

**Thursday, 31 March 2022**

**9:00 AM**

Tully Civic Centre  
Council Chambers Level 2  
38-40 Bryant Street  
Tully Q 4854



Cr Mark Nolan - Mayor  
Cr Barry Barnes - Division 1  
Cr Teresa Millwood - Division 2  
Cr Trudy Tschui - Division 3  
Cr Nicholas Pervan - Division 4  
Cr Jeff Baines - Division 5  
Cr Renee McLeod - Division 6

## **LOCAL GOVERNMENT MEETING**

### **MINUTES**

#### **Welcome**

Cr M Nolan (Chairman) welcomed everyone and opened the Local Government Meeting at 9:00am.

#### **Present**

Crs M Nolan (Mayor), B Barnes (Deputy Mayor), T Millwood, T Tschui, N Pervan, J Baines and R McLeod, Mr A Graffen (Chief Executive Officer), Mr D Goodman (Director Infrastructure Services), Mr A Sadler (Director Delivery Services), Ms V Kerr (Acting Governance Lead), Mr J Fischer (Manager Asset Engineering), Mr S Page (Manager Water), Ms J Szafran (Manager Community Relations & Services), Mr G Rimbaud (Manager Finance), Mr D Horton (Manager Planning Services), Mr B Jones (Senior Planner/Strategic Planner), Mr S Jennings (Senior Management Accountant), Ms KJ Clark (Business & Industry Liaison Coordinator), Mr P McBride (Facilities Asset Manager), Ms K Vick (Rates Coordinator), Ms Z Holmes (Communication Advisor), Mr D Walker (ICT Customer Support Officer) and Mrs J Sands (Minutes Clerk)

#### **Acknowledgement of Country**

The Mayor acknowledged the traditional custodians of this land on which we stand, the Gulngay people and acknowledged his respect for their current and emerging elders, and those in dreaming and thanked them for the contributions they have made in building this community.

#### **Opening Prayer**

The Mayor welcomed Pastor Mark Dewar of the Uniting Church to the meeting and invited Pastor Dewar to open the meeting prayer.

On completion of the blessing Pastor Dewar left the meeting.

#### **Apologies**

Nil

#### **Declaration of Prescribed Conflicts of Interest or Declarable Conflicts of Interest**

Cr M Nolan (Chairman) invited those present to use this opportunity to make public any Prescribed Conflicts of Interest or Declarable Conflicts of Interest in respect of the Items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or Staff interests in accordance with the Act and Regulations.

## **DECLARATION**

(1) Cr B Barnes advised that he had a Declarable Conflict of Interest in respect of **Item 7.3 Application for Reduction in Infrastructure Charges relating to RAL21/0006: Reconfiguring a Lot (1 Lot into 2 Lots) on land described as Lot 2 on RP709276, situated at Feluga Road, Feluga** advising that the owner of the property is his neighbour and at times the neighbour has worked for Cr Barnes on his farm. Cr Barnes stated that he would leave the meeting of his own volition and not participate in the discussion or the vote.

(2) Cr T Tschui advised that she had a personal Interest in regards to **Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022** advising of her association with the Tackle Bin Project and her work with Mission Beach Wildcare. Cr Tschui advised that she had utilised the Office of Independent Assessor App which identified that she did not have an Identifiable Conflict of Interest and requested consideration of her fellow Councillors that she remain in the room for the general discussion and vote on Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022.

(3) Cr R McLeod advised that she had a personal Interest in regards to **Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022** advising of her association with Carmel Cavallaro with the Innisfail Pony Club who was a former employee. Cr McLeod advised that she had utilised the Office of Independent Assessor App which identified that she did not have a Declarable Conflict of Interest and requested consideration of her fellow Councillors that she remain in the room for the general discussion and vote on Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022.

(4) Cr N Pervan advised that he had a personal Interest in regards to **Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022** which relates to his membership of the Innisfail District Tennis Club Association. Cr Pervan advised that he had utilised the Office of Independent Assessor App which identified that he did not have a Declarable Conflict of Interest and requested consideration of his fellow Councillors that he remain in the room for the general discussion and vote on Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022.

The remaining Councillors had no objection to Councillors Tschui, McLeod and Pervan remaining in the room for the general discussion and vote on Item 3.2 Community Assistance Scheme Annual Grant Application 2021-2022.

Cr M Nolan (Mayor) advised that **Item 5.2 Provision of Legal Assistance for Employees and Councillors Policy Review** would be withdrawn and deferred to the April Local Government Meeting to be held on 28 April 2022.

## **1. CONFIRMATION OF MINUTES**

### **1.1 Minutes of the Local Government Meeting dated 24 February 2022**

#### **Recommendation**

**"That the Minutes of the Local Government Meeting held on 24 February 2022 be confirmed as a true and correct record."**

**Moved Cr T Tschui**

**Seconded Cr N Pervan**

**Resolution Number LG1222**

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

## **2. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

## **3. COMMUNITY & CULTURE**

### **3.1 Communication and Engagement Plan - Mission Beach Town Centre Revitalisation Project - Budget Consideration**

#### **Executive Summary**

This report requests Council consider endorsement of the Communication and Engagement Plan for the Mission Beach Town Centre Revitalisation Project and requests budget consideration for engagement activities as detailed in the plan.

#### **Recommendation**

"That Council:

- 1. Endorse the Communication and Engagement Plan for the Mission Beach Town Centre Revitalisation Project (*Attachment 1*);**
- 2. Authorise the Chief Executive Officer to make minor changes to the Engagement and Communication Plan as required during implementation;**
- 3. Approve a 2021/22 budget allocation of \$27,300 to implement the communication and engagement activities for the Mission Beach Town Centre Revitalisation Project in line with the plan; and**
- 4. Request the Chief Executive Officer present for consideration a Terms of Reference for a Community and Stakeholder Reference Group for this Project."**

Moved Cr T Tschui

Seconded Cr T Millwood

Resolution Number LG1223

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

### **3.2 Community Assistance Scheme Annual Grant Application 2021-2022**

#### **Executive Summary**

Cassowary Coast Regional Council provides an annual grants program through its Community Assistance Scheme to support community organisations and individuals making a positive contribution to the development of the Cassowary Coast region. Through this Scheme the

community is able to undertake key initiatives that help grow the liveability of the region while building community pride and resilience. The 2021/2022 allocated budget for the Scheme was \$30,000 with funding capped at \$3,000 per application or 65% of the total project costs which is the lesser. Applications closed on 22nd February 2022. This report considers nine (9) applications and makes recommendations in relation to funding.

### **Recommendation**

**"That Council, approves funding of \$23,429.00 for the nine (9) recommended applications for the Community Assistance Scheme 2021-2022 Annual Grants round as listed:"**

1. Innisfail Combined Sporting Association Inc.	\$3,000
2. Innisfail & District Men's Shed Inc.	\$3,000
3. Murray Upper Regional Fire Brigade	\$3,000
4. Innisfail & District Tennis Association Inc.	\$3,000
5. Innisfail Bowls Club Inc.	\$1,988
6. Innisfail Horse and Pony Club Incorporated	\$3,000
7. Innisfail Community Band Inc.	\$1,958
8. Mission Beach Wildcare Inc.	\$1,690
9. Tully Motorcycle Club Inc.	\$2,793
Total	\$23,429

**Moved Cr T Millwood**

**Seconded Cr R McLeod**

**Resolution Number LG1224**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

9:15am Cr J Baines left the meeting and returned to the meeting

## **4. ECONOMIC ACTIVATION & TOURISM**

### **4.1 Small Business Friendly Charter**

#### **Executive Summary**

Council has been approached by the Queensland Small Business Commissioner (QSBC) to join the Small Business Friendly Councils (SBFC) initiative. The initiative recognises local Councils that are actively supporting small businesses in their region and helping small businesses recover and build resilience following disasters and economic challenges.

The initiative has received support from the regions Local Chambers of Commerce and Industry groups, in particular Innisfail District Chamber of Commerce, Industry and Tourism providing a loud voice for its members in support of the Charter and the commitments it entails.

With over 3067 Small Business across the region set to benefit by the Charter Commitments, The QSBC is requesting Council demonstrates their commitment to local small businesses in their region by signing up to the Charter as a "Small Business Friendly Council."

This report recommends that Council sign the Small Business Friendly Charter and reinforce their commitment to Small Business throughout the region.

**Recommendation**

**"That Council sign the Small Business Friendly Charter at the Queensland Small Business Friendly Conference in Townsville on the 29th of April."**

**Moved Cr T Millwood**

**Seconded Cr R McLeod**

**Resolution Number LG1225**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

**5. GOVERNANCE, ENVIRONMENT & FINANCE**

**5.1 Finance Report February 2022**

**Executive Summary**

The purpose of this report is to promote sound financial management and accountability by presenting the Finance Report as at 28 February 2022 to Council.

The following highlights some of the key results:

- Overall surplus of \$23.4M which is \$2.6M favourable compared to budget of \$20.8M;
- Operational revenue of \$85.8M which is \$796K favourable compared to YTD budget of \$85.0M;
- Operational expenditure of \$62.4M which is \$1.7M favourable compared to YTD budget of \$64.1M;
- The end of month cash balance is \$65.7M;
- Capital expenditure for the month was \$1.9M with YTD capital expenditure totalling \$20.8M which is 42.4% of the total capital works budget of \$49.0M. Total expenditure including commitments totals \$29.5M which is 60% of the total budget.

**Recommendation**

**"That the report be received and noted."**

**Moved Cr J Baines**

**Seconded Cr B Barnes**

**Resolution Number LG1226**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

## **5.2 Provision of Legal Assistance for Employees and Councillors Policy Review**

Councillor M Nolan advised that Item 5.2 Provision of Legal Assistance for Employees and Councillors Policy CCRC003 will be deferred to the Local Government Meeting to be held on 28 April 2022.

## **6. ASSET SUSTAINABILITY**

### **6.1 Lease Disposal - Innisfail & District Men's Shed Executive Summary**

Pursuant to the Local Government Regulation 2012, the grant of a lease is a "disposal of a valuable non-current asset" which must go to public tender or auction unless an exception in Division 4 applies. Section 236(b)(ii) of the Regulation allows for a disposal to a "community organisation" (meaning a not-for-profit group) without public tender or auction provided there is a prior resolution by Council to apply the exception.

Council officers have been working with the executive committee of Innisfail & District Men's Shed Inc. ("IDMS") regarding the grant of 2 leases of their current premises at Corinda Street, Webb.

#### **Recommendation**

"That Council:

**1. Apply the exception contained in Section 236(b)(ii) of the Local Government Regulation 2012, to grant two leases to Innisfail & District Men's Shed Inc. as a community organisation in line with the following key terms:**

**Premises:** Lot 258 on NR5971, Corinda Street, Webb, Q and portion of Lot 2 on RP729701, Webb Crescent, Webb, Q

**Term:** 20 years from 01.02.2022 to 31.01.2042

**Rent:** \$1.00 if demanded

**Outgoings:** Rates and charges

**Permitted Use:** Men's Shed providing support and services for men and men's health

**2. Authorise the Chief Executive Officer to execute the leases on behalf of the Council as Lessor.**

**3. Authorise the Chief Executive Officer to ensure ongoing compliance with all terms and conditions of the leases."**

**Moved Cr J Baines**

**Seconded Cr T Tschui**

**Resolution Number LG1227**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

## **6.2 Trade Waste (IS005) and Water Restrictions (IS008) Policy Reviews**

### **Executive Summary**

Council is committed to ensuring its policies are reviewed and updated on a regular basis. The following policies have been reviewed, and where applicable updates have been implemented:

- o Trade Waste Policy IS005
- o Water Restrictions Policy IS008

Regularly reviewing policies and procedures keeps Councillors, Council staff and other stakeholders up to date with regulations, technology, and industry best practices.

Policy review ensures that policies remain consistent, current, relevant and effective, while also providing clarity to the reader when dealing with accountability issues or activities that are of critical importance to Council such as, health and safety, legal liability, regulatory requirements or issues that have serious consequences.

### **Recommendation**

**"That Council adopt the Trade Waste (IS005) and Water Restrictions (IS008) policies which have been reviewed, with minor administrative changes made to the existing policies."**

**Moved Cr T Tschui**

**Seconded Cr T Millwood**

**Resolution Number LG1228**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

9:41am Cr B Barnes moved to the back of the meeting room and then returned to his seat

## **6.3 Transport Infrastructure Development Scheme (TIDS)**

### **Executive Summary**

Through its involvement in the Far North Queensland Regional Organisation of Councils Regional Road and Transport Group (FNQROC RRTG), Council is eligible to apply for and receive Transport Infrastructure Development Scheme (TIDS) funding. This funding has proved greatly beneficial to Council in previous years and through ongoing work in the development of its Asset Management Plans and Forward Design Programs, Council is well positioned to access further TIDS funding in the future.

### **Recommendation**

**"That Council:**

- 1. note the additional \$443,694 of TIDS funding for culvert renewals on Kennedy Creek Road, Tully Gorge Road and Bingil Bay Road as approved by the FNQROC RRTG on 3**

**February 2022, and that this additional funding be reflected in the next budget review;**

**2. retain the existing allocation of funding in the culvert renewal program to support other culvert renewal projects: and**

**3. continue to seek TIDS funding to support the delivery of transport projects that sit within the Transport Asset Management Plan."**

**Moved Cr J Baines**

**Seconded Cr N Pervan**

**Resolution Number LG1229**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

#### **6.4 South Mission Beach Shared Path Project**

##### **Executive Summary**

In July 2019 Council received advice from the Minister for Transport and Main Roads that its application for funding for the South Mission Beach (SMB) Shared Path project was successful to the value of \$400,000 on the basis that Council matched the amount, giving a total budget of \$800,000 for the project.

Stage 1 of the project which consisted of the construction of approximately 280m of path, reached practical completion in December 2021. Stage 2 of the project includes the construction of approximately 180 metres of pathway to connect the existing paths between the Powerline easement and Kennedy Esplanade.

##### **Recommendation**

**"That Council:**

**1. proceed with the detailed design of Stage 2 of the project with the alignment adjacent to South Mission Beach Road;**

**2. proceed with the acquisition of the required land as determined by the detailed design, and continue to engage with DTMR with regard to approvals and funding."**

**Moved Cr R McLeod**

**Seconded Cr T Tschui**

**Resolution Number LG1230**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**



## **6.5 CCRC Capital Report - February 2022**

### **Executive Summary**

Council has adopted its Capital Works Program for the 2021-22 financial year. The status of individual projects is reported monthly.

### **Recommendation**

**“That Council receive the report and acknowledge the status of Capital Works projects managed by it.”**

**Moved Cr J Baines**

**Seconded Cr N Pervan**

**Resolution Number LG1231**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

## **7. PLANNING SERVICES**

### **7.1 Activate Cassowary Coast Development Incentive Scheme - Reduction in Infrastructure Charges (Policy No. PRD005)**

#### **Executive Summary**

A Development Incentive - Reduction in Infrastructure Charges Policy was adopted by Council at its meeting on 24 April 2014 and amended on 23 April 2015, 21 April 2016, 13 December 2016 and 8 March 2018. The current policy offers up to 100% discount on the infrastructure charges payable for certain eligible development within the region.

The purpose of this report is to:

- Adopt an amended policy until 31 March 2023;
- Correct minor administrative errors;
- Remove ambiguity in regards to eligibility of land within the residential rural residential zone where the land is not serviced by the trunk sewerage supply infrastructure network; and
- Clearly state Councils intentions regarding the eligibility of land within the Rural zone and Township zone, Cardwell Local Plan, Cardwell Port Hinchinbrook Precinct (given the issues surrounding ownership of critical infrastructure).

The aim of this policy is to encourage development that achieves certain strategic objectives for the Cassowary Coast by allowing a reduction in the infrastructure charges payable in relation to certain developments that are completed within three (3) years of the date of the approval taking effect.

The policy seeks to attract and support projects that will deliver the greatest economic benefits to the Cassowary Coast Region and its residents. In providing these additional reductions in

infrastructure charges payable, Council is proactively seeking to deliver significant and sustainable growth, diversity and value-adding that is aligned to Council's planning and economic objectives.

**Recommendation**

**"That:**

- A. The amended Activate Cassowary Coast Development Incentive Scheme - Reduction in Infrastructure Charges (Policy No. PRD005) be adopted and have effect until 31 March 2023;**
- B. It is noted that it is at the absolute discretion of Council whether a discount on infrastructure charges is granted for a particular development, and to what percentage (up to 100%); and**
- C. That the Chief Executive Officer undertake a review of the Policy and investigate, workshop and provide a report to Council prior to 31 March 2023 with consideration of current market trends, the local government infrastructure plan and infrastructure charges."**

**Moved Cr N Pervan**

**Seconded Cr T Millwood**

**Resolution Number LG1232**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

**7.2 Application for Reduction in Infrastructure Charges relating to RAL22/0004:  
Reconfiguring a Lot (1 Lot into 3 Lots and Access Easement) on land described as Lot 4  
on RP738694, situated at Giufre Crescent, Wongaling Beach  
Executive Summary**

Council is in receipt of a request from Neville and Leora Campbell c/- RPS Australia East Pty Ltd for a 100% reduction of the infrastructure charges relating to a Reconfiguring a Lot (1 Lot into 3 Lots and Access Easement) on land described as Lot 4 on RP738694, situated at Giufre Crescent, Wongaling Beach QLD. The application was approved by Council via delegated authority, subject to conditions on 11 February 2022 with an Infrastructure charges notice issued for the amount of \$58,679.10.

A 100% reduction in the infrastructure charges for the development would result in a \$58,679.10 discount, with the revised infrastructure charge amount being \$0.00.

The proposed development complies with the eligibility and assessment criteria and therefore it is recommended that the request for a 100% reduction in infrastructure charges be approved by Council, provided that all works associated with the development as contained with the reconfiguration of a lot approval and any other statutory requirements are completed prior to 11 February 2025.

**Recommendation**

**"Council approve a potential 100% reduction in infrastructure charges relating to RAL22/0004 - Reconfiguring a Lot (1 Lot into 3 Lots and Access Easement) on land**

described as Lot 4 on RP738694, situated at Giufre Crescent WONGALING BEACH QLD 4852 on the condition that all works associated with the development as contained with the reconfiguration of a lot approval and any other statutory requirements are completed prior to 11 February 2025."

Moved Cr T Tschui

Seconded Cr J Baines

Resolution Number LG1233

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

10:10am Cr B Barnes advised that he had a Declarable Conflict of Interest in respect of **Item 7.3 Application for Reduction in Infrastructure Charges relating to RAL21/0006: Reconfiguring a Lot (1 Lot into 2 Lots) on land described as Lot 2 on RP709276, situated at Feluga Road, Feluga** and he left the meeting of his own volition and did not participate in the discussion or the vote.

### **7.3 Application for Reduction in Infrastructure Charges relating to RAL21/0006: Reconfiguring a Lot (1 Lot into 2 Lots) on land described as Lot 2 on RP709276, situated at Feluga Road, Feluga**

#### **Executive Summary**

Council is in receipt of a request from Mr Mario Quagliata c/- Planning Plus for a 100% reduction of the infrastructure charges relating to the Reconfiguring a Lot (1 Lot into 2 Lots) on land described as Lot 2 on RP709276 situated at Feluga Road, FELUGA QLD 4854. The application was approved by Council via delegated authority, subject to conditions on 25 May 2021 with an infrastructure charges notice issued for the amount of \$17,603.73.

A 100% reduction in the infrastructure charges for the development would result in a \$17,603.73 discount, with the revised infrastructure charge amount being \$0.00.

The development is for the reconfiguration of a lot to create 2 rural lots, the intent is that the larger lot (proposed lot 1) will continue to be farmed for sugar cane and the smaller lot (proposed lot 2) will allow for the construction of a new dwelling house and associated outbuildings. There was sufficient justification for Council to approve the reconfiguration given that the site was split by a defined watercourse and a GQAL assessment report for proposed lot 2 (the smaller lot) concluded that under the Regional Land Suitability Frameworks for the Wet Tropics and Tablelands area for sugar cane is Class 5 – Unsuitable land. It was also considered that the proposed development improved the current situation by providing a buffer from the agricultural use of the land and the existing, adjacent dwelling houses.

The proposed development complies with 2 of the eligibility criteria (eligibility criteria 2 and 4), generally complies with 1 of the eligibility criteria (eligibility criteria 1) and does not comply with 1 of the eligibility criteria (eligibility criteria 3). The proposed development does not comply with eligibility criteria 3 given that the 2 rural lots will continue to be zoned Rural under the planning scheme and given the Rural zoning of the lot, the development does not provide for capital investment in accordance with the planning scheme.

However it is noted that Council may use its discretion to grant a reduction in infrastructure charges up to a 100% discount where the development does not meet the eligibility criteria.

**Recommendation**

**“Council refuse the reduction in infrastructure charges request relating to RAL21/0006: Reconfiguring a Lot (1 Lot into 2 Lots) on land described as Lot 2 on RP709276 situated at Feluga Road, FELUGA QLD 4854 given that the proposed development does not comply with eligibility criteria or intent of the policy.”**

**Moved Cr R McLeod**

**Seconded Cr T Millwood**

**Resolution Number LG1234**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

10:12am Cr B Barnes re-entered the meeting

**7.4 Mission Beach Tourism Area: Monetary Contributions in Lieu of the Provision of Car Parking Policy (Policy Number TBA)**

**Executive Summary**

The purpose of this report is for Council to consider implementing a new policy being the Mission Beach Tourism Area: Monetary Contributions in Lieu of the Provision of Car Parking Policy (Policy Number TBA).

**Recommendation**

**"That Council:**

**A. Adopt the Mission Beach Tourism Area: Monetary Contributions in Lieu of the Provision of Car Parking Policy (Policy Number TBA - Attachment 1) with a currency period up to and including the 30 June 2022; and**

**B. In lieu of providing on site car parking the applicant shall pay a monetary contribution of \$21,927.00 per car park; and**

**C. Request that the Chief Executive Officer investigate, workshop and provide a report to Council prior to 30 June 2022, regarding the monetary contribution in lieu of the provision of car parking which incorporates all relevant townships within the region, including the review of Mission Beach Tourism Area: Monetary Contributions in Lieu of the Provision of Car Parking Policy (Policy Number TBA - Attachment 1)."**

**Cr N Pervan moved a motion:**

That Council,

- 1. Adopt the 'Mission Beach Tourism Area: Monetary Contributions in Lieu of the Provision of Car Parking' Policy subject to the Monetary Contribution in Lieu of the Provision of Car Parking reflecting the construction costs only of \$12,429.00 Ex GST per car park; and**
- 2. Request the Chief Executive Officer investigate, workshop and provide a report to Council to consider a 'Cassowary Coast: Monetary contribution in lieu of the provision of car parking' Policy which considers Mission Beach, Cardwell, Innisfail and Tully"**

The reason for not adopting the recommendation of officers is that in most cases Council can provide additional car parks in existing road areas and reserves and in those circumstances it is not reasonable to include purchase of land in the calculation of a monetary contribution.

**Moved Cr N Pervan**

**Seconded Cr B Barnes**

**Discussion was held for and against the Motion**

**Resolution Number LG1235**

**FOR: Crs M Nolan, B Barnes, T Tschui, N Pervan, J Baines, R McLeod**

**AGAINST: Cr T Millwood**

**CARRIED**

## **8. GENERAL BUSINESS**

### **8.1 Nature Play at Wheatley Park**

Cr T Tschui asked for an update on the Nature Play at Wheatley Park. Mr A Sadler (Director Delivery Services) advised that Wheatley Park was utilised for the film "Irreverent" which gave a huge economic boost to our region during COVID. From past discussions and alignment with Council's Open Space Improvement Plan, Nature Play has been identified to give Wheatley Park a refresh. There are some draft designs that have been done recently and the team has been talking with C4, Peter Rowles and others. In the near future there will be some broader consultation on that project moving forward. The Asset Maintenance team have been asked to work with the Community Relations and Services team. Mr Sadler advised that at this stage he would take on notice a timeframe for the project. Mr A Graffen (CEO) also advised that the intent is for Comms to seek feedback from the community on the current design but the outcome of that community consultation will drive delivery for the project. Council does not want to install something that is not supported by the community.

### **8.2 Future Works for Kirrama Range**

Cr B Barnes asked for a report on the future works for the Kirrama Range. Mr A Sadler (Director Delivery Services) advised that he has spoken with the works planner about a previous request in relation to vegetation and tree management on that road. Works were planned and with the recent

rainfall there have been a lot of reactive work requests carried out. At this stage works have been planned for the next fortnight dependent obviously on the weather. There is preparation work that needs to be done in relation to future roadworks before the machinery is rolled out.

### **8.3 COVID - Caravan Park**

Cr B Barnes asked for Mr Sadler's thoughts regarding a caravan park owner who had a COVID positive person staying in his caravan park and the tenant would not isolate. Since evicting the tenant the caravan park owner has been subjected to turmoil one-on-one and also on social media. Mr Sadler (Director Delivery Services) advised that it is a State ruling with directives from the Chief Health Officer and a process in relation to positive COVID tests and registering the test results with Queensland Health. There are fact sheets in relation to the process for isolation and there is a COVID Hotline (134268) that the public can call for advice.

### **8.4 Bingil Bay Path**

Cr T Tschui asked for an update on the Bingil Bay Path and the design plan being on the Council website. Mr D Goodman (Director Infrastructure Services) advised that he is fairly certain that it is not on the website but after discussions earlier today it is something that can be added. Cr Tschui advised that she thought that it was going to be on the website so that people who live in the community, who could not attend the walk through, could look at it and have some input into the proposal. Mr Goodman undertook to ensure that this would happen.

### **8.5 Toilet Facility - Ulysses Park**

Cr T Tschui asked about the missing toilets at Ulysses Park and if Council is any closer to market stall holders having a toilet facility at Wheatley's Park on market day. Mr D Goodman (Director Infrastructure Services) confirmed that he believed that the toilet installation is largely completed which will be made available to stall holders at the markets. Council is expecting commissioning of that within a week. Cr Tschui asked to confirm if it is for use by the stall holders and who actually owns the toilet. Mr Goodman confirmed that it is the caravan park management and there is an agreement with Council that the caravan park management will make the toilets available to stall holders. If that is not the case than Council will be part of those discussions to ensure that the agreement is honoured. In terms of the general public Mr Goodman advised that Council is advancing the "off again - on again" access to the Progress Hall. Council has an in-principle agreement with the Mission Beach and Bingil Bay Progress Association and a draft user agreement that Council would like to enter into with that entity and that would allow public access on market days to those toilets. Cr Tschui thanked Mr Goodman for the work that has been done in this regard.

Cr T Millwood asked to reiterate what Cr Tschui had stated - that the toilet that will be supplied with 'One Eight' is actually a stall holder toilet not a general public toilet.

### **8.6 Clean-Up Australia Day**

Cr T Millwood thanked those who had participated in the recent clean-up Australia Day. At Kurrimine Beach 330 kilos of rubbish was collected and she thanked everyone in all areas on a job well done.

### **8.7 Feast of the Senses**

Cr N Pervan offered congratulations to the organisers of the Feast of the Senses which was a well-run event. The Committee has been working hard over the last 12 months. There were Council resources that were used with Council staff helping on the day including Councillors Nolan, Baines and himself together with Mr A Sadler (Director Delivery Services) helping to put up marquees at 4:00am. Feedback that Cr Pervan received was that it was hot, the food was great and a great day overall. The crowd was unbelievable and good exposure was received in the Cairns Post and on

the news. Congratulations to the organising committee and Cr Pervan is looking forward to next year's event.

Cr M Nolan added that most of the events were booked out and there was criticism that more is wanted next year. The Gala Dinner was brilliant at the Crown Hotel. The Mayor added that the work camp crews were unavailable this year and in place of them people like Cr Pervan supplied his own vehicle and time to pick up and set up marquees. The crowd was brilliant and people from Townsville and Brisbane who also attended the Gala Dinner advised that the river cruises were booked out as well as the food trail. They visited the region for the whole weekend and there was nothing to do on the Saturday and the Feast of the Senses Committee should consider doing a review of Saturday events to attract visitors to the region and have something happening on the Saturday. However outstanding work by seven unpaid volunteers when previously it was organised by a coordinator who received \$30K. These seven volunteers stepped up and delivered a great outcome - it was very well run and very well delivered. Stall holders who spoke with the Mayor could not fault the way it was managed and delivered. Kids' corner was an important event on the day - smashing records in terms of takings and in Canecutter Court the kids arcade was open and it was packed out. A couple of real big additions this year which is why the move was made from holding the event in the centre of town to the riverfront which included activities for the children and parents supported this initiative. The Mayor acknowledged and thanked Cr Pervan for his contributions to the event.

Cr Tschui supported the words of Cr Pervan and the Mayor stating that she thought that it was a great event and offered her congratulations to the students of Good Counsel College who also gave up their Sunday to help; it is great to see the young people getting out and volunteering and being part of the community events. Cr Tschui asked if the Committee needs more members and Cr Pervan agreed that members are always wanted for the Committee for the Feast of the Senses group and when the meetings commence for planning next year's event members are more than welcome to join. For further information refer to the Feast of the Senses website.

Cr Baines added that the cooking demonstrations were also extraordinarily impressive.

### **8.8 ANZAC Day**

Cr J Baines advised that ANZAC Day is on Monday 25 April and advised that Council has been doing some great work with all the RSL's in the area and a lot of the pre-planning has already been done and encouraged everyone to please keep in mind - ANZAC Day - Monday 25 April. The dawn services commence at 4:20am and to make sure you are there well before then. Our community is always very supportive of ANZAC Day ceremonies and Cr Baines passed on his congratulations to the Council officers who have assisted the clubs in their work.

10:32am Cr T Tschui left the meeting

10:34am Cr T Tschui re-entered the meeting

### **8.9 Tully Grandstand**

Cr B Barnes asked about the 'teething problems' at the Tully Grandstand where there are a few issues. Mr D Goodman (Director Infrastructure Services) agreed that there are a few 'teething problems' ongoing and some of them are taking a little longer to deal with because some of those items are still within warranty and so Council is making sure that repairs are made under warranty rather than Council replacing or fixing it. This process can take a little longer to make sure that is done and is not costing Council in managing those. There have been recent issues with the lift and that has been repaired and is fully operational. There were some issues with the security doors access to the kitchen and that has been repaired and is now operational. There is opportunity for some future improvements on those doors to make sure that failure in locking does not happen

again and Council is working through considering those. There is a warranty inspection on one of the fridges in the kitchen as well as a warranty repair on the dishwasher and there is no date yet from the supplier in Cairns. Council is waiting on a motor to be replaced on one of the roller doors; the supply of different parts and materials are a challenge right across the board. Teams are working to get those issues repaired and also taking into account that where the repairs are under warranty Council is getting those done by the supplier or manufacturer rather than ratepayers paying for that.

Mr Goodman also advised that weekly cleaning in much of that facility on a weekly basis is being done externally and not by the users. Council is building that into the management of that facility and there is a meeting with the significant users of the facility which has been organised in the first week of May as Council looks to progress a formal User Agreement for that facility.

#### **8.10 Mountain Bike Trail Meeting - Cardwell**

Cr B Barnes was waiting for a report from Mr Fischer on the mountain bike meeting that was recently held in Cardwell. Cr Barnes thanked the fellow Councillors and all the Council staff that attended the 5:30pm meeting at the Cardwell Country Club on Tuesday that was very well attended by the public and three (3) speakers from World Trails. A very intense works program and design structure was presented on the building of the pump track and for people who knew nothing about the program they also had videos so everyone left the meeting very well informed. Mr D Goodman (Director Infrastructure Services) added that Mr Fischer and the Project Manager both gave an update on the meeting and both were very positive about the large turnout and the positive reception from the community of Cardwell. There were commitments for donations of helmets and a bike from Western Australia and the Project Manager that has been appointed for that project is going to take it upon herself personally to challenge some North Queensland bike shops to lift their game into getting on board with the Cardwell community and encouraging them to use this new facility.

#### **8.11 Port Hinchinbrook Sewerage & Dredging**

Cr B Barnes asked for an update on the Port Hinchinbrook Sewerage & Dredging. Mr A Graffen (CEO) stated that as you can understand, the Commonwealth are often very interested in announcing funding agreements and funding so Council is sitting waiting for that process as far as the Commonwealth funding for the STP itself so that funding has been committed and executed on our behalf. Council is waiting for a formal announcement to be made in that space. The State funding agreement is at the last phase of negotiations and Council Officers are considering that agreement currently. That is in its 5th, 6th or 7th iteration and also the dredging funding agreement so that the commitment again has been received from the Commonwealth. Mr Graffen thought that a 4th iteration of that agreement has gone back to the Federal Government yesterday he believed so everything is moving concurrent to those processes. Council is out currently for Tender for the detailed design of the STP. Council has been meeting with the Liquidator around access to dredge spoiled ponds on Lot 170 and progressing those conversations and have a project manager on this project who is driving some outcomes. Mr Graffen also thought that Council is also currently out to survey for the site. Those processes work concurrently and everything is moving at this stage in line with the project's plan. Cr M Nolan added that Mr Nick Dametto's staff contacted the CEO this week seeking a summary of what the CEO has just stated and it will appear in Mr Dametto's Bulletin on the 4 April 2022. The wider community is going to be fully informed through the Hinchinbrook Electorate Office.

#### **8.12 Fly the Ukrainian Flag**

Cr M Nolan mentioned that an initiative initially instigated by Cr Tschui who asked Councillors to wear blue and yellow in support of the people of Ukraine who are being slaughtered currently and today Pastor Mark Dewar delivered an opening prayer where he touched on the plight of the people



in Ukraine. Cr Nolan has a proposal for Councillor's consideration that Council follow the great lead of southern Councils where they are flying the Ukrainian flag at their Council Chamber. The Ukrainian people have lost their freedom and many lives have been lost and it would not cost Council a lot to show our support via flying the Ukrainian flag at the Tully and Innisfail Chambers. The Mayor asked that the CEO follow this through for the people of Ukraine.

### 8.13 Innisfail Leprechauns Vs Atherton Roosters Challenge

Cr M Nolan advised that the challenge between the Innisfail Leprechauns and the Atherton Roosters has been contested 21 times. The Innisfail Leprechauns have now won thirteen (13) and the Atherton Roosters eight (8). Atherton Roosters have won the trophy for the last three (3) years. Cr Nolan stated that he sought permission to bring the trophy here today because he knows that there are Atherton Councillors watching. Cr Rod Marty (Tablelands Mayor) very politely handed over the trophy on Saturday when the Innisfail Leprechauns won - it now belongs in our hands for another year.

### MOVE INTO CLOSED SESSION -10:43am

Moved Cr J Baines

Seconded Cr N Pervan

### Resolution Number LG1236

**THAT the meeting be closed to the public in accordance with the Local Government Regulation 2012, Section 254J (1)(3) so that Council can discuss:**

Item No.	Confidential Item	Reason for Meeting Closure
9.1	Sundry Debtor 101788 – Review of Water Augmentation Charge (Headwork Charge)	(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.
9.2	Contract CW000062 Design & Construct Pump Track – Cardwell Mountain Bike Track Early Works	(c) the local government's budget; and  (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."
9.3	CCW000176 Hyatt Street Reservoir Supply Main Stage 1	(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."

"

**FOR - Unanimous**

**CARRIED**

**MOVE OUT OF CLOSED SESSION – 11:16am**

**Moved Cr N Pervan**

**Seconded Cr J Baines**

**Resolution Number LG1237**

**"That the meeting be re-opened to the public."**

**FOR - Unanimous**

**CARRIED**

## **9. CONFIDENTIAL REPORTS**

### **9.1 Sundry Debtor 101788 - Review of Water Augmentation Charge (Headwork Charge)**

#### **Executive Summary**

This report provides Council with advice in relation to an historic debt relating to water augmentation charges with a recommendation provided by officers in relation to this debt.

#### **Recommendation**

**"That Council:**

- 1. Authorise the Chief Executive Officer to write-off the Debt (excluding legal costs)."**

**Moved Cr R McLeod**

**Seconded Cr T Millwood**

**Resolution Number LG1238**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

### **9.2 Family Day Care Scheme**

#### **Executive Summary**

Cassowary Coast Regional Council has operated the Cassowary Coast Family Day Care service for 32 years providing quality childcare for the Cassowary Coast Region. The Scheme is currently operating with 10 educators servicing 136 working families full time, part time and casual. Since December 2021 the Service has lost 4 educators as a result of COVID-19 mandates and individuals making lifestyle changes. Coming out of COVID-19 recovery the Service has undertaken a full review of its administration fees in consultation with Educators. This report tables a fee structure for consideration to align with the current trends, ensuring the service remains an attractive business option to educators. A promotional campaign as part of Councils annual recruitment and attraction has resulted in a number of current expressions of interest.

## Recommendation

**"That Council:**

- 1. Adopts the new fees structure to commence on 4th April 2022;**

Proposed Fee Structure	
Educator Fee < 30 hours per week	\$1.95
Educator Fee 30 - 50 hours per week	\$1.80
Educator Fee >50 hours per week	\$1.65

- 2. Request the CEO investigate Federal Government Sustainability funding program eligibility."**

**Moved Cr J Baines**

**Seconded Cr T Tschui**

**Resolution Number LG1239**

**"That the Recommendation be adopted."**

**FOR: Unanimous**

**CARRIED**

### **9.3 CCW000176 Hyatt Street Reservoir Supply Main Stage 1**

#### **Executive Summary**

The purpose of this report is for Council to consider submitted tenders and award Contract CCW000176 for the Hyatt Street Reservoir Supply Main Stage 1. The works associated with this contract entail the supply, delivery, installation and commissioning of DN300 & DN150 water mains, valves, hydrants and fittings between the Hyatt Street reservoir access road and Mars Street Tully, via McQuillen St.

It is proposed to award this lump sum contract to Celtic Construction & Utility Services (Rylsey Enterprises Pty Ltd) who submitted the highest scoring tender submission following the assessment process.

#### **Recommendation**

**"That:**

- 1. The lump sum tender for Contract CCW000176 Hyatt Street Reservoir Supply Main Stage 1 as submitted by CCUS Pty Ltd, being the most advantageous to Council, be accepted for the amount of \$574,242.72 (excl. GST); and**
- 2. In accordance with the *Local Government Act 2009*, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all**

matters associated with or in relation to the contract subject to Council's normal procurement policies and practices."

Moved Cr T Millwood

Seconded Cr N Pervan

Resolution Number LG1240

"That the Recommendation be adopted."

FOR: Unanimous

**CARRIED**

## **10. MEETING CLOSURE**

11:24am There being no further business, the Mayor declared the meeting closed.

**CONFIRMED AS A TRUE AND CORRECT RECORD THIS 28TH DAY OF APRIL 2022**

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**Cr M Nolan, Mayor**

## ITEM 3.1 - ATTACHMENT 1

### Communication & Engagement Plan

Project Name	Mission Beach Town Centre Revitalisation Project
Project Owner	Andrew Graffen, Chief Executive Officer
Project Manager	To be appointed

#### 1.1 Project Scope

*To positively engage with the community to deliver a project that reflects and is authentic to Mission Beach and also meets local businesses' needs.*

Our goal:

**Share information:**

*To share information with all stakeholders about the project through multiple channels and create the opportunity for stakeholders to engage.*

**Generate support:**

*To create collective support aligned with the proposed change from primary stakeholders.*

**Build relationships:**

*To create new relationships and strengthen existing relationships with stakeholders.*

#### 1.2 Negotiables vs. non-negotiables

**Negotiables:**

- How the design works with existing buildings
- Landscaping species selection
- Pavement treatment
- Timing of works in terms of hours works per day
- Public art themes
- Impact on access to businesses during construction
- Pedestrian access during construction
- Outdoor Dining

**Non-negotiables:**

- Site selection
- Removal of building encroachments
- Budget
- Time of construction
- Use of Private Land for works – principal if a business is going to benefit from works a contribution is required.
- Net zero loss of parking
- Vehicle access needs to remain at David Street
- Improved pedestrian access at the precinct
- Prioritising the everyday over the special occasion investments

#### Identify Target Stakeholders

<b>Primary Stakeholders</b>
<ul style="list-style-type: none"><li>• Mission Beach Town Centre Traders and Operators</li><li>• Mission Beach Masterplan Project Control Group</li><li>• Property Owners/ Residents directly affected by project</li><li>• Traditional Land Owners - Djiru Aboriginal people</li><li>• Government Organisations</li><li>• Community and Stakeholder Reference Group</li><li>• Contractors</li></ul>
<b>Secondary Stakeholders</b>
<ul style="list-style-type: none"><li>• Property Owners/Residents in close proximity of the area, that will not be directly impacted</li><li>• Wider Community</li><li>• Tourism Operators</li><li>• Community Groups</li><li>• Local Schools</li></ul>
<b>Tertiary Stakeholders</b>
<ul style="list-style-type: none"><li>• Emergency Services</li><li>• Media Agencies</li><li>• Road Users</li><li>• Community Facilities</li></ul>

### 1.3 Determined Level of Engagement

Project Scores:

	SCORE 1-2	SCORE 3-4	SCORE 5-6	This project
Degree of complexity	There is one clear issue and or problem that needs to be addressed	There are more than one or two issues/problems that can be resolved	There are multiple issues/problems, and it is unclear how to resolve them	<b>4</b>
	SCORE 1-2	SCORE 3-4	SCORE 5-6	This project
Degree of potential community impact and political sensitivity	<p>The project will have little effect on communities, and they will hardly notice any changes.</p> <p>The project has acceptance throughout the community.</p>	<p>The project will fix a problem that will benefit communities and the change will cause minor inconvenience.</p> <p>There are groups in communities who may see potential in raising the profile of the project to gain attention for their cause.</p>	<p>The project will create a change that will have an impact on community and the living environment, and the degree of impact/outrage and acceptance will vary.</p> <p>Community expectations about the project are different to those of the decision-makers and there is high potential for individuals and groups to use the uncertainty to gain attention.</p>	<b>5</b>

#### Project score for Degree of Complexity: Four

The detailed design and construction phase will propose significant changes to the Mission Beach Town Centre. This will include changes to parking, design changes to store/shop entry points and potential changes to driving speed limits through the area.

The detailed design and construction phase has been scored with a complexity of four, and strong engagement and communication should be achieved.

#### Project score for Degree of Community Impact/Political Sensitivity: Five

The Town Centre of Mission Beach is an iconic location and highly visited by locals and tourists to the region. This will bring elevated levels of community interest in the design phase of the project. Each of the primary stakeholders has a personal stake in the project.

The project will impact businesses in the precinct, both during the construction phase and once the project has been completed. Due to the potential impact the design will have on businesses and the overall improved benefit the changes will have to the whole region of the Cassowary Coast; a high score has been given to reflect the invested interests around these elements.

### 1.4 Community Engagement Matrix

#### Engagement Level for the Project

According to the Community Engagement Matrix, the level of community engagement for the Mission Beach Town Centre Revitalisation Project falls between **INVOLVE** and **INFORM**, varying in line with the level of stakeholder:

For **primary stakeholders**, the level of engagement for the project will be “Involve”, based on the potential impacts the project will have to them during the construction phase. Council will work with these stakeholders to inform, update and gather feedback on potential issues which may arise during the construction phase and work with these stakeholders to mitigate and minimise these issues. It will also be necessary to gain input from the Reference Group and listen to their concerns as they will be championing the project and providing an alternate voice than Council to influence the wider community.

For **secondary and tertiary stakeholders**, the level of engagement for the project will be “Inform”, as this level of stakeholder still has a vested input in the redevelopment’s outcome and will be seeking information on the project and its potential influence on the area. Continual updates on key milestones of the project will be provided, and insights given into project decisions.

## 1.5 Objectives, Strategies and Tools

No.	Objective	Strategies	Activities/tools
1	Generate awareness of the detailed design of the project, including key project features and project benefits among stakeholders	<p>Include key messages about the key project features and benefits in all communication materials</p> <p>Provide opportunity to view the design</p> <p>Use multiple communication channels to widely distribute project design information</p> <p>Provide regular updates to directly affected stakeholder groups</p> <p>Manage expectations by providing a clear concept design which indicates the type of construction occurring, expected timelines and where it will take place.</p> <p>Provide a method for two-way communication to gather all feedback and concerns</p>	<p>Encourage Councillors to promote the project benefits (provide collateral and briefing notes to assist)</p> <p>Media: Media Releases, Community Connect, social media and radio</p> <p>Dedicated project webpage which is updated regularly</p> <p>Customer Service Briefing Notes</p> <p>Project E-newsletter</p> <p>Project Signage - QR Code Advertising</p> <p>VMS Boards</p> <p>Dedicated email address to maintain two-way communication</p>
2	Proactively engage with affected stakeholders to maximise awareness of the project and highlight the impact to their business, homes or land	<p>Primary Stakeholder feedback will be sought during the detailed design and construction phase of the project. This will these stakeholders to voice concerns or issues they might have</p> <p>Consultation with primary stakeholders in the lead up to construction will ensure a good working relationship and managing risk for potential halts in the project</p> <p>Provide detailed project information and encourage stakeholders to contact us with any questions, feedback or concerns</p> <p>Establish central contact points for sourcing information about the project</p> <p>Offer opportunity to meet to discuss the design and concerns, where appropriate</p>	<p>Stakeholder and community workshops</p> <p>Targeted information sessions will be held with primary stakeholders</p> <p>E-newsletter</p> <p>Letter Drop for key project milestones</p> <p>Dedicated project webpage on Council's website</p> <p>Dedicated project email address to maintain constant two-way communication</p>
3	Undertake early identification of potential issues and appropriate strategies for managing them	<p>Work with key stakeholders to understand their key concerns or issues with the project</p> <p>Provide stakeholders with a mechanism to raise concerns directly with project team to allow early/direct resolution of issues</p> <p>Work closely with the project team to identify construction impacts early and allow sufficient time to manage impacts with stakeholders</p> <p>Notify Customer Service of any significant issues and/or anticipated calls, along with key contact details to escalate issues</p> <p>Ensure stakeholders are aware of the communication channels for complaints, enquiries, and feedback</p>	<p>Regular PCG meetings between internal stakeholders to discuss potential issues</p> <p>Regular meetings between contractors and Council to understand upcoming works/ issues</p> <p>One-on-one Consultation sessions with Primary Stakeholders</p> <p>Dedicated project email address</p> <p>Customer Service, Community Relations, Libraries, Asset Maintenance briefing notes</p> <p>Communication update reports</p>

		Respond to and resolve all enquiries and concerns generated within two business days	E-newsletter updates on upcoming project milestones and potential impacts to stakeholders Where construction has potential to affect businesses and residents issue a letter drop advising of the work, date/ time of work and potential impact
4	Provide clear, timely and relevant information to stakeholders about the project	Ensure stakeholders receive constant communication on the project Provide regular updates as they occur	Update the dedicated website regularly E-newsletter updates Project signage Media: Media Releases, Community Connect, social media and Radio VMS Signage Councillor briefing Notes Customer Service Briefing Notes
5	Actively and consistently communicate key messages and promote the project in a positive light	Include key messages about the benefits of the project in all communication materials	Key messages – benefits Media: Media Releases, Community Connect, social media and Radio Update the dedicated website regularly E-newsletter updates

## 1.6 Communication Action Plan

Activity/Description	Timing	Purpose	Stakeholders Involved	Communication/ Message	Feedback/ Follow Up
<b>Councillor briefing session and briefing note</b>	Throughout Whole Project	<b>INFORM</b>	Councillors	Brief Council on the launch of the detailed design and advise on key project dates, such as engagement sessions. Highlight any issues or concerns that may arise from the launch and provide a strategic response to assist Councillors with their own communications	Keep Councillors up to date with the project progression, including key milestones such as funding, launch dates, timelines, changes to schedules, and any issues arising to keep the abreast of the project. Provide talking points and promotion collateral)
<b>Local Door Knock</b>	March – April 22	<b>INVOLVE</b>	Primary Stakeholders	To promote the potential start of the project, Council will engage with Primary Stakeholders within the impacted area through a door knock process. These will be the first steps in engaging with these	Provide continued updates through letter drops or project newsletter. Provide project email as point of contact



				stakeholders effectively and building future relationships	
<b>Webpage design and launch</b>	Launch August	<b>INFORM</b>	All Stakeholders	Creation of webpage including all key information in preparation for the detailed design and construction phase	Website to be updated as project progresses
<b>Dedicated Project Email Address</b>	Whole Project	<b>INVOLVE</b>	All Stakeholders	To enable two-way communication a dedicated project email will be created to manage all feedback, queries, and issues	Ensure email is included on all collateral
<b>Letters to Stakeholders</b>	As required	<b>INVOLVE</b>	Primary Stakeholders	Issue letter to primary stakeholders announcing detailed design and advising of upcoming stakeholder engagement sessions and one-on-one consultation sessions	Follow up with stakeholder engagement sessions and allocate time for one-on-one consultation sessions
<b>Customer Service Team briefing session and scripting</b>	As required	<b>INFORM</b>	Customer Service, Community Relations & Services	Brief Customer Service on the project and provide scripting to assist in answering enquiries	Continue to provide updates as they occur
<b>Media release</b>	As required	<b>INFROM</b>	Media All stakeholders	Media release or event to mark the start of concept design, promote key benefits, and advise of upcoming community engagement sessions	Media coverage to be linked to dedicated webpage and dedicated email address. Any questions received should be responded too
<b>Paid advertising</b>	As required	<b>INFORM</b>		Targeted social media posts, radio and print advertising	Advertising statistics to be included in final report
<b>VMS Message Board</b>	Construction Phase Feb 23 – March 24	<b>INFORM</b>	All Stakeholders	Throughout the construction phase use a VMS message board to promote the town centre as being open. Promote road closures or potential upcoming work	Continue to update as project continues
<b>Support Local – Town Centre Promotion</b>	Construction Phase Feb 23 – March 24	<b>INFORM</b>	All Stakeholders – however supporting Primary Stakeholders	Details TBC – however launch a campaign to encourage locals and visitors to continue to shop and spend locally	Consolidate information from businesses after campaign
<b>Project signage</b>	Aug 22 – Mar 24	<b>INFORM</b>	Local Community	Advertise and raise awareness through static signage highlighting the detailed design with a QR linking directly to the project website	Monitor QR code usage and update posters throughout the project if necessary

<b>Project Photography</b>	As required	<b>INFORM</b>	All Stakeholders	Capture 'before' images of the project site and ad-hoc capture of any community consultation opportunities and project milestones	Share images on social media and project webpage
<b>Time lapse video</b>	Construction Phase	<b>INFORM</b>	All Stakeholders	Situate a camera in the Village Green to show the construction and changes in the area	Share images on social media and project webpage
<b>Social Media</b>	As required	<b>INFORM</b>	All Stakeholders	Regular social media posts focused on the online submissions form to encourage community feedback as well as sign-ups to the project e-newsletter	Monitor comments and respond if possible
<b>E-Newsletter</b>	As required or monthly basis	<b>INFORM</b>	All Stakeholders	Provide timely project updates, including upcoming works and changes to timeline	
<b>Primary Stakeholder Meeting</b>	As required- at key milestone	<b>INVOLVE</b>	Primary Stakeholders	Meet with primary stakeholders, to discuss concept design and key issues arising from the plan	Meeting minutes available afterwards, subsequent agenda provided
<b>One-on-one Consultation</b>	As requested	<b>INVOLVE</b>	Primary Stakeholders	As requested, will facilitate one-on-one consultations with primary stakeholders to mitigate any concerns or issues which may have arisen	Records from each meeting must be kept for reference