



## Agenda Notice

**Mayor** Her Worship Mayor Cr Danielle Slade (Chair)

**Councillors** Deputy Mayor Cr Phil Barwick  
Cr George Fortune  
Cr Kim Coghlan  
Cr Mick Tully  
Cr Paul Stretton  
Cr Peta MacRae

*Notice is hereby given that the Ordinary Meeting of the Mount Isa City Council will be held at the Council Chambers, 23 West Street, Mount Isa on Wednesday, 24 February 2021 commencing at 12:00 pm.*

Council Meeting Agenda is attached.

David Keenan  
Chief Executive Officer

**Dated:** 22 February 2021  
**Copied to:** Staff required to attend.

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*Local Government Regulation 2012, Chapter 8 Administration*

### **254I Meetings in public unless otherwise resolved**

A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 254J.

### **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.

# Agenda Contents

## Item 1 - Opening of the Meeting / Attendance / Acknowledgement of Country

Chair to open the meeting, welcoming those in attendance.  
Chair to make note of attendance for the record of the minutes.  
Chair to provide the meeting with an acknowledgement of country.

NOTE: Council's Ordinary Meeting is live streamed and recorded in accordance with Council's 'Recording of Council Meetings Policy'. Individuals may be recorded and by remaining in the public gallery it is assumed consent is given if their image is inadvertently broadcast.

## Item 2 - Council of Clergy Prayer

Council of Clergy Representative Merlin Manners of the Anglican Church to provide the meeting with a prayer.

## Item 3 - Public Forum

The business of the Agenda is suspended by the Chair to give the public in attendance the opportunity to address the Council.

## Item 4 - Conflict of Interest

Councillors are invited to declare any interests in relation to the Agenda, including any late items presented. Councillor interests are noted against the relevant items by the Minutes Clerk for action during the meeting.

## Item 5 - Presentations

### **5.1 – Library Master Plan Survey**

Presentation of winners of the Library Master Plan Survey

## Item 6 - Previous Council Meeting Minutes

### **6.1 - 10 February 2021 Ordinary Meeting Minutes**

Folder ID 6435

Chair Mayor, Cr Danielle Slade

### **Executive Summary**

Minutes of the Ordinary Meeting held 10 February 2021 presented to Council to be confirmed.

### **Officer's Recommendation**

**THAT** the Minutes of the Ordinary Meeting held on 10 February 2021, as amended be confirmed.

Or

**THAT** the Minutes of the Ordinary Meeting held on 10 February 2021, as amended not be confirmed.

## Item 7 - Development and Land Use - Cr George Fortune

Nil reports for consideration

## Item 8 - Works and Construction - Cr Mick Tully

Nil reports for consideration.

## Item 9 - Beautification, Parks, Gardens and Youth - Cr Kim Coghlan

Nil reports for consideration.

### 10.1 - 2021 Mount Isa Show – Sponsorship Application

Folder ID 5098

Provided by Community Development Officer, Promotions and Development

#### Executive Summary

Council has received correspondence from the Mount Isa Agricultural Show Society requesting sponsorship for the 2021 Mount Isa Show, to be held on 18 & 19<sup>th</sup> June 2021 at Buchanan Park.

#### Officer's Recommendation

**THAT** Council APPROVES Sponsorship in the amount of \$32,500 (incl. GST) to be a Major Sponsor (without naming rights) of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER            | CONDITION   | TIMING   |
|-------------------|---|--|
| <b>Pre-Event</b>  |   |  |
| 1.                | Provision of latest audited financials  | <i>Within one (1) month of Council approval</i>                                |
| 2.                | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <b>Post Event</b> |   |  |
| 6.                | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council APPROVES Sponsorship in the amount of \$22,000 (incl. GST) to be a Major Sponsor of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER            | CONDITION   | TIMING   |
|-------------------|---|--|
| <b>Pre-Event</b>  |   |  |
| 1.                | Provision of latest audited financials  | <i>Within one (1) month of Council approval</i>                                |
| 2.                | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <b>Post Event</b> |   |  |
| 6.                | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council APPROVES Sponsorship in the amount of \$5,500 (incl. GST) to be an Official Sponsor of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER                   | CONDITION   | TIMING   |
|--------------------------|---|--|
| <b><u>Pre-Event</u></b>  |   |  |
| 1.                       | Provision of latest audited financials  | <i>Within one (1) month of Council approval</i>                                |
| 2.                       | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                       | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                       | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                       | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <b><u>Post Event</u></b> |   |  |
| 6.                       | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council DOES NOT APPROVE Sponsorship of the 2021 Mount Isa Show at Buchanan Park.

## **10.2 – Sponsorship Request – Outback Queensland Masters 2022**

Folder ID 5098

**Provided by** Community Development Officer, Promotions and Development

### **Executive Summary**

Council has received a proposal from Golf Australia to be a host city in the 2022 Outback Queensland Masters Event to be held on 16 & 17 July 2022 at the Mount Isa Golf Club.

### **Officer's Recommendation**

**THAT** Council APPROVES being a host city and providing sponsorship in the amount of \$20,000 cash (ex GST) to be a Birdie Spirit Partner of the 2022 Outback Queensland Masters Golf Tournament.

Or

**THAT** Council APPROVES being a host city and providing sponsorship in the amount of \$10,000 cash and \$10,000 in-kind (ex GST) to be a Mateship Partner of the 2022 Outback Queensland Masters Golf Tournament.

Or

**THAT** Council DOES NOT APPROVE being a host city and providing sponsorship of the 2022 Outback Queensland Masters Golf Tournament.

## **Item 11 - Environmental Management - Cr Paul Stretton**

### **11.1 - Water and Sewer Report Monthly Report – January 2021**

Folder ID 5977

**Provided by** Director, Infrastructure Services

### **Executive Summary**

January 2021 Water and Sewer Monthly Report presented to Council for information and consideration.

### **Officer's Recommendation**



**THAT** Council receives and accepts the January 2021 Water and Sewer Monthly Report

Or

**THAT** Council does not receive and accept the January 2021 Water and Sewer Monthly Report

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### **11.2 – Waste Management Monthly Report – January 2021**

**Folder ID** 18570

**Provided by** Director, Infrastructure Services

#### **Executive Summary**

January 2021 Waste Management Monthly Report presented to Council for information and consideration.

#### **Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Waste Management Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Waste Management Monthly Report.

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### **11.3 – Environmental Services Monthly Report – January 2021**

**Folder ID** 5456

**Provided by** Manager, Compliance and Regulation

#### **Executive Summary**

January 2021 Environmental Services Monthly Report presented to Council for information and consideration.

#### **Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Environmental Services Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Environmental Services Monthly Report.

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### **11.4 – Local Laws Monthly Report – January 2021**

**Folder ID** 5977

**Provided by** Manager, Compliance and Regulation

#### **Executive Summary**

January 2021 Local Laws Monthly Report presented to Council for information and consideration.

#### **Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Local Laws Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Local Laws Monthly Report.

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### **11.5 – Participation in development of NWQROC Biosecurity Plan**

**Folder ID** 119067

**Provided by** Interim Manager, Compliance and Regulation

#### **Executive Summary**

NWQROC have proposed that the 9 councils of which it is comprised; participate in a new Biosecurity Plan spanning North West Queensland to ensure legislative requirements are being met by all participants and to attract more State and Federal Funding/Grants.

#### **Officer's Recommendation**

**THAT** Council participates in the NWQROC's intended process for the development of an over-arching Biosecurity Plan across North West Queensland by contributing \$4000.00 from the Annual Biosecurity Budget.

OR

**THAT** Council does not partake in the proposed plan and misses the opportunity to be involved in the incorporated regional plan.

### **Item 12 – Corporate and Financial Services, Economic Development, Promotions and Development - Deputy Mayor, Cr Phil Barwick**

#### **12.1 – Customer Service Monthly Report – January 2021**

**Folder ID** 4755

**Provided by** Manager, Corporate Services

#### **Executive Summary**

January 2021 Customer Service Monthly Report presented to Council for information and consideration.

#### **Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Customer Service Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Customer Service Monthly Report.

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#### **12.2 - Promotions and Development Monthly Report – January 2021**

**Folder ID** 4650

**Provided by** Coordinator, Promotion and Development

#### **Executive Summary**

January 2021 Promotions and Development Monthly Report presented to Council for information and consideration.

#### **Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Promotions and Development Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Promotions and Development Monthly Report

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#### **12.3 - RADF 2020-21 Round 1**

**Folder ID** 5106

**Provided by** Community Development Officer, Promotion and Development

#### **Executive Summary**

On 11 November 2020, Round 1 of the 2020-21 Regional Arts Development Fund (RADF) closed. Council received two (2) applications for this round with the applications submitted to the RADF Committee for assessment. All applications go through a comprehensive process and must meet the criteria outlined in Council's RADF Guidelines, and procedures have been developed to ensure a fair, open, and transparent selection.

#### **Officer's Recommendation**

**THAT** Council endorse the RADF Committee's recommendation to approve the Mount Isa Police Station to receive Round 1 2020-21 RADF funding for their project "Mount Isa Police Station Yarning Circle" in the amount of \$9383.00.

Or

**THAT** Council DOES NOT endorse the RADF Committee's recommendation to approve the Mount Isa Police Station to receive Round 1 2020-21 RADF funding for their project "Mount Isa Police Station Yarning Circle" in the amount of \$9383.00.

#### **12.4 - Amendment to Fees and Charges Schedule 2020/2021**

**Folder ID** 97031

**Provided by** Acting Manager, Splashez Aquatic Centre

##### **Executive Summary**

It is proposed that additional products and increased prices to various stock items at Splashez Aquatic Centre.

##### **Officer's Recommendation**

**THAT** Council accepts the amendment and additional items to fees and charges schedule for 2020/21 for the following items:

| <b>Description</b>         | <b>GST</b> | <b>2020/2021 Fees</b> |
|----------------------------|------------|-----------------------|
| Water                      | NIL        | \$ 2.60               |
| Softdrink Cans (375mL)     | Inclusive  | \$ 2.60               |
| Juice Popper               | Inclusive  | \$ 2.20               |
| Ear Plug and Nose Clip Set | Inclusive  | \$10.00               |
| Ultimate Goggles           | Inclusive  | \$30.00               |
| Child Inflatable Arm Bands | Inclusive  | \$17.00               |
| Baby Inflatable Swim Seat  | Inclusive  | \$40.00               |
| Small Size Slushie         | Inclusive  | \$ 3.50               |
| Large Size Slushie         | Inclusive  | \$ 4.50               |

Or

**THAT** Council DOES NOT accepts the amendment and additional items to fees and charges schedule for 2020/21 for the following items:

| <b>Description</b>         | <b>GST</b> | <b>2020/2021 Fees</b> |
|----------------------------|------------|-----------------------|
| Water                      | NIL        | \$ 2.60               |
| Softdrink Cans (375mL)     | Inclusive  | \$ 2.60               |
| Juice Popper               | Inclusive  | \$ 2.20               |
| Ear Plug and Nose Clip Set | Inclusive  | \$10.00               |
| Ultimate Goggles           | Inclusive  | \$30.00               |
| Child Inflatable Arm Bands | Inclusive  | \$17.00               |
| Baby Inflatable Swim Seat  | Inclusive  | \$40.00               |
| Small Size Slushie         | Inclusive  | \$ 3.50               |
| Large Size Slushie         | Inclusive  | \$ 4.50               |

#### **Item 13 – Executive Services – Chief Executive Officer, David Keenan**

##### **13.1 – Councillor Portfolio Policy V1**

**Folder ID** 117215

**Provided by** Chief Executive Officer

##### **Executive Summary**

Councillor Portfolio Policy V1 for Council consideration

##### **Officer's Recommendation**

**THAT** Council adopt the Councillor Portfolio Policy V1 as presented

Or

**THAT** Council does not adopt the Councillor Portfolio Policy V1 as presented

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### **13.2 – Update of Proposed Ordinary Meeting Dates 2021**

**Folder ID 6431**

**Provided by** Chief Executive Officer

#### **Executive Summary**

Approval is sought for the proposed Council Ordinary Meeting dates from March to December 2021, with respect to public holiday date conflicts.

#### **Officer's Recommendation**

**THAT** Council approve the proposed ordinary meeting dates for March to December 2021:

Wednesday 17 March 2021 commencing 9am at Council Chambers  
Wednesday 28 April 2021 commencing 9am at Council Chambers  
Wednesday 19 May 2021 commencing 9am at Council Chambers  
Wednesday 16 June 2021 commencing 9am at Council Chambers  
Wednesday 21 July 2021 commencing 9am at Council Chambers  
Wednesday 18 August 2021 commencing 9am at Council Chambers  
Wednesday 15 September 2021 commencing 9am at Council Chambers  
Wednesday 20 October 2021 commencing 9am at Council Chambers  
Wednesday 17 November 2021 commencing 9am at Council Chambers  
Wednesday 15 December 2021 commencing 9am at Council Chambers

Or

**THAT** Council does not support the proposed ordinary meeting dates for March to December 2021

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### **13.3 – Endorsement of the Small Business Friendly Councils (SBFC) Initiative**

**Folder ID 6431**

**Provided by** Chief Executive Officer

#### **Executive Summary**

Council is invited to officially endorse the Small Business Friendly Councils (SBFC) Initiative

#### **Officer's Recommendation**

**THAT** Council officially endorse the Small Business Friendly Councils (SBFC) Initiative

Or

**THAT** Council does not officially endorse the Small Business Friendly Councils (SBFC) Initiative

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### **13.4 – Appointment of New Independent Member for Audit and Risk Management Committee**

**Folder ID 4958**

**Provided by** Chief Executive Officer

#### **Executive Summary**

The Chair and members of the Audit and Risk Management Committee recommended to appoint an additional qualified independent member of the committee preferably with CPA or CA qualifications.

#### **Officer's Recommendation**

**THAT** Council endorse the appointment of Mrs. Kerry Ann Phillips as the new Independent Member of the Audit and Risk Management Committee.

Or

**THAT** Council does not endorse the appointment of Mrs. Kerry Ann Phillips as the new Independent Member of the Audit and Risk Management Committee.

#### Item 14 - General Business

Nil

***Council may adjourn briefly prior to commencing Closed Business***

#### Item 15 – Confidential Reports

##### **15.1 – Deferral of Rates and Charges, and Ex Gratia Payment**

**Folder ID** 18807

**Provided by** Acting Manager, Corporate and Financial Services

##### ***Reason for Confidentiality***

This report is **CONFIDENTIAL** in accordance with *Section 254J(3)(d) of the Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

(d) *"rating concessions"*.

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##### **15.2 – Authorisation of Exemption to Tendering**

**Folder ID** 138247

**Provided by** Authorisation of Exemption to Tendering

##### ***Reason for Confidentiality***

This report is **CONFIDENTIAL** in accordance with *Section 254J(3)(c) of the Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

(c) *"the local government's budget"*.

*Meeting close*

# **Minutes of the Ordinary Meeting of the Mount Isa City Council Wednesday, 10 February 2021 Unconfirmed Minutes**

**Location:** Council Chambers, 23 West Street, Mount Isa

**Commenced:** 12:00 pm

**Attendees:**

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**Mayor** Her Worship Mayor Cr Danielle Slade (Chair)

**Councillors** Deputy Mayor Cr Phil Barwick  
Cr George Fortune  
Cr Kim Coghlan  
Cr Mick Tully  
Cr Paul Stretton  
Cr Peta MacRae

**Executive** D Keenan - Chief Executive Officer  
B Smith - Interim Director Infrastructure Services  
R Tanner - Interim Director Executive Services

**Staff** L Jameson - Media Officer  
S Richardson - Acting Manager Corporate Financial Services  
G Houston - Manager Development and Land Use

**Minutes Clerk** C Baxter - Senior Executive Assistant Executive Services

**Apologies** Nil

## **Item 1 - Mayor's Welcome / Attendance / Acknowledgement of Country**

Her Worship Mayor Cr Danielle Slade opened the meeting and welcomed all those present. Mayor Cr Slade provided the meeting with an acknowledgement of country. Mayor Cr Slade advised this Ordinary Meeting is being live streamed and recorded in accordance with Council's 'Recording of Council Meeting' Policy.

## **Item 2 - Council of Clergy Opening Prayer**

The Council of Clergy Representative David Quilty of the Isa Community Church opened the meeting with a prayer.

## **Item 3 - Public Forum**

*Member of the Public – John Lane*

Mr Lane provided Council with his view on asbestos removal and the importance of proper disposal.

Mayor Cr Slade thanked Mr Lane for his time and advise that David Keenan, Chief Executive Officer will meet with him to discuss further.



#### Item 4 - Conflict of Interest

Nil

#### Item 5 - Presentations

##### **5.1 – Casual for a Cause Presentation – Mount Isa Men's Shed**

Presentation of money raised by Council staff as part of 'Casual for a Cause' initiative.

#### Item 6 - Previous Council Meeting Minutes

##### **Amendment of Resolution**

**Moved** Mayor Cr Slade  
**Seconded** Deputy Mayor Cr Barwick

**THAT** Council, in accordance with section 262 of the *Local Government Regulation 2012* amend resolution OM10/01/21 to reflect the correct tender submission price of \$562,561 excluding GST.

OM01/02/21

##### **6.1 - 27 January 2021 Ordinary Meeting Minutes**

**Folder ID** 6435

**Chair** Mayor, Cr Danielle Slade

##### **Executive Summary**

Minutes of the Ordinary Meeting held 27 January 2021 presented to Council to be confirmed.

##### **Officer's Recommendation**

**THAT** the Minutes of the Ordinary Meeting held on 27 January 2021, as amended be confirmed.

Or

**THAT** the Minutes of the Ordinary Meeting held on 27 January 2021, as amended not be confirmed.

**Moved** Cr MacRae  
**Seconded** Deputy Mayor Cr Barwick

**THAT** the Minutes of the Ordinary Meeting held on 27 January 2021, as amended, be confirmed.

**VOTE** CARRIED

OM02/02/21

#### Item 7 - Business Development and Town Planning – Cr George Fortune

##### **7.1 - Material Change of Use for Retrospective Showroom and Retrospective Warehouse**

**File** 105703

**Provided by** Planning Officer, Development and Land Use





### Executive Summary

Council has received a development application for a Material Change of Use for a Retrospective Showroom and Retrospective Warehouse at Lot/Shed/Lease Area 4 at 23-35 Northridge Road, Mount Isa.

### Officer's Recommendation

**THAT** Council APPROVE the Material Change of Use for a retrospective Showroom and retrospective Warehouse at Lot/Shed/Lease Area 4 at 23-35 Northridge Road, Mount Isa, subject to the following conditions:

| MATERIAL CHANGE OF USE |   |   |
|------------------------|---|---|
| NUMBER                 | CONDITION   | TIMING                                  |
| <b>PLANNING</b>        |   |   |
| <b>General</b>         |   |   |
| 1.                     | The development shall be carried out generally in accordance with the approved documents, plans and drawings attached to this approval except where conditions of this approval dictate otherwise<br><br><i>For clarity, any change to the development that is not generally in accordance with the approved plans and drawings must be approved by Council pursuant to a 'change application' under Chapter 3, Part 5, Division2, Subdivision 2 of the Planning Act 2016</i> | <i>At all times</i>                     |
| 2.                     | The owner/developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval and such works shall be to Council specifications and satisfaction  | <i>At all times</i>                     |
| 3.                     | Any gates situated along the road boundary must open inwards onto the applicants/owner's property and not outwards onto Council's road reserve/verge  | <i>At all times</i>                     |
| <b>Amenity</b>         |   |   |
| 4.                     | At no time will vehicles (including trailers) associated with the uses occurring onsite be permitted to be parked, stored or operated on or within the road reserve   | <i>At all times</i>                     |
| 5.                     | Front fencing and front gates are to remain constructed of a fencing material that is at a minimum of 50% transparent   | <i>At all times</i>                     |
| <b>Landscaping</b>     |   |   |
| 6.                     | Owner/applicant is to provide an amended site plan for Council approval showing a minimum 10% of the lease area allocated to landscaping (with the majority being 'soft' landscaping); or alternatively, the owner/lessee may choose to provide a 2m deep strip along the full frontage of Shed 4 lease area with the balance to be provided on the verge directly in front of Shed 4 lease area  | <i>Within one (1) month of approval</i> |
| 7.                     | Landscaping shall be in accordance with the Landscaping Code of the City of Mount Isa Planning  | <i>At all times</i>                     |



|     |  |  |
|-----|--|--|
|     | Scheme 2020  |  |
| 8.  | Landscaping to be installed as per the approved amendment site plan  | <i>Within four (4) months of this approval</i> |
| 9.  | An automatic water irrigation system for all approved landscaping (including the verge) shall be installed at the owner/lessee's expense to promote sustainability and shall be maintained by the owner/lessee for the life of the development | <i>At all times</i>                            |
| 10. | The owner shall provide ongoing maintenance of the landscaping (including the verge) to ensure it is neat and tidy and not overgrown and/or unsightly for the life of the development  | <i>At all times</i>                            |

#### ENVIRONMENTAL SERVICES

|     |   |                     |
|-----|---|---------------------|
| 11. | <p>The operator must achieve the 'general environmental duty' to mitigate any environmental harm and/or nuisance described under the <i>Environmental Protection Act 1994</i>.</p> <ul style="list-style-type: none"> <li>(a) there is no discharge to land or water of contaminants that may harm the environment or create a nuisance from the operation of the activity</li> <li>(b) there is no discharge to air of contaminants that may harm the environment or create a nuisance from the operation of the activity</li> <li>(c) noise nuisance is prevented or minimised at noise sensitive places</li> <li>(d) Waste production and disposal must be minimised and waste must be managed so it does not harm the environment or create a nuisance from the operation of the activity.</li> </ul> | <i>At all times</i> |
| 12. | Chemicals and other liquids such as fuels, solvents, oils, batteries and coolants must be kept within a secondary containment system that is impervious to the materials stored within it and must be managed to prevent the release of contaminants to waters or land  | <i>At all times</i> |
| 13. | All waste generated in carrying out the activity must be reused, recycled or lawfully disposed of offsite   | <i>At all times</i> |
| 14. | The release of dust and/or particulate matter resulting from the activity must not cause environmental harm or cause environmental nuisance at any nuisance sensitive or commercial place   | <i>At all times</i> |
| 15. | A contaminant must not be placed in a position where it could reasonably be expected to move or wash into a roadside gutter, stormwater drain or waters   | <i>At all times</i> |

|                    |   |  |
|--------------------|---|--|
| 16.                | Contaminants from the activities must not be released to land. Examples of methods that could be used to manage contaminants include:<br><br>(a) Using an impervious groundsheet to catch drips during maintenance of vehicles. The groundsheet should be large enough to catch any spill from the particular vehicle or component being worked on;<br><br>(b) Using dry methods in cleaning the groundsheet;<br><br>(c) Using a waste oil collection tray during oil changes; and<br><br>(d) Collecting wastewater and other liquids from cleaning and disposing of properly | <i>At all times</i>  |
| 17.                | Prevent/minimise the emission of noise that causes or is likely to cause environmental nuisance at sensitive or commercial place.<br><br>All work must be undertaken within the prescribed timeframe as mentioned in <i>Environmental Protection Act 1994</i> , i.e. on a business day or Saturday, between 6.30am and 6.30pm.  | <i>At all times</i>  |
| <b>ENGINEERING</b> |   |  |
| <b>General</b>     |   |  |
| 18.                | Any washdown activities shall require a separate Plumbing and Drainage Application and approval for the washdown bay water treatment system in accordance with the <i>Plumbing and Drainage Act 2002</i>  | <i>As specified</i>  |
| 19.                | The owner/developer shall meet the requirements of the Queensland Fire Service for provision of fire fighting for the development   | <i>At all times</i>  |
| <b>Waste</b>       |   |  |
| 20.                | Refuse container storage areas are:<br><br>(a) located on-site; and<br>(b) not located within any required setback or landscaping areas; and<br>(c) not located within a <i>flood hazard area</i> ; and<br>(d) screened from public view, by a solid fence or wall that is 1.8 metres in height, measured from ground level; and<br>(e) provided on an imperviously sealed pad that drains to an approved waste disposal system; and<br>(f) provided with a tap; and<br>(g) large enough to accommodate at least one standard industrial refuse bin of a size                 | <i>Prior to commencement of use and then maintained at all times</i> |

|                               |   |   |
|-------------------------------|---|---|
|                               | appropriate to the nature and scale of the refuse generated by the use  |   |
| 21.                           | Development provides for the on-site collection, treatment and disposal of liquid waste and other potential contamination sources and provides for spills to be wholly contained and retained on-site for subsequent removal and disposal by an approved means  | <i>At all times</i>   |
| <b>Filling and Excavation</b> |   |   |
| 22.                           | <p><b>Prior to commencement of works</b>, undertake all civil works in general compliance with the approved plans ensuring:</p> <ul style="list-style-type: none"> <li>a) All fill material to be placed on the site is to comprise only natural earth and rock and is to be free of contaminants and noxious, hazardous, deleterious and organic materials.</li> <li>b) Filling does not exceed 0.3 metres above natural ground level at any point.</li> <li>c) Excavation or filling does not change existing ground levels by 1 metre or more of any part of the land or where any drainage paths are affected.</li> <li>d) Where earthworks result in a ground surface level at the boundary of an allotment which differs by more than 100 millimetres from the ground surface level at the corresponding location on an adjoining lot, a retaining structure is to be provided, either to retain the new work to prevent collapse onto adjoining land, or to retain the pre-existing earth material on adjoining land to prevent collapse</li> <li>e) Retaining structures which are equal to or more than 1-metre-high are to be constructed in accordance with a design certified by a RPEQ</li> <li>f) Provide RPEQ certification of compliance that the earthworks have been completed in accordance with the approved earthworks plan</li> </ul> | <i>Prior to the commencement of works; or where existing, any compliance rectification works to be completed within two (2) months of this approval</i> |
| 23.                           | Any fill, including fill batters and earth bunds/diversion channels, must be solely contained within the development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s)   | <i>At all times</i>   |
| 24.                           | <b>While site/building works is occurring and until all exposed soil areas are permanently stabilised against erosion</b> , minimise on-site erosion and the release of sediment or sediment laden stormwater from the site and works areas at all times in accordance with IECA Australasia Best Practice Erosion and Sediment Control Guidelines (November 2008) and to the   | <i>While site/building works is occurring and until all exposed soil areas are permanently stabilised</i>   |

|     | satisfaction of Council  | against erosion |
|-----|--|-----------------|
| 25. | <p>As the excavation and filling of each section of the <i>site</i> is completed it is to be rehabilitated ensuring:</p> <ul style="list-style-type: none"> <li>a) The final surface of the <i>site</i> is topsoiled, sloped, drained and vegetated or otherwise treated to minimise erosion, infiltration and to prevent ponding of stormwater.</li> <li>b) Rehabilitation ensures that the <i>site</i> is stable and poses no threat to ground or surface water quality</li> </ul> |                 |

**Access, Grades, Manoeuvring, Carparks and Signs**

|     |   |  |
|-----|---|--|
| 26. | Provide appropriate dust suppression measures onsite and on access road to prevent dust nuisance  | <i>At all times</i>  |
| 27. | All vehicular access to the site shall be contained within the sealed portions of the road and the subject site's driveways and shall respect all legislative road use requirements for the two-way road  | <i>At all times</i>  |
| 28. | Construct a hardstand for nominated areas where heavy vehicles will be driven and parked. Construct a pavement of minimum local access street classification standards (including associated drainage) to all areas where light motor vehicles will be driven or parked. Light vehicle access and carpark areas are to have a durable, dust free surface. This requires all surfaces to be sealed, concreted or paved | <i>Completed within six (6) months of Council approval of the Traffic Management Layout plan and then maintained for the life of the development</i> |
| 29. | <p>All vehicular activities in relation to the use of the development shall be accommodated within the lease area including but not limited to:</p> <ul style="list-style-type: none"> <li>a) All loading and unloading;</li> <li>b) Any commercial vehicle servicing the site;</li> <li>c) Any customers, visitors to the site</li> </ul>  | <i>At all times</i>  |
| 30. | The site entry, exits and internal driveways shall be signed and delineated in accordance with the Manual of Uniform Traffic Control Devices and Austroads  | <i>Completed within six (6) months of Council approval of the Traffic Management Layout plan and then maintained for the life of the development</i> |
| 31. | <p>The developer shall provide a fully detailed traffic management layout within two (2) months for Council approval demonstrating:</p> <ul style="list-style-type: none"> <li>a) Safety controls and/or segregation of Light Vehicle parking bays and parking aisle from Heavy Vehicle circulation ways</li> <li>b) Fully dimensioned internal driveways and 29 car parks in compliance with AS/NZS 2890</li> </ul>  | <i>Within two (2) months of approval</i>   |

|                   |  |  |
|-------------------|--|--|
|                   | <p>(Off-street Car Parking) unless otherwise approved</p> <p>c) Location and type of all road and directional signage for both the site and entry/exits in compliance with the Manual of Uniform Traffic Control Devices and Austroads</p> <p>d) Safe pedestrian movements from parking bays to all main structures/buildings</p>  |  |
| 32.               | <p>Once a traffic management layout has been approved by Council, the developer shall construct/implement all works within six (6) months of approval ensuring to:</p> <p>a) Construct a pavement (including associated drainage) to any new areas where motor vehicles will be driven or parked. Vehicle access and carpark areas are to have a durable, dust free surface. This requires all surfaces to be sealed, concreted or paved.</p> <p>b) Manoeuvring on-site for all types of vehicles to be used for this development.</p> <p>c) The internal driveways and car parks shall be provided in accordance with AS/NZS 2890.1 (Off-street Car Parking).</p> <p>d) Disabled car parking shall be provided in accordance with AS 1428.1-2009.</p> <p>e) The internal paved areas are to be signed and delineated in accordance with the approved plans and Manual of Uniform Traffic Control Devices.</p> | <i>Within six (6) months of approval</i>   |
| 33.               | The owner/lessee shall obtain a 'Works on Council Property' approval from Council and construct all crossovers demonstrated on approved layout plans   | <i>Approval obtained prior to commencement of works; and crossovers completed prior to commencement of use</i> |
| <b>Stormwater</b> |  |  |
| 34.               | Complete and implement the works in accordance with the approved Stormwater Management Plan Document – <i>Concept Post Development Stormwater Management Plan – MT190-0123/PSM2</i>  | <i>Within three (3) months of approval</i>   |
| 35.               | Maintain the dimensions of detention basins in accordance with the approved plan to ensure non-worsening of the existing flow regime to properties that are upstream and downstream of the site  | <i>At all times</i>  |
| <b>Sewerage</b>   |  |  |
| 36.               | A separate Plumbing and Drainage Application and Approval is required for any new on-site sewerage disposal system and/or wastewater treatment systems in accordance with the <i>Plumbing and</i>  | <i>Within one (1) month of Council approval</i>  |



|                                   |  |  |
|-----------------------------------|--|--|
|                                   | <i>Drainage Act 2002</i>   |  |
|                                   | <b>Note:</b> <i>Where the approved development's demand exceeds 21 Equivalent Persons, a permit for an Environmentally Relevant Activity (ERA) 63 will be required from the Department of Environment and Heritage Protection.</i> |  |
| <b>COMPLIANCE WITH CONDITIONS</b> |  |  |
| 37.                               | Within six (6) months of approval the owner/developer is to contact Council to arrange a compliance inspection of the property to assess compliance with the Assessment Manager's Conditions of Approval and the approved plans.   | <i>Within six (6) months of approval</i> |

OR

**THAT** Council REFUSE the Development Application for a Material Change of Use for a retrospective Showroom and retrospective Warehouse at Shed 4/Lot 4 at 23-35 Northridge Road, Mount Isa, described as Lot 2 on plan SP159005, and provide reasons for refusal consistent with requirements of s63(2)f of the *Planning Act 2016*.

**Moved** Cr Fortune  
**Seconded** Cr Tully

**THAT** Council APPROVE the Material Change of Use for a retrospective Showroom and retrospective Warehouse at Lot/Shed/Lease Area 4 at 23-35 Northridge Road, Mount Isa, subject to the following conditions:

| <b>MATERIAL CHANGE OF USE</b> |   |                     |
|-------------------------------|---|---------------------|
| <b>NUMBER</b>                 | <b>CONDITION</b>  | <b>TIMING</b>       |
| <b>PLANNING</b>               |   |                     |
| <b>General</b>                |   |                     |
| 1.                            | The development shall be carried out generally in accordance with the approved documents, plans and drawings attached to this approval except where conditions of this approval dictate otherwise<br><br><i>For clarity, any change to the development that is not generally in accordance with the approved plans and drawings must be approved by Council pursuant to a 'change application' under Chapter 3, Part 5, Division2, Subdivision 2 of the Planning Act 2016</i> | <i>At all times</i> |
| 2.                            | The owner/developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval and such works shall be to Council specifications and satisfaction  | <i>At all times</i> |
| 3.                            | Any gates situated along the road boundary must open inwards onto the applicants/owner's property and not outwards onto Council's road reserve/verge  | <i>At all times</i> |
| <b>Amenity</b>                |   |                     |



|    |   |                     |
|----|---|---------------------|
| 4. | At no time will vehicles (including trailers) associated with the uses occurring onsite be permitted to be parked, stored or operated on or within the road reserve | <i>At all times</i> |
| 5. | Front fencing and front gates are to remain constructed of a fencing material that is at a minimum of 50% transparent   | <i>At all times</i> |

#### **Landscaping**

|     |  |  |
|-----|--|--|
| 6.  | Owner/applicant is to provide an amended site plan for Council approval showing a minimum 10% of the lease area allocated to landscaping (with the majority being 'soft' landscaping); or alternatively, the owner/lessee may choose to provide a 2m deep strip along the full frontage of Shed 4 lease area with the balance to be provided on the verge directly in front of Shed 4 lease area | <i>Within one (1) month of approval</i>        |
| 7.  | Landscaping shall be in accordance with the Landscaping Code of the City of Mount Isa Planning Scheme 2020   | <i>At all times</i>                            |
| 8.  | Landscaping to be installed as per the approved amended site plan  | <i>Within four (4) months of this approval</i> |
| 9.  | An automatic water irrigation system for all approved landscaping (including the verge) shall be installed at the owner/lessee's expense to promote sustainability and shall be maintained by the owner/lessee for the life of the development   | <i>At all times</i>                            |
| 10. | The owner shall provide ongoing maintenance of the landscaping (including the verge) to ensure it is neat and tidy and not overgrown and/or unsightly for the life of the development  | <i>At all times</i>                            |

#### **ENVIRONMENTAL SERVICES**

|     |  |                     |
|-----|--|---------------------|
| 11. | <p>The operator must achieve the 'general environmental duty' to mitigate any environmental harm and/or nuisance described under the <i>Environmental Protection Act 1994</i>.</p> <ul style="list-style-type: none"> <li>(e) there is no discharge to land or water of contaminants that may harm the environment or create a nuisance from the operation of the activity</li> <li>(f) there is no discharge to air of contaminants that may harm the environment or create a nuisance from the operation of the activity</li> <li>(g) noise nuisance is prevented or minimised at noise sensitive places</li> <li>(h) Waste production and disposal must be minimised and waste must be</li> </ul> | <i>At all times</i> |
|-----|--|---------------------|

|                    |  |                     |
|--------------------|--|---------------------|
|                    | managed so it does not harm the environment or create a nuisance from the operation of the activity.   |                     |
| 12.                | Chemicals and other liquids such as fuels, solvents, oils, batteries and coolants must be kept within a secondary containment system that is impervious to the materials stored within it and must be managed to prevent the release of contaminants to waters or land   | <i>At all times</i> |
| 13.                | All waste generated in carrying out the activity must be reused, recycled or lawfully disposed of offsite  | <i>At all times</i> |
| 14.                | The release of dust and/or particulate matter resulting from the activity must not cause environmental harm or cause environmental nuisance at any nuisance sensitive or commercial place  | <i>At all times</i> |
| 15.                | A contaminant must not be placed in a position where it could reasonably be expected to move or wash into a roadside gutter, stormwater drain or waters  | <i>At all times</i> |
| 16.                | Contaminants from the activities must not be released to land. Examples of methods that could be used to manage contaminants include: <ul style="list-style-type: none"> <li>(e) Using an impervious groundsheet to catch drips during maintenance of vehicles. The groundsheet should be large enough to catch any spill from the particular vehicle or component being worked on;</li> <li>(f) Using dry methods in cleaning the groundsheet;</li> <li>(g) Using a waste oil collection tray during oil changes; and</li> <li>(h) Collecting wastewater and other liquids from cleaning and disposing of properly</li> </ul> | <i>At all times</i> |
| 17.                | Prevent/minimise the emission of noise that causes or is likely to cause environmental nuisance at sensitive or commercial place.<br><br>All work must be undertaken within the prescribed timeframe as mentioned in <i>Environmental Protection Act 1994</i> , i.e. on a business day or Saturday, between 6.30am and 6.30pm.   | <i>At all times</i> |
| <b>ENGINEERING</b> |  |                     |
| <b>General</b>     |  |                     |
| 18.                | Any washdown activities shall require a separate Plumbing and Drainage Application and approval  | <i>As specified</i> |

|                               |   |   |
|-------------------------------|---|---|
|                               | for the washdown bay water treatment system in accordance with the <i>Plumbing and Drainage Act 2002</i>  |   |
| 19.                           | The owner/developer shall meet the requirements of the Queensland Fire Service for provision of fire fighting for the development   | <i>At all times</i>   |
| <b>Waste</b>                  |   |   |
| 20.                           | <p>Refuse container storage areas are:</p> <ul style="list-style-type: none"> <li>(h) located on-site; and</li> <li>(i) not located within any required setback or landscaping areas; and</li> <li>(j) not located within a <i>flood hazard area</i>; and</li> <li>(k) screened from public view, by a solid fence or wall that is 1.8 metres in height, measured from ground level; and</li> <li>(l) provided on an imperviously sealed pad that drains to an approved waste disposal system; and</li> <li>(m) provided with a tap; and</li> <li>(n) large enough to accommodate at least one standard industrial refuse bin of a size appropriate to the nature and scale of the refuse generated by the use</li> </ul>   | <i>Prior to commencement of use and then maintained at all times</i>  |
| 21.                           | Development provides for the on-site collection, treatment and disposal of liquid waste and other potential contamination sources and provides for spills to be wholly contained and retained on-site for subsequent removal and disposal by an approved means  | <i>At all times</i>   |
| <b>Filling and Excavation</b> |   |   |
| 22.                           | <p><b>Prior to commencement of works</b>, undertake all civil works in general compliance with the approved plans ensuring:</p> <ul style="list-style-type: none"> <li>g) All fill material to be placed on the site is to comprise only natural earth and rock and is to be free of contaminants and noxious, hazardous, deleterious and organic materials.</li> <li>h) Filling does not exceed 0.3 metres above natural ground level at any point.</li> <li>i) Excavation or filling does not change existing ground levels by 1 metre or more of any part of the land or where any drainage paths are affected.</li> <li>j) Where earthworks result in a ground surface level at the boundary of an allotment which differs by more than 100 millimetres from the ground surface level at</li> </ul> | <i>Prior to the commencement of works; or where existing, any compliance rectification works to be completed within two (2) months of this approval</i> |

|     |  |   |
|-----|--|---|
|     | <p>the corresponding location on an adjoining lot, a retaining structure is to be provided, either to retain the new work to prevent collapse onto adjoining land, or to retain the pre-existing earth material on adjoining land to prevent collapse</p> <p>k) Retaining structures which are equal to or more than 1-metre-high are to be constructed in accordance with a design certified by a RPEQ</p> <p>l) Provide RPEQ certification of compliance that the earthworks have been completed in accordance with the approved earthworks plan</p> |   |
| 23. | Any fill, including fill batters and earth bunds/diversion channels, must be solely contained within the development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s)  | <i>At all times</i>   |
| 24. | <b>While site/building works is occurring and until all exposed soil areas are permanently stabilised against erosion</b> , minimise on-site erosion and the release of sediment or sediment laden stormwater from the site and works areas at all times in accordance with IECA Australasia Best Practice Erosion and Sediment Control Guidelines (November 2008) and to the satisfaction of Council  | <i>While site/building works is occurring and until all exposed soil areas are permanently stabilised against erosion</i> |
| 25. | <p>As the excavation and filling of each section of the <i>site</i> is completed it is to be rehabilitated ensuring:</p> <p>c) The final surface of the <i>site</i> is topsoiled, sloped, drained and vegetated or otherwise treated to minimise erosion, infiltration and to prevent ponding of stormwater.</p> <p>d) Rehabilitation ensures that the <i>site</i> is stable and poses no threat to ground or surface water quality</p>  |   |

**Access, Grades, Manoeuvring, Carparks and Signs**

|     |  |  |
|-----|--|--|
| 26. | Provide appropriate dust suppression measures onsite and on access road to prevent dust nuisance   | <i>At all times</i>  |
| 27. | All vehicular access to the site shall be contained within the sealed portions of the road and the subject site's driveways and shall respect all legislative road use requirements for the two-way road   | <i>At all times</i>  |
| 28. | Construct a hardstand for nominated areas where heavy vehicles will be driven and parked. Construct a pavement of minimum local access street classification standards (including associated drainage) to all areas where light motor vehicles will be driven or parked. Light vehicle access and carpark areas are to have a durable, dust free | <i>Completed within six (6) months of Council approval of the Traffic Management Layout plan and</i> |

|     |   |  |
|-----|---|--|
|     | surface. This requires all surfaces to be sealed, concreted or paved  | <i>then maintained for the life of the development</i>   |
| 29. | All vehicular activities in relation to the use of the development shall be accommodated within the lease area including but not limited to:<br>d) All loading and unloading;<br>e) Any commercial vehicle servicing the site;<br>f) Any customers, visitors to the site  | <i>At all times</i>  |
| 30. | The site entry, exits and internal driveways shall be signed and delineated in accordance with the Manual of Uniform Traffic Control Devices and Austroads  | <i>Completed within six (6) months of Council approval of the Traffic Management Layout plan and then maintained for the life of the development</i> |
| 31. | The developer shall provide a fully detailed traffic management layout within two (2) months for Council approval demonstrating:<br>e) Safety controls and/or segregation of Light Vehicle parking bays and parking aisle from Heavy Vehicle circulation ways<br>f) Fully dimensioned internal driveways and 29 car parks in compliance with AS/NZS 2890 (Off-street Car Parking) unless otherwise approved<br>g) Location and type of all road and directional signage for both the site and entry/exits in compliance with the Manual of Uniform Traffic Control Devices and Austroads<br>h) Safe pedestrian movements from parking bays to all main structures/buildings   | <i>Within two (2) months of approval</i>   |
| 32. | Once a traffic management layout has been approved by Council, the developer shall construct/implement all works within six (6) months of approval ensuring to:<br>f) Construct a pavement (including associated drainage) to any new areas where motor vehicles will be driven or parked. Vehicle access and carpark areas are to have a durable, dust free surface. This requires all surfaces to be sealed, concreted or paved.<br>g) Manoeuvring on-site for all types of vehicles to be used for this development.<br>h) The internal driveways and car parks shall be provided in accordance with AS/NZS 2890.1 (Off-street Car Parking).<br>i) Disabled car parking shall be provided in accordance with AS 1428.1-2009. | <i>Within six (6) months of approval</i>   |

|                                   |   |  |
|-----------------------------------|---|--|
|                                   | j) The internal paved areas are to be signed and delineated in accordance with the approved plans and Manual of Uniform Traffic Control Devices.  |  |
| 33.                               | The owner/lessee shall obtain a 'Works on Council Property' approval from Council and construct all crossovers demonstrated on approved layout plans  | <i>Approval obtained prior to commencement of works; and crossovers completed prior to commencement of use</i> |
| <b>Stormwater</b>                 |   |  |
| 34.                               | Complete and implement the works in accordance with the approved Stormwater Management Plan Document – <i>Concept Post Development Stormwater Management Plan – MT190-0123/PSM2</i>   | <i>Within three (3) months of approval</i>   |
| 35.                               | Maintain the dimensions of detention basins in accordance with the approved plan to ensure non-worsening of the existing flow regime to properties that are upstream and downstream of the site   | <i>At all times</i>  |
| <b>Sewerage</b>                   |   |  |
| 36.                               | A separate Plumbing and Drainage Application and Approval is required for any new on-site sewerage disposal system and/or wastewater treatment systems in accordance with the <i>Plumbing and Drainage Act 2002</i><br><br><b>Note:</b> <i>Where the approved development's demand exceeds 21 Equivalent Persons, a permit for an Environmentally Relevant Activity (ERA) 63 will be required from the Department of Environment and Heritage Protection.</i> | <i>Within one (1) month of Council approval</i>  |
| <b>COMPLIANCE WITH CONDITIONS</b> |   |  |
| 37.                               | Within six (6) months of approval the owner/developer is to contact Council to arrange a compliance inspection of the property to assess compliance with the Assessment Manager's Conditions of Approval and the approved plans.  | <i>Within six (6) months of approval</i>   |

**VOTE** CARRIED

**OM03/02/21**

## **7.2 - Request to Fee Wavier/Fee Discount – Mount Isa Clay Target Club Incorporated**

**Folder ID** 139975

**Provided by** Planning Officer, Development and Land Use

### **Executive Summary**

Council has received a request for either a fee reduction or fee waiver of development application fees from a local community group wanting to undertake a development application for an Outdoor Sports Facility



### Officer's Recommendation

**THAT** Council consider one (1) of the following options:

1. **THAT** Council AGREES to Mount Isa Clay Target Cub Incorporated's request to waive the applicable development application fee of \$3,525.00 for a proposed outdoor sports facility use subject to the development application being lodged within 12 months from this date.

**OR**

2. **THAT** Council AGREES to apply a **50% discount** to the applicable development application fee for the Mount Isa Clay Target Cub Incorporated's proposed outdoor sports facility use subject to a development application being lodged within 12 months of this date.

**OR**

3. **THAT** Council AGREES to apply a **25% discount** to the applicable development application fee for the Mount Isa Clay Target Cub Incorporated's proposed outdoor sports facility use subject to a development application being lodged within 12 months of this date.

**OR**

4. **THAT** Council REFUSES the Mount Isa Clay Target Cub Incorporated's request for a fee waiver or fee reduction of the development application fees for a proposed outdoor sports facility use as the applicable development application fees are based on a cost recovery basis.

**AND**

**THAT** Council considers including a Development Application fee waiver or discounted rate (eg 50% of applicable full development application fee) in 2021/2022 financial year's Register of Cost Recovery Fees and Charges for incorporated/registered non-for-profit organisations.

**Moved** Cr Fortune  
**Seconded** Cr Coghlan

**THAT** Council AGREES to Mount Isa Clay Target Cub Incorporated's request to waive the applicable development application fee of \$3,525.00 for a proposed outdoor sports facility use subject to the development application being lodged within 12 months from this date.

AND

**THAT** Council considers including a Development Application fee waiver or discounted rate (eg 50% of applicable full development application fee) in 2021/2022 financial year's Register of Cost Recovery Fees and Charges for incorporated/registered non-for-profit organisations.

**VOTE** CARRIED

OM04/02/21

Manager Development and Land Use, G.Houston left the Chamber at 12:16pm.





## Item 8 - Works and Construction – Cr Mick Tully

### **8.1 – Disaster Recovery Funding Arrangements – Project Management Services**

Folder ID 5091

Provided by Interim Director, Infrastructure Services

#### **Executive Summary**

The Disaster Recovery Funding Arrangements (DRFA) is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of government basis by the Queensland Reconstruction Authority (QRA).

Mount Isa City Council has sought submissions for the services of an experienced Contract Project Manager for a twelve-month term with possibility of extending twelve months to be responsible for Council's Disaster Recovery Funding Arrangements (DRFA) submissions and delivery program.

#### **Officer's Recommendation**

**THAT** Council award contract LB279 Project Management Services being for Disaster Recovery Arrangements to Erscon Consulting Engineers in accordance with their submission and for a period of 12 months and with an option for a 12 month extension.

**Moved** Cr Tully  
**Seconded** Deputy Mayor Cr Barwick

**THAT** Council award contract LB279 Project Management Services being for Disaster Recovery Arrangements to Erscon Consulting Engineers in accordance with their submission and for a period of 12 months and with an option for a 12 month extension.

**VOTE** CARRIED

OM05/02/21

### **8.2 – Civic Centre Remedial Works Update**

Folder ID 4704

Provided by Interim Director, Infrastructure Services

#### **Executive Summary**

Urgent remediation works to the Civic Centre were identified in March 2020 to ensure the safety of staff and the public. The Civic Centre was closed in early April 2020. Remedial projects were scoped, approved and budgeted in June 2020. Works are now well underway and expected to complete by the end of March 2021.

#### **Officer's Recommendation**

**THAT** Council receive and note the Civic Centre Remedial Works update.

**Moved** Cr Tully  
**Seconded** Cr Fortune

**THAT** Council receive and note the Civic Centre Remedial Works update.

**VOTE** CARRIED

OM06/02/21

## Item 9 - Beautification, Parks, Gardens and Youth– Cr Kim Coghlan

Nil reports for consideration.



## Item 10 - Tourism, Events, Sport and Recreation, Library – Cr Peta MacRae

### 10.1 - Library Monthly Report – January 2021

Folder ID 4650

Provided by Coordinator, Library Services

#### Executive Summary

January 2021 Library Monthly Report presented to Council for information and consideration.

#### Officer's Recommendation

**THAT** Council receives and accepts the January 2021 Library Monthly Report.

Or

**THAT** Council does not receive and accept the January 2021 Library Monthly Report.

Moved Cr MacRae

Seconded Cr Stretton

**THAT** Council receives and accepts the January 2021 Library Monthly Report.

VOTE CARRIED

OM07/02/21

### 10.2 – Tourism and Events Monthly Report – January 2021

Folder ID 4650

Provided by Coordinator, Promotions and Development

#### Executive Summary

January 2021 Tourism and Events Monthly Report presented to Council for information and consideration.

#### Officer's Recommendation

**THAT** Council receives and accepts the January 2021 Tourism and Events Monthly Report

Or

**THAT** Council does not receive and accept the January 2021 Tourism and Events Monthly Report

Moved Cr MacRae

Seconded Cr Fortune

**THAT** Council receives and accepts the January 2021 Tourism and Events Monthly Report

VOTE CARRIED

OM08/02/21

## Item 11 - Environmental Management – Cr Paul Stretton

Nil reports for consideration.



**Item 12 - Corporate and Financial Services, Economic Development, Promotions and Development -**  
*Deputy Mayor, Cr Phil Barwick*

**12.1 – Corporate and Financial Services Monthly Report – January 2021**

**Folder ID** 4755

**Provided by** Acting Manager, Corporate and Financial Services

**Executive Summary**

January 2021 Corporate and Financial Services Monthly Report presented to Council for information and consideration.

**Officer's Recommendation**

**THAT** Council receives and accepts the January 2021 Corporate and Financial Services Monthly Report.

**Or**

**THAT** Council does not receive and accept the January 2021 Corporate and Financial Services Monthly Report.

**Moved** Deputy Mayor Cr Barwick  
**Seconded** Cr Tully

**THAT** Council receives and accepts the January 2021 Corporate and Financial Services Monthly Report.

**VOTE** CARRIED

**OM09/02/21**

**Item 13 – Executive Services – Chief Executive Officer, David Keenan**

**13.1 – 2020-2021 Annual Operation Plan Update**

**Folder ID** 4987

**Provided by** Chief Executive Officer

**Executive Summary**

Under Section 174 (3) of the Local Government Regulation 2012, the Chief Executive Officer must present a written assessment to Council, on a quarterly basis, of progress towards implementing the Annual Operational Plan.

**Officer's Recommendation**

**THAT** Council adopt the second quarter 2020-2021 Annual Operational Plan as presented.

**Or**

**THAT** Council does not adopt the second quarter 2020-2021 Annual Operational Plan as presented.

**Moved** Mayor Cr Slade  
**Seconded** Deputy Mayor Cr Barwick

**THAT** Council adopt the second quarter 2020-2021 Annual Operational Plan as presented.

**VOTE** CARRIED

**OM10/02/21**

**13.2 – Endorsement of the ICAN (International Campaign to Abolish Nuclear Weapons) Cities Appeal**

**Folder ID** 6431

**Provided by** Chief Executive Officer



### Executive Summary

Further to deputation on 11 November, 2020 Council is invited to officially endorse the ICAN (International Campaign to Abolish Nuclear Weapons) Cities Appeal.

### Officer's Recommendation

**THAT** Council officially endorse the ICAN (International Campaign to Abolish Nuclear Weapons) Cities Appeal;

AND

**THAT** Council advise the Minister for Foreign Affairs of the endorsement.

Or

**THAT** Council does not support the ICAN (International Campaign to Abolish Nuclear Weapons) Cities Appeal.

**Moved** Mayor Cr Slade  
**Seconded** Deputy Mayor Cr Barwick

**THAT** Council officially endorse the ICAN (International Campaign to Abolish Nuclear Weapons) Cities Appeal;

AND

**THAT** Council advise the Minister for Foreign Affairs of the endorsement.

**VOTE** CARRIED

OM11/02/21

### 13.3 – Feedback on Queensland Ombudsman Strategic Plan

Folder ID 5079

Provided by Chief Executive Officer

### Executive Summary

The Queensland Ombudsman has requested Mount Isa City Council provide feedback on their Strategic Plan 2018-2022. This feedback has been drafted for Council approval.

### Officer's Recommendation

**THAT** Council accepts the recommended feedback to the Queensland Ombudsman

Or

**THAT** Council does not accept the recommended feedback to the Queensland Ombudsman

**Moved** Deputy Mayor Cr Barwick  
**Seconded** Cr Tully

**THAT** Council accepts the recommended feedback to the Queensland Ombudsman

**VOTE** CARRIED

OM12/02/21



## Item 14 General Business

Nil

Council Adjourned 12:30 pm  
Council Reconvened 12:42 pm

### Close of Meeting

**Moved** Mayor Cr Slade  
**Seconded** Cr Tully

**THAT** pursuant to Section 254J of the *Local Government Regulation 2012*, Council resolved that the meeting be closed to the public at 12:42pm for discussion of the following matters:

(c) "the local government's budget".

**VOTE** CARRIED

OM13/02/21

### Opening of Meeting

**Moved** Mayor Cr Slade  
**Seconded** Cr Fortune

**THAT** pursuant to Section 254J of the *Local Government Regulation 2012*, Council re-open the meeting to the public at 12:56pm.

**VOTE** CARRIED

OM14/02/21

## Item 15 Confidential Reports

### 15.1 – Write-Off Charges for Outstanding Debtor Invoices #2907774, 2908148, 2908152, 2908484, 2908609, 2908790 and 2908868.

Folder ID 18807

Provided by Acting Manager, Corporate Financial Services

#### Executive Summary

Request to write-off Outstanding Debtor Invoices #2907774, 2908148, 2908152, 2908484, 2908609, 2908790 and 2908868 issued for reserve lease fees and outstanding interest charges. Council revoked the lease on 20-06-2019.

#### Officer's Recommendation

**THAT** Council approves the write-off of outstanding Debtor Invoices #2907774, 2908148, 2908152, 2908484, 2908609, 2908790 and 2908868 that were issued for reserve lease fees;

**AND**

**THAT** Council further approves to write-off interest charges on the debtor account for these invoices.

**Moved** Deputy Mayor Cr Barwick  
**Seconded** Cr Fortune

**THAT** Council approves the write-off of outstanding Debtor Invoices #2907774, 2908148, 2908152, 2908484, 2908609, 2908790 and 2908868 that were issued for reserve lease fees;



**AND**

**THAT** Council further approves to write-off interest charges on the debtor account for these invoices.

**VOTE** CARRIED

OM15/02/21

---

**15.2 – Outstanding Rates and Charges as at 28.01.2021**

**Folder ID**

**Provided by** Senior Revenue Officer, Revenue Department

**Executive Summary**

Review of Outstanding Rates and Charges – Properties 3 to 5 + Years in Arrears as at 28 January 2021.

**Officer's Recommendation**

**THAT** Council approves to recommence collection recovery of all outstanding rates and charges in line with Councils' current Rates and Charges Debt Recovery Policy.

**Moved** Cr MacRae

**Seconded** Cr Coghlan

**THAT** Council approves to recommence collection recovery of all outstanding rates and charges in line with Councils' current Rates and Charges Debt Recovery Policy.

**VOTE** CARRIED

OM16/02/21

***There being no further business the meeting closed at 12:58pm .***

Signed by the Chair of the Ordinary Meeting  
held on Wednesday, 24 February 2021.

\_\_\_\_\_  
Her Worship Mayor Cr Danielle Slade  
Mayor of Mount Isa

# OFFICER'S REPORT



## ITEM 10.1

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Community Development Officer, Promotions and Development  
**AGENDA** 24.02.2021 Council Ordinary Meeting  
**FOLDER ID** 5098

**SUBJECT** 2021 Mount Isa Show – Sponsorship Application  
**LOCATION** Not Applicable

### EXECUTIVE SUMMARY

Council has received correspondence from the Mount Isa Agricultural Show Society requesting sponsorship for the 2021 Mount Isa Show, to be held on 18 & 19<sup>th</sup> June 2021 at Buchanan Park.

### OFFICER'S RECOMMENDATION

**THAT** Council APPROVES Sponsorship in the amount of \$32,500 (incl. GST) to be a Major Sponsor (without naming rights) of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER            | CONDITION   | TIMING   |
|-------------------|---|--|
| <u>Pre-Event</u>  |   |  |
| 1.                | Provision of latest audited financials  | <i>Within one (1) month of Council approval</i>                                |
| 2.                | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <u>Post Event</u> |   |  |
| 6.                | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council APPROVES Sponsorship in the amount of \$22,000 (incl. GST) to be a Major Sponsor of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER           | CONDITION                              | TIMING  |
|------------------|--|---|
| <u>Pre-Event</u> |  |   |
| 1.               | Provision of latest audited financials | <i>Within one (1) month of Council approval</i> |





# OFFICER'S REPORT



|                          |   |  |
|--------------------------|---|--|
| 2.                       | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                       | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                       | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                       | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <b><u>Post Event</u></b> |   |  |
| 6.                       | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council APPROVES Sponsorship in the amount of \$5,500 (incl. GST) to be an Official Sponsor of the 2021 Mount Isa Show at Buchanan Park, subject to the following conditions:

| NUMBER                   | CONDITION   | TIMING   |
|--------------------------|---|--|
| <b><u>Pre-Event</u></b>  |   |  |
| 1.                       | Provision of latest audited financials  | <i>Within one (1) month of Council approval</i>                                |
| 2.                       | Provision of the organisation's Incorporation Certificate   | <i>Within one (1) month of Council approval</i>                                |
| 3.                       | Provision of the organisation's Public Liability Certificate of Currency (\$20 million value is compulsory) | <i>Within one (1) month of Council approval</i>                                |
| 4.                       | Site Plan setting out the existing infrastructure and the potential location of the event components        | <i>Within one (1) month of Council approval</i>                                |
| 5.                       | Permits or Landowner's permission e.g., venue hire permission, fireworks permit etc.                        | <i>Within one (1) month of Council approval</i>                                |
| <b><u>Post Event</u></b> |   |  |
| 6.                       | Completion and submission of Council's Sponsorship Program Acquittal Report                                 | <i>Submitted no later than six (6) weeks after the completion of the event</i> |

Or

**THAT** Council DOES NOT APPROVE Sponsorship of the 2021 Mount Isa Show at Buchanan Park.

# OFFICER'S REPORT



## BUDGET AND RESOURCE IMPLICATIONS

Council holds an annual budget for the biannual sponsorship program, with the 2020/21 budget being \$44,000. Round 1 of the Sponsorship program was released in August 2020 and saw \$8,500 distributed, leaving \$35,500 available for Round 2, which closes 1 March, 2021.

## BACKGROUND

From time to time, the community grants and sponsorship program schedule does not allow for sponsorship of major events to be awarded with sufficient time to make the required arrangements for the event.

The Mount Isa Show has been running for 37 years and is a major event on the Mount Isa community calendar, providing a weekend full of competition and entertainment. The event is organised by the volunteers of the Mount Isa Agricultural Show Society Inc. and the event provides a major fundraising opportunity for various not-for-profit organisations in the city who can tender their services for various positions for the event. E.g., Bar service, ticket sales etc.

## LINK TO CORPORATE PLAN

1.3 People & Communities – Assist community groups to increase their sustainability and build social capacity.

## CONSULTATION (Internal and External)

Internal – Brief to Councillors

## LEGAL CONSIDERATIONS

Not applicable

## POLICY IMPLICATIONS

Community Grants Policy.

## RISK IMPLICATIONS

Covid-19 restrictions could restrict the capacity of the event, limiting the success.

## HUMAN RIGHTS CONSIDERATIONS

As part of this recommendation, consideration has been given to all 23 protected human rights and believe that it does not unreasonably infringe on these human rights.

## ATTACHMENTS

- Correspondence from Mount Isa Show Society.
- 2021 Mount Isa Show Marketing Strategy
- 2021 Mount Isa Show Risk Management Plan
- 2021 Mount Isa Show Exhibitors packages and Sponsorship Agreement.

## REFERENCE DOCUMENT

- Nil

|   |   |
|---|---|
| <b>Report Prepared by:</b><br>Community Development Officer<br>Promotions and Development<br>18.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>Executive Services<br>18.02.2021 |
|---|---|

**ATTENTION: CEO**

## **FOR YOUR INFORMATION**

Firstly, thank you for your time and the Mayoress for meeting with the Mount Isa Agricultural Show Society Inc. Committee on Monday 18<sup>th</sup> January 2021.

This was a great opportunity for us to meet with you and to provide information about our Committee, the 2021 Mount Isa Show and our 'wish list' for upgrades at the Mount Isa Buchanan Park Entertainment facility.

Our wish list for upgrades included: -

1. Established/Mobile building/demountable that can cater for Poultry, so we can re-introduce this category to the Show Competition Events Schedule.
2. Paving/footpath upgrades in and around the Show Side Alley area, including pathways across the racetrack
3. Established/Mobile toilet block situated close to the Show Side Alley and Horse Jumping Event (middle of the racetrack). *This could be toilet/shower building as it may serve the purpose for the Mount Isa Rodeo*
4. Concrete slab in two areas around the horse jumping event with shackles, so that mobile grandstands can be secured to the slabs.
5. Small mobile demountable to use as an office for the Horse Jumping Event Officials or Security office

This Folder includes the Committee's Marketing Strategy, Sponsorship Package and Risk Management Plans. Hopefully, this will give you a better understanding of how we operate as a Committee and our planning strategies for the 2021 Mount Isa show. Naturally, COVID-19 pandemic will ultimately dictate the Show Program and how it will be delivered to the community.

### **Executive Committee Members**

|                          |                            |
|--------------------------|----------------------------|
| President:               | Anne Pittis                |
| Vice President:          | Jessie Rothenhall          |
| Vice President:          | Jason Brandon              |
| Treasurer:               | Alvenia Gillett            |
| Secretary:               | Shirley Peters             |
| Assistance Secretary:    | Caryll Evans (Life Member) |
| 2021 Show Patron:        | Edna Russell (Life Member) |
| Sponsorship Officer:     | Merilyn Harding            |
| Media/Publicity Officer: | Vicki Williams             |

### **Main Contact**

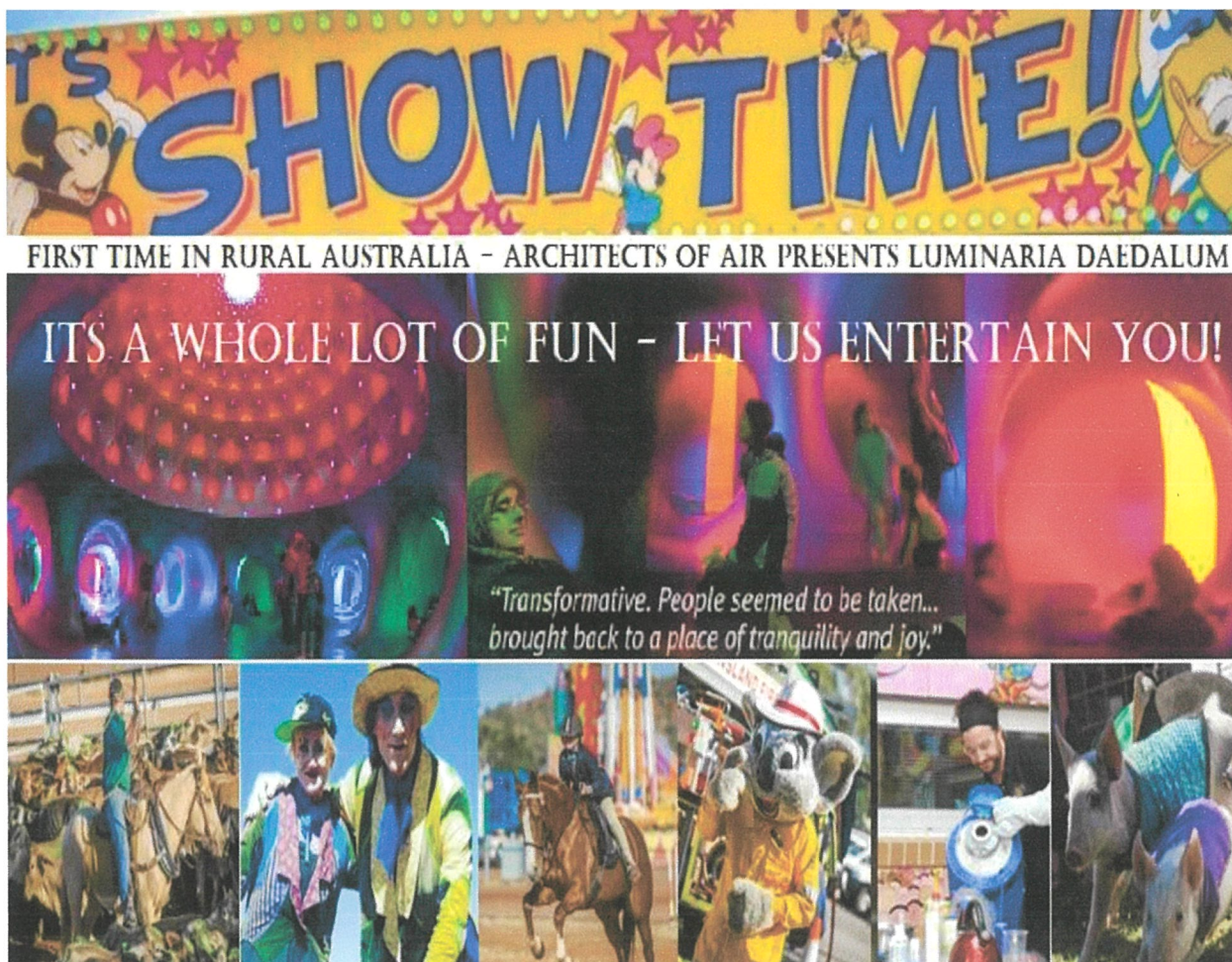
|                        |            |   |
|------------------------|------------|---|
| Anne Pittis, President | 0427430146 | Email: <a href="mailto:miass.president@gmail.com">miass.president@gmail.com</a> |
| Mount Isa Show         |            | Email: <a href="mailto:mountisashow@gmail.com">mountisashow@gmail.com</a>       |

Regards  
Vicki Williams  
[miass.sponsorship@gmail.com](mailto:miass.sponsorship@gmail.com)

0428 730 422



# Mount Isa Agricultural Show Society



**Prepared:** January 2019    **Revised:** November 2020

## Marketing Strategy

### Executive Committee Members

President: Anne Pittis  
Vice President: Jesse Rosenthal  
Vice President: Jason Brandon  
Treasurer: Alvenia Gillett  
Secretary: Shirley Peters

Postal Details: PO BOX 2145, Mount Isa Qld 4825

Email: [mountisashow@gmail.com](mailto:mountisashow@gmail.com)

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## Our Vision

- That the two-day Mount Isa Show Event is acknowledged and recognised as a serious contender in the Queensland Outback Tourism Awards.
- To deliver a Program that has community-orientated activities, create an enjoyable outback experience and access to amazing and exciting new adventures for all ages.
- To remain active and maintain a positive focus on promoting and advancing Mount Isa and its community, and to increase tourism opportunities for Queensland

## Our Challenge

- *The Committee's ambitious goal of increasing the value of the Mount Isa Show will not be achieved without taking risks and exposing the community to new experiences and adventures.*
- *It will require the Committee to be courageous and change how they deliver their event.*

## Our Opportunities

- *Increase the economy the community of Mount Isa through tendering process, vendors and visitors to our community*
- *Increase Qld tourism opportunities by providing an unique experience to Queensland and adding this destinations as a place to be*
- *Renew, strengthen and establish new partnerships with local business, intrastate, interstate and international companies and entities.*
- *This strategy will provide the blueprint for the Mount Isa Show as a 'Leader of Events' and a renowned destination.*

## Summary

This Marketing Plan sets out the Committees ambition to be a serious leader in delivering a professional community driven event in Mount Isa for the community and its visitors. Through our vision, we want to re-position ourselves as a place of destination on the Queensland Tourism Calendar of Events that:

- offers a range of activities for all age groups that blends together our rural and remote lifestyle and culture through arts, displays, dance, music and entertainment;
- provides a friendly, safe, engaging and accessible environment
- offers a unique tourism experience for visitors from intrastate, interstate and internationally and
- actively promote Mount Isa and the community

The Marketing Plan consists of four key themes underpinned by measurable objects and actions.

They are:

1. Our Business
2. Our Market
3. Our Finance
4. Our Future

Measurable objectives and actions will underpin these themes.

The Committee marketing strategy will

1. Using Nostalgia to Establish and Maintain Customer Loyalty
2. Targeting Audience Segments with a Multi-Channel Strategy
3. Establishing Disney World and Disneyland as Destination Brands
4. Masterful Brand Storytelling that Resonates and Inspires

## The Business

|                             |  |
|-----------------------------|--|
| <b>Business name:</b>       | Mount Isa Agricultural Show Society Incorporation  |
| <b>Business structure:</b>  | Not for Profit Incorporation                       |
| <b>ABN:</b>                 | 84 119 078 458                                     |
| <b>Business location:</b>   | Shop A, 28 West St, Hopkins Arcade, Mount Isa 4825 |
| <b>Date established:</b>    | 1982   |
| <b>Business owner(s):</b>   | Membership – Volunteers                            |
| <b>Relevant experience:</b> | Over 30 years' experience                          |
| <b>Products/services:</b>   | Event Management - 2 Day Mount Isa Show            |

## The Future

### Vision statement:

- *The two-day Mount Isa Show Event acknowledged and recognised as a serious contender in the Queensland Outback Tourism Awards.*
- *We will be the most welcoming, spirited and energised event of the year.*
- *Our Program will offer community orientated activities that lead to an enjoyable outback experience and provide access to amazing and exciting new adventures for all ages.*
- *We will remain active and maintain a positive focus on promoting and advancing Mount Isa and its community, and tourism opportunities for Queensland*

The two-day fun filled, action packed program will celebrate and acknowledge the everyday lives of the Mount Isa people and the important role they play in their community.

### Goals/objectives:

Our vision will be achieved through our primary goal, objectives and actions underpinned by our core Values and Behaviours. Our principles will ensure we grow while maintaining and enhancing the many things that we love about the Mount Isa community

- ❖ To increase early bird sales by 20%
- ❖ To attract over 10,000 attendees over the 2 days that the event takes place.
- ❖ To increase 'family ticket' sales by 10% before pre-sales end.
- ❖ To achieve 80% audience satisfaction rating of 'excellent' or 'very good'



## History

The land around Mount Isa is the home to the Kalkadoon First Nation People, the Indigenous traditional owners and custodians of this area. We acknowledge and pay our respects to the Kalkadoon people, past, present and future whose land we work, live and play upon. When settlers first arrived in this area, the Kalkadoon people resisted their approaches as they tried to take their lands and fought back in one of Australia's most successful guerrilla wars. Their success continued until the famous Battle Mountain in 1884 where the people suffered a great loss and were in a weakened state. They were to lose the land to those early settlers.

In 1923, prospector John Campbell Miles stumbled across one of the world's richest deposits of copper, silver and zinc. A young Aboriginal man led him to these rich deposits. His name was Kabalulumana.

Today, Mount Isa's industry is largely dependent on mining. Glencore operates the Mount Isa Mines lease adjacent to the city, which comprises several underground sites within the city boundaries. Mount Isa is in the top two of the largest copper mining and smelting operations in the country.

## The Market

**Target market and Demographics:** Mount Isa and surrounding communities.

The following data obtained from ABS 2016 Quick Stats indicates population of 19,246 for people who reside with postcode 4825 (includes Qld/NT). The median age of people in this location was 31 years.

Source: <http://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>

### Marketing strategy:

Our Marketing strategy will involve the following: -

- ❖ An increase in advertising with a focus on marketing pre-sale tickets to increase attendance as competing events such as the Cloncurry Show capture some of our clients.
- ❖ The development of a pricing strategy to cater for the demographics of our community and region.
- ❖ A focus on improving and strengthening our distribution to allow better communication and information flow to clients/networks to maximise best outcome.

## The Finances

The Mount Isa Agricultural Show Society last completed audit report was the 2018 Audit Report. This audit acknowledges the role of the Committee Members on a voluntary basis and confirms that they are doing an excellent job to fulfil their statutory obligations.

# The Business

## Business overview

The business owners are the Mount Isa Agricultural Show Society Committee. This is a member-based Committee with an executive team, including a President responsible for overseeing the operations. The small dedicated team of individuals volunteer their time and effort to create amazing events for the Mount Isa community.

The Committee do not own and operate their own venue and therefore must hire Buchanan Park Pavilion and Arena facilities from the Mount Isa City Council.

The Mount Isa Agricultural Show Society have an office at Shop A, 28 West Street, Hopkins Arcade, Mount Isa. Postal Address is PO Box 2145, Mount Isa QLD 4825. Telephone: 0409877156 Email: [mountisashow@gmail.com](mailto:mountisashow@gmail.com)

## S.W.O.T. analysis

| Strengths  | Weaknesses  |
|--|---|
| <ul style="list-style-type: none"><li>❖ We have a great event that appeals directly to all age groups, specifically children and families.</li><li>❖ Our cost is reasonable with the option for family packages, and event packages.</li><li>❖ Presale tickets are available to allow pre planning by families/individuals</li><li>❖ By using newspapers, flyers, website and social media we can reach our target audience through a variety of mediums.</li><li>❖ Mount Isa Agricultural Show Society is well known in the community.</li><li>❖ The event is located centrally within the town with at least 30% of the Mount Isa population within 10minutes walking distance from the venue.</li><li>❖ Venue has plenty of car parking spaces to cater for large influx of people.</li></ul> | <ul style="list-style-type: none"><li>❖ We have no money to fully fund all events on the program.</li><li>❖ We do not get as much coverage in the Newspaper as other events in the community.</li><li>❖ Today's society is becoming more and more busy with people are swarmed by advertisements everywhere and attendance at other events may take precent over attending our event.</li><li>❖ Fundraising is an everyday occurrence so obtaining grants/sponsorship is extremely competitive with increased demands by other events/charities</li><li>❖ We live in a last-minute culture which hinders high pre-sales of tickets.</li></ul> |

| Opportunities  | Threats  |
|--|--|
| <ul style="list-style-type: none"> <li>❖ This could be a great opportunity to create new partnerships through sponsorship deals.</li> <li>❖ Companies whose products/services that are geared for children and families may see this as an opportunity to put on a good face towards the community.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Cash Flow with sponsorship funds/grants not coming in on time to cover commitments</li> <li>❖ Loosing staff/volunteers to other events or personal/work commitments.</li> </ul> |

## S.W.O.T. activity sheet

*[Outline how and when you plan to address each of the weaknesses/threats from your S.W.O.T. analysis above.]*

| S.W.O.T weakness/ threat  | Activity to address weakness/threat   | Activity completion date   |
|---|---|--|
| We have no money to fully fund all the event.   | <ol style="list-style-type: none"> <li>1. Seek sponsorship from previous sponsors</li> <li>2. Identify and approach local business that had not previously sponsored</li> <li>3. Apply for grant funding for specific activities i.e. cultural activities, entertainment, prizes</li> </ol>   | <ol style="list-style-type: none"> <li>1. End of February 2021</li> <li>2. End of March 2021</li> <li>3. As per closing dates of grants</li> </ol> |
| We do not get as much coverage in the Newspaper as much as other events in the community. | <ol style="list-style-type: none"> <li>1. Approach local Newspaper outlet and discuss monthly update stories on the Show. This can involve highlighting different sections of the two-day program i.e. Photography, Cooking, Horticultural, PBR to promote individual events. Where PBR not included other major attraction.</li> <li>2. Utilise classified Advertisement monthly to promote Early Bird Pre-Sales of tickets</li> </ol> | <ol style="list-style-type: none"> <li>1. 18 January</li> <li>2. Advertisement to commence 4 February</li> </ol>                                   |

| <b>S.W.O.T<br/>weakness/ threat</b>   | <b>Activity to address<br/>weakness/threat</b>   | <b>Activity completion date</b>  |
|---|--|--|
| People are swarmed by advertisements everywhere and attendance at other events may take precent over attending our event. | <ol style="list-style-type: none"> <li>1. Promote early the advantage of purchasing tickets early. Promote the event on social media outlets and encourage people to be involved in our event.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Classified advertisements to commence 4 February</li> <li>2. Monthly Facebook Reminder shares by Members</li> </ol>  |
| Grant/Sponsorship is extremely competitive with increased demands by other events/charities                               | <ol style="list-style-type: none"> <li>1. Identify and apply for grants</li> <li>2. Identify previous sponsors and invite them to sponsor again</li> <li>3. Identify and approach new sponsors</li> <li>4. Stewardess of events to approach and confirm sponsors.</li> </ol> | <ol style="list-style-type: none"> <li>1. 4 February</li> <li>2. 18 January (email out); Follow up with phone calls a week later</li> <li>3. 1 February (email out); Follow up with phone calls a week later</li> <li>4. 4 February follow up with sponsors (email/phone call) and provide update to Committee on confirmed and shortfall</li> </ol> |
| We live in a last-minute culture which hinders high pre-sales of tickets.   | <ol style="list-style-type: none"> <li>1. Will be addressed as part of the Ticketing Strategy</li> </ol>   | <ol style="list-style-type: none"> <li>1. Ticketing strategy to be developed by 4 February</li> </ol>  |
| Cash Flow with sponsorship funds/grants not coming in on time to cover commitments  | <ol style="list-style-type: none"> <li>1. This will be addressed as part of the Finance Strategy to ensure that cash flows meet demand. This will be maintained by the Executive Committee</li> </ol>  | <ol style="list-style-type: none"> <li>1. Ongoing</li> </ol>   |



| <b>S.W.O.T<br/>weakness/ threat</b>                                    | <b>Activity to address<br/>weakness/threat</b>  | <b>Activity completion date</b>   |
|--|---|---|
| Loosing staff/volunteers to other events or personal/work commitments. | <ol style="list-style-type: none"> <li>1. Monthly updates by Stewardess to Executive Committee to ensure event is on track and identify early challenges/gaps and volunteer numbers (required/filled)</li> <li>2. Regular check in with volunteers allocated tasks to see if they require assistance and to ensure they are not over committed</li> </ol> | <ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. On-going</li> </ol> |

## Sales/marketing personnel

| <b>Job Title</b>                      | <b>Name</b>                       | <b>Responsibilities</b>                         |
|---------------------------------------|-----------------------------------|---|
| Promotional and VIP Officer           | Vicki Williams                    | Promotional and Marketing                       |
| Assistant Promotional and VIP Officer | Vacant                            | Promotional and Marketing                       |
| Financial Team                        | Treasurer and Assistant Treasurer | Maintain financial reporting and record keeping |

## The Future

### Vision statement

To provide a two-day fun filled, action packed program that celebrates and acknowledges the everyday lives of the Mount Isa people and the important role they play in Queensland.

### Mission statement

Our vision will be reached by achieving our primary goal, objectives and actions. Our principles will ensure we grow while maintaining and enhancing the many things that we love about the Mount Isa community.

### Goals/objectives

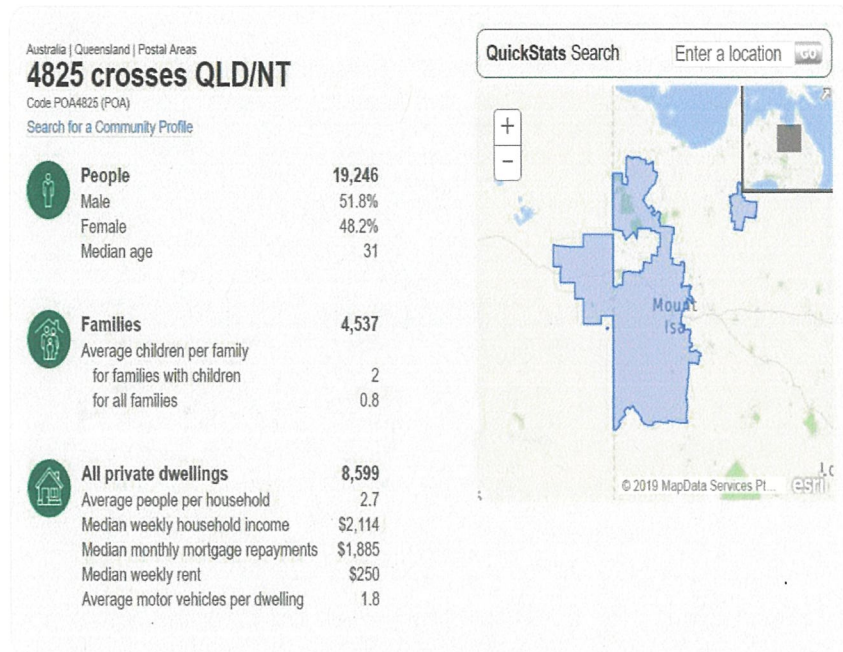
| Theme              | BUSINESS   | FUTURE   | MARKET  | FINANCE  |
|--------------------|--|--|---|--|
| <b>Aspirations</b> | A strong enthusiastic Committee connected to the community | Have a diverse program that celebrates our community that is welcoming to people at all stages of life                     | A multicultural program that creates passion and allows for everyone to enjoy new experiences | To increase annual profits by 25%                                  |
| <b>Objective</b>   | To increase membership base                                | To achieve 80% audience satisfaction rating of 'excellent' or 'very good'  | To attract over 10,000 attendees over the 2 days that the event takes place.                  | To increase early bird sales by 20% and family ticket sales by 10% |
|                    |  | Plan to provide free access to WiFi utilising network data to analyse people movements and increase appeal to attend event | Promote as a must attend event through Queensland tourism                                     | Target and attract new businesses and investment                   |

# The Market

## Your customers/clients

### Customer demographics

The following data obtained from ABS 2016 Quick Stats.



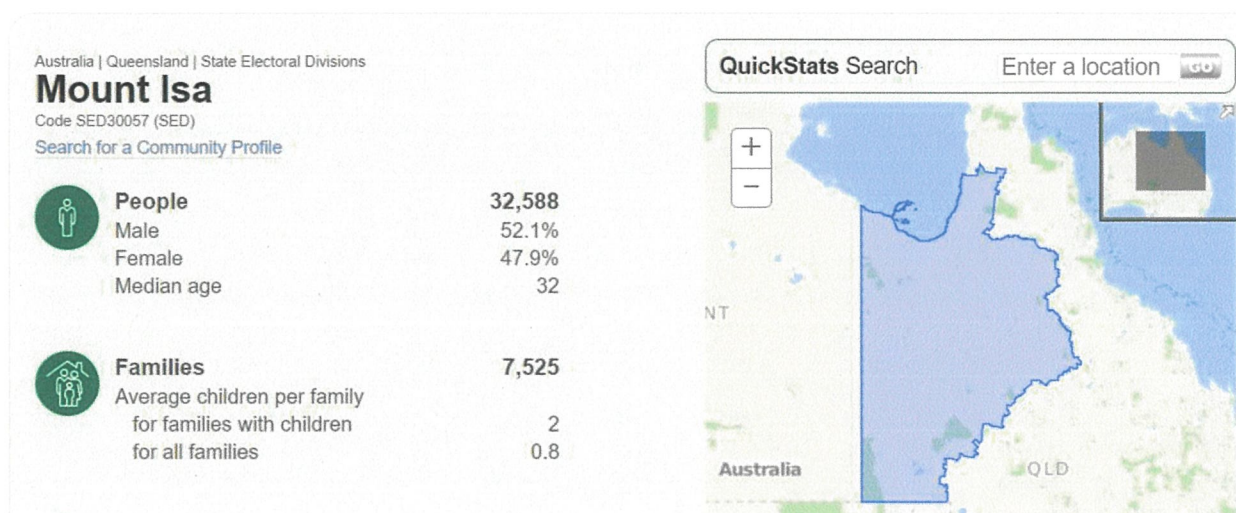
| Age               | 4825 crosses QLD/NT | %   | Queensland | %   | Australia | %   |
|-------------------|---------------------|-----|------------|-----|-----------|-----|
| Median age        | 31                  | --  | 37         | --  | 38        | --  |
| 0-4 years         | 1,765               | 9.2 | 296,466    | 6.3 | 1,464,779 | 6.3 |
| 5-9 years         | 1,507               | 7.8 | 317,138    | 6.7 | 1,502,646 | 6.4 |
| 10-14 years       | 1,375               | 7.1 | 299,097    | 6.4 | 1,397,183 | 6.0 |
| 15-19 years       | 1,160               | 6.0 | 296,287    | 6.3 | 1,421,595 | 6.1 |
| 20-24 years       | 1,472               | 7.6 | 316,860    | 6.7 | 1,566,793 | 6.7 |
| 25-29 years       | 1,900               | 9.9 | 320,753    | 6.8 | 1,664,602 | 7.1 |
| 30-34 years       | 1,756               | 9.1 | 325,943    | 6.9 | 1,703,847 | 7.3 |
| 35-39 years       | 1,361               | 7.1 | 305,218    | 6.5 | 1,561,679 | 6.7 |
| 40-44 years       | 1,303               | 6.8 | 322,901    | 6.9 | 1,583,257 | 6.8 |
| 45-49 years       | 1,280               | 6.6 | 322,982    | 6.9 | 1,581,455 | 6.8 |
| 50-54 years       | 1,304               | 6.8 | 308,727    | 6.6 | 1,523,551 | 6.5 |
| 55-59 years       | 1,040               | 5.4 | 292,198    | 6.2 | 1,454,332 | 6.2 |
| 60-64 years       | 698                 | 3.6 | 260,685    | 5.5 | 1,299,397 | 5.6 |
| 65-69 years       | 534                 | 2.8 | 242,192    | 5.1 | 1,188,999 | 5.1 |
| 70-74 years       | 379                 | 2.0 | 180,406    | 3.8 | 887,716   | 3.8 |
| 75-79 years       | 197                 | 1.0 | 126,084    | 2.7 | 652,657   | 2.8 |
| 80-84 years       | 135                 | 0.7 | 83,731     | 1.8 | 460,549   | 2.0 |
| 85 years and over | 84                  | 0.4 | 85,528     | 1.8 | 486,842   | 2.1 |

The median age of people in 4825 crosses QLD/NT (Postal Areas) was 31 years. Children aged 0 - 14 years made up 24.1% of the population and people aged 65 years and over made up 6.9% of the population.



- ❖ Of the families in 4825 crosses QLD/NT (Postal Areas), 45.4% were couple families with children, 34.9% were couple families without children and 18.0% were one parent families the most common ancestries in 4825 crosses QLD/NT (Postal Areas) were Australian
- ❖ 29.3%, English 21.9%, Irish 7.9%, Scottish 6.1% and Australian Aboriginal 4.2%.
- ❖ The most common occupations in 4825 crosses QLD/NT (Postal Areas) included Technicians and Trades Workers 22.0%, Professionals 15.8%, Machinery Operators and Drivers 15.6%, Clerical and Administrative Workers 10.6%, and Community and Personal Service Workers 9.7%.
- ❖ Two closest communities' demographics - Cloncurry Community Profile: People 2,719 (55.9% male; 44.1% female); Dajarra Community Profile: People 191 (53.7% male; 46.3% female).

#### Population within the Mount Isa State Electoral Division



Source: <http://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>



## Our competitors

In order to improve our business, it is important to understanding our competitors and what they have to offer

### Competitor details

| Competitor            | Established date | Market share (%)                | Value to customers   | Strengths  | Weaknesses   |
|-----------------------|------------------|---------------------------------|--|--|--|
| Mount Isa Rodeo Event | Late 1960's      | 80% of market share.            | Largest Rodeo prize money in Australia and recognised national/international Rodeo circuit. Event accepted and well attended by the community. | Unique event that is specific. Attracts a large audience base locally, state/national and internationally                                  | Becoming more Americanised and losing its country feel for local people. |
| Cloncurry Show        | Unknown          | 40% percentage of market share. | Provide a rural based community show that allows target group to view all activities in the one arena.   | Seems to have more to offer. Layout of the venue allows for target group to catch up with family and friends and creates a community feel. | It is in another town; local members must travel to the event?           |

## Market research

Monkey Survey was used in 2018 to collect community views on how well the event was delivered and received. Findings attached and forms part of this plan. This plan aims to target those areas of concerns raised as part of the survey.

## Market targets

Below is an outline of sales targets.

| Type                       | Amount          | Due date |
|----------------------------|-----------------|----------|
| Pre-Sales                  | 50 tickets      | 28 March |
|                            | 100 tickets     | 29 April |
|                            | 200 tickets     | 31 May   |
|                            | 1000 tickets    | 14 June  |
| Family Passes              | Increase of 20% | 19 June  |
| Individual Passes          | Increase of 20% | 19 June  |
| PBR Passes (if applicable) | Increase of 30% | 19 June  |
| Other major entertainment  | Increase of 30% | 19 June  |
| Show Passes only           | Increase of 5%  | 20 June  |
| Two Day Passes             | Increase of 30% | 19 June  |
| Friday Sales               | Increase of 25% | 19 June  |
| Saturday Sales             | Increase of 20% | 20 June  |

## Marketing Strategy Action Plan

| Marketing activity/milestone  | Person responsible  | Date of expected completion     | Success indicator                  |
|---|---|---------------------------------|------------------------------------|
| Develop Marketing Plan and submit to Committee  | Vicki   | 10 January 2021                 | Accepted and endorsed by Committee |
| Develop Program Budget  | Financial Team  | End of February 2021            | Accepted and endorsed by Committee |
| Review and update Sponsorship Package   | Vicki   | 4 February 2021                 | Accept and endorsed by Committee   |
| Revise and update procedures, guidelines and relevant manual for clients, competitors and vendors | Committee and as allocated to individual Stewards and Members | No later than end of March 2021 | Accepted and endorsed by Committee |

| <b>Marketing activity/ milestone</b>  | <b>Person responsible</b>                         | <b>Date of expected completion</b>     | <b>Success indicator</b>                          |
|---|---|--|---|
| Develop and expand sponsorship/support opportunities  | Vicki   | End of February 2021                   | Increase in financial and in-kind support         |
| Bulk emails to sponsors (include new sponsors)  | Vicki   | End of January 2021                    | Acknowledgement by sponsors                       |
| Follow up calls to sponsors to thank and confirm sponsor amount and provide update/clarity around any issues/concerns | Vicki, Stewards and potentially executive members | 10 days after the bulk mail out        | Acknowledgment by sponsors                        |
| Apply for Grant funding   | Vicki   | As per closing dates of various grants | Grant funding provided                            |
| Commence advertising of 2021 Mount Isa Show on website, blog/social media etc   | Owner of Facebook Page                            | On going                               | Public response and increase in sales             |
| Monthly Media Releases  | Executive Committee                               | Monthly                                | Increased queries through the Show Society office |
| Develop Giveaway Strategy   | Vicki   | End of February 2021                   | Accepted and endorsed by Executive Committee      |

## Advertising & sales

### Advertising and promotional strategy

| <b>Planned promotion /advertising type</b> | <b>Promotional strategy</b>  | <b>Expected business improvement</b>  | <b>Target date</b>                 |
|--|--|---|------------------------------------|
| Media Advertising                          | Monthly updates in the North West Star   | Raise awareness and increase sense of community ownership and pride through regular updates | On going                           |
| Giveaway                                   | At least 5 tickets per month is given away via radio, face book or other means | Raise interest and promote event  | Ongoing commencing from March 2021 |

| <b>Planned promotion /advertising type</b>     | <b>Promotional strategy</b>   | <b>Expected business improvement</b>                              | <b>Target date</b> |
|--|---|---|--------------------|
| Print media advertising and online advertising | Utilise these established advertising through Program Booklet, website and social media outlets i.e. facebook, twitter      | Informs client group and increase attendance                      | On going           |
| Sponsors advertising                           | Encourage sponsors to promote the event at their place of work and through their social networks and work place newsletters | Increase broader client group and potential new business partners | On going           |

## The Finances

In come is derived from gate takings, site fees from stall holders and showman guide; bar takings and general sponsors both financial and in-kind. Expenditure is based primarily around Entertainment, PBR, hire of equipment/labour, Security, prize money/ribbons & trophies for competitions, promotion, insurance and other associated costs to run the successful two-day event.

## Monitoring/measurement activities

Reviewing the impact of our marketing plan will be conducted periodically.

| <b>Marketing activity</b>                      | <b>Date of review</b> | <b>Monitoring methods</b>                   | <b>Review outcomes</b>                                   |
|--|-----------------------|---|--|
| Media Advertising                              | March 2021            | Engagement percentage on facebook/websites; | Increase in audience, engagement and queries             |
| Print media advertising and online advertising | March 2021            | Engagement percentage on facebook/websites; | Increase in audience, engagement and queries             |
| Sponsors advertising                           | April 2021            | Number of sponsors engaged                  | Increase in audience, engagement and queries             |
| Giveaway                                       | April 2021            | Scaled give ways as per strategy            | Increase in audience engagement on social media, queries |



## Supporting documentation

Source Reference for ABS Data:

<http://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>

## Glossary

**Australian Business Number (ABN)** – a single identifying number used when dealing with other businesses and the Tax Office.

**Australian Company Number (ACN)** – the number allocated by the Australian Securities and Investments Commission (ASIC) when you register a company under Corporations Law.

**Blog** – is a shortened word for Weblog (see Weblog).

**Demographics** – the characteristics of a segment of the population, e.g. customers.

**Domain name** – a name that identifies an organisation's address on the internet, either a website address (the domain name follows the 'www') or an email address (the domain name follows the '@' symbol in the email address).

**Goods and Services Tax (GST)** – a broad-based tax of 10 per cent on the sale of most goods and services in Australia.

**Milestone** – a goal or objective with a target date.

**Mission statement** – is a statement outlining how an organisation intends on achieving its vision.

**Social media** – a group of technology including Blogs, online networks (e.g. Twitter, Facebook, MySpace, LinkedIn) and online collaboration tools often used to expand your network/market reach or collaborate on a large scale.

**Vision statement** – an inspiring statement that expresses an organisation's main ambitions/goals.

**Weblog** – (also known as a Blog) an individual's or organisation's online website displaying a reverse-chronological list of entries (known as posts). Posts typically include thoughts, observations, promotions, links, images or videos. A Weblog is publicly available and allows readers to comment on posts.



# 2021

## RISK MANAGEMENT PLAN

### Mount Isa Agriculture Show Society

*(document is reviewed and updated March of each year)*

**QUEENSLAND HEALTH DEPARTMENT IS THE LEAD FOR PROVIDING ADVISE ON RISK ACTIONS REQUIRED FOR COVID-19 PANADEMIC OR ANY OTHER HEALTH RELATED MATTERS. RELEVANT COVID-19 SAFETY PLANS AS DIRECTED BY QLD HEALTH WILL BE COMPLETED AND IMPLEMENTED BY MIASS**

#### Executive Committee Members

President: Anne Pittis  
Vice President: Jessie Rothenhall  
Vice President: Jason Brandon  
Treasurer: Alvenia Gillett  
Secretary: Shirley Peters

Postal Details: PO BOX 2145, Mount Isa Qld 4825  
Email: [mountisashow@gmail.com](mailto:mountisashow@gmail.com)



# RISK MANAGEMENT PLANS

## The importance of a risk management plan

The Wikipedia standard risk management plans defines risk as 'an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives'<sup>1</sup>. The Mount Isa Agriculture Show Society (MIASS) takes a positive approach to risk management recognising that the effects of uncertainty can be positive or negative on their objective.

MIASS is committed to a strategic, consistent, systematic and holistic approach to the management of risk. It is an integral part of achieving its outcomes to ensure a safe and successful two-day event.

## Risk treatment

Risk treatment will involve selecting one or more options to modify or manage the risks. Options may include:

- avoiding the risk by deciding not to start or continue with an activity
- accepting the risk and putting in place mitigation strategies in order to pursue an opportunity
- retaining the risk after informed consideration
- removing the source of the risk
- changing the likelihood of a risk event occurring through mitigation strategies
- changing the consequence should a risk event occur through mitigation strategies
- sharing the risk with third parties e.g. through contract terms or insurance.

In selecting treatment options, consideration will be given to balancing the harm, injury, costs and efforts of implementation against the potential benefits derived.

## Risk monitoring and review

Both monitoring and review of identified risks and implementation of treatments will be planned as part of the risk management process and involves:

- ensuring controls and mitigation strategies are effective and efficient
- analysing lessons learnt from previous events including successes and failures
- considering Committee changes and the impact on existing risks including the Committees ability to manage controls and treatments; and
- identify emerging risks; and
- development of Emergency Procedure.

## HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. In the case of this plan, the following hazard groups will assist in the identification process: -

- human - type and size of crowd expected, level of crowd participation, harm to another person
- technological - mechanical, utilities such as gas and electricity
- natural - the physical location and site area conditions including damage to equipment
- Environmental - weather, Environment Protection Authority controlled ground impact etc.

In addressing these hazards a risk analysis will be done to identify who is responsible for coordinating the safety of every person should something that is out of the control of the event organiser occur.

---

Footnote:

1. [https://en.wikipedia.org/wiki/Risk\\_management\\_plan](https://en.wikipedia.org/wiki/Risk_management_plan)

### **Risk Assessment**

Risk assessments will be undertaken for all hazards identified and any risk analysis completed if relevant to the area covered by the plan. The likelihood of each hazard was considered and appropriate risk analysis rating determined. Internal Incident reporting templates has been developed by the Committee designed to capture critical details relating to any incidents. (Attachment A)

In terms of natural disasters, MAISS acknowledges that wet season flooding, and possible fires are considered as the two main natural disaster hazards. However, both of these are highly unlikely to be grossly disruptive or destructive, and will be triggered and managed by the Mount Isa City Council Disaster Management Plans and their evacuation responses.

There is potential for concern of mine related hazardous incidents at the acid plant or on any mine sites within the Mount Isa boundaries. However, these are highly unlikely and will be managed by the mine site and the Mount Isa City Council Disaster Management Team as required.

### **Risk Treatment**

The risk assessment identified existing controls for each hazard and possible future treatments to further reduce the identified residual risk.

The Committee may complete several risk management specific plans as a process before the event. These may include the following: -

- The initial risk assessment prior to the event
- A developed Risk Control Plan
- An Emergency Management Plan
- Traffic Management Plan – where applicable
- Waste Management Plan – where applicable
- Site safety induction checklists – for staff working on the event or different sites

These more specific assessments aid in the reduction of possible risks as much as possible and to prepare key members and personnel in the event of an emergency during your event.



## HAZZARD CHECKLIST

| HAZZARD   | Review and Monitor Considerations   |
|---|---|
| Fireworks   | Obtain appropriate licence and approval through local council. What is the regulations and notification guidelines? A pyro technician intending to hold a fireworks display must notify the local community by a letterbox drop or an advertisement in the local newspaper.   |
| Major incident/<br>safety plan                          | What could be the worst-case scenario? What provision needs to be made for the emergency services? What will be the procedure for summoning assistance? How will they get into and out of the site? Provision of first aid/medical facilities. Who is responsible, who would do what, have discussions been held with front line services   |
| Health and Safety<br>issues                             | Contractors employed to set up/take down stands, exhibits, marquees etc submit appropriate health and safety policies, risk assessments and method statements. Exhibitors and vendors, etc should submit similar details.   |
| Electrical power  | Is there sufficient power? Ensure all electrical and lighting equipment is tagged and in test date. Are there any overhead power lines or other cables? If you need to have long cable runs, they may require extra protection for the public? If in doubt, then check with Council.  |
| Traffic Control   | Are roads needing to be closed? What about parking facilities and access for vehicles, not only on the day of the event but before and after. Is there a need for access by large vehicles? Are any parts of the site unsuitable for vehicular traffic because of soft or uneven ground? What traffic routes will be needed? What effect will the event have on traffic passing the site or on local parking? |
| Provision of alcohol                                    | Has relevant liquor licence obtain? Is security appropriate?  |
| Food available  | What are the relevant health laws and regulations? How are they enforced to various stall holders over the course of the event  |
| Provision of facilities                                 | How are these being managed toilets, washing facilities, water supplies, provision for disposal of waste water, rubbish bins  |
| Waste management  | Waste collection during setting up, during and after the event. What type of receptacles are to be used? How and when will they be emptied and by whom? Advise Council who in your group is responsible to ensure the site is left clean and tidy   |
| Special needs groups                                    | Consider the types of attendees such as children, elderly persons and the disabled - are there particular arrangements that need to be made, e.g. for ramps?  |
| Fire safety   | Control over use of flammable liquids, LPG or other gases e.g. in catering or in other demonstrations. The use of generators should be strictly controlled - ensure adequate screening and protection, adequate arrangements for storage of fuel, etc. Adequate and appropriate fire extinguishers should be provided in accessible positions near to high risk areas.  |
| Attendees   | How many people are expected to attend the event? What is the site capacity? What means of access and egress are available? What level of stewarding will be required, and who will carry out this role?  |
| Organisers:   | How will you communicate with organisers and how will they be distinguished? How will you communicate with the crowd, exhibitors etc? What direction/information signs are required?  |
| Security and cash<br>handling<br>arrangements           | Site perimeter security, entry/ticketing arrangements. Potential risk of theft of cash, valuables and equipment? The use of a professional security company may be required for larger events.  |
| Exhibitors,<br>amusements, stalls<br>and demonstrations | What is the interaction between adjacent stalls, exhibits or demonstrations and the problems that may result from having conflicting activities going on next to one another? Consider traffic routes, entrances/exits and toilet or refreshment facilities.  |
| Structures  | Are any temporary structures going to be erected? Are they to be erected by competent persons? Do they need permit from Council?  |
| Contingency plan  | What are the place should there be adverse weather conditions?  |

## Attachment A - Internal incident report form

| Mount Isa Agriculture Show Society – Incident Report Template |  |                 |
|---|--|-----------------|
| Name of person reporting incident:                            |  |                 |
| Person/s involved in incident:                                | Date of incident:                                |                 |
| Location of incident:   |  |                 |
| What task was being performed at the time of the incident?    |  |                 |
|   |  |                 |
| What happened?  |  |                 |
|   |  |                 |
| What factors contributed to the incident?                     |  |                 |
| Environment (e.g. lighting, layout)                           | Equipment/materials (e.g. guarding, maintenance) |                 |
|   |  |                 |
| Work systems (e.g. hazard not identified or reported)         | People (e.g. fatigue, communication)             |                 |
|   |  |                 |
| Corrective actions:   |  |                 |
| Contributing factor (from above list)                         |  |                 |
| What are we going to do to fix the problem?                   |  |                 |
| Who   | When   | Completion date |
|   |  |                 |
| Issue fixed?  |  |                 |
| Name  | Signature  | Date            |
| Person involved in incident:                                  |  |                 |
| Manager:  |  |                 |

## STATEMENT OF WITNESS

I, .....

(Full Name)

OF .....

(Address)

Stated that on..... At .....

(Date)

(Time)

I witnessed the following incident/ I witnessed part of the following incident

(Cross out whichever doesn't apply)

Place incident occurred:.....

.....

My location at the time of the incident was: .....

.....

.....

A description of what took place:.....

.....

.....

.....

Other Relevant information:.....

.....

.....

Signed:.....Date:.....

Address: .....

.....

Signature witnessed by .....



## RISK ASSESSMENT ANALYSIS SHEET

**MOUNT ISA AGRICULTURAL SHOW  
SOCIETY INC.**

**Manager/Supervisor**  
**Phone:**

**Anne Pitts**  
**0427430146**

### IDENTIFICATION

**Risk Name:** HASMAT LEAK **Risk Number:** 14  
**EXISTING CONTROLS:** Isolation and Emergency services **Risk Number:** 21  
**This is dependent on:** Above being implemented

### RISK AREA:

Internal and external areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825

### Event: (Describe fully)

**FIRE - POLICE - AMBULANCE 000**  
**QLD FIRE AND RESCUE 07 4743 2233 - SES 07 4743 2601- Q.A.S 07 4747 2347**

### INCIDENT REPORT AND WITNESS STATEMENTS ATTACHED

| Consequences                  | Catastrophic<br>(1) | Major<br>(2) | Moderate<br>(3) | Minor<br>(4) | Insignificant<br>(5) |
|-------------------------------|---------------------|--------------|-----------------|--------------|----------------------|
| Likelihood                    |                     |              |                 |              |                      |
| A (almost certain)            | 1                   | 2            | 4               | 7            | 11                   |
| B (very likely)               | 3                   | 5            | 8               | 12           | 16                   |
| C (moderately likely)         | 6                   | 9            | 13              | 17           | 20                   |
| D (unlikely but could happen) | 10                  | 14           | 18              | 21           | 23                   |
| E (very unlikely)             | 15                  | 19           | 22              | 24           | 25                   |

**Likelihood:** D **Consequence:** 14 **Qualitative Risk Reading:** 21

### Risk response level: (tick)

| From  | 23                       | 20                       | 11                       | 4                        | 1                        | Priority/Criticality | High                         | Medium                      | Low                      | None                     |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|------------------------------|-----------------------------|--------------------------|--------------------------|
| To    | 25                       | 22                       | 19                       | 10                       | 3                        | Likely occurrence    | in                           |                             |                          |                          |
| Level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treat risk?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> | <input type="checkbox"/> |

### SUGGESTED TREATMENT

**Suggested treatment:** Prevent Mitigate Avoid Transfer Retain (or Accept)

☐ ☐

☐ ☐ ☐ ☐ ☐

## RISK ASSESSMENT ANALYSIS SHEET

**MOUNT ISA AGRICULTURAL SHOW  
SOCIETY INC.**

**Manager/Supervisor**  
**Phone:**

**Anne Pitts**  
**0427430146**

### IDENTIFICATION

**Risk Name:** MEDICAL EMERGENCY **Risk Number:** 2  
**EXISTING CONTROLS:** Ambulance on the grounds at all times **Risk Number:** 21  
**This is dependent on:** Above being implemented

### RISK AREA:

Internal and external areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825

### Event: (Describe fully)

**AMBULANCE 000**  
**Q.A.S 07 4747 2347**

High hazard areas are:

The Arena Steps- no hand rails- Fall Hazzard  
Inside track- un even ground- Falls Hazzard  
Street lighting outside venue- falls Hazzard

The above 3 items are not the responsibility of the Show Society as this a Mount Isa City Council owned venue, however we will make every effort to prevent any incidents with the areas mentioned above  
Ambulance are on the grounds from 8am to midnight

| Consequences                  | Catastrophic<br>(1) | Major<br>(2) | Moderate<br>(3) | Minor<br>(4) | Insignificant<br>(5) |
|-------------------------------|---------------------|--------------|-----------------|--------------|----------------------|
| Likelihood                    |                     |              |                 |              |                      |
| A (almost certain)            | 1                   | 2            | 4               | 7            | 11                   |
| B (very likely)               | 3                   | 5            | 8               | 12           | 16                   |
| C (moderately likely)         | 6                   | 9            | 13              | 17           | 20                   |
| D (unlikely but could happen) | 10                  | 14           | 18              | 21           | 23                   |
| E (very unlikely)             | 15                  | 19           | 22              | 24           | 25                   |

**Likelihood:** D **Consequence:** 2 **Qualitative Risk Reading:** 21

**Risk response level: (tick)**

| From  | 23                       | 20                       | 11                       | 4                        | 1                        | Priority/Criticality | High | Medium | Low | None |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|------|--------|-----|------|
| To    | 25                       | 22                       | 19                       | 10                       | 3                        | Likely occurrence    | in   |        |     |      |
| Level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treat risk?          | Yes  | No     |     |      |

### SUGGESTED TREATMENT

**Suggested treatment:** Prevent Mitigate Avoid Transfer Retain (or Accept)



## RISK ASSESSMENT ANALYSIS SHEET

**MOUNT ISA AGRICULTURAL SHOW  
SOCIETY INC.**

**Manager/Supervisor**  
**Phone:**

**Anne Pitts**  
**0427430146**

### IDENTIFICATION

**Risk Name:** STORM **Risk Number:** 3  
**EXISTING CONTROLS:** Municipal Plan & Emergencies Services **Risk Number:** 18  
**This is dependent on:** Above being implemented

### RISK AREA:

Internal and external areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825

### Event: (Describe fully)

**FIRE - POLICE - AMBULANCE 000**

**QLD FIRE AND RESCUE 07 4743 2233 - SES 07 4743 2601- Q.A.S 07 4747 2347**

If a server storm warning were being forecast the show would evacuate the area many hours prior to the event starting.

### INCIDENT REPORT AND WITNESS STATEMENTS ATTACHED

| Consequences                  | Catastrophic<br>(1) | Major<br>(2) | Moderate<br>(3) | Minor<br>(4) | Insignificant<br>(5) |
|-------------------------------|---------------------|--------------|-----------------|--------------|----------------------|
| Likelihood                    |                     |              |                 |              |                      |
| A (almost certain)            | 1                   | 2            | 4               | 7            | 11                   |
| B (very likely)               | 3                   | 5            | 8               | 12           | 16                   |
| C (moderately likely)         | 6                   | 9            | 13              | 17           | 20                   |
| D (unlikely but could happen) | 10                  | 14           | 18              | 21           | 23                   |
| E (very unlikely)             | 15                  | 19           | 22              | 24           | 25                   |

**Likelihood:** D **Consequence:** 14 **Qualitative Risk Reading:** 21

#### Risk response level: (tick)

| From  | 23                       | 20                       | 11                       | 4                        | 1                        | Priority/Criticality | High | Medium | Low | None |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|------|--------|-----|------|
| To    | 25                       | 22                       | 19                       | 10                       | 3                        | Likely occurrence    | in   |        |     |      |
| Level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treat risk?          | Yes  | No     |     |      |

### SUGGESTED TREATMENT

**Suggested treatment:** Prevent Mitigate Avoid Transfer Retain (or Accept)

|  |  |
|--|--|
|  |  |
|--|--|

## Attachment B – Risk Assessment Analysis Sheets

| <b>RISK ASSESSMENT ANALYSIS SHEET</b>  |                          |                                  |                              |                              |                                 |   |
|--|--------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|---|
| <b>MOUNT ISA AGRICULTURAL SHOW SOCIETY INC.</b>  |                          |                                  | Manager/Supervisor<br>Phone: |                              | <b>Anne Pitts</b><br>0427430146 |   |
| <b>IDENTIFICATION</b>  |                          |                                  |                              |                              |                                 |   |
| Risk Name:   |                          | BOMB THREAT                      |                              | Risk Number:                 |                                 | 10  |
| EXISTING CONTROLS:   |                          | Isolation and Emergency services |                              | Risk Number:                 |                                 | 21  |
| This is dependent on:  |                          | Above being implemented          |                              |                              |                                 |   |
| <b>RISK AREA:</b>  |                          |                                  |                              |                              |                                 |   |
| Internal and external areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825  |                          |                                  |                              |                              |                                 |   |
| <b>Event: (Describe fully)</b>   |                          |                                  |                              |                              |                                 |   |
| Annual 2 day Mount Isa Show  |                          |                                  |                              |                              |                                 |   |
| <b>FIRE – POLICE – AMBULANCE 000</b>   |                          |                                  |                              |                              |                                 |   |
| QLD FIRE AND RESCUE 07 4743 2233 – SES 07 4743 2601- Q.A.S 07 4747 2347  |                          |                                  |                              |                              |                                 |   |
| BOMB THREAT CHECKLIST ATTACHED AND AT ALL PHONES DURING THE EVENT<br>WITNESS STATEMENT INCIDENT REPORTS ALSO ATTACHED  |                          |                                  |                              |                              |                                 |   |
|  |                          |                                  |                              |                              |                                 |   |
| Consequences   | Catastrophic<br>(1)      | Major<br>(2)                     | Moderate<br>(3)              | Minor<br>(4)                 | Insignificant<br>(5)            |   |
| Likelihood   |                          |                                  |                              |                              |                                 |   |
| A (almost certain)   | 1                        | 2                                | 4                            | 7                            | 11                              |   |
| B (very likely)  | 3                        | 5                                | 8                            | 12                           | 16                              |   |
| C (moderately likely)  | 6                        | 9                                | 13                           | 17                           | 20                              |   |
| D (unlikely but could happen)  | 10                       | 14                               | 18                           | 21                           | 23                              |   |
| E (very unlikely)  | 15                       | 19                               | 22                           | 24                           | 25                              |   |
| Likelihood: D  |                          | Consequence: 10                  |                              | Qualitative Risk Reading: 21 |                                 |   |
| <b>Risk response level: (tick)</b>   |                          |                                  |                              |                              |                                 |   |
| From   | 23                       | 20                               | 11                           | 4                            | 1                               | Priority/Criticality <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None |
| To   | 25                       | 22                               | 19                           | 10                           | 3                               | Likely occurrence in <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Level  | <input type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>     | <input type="checkbox"/>     | <input type="checkbox"/>        | Treat risk? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>SUGGESTED TREATMENT</b>   |                          |                                  |                              |                              |                                 |   |
| Suggested treatment: <input type="checkbox"/> Prevent <input type="checkbox"/> Mitigate <input type="checkbox"/> Avoid <input type="checkbox"/> Transfer <input type="checkbox"/> Retain (or Accept) |                          |                                  |                              |                              |                                 |   |



## RISK ASSESSMENT ANALYSIS SHEET

**MOUNT ISA AGRICULTURAL SHOW  
SOCIETY INC.**

**Manager/Supervisor**  
**Phone:**

**Anne Pitts**  
**0427430146**

### IDENTIFICATION

**Risk Name:** FIRE **Risk Number:** 14

**EXISTING CONTROLS:** Extinguishers and Fire Authority Response **Risk Number:** 21  
**This is dependent on:** Above being implemented

### RISK AREA:

Internal and external areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825

### Event: (Describe fully)

**FIRE 000**  
**QLD FIRE AND RESCUE 07 4743 2233**

| Consequences                  | Catastrophic<br>(1) | Major<br>(2) | Moderate<br>(3) | Minor<br>(4) | Insignificant<br>(5) |
|-------------------------------|---------------------|--------------|-----------------|--------------|----------------------|
| Likelihood                    |                     |              |                 |              |                      |
| A (almost certain)            | 1                   | 2            | 4               | 7            | 11                   |
| B (very likely)               | 3                   | 5            | 8               | 12           | 16                   |
| C (moderately likely)         | 6                   | 9            | 13              | 17           | 20                   |
| D (unlikely but could happen) | 10                  | 14           | 18              | 21           | 25                   |
| E (very unlikely)             | 15                  | 19           | 22              | 24           | 26                   |

**Likelihood:** D **Consequence:** 2 **Qualitative Risk Reading:** 21

**Risk response level: (tick)**

|              |                          |                          |                          |                          |                          |                             |  |
|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--|
| <b>From</b>  | 23                       | 20                       | 11                       | 4                        | 1                        | <b>Priority/Criticality</b> | <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None |
| <b>To</b>    | 25                       | 22                       | 19                       | 10                       | 3                        | <b>Likely occurrence</b>    | in   |
| <b>Level</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Treat risk?</b>          | <input type="checkbox"/> Yes <input type="checkbox"/> No   |

### SUGGESTED TREATMENT

**Suggested treatment:** ☐ Prevent ☐ Mitigate ☐ Avoid ☐ Transfer ☐ Retain (or Accept)



## RISK ASSESSMENT ANALYSIS SHEET

**MOUNT ISA AGRICULTURAL SHOW  
SOCIETY INC.**

**Manager/Supervisor**  
**Phone:**

**Anne Pitts**  
**0427430146**

### IDENTIFICATION

**Risk Name:** OUT OF CONTROL ANIMAL **Risk Number:** 18

**EXISTING CONTROLS:** ANIMAL STEWARDS/OWNERS, BOUNDARY FENCES **Risk Number:** 21  
**This is dependent on:** Above being implemented

### RISK AREA:

External areas at Buchanan Park - Corner George Street and Sutton Mount Isa QLD 4825

**Event: (Describe fully)**

**AMBULANCE 000**

**VET 07 4743 3220 on the grounds**

**- Q.A.S 07 4747 2347**

**INCIDENT REPORT AND WITNESS STATEMENT ATTACHED**

| Consequences                  | Catastrophic<br>(1) | Major<br>(2) | Moderate<br>(3) | Minor<br>(4) | Insignificant<br>(5) |
|-------------------------------|---------------------|--------------|-----------------|--------------|----------------------|
| Likelihood                    |                     |              |                 |              |                      |
| A (almost certain)            | 1                   | 2            | 4               | 7            | 11                   |
| B (very likely)               | 3                   | 5            | 8               | 12           | 16                   |
| C (moderately likely)         | 6                   | 9            | 13              | 17           | 20                   |
| D (unlikely but could happen) | 10                  | 14           | 18              | 21           | 23                   |
| E (very unlikely)             | 15                  | 19           | 22              | 24           | 25                   |

**Likelihood:** D **Consequence:** 18 **Qualitative Risk Reading:** 21

**Risk response level: (tick)**

| From  | 23                       | 20                       | 11                       | 4                        | 1                        | Priority/Criticality | <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|--|
| To    | 25                       | 22                       | 19                       | 10                       | 3                        | Likely occurrence    | in   |
| Level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treat risk?          | <input type="checkbox"/> Yes <input type="checkbox"/> No   |

### SUGGESTED TREATMENT

**Suggested treatment:** ☐ Prevent ☐ Mitigate ☐ Avoid ☐ Transfer ☐ Retain (or Accept)

## **Emergency Evacuation Procedures**

The objective of these procedures is to ensure, as far as practicable, the safety, health and wellbeing of committee members, volunteers, general public, contractors and visitors during emergencies at Mount Isa Buchannan Park as part of the Mount Isa annual Show. This will include the lead up to the event, during the event and close down of the event. Dates inclusive from Saturday 12 June 2021 to Sunday 20 June 2021.

To comply with relevant legislation, codes and guidance materials, emergency procedures are prepared and distributed to relevant Committee Members, Stewards of Events, Stall Holders, Vendors, Contractors and Volunteers who will be involved in the event. Information sessions held prior to the main events: Friday 18 June and Saturday 19 June 2021

## **Emergency Control Organisation (ECO)**

The ECO consists of Fire Wardens, Area Wardens and First Aid Officers, as well as outside agencies such as Fire and Rescue Services.

The role of the ECO is to ensure the safety of the premises/facility/building and any occupants, visitors and general public in any emergency.

During emergencies, instructions from ECO personnel (i.e. Wardens and Fire and Emergency Services personnel) overrule the normal management structure.





# EXHIBIT at the SHOW

Show us your **BRAND!**



## 10 Reasons to Exhibit at the Show as a SPONSOR

1. Depending on type of sponsorship you can obtain a 3mx6m external site to promote your product/services
2. Be on hand to develop personal and direct relationship with your clients
3. Generate immediate sales for your business
4. Show your full product or service range in life rather than in a catalogue
5. Get immediate feedback on your product range
6. Raise your profile and add value to your brand or service
7. Connect with other businesses and potential distributors for your products
8. Launch a new product and generate media interest
9. Offer 'hands on learning' opportunities to engage with your audience i.e. live demonstrations, interactive activities, audience participation etc
10. Share new information about your product or service

*The Mount Isa Show - \$20 in 2021 – It's a whole lot of fun!*





# 2021 MOUNT ISA SHOW



- ◆ Reach an audience that you would not normally engage with throughout the year.
- ◆ The event attracts more than 8,000 people and is growing each year.
- ◆ The 2021 Show will have a range of new events never before seen in Mount Isa.
- ◆ First time ever in Queensland and only previously held in three other cities in Australia, the 2021 Mount Isa Show will host the **LUMINARIUM: DAEDALUM EXHIBIT**
- ◆ Our Show attracts a loyal customer base with 68% indicating they 'definitely will' or 'probably will' attend in 2021
- ◆ Connect with customers all day long. More than 60% of attendees arrive at the Show between 9am and 11am, with more than half spending at least 1 – 2hrs at the show.
- ◆ We have a diverse range of attendees, with most aged between 21 and 59
- ◆ Increase your brand awareness. In 2021, the Show will increase their publicity across television, radio, print, online and social media
- ◆ Proven results from past exhibitors. More than 60% of exhibitors in 2019 indicated they would like to return in 2021.

*The Mount Isa Show - \$20 in 2021 – It's a whole lot of fun!*



# ENTERTAINMENT PACKAGES



|  | MAJOR SPONSOR<br>Mount Isa Show<br>Naming Right | MAJOR SPONSOR<br>Luminaria Daedalum<br>Exhibit | OFFICIAL SPONSOR<br>Show Sponsor | OFFICIAL SPONSOR<br>Show Sponsor | Bronco Branding<br>Event Naming Rights | Horse Event Naming<br>Rights | Pavilion Section<br>Naming Rights | Bronco Branding<br>Minor Sponsor | Horse Event Minor<br>Sponsor | Pavilion Section<br>Minor Sponsor | Minor Sponsor   |
|--|---|--|----------------------------------|----------------------------------|--|------------------------------|-----------------------------------|----------------------------------|------------------------------|-----------------------------------|-----------------|
| Cost (all inc. GST)  | \$32,500  | \$22,000                                       | \$5,500                          | \$1,650                          | \$3,300                                | \$3,300                      | \$3,300                           | \$1,650                          | \$1,650                      | \$1,650                           | \$330 – \$1,100 |
| Packages Available   | 1   | 1  | 1                                | 1                                | 1                                      | 1                            | 1                                 | 1                                | 1                            | 1                                 | unlimited       |
| Event Title  | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 |                 |
| Company Name in all verbal event advertising scripts               | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            |                                   |                 |
| Logo in Event Schedule   | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 | ✓               |
| Company Logo included in all the Title Position of Print Adverts   | ✓   | ✓  |                                  |                                  |  |                              |                                   |                                  |                              |                                   |                 |
| Company Logo included in event TV Commercial                       | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 | ✓               |
| Logo placed on Mount Isa Show's Website                            | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 | ✓               |
| Signage Position   | Front Entrance                                  | Front Entrance                                 | Prime Location                   | Prime Location                   | Bronco Branding Arena                  | Prime Location               | Prime Location                    | Bronco Branding Arena            | Prime Location               | Prime Location                    | Prime Location  |
| Live Act Thank You and Sponsor Mention                             | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 | ✓               |
| Additional Venue Signage Positions Available                       | ✓   | ✓  |                                  |                                  |  |                              |                                   |                                  |                              |                                   |                 |
| Signage position at Main Entrance of venue                         | ✓   | ✓  |                                  |                                  |  |                              |                                   |                                  |                              |                                   |                 |
| Complimentary 3mx6m external site to promote your group            | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 |                 |
| Certificate of appreciation & sponsors thank you night             | ✓   | ✓  | ✓                                | ✓                                | ✓                                      | ✓                            | ✓                                 | ✓                                | ✓                            | ✓                                 | ✓               |
| VIP Tickets* – inc. food and beverage Thursday night VIP Fair only | 12  | 10   | 6                                | 3                                | 4                                      | 4                            | 4                                 | 3                                | 3                            | 3                                 | 2               |
| General Admission Passes Friday 18 & Saturday 19 June              | 12  | 10   | 6                                | 3                                | 4                                      | 4                            | 4                                 | 3                                | 3                            | 3                                 | 2               |
| Luminaria Daedalum Exhibit Sunday 20 or Monday 21 June             | 12  | 10   | 5                                | 3                                | 4                                      | 4                            | 4                                 | 3                                | 3                            | 3                                 | 2               |



## ENTERTAINMENT PACKAGES CONTINUED



|  | Minor Sponsor<br>Live Entertainment | Luke's Animal<br>Kingdom Naming<br>Rights | Polly's Craft<br>Naming Rights | Bubble Muffin<br>Naming Rights | Chainsaw Carving<br>Naming Rights | Send in Your Eyes<br>Naming Rights | Minor Sponsor<br>Dinosaur Encounters | Minor Sponsor<br>More Than Mine | Minor Sponsor Pig<br>Races | Minor Sponsor<br>Animal Farm | Minor Sponsor<br>Rock Climbing | RELOVEOLUTION<br>Naming Rights |
|--|-------------------------------------|---|--------------------------------|--------------------------------|-----------------------------------|------------------------------------|--------------------------------------|---------------------------------|----------------------------|------------------------------|--------------------------------|--------------------------------|
| Cost (all inc. GST)  | \$3,300                             | \$3,190                                   | \$3,100                        | \$2,695                        | \$2,200                           | \$2,500                            | \$1,100                              | \$1,500                         | \$1,500                    | \$1,500                      | \$1,500                        | \$500                          |
| Packages Available   | 1                                   | 1   | 1                              | 1                              | 1                                 | 1                                  | 1                                    | 1                               | 1                          | 1                            | 1                              | 1                              |
| Event Title  | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          |                              |                                |                                |
| <b>Advertising</b>   |                                     |   |                                |                                |                                   |                                    |                                      |                                 |                            |                              |                                |                                |
| Company Name in all verbal event advertising scripts                                   | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              | ✓                              |
| Logo in Event Schedule   | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              | ✓                              |
| Company Logo included in Print Adverts   | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  |                                      |                                 |                            |                              |                                | ✓                              |
| Company Logo included in event TV Commercial   | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               |                            |                              |                                |                                |
| Logo placed on Mount Isa Show's Website  | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              |                                |
| <b>Event Advertising</b>   |                                     |   |                                |                                |                                   |                                    |                                      |                                 |                            |                              |                                |                                |
| Signage Position   | Event                               | Event                                     | Stage                          | Stage                          | Event                             | Event                              | Event                                | Pavilion                        | Event                      | Event                        | Event                          | Event                          |
| Live Act Thank You and Sponsor Mention   | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              | ✓                              |
| Additional Venue Signage Positions Available   |                                     |   |                                |                                |                                   |                                    |                                      |                                 |                            |                              |                                |                                |
| Complimentary 3mx6m external site to promote your group                                | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              | ✓                              |
| Certificate of appreciation & sponsors thank you night                                 | ✓                                   | ✓   | ✓                              | ✓                              | ✓                                 | ✓                                  | ✓                                    | ✓                               | ✓                          | ✓                            | ✓                              | ✓                              |
| <b>Corporate Hospitality</b>   |                                     |   |                                |                                |                                   |                                    |                                      |                                 |                            |                              |                                |                                |
| VIP Tickets THURSDAY NIGHT FAIR ONLY<br>– inc. food and beverage and Luminaria Exhibit | 4                                   | 4   | 4                              | 3                              | 3                                 | 2                                  | 2                                    | 2                               | 2                          | 2                            | 2                              | 1                              |
| General Admission Passes Friday 18 & Saturday 19 June                                  | 4                                   | 4   | 4                              | 3                              | 3                                 | 2                                  | 2                                    | 2                               | 2                          | 2                            | 2                              | 1                              |
| Luminaria Daedalum Exhibit Sunday 20 or Monday 21 June                                 | 4                                   | 4   | 4                              | 3                              | 3                                 | 2                                  | 2                                    | 2                               | 2                          | 2                            | 2                              | 1                              |





## EVENT DETAILS

DATE: Friday 18 & Saturday 19 June 2021

VENUE: Buchanan Park Events Complex  
*Corner of George Street and Sutton Street*

START TIME: 9am

FINISH TIME: 12 Midnight

Our Marketing Strategy will include: - Television/ Radio/ Newspaper/ Posters/ logo recognition on website/ Social Media/Press releases/ onsite signage

*The Mount Isa Show - \$20 in 2021 – It's a whole lot of fun!*



# GET READY

For only \$25 you have a chance to WIN a  
2020 Hyundai Kona Active (AWD) Automatic



**Value  
\$29,225**

**Drawn  
MOTHERS DAY**  
Sunday 9<sup>th</sup> May 2021  
1pm at the Mount Isa  
Irish Club



**2020  
Drive**  
CAR OF THE YEAR  
Winner Small SUV

Mount Isa Agricultural Show  
Society Inc.



**MA Malouf Auto's**  
DRIVE HAPPY

**Mount Isa Irish Club**  
Proudly entertaining Mt Isa's for 60 years

Purchase your tickets at  
<https://mountisatickets.com.au/event/12447>

Limited tickets available, so be quick.





## SPONSORSHIP AGREEMENT FORM

To accept a Sponsorship Package please fill out below form and return to: [mountisashow@gmail.com](mailto:mountisashow@gmail.com)

This Agreement is made on the \_\_\_\_\_ day of January 2021 between the **Mount Isa Agricultural Show Society Inc.** (ABN 84 119 078 458) AND **Company Name:** Mount Isa City Council

Address: 23 West St Mt Isa Telephone: 4747 3200 Email: accounts.payable@mountisa.qld.gov.au

I/We (Person/Company) Mount Isa City Council agree to accept the sponsorship proposal for the following:

(Event Name/Sponsor Package) Major Sponsor

Sponsorship Investment Amount (Including GST) \$ 22,000 for event/package indicated above for the 2020 Mount Isa Show. I hereby understand that the Sponsorship cash components are to be paid in full prior to **10<sup>th</sup> June 2021**

Signed for and on behalf of: (Company Name): Mount Isa City Council

David Keenan CEO  
(Name and Position held by signatory)

[Signature]  
(Signature)

Date: / /

Signed for and on behalf of: **Mount Isa Agricultural Show Society Inc.**

\_\_\_\_\_  
(Name and Position held by signatory)

\_\_\_\_\_  
(Signature)

Date: / /

### Bank Account Details

Branch: Westpac  
BSB: 034 203  
ACCOUNT: 335 746  
Name: Mount Isa Agricultural  
Show Society



# OFFICER'S REPORT



**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Community Development Officer, Promotions and Development  
**AGENDA** 24.02.2021 Council Ordinary Meeting  
**FOLDER ID** 5098

**ITEM 10.2**

**SUBJECT** Sponsorship Request – Outback Queensland Masters  
**LOCATION** Mount Isa Golf Course

## EXECUTIVE SUMMARY

Council has received a proposal from Golf Australia to be a host city in the 2022 Outback Queensland Masters Event to be held on 16 & 17 July 2022 at the Mount Isa Golf Club.

## OFFICER'S RECOMMENDATION

**THAT** Council APPROVES being a host city and providing sponsorship in the amount of \$20,000 cash (ex GST) to be a Birdie Spirit Partner of the 2022 Outback Queensland Masters Golf Tournament.

Or

**THAT** Council APPROVES being a host city and providing sponsorship in the amount of \$10,000 cash and \$10,000 in-kind (ex GST) to be a Mateship Partner of the 2022 Outback Queensland Masters Golf Tournament.

Or

**THAT** Council DOES NOT APPROVE being a host city and providing sponsorship of the 2022 Outback Queensland Masters Golf Tournament.

## BUDGET AND RESOURCE IMPLICATIONS

Council holds an annual budget for the biannual sponsorship program, with the 2020/21 budget being \$44,000. Round 2 of the Sponsorship program is currently open with \$35,500 available for Round 2, which closes 1<sup>st</sup> March, 2021. A budget adjustment would most likely be required to support this request.

## BACKGROUND

The Outback Queensland Masters (OQM) was previously hosted in the region with Mount Isa, concluding the 2019 event with the Million Dollar Hole-in-one event at the Mount Isa Golf Club. The 2019 event statistics indicate: over 300 visitors to the region, 1200 attendees across the 6 events and 3800 visitor nights in the outback region. The event includes junior clinics, professional coaching along with the main event of the Outback Masters.

After a break in 2020 due to COVID-19, it is anticipated that the 2021 event will see a minimum 50% increase on the 2019 statistics based on current sales, with the event expected to grow further in 2022. The proposed 2022 event includes 6 locations with Mount Isa being proposed as location 5.

The proposal for sponsorship will provide Council with:

- Mount Isa's inclusion on official OQM marketing collateral poster, program, website, advertising (TV, print and digital) and e-newsletter.
- 5 Editorial based social media content.
- MICC Logo inclusions at various locations.



# OFFICER'S REPORT



- Self-drive itinerary promotion and Mount Isa on OQM official touring map.
- Outback Player Passes.
- Outback Spectator Passes.
- Delivery of approximately 200 unique out-of-region visitors to the city for a minimum of three nights.
- Provision of event hi-res images and footage and more.

## LINK TO CORPORATE PLAN

People & Communities – To establish safe and healthy communities with a strong sense of identity which supports existing industry and encourages new and innovative business and practices.

Strategy 1.3 – Assist community groups to increase their sustainability and build social capacity.

Strategy 1.8 – Coordinate and review sport and recreation opportunities to encourage a healthier lifestyle in the region.

## CONSULTATION (Internal and External)

Internal – Brief to Councillors

## LEGAL CONSIDERATIONS

Not Applicable

## POLICY IMPLICATIONS

Not Applicable

## RISK IMPLICATIONS

Ongoing Covid-19 restrictions may impact attendance and travel ability.

## HUMAN RIGHTS CONSIDERATIONS

As part of this recommendation, consideration has been given to all 23 protected human rights and it's believed that it does not unreasonably infringe on these human rights.

## ATTACHMENTS

- 2020 Location Opportunity Proposal

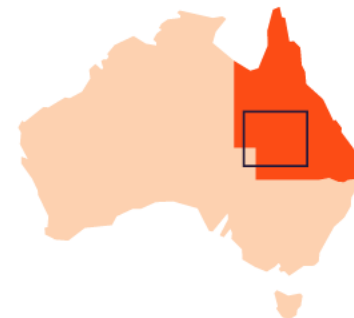
## REFERENCE DOCUMENT

- Nil

|   |   |
|---|---|
| <b>Report Prepared by:</b><br>Community Development Officer<br>Promotions and Development<br>19.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>Executive Services<br>19.02.2021 |
|---|---|



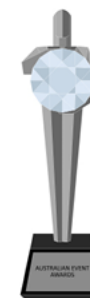
# 2022 LOCATION OPPORTUNITY PROPOSAL



The Outback Queensland Masters is **Australia's most remote golf series** and the **world's largest amateur golfing prize pool**, including a million dollar hole-in-one, 5 x \$10,000 hole-in-ones.

This epic event is staged across 6 towns in Queensland's Outback and in 2020 was awarded Australia's Best New Event.

Presented by Golf Australia with strategic partner, Tourism & Events Queensland a eagle spirit partner, PGA Australia. The event is further supported by local government authorities and local golf clubs.



**AUSTRALIAN  
EVENT AWARDS  
WINNER 2020**

*Presented by*



*Eagle Spirit Partner*



*Strategic Partner*



**Queensland  
Government**

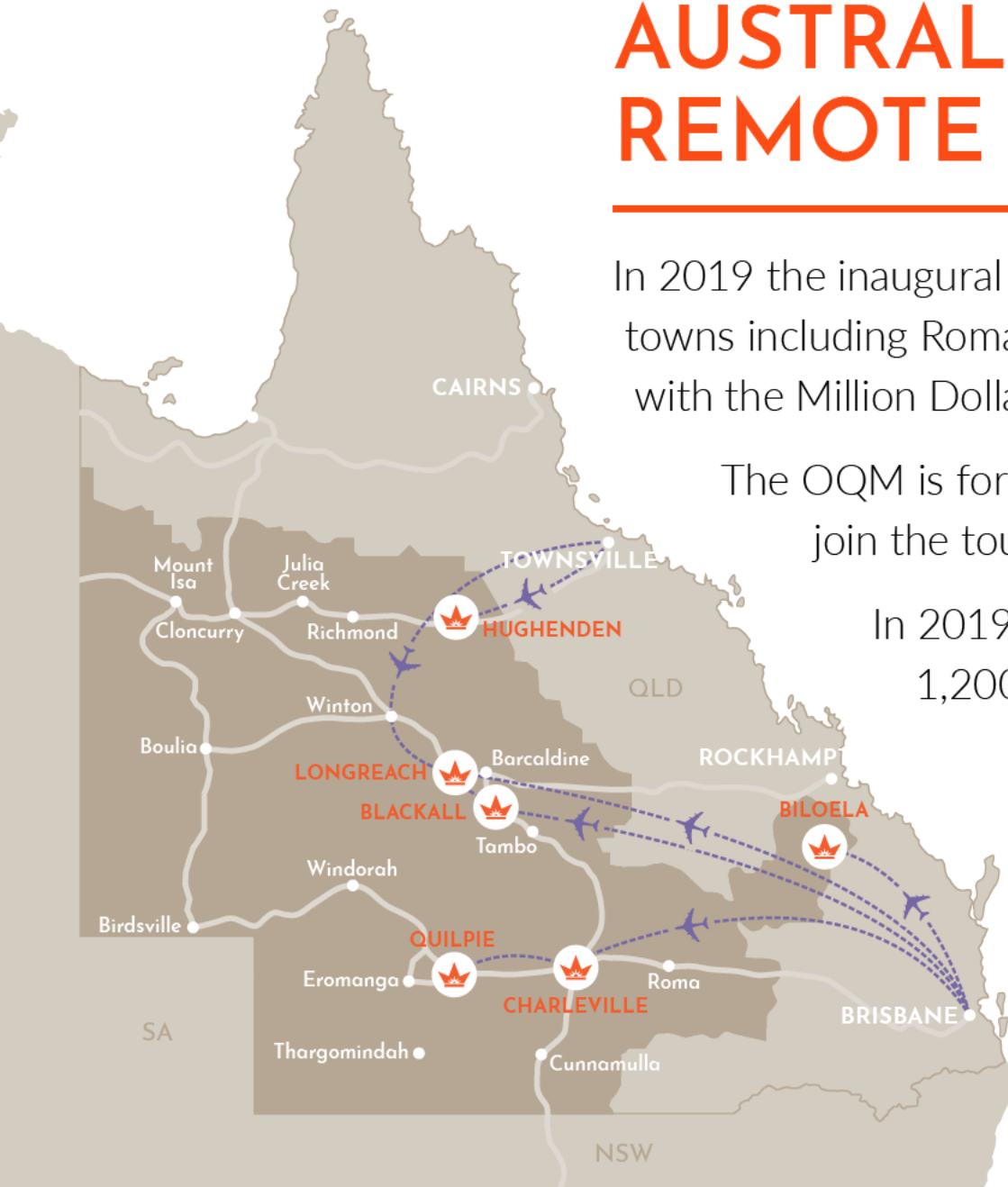
# AUSTRALIA'S MOST REMOTE GOLF SERIES

In 2019 the inaugural Outback Queensland Masters (OQM) was launched across six towns including Roma, Charleville, Longreach, Winton, Boulia, concluding in Mount Isa with the Million Dollar Hole-In-One.

The OQM is for amateur golfers, where even first-time golfers are encouraged to join the tournament.

In 2019 the event had a 24 million reach in national media with more than 1,200 attendees across the six locations and 323 people from interstate.

Due to COVID-19 travel restrictions, the 2020 was rescheduled to 2021 which will see the OQM commence at Biloela and then travel to Charleville, Quilpie, Blackall, Hughenden concluding in Longreach for the Million Dollar Hole-in-One challenge.





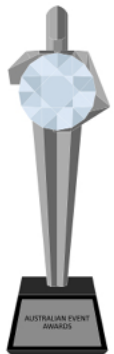
# NATIONAL RECOGNITION

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In 2020 Outback Queensland Masters was judged by the Australian Event Awards as the Best New Event in Australia

“innovative, ground-breaking, inclusive, fun and creative - this is an incredibly unique new event. The effort, creativity and resourcefulness of the event organisers is truly impressive,”

*co-chair of the judging panel Peter Rix AM.*



AUSTRALIAN  
EVENT AWARDS  
WINNER 2020



# A NEW MARKET FOR OUTBACK QUEENSLAND

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The aim of the OQM is to attract a new, higher yield market to Outback Queensland and provide local and remote communities an opportunity to experience a high-quality sporting event of national significance.

“We are not about attracting thousands of visitors or profitless volume. The Outback Queensland Masters is about bringing new, higher spending markets to Outback Queensland.”

“We are already in negotiations with Golf New Zealand for promotional opportunities, and long-term to target international golfers.”

*Luke Bates, Golf Operations & State Senior Manager  
Queensland, Golf Australia.*

# 2022 PROPOSED KEY DATES

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|              |  |
|--------------|--|
| 18 – 19 June | OQM – Location 1                                 |
| 25 – 26 June | OQM – Location 2                                 |
| 2 – 3 July   | OQM – Location 3                                 |
| 9 – 10 July  | OQM – Location 4                                 |
| 16 – 17 July | OQM – Location 5                                 |
| 22 – 23 July | OQM – Location 6                                 |
| 24 July      | OQM – Location 6<br>(Million Dollar Hole-In-One) |





# THE EVENT FORMAT

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- Staged at local golf clubs in each town, the first 5 events are two-day, weekend events staged on Saturday and Sunday, each with a \$10,000 hole-in-one challenge.
- The event kicks off with breakfast on the Saturday morning at the local respective golf club, followed by the official tee off. A free Junior Golf Clinic for local children is staged on the Saturday morning with PGA Pro, Darren Weatherall.
- The competition at each event continues all day Saturday and Sunday (9 holes each day), with breakfast and lunch included on both days. Saturday evening is dinner under the stars with live entertainment.



# THE MILLION DOLLAR *Hole-in-One*

The tournament culminates in the sixth location for a three-day event over Friday, Saturday and Sunday. Tee off is on the Friday morning followed by Dinner Under the Stars. Saturday is another day of play on the sand green, and Sunday is the Million Dollar Hole-in-One challenge.





# THE GOLF

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# WELCOME TO COUNTRY

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# DINNER UNDER THE MILKY WAY

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# THE ARTISTS

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# THE WINNERS

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# THE MILLION DOLLAR *Hole-in-One*





A PGA Professional, Darren Weatherall, is shown in an orange polo shirt and blue trousers, leaning over a golf club on a green mat. He is surrounded by a group of golfers, some in orange shirts and others in various casual golf attire, who are watching him. The background features a line of trees under a clear blue sky.

# PROFESSIONAL COACHING

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PGA Professional Darren Weatherall provides coaching and club fitting advice at each course





# THE JUNIOR CLINICS

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- Junior Clinics occur at each location and are **FREE** to the local kids in the community.
- PGA Professional Darren Weatherall provides these clinics at each event.



# THE FEEDBACK PLAYERS

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"A wonderful finale in Mount Isa for this magic event. We are still talking about it and sharing it with friends and family. Thinking seriously not to miss the 2021 opportunity - so much so we purchased two new 21st century drivers today!"

***Leonie & Bruce Pratt***

"Absolutely awesome Day One- organisation was excellent and the evenings entertainment absolutely outstanding"

***Barbara Slater***

"Our club (Roma) had the first leg of this great event. Being the first event we didn't know what to expect, golfers and non golfers enjoyed it so much they can't wait for the next leg. If you're not a golfer the entertainment package is well worth the money great entertainment and meal. Many thanks to the organising bodies for coming up with this awesome event for outback golf in Queensland, we are doing it pretty tough out here."

***Jackie Lambert***

"I enjoyed the course and the camaraderie of the players. Congratulations to all those who made it possible"

***Martin Craig-McFeely***

"I couldn't believe the setup you guys have done, I'm from a small town and I appreciate you guys doing this."

***John Martin***

"We like the country, we own a motorhome and liked the idea of playing the country courses and joining in some fun."

***Derek and Sary Vanderkley***

# THE STATS

OVER 300 UNIQUE  
VISITORS  
TO THE REGION

OVER 1,200 ATTENDEES  
ACROSS 6 EVENTS

OVER 3,800 VISITOR  
NIGHTS IN THE OUTBACK

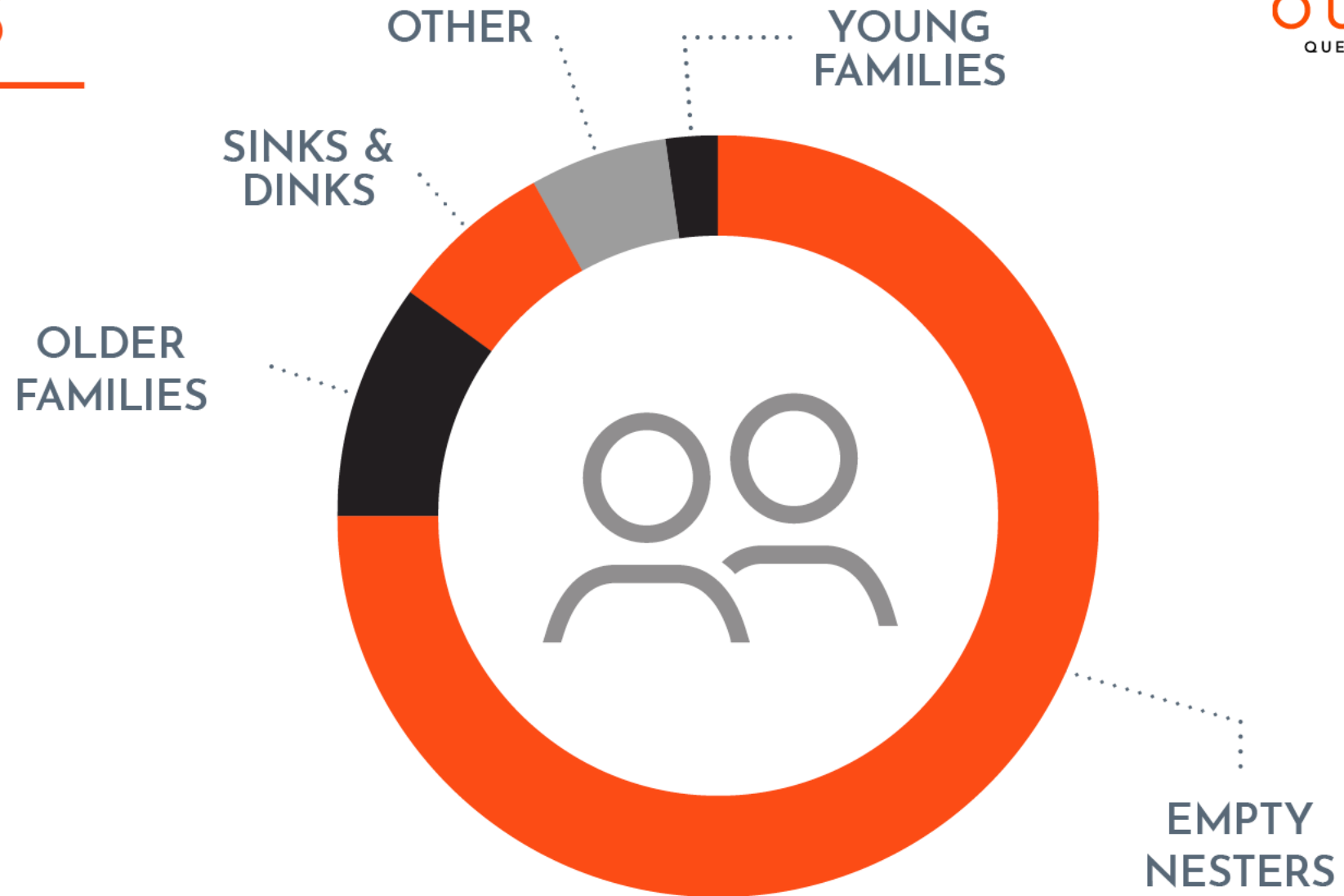
OVER \$1.3 MILLION  
ECONOMIC IMPACT INTO  
OUTBACK QUEENSLAND



*NB: Above figures are from OQM 2019. 2021 will see a minimum 50% increase on 2019, based on current sales*

# THE STATS

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# MEDIA OVERVIEW

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15 MEDIA RELEASES TO  
NATIONAL DISTRIBUTION  
OF OVER  
700 MEDIA CONTACTS

33 RADIO AND  
TV INTERVIEWS ACROSS  
AUSTRALIA

OVER 255 PRESS STORIES  
WITH A REACH OF  
23,598,634\*

\*NOT INCLUDING TV COVERAGE

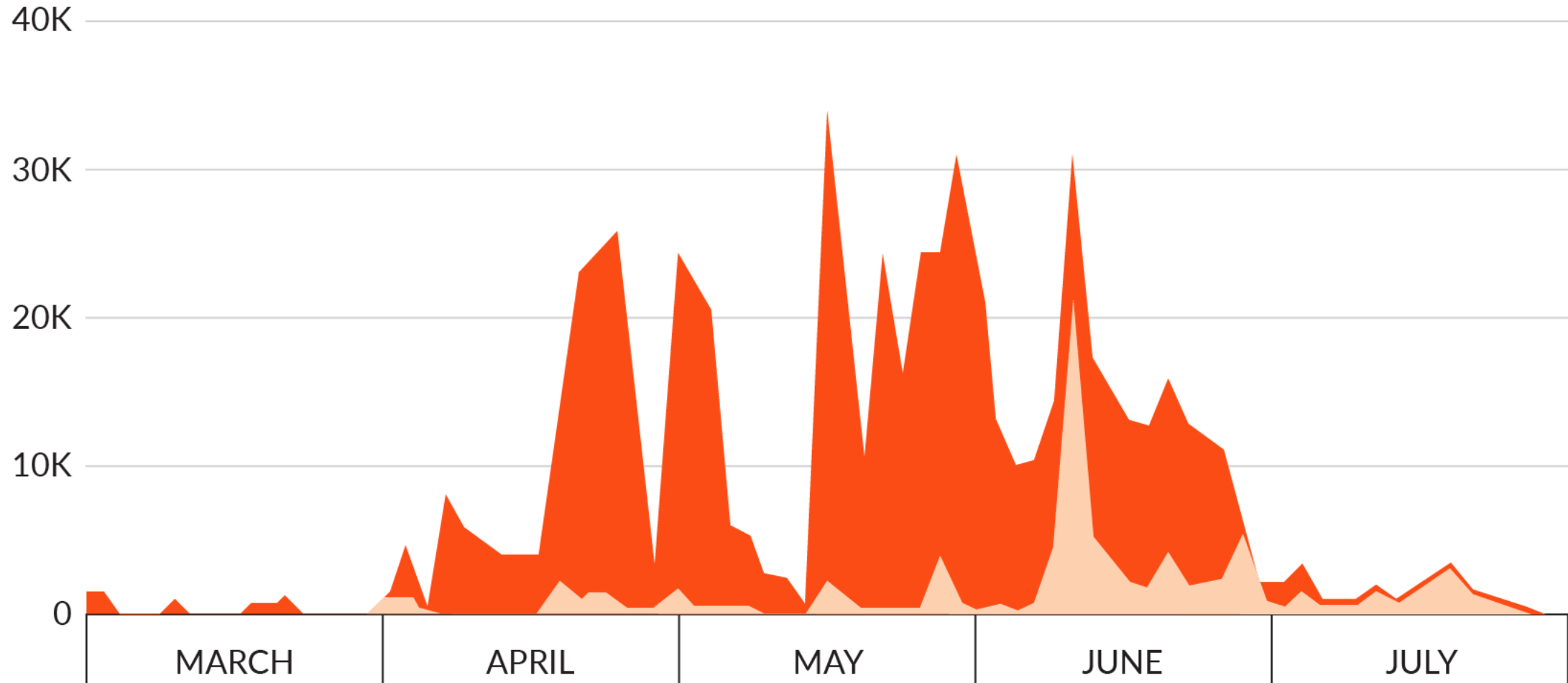
NATIONAL TV COVERAGE  
FOR INAUGURAL  
TEE OFF IN ROMA

STATE-WIDE COVERAGE  
OF THE MILLION DOLLAR  
HOLE-IN-ONE IN MOUNT ISA

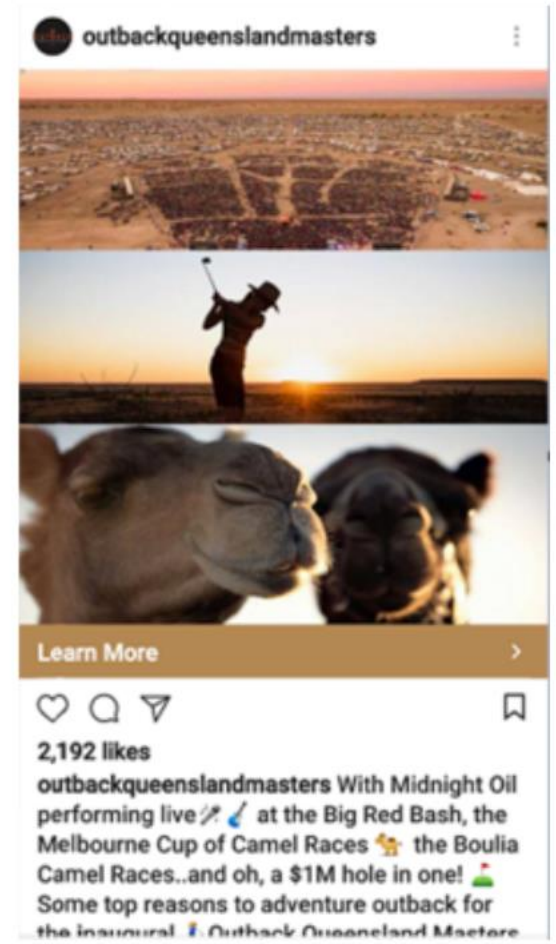
# SOCIAL MEDIA

Facebook Post Reach – Paid advertising

Organic Paid



# CONTENT AND SOCIAL MEDIA MARKETING





# DEDICATED SOCIAL MEDIA TILES

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**MILLION DOLLAR**  
*Hole-in-One*



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**BILOELA**  
JUNE 19 & 20



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**CHARLEVILLE**  
JUNE 26 & 27



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**QUILPIE**  
JULY 3 & 4



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**BLACKALL**  
JULY 10 & 11



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**HUGHENDEN**  
JULY 17 & 18



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

YEAR OF OUTBACK TOURISM QUEENSLAND

IT'S LIVE!  
in Queensland

**OUTBACK**  
QUEENSLAND MASTERS  
JUNE + JULY 2021

**LONGREACH**  
JULY 23, 24 & 25



Presented by **Golf Australia**

**OUTBACKQLDMASTERS.COM**

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH

# SIGNAGE AT EVENT OVER TWO MONTHS



BIRDIE SPIRIT  
PARTNER



MATESHIP PARTNER



Play *around* in Outback Queensland

17 JUNE - 28 JULY 2019

[f](#) OutbackQLDMasters [t](#) OutbackQLDMastr [i](#) OutbackQueenslandMasters

PRESENTED BY



STRATEGIC PARTNER



EAGLE SPIRIT PARTNER



STRATEGIC PARTNER



EAGLE SPIRIT  
PARTNER





# SIGNAGE AT EVENT



## CORFLUTE POSTERS



## SCORECARDS





# EDITORIAL + ADVERTISING

Australian Traveller Magazine, RM Williams Magazine, Qantas Spirit Magazine, Caravanning Australia, Wanderer Magazine, Outback QLD Tourism Association, OQM Poster



YEAR OF OUTBACK TOURISM QUEENSLAND

OUTBACK  
QUEENSLAND MASTERS  
2021

MILLION DOLLAR  
Hole-in-One

WORLD'S LARGEST AMATEUR PRIZE POOL

ADVENTURE OUTBACK  
THROUGH AUSTRALIA'S MOST  
REMOTE GOLF SERIES

CALLING ALL AMATEUR GOLFERS!  
SOCIAL GOLF | LIVE ENTERTAINMENT  
DINE UNDER THE STARS

PLUS 5x \$10,000 HOLE-IN-ONE  
CHALLENGES IN EACH LOCATION

OUTBACKQLDMASTERS.COM

Queensland Government  
Outback Queensland Masters is funded under  
the Year of Outback Tourism Events Program

AUSTRALIAN  
EVENT AWARDS  
WINNER 2020

Presented by  
Golf Australia

BILOELA 19 & 20 JUNE | CHARLEVILLE 26 & 27 JUNE | QUILPIE 3 & 4 JULY | BLACKALL 10 & 11 JULY | HUGHENDEN 17 & 18 JULY | LONGREACH 23, 24 & 25 JULY



YEAR OF OUTBACK TOURISM QUEENSLAND

OUTBACK  
QUEENSLAND MASTERS  
2021

MILLION DOLLAR  
Hole-in-One

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OUTBACKQLDMASTERS.COM

Presented by  
Golf Australia

BILOELA 19 & 20 JUNE | CHARLEVILLE 26 & 27 JUNE | QUILPIE 3 & 4 JULY | BLACKALL 10 & 11 JULY | HUGHENDEN 17 & 18 JULY | LONGREACH 23, 24 & 25 JULY

OUTBACK  
QUEENSLAND MASTERS

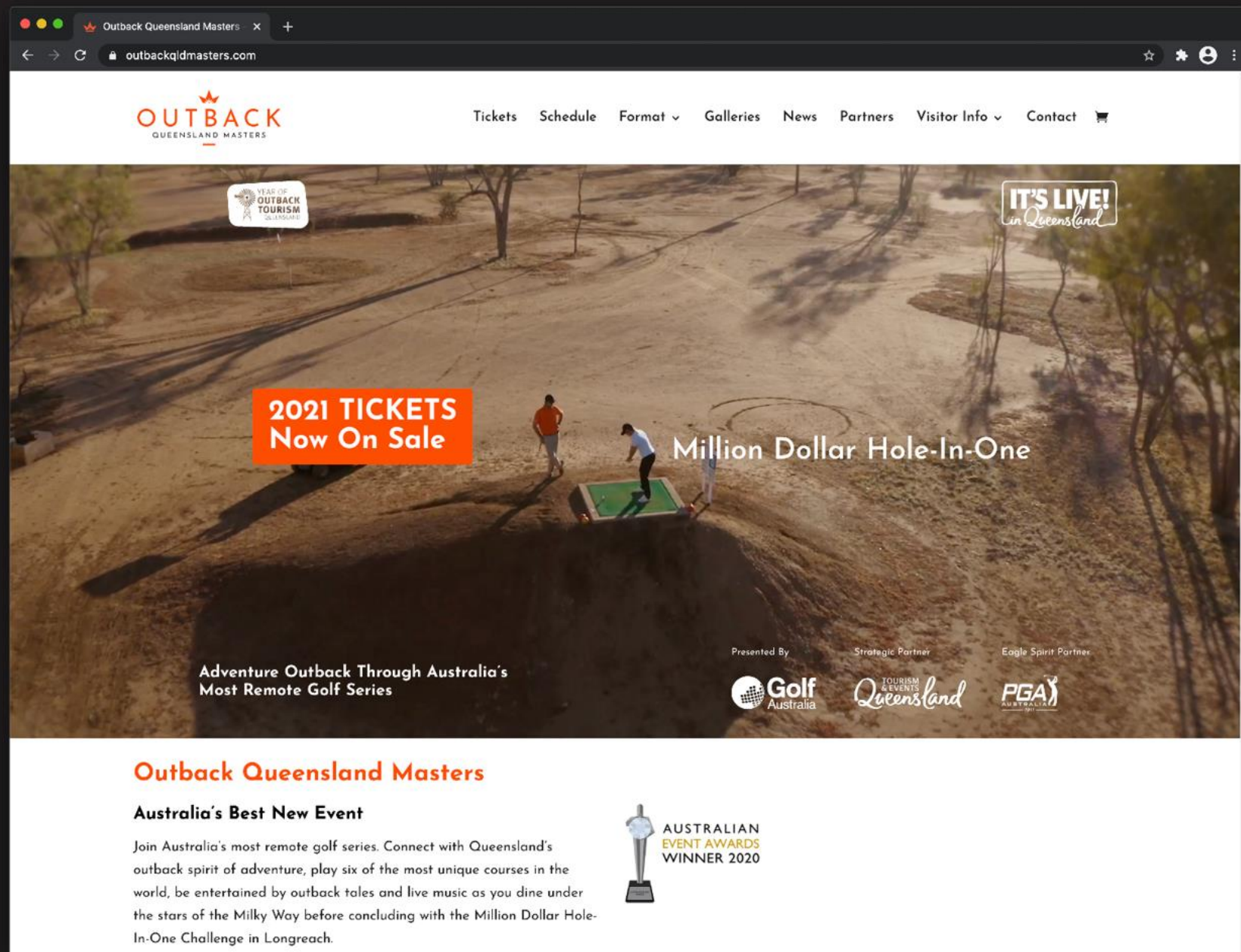


OUTBACK  
QUEENSLAND MASTERS

MILLION DOLLAR  
Hole-in-One

JUNE + JULY  
2021

# DIGITAL MARKETING WEBSITE + E-NEWS





# FLIGHTS + SELF DRIVE ITINERARIES

**DRIVE ITINERARY**  
**OUTBACK QUEENSLAND MASTERS**  
**ROAD TRIP ITINERARY**

Make your way to the friendly town of Biloea for the first leg of the 2021 Outback Queensland Masters. If you're arriving early to Biloea, make the most of your time by exploring the Queensland Heritage Park, Lake Callide and the town's surrounding natural wonders.

**BILOELA TO CARNARVON GORGE**  
(318 kilometres)

Begin your journey to Charleville, your next tee-off location, with an early start along the Leichhardt Way to the town of Banana. You won't find any yellow coloured fruit at this small farming town junction, instead meet the life-sized statue of Banana the Bullock who stands proudly in the town. Passing through Rolleston, follow the Carnarvon Highway taking you to Carnarvon National Park. In this Queensland central highland's oasis, experience towering sandstone cliffs, ancient rainforest, diverse flora and fauna, and ancient indigenous art galleries.

*Stay 3 nights*



# POCKET GUIDE

WITH ACCOMMODATION LISTINGS + VISITOR CENTRE CONTACTS


YEAR OF  
OUTBACK  
TOURISM  
QUEENSLAND

IT'S LIVE!  
in Queensland

OUTBACK  
QUEENSLAND MASTERS

2021  
MILLION  
DOLLAR  
Hole-in-One

PLUS  
5x \$10,000  
HOLE-IN-ONE  
CHALLENGES



19 JUNE - 25 JULY 2021

OUTBACKQLDMASTERS.COM

BILOELA | CHARLEVILLE | QUILPIE | BLACKALL | HUGHENDEN | LONGREACH



### CHARLEVILLE

Population: 3,300

Charleville is located in the 'south west' and is one of the best places to see Australia's iconic bilby up close and personal. Don't miss the opportunity to view the outback night sky at Charleville's Cosmos Centre & Observatory.

Follow a guide to find out what the Top Secret WWII Tour is all about. See what remains on site and discover why the USAAF were here, all 3,500 of them.

Take a stroll through the town centre with its historic architecture and experience the famous Hotel Corones. Accommodation from motels to caravan parks and on the outskirts of town beautiful bush resorts.



P: 07 4654 3057  
E: [info@murweh.qld.gov.au](mailto:info@murweh.qld.gov.au)  
[experiencecharleville.com.au](http://experiencecharleville.com.au)

ACCOMMODATION OPTIONS

**BAILEY BAR CARAVAN PARK**  
196 King St, Charleville  
(07) 4654 1744  
[charlevillebaileybar.com.au](http://charlevillebaileybar.com.au)

**CATTLE CAMP HOTEL/MOTEL**  
149 Alfred St, Charleville  
(07) 4654 3473  
[cattle.camp@hotmail.com](mailto:cattle.camp@hotmail.com)

**CHARLEVILLE BUSH CARAVAN PARK & BUSH COTTAGE**  
LOT 1 Frawley St, Charleville  
0428 545 200  
[charlevillecaravanpark.com.au](http://charlevillecaravanpark.com.au)

**CHARLEVILLE CMCA RC PARK BUSH CAMP**  
75 Adavale Rd, Charleville  
[cmca.net.au](http://cmca.net.au)

**CHARLEVILLE MOTEL**  
148 King St, Charleville  
(07) 4654 1566  
[reception@charlevillmotel.net.au](mailto:reception@charlevillmotel.net.au)

**CHARLEVILLE WALTZING MATILDA MOTOR INN**  
125 Alfred St, Charleville  
(07) 4654 1720  
[charlevillewaltzingmatildamotorinn.com.au](http://charlevillewaltzingmatildamotorinn.com.au)

**COBB & CO CARAVAN PARK**  
1 Ridgeway St, Charleville  
(07) 4654 1053  
[caravanparkscharleville.com.au](http://caravanparkscharleville.com.au)

**COSMOS COUNTRY MOTOR INN**  
27-29 Sturt St, Charleville  
(07) 4654 2499  
[cosmoscountrymotorinn.com.au](http://cosmoscountrymotorinn.com.au)

**EVENING STAR TOURIST PARK**  
818 Charleville-Adavale Rd, Charleville  
(07) 4654 2430  
[eveningstar.com.au](http://eveningstar.com.au)

**HOTEL CORONES**  
33 Wills St, Charleville  
(07) 4654 1022  
[hotelcorones.com.au](http://hotelcorones.com.au)

**MULGA COUNTRY MOTOR INN**  
118 Sturt St, Charleville  
(07) 4654 3255  
[mulgacountry.com.au](http://mulgacountry.com.au)

**RED LIZARD CAMPING GROUND**  
Mitchell Hwy, Charleville  
0428 928 867  
[redlizardcamping.com](http://redlizardcamping.com)

**THE ROCKS MOTEL**  
74 Wills Street, Charleville  
(07) 4654 2888  
[rocksmotel.com.au](http://rocksmotel.com.au)

**WARREGO MOTEL AND LUXURY UNITS**  
73 Wills St, Charleville  
(07) 4654 1299  
[warregomotel.com.au](http://warregomotel.com.au)

**FORMAT**  
The event is a six part golf series across remote locations in Outback Queensland. Staged at local golf clubs in each town, the events are two days long.

stars of the Milky Way with live entertainment from Australia's finest.

The tournament culminates in Longreach for a three day event over Friday, Saturday and Sunday. Tee off on Friday and Saturday, dine under the stars on Friday and Sunday, and if you are eligible you will be teeing off for the Million Dollar Hole-In-One on Sunday.

To compete in the Million Dollar Hole-in-One, you must first have competed in two previous locations.

Fantastic prizes are up for grabs at each location, as well as prizes for those players that play three or more events!



OUTBACK  
QUEENSLAND MASTERS

# 2022 - COUNCIL PARTNERS

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## WHY PARTNER WITH AUSTRALIA'S BEST NEW EVENT THE OUTBACK QUEENSLAND MASTERS?

- Your town will feature in a 12 month marketing campaign
- Legacy of professional film and drone footage, and high resolution images available post the event
- OQM provides a financial injection directly through your local golf club and through the community
- Delivery of approximately 200 unique out-of-region visitors to your town for a minimum of three nights
- Delivery of a world class two day event
- Opportunity for your local club to be exposed to the operations of a World Class Golfing event where local staff and volunteers have the opportunity to gain experience and then use similar practices at events in the future.

# 2022 - COUNCIL PARTNER BENEFITS

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## **BIRDIE SPIRIT PARTNER (>\$20,000 CASH)**

### Benefits

- Town inclusion on official OQM marketing collateral poster, program, website, advertising (TV, print and digital) and e-newsletter
- 5 Editorial based social media content
- Editorial in official pocket guide, including attractions, accommodation listings
- Self-drive itinerary promotion and town on OQM official touring map
- Dedicated Media Release announcing partnership with interview opportunities
- eDM to OQM database and Golf highlighting partnership and your local town
- 2 Outback Player Passes valued at \$300
- 8 Outback Spectator Passes valued at \$800
- Speaking opportunity at Player Presentation in your town
- Logo inclusion on Tee Signage displayed at various locations on the golf course
- Logo inclusion on Leaderboard displayed at each location
- Logo inclusion on Scorecard distributed to all players
- Logo inclusion on Partner page on OQM Website
- Professional photographer and videographer at each location
- Provision of event hi-res images and footage available post the event for each location worth \$4,800





## January 2021

## ITEM 11.1

### EXECUTIVE SUMMARY

Water main replacement commenced mid January 2021 and saw the water main on Salamaua Street successfully been upgraded by the close of the month. Soldiers Hill has some of the oldest water infrastructure in the city and replacement will continue in this area as part of the capital works program.

Renewal of road crossing water services has been undertaken on Salamaua Street and West Street. This will continue in 2021 as part of the Capital Works Program.

A second flow meter has been installed to the high-level zone outlet in January 2021. The pits have been completed and are awaiting fabricated lids.

The Department of Natural Resources, Mines and Energy (DNRME) conducted an audit in October on the compliance with the Drinking Water Quality Management Plan and Water Supply (Safety and Reliability) Act 2008.

### MOUNT ISA OPERATIONS

#### 1.1 Water and Sewer Vandalism

No reports of vandalism to water and sewer infrastructure have been reported.

#### 1.2 Water Meter Readings and Repairs

The water meter reading schedule for all residential and non-residential water meters commenced in January 2021 with the assistance of additional contractor staff. The readings have been submitted within timeframes and undertaken safely following the water meter reading process review. As a result, no incidents have been reported during this water meter reading process.

#### 1.3 Flushing Mains

No water quality service requests have been received in January. Water mains flushing continues at the end of water main lines in various streets across the city.

#### 1.4 Hydrant Markings

No further work has been undertaken in this area during January.

#### 1.5 Mains and Services

During January, there were a total of three (3) water main breaks in the system. Breaks in the water mains are caused by weaknesses in ageing infrastructure and often require emergency water shutdowns to conduct urgent repairs. The Water and Sewer Team responded to a burst water main on Twenty Third Avenue on 29 January 2021, that required an emergency water shutdown affecting two (2) nearby schools. Water and Sewer liaised with the school Principals, the Department of Education and Firecom during this incident. Bottled water was also supplied to one of the schools that remained open. A slow water main leak identified on Buka Street was able to be scheduled for repair on the weekend to eliminate disruption to the local school it feeds and provide notice to affected properties. There was a total of five (5) instances of unplanned water main interruptions to repair water main breaks, sluice valves and ferrules. Water pressure monitoring in the Soldiers Hill area continues.

#### 1.6 Reservoirs

Reservoir 3A, Reservoir 2 and Reservoir 6 have fully operational, automated dosing systems installed however, manual dosing at Reservoir 3 and Reservoir 5 has and will continue until an appropriate automatic dosing system is fitted to all Reservoirs.

Reservoir 1 and Reservoir 4 are currently offline. A report by GHD has identified required works to remediate. Tenders for these works are being prepared with Council staff qualified to inspect work engaged for this purpose.

#### 1.7 Trade Waste / Backflow Prevention

Annual testing of Council's backflow prevention devices was undertaken internally in September.

### **1.8 Sluice Valve Servicing**

Replacement of known faulty sluice valves through the Capital Works budget has been prioritised over testing of valves. This operational budget may also be repurposed to conduct replacements of valves that have already been identified as faulty through unsuccessful isolations during water main works.

### **1.9 Pump Stations**

Pump Station maintenance has continued in January in line with interdepartmental Pump Stations meetings. There were no reportable Pump Station overflows in January.

At Pump Station 1, Pump No.2 has been serviced externally and the team plan to extract Pump No.1 for inspection upon its reinstallation in February.

The Water and Sewer Team Leader has begun investigating options for pump station wet well cleaning, as a form of preventative maintenance to remove build up of fat, grit and rags.

The faulty air conditioner at Pump Station 18 has been replaced.

The electrical contractor has commenced performing the six-monthly inspections at all Pump Station's switchboards, lighting, UPS' and battery life, Water and Sewer are awaiting the report. A proposal for a backup pump to be installed at the overflow tank at Pump Station 2 to increase retention times has been accepted and the appropriate contractors and suppliers have been engaged for 2021.

A Procurement Initiation Form has been submitted for switchboard upgrades at Pump Station 3, 8 and 17 using capital expenditure.

### **1.10 Sewer Mains**

There were two (2) Council sewer main blockages reported in January and no reported sewer main breaks in the infrastructure. In addition, two sewer manhole lids and surrounds were identified as non-compliant and replaced in January. Sewer blockages are often attributed to a build up of fat and rags, and due to the increased frequency of blockages in certain areas, a contractor has been engaged to conduct sewer mains cleaning on Dora Street and Abel Smith Parade using a specialist combination vacuum truck.

### **1.11 Treatment Plant**

Routine operations have continued as usual. On 20 January 2021 a sagging power line was reported to Ergon due to an apparent shift in the power pole. Ergon promptly attended; however this did require the power supply to the Treatment Plant to be interrupted during the repairs. As a result, the recirculation ponds filled, and the effluent water supply was interrupted for the day. Later in the month, the primary clarifier was reported to be tripping out and an electrical contractor was engaged to repair the damaged cabling.

The Treatment Plant Operator has been monitoring the Inlet Structure grit channels following concerns they are not operating optimally. Quotes are being sourced for new augers and wear plates for the Inlet Structure.

An electrical contractor has been engaged to conduct electrical maintenance of the switchboards and the Uninterruptable Power Supplies (UPS) and batteries at the Treatment Plant.

### **1.12 Effluent Irrigation**

The department continues to receive reports of low water pressure at the Horse Paddocks. Discussions have begun regarding use of the actuator valves across the whole effluent system to alter the watering times into smaller groups, to better distribute water pressure. An inspection of the actuator valves was conducted internally, and the remote operations tested. This raised a number of issues telemetry and it was proposed that the original supplier could attend the site. The Team Leader has engaged the supplier and is awaiting confirmation of dates to conduct an onsite thorough investigation and rectification plan on the actuator valves.

## **CAMOOWEAL OPERATIONS**

### **2.1 Pumping**

DNRME called for an immediate isolation of the Chlorine Gas Facility in Camooweal until compliance measures have been enacted. The residents of Camooweal were put on a boil water notice effective 30 October 2020. A new chlorine gas storage and facility has been installed, along with hardwired chlorine gas detection devices and new scales to weigh gas bottles. The



boil water notice was lifted on 6 January 2021.

In January, the Bore 1 pump failed and was removed for inspection and a new bore pump motor has been ordered. The Team attempted to install the Bore Boss Pump as a contingency to continue pumping from Bore 1, however electrical issues were discovered with this equipment and additional repairs have been requested. In the meantime, all water to the town pumps from Bore 2 with the reinstallation of the Bore 1 pump expected next month.

## **2.2 Mains and Services**

The Water and Sewer Team did not receive any water related service requests during January.

## **2.3 Reservoirs**

New poly water tanks were installed in September, to replace the existing leaking header tanks.

## **2.4 Water Meter Install**

No water meters have required replacement in January.

## **2.5 Water Meter Reading**

All Water Meters in Camooweal will be read in January 2021 as part of the Water Meter Reading Schedule.

## **2.6 Sewerage**

No sewerage issues have been reported in January.

## OPERATIONAL BUDGET JANUARY 2021

| Items  | Cost Centre | Cost Description                            | Budget Performance |                     |                     |                       | % of Depleted Annual Budget | Under/Over |
|--------|-------------|---|--------------------|---------------------|---------------------|-----------------------|-----------------------------|------------|
|        |             |   | Annual Budget      | Year To Date Budget | Year To Date Actual | Year To Date Variance |                             |            |
| 1.1    | 6200-2171   | Water & Sewer Vandalism                     | \$21,000           | \$12,390            | \$2,000             | \$10,390              | 10%                         | -49%       |
| 1.2    | 6200-2807   | Meter Readings & Repairs                    | \$238,000          | \$140,420           | \$77,429            | \$62,991              | 33%                         | -26%       |
| 1.3    | 6200-2816   | Maintenance Flushing Mains                  | \$34,000           | \$20,060            | \$17,932            | \$2,128               | 53%                         | -6%        |
| 1.4    | 6200-2817   | Maintenance - Hydrant Markings              | \$45,000           | \$26,550            | \$10,625            | \$15,925              | 24%                         | -35%       |
| 1.5    | 6200-2818   | Maintenance Mains & Services (Mount Isa)    | \$1,096,000        | \$646,640           | \$790,717           | -\$144,077            | 72%                         | 13%        |
| 1.6    | 6200-2819   | Maintenance Reservoirs (Mount Isa)          | \$150,000          | \$88,500            | \$216,690           | -\$128,190            | 144%                        | 85%        |
| 1.7    | 6200-2821   | Trade Waste/Backflow Prevention             | \$102,000          | \$60,180            | \$3,881             | \$56,299              | 4%                          | -55%       |
| 1.8    | 6200-2822   | Sluice Valve Servicing                      | \$83,000           | \$48,970            | \$4,516             | \$44,454              | 5%                          | -54%       |
| 1.9    | 7100- 2305  | Pump Station (Sewer) Operation              | \$450,000          | \$265,500           | \$402,215           | -\$136,715            | 89%                         | 30%        |
| 1.10   | 7100-2332   | Maintenance Sewer Mains                     | \$157,000          | \$92,630            | \$70,718            | \$21,912              | 45%                         | -14%       |
| 1.11   | 7110-2301   | Operations Treatment Plant                  | \$622,990          | \$367,564           | \$375,187           | -\$7,623              | 60%                         | 1%         |
| 1.12   | 7110-2334   | Maintenance Effluent Irrigation             | \$224,000          | \$132,160           | \$100,291           | \$31,869              | 45%                         | -14%       |
| 2.1    | 6300-2331   | Maintenance Pumping Camooweal               | \$50,000           | \$29,500            | \$13,474            | \$16,026              | 27%                         | -32%       |
| 2.2    | 6300-2332   | Maintenance Mains & Services Camooweal      | \$64,000           | \$37,760            | \$42,604            | -\$4,844              | 67%                         | 8%         |
| 2.3    | 6300-2333   | Camooweal Maintenance - Reservoirs          | \$73,000           | \$43,070            | \$28,792            | \$14,278              | 39%                         | -20%       |
| 2.4    | 6300-2334   | Camooweal Water Meter Install               | \$9,000            | \$5,310             | \$0                 | \$5,310               | 0%                          | -59%       |
| 2.5    | 6300-2335   | Camooweal Water Meter Reading & Maintenance | \$2,000            | \$1,180             | \$967               | \$213                 | 48%                         | -11%       |
| 2.6    | 7200-2020   | Camooweal Sewerage Maintenance              | \$59,000           | \$34,810            | \$6,600             | \$28,210              | 11%                         | -48%       |
| Totals |             |   | \$3,479,990        | \$2,053,194         | \$2,164,638         | -\$111,444            | 62%                         |            |

## KEY PERFORMANCE INDICATORS JANUARY 2021

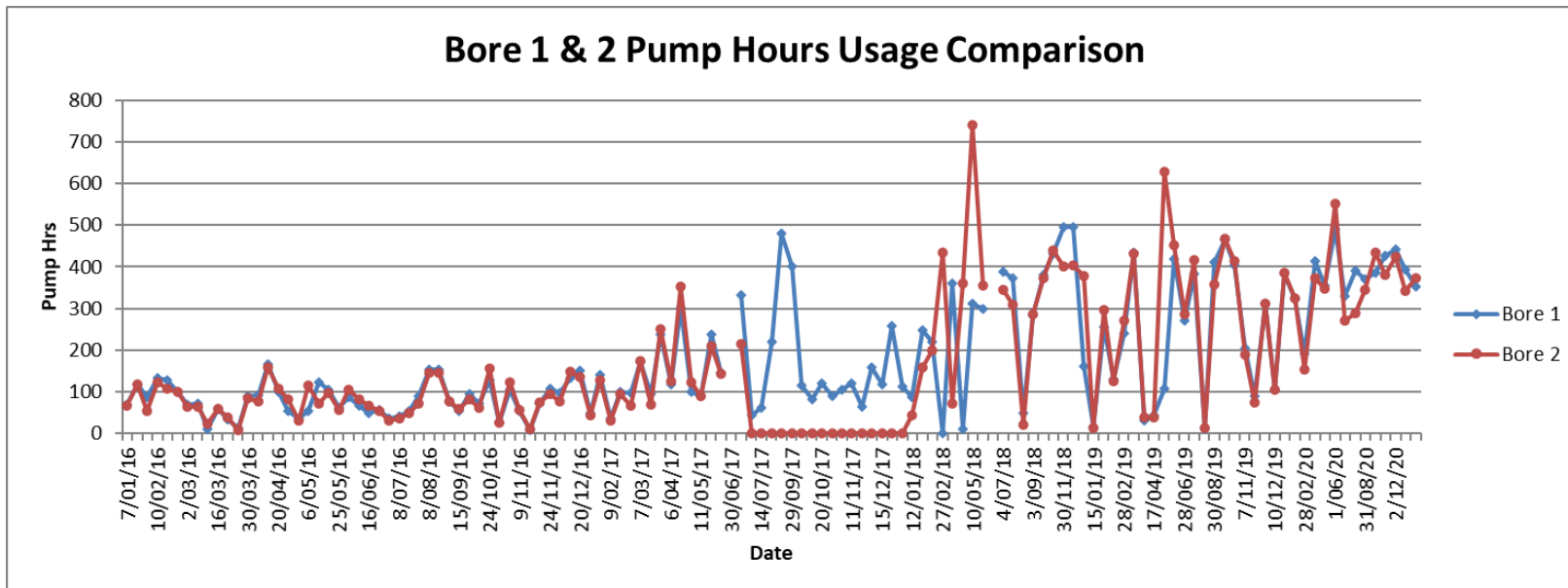
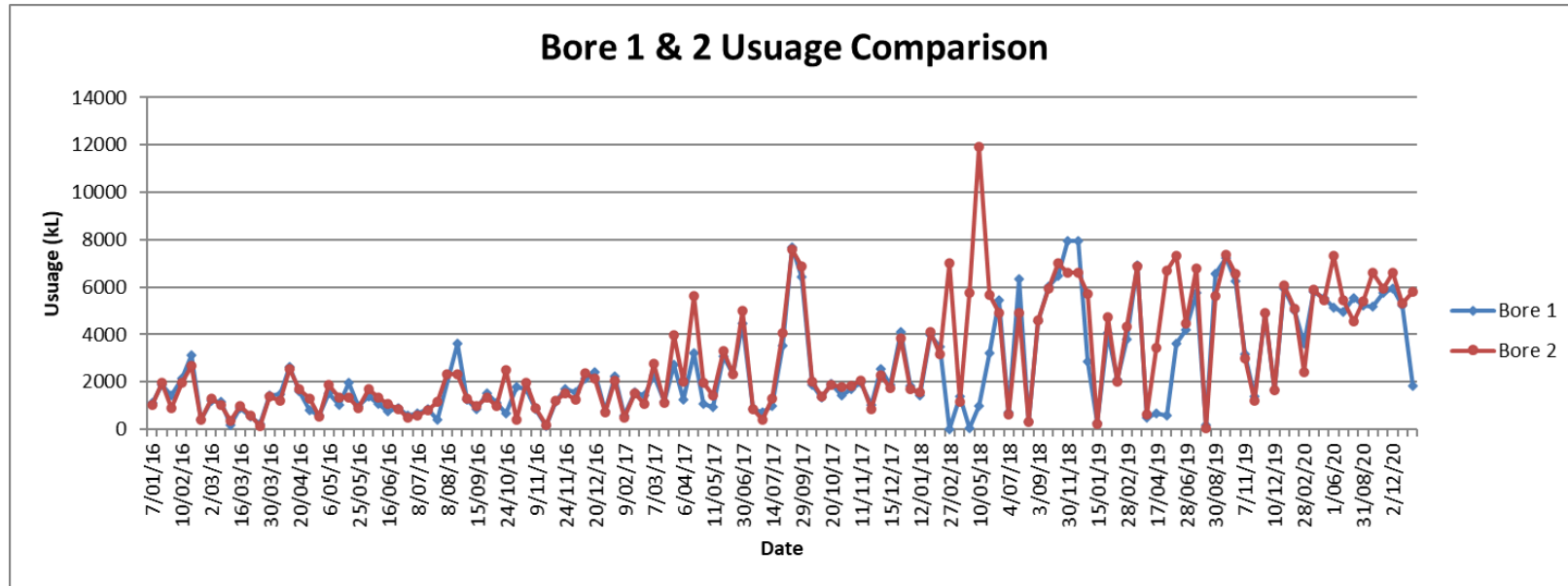
| Indicator Code  | Indicator Title  | Mount Isa | Camooweal | Monthly Total | Cumulative Total for Financial Year |
|---|--|-----------|-----------|---------------|-------------------------------------|
| QG 4.5 / AS14   | Number of Water Main Breaks / Bursts / Leaks   | 3         | 0         | 3             | 35                                  |
| QG 4.6 / AS38   | Total Sewer Main Breaks  | 0         | 0         | 0             | 0                                   |
| QG 4.6 / AS38   | Total Sewer Main Blockages / Chokes  | 2         | 0         | 2             | 18                                  |
| IQG 4.7 / CS61  | <b>Number of Connections affected by Unplanned Interruptions:</b><br>- When the customer has a total loss of water supply and has not received 24 hours notification (or as otherwise prescribed by regulatory requirements) of the interruption.<br>- Where the duration of a planned interruption exceeds that which was originally notified.<br><br><i>Excludes:</i><br>- Property services interruptions, unless the burst or leak require the water main to be shut down for repair and therefore affects multiple customers.<br>- Interruptions that cause some reduction to the level of service, but where normal activities are still possible. | 153       | 0         | 153           | 1355                                |
| A complaint is a written or verbal dissatisfaction about an action, proposed action or failure to act by the water utility, its employees or contractors. This excludes customer queries or notifications that are informing the service provider of an issue that needs attention but is not an 'expression of dissatisfaction'. |  |           |           |               |                                     |
| QG 4.10 / CS20  | Number of Water Complaints: Water Quality  | 0         | 0         | 0             | 1                                   |
| IQG 4.11 / CS23   | Number of Water and Sewerage Complaints: Billing and Accounts  | 0         | 0         | 0             | 0                                   |
| IQG 4.12 / CS22   | Number of Water Complaints: Service  | 0         | 0         | 0             | 0                                   |
| IQG 4.13 / CS21   | Number of Sewerage Complaints: Service   | 0         | 0         | 0             | 0                                   |

For the month of January, a total of 196 Customer cases were received by the Water and Sewer department through iCasework.

This includes service requests, enquiries, applications, complaints and all customer service requests submitted directly to the on-call plumber after office hours.



## BORE WATER STATISTICS - CAMOOWEAL



## January 2021

## ITEM 11.2

### EXECUTIVE SUMMARY

Waste management operations were mostly executed to schedule in January with delays to waste collection services due to vehicle breakdowns.

Recycling options for waste product stockpiles in the Resource Recovery are being explored by the Waste Management Team Leader including concrete crushing and timber mulching. Green waste compaction yielded promising results as the current stockpile breaks down for potential use as landfill rehabilitation product and steel baling continues through January, the completion of which is now anticipated in February.

The Camooweal waste services are under review by the Waste Management Team Leader to ascertain improved local waste transfer solutions to curb the issue of illegal dumping in the area.

### MOUNT ISA OPERATIONS

#### 1.1 Waste Management Facility Operations

As less rainfall was received in January, the emergency cell, which was opened to accommodate traffic closer to the main bitumen road, was covered. This allowed the reopening of the initial cell further to the east of the site.



Fig. 1

## 1.2 Domestic Garbage Collection

Domestic waste collection services were mostly executed to schedule though January, However, were affected by vehicle breakdown and electrical faults. This resulted in contingency collection services being coordinated on Wednesdays to accommodate missed routes.

## 1.3 Commercial Garbage Collection

Commercial waste collection services were executed to schedule through January, despite minor hydraulic issues with the compaction disposal mechanism. These issues have been resolved internally by the Workshop Department.

## 1.4 Bulk Garbage Collection

Bulk waste collection services were executed to schedule though January.

## 1.5 Sanitation Depot Maintenance

The Waste Management Facility (WMF) potable and effluent water tank pump required a leak to be repaired. This was effectively completed internally through the Water and Sewer Department.



Fig. 2



## RECYCLING OPERATIONS

### 2.1 Recycling

A local metal recycler has continues steel baling and shipment from the WMF through January. Having repaired the mechanical defects to their machinery throughout December, the processing is now anticipated to be completed by February (Fig. 3).



Fig. 3

The green waste stockpile in the resource recovery area (RRA) has successfully undergone compaction to drastically reduce its surface area and produce a potentially usable partially decomposed compost product. This material has commenced being transported to large flat area at the spot height of the WMF to be placed in windrows to continue further processing of the product for use as landfill rehabilitation material.



Fig. 4

## **CAMOOWEAL OPERATIONS**

### **3.1 Domestic Garbage Collection**

Camooweal domestic waste collection services were executed to schedule though January.

### **3.2 Refuse Tip**

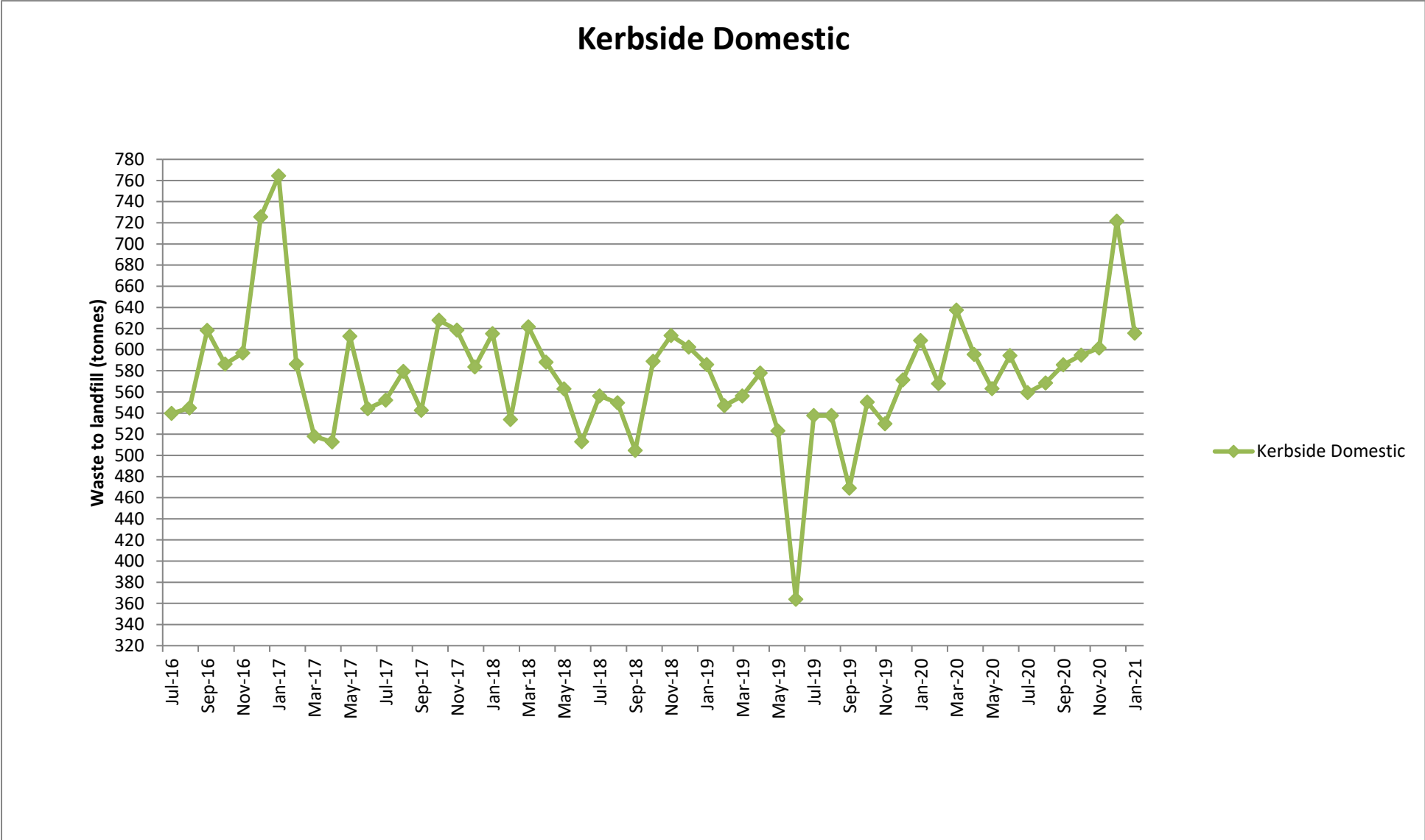
Camooweal residents, having been reported using the Camooweal Council Depot as a refuse tip once the six allocated 3m3 Bulk bins are full, have reduced this activity through January. Alternative waste transfer solutions continue to be investigated by the Waste Management Team Leader.

## OPERATIONAL BUDGET

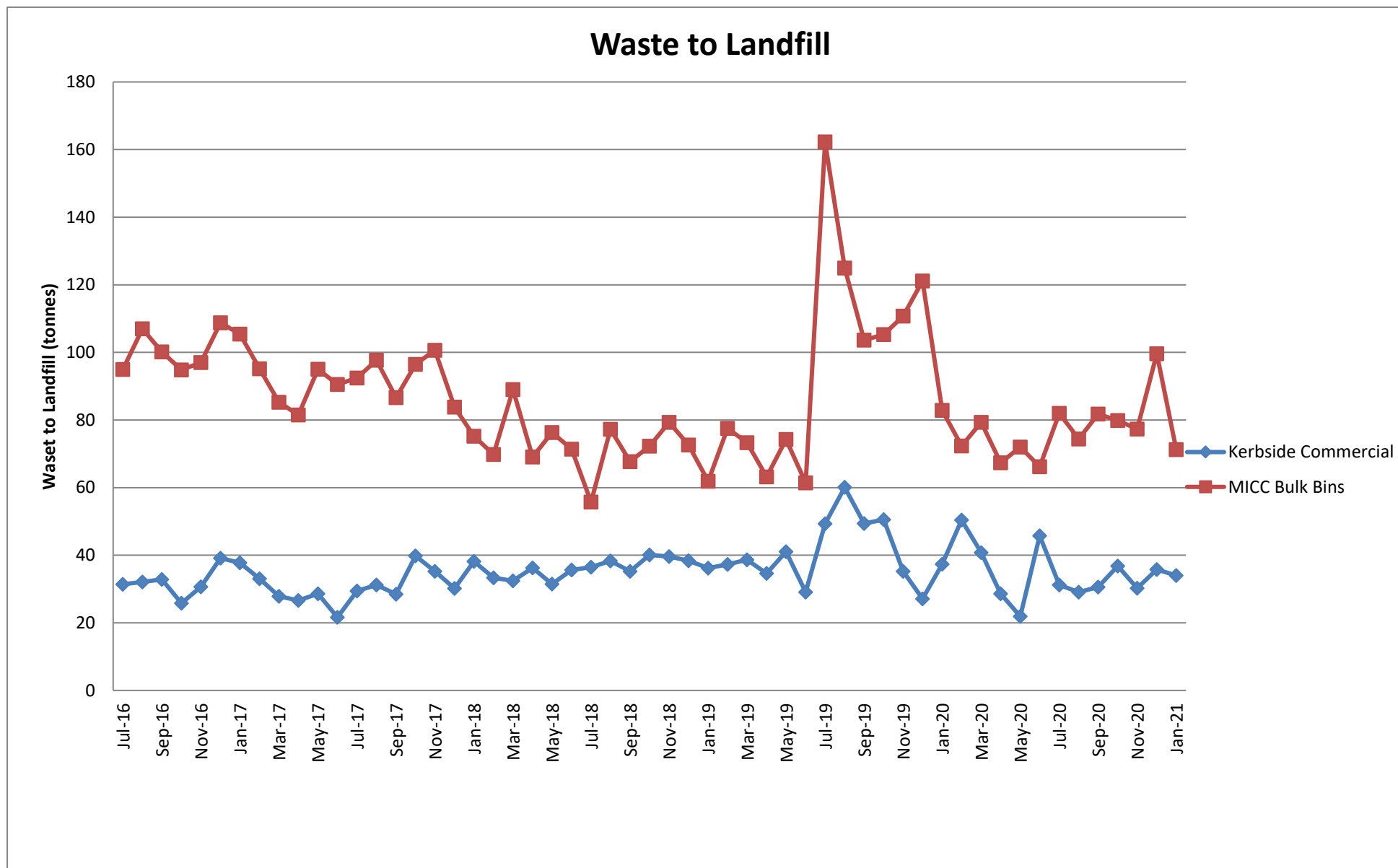
| Item # | Cost Centre | Cost Description                | Budget Performance |                     |                     |                       | % of Depleted Annual Budget |
|--------|-------------|---------------------------------|--------------------|---------------------|---------------------|-----------------------|-----------------------------|
|        |             |                                 | Annual Budget      | Year To Date Budget | Year To Date Actual | Year To Date Variance |                             |
| 1.1    | 8500-2002   | Pest Control/Mosquito           | \$205,000          | \$125,050           | \$40,501            | \$84,549              | 20%                         |
| 1.2    | 8500-2501   | Noxious Plants                  | \$212,000          | \$129,320           | \$95,753            | \$33,567              | 45%                         |
| 1.3    | 9100-2300   | Refuse Tip Operation-Mt Isa     | \$1,283,840        | \$783,142           | \$1,001,534         | \$218,392             | 78%                         |
| 1.4    | 9200-2002   | Garbage Collection Domestic     | \$491,000          | \$299,510           | \$348,513           | \$49,003              | 71%                         |
| 1.5    | 9200-2005   | Sanitation Depot Maintenance    | \$196,000          | \$119,560           | \$52,824            | \$66,736              | 27%                         |
| 1.6    | 9250-2007   | Garbage Collection - Bulk       | \$271,000          | \$165,310           | \$199,352           | \$34,042              | 74%                         |
| 1.7    | 9250-2008   | Garbage Collection – Commercial | \$226,586          | \$138,217           | \$32,742            | \$105,475             | 12%                         |
| 1.8    | 9260-2003   | Recycling                       | \$662,987          | \$404,422           | \$127,112           | \$277,310             | 19%                         |
| 2.2    | 9500-2303   | Camooweal Garbage               | \$92,224           | \$56,257            | \$31,791            | \$24,466              | 34%                         |
| 2.3    | 9500-2305   | Camooweal Refuse Tip            | \$80,248           | \$48,951            | \$3,034             | \$45,917              | 4%                          |
|        |             | <b>TOTAL</b>                    | <b>\$3,720,885</b> | <b>\$2,269,740</b>  | <b>\$1,933,156</b>  | <b>\$336,584</b>      | <b>52%</b>                  |



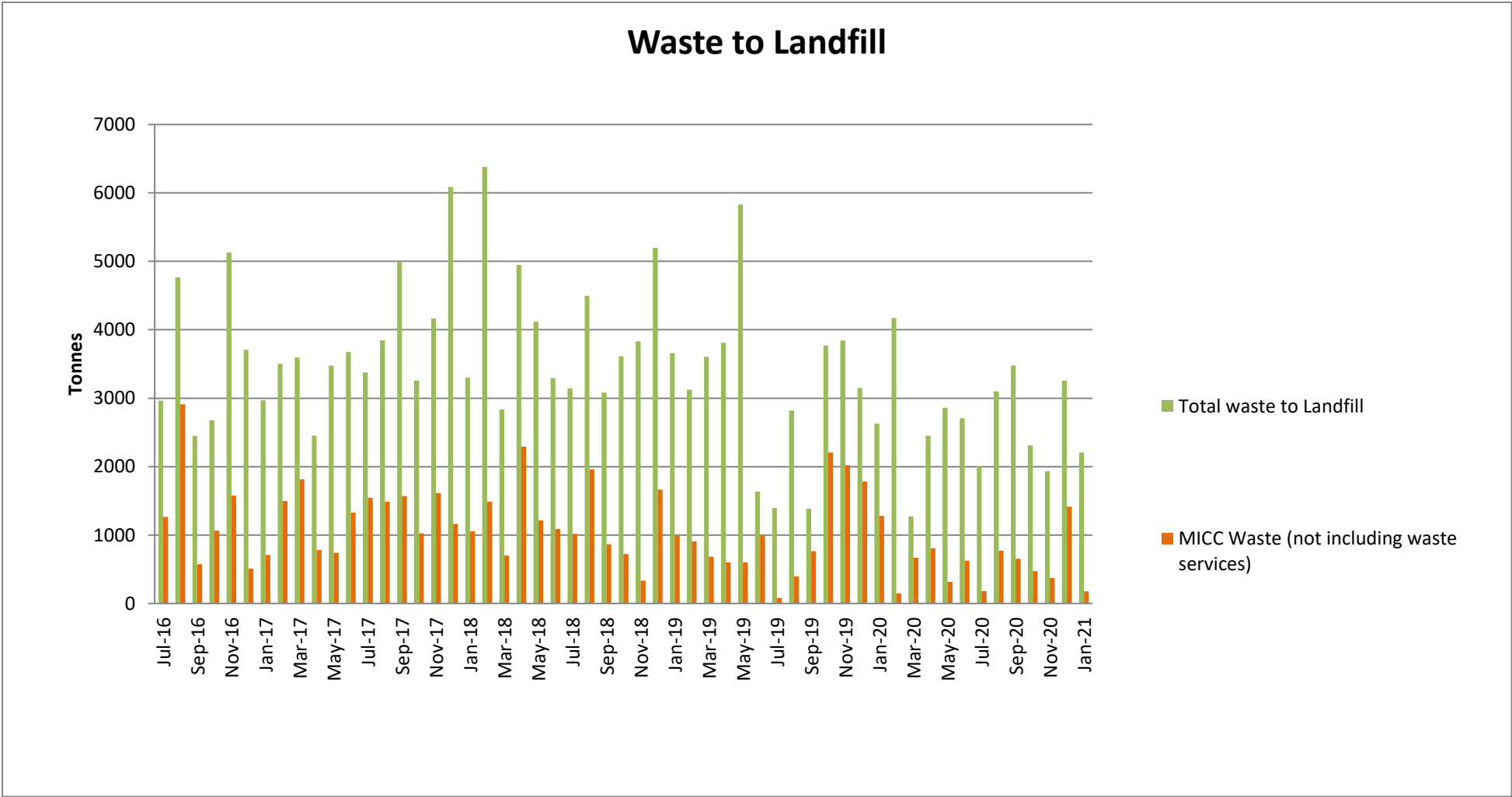
# DOMESTIC GARBAGE COLLECTION



## COMMERCIAL/ BULK GARBAGE COLLECTION



WASTE TO LANDFILL DATA ANALYSIS





## ITEM 11.3

# Compliance & Utilities Services

## Environmental Services Monthly Report January 2021



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## 1. EXECUTIVE SUMMARY

The Environmental Services (ES) department delivered the following services in January 2021:

1. Responded to six (6) service requests in relation to public health concerns, one (1) request regarding food safety concerns and three (3) requests in relation to littering and illegal dumping.
2. Conducted inspections of 27 food premises and issued reports to businesses outlining non-compliances observed during inspections and advice on corrective actions required.
3. Developed and released the fifth edition of Council's food safety newsletter named "Food Safety Essentials". The newsletter was emailed to all food businesses licenced by Mount Isa City Council.
4. Undertook monthly ground water monitoring at Council's landfill site.
5. Undertook landfill gas monitoring at Council's landfill site.
6. Organised installation of illegal dumping signage for the Hotspot Grant Program at seven (7) new locations.

In summary:



6 Public Health concerns were responded



1 food safety concern was investigated



3 Littering and illegal dumping cases were investigated



Inspected 27 fixed food premises



Undertook monthly landfill groundwater monitoring



Released the fifth edition of Food Safety Newsletter "Food Safety Essentials"



Undertook monthly landfill gas monitoring



## 2. Environmental Services Monthly Summary – January 2021

The ES team responded to customer service requests and investigated complaints received in relation to various issues as described in the table below.

**Table 1: Overview of Environmental Services Request for Service/Complaints**

| Overview of Environmental Services Requests for Service / Complaints |                  | January<br>2020 | January<br>2021 |
|--|------------------|-----------------|-----------------|
| Customer service - initiated requests                                |                  | 25              | 9               |
| Food safety and licensing - Enquiries / Clarification / Complaints   |                  | 46              | 33              |
| Public health risk   | Enquiries        | 3               | 2               |
|  | Service Requests | 0               | 4               |
| Environment  | Enquiries        | 4               | 1               |
|  | Service Requests | 0               | 0               |
| Littering or illegal dumping - Notifications / Complaints            |                  | 4               | 2               |
| Discharge of prescribed contaminant - Notifications / Complaints     |                  | 0               | 0               |
| Vector risk - Disease transmitted by animal or insect                |                  | 0               | 2               |
| Environmentally Relevant Activities (ERA)                            |                  | 1               | 0               |
| Asbestos related enquiries for compliance or complaints              |                  | 0               | 2               |
| Totals   |                  | 83              | 55              |

## 3. Environmental Services assistance within Council

### 3.1 Property Searches and Environmental Advice

The ES department assessed 16 property search requests for health licences/registrations and environmental conditions along with one (1) internal comment/condition request.

## 4. Trainings

Three (3) Environmental Officers attended Delegations Register and Authorised Person training run by the Governance department within Council. The training outlined the responsibilities of each officer under the delegations register and powers of an Authorised Person.

Environmental Health Officer (EHO) attended a masterclass on 'Illicit Drugs and Drug Contamination'. The training focussed on providing Local Government Authorised Officers' a wide knowledge in the safe, effective, and risk-based management of issues related to illicit drugs and drug contamination which may be encountered during the course of their varied duties or require management under their enabling legislation or within the context of their regulatory roles.

## 5. Health Inspections/Administration

Budget – Expenditure is currently at 52%

Table 2 outlines an overview of the registered businesses for each category in Mount Isa and the number of inspections conducted.

Table 2: Registered Businesses and Inspections Conducted

| ES licenced premises / activities                               | Registered Businesses | Inspections Conducted |            |
|---|-----------------------|-----------------------|------------|
|   | January 2021          | January 2021          | 2020/2021  |
| Food Premises Business (fixed, mobile and footpath dining)      | 102                   | 27                    | 125        |
| Registered Businesses with Environmental Authority Permits      | 3                     | 0                     | 0          |
| Registered Caravan Parks / Camping Grounds with Permits         | 9                     | 0                     | 0          |
| Higher Risk Personal Appearance Services (PAS) with Licences    | 3                     | 0                     | 4          |
| Non-higher Risk Personal Appearance Services with Notifications | 21                    | 0                     | 22         |
| Licensed Swimming Pools   | 2                     | 0                     | 0          |
| <b>Totals</b>   | <b>140</b>            | <b>27</b>             | <b>151</b> |

## Registered Businesses / Activities

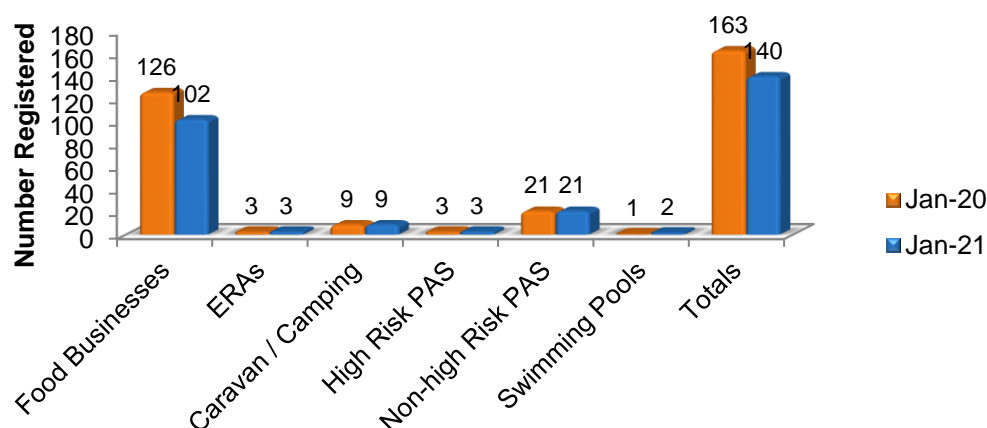


Figure 1. Comparison of Registered Businesses (January 2020 / January 2021)

## 6. Food Safety/ Administration

Budget – Expenditure is currently 58%

### 6.1 Food Safety Assessment

The ES department has commenced the second round of routine food safety assessment of all licenced fixed food premises for the financial year 2020-2021. The Environmental Health officer undertook inspection of 27 food businesses and has scheduled to finish the remaining inspections by the end of April 2021. The inspections were undertaken in accordance with the *Food Act 2006* and Australia New Zealand Food Standards Code. All the businesses inspected were given their inspection reports outlining the non-compliances that existed and were advised on corrective actions required by the businesses to comply with the conditions of their licence. Three (3) of the food businesses were issued Improvement Notice and the follow up inspection will be conducted next month to assess if they addressed their non-compliances.

### 6.2 Food Safety Program

A Food Safety Program is a written document indicating how a food business will control the food safety hazards associated with the food handling activities of the business particularly for catering events. In accordance with the *Food Act 2006*, all accredited Food Safety Program are required to have their compliance audit conducted at a determined frequency by an authorised auditor for the food business. The ES department reviewed and documented the Food Safety



Figure 2. Cartons containing food items are stored directly on the ground

Programme audit reports and attended to the non-compliances reported during the routine food inspection of the business.

### 6.3 Food Safety Newsletter

The ES department issued the fifth edition of the Food Safety Newsletter "Food Safety Essentials". The newsletter has been sent out to all registered food businesses licenced with Council. The quarterly newsletter is aimed at providing food proprietors, food handlers and those who work in food business with up-to-date information on food safety issues and regulatory matters in Mount Isa. This edition of the newsletter covered a range of topics such as: COVID regulation on collecting customers information for contact tracing purpose; cleaning and sanitising; rice and food poisoning; and food safety training.

### 6.4 Food safety

The EHO attended a complaint in relation to food handling practices of a food premises. The manager of the food business was made aware of the complaint and was advised to take measures to comply with the requirements of Food Standards Code pertaining to food handling.

### 6.5 Food Recall

The ES department received one (1) food recall notification from Townsville Public Health Unit. The recalled product was cocktail onions due to the potential presence of foreign matter (glass). All registered food businesses were notified of the recall via email.

### 6.6 Food Businesses

The ES department responded to four (4) enquires on starting a new food business. Three (3) of the enquiries was in relation to setting a home-based business, and one (1) regarding licencing a sporting group canteen. All the customers were advised of the licencing requirement and process which includes, assessing the application forms, pre-inspection of the premises and final inspection of the premises before issuing licence.

## 7. Personal Appearance Services (PAS)

Budget – Expenditure is currently at 78%

### 7.1 Administration – PAS

The ES department continues to monitor and curtail illegal operation of businesses providing PAS to minimise the risk of infection that may result from the provision of such services to the public, and in accordance with *the Public Health (Infection Control for Personal Appearance Services) Act 2003* (the Act).

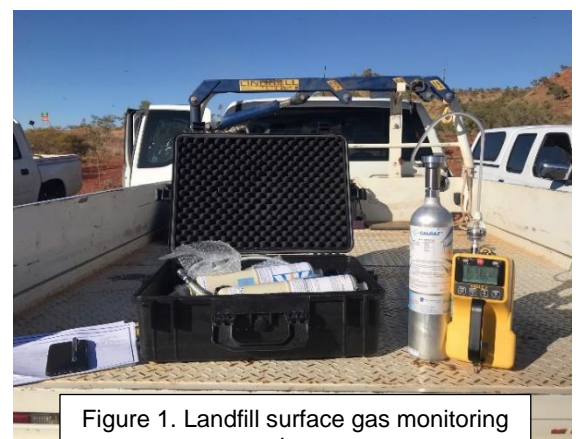
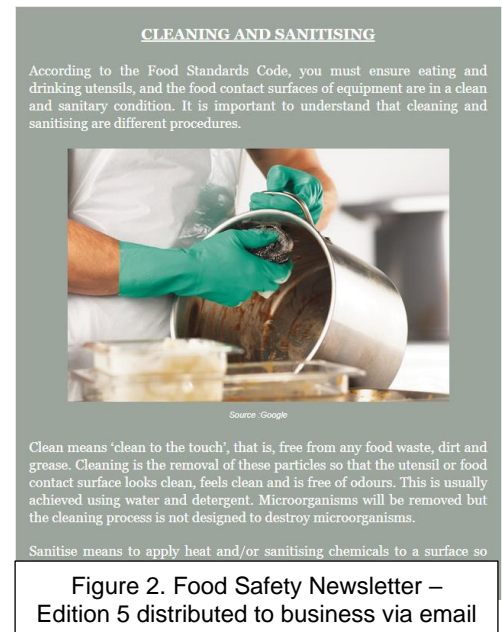
## 8.Environmental Protection

Budget – Expenditure is currently at 53%

### 8.1 Landfill Gas Monitoring

The ES Officers performed the regular quarterly landfill surface gas monitoring at Council's landfill site - Cell 1, as per the 'Landfill fugitive emission monitoring procedure'. This was undertaken in accordance with Council's Environmental Authority (EA), which requires Council to ensure the release of landfill gas does not cause environmental harm and landfill gas does not exceed the limits described in the EA.

Environmental Officers also performed gas sampling at the top of the groundwater monitoring bores. The consultants working on the Environmental Evaluation suggested this be performed to help determine whether it may be beneficial to install sub surface gas bores to improve landfill gas monitoring.





## 9. Public Health

### 9.1 Public Health Concern

The ES department responded to six (6) public health requests in relation to: smoke due to burning, odour nuisance from accumulation of rubbish at the backyard of a residential property, removal of flying fox from a commercial building, cleanliness of a public facility, setting up a rainwater tank and lifting of boil water notice issued to Camooweal. All the cases were attended/investigated, and update was provided to the requester.

### 9.2 Asbestos

The ES department received two (2) enquiries in relation to Asbestos. One was regarding suspected asbestos containing material on the road. The ES officer visited the site and confirmed the material was non-asbestos. The other enquiry was in relation to Council's assistance in identifying asbestos containing material in a residential property. The ES Coordinator contacted the customer that Council was not able to undertake the assessment as this relates to a private property and advised the customer to get a licenced asbestos contractor to inspect the place for proper handling and disposal of asbestos during renovation.

## 10. ES Project Updates

### 10.1 Environmental Evaluation

Monthly groundwater monitoring was undertaken at the 15 bores located in and around the Landfill site. All records were updated and sent through to the consultants; they will use this information to prepare the next progress report due in March.

### 10.2 Environmental Audit

The objective of the audit was to identify and address gaps and potential non-compliances at Council facilities to improve overall environmental performance. The environmental audit reports identified actions and recommendations to be implemented at each site. The ES team is working with representatives from each Council site to assist with implementing these improvements.

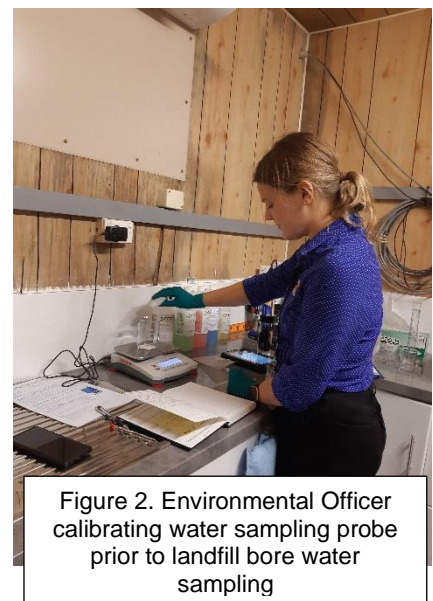


Figure 2. Environmental Officer calibrating water sampling probe prior to landfill bore water sampling

### 10.3 Environmental Charge

The ten (10) projects that were approved by Council to be implemented in the 2020/2021 financial year are currently in the planning stages. Once these projects have been scoped and planned, works will begin next month to ensure the execution of these projects by the end of the financial year.

### 10.4 Little Red Flying-Fox Alternative Roost

The ES department has engaged a contractor to undertake activities related to irrigation design for the proposed alternative roost site. The activities include, a survey of the existing site, a detailed hydraulic design with plans and specifications, and a GPS set-out for different heads/valves and mainline functions. The contractor is expected to be onsite in the second week of February 2021 to carry out the above-mentioned works.

The ES department selected suitable tree species for the roost site and has engaged a contractor to supply these. Planting holes will be dug by earth moving contractors and the trees will be planted at intervals of 20m next month.

### 10.5 Landfill Gas Monitoring Program

Council is looking at developing a Gas Management Plan to improve the present Landfill Gas Monitoring Program. We are planning on engaging with consultants to review the Council's present gas monitoring procedure which includes finding appropriate site locations where sub-surface bores can be installed. MICC also requires consultants to develop a landfill gas management plan that includes regular monitoring and set out a detailed procedure for operation, maintenance, and monitoring of the landfill site. Based on this, a RFQ was prepared and sent out to various consultants.

## 11. Waste Reduction and Recycling

### 11.1 Illegal Dumping Investigation

ES department attended three (3) cases of illegal dumping and littering along the nature strip, easement, and gully behind a residential property. Two (2) of the sites had illegally dumped green waste of which one site was cleared by the offender by employing a contractor. While the other case is still being investigated.

In relation to the littering case, the ES officer visited the property and provided verbal warning to the occupier to clear the rubbish littered on the nature strip.



Figure 1. Green waste dumped in the gully behind a residential property

## 12. Biosecurity and Vector Control

The Rural Land Officer (RLO) continued spraying on the top side of Moondarra crossing and along the river and lagoon creek. Spraying of weeds was also carried out at the Waste Management Facility along the paper trap fence line, garden beds and below dumps cottage. The RLO attended two (2) enquiries/requests. One of the enquiries was in relation to control of prickly bush and thorn apple growing in her horse paddock and the other requests was regarding Leucaena plants growing in the fence line of residential area. Both the cases were resolved.

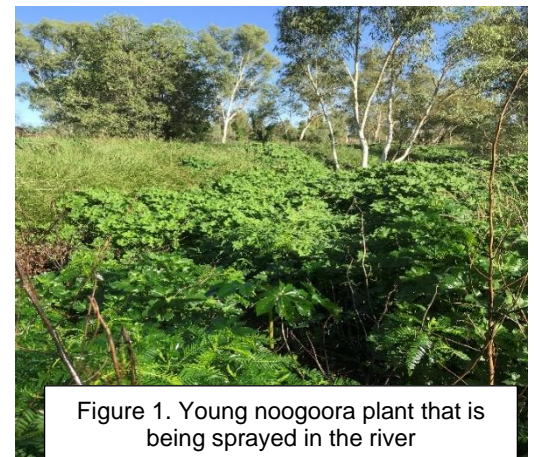


Figure 1. Young noogoora plant that is being sprayed in the river

## 13. Objectives for February 2021

The ES department proposes to undertake the following activities in February 2021:

- Food safety inspection of 25 fixed food businesses.
- Begin works on Environmental Charge projects.
- Monthly groundwater monitoring at 15 bores in and around landfill.
- Install irrigation line and plant trees at Little Red Flying-Fox Alternative Roost Site.
- Amend Landfill Environmentally Relevant Authority (ERA) to include ERA 54 – mechanical waste reprocessing.
- Organise tress, fertiliser and topsoil delivered to Little Red Flying-Fox Alternative Roost Site.
- Carry out an evaluation based on the tender documents from various consultants for the landfill gas monitoring project.

## 14. Operational Budget Performance

Percentage of expenditure benchmark for budget performance evaluation this report is: 60% through the Financial Year.

**Table 3 - Operational Budget Performance**

| Items         | Cost Centre    | Cost Description                    | Annual Budget    | Year to Date Actual Expenditure | Year to Date Variance | % of Depleted Annual Budget |
|---------------|----------------|-------------------------------------|------------------|---------------------------------|-----------------------|-----------------------------|
| 1.            | 8200-2000-0000 | Health Inspections / Administration | \$207,000        | \$107,900                       | \$99,100              | 52%                         |
| 2.            | 8200-2221-0000 | Health Promotion                    | \$27,000         | \$2,732                         | \$24,268              | 10%                         |
| 3.            | 8200-2500-0000 | Environmental Protection            | \$285,400        | \$150,819                       | \$134,581             | 53%                         |
| 4.            | 8200-2520-0000 | Food Safety Audits & Administration | \$106,600        | \$61,751                        | \$44,849              | 58%                         |
| 5.            | 8200-3000-0001 | Environmental Administration        | \$90,000         | \$40,952                        | \$49,048              | 46%                         |
| 6.            | 8200-8230-0000 | Personal Appearance Services        | \$80,000         | \$62,232                        | \$17,768              | 78%                         |
| 7.            | 8520-2000-0000 | Environmental Charge Costs          | \$0              | \$45,732                        | \$45,732              | 0%                          |
| <b>Totals</b> |                |                                     | <b>\$796,000</b> | <b>\$474,291</b>                | <b>\$353,905</b>      | <b>60%</b>                  |

<sup>1</sup>These activities are funded separately from the separate Environmental Charge as per to the Revenue Statement and Annual Implementation Plan.



# LOCAL LAWS MONTHLY REPORT

Submitted by Lani Vincent Local Laws Coordinator  
MagiQ Folder: 5394



## January 2021

## ITEM 11.4

### EXECUTIVE SUMMARY

Animal management facility (AMF) is now microchipping on sight, this means all animals prior to release will be microchipped and provided with the microchip number and certificate the same day.

Shade cloth and misting system has been installed at the holding cages to provide shade cooling for animals impounded by members of the public.

### ANIMAL MANAGEMENT

#### Animal Management Facility (AMF)

| January              |     |
|----------------------|-----|
| Animals Impounded    | 127 |
| Cats adopted/rescued | 17  |
| Cats claimed         | 3   |
| Dogs adopted/rescued | 20  |
| Dogs claimed         | 26  |
| Feral Cats           | 44  |

Feral cats continue to rise, with possibly members of the public feeding the feral cats that can encourage cats to stay in the area and may breed with other feral cats and domestic cats.  
This maybe the reason of increased numbers of private impounds/surrenders of kittens in Mt Isa.

#### Animals Local Laws statistics

| January                                    |    |
|--|----|
| Wandering at large                         | 15 |
| Private Impound/surrenders                 | 80 |
| Noise nuisance                             | 6  |
| Excess approvals/regulated dog inspections | 2  |
| Dog attacks                                | 2  |
| Aggressive Dogs                            | 9  |
| Animal Registration                        | 14 |

#### General Local Laws statistics

| January                         |    |
|---------------------------------|----|
| Abandoned vehicles              | 10 |
| Parking                         | 0  |
| Overgrown/accumulated materials | 13 |
| Approvals parks hire            | 2  |
| Footpath usage                  | 0  |

### PET EDUCATION

Local Laws will be focusing on Pet Education 2021 for the Mt Isa Community, this was kicked off in January with a visit to **Happy Valley State School Vacation Care**. Where the Local Laws Coordinator and Animal Management Officer discussed the importance of pet registration, microchipping, walking dogs on lead, the important of desexing your dog and cat. How to keep your animals cool in summer.  
The coordinator's dog and cat attended the pet education, and both were a big hit with the children.

## FINANCIALS - as at January 2021

### Animal Management:

| Description                           | \$<br>Jan<br>Actual | \$<br>YTD<br>Actual | \$<br>Full Year<br>Budget | \$<br>Variance<br>Full Year |
|---------------------------------------|---------------------|---------------------|---------------------------|-----------------------------|
| <b>Animal Control Fees</b>            |                     |                     |                           |                             |
| Dog Registrations                     | 110,966             | 183,244             | 245,000                   | 61,756                      |
| Dog Permits                           | 9,115               | 16,403              | 11,000                    | -5,403                      |
| Horse Stable Registration             | 3,570               | 7,140               | 6,000                     | -1,140                      |
| Goat / Piggery Registration           | -                   | -                   | -                         | -                           |
| Dog Cats Livestocks Imounding Fees    | 12,700              | 14,988              | 20,000                    | 5,012                       |
| Dog Breeding Permits                  | -                   | -                   | -                         | -                           |
| Cat Registrations                     | 4,540               | 7,046               | 8,000                     | 955                         |
| Cats Permits                          | 640                 | 1,280               | 2,000                     | 720                         |
| Cat Trap / K9 Collar Hire Fee         | -                   | -                   | 3,000                     | 3,000                       |
| Permits for Regulated Dogs            | 1,900               | 3,790               | 7,000                     | 3,210                       |
| Sale of Animals                       | -                   | -                   | -                         | -                           |
| Pick Injured Animal & Transfer to Vet | -                   | -                   | -                         | -                           |
| Collection of Cat Trap with Animal    | -                   | -                   | 2,000                     | 2,000                       |
| Sale of Animals Dog or Puppy          | 19,436              | 20,386              | 34,000                    | 13,614                      |
| Sale of Animals Cat or Kitten         | 10,390              | 12,293              | 13,000                    | 707                         |
| Sale of Animals Livestock             | -                   | -                   | -                         | -                           |
| Sale of Animals - Over and Under      | -                   | -                   | -                         | -                           |
| <b>TOTAL REVENUE</b>                  | <b>173,257</b>      | <b>266,570</b>      | <b>351,000</b>            | <b>84,430</b>               |
| Pound Employess Costs                 | 106,776             | 36,642              | 208,000                   | 171,358                     |
| Pound Materials and Services          | 92,898              | 60,251              | 73,700                    | 13,449                      |
| Pound Transport                       | 4,540               | 1,778               | -                         | -1,778                      |
| <b>TOTAL EXPENSES</b>                 | <b>204,214</b>      | <b>98,671</b>       | <b>204,214</b>            | <b>183,029</b>              |
| <b>PROFIT (LOSS)</b>                  | <b>(30,957)</b>     | <b>167,899</b>      | <b>146,786</b>            | <b>(98,599)</b>             |

### Local Laws:





# OFFICER'S REPORT



## ITEM 11.5

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Interim Manager, Environment and Regulatory Services  
**AGENDA** 24.02.2021 Ordinary Council Meeting  
**FOLDER ID** #119067

**SUBJECT** Participation in development of NWQROC Biosecurity Plan  
**LOCATION** Not Applicable

### EXECUTIVE SUMMARY

NWQROC have proposed that the 9 councils of which it is comprised; participate in a new Biosecurity Plan spanning North West Queensland to ensure legislative requirements are being met by all participants and to attract more State and Federal Funding/Grants.

### OFFICER'S RECOMMENDATION

**THAT** Council participates in the NWQROC's intended process for the development of an over-arching Biosecurity Plan across North West Queensland by contributing \$4000.00 from the Annual Biosecurity Budget.

OR

**THAT** Council does not partake in the proposed plan and misses the opportunity to be involved in the incorporated regional plan.

### BUDGET AND RESOURCE IMPLICATIONS

The overall cost of the proposed plan is \$95,170.00 and Southern Gulf NRM have contributed \$34,500.00 with the remainder of costs to be shared among the 9 NWQ Councils. Per the 'NWQROC Regional Biosecurity Plan – Cost Sharing Arrangement', MICC is required to contribute only \$4000.00. Currently the budget allows for the expenditure under 8500-2501-0006 *Noxious Plants Control* – PR Meetings & Conferences.

### BACKGROUND

The NWQROS has identified that 3 of its 9 formative Councils do not have established biosecurity plans and that those who do could work more cohesively. For this reason, they have proposed an over-arching biosecurity plan for the implementation of the entire North West.

The plan would include the formation of a Regional Biosecurity Plan Development Team (RBPDT) which would engage with each council's Invasive species/Biosecurity Plan to ensure that relevant elements of each plan are retained whilst conserving the individuality of each Shire where needed.

Southern Gulf NRM (SGNRM) would conduct stakeholder consultation with key sector industry and agency representatives including but not limited to Agriculture and Fisheries, Transport and Main Roads, Qld Rail, Environment and Science, Australian Livestock Rural Transporters Association (ALRTA), Agforce, Ergon Energy, and the Federal Department of Agriculture, Water and Environment.

SGNRM would collaborate with all councils in the development of the Plan. SGNRM will establish the RBPDT consisting of two (2) Weed and Pest NRM Officers (Charles Curry and Robyn Young), the Regional Landcare Facilitator (Pru Wharton) and the members of the newly formed Regional Biosecurity Technical Working Group.



# OFFICER'S REPORT



## LINK TO CORPORATE PLAN

This proposal links to the corporate plan priorities 4.2 and 5.3 which seeks to recognise and protect our unique environment along with innovative and forward-thinking decision making which includes the engagement of stakeholders.

## CONSULTATION (Internal and External)

External consultation was conducted by NWQROC who engaged all 9 NWQ Councils to ascertain their current Bio Security Plans/Plan Status.

Internal consultation by Council's Environmental Services (ES) and Biosecurity Departments was undertaken to review/evaluate the proposal from NWQROC and the current MICC Biosecurity Plan which will soon be up for review and is currently dated as of 2018.

## LEGAL CONSIDERATIONS

The implementation of the plan will need to take into consideration the requirements of the following:

- *Biosecurity Act 2014*
- *Nature Conservations Act 1992*
- *Vegetation Management Act 1999*
- *Environmental Protection and Biodiversity Act 1999*

## POLICY IMPLICATIONS

By creating the Plan, Council is complying with the [Mount Isa City Council Draft Biosecurity Plan 2018](#).

## RISK IMPLICATIONS

There are no established risks in participation of the proposed plan.

## HUMAN RIGHTS CONSIDERATIONS

Due consideration has been given to all human rights relevant as per Council's Human Rights Policy and no implications would occur.

## ATTACHMENTS

- NWQROC Proposal Letter

## REFERENCE DOCUMENT

- Nil

|  |   |
|--|---|
| <b>Report Prepared by:</b><br>Interim Manager<br>Environment and Regulatory Services<br>11/02/2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>11/02/2021 |
|--|---|

9 February 2021

Cr Danielle Slade  
Mayor  
Mount Isa City Council  
E: [mayor@mountisa.qld.gov.au](mailto:mayor@mountisa.qld.gov.au)

Dear Danielle

#### Regional Biosecurity Plan Proposal

I write to advise you of the NWQROC's decision to facilitate the development of a regional biosecurity plan for North West Queensland. Specifically, the development of a biosecurity plan for the nine (9) member councils of NWQROC to not only meet their individual statutory requirements under the Biosecurity Act 2014 but also to increase the opportunities to leverage Federal and State funding for pest and weed management programs across the region.

Arising out of initial discussions at the ROC meeting in Hughenden on 3-4 December 2020, a regional plan development proposal was sought from the Southern Gulf NRM. The Plan (copy attached) was considered at last Friday's video-conference meeting and the following resolution was adopted unanimously:

"That the NWQROC endorse the proposal from the Southern Gulf NRM to develop a Regional Biosecurity Plan for the nine (9) member councils of the region, and  
That each council be requested to confirm its participation in the regional plan and advise its agreement to the cost sharing arrangement outlined in the proposal".

The reasons for progressing a regionally based approach acknowledged by the meeting include the following:

- It is a statutory obligation that Councils adopt a Biosecurity Plan.
- Three (3) of NWQROC's nine (9) member Councils do not have Biosecurity Plans.
- A number of the existing plans will be up for review in 18-24 months.
- Regional/catchment-based plans are highly regarded and more readily able to attract funding, and
- Regionally based plans are more cost effective and integrated than individual council plans.

The overall cost for developing the plan is \$95,170 with Southern Gulf NRM contributing \$34,500. The balance is to be contributed by the nine (9) councils.

Recognising that six (6) councils already have plans in place which will inform the regional plan and three (3) councils do not, it has been agreed that a differential costing arrangement is an equitable approach to cost sharing. The cost sharing arrangements are as follows:





NWQROC Regional Biosecurity Plan – Cost Sharing Arrangement

| <u>Councils with Biosecurity Plan</u> | <u>Councils without Biosecurity Plans</u> | <u>Cost</u> |
|---------------------------------------|---|-------------|
| Carpentaria SC                        |   | \$4,000     |
| Cloncurry SC                          |   | \$4,000     |
| Flinders SC                           |   | \$4,000     |
| McKinlay SC                           |   | \$4,000     |
| Mount Isa CC                          |   | \$4,000     |
| Richmond SC                           |   | \$4,000     |
|                                       | Burke SC                                  | \$15,000    |
|                                       | Doomadgee ASC                             | \$7,500     |
|                                       | Etheridge SC                              | \$15,000    |

Note: Because of its small area developing the Doomadgee ASC component of the regional plan is less expensive.

It was also agreed that if a council did not have funds available for its contribution in the current 2020/21 budget it would be able to pay its contribution in the 2021/22 financial year.

The meeting also acknowledged that the cost to each council was very good value for money given previous experience in the preparation of individual plans.

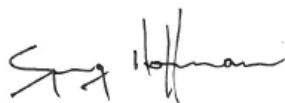
The work to develop the plan will be undertaken over a 12-month period through until February 2022.

As set out in the resolution above I request that council confirm its participation in the development of the NWQROC Regional Biosecurity Plan and agreement to your share of the cost as set out in the table above.

I would appreciate your response by no later than cob Monday 1 March 2021 so that work can get underway.

Please contact me at: [nwqroc@carpentaria.qld.gov.au](mailto:nwqroc@carpentaria.qld.gov.au) or 0418 756 005 if you have any questions.

Yours sincerely

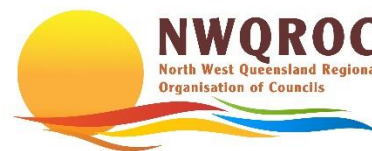


Greg Hoffman PSM  
Executive Officer

Cc: David Keenan, CEO

Attachment:

Attachment



## NWQROC and SGNRM Regional Biosecurity Plan Development Proposal

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This agenda paper outlines the intended process for the development of an over-arching Biosecurity Plan across the NWQROC.

Six (6) of the nine (9) NWQROC member councils have current Biosecurity Plans including:

- Carpentaria
- Cloncurry
- Flinders
- McKinlay
- Mount Isa City, and
- Richmond.

The use of these plans will be paramount to the development of the Regional Plan.

The Regional Biosecurity Plan Development Team (RBPDT) would engage with each council's Invasive species/Biosecurity Plan working groups to ensure that relevant elements of each plan are retained whilst conserving the individuality of each Shire where needed.

The remaining NWQROC councils that currently do not have a Plan:

- Burke
- Doomadgee, and
- Etheridge

would convene individual working groups, which would conduct community engagement activities in each shire to establish local priorities, to then be incorporated in the Regional Plan.

Southern Gulf NRM (SGNRM) would conduct stakeholder consultation with key sector industry and agency representatives including but not limited to:

- Agriculture and Fisheries
- Transport and Main Roads
- Qld Rail
- Environment and Science

- Australian Livestock Rural Transporters Association (ALRTA)
- Agforce
- Ergon Energy, and
- Federal Department of Agriculture, Water and Environment.

SGNRM would collaborate with all councils in the development of the Plan. SGNRM will establish the RBPDT consisting of two (2) Weed and Pest NRM Officers (Charles Curry and Robyn Young), the Regional Landcare Facilitator (Pru Wharton) and the members of the newly formed Regional Biosecurity Technical Working Group.

The budget for the Regional Biosecurity Plan development is intended to be more cost-efficient working collaboratively than each of the Shires producing an individual plan.

The budget for the 12-month process to complete the over-arching Regional Plan is \$95,170

**Expenditure:**

Working Group Meetings – Bimonthly plus preparation and follow up (4 weeks)

Gulf Catchments Pest Task Force – 2 meetings annually plus preparation and follow up (2 weeks)

Review Current Plans X 6 (2 Weeks)

Meeting with councils Invasive species/Biosecurity Plan working groups x 6 (6 Weeks)

Councils that do not have a current plan – meetings (1 week)

Community Consultation in non-plan councils (10 weeks)

Regional stakeholders' meetings – 2 meetings x 3 days (2 weeks)

NWQROC Meeting x 2 (2 weeks)

Printing/Graphics (1 week)

Drafting Plan – Several versions (4 weeks)

All items will include travel, accommodation, venue, printing, and catering costs.

**Income:**

The intent is to share the cost across the Councils with SGNRM as a partner and project delivery organisation. It was agreed in principle at the December 2020 NWQROC meeting that the councils without a current plan would contribute more than those with a current adopted plan.

It is proposed:

- Councils with a current adopted plan (6) - \$4,000 each
- Councils without a current adopted Plan (2) - \$15,000 (Burke SC & Etheridge SC)
- Council without a current adopted plan (1) - \$7,500 (Doomadgee ASC)
- Southern Gulf NRM In-kind (staff & logistics) - \$34,500

If agreed the Regional Biosecurity Plan development project can commence in Feb 2021 with a 12-month timeline although some elements would be available sooner.

**Consideration:**

There may be an upcoming opportunity, to prepare and submit a grant application with the State Government to fund the Plan development. It is understood from LGAQ that Biosecurity Qld will call for grant applications in the first half of 2021. Guidelines are not yet available and access to funding for Plan development is uncertain and based on previous experience unlikely.

The NWQROC has two options:

1. Assuming the plan development is eligible for funding, delay commencement pending notification of funding outcome. If successful, commencement of the Regional Plan would most likely be deferred until the second half of 2021. An issue to consider is if the plan development is State Government funded, the State may want more influence in appearance and content.
2. Accelerate the Regional Plan development so that the funding sought from State Government is more focussed on coordinated actions and implementation activities. This approach would give more visible, positive results from the planning and joint activity rather than simply paying for the plan development. A developed Regional Plan is more likely to attract funding for implementation than an application for planning.

**Recommendation:**

**It is recommended that NWQROC proceed with Option 2.**

29 January 2021



## January 2021

## ITEM 12.1

### Executive Summary

A total of 1,710 Telephone Calls were answered in January at Mount Isa City Council - Customer Service Call Centre, with a majority of calls referring to missed bin collections, broken bins, animal management and water and sewerage - water leak matters.

Customer telephone calls averaged 81 per day during January.

Council implemented an after-hours call service through Vodafone to cover the 2020/21 Christmas shut down period with the service continuing from January 2021. Calls are answered between the hours of 5pm and 8.30am daily and 24/7 weekends and public holidays by a guaranteed English speaking and accented Vodafone staff members.

Calls are redirected from Council's main Telstra telephone number (07 4747 3200) and answered as "Welcome to Mount Isa City Council – how may I help?" Urgent matters are escalated according to a call flow chart and script drafted by Council to Council's rostered on-call staff. Non urgent matters are recorded on Vodafone's daily report for further follow up, as appropriate.

Vodafone daily reports submitted to Council detail the previous shift matters dealt with by Council on call staff providing a detailed record of after-hours call out activity.

Customer requests for January (536) were recorded in iCasework across all Council Departments – the top 3 being 134 Water and Sewerage issues, 91 Local Laws – animal management matters, 80 Waste Management issues and 71 property transfers and concealed water leak issues for Revenue Department. Of the 536 cases in January there are currently 429 closed leaving 107 remaining open as of 31 January, with further action required.

Year-to-date\* customer requests (536) were recorded in iCasework with 107 currently open. Total of 89 cases have been carried over from 2020 (01/01/2020 to 31/12/2020)

*\*Year-to-date – commenced 1 January 2021.*

### Camooweal Agent

Camooweal Outstanding Concerns for Council Consideration:

- No Notifications of changes to rubbish collections - lack of notifications to the Camooweal Agent of applications effecting Camooweal – iCase #529361
- Lack of Local Laws visits to assess the town of abandoned vehicles which have been there for over 2 years – iCase #528576
- Gutters are overgrown with grass and water cannot run away – iCase #528577
- Potholes in the town's roads iCase #528578

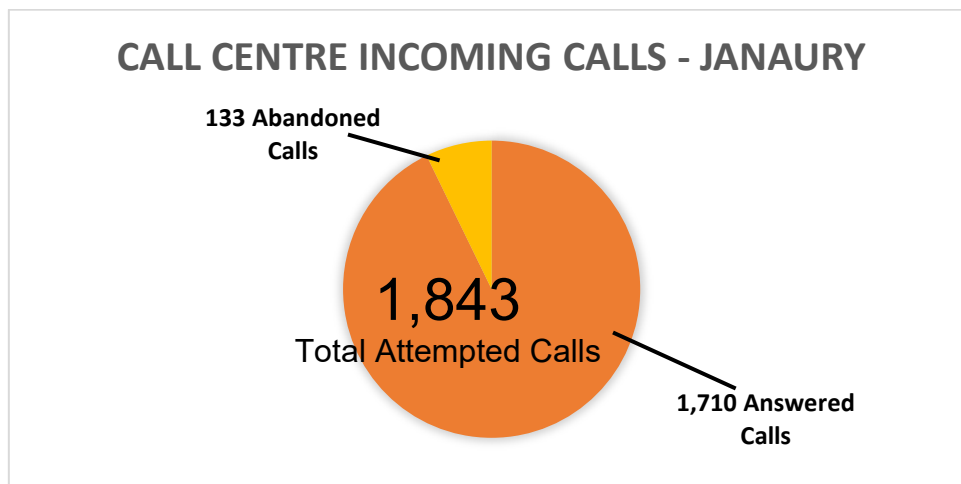
# CUSTOMER SERVICE MONTHLY REPORT

Submitted by: Customer Services Department Coordinator Donna Olivero

Magiq Folder ID: 4755



## January 2021 Telephone Activity- Total Incoming Calls



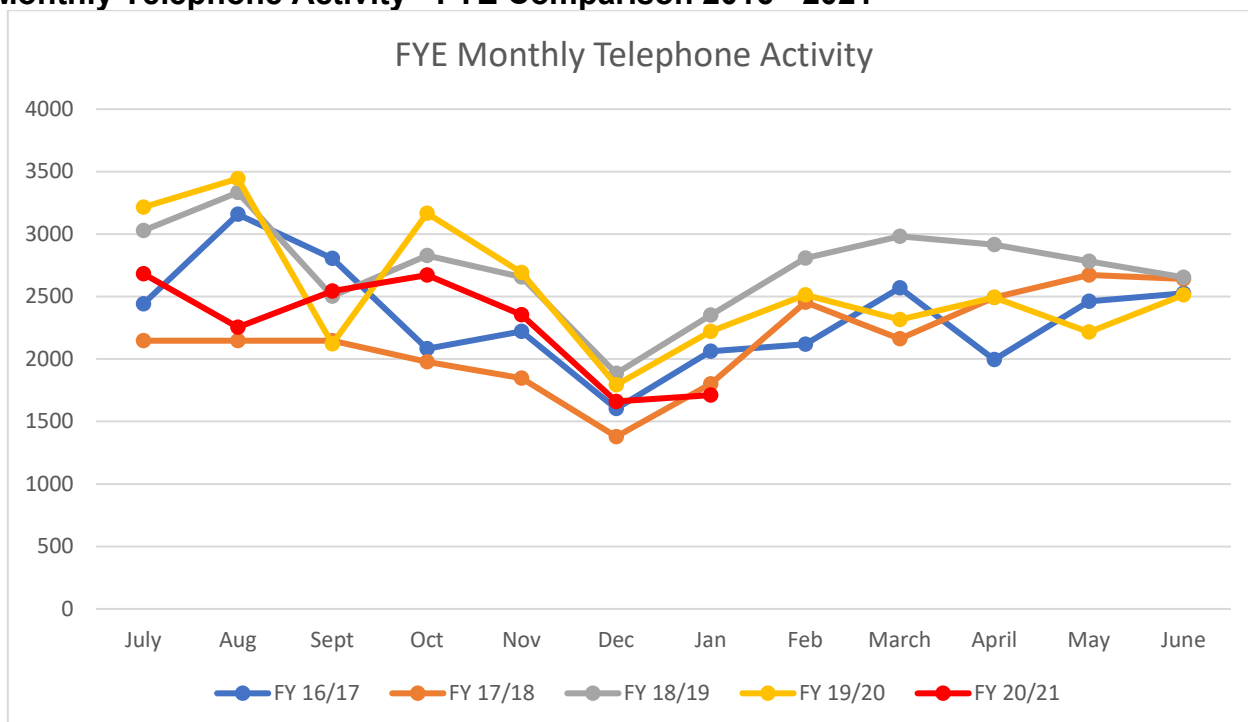
*Note: Abandoned calls refer to calls that have ended before any conversation occurs, e.g. public have either dialled the wrong number, called during a busier period or have not wanted to be placed into the queue, or calls were made outside customer service trading hours.*

### Telephone Call Response Time

Of 1,710 calls 95.9% of were answered within 60 seconds, with 572 transferred internally and 1,138 calls responded to in the first instance or entered into iCasework to be handled by various departments of Council. Customer telephone calls averaged 81 per day during January.

*\*\*Calls not answered in the 60 second time frame, refer to either calls placed into the queue during high call traffic where all available staff are already engaged in phone calls and / or customer service.*

### Monthly Telephone Activity - FYE Comparison 2016 - 2021



*\* Telephone calls received during January were predominantly relating to missed bin collections, broken bins, animal management and water and sewerage - water leak matters.*

# CUSTOMER SERVICE MONTHLY REPORT

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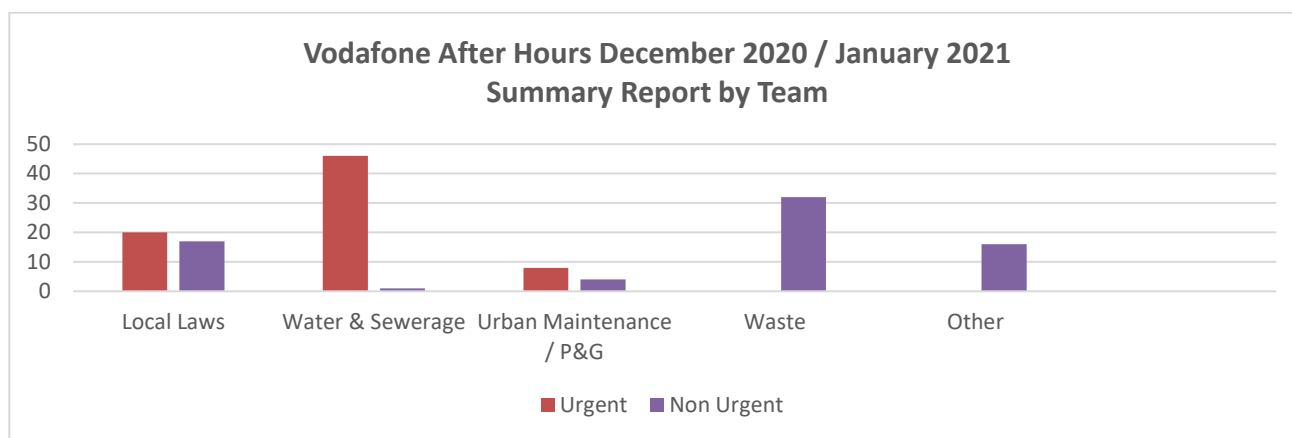


## Vodafone After Hours Summary Report – By Team

Council implemented an after-hours call service on 24 December 2020, through Vodafone to cover the 2020/21 Christmas shut down period with the service continuing from January 2021. Calls are answered between the hours of 5pm and 8.30am daily and 24/7 weekends and public holidays by a guaranteed English speaking and accented Vodafone staff members.

Calls are redirected from Council's main Telstra telephone number (07 4747 3200) and answered as "Welcome to Mount Isa City Council – how may I help?" Urgent matters are escalated according to a call flow chart and script drafted by Council to Council's rostered on-call staff. Non urgent matters are recorded on Vodafone's daily report for further follow up, as appropriate.

Vodafone daily reports submitted to Council detail the previous shift matters dealt with by Council on-call staff providing a detailed record of after-hours call out activity.

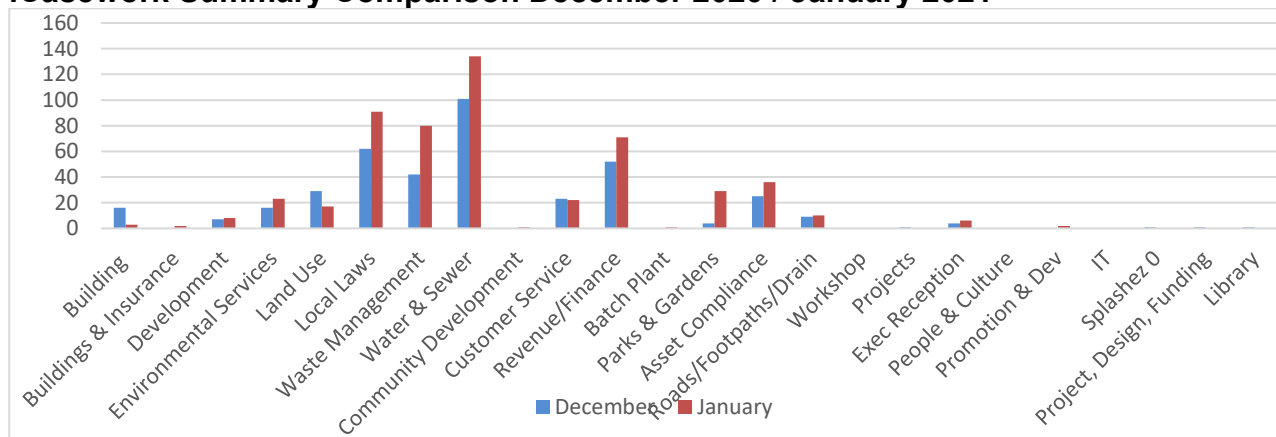


## iCasework Summary December 2020 / January 2021

iCasework is used to assign enquiries, applications, service requests and complaints through to the relevant departments within Mount Isa City Council. During the month of January, 536 cases were created across Council's Departments with 107 cases remaining open as of 31 January 2021. The 2020 year to date open cases are 89. iCasework recorded a rise in requests for Development, Environmental Health, Local Laws, Waste, Water and Sewerage, Finance, Parks and Gardens and Asset Compliance matters and decreases for all other Council Departments.

**\*\* Note:** iCasework cases detailed in this report are as per first point of contact request. Each case is investigated on a Departmental level and may be re categorised, as appropriate.

## iCasework Summary Comparison December 2020 / January 2021



**\*\*\*Note:** iCasework cases are created by all departments of the Mount Isa City Council and assigned to the relevant department for response.

# CUSTOMER SERVICE MONTHLY REPORT

Submitted by: Customer Services Department Coordinator Donna Olivero

Magiq Folder ID: 4755



## All Departments Summary December 2020/January 2121 Comparison and Year to Date Cases

| Department                     | Service Team                             | Case Type           | Dec       | Jan       | Open Cases at 31/12/20 | Total Cases YTD commenced 01/01/21 | Open Cases YTD 2021 |
|--------------------------------|--|---------------------|-----------|-----------|------------------------|------------------------------------|---------------------|
| <b>Chief Executive Officer</b> |  |                     |           |           | <b>36</b>              | <b>132</b>                         | <b>15</b>           |
|                                | <b>Building</b>                          | Applications        | 13        | 2         | 13                     |                                    |                     |
|                                |  | Enquiries           | 1         | 0         |                        |                                    |                     |
|                                |  | Service Requests    | 2         | 1         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>16</b> | <b>3</b>  | <b>13</b>              | <b>3</b>                           |                     |
|                                | <b>Development</b>                       | Applications        | 2         | 1         | 1                      |                                    |                     |
|                                | incl Dispensation and                    | Enquiries           | 0         | 0         |                        |                                    |                     |
|                                | dev applications                         | Service Requests    | 5         | 7         | 4                      |                                    |                     |
|                                |  | <b>Total</b>        | <b>7</b>  | <b>8</b>  | <b>5</b>               | <b>8</b>                           |                     |
|                                | <b>Land Use</b>                          | Service Requests    | 5         | 1         | 3                      |                                    |                     |
|                                | incl horse paddock, trustee agreement    | Enquiries           | 0         | 1         |                        |                                    |                     |
|                                | property search                          | Applications        | 24        | 15        | 13                     |                                    |                     |
|                                |  | <b>Total</b>        | <b>29</b> | <b>17</b> | <b>16</b>              | <b>17</b>                          |                     |
|                                | <b>Building Facilities and Insurance</b> | Service request     | 4         | 2         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>4</b>  | <b>2</b>  |                        | <b>2</b>                           |                     |
|                                | <b>Community Development</b>             | Application         | 7         | 0         |                        |                                    |                     |
|                                |  | Enquiry/Service Req | 1         | 1         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>8</b>  | <b>1</b>  |                        | <b>1</b>                           |                     |
|                                | <b>Executive Reception</b>               | Service Requests    | 5         | 3         |                        |                                    |                     |
|                                |  | Enquiries           | 7         | 3         | 1                      |                                    |                     |
|                                |  | <b>Total</b>        | <b>12</b> | <b>6</b>  | <b>1</b>               | <b>6</b>                           |                     |
|                                | <b>Governance</b>                        | Complaints          | 0         | 0         |                        |                                    |                     |
|                                |  | Enquiries           | 0         | 0         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>0</b>  | <b>0</b>  |                        | <b>0</b>                           |                     |
|                                | <b>Promotion &amp; Development</b>       | Service Requests    | 0         | 1         |                        |                                    |                     |
|                                |  | Enquiries           | 1         | 1         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>1</b>  | <b>2</b>  |                        | <b>2</b>                           |                     |
|                                | <b>Customer Service</b>                  | Enquiries           | 0         | 0         |                        |                                    |                     |
|                                | incl Sewer & Drain plan, building files  | Service Requests    | 23        | 22        | 1                      |                                    |                     |
|                                |  | <b>Total</b>        | <b>23</b> | <b>22</b> | <b>1</b>               | <b>22</b>                          |                     |
|                                | <b>Revenue / Finance</b>                 | Enquiry/Complaint   | 0         | 6         |                        |                                    |                     |
|                                | incl pay commitment,                     | Service Requests    | 52        | 65        |                        |                                    |                     |
|                                | auth to act, change of details           | <b>Total</b>        | <b>52</b> | <b>71</b> |                        | <b>71</b>                          |                     |
|                                | <b>IT</b>                                | Service request     | 0         | 0         |                        |                                    |                     |
|                                |  | <b>Total</b>        | <b>0</b>  | <b>0</b>  |                        | <b>0</b>                           |                     |





# CUSTOMER SERVICE MONTHLY REPORT

Submitted by: Customer Services Department Coordinator Donna Olivero

Magiq Folder ID: 4755



| Department                     | Service Team   | Case Type            | Dec        | Jan        | Open Cases at 31/12/20 | Total Cases YTD commenced 01/01/21 | Open Cases YTD 2021 |
|--------------------------------|--|----------------------|------------|------------|------------------------|------------------------------------|---------------------|
| <b>Infrastructure Services</b> |  |                      |            |            | <b>52</b>              | <b>404</b>                         | <b>92</b>           |
|                                | <b>Cemetery</b>  | Service Requests     | 0          | 0          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>0</b>   | <b>0</b>   |                        | <b>0</b>                           |                     |
|                                | <b>Batch Plant &amp; Materials</b>                           | Enquiry/Service Req  | 0          | 1          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>0</b>   | <b>1</b>   |                        | <b>1</b>                           |                     |
|                                | <b>Environmental Services</b>                                | Service Requests     | 11         | 17         | 2                      |                                    |                     |
|                                | incl illegal dumping,  | Enquiry/Applications | 5          | 6          | 1                      |                                    |                     |
|                                | food licencing   | <b>Total</b>         | <b>16</b>  | <b>23</b>  | <b>3</b>               | <b>23</b>                          |                     |
|                                | <b>Local Laws</b>  | Service Requests     | 59         | 83         | 33                     |                                    |                     |
|                                | incl animal- permits, registration, noise                    | Applications         | 3          | 4          | 1                      |                                    |                     |
|                                | abandoned vehicles parking,                                  | Enquiries            | 0          | 4          |                        |                                    |                     |
|                                | overgrown allotments   | <b>Total</b>         | <b>62</b>  | <b>91</b>  | <b>34</b>              | <b>91</b>                          |                     |
|                                | <b>Parks &amp; Gardens</b>                                   | Service Requests     | 4          | 29         |                        |                                    |                     |
|                                | Incl maintenance, tree                                       | Applications         | 0          | 0          |                        |                                    |                     |
|                                | removal, landscaping,  | Enquiries            | 0          | 0          |                        |                                    |                     |
|                                | park usage   | <b>Total</b>         | <b>4</b>   | <b>29</b>  |                        | <b>29</b>                          |                     |
|                                | <b>Asset Compliance</b>                                      | Service Request      | 0          | 0          |                        |                                    |                     |
|                                | Incl plumbing compliance, works                              | Applications         | 24         | 34         |                        |                                    |                     |
|                                | on MICC property, water                                      | Enquiries            | 1          | 2          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>25</b>  | <b>36</b>  |                        | <b>36</b>                          |                     |
|                                | <b>Road Footpath &amp; Drainage</b>                          | Service Requests     | 9          | 7          |                        |                                    |                     |
|                                | Incl roadwork/closures, hazards,                             | Enquiry/Complaint    | 0          | 3          |                        |                                    |                     |
|                                | pothole, street sweeping                                     | <b>Total</b>         | <b>9</b>   | <b>10</b>  |                        | <b>10</b>                          |                     |
|                                | <b>Workshop</b>  | Service Requests     | 0          | 0          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>0</b>   | <b>0</b>   |                        | <b>0</b>                           |                     |
|                                | <b>Project, Design &amp; Funding</b>                         | Service Request      | 0          | 0          |                        |                                    |                     |
|                                |  | Enquiries            | 1          | 0          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>1</b>   | <b>0</b>   |                        | <b>0</b>                           |                     |
|                                | <b>Waste Management</b>                                      | Service Requests     | 41         | 78         | 3                      |                                    |                     |
|                                | incl bin damages, asbestos dumping, bin hire,                | Complaint            | 0          | 0          |                        |                                    |                     |
|                                | missed/replacement bins                                      | Enquiries            | 1          | 2          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>42</b>  | <b>80</b>  | <b>3</b>               | <b>80</b>                          |                     |
|                                | <b>Water and Sewer</b>                                       | Service Requests     | 97         | 133        | 12                     |                                    |                     |
|                                | Incl effluent irrigation, sewer blocked flow pressure, water | Applications         | 2          | 0          |                        |                                    |                     |
|                                | leak-fire hydrant meter isolation, service application       | Enquiries            | 2          | 1          |                        |                                    |                     |
|                                |  | <b>Total</b>         | <b>101</b> | <b>134</b> | <b>12</b>              | <b>134</b>                         |                     |

# CUSTOMER SERVICE MONTHLY REPORT

Submitted by: Customer Services Department Coordinator Donna Olivero

Magiq Folder ID: 4755



| Department                    | Service Team              | Case Type        | Dec        | Jan        | Open Cases at 31/12/20 | Total Cases YTD commenced 01/01/21 | Open Cases YTD 2021 |
|-------------------------------|---------------------------|------------------|------------|------------|------------------------|------------------------------------|---------------------|
| <b>Community and Culture</b>  |                           |                  |            |            | <b>1</b>               | <b>0</b>                           | <b>0</b>            |
|                               | <b>Library</b>            | Enquiries        | 0          | 0          |                        |                                    |                     |
|                               |                           | <b>Total</b>     | <b>0</b>   | <b>0</b>   |                        | <b>0</b>                           |                     |
|                               | <b>People and Culture</b> | Enquiries        | 2          | 0          |                        |                                    |                     |
|                               |                           | <b>Total</b>     | <b>2</b>   | <b>0</b>   |                        | <b>0</b>                           |                     |
|                               | <b>Splashz</b>            | Service Requests | 1          | 0          | 1                      |                                    |                     |
|                               |                           | <b>Total</b>     | <b>1</b>   | <b>0</b>   | <b>1</b>               | <b>0</b>                           |                     |
| <b>icaseworks Case Totals</b> |                           |                  | <b>415</b> | <b>536</b> | <b>89</b>              | <b>536</b>                         | <b>107</b>          |

## Camooweal Update

Report provided by Camooweal Agent Katherine Green:

|  |              |
|--|--------------|
| <b>January 2021</b>  |              |
| Total Customer Enquiries   | Nil          |
| Total Customer Complaints  | Nil          |
| Total Enquiries and Complaints   | Nil          |
| <b>Overview of the month:</b>  |              |
| No complaints received for January   | Nil          |
| Concerns for Council Consideration   | 4            |
| <ul style="list-style-type: none"> <li>No Notifications of changes to rubbish collections - lack of notifications to the agency in Camooweal of applications effecting Camooweal – iCase #529361</li> <li>Lack of Local Laws visits to assess the town of abandoned vehicles which have been there for over 2 years – iCase #528576</li> <li>Gutters are overgrown with grass and water cannot run away – iCase #528577</li> <li>Potholes in the town's roads iCase #528578</li> </ul> |              |
| <b>Receipts taken</b>  |              |
| Cash   | \$478        |
| Cheque   |              |
| Credit Card  |              |
| EFTPOS   |              |
| <b>Total Payments</b>  | <b>\$478</b> |
| Submitted by Katherine Green   |              |
| Date 03/02/2021  |              |

## Promotion & Development Report – January 2021

### Promotion & Community Development Portfolio

#### Communications:

## ITEM 12.2

#### Media Releases:

| Date       | Topic                              | Quoted               |
|------------|------------------------------------|----------------------|
| 14.01.2021 | 100 Years Advisory Committee       | Mayor Danielle Slade |
| 19.01.2021 | Australia Day                      | Mayor Danielle Slade |
| 20.01.2021 | Sign-On Expo                       | Cr Peta MacRae       |
| 20.01.2021 | Australia Day                      |                      |
| 21.01.2021 | Library Survey                     | Cr Peta MacRae       |
| 22.01.2021 | Australia Day Award Winners        | Mayor Danielle Slade |
| 26.01.2021 | Australia Day Award Winners – full | Mayor Danielle Slade |
| 29.01.2021 | Community Grants                   | Mayor Danielle Slade |



#### Radio Interviews:

| Date       | Station | Topic  | Interviewee                        |
|------------|---------|--|------------------------------------|
| 15.01.2021 | HitFM   | Disused mining camps for COVID-19 quarantine | Mayor Danielle Slade               |
| 20.01.2021 | ABC     | Council Staffing Vacancies                   | CEO David Keenan                   |
| 25.01.2021 | ABC     | Library Master Plan                          | Lois Huston                        |
| 27.01.2021 | ABC     | Council Livestreaming Meetings               | Mayor Danielle Slade               |
| 28.01.2021 | ABC     | Various                                      | Bernard Smith and CEO David Keenan |
| 28.01.2021 | MOBFM   | Various                                      | Mayor Danielle Slade               |

#### Columns and Messages:

| Date    | Medium                | Topic           | Interviewee          |
|---------|-----------------------|-----------------|----------------------|
| January | Community Newsletter  | Mayor's Message | Mayor Danielle Slade |
| January | From the Mayor's Desk | Mayoral Column  | Mayor Danielle Slade |

# PROMOTION & DEVELOPMENT MONTHLY REPORT

Submitted by Promotions & Development Team



## Newsletters:

- January 2021 Community News



## Survey Consultation:

| OPEN / CLOSED | Target                       | Topic                             | Comments  |
|---------------|------------------------------|-----------------------------------|---|
| CLOSED        | Community                    | Lifestyle Adventures Survey       | Asking community members how they spend their leisure time and asking feedback on how to improve lifestyle in Mount Isa.      |
| OPEN          | Not-for-profit organisations | Free First Aid Training Courses   | Sign-up for representatives of Mount Isa not-for-profit organisations and groups to receive free first-aid training.          |
| OPEN          | Community                    | Council Events Survey             | Seeking local residents' feedback about Council events and activities to assist with future planning in post-COVID-19 period. |
| OPEN          | Community                    | Mount Isa 100 Years Celebration   | Seeking community members' memories of Mount Isa and what they would like to see for 100 Years Celebration in 2023.           |
| CLOSED        | Community                    | City Library Precinct Master Plan | Seeking community members' feedback to  |



# PROMOTION & DEVELOPMENT MONTHLY REPORT

Submitted by Promotions & Development Team



|  |  |  |   |
|--|--|--|---|
|  |  |  | assist with the development of the Mount Isa City Library Precinct Master Plan, which will incorporate the surrounding green spaces, Civic Centre and Council Administration Building. The Master Plan aims to inject new life, energy and opportunities into the library, to make it an even better place in which to learn, play, create and connect. |
|--|--|--|---|

## SharePoint:

- Team met with Executive Manager and Manager IT to progress project. SharePoint will enable staff to have easy access to Corporate Communication from the EMT and access essential internal process forms to assist them with their day-to-day needs. **UPDATE:** First draft of ISA Info page has begun with some news stories and CEO update posted, with photos included with each post.

## Social Media:

### Instagram

- 13 Posts for the month of January
- The most popular image received 50 likes and was seen by 400 people.
- Gained 33 followers to 1266



Looking forward to those campfire sunsets #seetheothersideofqueensland



# PROMOTION & DEVELOPMENT MONTHLY REPORT

Submitted by Promotions & Development Team



## Facebook

In the past month, a total of **74** posts were published to Council's Facebook account.

This is an average of 2.4 posts per day.

The topics covered in the past month included:

- COVID-19 communications (including daily updates from Queensland Health)
- Council media releases
- Mayoral column in North West Star
- Community newsletter
- Emergency/unplanned water shutdowns
- Job vacancies at Council
- MoveIT NQ – free aqua aerobics and tai chi classes on offer in the community
- Recordings of Council Ordinary Meetings available to be viewed online
- Donation from Council staff Go Casual for a Cause initiative
- Livestream of Mount Isa Australia Day Awards presentation and citizenship ceremony
- Photos from Mount Isa Australia Day Awards presentation and citizenship ceremony
- Changed rubbish collection days
- Promotion of free Australia Day activities
- Mayor Danielle Slade meets with Prime Minister Scott Morrison and the region's Mayors in Cloncurry
- Lead Alliance LEADSmart Literacy Program launch
- Sign-On Expo promotions
- Library Precinct Master Plan community feedback survey and promotion of broadening of scope
- Mayor Danielle Slade's interview with Industry Queensland about impact of COVID-19 on region
- Promotion of 100 Years Celebration Advisory Committee (seeking expressions of interest) and new "Mount Isa 100 Years" Facebook page
- Promotion of City Library activities (school holiday workshops)
- Promotion of Outback at Isa activities (Mini Miners/Riversleigh Fossil School for school holidays)
- Drinking water alert – Camooweal
- Council's new after-hours phone service
- Council carrying out water meter readings

## Web and Social Analytics:

By looking closely at Mount Isa City Council's website and social media analytics we can gain a greater understanding of how stakeholders engage with us and use that information to better target and improve our communication strategies moving forward.

### Social Media – January:

**New page likes:** 64  
**Total likes:** 8875  
**Average post reach:** 1741  
**Max post reach:** 7126

### Website Sessions/Visits: 10,007

**59.2 per cent** of these visits were by people who had never previously viewed the site. The average visitor is viewing **2.61** pages in **1.77** minutes.

### Source of visits:

Google (organic) 6195  
 Direct 1378  
 Social 1074  
 Referral 466

### Top MICC page views:

|                      |                     |
|----------------------|---------------------|
| 1. Home Page         | <b>10,674</b> views |
| 2. Current Vacancies | <b>1952</b> views   |
| 3. Refuse Tip        | <b>997</b> views    |
| 4. Careers           | <b>788</b> views    |
| 5. Libraries         | <b>631</b> views    |

### Top 3 Facebook Reach:

**January 26** – Watch the 2021 Mount Isa Australia Day Awards and Citizenship Ceremony in its Entirety Here – 7.1k people reached



**Mount Isa City Council** was live.  
 Published by Lyndsay Jameson · 26 January at 09:04 ·

Watch the 2021 Mount Isa Australia Day Awards and Citizenship Ceremony in its entirety here!

To read more about all of this year's winners, please visit <https://www.mountisa.qld.gov.au/.../mount-isa-s-unsung...>



7,126  
People reached

763  
Engagements

[Boost Post](#)

# PROMOTION & DEVELOPMENT MONTHLY REPORT

Submitted by Promotions & Development Team




## January 20 – Free Entry to Splashez and Outback at Isa for Australia Day – 6.4k people reached

**Mount Isa City Council**  
Published by Lyndsay Jameson [?] · 20 January ·

Free Entry to Splashez and Outback at Isa for Australia Day 2021

Locals will get a chance to enjoy free entry to Splashez Aquatic Centre, Outback At Isa and the Riversleigh Discovery Fossil Centre as part of this year's Australia Day celebrations.

Splashez will be open from 10.30am to 5.30pm, with a free sausage sizzle provided by the Mount Isa Amateur Netball Association and supported by Council and running from 11am to 2pm.... See more



Get more likes, comments and shares  
When you boost this post, you'll show it to more people.

6,388 People reached      842 Engagements      [Boost Post](#)

## January 12 – Water interruptions, Townview area – 4.4k people reached

**Mount Isa City Council**  
Published by Maddie Marshall [?] · 12 January ·

**PUBLIC NOTICE - TOWNVIEW AREA**  
Please be advised that our Water and Sewer Team will be testing water main isolation valves in the Townview area tomorrow, 13 January 2021, residents in the highlighted area may experience temporary water supply interruptions between the hours of 09.00 a.m. to 12.00 p.m. :



Get more likes, comments and shares  
When you boost this post, you'll show it to more people.

4,451 People reached      276 Engagements      [Boost Post](#)



# PROMOTION & DEVELOPMENT MONTHLY REPORT

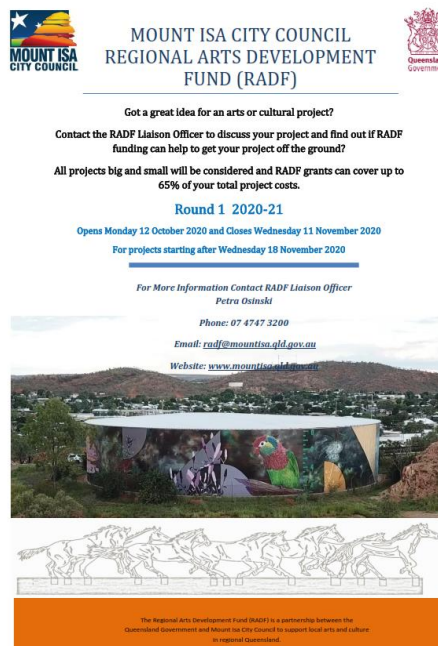
Submitted by Promotions & Development Team



## Community Development:

### Regional Arts Development Fund:

Round 1 of RADF opened on 12 October 2020 and closed on Wednesday 11 November 2020.



Council received 2 applications for Round 1 with decisions on the applications to be made mid-January 2021. Further discussions are continuing with one applicant, with a decision to be made in the first meeting of March.

Additionally, several Council initiated projects are in planning, with design concepts currently being developed.

Projects include:

- a large 3D “I ♥ ISA” sign for tourism
- Artwork on Ergon transformer boxes in CBD area
- A mural on Dormant Ergon Substation Building Railway Ave
- Markham Valley Rd Median Beautification Project

Round 2 of RADF opens 15 February 2021.

### North West Motorsports Park:

Council is currently doing the considerable leg work to secure the land for this project and undertake early planning work.

An internal meeting of the North West Motorsports Park Committee was held on 21 May 2020.

Phase one includes the following:

- Land agreements and clearances

Promotions & Development Monthly Report



# PROMOTION & DEVELOPMENT MONTHLY REPORT

Submitted by Promotions & Development Team



- Environmental Impact Study
- Motor Sports Groups and stakeholder consultation
- Concept design with a range of options
- Business Case and Masterplan

Having these in place will help us secure funding for the construction of Phase 2 which is when an Advisory Committee will be established with Stakeholders to work on options and design for the facility and future administration of the facility.

A questionnaire was sent to those who registered and Expression of Interest to get a better understanding of their interests, associations and experience.

A survey report was provided to the Mayor and Deputy Mayor for their information. Of the 105 Registered EOIs, 36 completed the survey and of those 36, 20 were interested in being Advisory Committee Members. Below is an extract of the Survey Results with regards to Question 6:

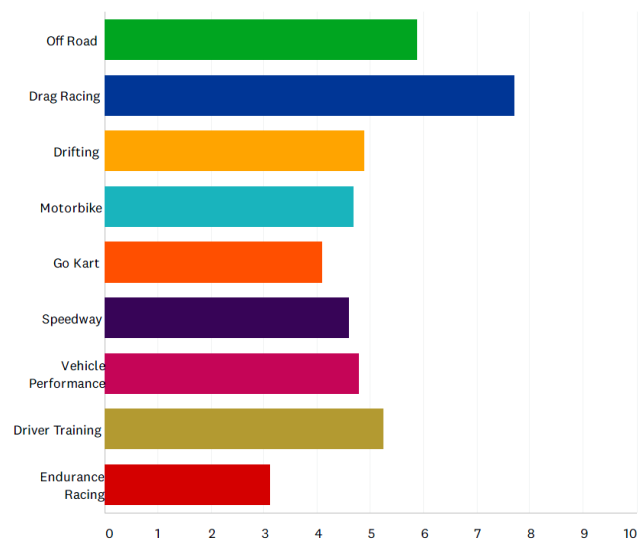
## Q6 Rate your top priorities for the North West Motorsports Park?

### Comments:

Of the nine (9) Motorsports Park priorities offered, the top three were:

Answered: 36 Skipped: 0

1. Drag Racing with (19) votes for No. 1
2. Off Road with (7) votes for No. 1
3. Driver Training with (5) votes for No. 1



## Principal Pedestrian Network (Draft):

Mount Isa City Council hosted two workshop sessions with TMR, Councillors and key stakeholders in November, to develop the draft Principal Pedestrian Network. This draft was then reviewed by Councils project working group and edited based on local knowledge and expanded to encompass the greater Mount Isa region including Camooweal.

A media release will be issued mid-February with the draft PPN to be put out to the community for consultation for 6-8 weeks.



# OFFICER'S REPORT



**ITEM 12.3**

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Community Development Officer, Promotions and Development  
**AGENDA** 24.02.2021 Council Ordinary Meeting  
**FOLDER ID** 5106

**SUBJECT** RADF 2020-21 Round 1  
**LOCATION** Not Applicable

## EXECUTIVE SUMMARY

On 11 November 2020, Round 1 of the 2020-21 Regional Arts Development Fund (RADF) closed. Council received two (2) applications for this round with the applications submitted to the RADF Committee for assessment. All applications go through a comprehensive process and must meet the criteria outlined in Council's RADF Guidelines, and procedures have been developed to ensure a fair, open, and transparent selection.

## OFFICER'S RECOMMENDATION

**THAT** Council endorse the RADF Committee's recommendation to approve the Mount Isa Police Station to receive Round 1 2020-21 RADF funding for their project "Mount Isa Police Station Yarning Circle" in the amount of \$9383.00.

Or

**THAT** Council DOES NOT endorse the RADF Committee's recommendation to approve the Mount Isa Police Station to receive Round 1 2020-21 RADF funding for their project "Mount Isa Police Station Yarning Circle" in the amount of \$9383.00.

## BUDGET AND RESOURCE IMPLICATIONS

Council's budget allocation for this round is \$9,000.00, with the difference able to be covered by carried over funds from the 2019-20 year.

## BACKGROUND

The Regional Arts Development Fund is a partnership between the Queensland Government and Mount Isa City Council to support local arts and culture in regional Queensland. The project for "Mount Isa Police Station Yarning Circle" is to construct a "yarning circle" in front of the police station within the precinct area, to allow people of ATSI background, a culturally appropriate area for both victims and offenders.

Yarning is conducive to the Indigenous way of doing things, that cuts across the formalities and is a culturally safe way to strengthen relationships with mainstream organisations such as law enforcement. It is hoped that the yarning circle will encourage disclosure, connection, cohesion, inclusion, and pride, and contribute to the deterrence of crime, victimization, and violence.

## LINK TO CORPORATE PLAN

People and Communities – To establish safe and healthy communities with a strong sense of identity which supports existing industry and encourages new and innovative business and practices.

## CONSULTATION (Internal and External)

Internal consultation was sought from relevant Council departments on the project. On 21 January 2021, the RADF committee met to assess the applications, approving the first application (Mount Isa Police Station) and sought additional information from the second applicant (Cilla Pershouse). The committee assessed the additional information provided by the second applicant on 16 February 2021. All five (5) committee members voted not to support the application.



# OFFICER'S REPORT



## LEGAL CONSIDERATIONS

Not Applicable

## POLICY IMPLICATIONS

Not Applicable

## RISK IMPLICATIONS

Not Applicable

## HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to all 23 protected human rights and it's believed that it does not unreasonably infringe on these human rights.

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

|   |   |
|---|---|
| <b>Report Prepared by:</b><br>Community Development Officer<br>Promotions and Development<br>18.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>Executive Services<br>18.02.2021 |
|---|---|



# OFFICER'S REPORT



## ITEM 12.4

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Acting Manager, Splashez Aquatic Centre  
**AGENDA** 24.02.2021 Council Ordinary Meeting  
**FOLDER ID** # 97031

**SUBJECT** Amendment to Fees and Charges Schedule 2020/2021  
**LOCATION** Splashez Aquatic Centre

### EXECUTIVE SUMMARY

It is proposed that additional products and increased prices to various stock items at Splashez Aquatic Centre.

### OFFICER'S RECOMMENDATION

**THAT** Council accepts the amendment and additional items to fees and charges schedule for 2020/21 for the following items:

| Description                | GST       | 2020/2021 Fees |
|----------------------------|-----------|----------------|
| Water                      | NIL       | \$ 2.60        |
| Softdrink Cans (375mL)     | Inclusive | \$ 2.60        |
| Juice Popper               | Inclusive | \$ 2.20        |
| Ear Plug and Nose Clip Set | Inclusive | \$10.00        |
| Ultimate Goggles           | Inclusive | \$30.00        |
| Child Inflatable Arm Bands | Inclusive | \$17.00        |
| Baby Inflatable Swim Seat  | Inclusive | \$40.00        |
| Small Size Slushie         | Inclusive | \$ 3.50        |
| Large Size Slushie         | Inclusive | \$ 4.50        |

Or

**THAT** Council does not accept the proposed amendment and additional items to the fees and charges and they stay as are currently on the 2020/2021 schedule:

| Description                | GST       | 2020/2021 Fees |
|----------------------------|-----------|----------------|
| Water                      | NIL       | \$ 2.00        |
| Softdrink Cans (375mL)     | Inclusive | \$ 2.50        |
| Juice Popper               | Inclusive | \$ 2.00        |
| Ear Plug and Nose Clip Set | Inclusive | \$10.00        |
| Ultimate Goggles           | Inclusive | \$30.00        |
| Child Inflatable Arm Bands | Inclusive | \$17.00        |
| Baby Inflatable Swim Seat  | Inclusive | \$40.00        |
| Small Size Slushie         | Inclusive | \$ 3.50        |
| Large Size Slushie         | Inclusive | \$ 4.50        |

### BUDGET AND RESOURCE IMPLICATIONS

Not Applicable

# OFFICER'S REPORT



## BACKGROUND

Increased price for Water, Softdrink Cans and Poppers due to an increased cost of purchase from Coca-Cola Amatil and keeping in line with the recommended retail price for these items.

Some of the Vici Swim Accessories that Splashez as part of our accessories range have become a deleted item from the manufacturer. Similar products have been sourced to replace and keep stock in for the community to purchase.

The management of Splashez would like to further add items to the current café/kiosk menu with the addition of slushies. Two sizes would be sold a small size (375mL), and a large size (610mL).

## LINK TO CORPORATE PLAN

Theme 5: Ethical and Inclusive Governance

5.11 Provide and maintain strategies to ensure Council's long-term financial sustainability

5.12 Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.

## CONSULTATION (Internal and External)

Interim Executive Director

## LEGAL CONSIDERATIONS

Not Applicable

## POLICY IMPLICATIONS

Not Applicable

## RISK IMPLICATIONS

Not Applicable

## HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to all human rights as per Council's Human Rights Policy.

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

|   |  |
|---|--|
| <b>Report Prepared by:</b><br>Acting Manager<br>Splashez Aquatic Centre<br>22.02.2021 | <b>Report Authorised by:</b><br>Interim Director<br>Executive Services<br>22.02.2021 |
|---|--|

# OFFICER'S REPORT



## ITEM 13.1

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Chief Executive Officer  
**AGENDA** 24.02.2021 Ordinary Council Meeting  
**FOLDER ID** # 117215

**SUBJECT** Councillor Portfolio Policy  
**LOCATION** N/A

### EXECUTIVE SUMMARY

Councillor Portfolio Policy for Council consideration.

### OFFICER'S RECOMMENDATION

**THAT** Council adopt the Councillor Portfolio Policy as presented

Or

**THAT** Council does not adopt the Councillor Portfolio Policy as presented

### BUDGET AND RESOURCE IMPLICATIONS

Nil

### BACKGROUND

Local Government best practice indicates that Councils benefit from the clarity of a Councillor Portfolio Policy.

At Council's Post Election Meeting, Councillor Portfolios were determined without a Councillor Portfolio Policy in place.

### LINK TO CORPORATE PLAN

Nil

### CONSULTATION (Internal and External)

Consultation was conducted internally with the executive management team, councillors and governance coordinator.

### LEGAL CONSIDERATIONS

Councillors are required to adhere to *Local Government Act 2009* and the *Local Government Regulations 2012*

### POLICY IMPLICATIONS

- Community Consultation Policy
- Media Policy
- Councillor Acceptable Requests Guidelines Policy
- Reimbursement of Expenses and provision of Facilities for the Mayor and Councillors Policy
- Advisory Committees Policy

### RISK IMPLICATIONS

Local Government best practice indicates that Councils benefit from the clarity of a Councillor Portfolio Policy



# OFFICER'S REPORT



## ATTACHMENTS

- Councillor Portfolio Policy

## REFERENCE DOCUMENT

- Nil

|  |   |
|--|---|
| <b>Report Prepared by:</b><br>Senior Executive Assistant<br>12.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>12.02.2021 |
|--|---|





STRATEGIC POLICY  
**MOUNT ISA CITY COUNCIL**  
**Councillor Portfolio Policy**

RESOLUTION NO. OM00/00/0000 VERSION V1

**APPLIES TO STRATEGIC POLICIES ONLY**

This an official copy of the **Councillor Portfolio Policy**, made in accordance with the provisions of *Local Government Act 2009*, *Local Government Regulation 2012*, *other relevant legislation* and current Council Policies.

Strategic policies are adopted by Mount Isa City Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Mount Isa City Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Councillor Portfolio Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....  
David Keenan  
**Chief Executive Officer**

**DOCUMENT VERSION CONTROL**

|   |             |                       |   |                     |
|---|-------------|-----------------------|---|---------------------|
| Governance/Policies/Strategic Doc ID# Remove for new policy |             |                       | <b>POLICY TYPE</b>                          | Strategic (Council) |
| <b>VERSION</b>  | <b>DATE</b> | <b>RESOLUTION NO.</b> | <b>DETAILS</b>                              |                     |
| V1  | 00.00.0000  | OM00/00/0000          | <b>Responsible Officer – Position Title</b> |                     |
|   |             |                       | <b>REVIEW DUE</b>                           | 00.0000             |

**DISTRIBUTION AND DISSEMINATION**

|                                   |          |                                  |          |
|-----------------------------------|----------|----------------------------------|----------|
| Internal email to all employees   | <b>X</b> | Section meetings / Toolbox talks | <b>X</b> |
| Internal email to all Councillors | <b>X</b> | Included in employee inductions  | <b>X</b> |
| Employee noticeboards             |          | Uploaded to Council website      | <b>X</b> |
| Internal training to be provided  | <b>X</b> | External training to be provided |          |
| Registered in magiQ               | <b>X</b> |                                  |          |

## **1. PURPOSE**

The purpose of this policy is to provide a governance framework and associated protocols related to the appointment of councillors to portfolios that facilitate Mount Isa City Council's ("Council") engagement with the community and productive, professional and appropriate relationships within the organisation to advance the delivery of Council's strategic priorities and services.

## **2. COMMENCEMENT**

This policy will commence on and from 25 February 2021. It replaces all other policies or arrangements governing (whether written or not).

## **3. APPLICATION**

This policy applies to portfolio activities undertaken by councillors and employees of Mount Isa City Council.

## **4. POLICY STATEMENT**

Council has established a portfolio system for nominated councillors to be assigned specific responsibilities linked to the key strategic priorities of Council and the core responsibilities that it is required to discharge consistent with the local government principles contained in the *Local Government Act 2012* ("LG Act").

## **5. ROLE OF MAYOR AND COUNCILLORS**

### **5.1 Mayor and councillors**

A councillor must represent the current and future interests of the residents of the local government area.

All councillors have the following responsibilities under the LG Act:

- a) Ensuring the local government:
  - i. Discharges its responsibilities under this Act
  - ii. Achieves its corporate plan and
  - iii. Complies with all laws that apply to local governments
- b) Providing high quality leadership to the local government and the community
- c) Participating in council meetings, policy development, and decision-making, for the benefit of the local government area
- d) Being accountable to the community for the local government's performance.

Specific responsibilities are assigned to the mayor under the LG Act including:

- a) Leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings
- b) Leading, managing, and providing strategic direction to, the CEO in order to achieve the high-quality administration of the local government

- c) Directing the CEO in accordance with a resolution, or a document adopted by resolution, of the local government
- d) Conducting a performance appraisal of the CEO, at least annually, in the way that is decided by the local government
- e) Ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister
- f) Being a member of each standing committee of the local government and
- g) Representing the local government at ceremonial or civic functions

## **6. ROLE OF PORTFOLIO COUNCILLORS**

6.1 In addition to their responsibilities as a councillor under the LG Act, Portfolio Councillors are required to:

- a) Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their portfolio
- b) Liaise with other Portfolio Councillors regarding matters that may affect their respective portfolio areas
- c) Keep the mayor informed on portfolio matters
- d) Act as the official Council spokesperson or representative on portfolio relevant matters in accordance with this policy to ensure consistent communication and messaging on portfolio relevant matters
- e) Liaise with and engage with industry and community groups and associations on portfolio related matters
- f) Lead discussion and generally advocate for the advancement of Council's key priorities and decisions relevant to their portfolio responsibilities and
- g) Introduce reports under their relevant portfolio at meetings

## **7. LIMITATIONS OF PORTFOLIO COUNCILLORS**

7.1 The role of Portfolio Councillors is subject to the following limitations:

- a) The LG Act and the framework established under this policy does not provide for formal delegated authority to a Portfolio Councillor for policy determination and operational decision-making for matters relevant to their portfolio.
- b) Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as a councillor.
- c) In discharging their responsibilities as Portfolio Councillors and consistent with their role under the LG Act and the local government principles as provided for under the LG Act, councillors should maintain a focus on strategic issues relevant to their portfolio, rather than day to day operational matters.

- d) A Portfolio Councillor does not assume any of the roles, powers and functions assigned to the mayor under the LG Act unless delegated by the mayor. This includes the portfolio responsibilities exclusively assigned to the mayor.
- e) This policy does not set aside or amend the provisions contained in the following instruments:
  - i. The *Local Government Act 2009*
  - ii. The *Local Government Regulation 2012*
  - iii. The Code of Conduct for Councillors in Queensland and/or
  - iv. The Councillors Acceptable Requests Guidelines Policy
- f) Where there is any inconsistency between this policy and a provision in any of the instruments detailed in paragraph 7.1e) of this policy the provision of the instrument shall prevail to the extent of any inconsistency.

## **8. SPOKESPERSON/MEDIA**

### **8.1 Mayor**

The mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:

- a) Matters of emergency, for example floods, fires, cyclones
- b) Major reputation management
- c) State and/or Federal Government matters, policies, plans, initiatives and relationships
- d) Civic events in accordance with Council's Civic Events Policy
- e) Initiatives and projects of major regional significance
- f) Region wide planning matters
- g) Major regional events and promotions
- h) General commentary on the performance of the regional economy and Council finances which impact on or are relevant to the Region generally; and
- i) Matters of regional environmental significance

If the mayor is not available to comment on a regional issue and/or project as detailed above, the deputy mayor will be the Council spokesperson for the media.

### **8.2 Portfolio Media**

The Portfolio Councillor should be the key Council spokesperson on a portfolio related matter (other than those matters specified in paragraph 8.1). The mayor can also make comment on any portfolio matters and be quoted in Council releases along with the Portfolio Councillor (including for media statements arising from decisions of Council).



If neither the mayor nor deputy mayor is available to comment on a regional issue and/or project, a relevant Portfolio Councillor or the CEO may act as the spokesperson in that instance for the media.

All media will be undertaken in accordance with Council's Media Policy and Media Procedure.

## **9. OPERATING PROTOCOLS**

### **9.1 Support**

Portfolio Councillors must be appropriately supported by directors and managers to enable them to:

- a) Be across the details of portfolio relevant proposals coming before Council
- b) Be well placed to present and advocate portfolio issues within the community
- c) Remain informed of research and other developments relevant to their portfolio and
- d) Understand and communicate the implications of decisions by other levels of government on portfolio matters

### **9.2 Engagement with Executive Management Team and managers**

Portfolio Councillors should be engaged by the Executive Management Team at the earliest opportunity:

- a) On all matters where there is an intention to develop a report
- b) Where it is proposed to conduct community engagement activities in accordance with Council's Community Consultation Policy and/or
- c) On matters which are likely to generate media or strong community interest

The directors and managers should meet regularly with their Portfolio Councillor(s) to ensure they remain informed of current information, service issues and proposed response strategies.

### **9.3 Reports**

Reports to a meeting which are relevant to a portfolio should be introduced by the Portfolio Councillor(s). The Portfolio Councillor does not have to support the recommendations in a report but should be aware a report is proposed for a meeting and is fully briefed on the content, direction and proposals in the report.

The chief executive officer, directors and managers should ensure the Portfolio Councillor(s) is provided with a detailed briefing note prior to the meeting for any reports that the Portfolio Councillor is presenting.

**9.3.1 Dual Portfolio Matters** - Where a matter spans the responsibilities of more than one Portfolio Councillor, the relevant director(s) and manager(s) or chief executive officer will work collaboratively with the Portfolio Councillors to ensure their needs are addressed in line with the roles, obligations and protocols within this policy.

Similarly, the relevant Portfolio Councillors shall engage with each other and the mayor at the earliest opportunity on issues and matters which span their portfolio responsibilities.

## 10. PORTFOLIO APPOINTMENTS

The portfolio appointments of Portfolio Councillors are as follows:

| Portfolio   | Portfolio Councillor      |
|---|---------------------------|
| Finance, Customer Service, Economic Development, Promotion & Community Development, Arts (PEM07/04/20)                    | Deputy Mayor Phil Barwick |
| Parks and Gardens (PEM07/04/20)<br>Youth (OM12/09/20)   | Cr Kim Coghlan            |
| Development and Town Planning (PEM 07/04/20)  | Cr George Fortune         |
| Tourism, Events, Sports and Recreation, Library (PEM07/04/20)   | Cr Peta MacRae            |
| Environmental Management, Waste Management, Environmental Health, Water and Sewerage, Local Laws, Camooweal (PEM07/04/20) | Cr Paul Stretton          |
| Works and Engineering (PEM07/04/20)   | Cr Mick Tully             |

## 11. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

## 12. BREACH OF POLICY

12.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

## 13. COMMUNICATION AND DISTRIBUTION

13.1 Council will make available to the public, the Councillor Portfolio Policy on our website at [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au).

13.2 The responsible officer shall liaise with the Training and Development Officer to create and deliver internal appropriate and regular training to the following Council employees;

- Councillors
- Executive Management Team
- Executive Assistants
- Media Officer

13.3 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

#### **14. DEFINITIONS**

- a) **Corporate Plan** – Council's 5 year outline of the strategic direction of the local government as required by the *Local Government Regulation 2012*.
- b) **Executive Management Team** – Chief Executive Officer and directors of Council.
- c) **Portfolio** – A specified strategic priority, service and function of Council.
- d) **Portfolio Councillor** – A councillor who has been allocated responsibility of a portfolio.

#### **ASSOCIATED LEGISLATION AND POLICIES**

- *Local Government Act 2009*
- *Local Government Regulations 2012*
- Community Consultation Policy
- Media Policy
- Councillor Acceptable Requests Guidelines Policy
- Reimbursement of Expenses and provision of Facilities for the Mayor and Councillors Policy
- Advisory Committees Policy

# OFFICER'S REPORT



## ITEM 13.2

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Chief Executive Officer  
**AGENDA** 24.02.2021 Ordinary Council Meeting  
**FOLDER ID** 6431

**SUBJECT** Update of Proposed Ordinary Meeting Dates 2021  
**LOCATION** Not Applicable

### EXECUTIVE SUMMARY

Approval is sought for the proposed Council Ordinary Meeting dates from March to December 2021, with respect to public holiday date conflicts.

### OFFICER'S RECOMMENDATION

**THAT** Council approve the proposed ordinary meeting dates for March to December 2021

Wednesday 17 March 2021 commencing 9am at Council Chambers  
Wednesday 28 April 2021 commencing 9am at Council Chambers  
Wednesday 19 May 2021 commencing 9am at Council Chambers  
Wednesday 16 June 2021 commencing 9am at Council Chambers  
Wednesday 21 July 2021 commencing 9am at Council Chambers  
Wednesday 18 August 2021 commencing 9am at Council Chambers  
Wednesday 15 September 2021 commencing 9am at Council Chambers  
Wednesday 20 October 2021 commencing 9am at Council Chambers  
Wednesday 17 November 2021 commencing 9am at Council Chambers  
Wednesday 15 December 2021 commencing 9am at Council Chambers

Or

**THAT** Council does not support the proposed ordinary meeting dates for March to December 2021

### BUDGET AND RESOURCE IMPLICATIONS

Nil

### BACKGROUND

Section 257 of the *Local Government Regulation 2012* prescribes the frequency and location of local government meetings. Mount Isa City Council must meet at least once a month.

As per section 254C of the *Local Government Regulation* a special meeting of Council can be called as required.

### CURRENT SCHEDULE

Historically, Mount Isa City Council has held its Ordinary Meetings on the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of each month. In addition to the Ordinary Meeting, an informal briefing is held the week prior on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. This schedule is subject to public holiday date conflicts etc.





# OFFICER'S REPORT



An example of the current schedule is as below:

| COUNCIL MEETING   | DATE           | TIME    | LOCATION         |
|-------------------|----------------|---------|------------------|
| Informal Briefing | 3 March, 2021  | 12 noon | Council Chambers |
| Ordinary          | 10 March, 2021 | 12 noon | Council Chambers |
| Informal Briefing | 17 March, 2021 | 12 noon | Council Chambers |
| Ordinary          | 24 March, 2021 | 12 noon | Council Chambers |

The current schedule divides monthly reports with some tabled in the first/second week and the remainder tabled in the third/fourth week. Portfolios that do not have any reports tabled for that meeting are listed as 'Nil reports for consideration'. Proposed changes to the order of business are contained in this report.

It has been noted that officers are currently spending a substantial amount of time preparing monthly reports. Two (2) Ordinary Meetings a month has proven labour intensive for council officers, while not adding any additional value to elected members or community.

## PROPOSED UPDATED SCHEDULE

An example of the proposed updated schedule is as below:

| COUNCIL MEETING                      | DATE           | TIME | LOCATION         |
|--------------------------------------|----------------|------|------------------|
| Information Workshop (when required) | 3 March, 2021  | 9am  | Council Chambers |
| Informal Briefing Session            | 10 March, 2021 | 9am  | Council Chambers |
| Ordinary Meeting                     | 17 March, 2021 | 9am  | Council Chambers |

It has been identified that hosting an ordinary meeting in Camooweal may not be the most effective form of community consultation and it is recommended that Council consider having a different format of community engagement through separate public forums without an ordinary meeting to effectively consult with the Camooweal Community.

## CHANGES TO ORDER OF COUNCIL MEETING ORDER OF BUSINESS

With the introduction of InfoCouncil Meeting Management Software the following changes are proposed to the ordinary meeting order of business.

| Current Order of Business   | Proposed Order of Business                    |
|---|---|
| 1. Opening Meeting/Acknowledgement of Country/ Attendance and Apologies | 1. Opening Meeting/Acknowledgement of Country |
| 2. Council of Clergy Prayer   | 2. Council of Clergy Prayer                   |
| 3. Public Forum   | 3. Apologies/Leave of Absence                 |
| 4. Declarations of Conflicts of Interest                                | 4. Confirmation of Previous Meeting Minutes   |
| 5. Presentations/Deputations  | 5. Actions from Previous Council Meetings     |
| 6. Confirmation of Previous Minutes                                     | 6. Public Forum/Deputations                   |
| 7. Business Development and Town Planning Reports                       | 7. Declarations of Conflicts of Interest      |
| 8. Works and Construction Reports                                       | 8. Mayoral Minute                             |
| 9. Beautification, Parks, Gardens and Youth Reports                     | 9. Correspondence                             |
| 10. Tourism, Events, Sport and Recreation, Library Reports              | 10. Executive Services Reports                |
| 11. Environmental Management Reports                                    | 11. Corporate and Community Services Reports  |



# OFFICER'S REPORT



|   |  |
|---|--|
| 12. Corporate and Financial Services, Economic Development, Promotion and Development Reports | 12. Infrastructure Services Reports              |
| 13. Executive Services Reports  | 13. Sustainable Development Reports              |
| 14. General Business  | 14. Consideration of Confidential Business Items |
| 15. Consideration of Confidential Business Items  |  |

## LINK TO CORPORATE PLAN

Priority 5.2 Enable our community to be actively informed and educated encouraging local contribution to decision making.

## CONSULTATION (Internal and External)

- Mayor
- Directors
- Minute Clerks

## Other Councils Meeting Frequency

| Council                            | Population | Meeting Frequency |
|------------------------------------|------------|-------------------|
| Cloncurry Shire Council            | 3,047      | Monthly           |
| McKinlay Shire Council             | 818        | Monthly           |
| Charters Towers Regional Council   | 11,739     | Monthly           |
| Flinders Shire Council             | 1,505      | Monthly           |
| Cook Shire Council                 | 4,549      | Monthly           |
| Mareeba Shire Council              | 22,730     | Monthly           |
| Cassowary Coast Regional Council   | 29,794     | Twice Monthly     |
| Tablelands Regional Council        | 25,575     | Monthly           |
| Burdekin Shire Council             | 16,971     | Twice Monthly     |
| Central Highlands Regional Council | 28,701     | Twice Monthly     |
| Isaac Regional Council             | 20,886     | Monthly           |
| Barcaldine Regional Council        | 2,849      | Monthly           |
| Maranoa Regional Council           | 12,665     | Twice Monthly     |
| North Burnett Regional Council     | 10,599     | Monthly           |
| South Burnett Regional Council     | 32,521     | Monthly           |
| Gympie Regional Council            | 52,446     | Monthly           |

## LEGAL CONSIDERATIONS

Nil – Section 257 of the Local Government Regulation 2012 prescribes the frequency and location of local government meetings. Mount Isa City Council must meet at least once a month.

## POLICY IMPLICATIONS

- Standing Orders Policy
- Model Meeting Procedures

## RISK IMPLICATIONS

Nil



# OFFICER'S REPORT



## HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the protected human rights as per Council's Human Rights Policy.

## ATTACHMENTS

Nil

## REFERENCE DOCUMENT

Nil

|  |   |
|--|---|
| <b>Report Prepared by:</b><br>Senior Executive Assistant<br>Executive Services<br>12.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>12.02.2021 |
|--|---|

# OFFICER'S REPORT



**ITEM 13.3**

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Chief Executive Officer  
**AGENDA** 24.02.2021 Ordinary Council Meeting  
**FOLDER ID** 6431

**SUBJECT** Endorsement of the Small Business Friendly Councils (SBFC) Initiative.  
**LOCATION** Not Applicable

## EXECUTIVE SUMMARY

Council is invited to officially endorse the Small Business Friendly Councils (SBFC) Initiative.

## OFFICER'S RECOMMENDATION

**THAT** Council officially endorse the Small Business Friendly Councils (SBFC) Initiative.

OR

**THAT** Council does not support the Small Business Friendly Councils (SBFC) Initiative.

## BUDGET AND RESOURCE IMPLICATIONS

Nil

## BACKGROUND

The Queensland Small Business Commissioner (QSBC) is working in partnership with Councils across Queensland to develop local Small Business Friendly Councils (SBFC) as a commitment by Councils to be mindful of small businesses, their issues and priorities when making decisions for the local community.

The SBFC initiative commenced in New South Wales approximately four years ago. Since then it has been successfully implemented in Victoria, South Australia and Western Australia. The QSBC is leading implementation of the program in Queensland. This is very timely given the impact of COVID-19 on the small business community, and how other state jurisdictions have used the program to roll out support to help small businesses to recover and build resilience.

The first phase of the SBFC is predominantly about Councils promoting themselves as small business friendly. Councils are invited to sign a Charter that support a commitment to small businesses. Chambers of Commerce are encouraged to co-sign the Charter. The Charter is a commitment to the local small business community – not to QSBC or the state government. A draft Charter is attached.

The SBFC are working in close partnership with participating Councils, the LGAQ, Chambers of Commerce, and small businesses to develop and roll out this program. The role of the QSBC is to oversee the program and act as a conduit between partners and jurisdictions. The QSBC will:

- Develop, collect and share a toolkit of resources to support the program such as SBFC branding assets, best practice guidelines, case studies etc;
- Create a webpage to promote participating Council initiatives, with links to relevant information;
- Host a forum for participating / interested Councils to share successes, ideas and learnings; and





# OFFICER'S REPORT



- Advocate on behalf of Councils and small business to grow the program and address roadblocks at a state or federal level.

The initiative is a great opportunity to work together to help small businesses across Queensland, and we are encouraging Councils and Chambers to get involved.

## LINK TO CORPORATE PLAN

2. Prosperous and Supportive Economy – To develop a prosperous and diverse local economy which supports existing industry and encourages new and innovative business and practices.

## CONSULTATION (Internal and External)

Mayor

## LEGAL CONSIDERATIONS

Nil

## POLICY IMPLICATIONS

Nil

## RISK IMPLICATIONS

Nil

## HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the protected human rights as per Council's Human Rights Policy.

## ATTACHMENTS

1. Small Business Friendly Councils (SBFC) Initiative.
2. Sample Charter

## REFERENCE DOCUMENT

Nil

|  |   |
|--|---|
| <b>Report Prepared by:</b><br>Senior Executive Assistant<br>Executive Services<br>15.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>15.02.2021 |
|--|---|



# Small Business Friendly Councils

The Queensland Small Business Commissioner (QSBC) is working in partnership with Councils across Queensland to develop the local Small Business Friendly Councils (SBFC) initiative as a commitment to be mindful of small businesses, their issues and priorities when making decisions for the local community.



**445,000** Queensland small businesses create more than

**914,000** local employment opportunities, contribute around

**\$120** billion per year to the economy.



Local Councils play a significant role in supporting and influencing how businesses in their areas start and grow.

Small businesses are at the heart of the Queensland economy and our regional communities. They create local jobs, grow the local economy, and provide essential goods and services. But just as importantly, small businesses help create attractive, liveable communities. They also foster civic pride and help attract people and investment into the area.

Now more than ever, in the face of unprecedented natural disasters and the economic ripple effects of the COVID-19 global pandemic, it is vital that local Councils support their small businesses to survive and thrive.



## How to participate

We're asking Councils to demonstrate their commitment to local small businesses in their community by signing up to a charter as a Small Business Friendly Council.

The charter outlines a commitment to support small business through:

- communication and engagement
- raising small business profile and capability
- supporting resilience and recovery
- simplifying administration and regulation (red tape reduction)
- ensuring fair procurement and prompt payment terms
- identifying two or more current or planned activities that bring benefits to local small businesses.

The charter also gives Councils the opportunity to reinforce their collaborative relationship with the local chamber(s) of commerce or other such bodies and Councils can opt to co-sign the SBFC charter together with local chamber(s).

## Benefits

Participation in the SBFC initiative will enable Councils to:

- access tools and resources that assist Councils with small business resilience and recovery
- use the QSBC's SBFC identifier and brand assets to promote their commitment to being small business friendly
- promote their initiatives on the SBFC website
- become part of a community of practice of like-minded small business friendly Councils
- participate in regular forums
- help attract investment and commercial opportunities to stimulate growth in the local economy
- access a dedicated point of contact within QSBC to seek immediate advice and information regarding available programs and support.

For further information, contact:

Les Retford  
Project Manager, Small Business Friendly Councils initiative  
Office of the Queensland Small Business Commissioner  
3334 2487 or 0436 917 322  
[business.qld.gov.au/qsbc](https://business.qld.gov.au/qsbc)



# 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:

An initiative of the

**Queensland**  
Small Business  
Commissioner

Council logo



**Queensland**  
Government





## 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.

**An initiative of the Queensland Small Business Commissioner**

# OFFICER'S REPORT



## ITEM 13.4

**TO** The Mayor, Deputy Mayor and Councillors  
**OFFICER** Chief Executive Officer  
**AGENDA** 24.02.2021 Council Ordinary Meeting  
**FOLDER ID** 4958

**SUBJECT** Appointment of New Independent Member for Audit and Risk Management Committee  
**LOCATION** Not Applicable

### EXECUTIVE SUMMARY

The Chair and members of the Audit and Risk Management Committee recommended to appoint an additional qualified independent member of the committee preferably with CPA or CA qualifications.

### OFFICER'S RECOMMENDATION

**THAT** Council endorse the appointment of Mrs. Kerry Ann Phillips as the new Independent Member of the Audit and Risk Management Committee.

**OR**

**THAT** Council do not endorse the appointment of Mrs. Kerry Ann Phillips as the new Independent Member of the Audit and Risk Management Committee.

### BUDGET AND RESOURCE IMPLICATIONS

As per ***Audit and Risk Management Committee Charter Section 5: Administrative Arrangements; sub-section 5.1 paragraph 3 and 4:***

*The Committee will meet at least two times per financial year. A special meeting may be held to review the Council's annual financial statements.*

*The Chair is required to call a meeting if requested to do so by any two Committee members, the internal auditor, the external auditors or at his/her own discretion.*

In 2019 and 2020 four (4) Committee meetings were held. Total cost paid to the Chair of Audit & Risk Management Committee was \$6,400 (\$1,600 per meeting) plus travel costs. For 2021, it is estimated that four (4) Committee meetings will be held.

For 2020/21, the total budget for the Internal Audit Committee is \$6,000. It is proposed that the new independent committee member to receive \$1,400 per meeting plus travel costs. This cost additional and will be included as part of the amended budget process.

### BACKGROUND

The Audit and Risk Management Committee undertakes an advisory function and provides Council with independent advice on key Council activities.

The current Chair and members of the Audit and Risk Management Committee were appointed in 2019: namely:

- |                 |                                |
|-----------------|--------------------------------|
| 1. Geoff King   | Independent Chair (OM19/02/19) |
| 2. Phil Barwick | Member (OM39/05/19)            |
| 3. Mick Tully   | Member (OM39/05/19)            |
| 4. Andrea Lee   | Member (OM39/05/19)            |

*Resignation accepted on 21.05.2020 Audit and Risk Management Committee Meeting*



# OFFICER'S REPORT



As per the **Audit and Risk Management Committee Charter Section 3 Composition and Tenure; subsection 3.1 and 3.2:**

3.1 The Committee will be comprised of:

- a) at least three and no more than six members; and include
- b) one, but no more than two councillors appointed by the local government; and
- c) between one and four independent external members as determined by Council;
- d) The members, taken collectively, should have a broad range of skills and experience relevant to the Committee's responsibilities. At least one member will have significant accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

3.2 The period of appointment to the Committee will be in line with the term of Council, after which time they will be eligible for extension or re-appointment following a formal review of their performance.

*The Chair of the Committee will be an external member appointed by the Council and will not be an elected member.*

*The Director Corporate and Financial Services, Corporate Governance Coordinator and the internal auditor will not be members of the Committee but should attend all meetings as observers. Other Council officers may be required to attend Committee meetings as invited observers but will have no voting rights.*

*The external auditor and the Queensland Audit Office representative will be invited to attend all meetings as observers but will have no voting rights.*

*The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one member of the Committee should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.*

To date, there are only three (3) members of the Audit and Risk Management Committee including the Chair.

**Extract from the Audit and Risk Management Committee Meeting Minutes held 21 May 2020.**

**4.11 Audit and Risk Management Committee Charter V6**

**File:** Financial Management

**Doc ID:** 10265 – Audit and Risk Management Committee Charter

**Presented by:** Geoff King -Chair, Audit and Risk Management Committee

Chair Geoff King recommended the appointment of an additional independent Audit and Risk Management Committee member for the position vacated by Andrea Lee. Geoff suggested that the new member be externally sourced who will eventually act as Deputy Chair in case the Chair is absent. A CPA or Chartered Accountant is preferred for the position.

**Moved:** Geoff King  
**Seconded:** Mick Tully

**Conclusion:**

The Audit & Risk Management Committee recommends for CEO Sharon Ibardolaza to advertise for new external independent member of the Audit & Risk Management Committee position to be filled.

**VOTE**

**CARRIED**



# OFFICER'S REPORT



Total of nine (9) Expression of Interest submissions were received. Out of four (4) candidates shortlisted, Mrs. Kerry Ann Phillips was the candidate chosen by the panel of interviewers namely Deputy Mayor Phil Barwick, Councillor Mick Tully, and Councillor Peta MacRae. Governance Coordinator, Andrea Lee was present as an observer. Interview was held 17 February 2021.

## LINK TO CORPORATE PLAN

THEME: **Ethical and Inclusive Governance**

**Strategy 5.11:** *Provide and maintain strategies to ensure Council's long-term financial sustainability.*

**Strategy 5.12:** *Explore/review potential efficiencies and opportunities for Council's operations, infrastructure, and assets.*

## CONSULTATION (Internal and External)

Chair and members Audit and Risk Management Committee, Chief Executive Officer, Governance Officer, Councillor MacRae

## LEGAL CONSIDERATIONS

*Local Government Regulation 2012 section 210-211*

## POLICY IMPLICATIONS

Audit and Risk Management Committee Charter V6

## RISK IMPLICATIONS

Public perception Risk is assessed low.

Workplace Health and Safety Risk is assessed as low.

Financial Risk is assessed as low.

## HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to all human rights as per Council's Human Rights Policy.

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- 21 May 2020 – Audit and Risk Management Committee Meeting Minutes
- Audit and Risk Management Committee Charter V6 – MagiQ Doc Id: 10265
- Local Government Regulation 2012 section 210-211

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|---|---|
| <b>Report Prepared by:</b><br>Executive Assistant<br>Corporate and Financial Services<br>18.02.2021 | <b>Report Authorised by:</b><br>Chief Executive Officer<br>18.02.2021 |
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**CLOSED BUSINESS**

***Confidential***