to urgent family reasons.	Community Facilities	30-June-2021	40%

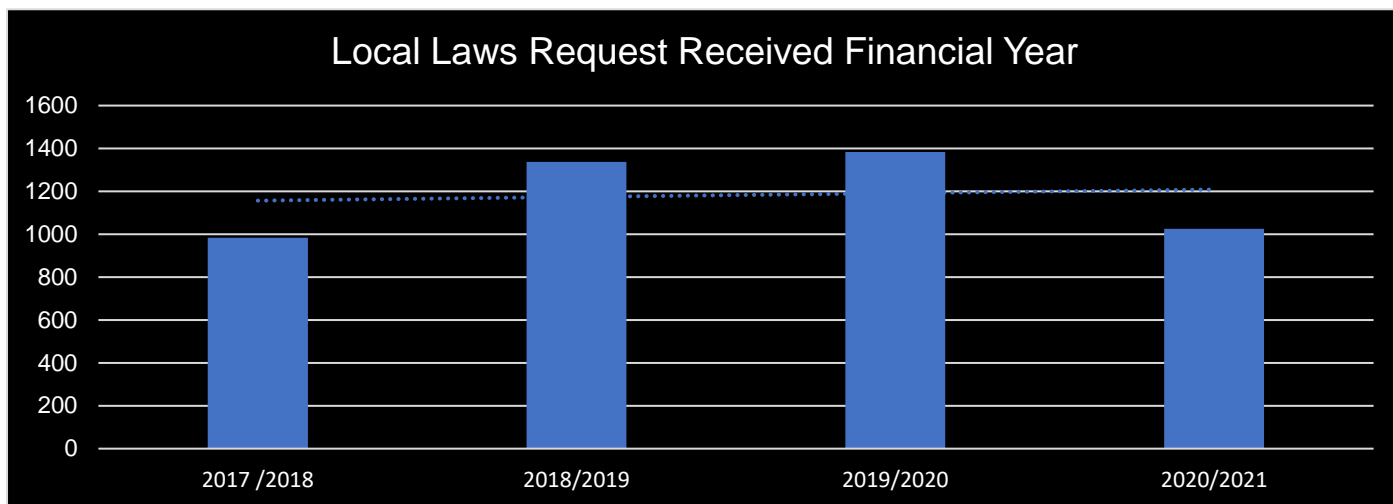
COMMUNITY EDUCATION & COMPLIANCE

PREVIOUS MONTH'S ACHIEVEMENTS

Animal Management - Registered Dogs

Description	February 2021	March 2021	April 2021	Financial YTD
New Dogs Registered	42	41	33	397
Puppy Registrations (inc in registration numbers)	10	17	12	140
Dog Registration Renewals	5	10	1	1076
Total Registered				1473
Dog Registration – non renewals				837

Local Laws Compliance Customer Request Activity



The Local Laws unit received 106 requests in April 2021 resolving 71 requests during the period. The remaining service request is under ongoing investigation. Service are still being delivered consistent with the Contingency Plan: Compliance Services due to reduced staff numbers with resources focused on reactive response to Customer Service Requests. Proactive response to compliance matters are prioritised based on risk to neighbouring properties and actioned accordingly.

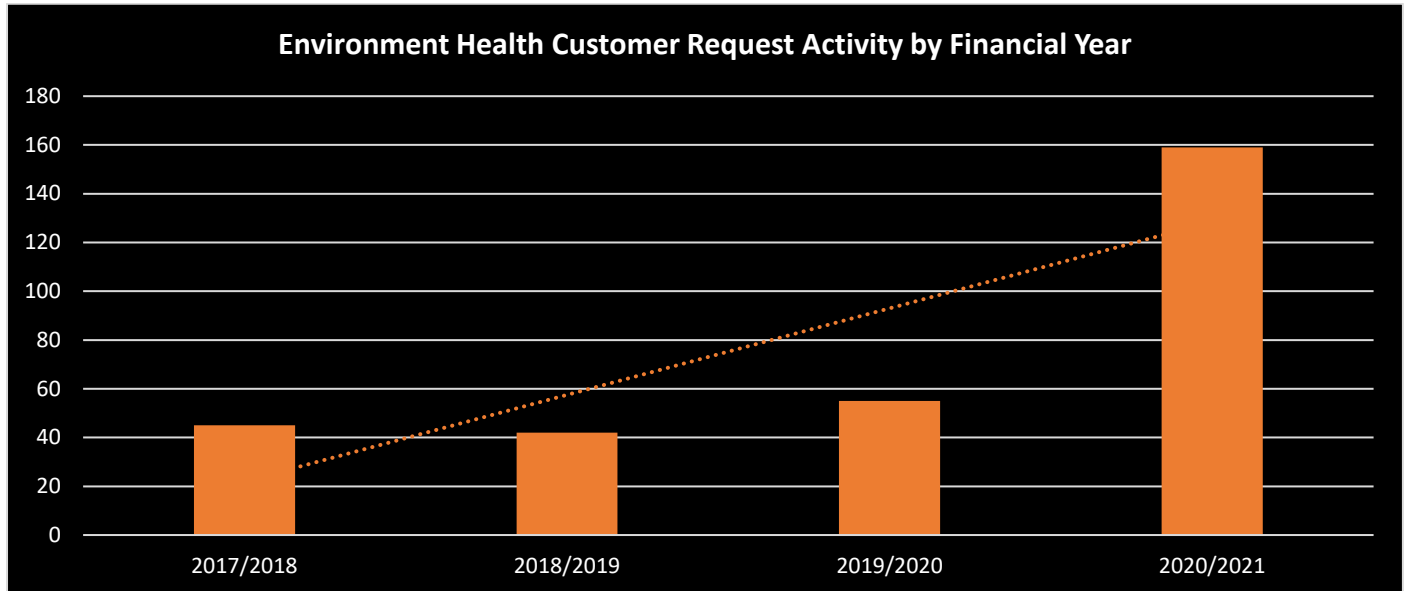
Building Services

Description	February 2021	March 2021	April 2021	Financial YTD
Concurrence Applications	2	3	3	21
Building Works Application	0	0	0	4
Total Received	2	3	3	25
Total Decided	1	3	2	22
Description	February 2021	March 2021	April 2021	Financial YTD
Building Inspections	5	0	2	32
Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	19	22	18	144
Archiving of private other certifier approvals	9	16	11	114

Plumbing Services

Description	February 2021	March 2021	April 2021	Financial YTD
New Applications	11	8	6	82
Total Decided	2	11	10	72
Description	February 2021	March 2021	April 2021	Financial YTD
Plumbing Inspections	27	21	21	215
Trade Waste Audits	4	0	4	44
Backflow Testing	3	21	60	198

Environmental Health Services



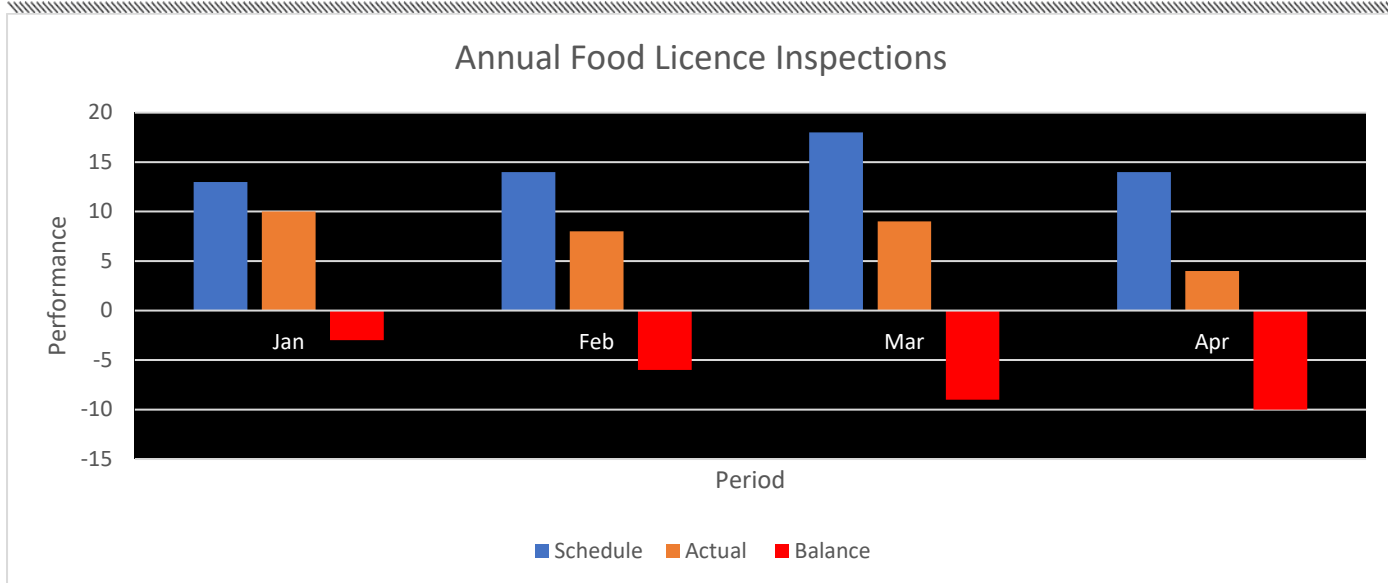
Environmental Health Services received 14 requests in April 2021, resolving 12 requests during the period. The remaining service request is under ongoing investigation.

Licensable Activities

Type of Licence	Number
Full Food Licence	153
Non for-profit food licence (notes)	13
Temporary food licence (notes)	7
Sub-Total	173
Personal Appearances Services	2
Total	175

Notes:

- Temporary licenses and Non for -profit licenses are investigated at the time of issue and are not included in the annual inspection schedule.
- Inspection are conducted when a complaint of service request is received and or when a single large event takes place for example the Clermont Show when officers conduct an inspection program for that that event.
- These license types are commonly issued for once of events.



The Food Licence Inspection Program is currently on hold due to the ongoing vacancies in the Environmental Health team with all Environmental Health Officers roles are vacant at the end of April 2021. Resources are currently focussed on the reactive response to Customer Service Requests.

Service Level	Target	April 2021	Calendar YTD	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	153 premises	4	31	20.26%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	2 premises	0	2	100%	Operational

Applications Received	March 2021
Number of Food Business Licence Applications	0
Number of Short-Term Food Business Licence Applications	1
Number of Mobile Food Business Licence Applications	1
Total Number of Approved Food Business Licences	3
Personal Appearance Service	0
Annual Food Licence Renewals Received	0
Annual Food Renewal Licences Issued	0

Highlights

Education Officer Susan Beale commenced with Council 27 April 2021. Susan brings a wealth of knowledge and experience Education sector and she has already hit the ground running with the Illegal Dumping Pilot Plan deliverables. Planning is also underway to showcase educational material and engage directly with community and promote responsible pet ownership and illegal dumping and waste services awareness in the upcoming Clermont Show.

Plumbing Services

Steady stream of plumbing inspections and backflow device testing (60) have been undertaken by the Plumbing Inspectors over the April period.

EMERGING ISSUES

There is an increased demand for response to overgrown allotments and the storing of goods on council land across the region. Due to reduced staffing these requests are prioritised according to risk for neighbouring properties.

NEXT MONTH'S PROGRAM

Recruitment to fill the vacancies in the compliance and environmental health teams is ongoing after several rounds of recruitment did not deliver suitable candidates for these challenging roles. The team has several complex investigations active and May will be focussed to resolving and completing these.

ANNUAL OPERATION PLAN

Themes	Strategies	Service Area	Description	Measure of Success/Target	Status	Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
C2	Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities	Community Education	Develop and implement a Community Education and Compliance Regime	30-June-2021	Below Target	<ul style="list-style-type: none"> Animal Management Education Plan Developed. Education Officer vacancy since January has impacted the delivery of the education plan as programmed. 	Community Education & Compliance	30-June-2021	40%
		Regulatory Compliance	Approved Inspection program	30-June-2021	Not Proceeding	<ul style="list-style-type: none"> Deferred to frugal budget 	Community Education & Compliance	30-June-2021	
C7	Improved engagement/partnerships with service providers to improve outcomes for the region	Community education	Develop and adopt a Risk & Outcome Based Compliance Policy to support compliance activities with industry (building, environmental health, food, plumbing, etc)	30-June-2021	Below Target	<ul style="list-style-type: none"> Reported to the PECS Standing Committee 1 December 2020. Since December 2020 two Compliance Officers and the two Environmental Health Officer based in Moranbah separated from Council. The resignations reduced the Compliance team by 50% and Environmental Health by 100 %. The compliance team's current revised operational impacted the delivery of this item. 	Community Education & Compliance	30-June-2021	80%
EN5	Partner with industry and community to minimise environmental harm through appropriate education and regulation	Compliance	Community compliance education	Develop and adopt a Compliance Policy	Completed	<ul style="list-style-type: none"> Reported to the PECS Standing Committee 1 December 2020 	Community Education & Compliance	30-June-2021	80%
		Compliance	Community compliance education	Develop and implement a community compliance education program	Below Target	<ul style="list-style-type: none"> Animal Management Education Plan Developed. Education Officer vacancy since January 2021 has impacted the delivery of the education plan as programmed 	Community Education & Compliance	30-June-2021	80%
EN6	Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment	Community Compliance	Develop and implement engaging education and awareness program to ensure the community is aware of both the rules that apply throughout the Region	30-June-2021	Below Target	<ul style="list-style-type: none"> Follow my lead campaign, walking dogs on leash -campaign launched in July 2020 Chip N Check – campaign launched in October with the support of the community vets. Chip N Check – voucher campaign programmed to be launched in March. Education Officer vacancy since January 2021 and the compliance team vacancies since December 2020 has impacted the delivery of the education plan as programmed 	Community Education & Compliance	30-June-2021	60%
		Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	<ul style="list-style-type: none"> Illegal dumping pilot plan was approved by Council in August 2020 and the initial community surveying completed in January 2021 Domestic Waste Amnesty Days are programmed to be delivered commencing in May 2021 	Community Education & Compliance	30-June-2021	%
G2	Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness	Community Compliance	Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	On Target	<ul style="list-style-type: none"> Reported to the PECS Standing Committee 1 December 2020 	Community Education & Compliance	30-June-2021	80%

Report Authorised By:
SHANE BRANDENBURG
Acting Director Planning, Environment and Community Services

Date: 6 May 2021

ATTACHMENTS