



## **FINAL MINUTES**

3 July 2013

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## Table of Contents

<u>Folio</u>	<u>Date</u>	<u>Particulars</u>
28339	07.07.2013	Ordinary Meeting Minutes
28385	30.05.2013	Engineering Services Monthly Review for May 2013
28432	03.07.2013	Mackay Significant Tree Register
28433	03.07.2013	Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festival and Events Guidelines
28463	11.06.2013	Minutes - Natural Environment Advisory Committee Meeting
28468	21.06.2013	Minutes - Walking and Cycling Advisory Committee Meeting
28472	21.06.2013	Minutes - Traffic Advisory Committee Meeting
28478	03.06.2013	Minutes - Mackay Matsuura Sister City Advisory Committee Meeting
28480	02.04.2013	Minutes - Fields of Dreams Advisory Committee Meeting

## Declaration of Potential Conflict of Interest

Nil.

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## **ORDINARY MEETING** **MINUTES**

### **1. ATTENDANCE:**

Her Worship the Mayor, Cr D T Comerford (Chairperson), Crs K J Casey, C J Bonanno, L G Bonaventura, G J Martin, T A Morgan, D J Perkins, P F Steindl, and R D Walker were in attendance at the commencement of the meeting. Also present was Mr B Omundson (Chief Executive Officer) and Mrs M Iliffe (Minute Secretary).

The meeting commenced at 10.05 am.

### **2. OPENING PRAYER:**

Pastor Tim Spark led those present in Prayer.

### **3. ABSENT ON COUNCIL BUSINESS:**

Nil

### **4. APOLOGIES:**

Crs F A Gilbert and A N Jones

### **5. CONDOLENCES:**

Nil

### **6. CONFIRMATION OF MINUTES:**

#### **6.1 ORDINARY MEETING MINUTES 26 JUNE 2013**

THAT the Minutes of the Ordinary Meeting held on 26 June 2013 be confirmed.

Moved Cr Morgan

Seconded Cr Bonaventura

**CARRIED**

**7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:**

Nil

**8. MAYORAL MINUTES:**

Nil

**9. CORRESPONDENCE AND OFFICERS' REPORTS:****9.1 ENGINEERING SERVICES MONTHLY REVIEW FOR MAY 2013**

**File No**    **Engineering Services Monthly Review**  
**Author**    **Director Engineering Services**

**Purpose**

To present to Council the Engineering Services Monthly Review for April 2013 for information purposes.

**Officer's Recommendation**

THAT the Engineering Services Monthly Review be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Morgan

**CARRIED**

**9.2 MACKAY SIGNIFICANT TREE REGISTER**

**File No**    **Significant Tree Register**  
**Author**    **Natural Environment Coordinator**

**Purpose**

To gain Council approval to formally adopt the Mackay Significant Tree Register and release it to the public.

## **Background/Discussion**

The benefits of street and park trees are numerous. Trees provide important environmental benefits including shade and filtering of air pollutants. Trees contribute to a sense of place and tree-lined streets and parklands can contribute to an area's unique character. Trees also provide habitat for wildlife and are an important part of the natural landscape. Healthy street and park trees are one of the Mackay regions most important natural assets. They add to the high quality of our public realm and contribute to the environmental, cultural and social character of the region.

With this in mind Council initiated the development of a Significant Tree Register in order to identify those trees within the region that should be recognised.

Funding for the development of the Significant Tree Register was allocated from the Natural Environment Levy and Council awarded the contract to complete the register to Enspec Pty Ltd in May 2012.

The register aims to identify, document and recognise the importance of significant trees on Council-managed land in Mackay, to guide their management and ensure their protection for future generations. It should be noted that the register does not apply to trees on private property.

Twelve significance categories were developed including:

- Horticultural Value
- Location or Landscape Context
- Rare or Localised
- Particularly Old
- Outstanding Size
- Aesthetic Value
- Curious Growth Form
- Historical Value
- Aboriginal, Torres Strait Islander or South Sea Islander Culture
- Outstanding Example of a Species
- Remnant
- Outstanding Habitat Value

Three levels of significance were recognised including: National and State; Regional and Local significance.

Seven nominations were received during the public nomination period. Enspec Pty Ltd staff inspected a large number of trees nominated by the public, staff, National Trust or identified in desktop and field surveys. The final register contains five hundred and twenty (520) trees, including trees at the Mackay Regional Botanic Gardens, Queens Park, Mango Avenue, Eimeo and Mackay Cemetery.

Each tree on the register has been thoroughly inspected, described and photographed and the reason for its significance identified.

Once the register is endorsed by Council, it will be made available to the community as a series of pdfs on Council's website. A database will also be held by Council to enable ongoing

inspections and management activities to be undertaken. Both documents will be able to be edited to allow trees to be removed or added as required over time. In addition, a Google Earth feature will be available to download from Council's website which will enable people to view the trees and data on a map, which could be used as the basis for a self-guided tour or similar.

### **Consultation and Communication**

Council received a briefing on the Significant Tree Register on Wednesday 12<sup>th</sup> June.

The project was publically advertised at its commencement through website updates and media releases, and the community was invited to nominate trees for inclusion in the register. As the study was funded through the Natural Environment Levy, the Natural Environment Advisory Committee was also involved in the development of the project.

Council staff including the Supervisor Arboriculture and the Tree Asset Audit Officer were a key part of this project.

### **Resource Implications**

This project was funded from the Natural Environment Levy in 2012/13. Ongoing tree inspections and database management will be undertaken by Parks and Environment staff as part of their normal duties.

### **Risk Management Implications**

By having a Significant Tree Register and database, Council will be able to more effectively manage the significant trees within the region, and public awareness of these important natural assets will be improved.

### **Conclusion**

The Significant Tree Register commissioned by Council has been completed by Enspec Pty Ltd and relates to trees within Council managed lands across the region. Council received a briefing on the register on Wednesday 12<sup>th</sup> June. By adopting the register and approving its release, the report will be made available to the community and enable an increased appreciation of the many significant trees within the Mackay region.

### **Officer's Recommendation**

THAT Council adopt the Mackay Significant Tree Register and approve its release to the community.

AND THAT a letter be sent to all submitters thanking them for their nomination and advising them of the release of the register.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Morgan**

**Seconded Cr Steindl**

**CARRIED**

**9.3 MACKAY REGIONAL BOTANIC GARDENS MEADOWLANDS  
AMPHITHEATRE FESTIVAL AND EVENTS GUIDELINES**

**File No** Meadowlands Amphitheatre  
**Author** Curator Mackay Regional Botanic Gardens

**Purpose**

This report provides information to enable the consideration and approval of the Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festival and Events Guidelines (the Guidelines) document.

**Background/Discussion**

As part of the overall Master Plan for the Mackay Regional Botanic Gardens provision was made for an outdoor entertainment facility on the western bank of the lagoons. The main feature of the facility is the amphitheatre effect that has been achieved. Construction of the facility commenced in mid 2012 and is now at the final stages of completion.

The Meadowlands Amphitheatre as the facility is referred to is planned to open in mid 2013. The first event to be held at this facility is planned for late July. In order to provide criteria for use of the facility a comprehensive document has been developed to provide clear guidelines for event applicants proposing to use the facility.

**Consultation and Communication**

In order to assist in the development of the guidelines, Council formed a reference group and as such there has been ongoing discussion with the following internal stakeholders in relation to the development of the Guidelines:

- Botanic gardens officers
- Engineering services officers
- Convention precinct and events officers
- Health and regulatory officers
- Meadowlands events reference group
- Councillors

The following external stakeholders have also been consulted:

- Birdlife Mackay
- Mackay Regional Botanic Gardens Friends Association Inc.
- Other regional and city councils and botanic gardens
- Dale Kennedy Amplifier Hire

A briefing was provided to Councillors on 20 April 2013 which included a presentation of the Guidelines and projected costs to make the facility available for use in 2013. Plans to develop the facility in subsequent years were also presented at this meeting.

### **Resource Implications**

The amphitheatre and associated infrastructure, as new Council assets/initiatives, will require allocation of additional operational funds for maintenance and asset management. Initially, the main operational costs will be additional power consumption for lighting and sewerage pumping. Additional security and grass slashing will also be required. The latter for a well maintained site, control of vermin, problematic wildlife (snakes) and weeds. During initial events, botanic gardens staff will be present to monitor the event and use of the botanic gardens. This will potentially result in additional staffing costs where the events are outside of normal hours. These costs will vary depending on the scale and timing of the event and cannot be assessed at this time.

### **Risk Management Implications**

Risk Management issues can be categorised into three (3) key areas:- 1. Public safety during events; 2. Amenity enjoyment by the wider community using the botanic gardens; and, 3. Potential negative effect on wildlife that noise from large crowds could induce.

1. The seating terrace and slopes is close to the lagoon edge. Planting of extensive plantings of Spiny-headed Mat-rush *Lomandra longifolia* and River Mat-rush *Lomandra hystrix* have commenced that will form a dense vegetative barrier. This has worked effectively on the opposite banks. Temporary fencing of some events is highlighted as a risk management option for hirers of the facility. Council has not recorded any incidents of visitors falling into the lagoons since the botanic gardens opened in 2003. Traffic Management Plans will be developed to allow for overflow parking at large events, and safe access and egress from Alexandra Street into Lansdowne Road.
2. Amplified music events could cause the amenity of the botanic gardens and adjacent residential areas to be affected. The facility has been placed low down the slope to prevent sound travelling to adjacent residences to the west. Amplification levels and time frames for events have been set to meet EPA standards and sound testing will occur prior to the facility opening that will provide acoustic information required for the necessary decibel control.
3. Research results in Australia and overseas has shown that amplified sound with loud or sudden noises has caused wildlife reduction, especially nesting or roosting bird life. Botanic garden's staff, in conjunction with Birdlife Mackay (the leading advocacy organisation for birds in the region), will monitor birdlife adjacent the lagoon to review

if site use and visitation by birdlife declines in conjunction with specific and/or ongoing event usage.

The Guidelines have been developed to assist in the management of identified event risks. Monitoring will be in place for the duration of the first one and a half years of operation to monitor potential impacts on wildlife and the amenity of the botanic gardens. Any proposed events that fall outside of the Guidelines and any event with a liquor licence will be referred to the Meadowlands Events Reference Group Committee for consideration. Under circumstances where the Committee is unable to decide whether an event is suitable, a report is to be presented to Council for decision.

### **Conclusion**

Concise and clearly understood guidelines for use of the Meadowlands Amphitheatre was required. A reference group was formed to provide guidance and express the views of whole of Council in development of the Guidelines. The Guidelines were amended by the working group to reflect the opportunity to allow a wider range of events to be permitted to be held at the facility, providing greater public use. Potential negative impacts on the botanic gardens and local wildlife will be monitored during the first year of operation.

### **Officer's Recommendation**

1. THAT Council adopt the draft Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festivals and Event Guidelines.
2. THAT the Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festivals and Event Guidelines usage is monitored, for effectiveness, until 31 December 2014.
3. AND THAT a report to Council on the effectiveness of the Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festivals and Event Guidelines usage be submitted in March 2015.

### **Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Morgan**

**Seconded Cr Bonanno**

**CARRIED**

## **9.4            ATTENDANCE AT THE LGAQ DISASTER MANAGEMENT SUMMIT**

**Author      Chief Executive Officer**

### **Purpose**

This report is to request that Council nominate its delegates to attend the LGAQ Disaster Management Summit to be held at Bowen Hills on the 9<sup>th</sup> and 10<sup>th</sup> July 2013.

### **Background/Discussion**

The LGAQ Disaster Management Summit is a chance for delegates to debrief and debate 2013 disaster events. The program comprises a behind the scenes tour of the State Disaster Coordination Centre, which is a critical connection point for major events. Included is an opportunity to hear from one of our nation's heroes, Victoria Cross Recipient Benjamin Roberts-Smith. The program features many experiences from peers and the chance to share knowledge and ideas.

### **Consultation and Communication**

Councillors discussed the matter at their Councillors Forum.

### **Resource Implications**

Cost of attendance is catered for in the current budget.

### **Risk Management Implications**

NIL.

### **Conclusion**

It is proposed that Councillors be nominated to attend the LGAQ Disaster Management Summit to be held at Bowen Hills on the 9<sup>th</sup> and 10<sup>th</sup> July 2013.

### **Officer's Recommendation**

THAT the Mayor, Cr Deirdre Comerford, the Deputy Mayor, Cr Kevin Casey and Cr Paul Steindl be nominated to attend the LGAQ Disaster Management Summit at Bowen Hills on the 9<sup>th</sup> and 10<sup>th</sup> July 2013.

### **Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Perkins**

**Seconded Cr Morgan**

**CARRIED**

**9.5 MATERIAL CHANGE OF USE - MULTIPLE DWELLING UNITS (3) - SANDSKY DEVELOPMENTS - 7 WEBB COURT, RURAL VIEW (DA-2013-102)**

<b>Application Number:</b>	DA-2013-102
<b>Date Received:</b>	21 March 2013
<b>Action Officer:</b>	Matthew Ingram
<b>Applicant's Details:</b>	Sandsky Developments C/-McLynskey Planners Pty Ltd PO Box 257 WEST BURLEIGH QLD 4219
<b>Proposal:</b>	Multiple Dwelling Units (3)
<b>Site Address:</b>	7 Webb Court, Rural View
<b>Property Description:</b>	Lot 23 on SP218572
<b>Owner's Details:</b>	Andrew D Gorvin-White and Vidette Gorvin-White
<b>Area:</b>	908m <sup>2</sup>
<b>Planning Scheme:</b>	Mackay City Planning Scheme - 19 December 2011
<b>Planning Scheme Designations:</b>	
Locality:	Mackay Frame
Precinct:	McCreadys Creek
Zone:	Urban Residential
<b>Assessment Level:</b>	Impact
<b>Submissions:</b>	Six (6) Properly Made submissions One (1) Petition with Ten (10) signatures
<b>Referral Agencies:</b>	Nil
<b>Attachments:</b>	Attachment A: Locality Plan Attachment B: Proposal Plan Attachment C: Proposal Plan Attachment D: Engineering Attachments Attachment E: Sketch 1
<b>Recommendation:</b>	Approved Subject to Conditions

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## **ASSESSMENT OF APPLICATION**

### **Purpose**

The Material Change of Use application is for three (3) Multiple Dwelling Units at 7 Webb Court, Rural View (refer to Attachment A - Locality Plan). The application is Impact Assessable as the tables of assessment within the Planning Scheme dictates Multiple Dwelling Units as such within the Urban Residential Zone. Generally, applications are Impact Assessable when the use is considered inconsistent within that zone. However, the Planning Scheme identifies the Impact Assessable applications whether they are consistent or not with the zone. The Scheme identifies that Multiple Dwelling Units are not inconsistent within this zone, but allows the public to comment. Six (6) properly made submissions and one (1) petition objecting to the proposal were received.

The submissions raised a number of concerns on what were relevant planning matters in which discretion would need to be shown, although in general, most matters are able to be conditioned. The submissions also mentioned a number of matters which were incorrectly referenced against the planning scheme or were not a relevant planning matter.

The application is recommended for approval.

### **Background**

The subject site is located within Stage 1 of Premier Vista Estate, approved in July 2005 as part of DA-2004-305. The Operational Works for Stage 1 was approved under OW-2006-32 and the lots were sealed in February 2009 under PLAN-2009-11.

### **Subject Site and Surrounds**

The subject site is located in Rural View, approximately nine (9) kilometres north of the Mackay central business district. It is irregular in shape and contains an area of 908m<sup>2</sup>. The site is unimproved with the exception of the eastern and south-eastern boundaries which have been fenced by adjacent property owners. There also exists a retaining wall on the northern boundary which was constructed at time of subdivision (refer Attachment B - Site Plan).

The site is encumbered by a drainage easement along the eastern boundary and a covenant along the northern boundary. The latter was created to protect the integrity of the retaining wall abutting this boundary. There is also a 150mm dia. sewer main which runs parallel to and inside of the northern boundary.

The site is in general flat, although with a slight fall from front to rear. It is capable of connection to the full range of urban infrastructure. The site has a ten (10) metre frontage to Webb Court, identified as an Access Street according to the Mackay Roads Hierarchy.

The site is bound by similarly zoned allotments in all four (4) directions. Furthermore, with the exception of a small pocket of Rural Residential development to the south-west, urban residential zoned allotments dominate the locality. Note that notwithstanding the zoning, drainage reserves abut the northern and western boundaries of the site.

## Proposal

The applicant proposes to construct three (3) Multiple Dwelling Units on the subject site (refer to Attachment C - Proposal Plans). All three (3) dwellings will be two (2) stories and comprise of:

- Two (2) bedrooms;
- Two (2) bathrooms;
- Study nook;
- Combined living and dining room;
- Single lock up garage; and
- Outdoor alfresco area.

Each dwelling will have a footprint of between 65m<sup>2</sup> and 75m<sup>2</sup> and a total gross floor area (GFA) of approximately 130m<sup>2</sup>. This equates to a total GFA on site of approximately 390m<sup>2</sup> and site coverage of 27%. The dwellings will have a maximum height of approximately seven (7) meters with an eaves height on the second story of 5.2 meters.

Private open space has been provided for each dwelling as follows: Unit 1: 88m<sup>2</sup>, Unit 2: 148m<sup>2</sup> and Unit 3, 140m<sup>2</sup>. Refuse areas and clothes lines have been proposed within the open space areas for each dwelling. An invert crossing and twenty (20) metre long driveway will be provided to service the dwellings, while landscaping has been proposed as per the landscaping plan.

## PLANNING SCHEME ASSESSMENT

### Mackay Frame Locality Code

#### Overall Outcomes

With the exception of the matter of non-compliance discussed below, the proposal generally complies with the Mackay Frame Locality Code.

2(g) - *"The density of residential development reflects and complements the existing scale and intensity of the locality and maintains residential amenity by:*

- i) *Retaining a predominantly single detached dwelling character in the urban Residential Zone; and*
- ii) *Limiting higher density residential development to the Higher Density Residential Zone"*

The density of the proposed development does not complement the existing development intensity throughout the locality which is in general, comprised of a much lower density than is being proposed. However, it is recommended that the addition of one (1) multiple dwelling development will still ensure and retain a 'predominantly' single detached dwelling character in the locality. Furthermore, the proposed development density of 1 dwelling per 300m<sup>2</sup> is not considered high density development, which is instead, more appropriately defined as 1 dwelling per 200m<sup>2</sup> or less. Therefore, it is considered that this development should not be limited or restricted to the Higher Density Residential Zone.

Note that the proposed development also complies with the locational and density requirements of the Draft Mackay Region Planning Scheme

It is therefore considered that the proposal complies with the Overall Outcomes of the Mackay Frame Locality Code.

#### McCreadys Creek Precinct

The proposal complies with the Overall Outcomes for the McCreadys Creek Precinct within the Mackay Frame Locality.

#### Urban Residential Zone

With the exception of the matter of non-compliance discussed below, the proposal generally complies with the Urban Residential Zone Code within the Mackay Frame Locality.

2(a) - *"Development in the urban residential zone protects the high level of amenity of the zone and compromises predominately single detached dwellings"*

It is recommended that the proposed developments potential impacts on amenity such as overlooking, noise and lighting can all be conditioned to be within acceptable levels (see discussion for submission 3). Also, as discussed above, the proposed development will still ensure and retain a 'predominantly' single detached dwelling character in the locality.

It is therefore considered that the proposal complies with the Urban Residential Zone Code within the Mackay Frame Locality Code.

#### **The subject site is affected by the following applicable Overlay Codes:**

- Bushfire Management Overlay Code

#### Bushfire Management Overlay Code

The proposal is located within an established urban area which is serviced with a reticulated water supply. Therefore, it is recommended that the risk of Bushfire Hazard is very low for the site. This is reinforced through the fact the site is not affected by the Bushfire Hazard Overlay within the Draft Mackay Region Planning Scheme.

It is therefore recommended that the proposal complies with the Bushfire Management Overlay Code.

**In addition to the above Overlay Codes, the application has been assessed against the entire Mackay City Planning Scheme, with particular reference to the following, applicable codes:**

- Environment and Infrastructure Code
- Multiple Dwellings, Accommodation Units and Dual Occupancy Code

With the exception of the matters of non-compliance discussed below, the proposal generally complies with the Environment and Infrastructure Code.

#### Environment and Infrastructure Code

##### 1. Car Parking and Access - P11

S11.1: *"Vehicles are able to enter and exit the site (with the exception of a dwelling house and duplex) in a forward gear"*.

Vehicles exiting the garage of Unit 1 will not be able to leave the site in a forward gear. This situation however, is no different to the four (4) other dwellings within the cul-de-sac, all of whom have to perform a similar movement when exiting their homes. As the garage of Unit 1 is setback only six (6) metres from the front boundary, combined with the minimal number of vehicle movements which this dwelling will generate on a daily basis, it is considered that any reversing movements out of this garage will still allow safe and efficient access and manoeuvring both within the lot and on to Webb Court. As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

All vehicles from units 2 and 3 will be able to leave the site in a forward gear. Note the proposed visitor space can also not exit the site in a forward gear, although justification for discretion on this matter is discussed below (see point 2 under the Multiple Dwellings, Accommodation Units and Dual Occupancy Code).

##### 2. Landscaping and Fencing:

P3: *"Landscaping provides a 2m wide landscape strip adjacent to the road frontage incorporating existing vegetation wherever possible"*.

No two (2) metre landscape strip was provided, although a two (2) meter wide landscape strip will be conditioned.

It is therefore considered that the proposal complies with the Environment and Infrastructure Code.

With the exception of the matters of non-compliance discussed below, the proposal generally complies with the Multiple Dwellings, Accommodation Units and Dual Occupancy Code.

#### Multiple Dwellings, Accommodation Units and Dual Occupancy Code

##### 1. Land Suitability - P2

S2: *"the premises are within 400m walking distance of shops, open space and public transport routes"*

The site is not within 400m walking distance of shops or public transport. Instead, the site is 700m from the nearest public transport route and 1km from the nearest set of shops. The site is within 400m walking distance of useable open space.

Once complete and a connection through to Mackay-Habana Road is achieved, Dawson Boulevard will likely become a Public Transport route. Note that the site is 50 metres walking distance from Dawson Boulevard. Having this access to public transport will negate the need for proximity to shops as convenient access to all such necessities will be available as a result of the proximity to public transport. As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

2. Land Suitability - P3

P3: *"For accommodation Units and Multiple Dwelling Units, the premises have vehicular access from a street other than from an Access Place or Access Street"*

The proposed development has access from an Access Street and therefore, does not comply with the P3 of the Code.

Traffic Volumes:

Webb Court has a 15m wide road reserve and is designed as an Access Street which is capable of accommodating the traffic associated with up to 75 dwellings. Webb Court currently contains nine (9) dwellings so it is considered that the street has sufficient capacity for three (3) additional dwellings.

Parking:

The proposed development has provided six (6) car parking spaces on site which equates to one (1) space per bedroom. The six (6) spaces is also one (1) more space than is required under the current Mackay City Planning Scheme and three (3) more than would be required under the Draft Mackay Regional Planning Scheme.

It is acknowledged there is limited room to park within the cul-de-sac and overflow parking onto Webb Court is undesirable. As a result, the applicant has provided an additional 'visitor' space on the site. This space is not however, able to enter and exit the site in a forward gear. In this instance, having the additional parking on site is considered more beneficial than overflow parking occurring within the cul-de-sac and as a result, it is considered that discretion should be shown on this matter.

It has therefore, been demonstrated that Webb Court can cater for the additional traffic the development will generate and the car parking spaces provided on site is well in excess of that required by the Planning Scheme. As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

3. Site Dimensions and Layout - P1

S1(ii): *"The site has a minimum frontage of 20m"*.

The site has a frontage of ten (10) metres. However, it has been satisfactorily demonstrated that all access, car parking and other site requirements outlined within the applicable Codes of the Mackay City Planning Scheme can be adequately accommodated on site, without any significant amenity impacts on adjacent properties or traffic

implications on Webb Court. As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

4. Site Dimensions and Layout - P4

*P4: "Internal vehicle access and layout is provided to: (iii) all vehicles are able to leave the site in a forward gear"*

The vehicles exiting the garage of Unit 1 will not be able to leave the site in a forward gear.

The justification to show discretion on this matter has been outlined and discussed above.

5. Communal and Private Open Space - P1

*P1: "For dwelling units, communal open space and any associated facilities are provided, unless otherwise specified in the relevant Locality Code, to suit:*

- (i) The overall residential density;*
- (ii) The type of activity;*
- (iii) Maintenance requirements;*
- (iv) The privacy of nearby dwelling units; and*
- (v) Informal surveillance and security needs".*

No Communal Open Space (COS) has been provided for the development. However, due to the large amount of private open space that has been provided for each dwelling, it is recommended that COS is not required. It is considered unreasonable and unnecessary to provide COS for such a small development. This fact is reinforced through the Draft Mackay Region Planning Scheme which only requires COS for developments comprising fifteen (15) or more dwellings. As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

It is therefore considered that the proposal complies with the Multiple Dwellings, Accommodation Units and Dual Occupancy Code.

## **DRAFT MACKAY REGION PLANNING SCHEME ASSESSMENT**

Under the Draft Mackay Region Planning Scheme, the proposal would be Code Assessable and there are no relevant overlays applicable to the site.

The application would be assessed against the following Codes:

- Low Density Residential Zone Code;
- Multiple Dwelling Activity Code; and
- General Development Code.

Note, as the application would not be impact assessable under the draft scheme, no assessment against the strategic framework is required to be undertaken.

With the exception of the matter of non-compliance discussed below, the proposal generally complies with the intent of the Low Density Residential Zone Code.

#### Low Density Residential Zone Code

##### 1. Uses - P01

*"The zone predominantly accommodates low density residential development such as dwelling houses"*

It is considered that discretion can be exercised on this matter as this performance outcome is in conflict with P02 of the Code which permits multiple dwellings, such as is proposed, within the zone as long as they are located in an appropriate location.

P02 states: *"Low medium density residential developments, such as multiple dwelling activities, are located in close proximity to either:*

- a) multi-purpose centre or other key activity node such as the Base Hospital or Mater Hospital; or*
- b) existing centre activity or community activity; or*
- c) a public transport route or useable open space"*

Note that close proximity is not defined within the Draft Mackay Region Planning Scheme. However, as the site is located within walking distance to a current bus route (800m), within 50 metres of a likely future bus route and within 200m of open space, it is considered that the site meets the requirements of the Code as being suitable for multiple dwellings.

It is therefore considered that the proposal complies with the Low Density Residential Zone Code.

#### Multiple Dwelling Activity Code

With the exception of the matter of non-compliance discussed below, the proposal generally complies with the Multiple Dwelling Activity Code.

##### 1. Minimum Site Area and Frontage Widths

*"The area and frontage width of the site is consistent with the minimum area and frontage requirements set out in table 9.3.12.3.B" - being 15m in the Low density Residential Zone*

The site does not comply with this acceptable outcome, although does comply with the Performance Outcome of the code which states: *"The site is able to efficiently accommodate multiple dwelling activities while also maintaining a high level of amenity for the site and adjoining sites".*

Also, as discussed above in point No. 4 of the Multiple Dwellings, Accommodation Units and Dual Occupancy Code, as the site is large enough to accommodate all necessary requirements outlined within the applicable Code such as (setbacks, landscaping, private

open space etc.). As a result, it is considered that discretion can be exercised on this matter and the non-compliance does not warrant refusal of the application.

## 2. Summary of Multiple Dwelling Activity Code

The proposal would be able to be conditioned to comply with all of the setback, site cover, overlooking, design requirements etc. outlined within the Code.

It is therefore considered that the proposal complies with the Multiple Dwelling Activity Code.

### General Development Code

The proposal can be conditioned to comply with the requirements of the General Development Code. It is therefore considered that the proposal complies with the Code.

## **PLANNING SCHEME CONTRIBUTIONS POLICIES**

The following contribution policies are applicable to the development:

### **CHARGE CALCULATION**

<b>Charge Category</b>	<b>Adopted Infrastructure Charge</b>	<b>Demand Units</b>	<b>No. of Demand Units</b>	<b>Charge Amount</b>
Residential	\$20,000.00	1 or 2 bedroom dwelling	3	60,000.00
<b>Gross Charge Amount Total</b>				<b>\$60,000.00</b>

### **APPLIED CREDIT CALCULATION**

<b>Charge Category</b>	<b>Credit Unit</b>	<b>Value of Credit Unit</b>	<b>No of Credit Units</b>	<b>Applied Credit Amount</b>
Residential	3 or more bedroom dwelling	\$28,000.00	1	\$28,000.00
<b>Applied Credit Amount Total</b>				<b>\$28,000.00</b>

### **NET CHARGE SUMMARY**

<b>Gross Charge Amount</b>	<b>Applied Credit Amount</b>	<b>Net Charge Amount</b>
<b>\$60,000.00</b>	<b>\$28,000.00</b>	<b>\$32,000.00</b>

## **INFRASTRUCTURE CONSIDERATIONS**

The subject site is located within a relatively new estate and all necessary infrastructure networks are provided to the property. The proposed development is able to be connected to these networks, which is to be conditioned as part of any approval.

## **REFERRAL AGENCIES**

Nil.

## SUBMISSIONS

The application was publicly notified in accordance with the requirements of the *Sustainable Planning Act (2009)*, and as a result of this process, six (6) individually prepared, properly made written submissions and one (1) properly made petition containing ten (10) signatures were received.

All of the submissions received expressed opposition to the proposal. The principle concerns raised within the submissions are summarised and discussed below.

### **1. Traffic**

All of the submissions raised concerns with regards to the increased traffic that the proposed development would generate and the potential impacts on safety within the cul-de-sac/street that this would create.

#### **Applicant's Response:**

*"We are aware that the proposal will be located in a residential Access Place with a width of about 15m. The site is located at the end of the access place in the cul-de-sac head which contains only two other buildings both of which have access to the cul-de-sac. Of note is that the land adjoining the subject site to the West is a bio-retention strip approximately 10m wide.*

*The cul-de-sac head with four driveways entering the road (which includes the subject site) cannot be described as excessive and gives the visual appearance of a low traffic environment.*

*We draw to your attention that this site can accommodate a Dual Occupancy under a Code Assessment and each unit could have up to four bedrooms and a double garage with vehicles parked in tandem in each driveway having up to 6 – 8 vehicles on site. This proposal is relatively low key with 3 x 2 bedroom units each with single garages.*

*The total number of vehicles accommodated on this site will be 6 which is potentially the same as for a 2 x double garage Code Assessable Dual Occupancy. The onsite car parking for this proposal complies with the Planning Scheme requirement.*

*The issue appears to be that Multiple Dwellings in an Access Place will cause congestion due to the narrow width of the pavement and the potential for an overflow of visitors' vehicles into a narrow road. In this case the site is in a wide cul-de-sac presumably engineered to accommodate garbage trucks turning.*

*The development provides vehicle accommodation for all units onsite. We accept that there is a potential for overflow vehicles into the court however this potential exists whether a Detached Dwelling or a Dual Occupancy is constructed and this potential also exists for the existing dwellings. The location at the end of the cul-de-sac will lessen the impact of overflow vehicles if they occur.*

*Since there are so few dwellings in the cul-de-sac head the volume of traffic will be low and vehicles leaving this site will not be entering an unsafe environment any more or less than the adjoining properties.*

*An issue was raised about unit 1 leaving in reverse gear and how this was contrary to the requirements of the Planning Scheme. We note that unit 1 will be a Detached Dwelling and will be located at the front of the site with a short 6m long driveway. A vehicle leaving this dwelling in reverse gear is no different to vehicles leaving the adjoining properties in reverse gear. The vehicles leaving units 2 & 3 will leave the site in forward gear"*

**Officers Comments:**

In accordance with the traffic generation rates outlined within Council's superseded Transport Network Contributions Policy, a single detached dwelling generates approximately 6.5 vehicle trips per day and a multiple dwelling unit generates approximately five (5) vehicle trips per day. Therefore, the proposed development, with a total of three (3) multiple dwellings, would generate approximately fifteen (15) vehicle trips per day.

This equates to the proposed development generating an approximate, additional 8.5 vehicle trips per day over and above that which would be expected on the site if a single detached dwelling was constructed. These additional 8.5 vehicle trips per day generated by the proposed development average out over the course of a twelve (12) hour day to an extra 0.7 trips per hour, over and above that of a single detached dwelling.

It is considered that the number of additional trips generated by the proposed development is not sufficient enough to cause any negative amenity impacts or heighten safety concerns over and above that which would have occurred if a single detached dwelling was constructed on the site.

**2. Car Parking**

All of the submissions raised concerns in relation to the additional car parking that the proposed development would create and the negative impact this would have on the cul-de-sac.

**Applicant's Response:**

As above for point 1.

**Officers Comments:**

It has already been addressed that the seven (7) car parking spaces to be provided on the site are sufficient enough to meet the anticipated requirements of the development and as a result, it is unlikely there will be any significant negative impacts on Webb Court in terms of congestion.

**3. Amenity**

All of the submitters raised concerns with regards to the negative amenity impacts (traffic, noise, lighting, privacy, overlooking, overshadowing etc.) that the proposed development would generate.

**Applicant's Response:**

*"Overlooking adjoining properties – The positioning of the buildings in the proposed development has taken into consideration any potential overlooking of adjoining properties. Units 2 & 3 back onto a wide drainage corridor and unit 1 backs onto a wide bio-retention*

*open space".*

**Officers Comments:**

Traffic:

Traffic impacts have been addressed and there are no significant impacts expected over and above that which would occur if a single detached dwelling was constructed on the lot.

Noise:

There is no evidence to support the fact that the proposed development will generate significant amounts more noise than that which would be expected to emanate from a single detached dwelling.

Lighting:

There is no evidence to support the fact that the proposed development will generate significant amounts more light than that which would be expected to emanate from a single detached dwelling. Furthermore, with regards to potential additional light from vehicles entering and exiting units 2 and 3, the applicant is agreeable to providing a no gaps 1.8m high fence and additional dense landscaping adjacent to the driveway. This will provide a buffer and ensure no light spill from headlights into the adjacent properties occurs.

Note that the garage and what appears to be the laundry abut the driveway on the site to the south-east and as a result, any light/noise that does emanate from vehicle movements into Units 2 and 3 will be further buffered before reaching any habitable rooms.

Privacy/Overlooking:

Lot 22 on SP218572 - West

One (1) bedroom and two (2) bathrooms of Unit 1 will overlook the private open space (POS) area of Lot 22 to the west. However, these windows are setback more than twelve (12) metres from the adjacent area of POS on Lot 22. This setback complies with the overlooking requirements outlined within the Draft Mackay Region Planning Scheme (the current scheme is silent on specific setbacks in relation to overlooking). On this basis, the potential overlooking is considered acceptable.

Lot 24 on SP218572 - South-East

Due to the positioning of the dwellings on site, no overlooking of the dwelling to the south (Lot 24) is expected. Moreover, the majority of the dwelling on Lot 24 is setback over six (6) metres from the common boundary with the subject site. Those areas of the dwelling which are setback less than six (6) metres include the garage and what appears to be the laundry and are therefore, non-habitable rooms. On this basis, the potential overlooking is considered acceptable.

Lot 51 on SP218572 - East

One (1) bedroom and the study nook of unit 3 will overlook the private open space area on

Lot 51 to the east. This window is setback from the adjacent lot by seven (7) metres. This is two (2) metres less than is required under the draft Mackay Region Planning Scheme. However, it will be conditioned that the bedroom window be treated with frosted glass, or some other screening measure, to ensure the privacy of the adjacent POS area on Lot 51 is maintained. This treatment would ensure compliance with the Draft Mackay Region Planning Scheme.

As the other two windows overlooking the adjacent POS area on Lot 51 area are from a non-habitable area (stairs), and an area which will likely not be occupied for length periods of time (study nook), it is recommended that additional screening measures on these windows are not necessary.

Therefore, given that all adjacent windows are setback appropriate distances and/or can be adequately screened, it is not considered the privacy of adjacent neighbours will be significantly impacted upon as a result of the proposed development.

#### **4. Refuse Collection**

All of the submissions raised the point there is not sufficient curb space for six (6) rubbish bins to be stored in front of the lot and as a result, they will likely be stored in front of the drainage corridor to the west which will in turn, impede stormwater drainage.

##### **Applicant's Response:**

*"Firstly I must point out that the verge outside an individual's property boundary is Council property and the property owner has no rights over the verge except insofar as maintenance is concerned where Council expects that land owners will maintain the verge.*

*The frontage of this site is relatively small at 10m wide and when the driveway crossover is taken out of the frontage there is very little verge left. In this case, the verge extending in front of the bio-retention area has no crossover and provides an opportunity for garbage bins to be stored for collection.*

*The bio-retention area is not a trafficable corridor so the temporary placement of garbage bins for collection once per week is unlikely to have any impact on the function of the bio-retention area or block access.*

*We are aware that existing residents will view the verge as their domain and will be hostile toward the proposed new residents encroaching into their domain. However garbage collection is a Council service and is undertaken in Councils property therefore the temporary placement of the garbage bins in front of a section of the bio-retention strip should be acceptable to Council".*

##### **Officers Comments:**

As per the applicant's response, the verge is council owned property as is the drainage corridor lot to the west. It is acknowledged that there is insufficient room for the bins to be stored at the front of the property. However, it is considered an acceptable outcome for the bins to be stored in front of the drainage lot to the west one (1) day a week. In reality, due to the narrow frontage of the lot, combined with the above ground infrastructure and street tree, it is likely that any bins associated with a single detached dwelling would also have had to have been stored in front of the drainage lot. In addition, the Draft Mackay Region Planning Scheme

requires that developments "*provides for efficient collection*" of rubbish bins. The storage of bins in front of the drainage corridor to the west is considered to meet this requirement.

The storage of bins in front of the drainage lot will also not significantly impede the flow of stormwater. The drainage lot to the west caters for an overland flow path for events in excess of Q<sub>5</sub>, which on average, occurs, every five (5) years. Therefore, the location of the bins in front of the drainage lot may impede a small amount of overland flow on average, once every five (5) years. This is considered an acceptable outcome.

#### **5. Density**

All of the submissions identified that the density proposed for the development was in excess of that permitted by the Planning Scheme for the Urban Residential Zone and not appropriately located in the Higher Density Zone.

##### **Applicant's Response:**

*"Density – Complies with Planning Scheme amendment @ 1 / 300sqm".*

##### **Officers Comments:**

The applicant is correct. The density of the proposed development complies with both the current Planning Scheme and the Draft Mackay Region Planning Scheme.

#### **6. Character/Streetscape**

A number of the submissions identified that there are no multiple dwellings within the estate and that the proposal is not in keeping with the character of the locality or existing streetscape.

##### **Applicant's Response:**

*"Two storey buildings inconsistent with built form – The proposal is for two storey buildings and the adjoining buildings are single storey. Whereas the proposal can be seen as being inconsistent with single storey buildings, we consider this to be irrelevant since a two storey building in any urban estate is normal and not contrary to any building code, planning scheme code or reasonable expectation"*

##### **Officers Comments:**

##### **Multiple Dwellings**

The proposed development only needs to comply with the Planning Scheme, of which it generally does. The fact there is no other multiple dwelling units within the estate is not a relevant planning ground (note that are approved, although yet to be constructed Dual Occupancies within the estate).

##### **Character/Streetscape**

It is acknowledged that the proposed two (2) storey development is out of character with the existing streetscape of Webb Court. However, as the applicant rightly points out, a two (2) story dwelling could have been built on the site as of right and the addition of a second story is not in conflict with the Planning Scheme or any building provisions. Furthermore, the locality is comprised of numerous two (2) storey dwellings within Premier Gardens Estate to the west and north-west and the older areas to the east.

**7. Non-Compliance with the Planning Scheme**

A number of the submissions identified that the proposed development had a number of conflicts with the Planning Scheme.

**Applicant's Response:**

No specific response provided by the applicant, although covered as part of other responses.

**Officers Comments:**

All of the conflicts with the current Mackay City Planning Scheme and Draft Mackay Region Planning Scheme have been discussed. During this discussion, it was outlined that these conflicts will not have any negative impacts and/or can be conditioned to be within acceptable levels. As a result, discretion can be appropriately exercised for these conflicts.

**8. Impact on Property Values**

A number of the submissions identified that if the proposed development was to proceed, it would negatively impact on the value of their property.

**Applicant's Response:**

No response provided by the applicant.

**Officers Comments:**

There is no evidence to support this fact and in addition, it is not a relevant planning ground. As a result, it is recommended that this point does not warrant any further discussion and does not form a sufficient enough ground to refuse the application.

**9. Stormwater**

One (1) of the submissions raised a concern that the development would generate additional stormwater flow onto their lot.

**Applicant's Response:**

No response provided by the applicant.

**Officers Comments:**

The proposed development would be conditioned to ensure this did not occur. Due to the amount of stormwater that would be captured by the development, the existing situation will likely be improved.

**10. General Comments**

Some of the submissions raised a number of other, general comments with regards to the proposed development. These are outlined below with a brief response from the Officer:

- *"Not suitable development for this estate"* - It has been established throughout this report that the site is suitable for the proposed development.

- *"if this goes ahead you are going to destroy this family community and break the family spirit in the cul-de-sac"* - There is no evidence to support this fact. The report has also demonstrated the impacts caused by the proposed development will be minimal.
- *"I will have to sell and move to another area to try and bring up our grand kids because of extra traffic"* - The report has demonstrated that the additional traffic generated by the proposed development will, on average, be an additional 0.7 trips per hour over and above that of a single detached dwelling. This is not considered a significant increase in traffic.
- *"These homes trying to get developed are not family orientated. These are developed for young couples not families"* - This is not a planning matter and rather discriminatory.
- *"There is an autistic child in the street who has little understanding of road and personal safety"*- The report has demonstrated that the additional traffic generated by the proposed development will be minimal and consequently, have very little negative impacts on safety within the cul-de-sac.
- *"The proposed development could ruin the character of the estate and would overwhelm it"* - The report has demonstrated that there will be minimal impact on the character of the locality which is already compromised of numerous two (2) storey dwellings.

**Applicant's Response:**

No response provided by the applicant.

**Submissions Summary**

The majority of the points raised by the submitters are valid concerns which many people would feel and experience if in the submitters situation. However, as it has been demonstrated throughout the report thus far, all of the points raised by the submitters:

- Will be within acceptable levels and only marginally worse than if a single detached dwelling house was constructed on the lot (traffic, car parking, safety, character, streetscape & refuse collection);
- Can be conditioned to comply with the Planning Scheme and Draft Mackay Region Planning Scheme (privacy, overlooking, noise, non-compliance with the Planning Scheme);
- Were incorrectly referenced against the Planning Scheme (density); or
- Are not relevant planning grounds (Impact on Property Values & General Comments).

As a result, it is recommended that the points raised by the submitters do not form sufficient enough grounds to warrant refusal of the application.

**RESOURCES IMPLICATIONS**

There are no resource implications for Council as a result of this recommendation.

## CONSULTATION

### External

The Assessment Manager has had two (2) general discussions with the submitters. Both discussions in general explained the process for lodging a submission and subsequent timeframes for a decision.

### Internal

The application was discussed with representatives from various Departments at the Development Assessment Review Team (DART) meeting on 9 April 2013 where the application was noted and generally supported. The application was to be brought back to DART if submissions were received.

As submissions were received, the application was again discussed at DART on 14 May 2013, where it was directed a Council report was required due to the type and number of submission received.

## CONCLUSION

The proposed development has been assessed in accordance with s314 of the *Sustainable Planning Act (2009)* and should be approved for the following reasons:

- The proposal generally complies with the Mackay City Planning Scheme and where it does not, there is suitable justification to exercise discretion, or appropriate conditions are able to be applied to minimise the impacts of any areas of non-compliance to within acceptable levels;
- The proposal is generally consistent with the Draft Mackay Region Planning Scheme;
- It has been demonstrated that the site is suitable for the proposal and located in a suitable location for multiple dwelling units;
- It has been demonstrated that the proposal will have minimal negative impacts on privacy, overlooking, noise and traffic and therefore, have a negligible impact on the amenity of adjacent residents within Webb Court;
- It has been demonstrated that the proposal will have minimal negative impact on the character of the locality which is already comprised with two (2) story dwellings;
- The points raised by the submitters do not warrant refusal of the application.

### **Officer Recommendation**

A. THAT Council approve the application for a Material Change of Use - Multiple Dwelling Units (3) at 7 Webb Court, Rural View, more formally described as Lot 23 on SP218572, subject to the following conditions:

1. Plan of Development

The approved Multiple Dwelling Units (3) must be completed and maintained generally in accordance with the Plan of Development (identified in the Table below) and supporting documentation which forms part of this application, except as otherwise specified by any condition of this approval.

<b>Job No / File No.</b>	<b>Title</b>	<b>Rev.</b>	<b>Sheet</b>	<b>Prepared by</b>	<b>Date</b>
3318/3319	Site Plan	B	02	Sandsky Developments	06.06.13
3318/3319	Lower Floor Plan Building 1	A	03	Sandsky Developments	11.03.13
3318/3319	Upper Floor Plan Building 1	A	04	Sandsky Developments	11.03.13
3318/3319	Elevations Building 1	- A	05	Sandsky Developments	11.03.13
3318/3319	Elevations Building 1	- A	06	Sandsky Developments	11.03.13
TBA	Lower Floor Plan Building 2	A	03	Sandsky Developments	14.11.12
TBA	Upper Floor Plan Building 1	B	04	Sandsky Developments	06.06.13
TBA	Elevations Building 2	- B	05	Sandsky Developments	06.06.13
TBA	Elevations Building 2	- A	06	Sandsky Developments	14.11.12
MLP2848	Detailed Landscape Plan	A	1 of 3	McLynskey Planners Pty Ltd	March 2013
MLP2848	Planting Schedule	B	2 of 3	McLynskey Planners Pty Ltd	March 2013
MLP2848	Soft Landscape Specification	B	3 of 3	McLynskey Planners Pty Ltd	March 2013

## 2. Amended Plans Required

Prior to the lodgement of the Operational Works - Compliance Permit (Private), the approved plans of development must be amended to comply with the following matters:

- a) Vehicle swept path diagrams demonstrating compliance with condition 10;
- b) The landscaping plans must be amended to comply with the updated site plan and in accordance with condition 22.

The amended plans must be submitted to and approved by Council.

## 3. Compliance with Conditions

All conditions must be complied with prior to the occupancy of the building for the approved use, unless specified in an individual condition.

4. Damage

Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

5. Compliance with Council Standards

All design and construction for the development must be in accordance with Council's Policies, Engineering Design Guidelines, Standard drawings and standard specifications.

6. Conflict between plans and written conditions

Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.

7. Notice of Intention to Commence the Use

Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use (please see attached notice for your completion).

8. Maintenance of Development

Maintain the approved development (including car parking, driveways and other external spaces) in accordance with the approved drawing(s) and/or documents, and any relevant Council engineering or other approval required by the conditions.

9. Invert Crossing

The invert crossing for access to Webb Court must be constructed in accordance with Council's Standard Drawing A3-773.

10. Visitor Car Park

A minimum of one (1) visitor car parking space must be provided on site, generally in accordance with the location shown on the approved plan. This space must not interfere with the ingress or egress from the garages or the second vehicle space in front of the garages of units 2 and 3.

Should this not be achievable, the visitor space must be moved further east to avoid conflict with the ingress and egress movements to/from Units 2 and 3.

11. Electricity and Telecommunications Services

The approved development must be provided with electricity and telecommunications infrastructure.

12. Lawful Point of Discharge

Downstream drainage to a lawful and practical point of discharge which has been nominated as the stormwater pit located in the north-eastern corner of the site (see attached Kempe Engineers Drawing No. KE3567:01:10, Amendment M).

13. Stormwater Drainage

a) Stormwater from the site (including roofwater) shall be collected within the property boundaries and discharged via an underground system to the stormwater pit located at the north-eastern corner of the site (see attached Kempe Engineers Drawing No. KE3567:01:10, Amendment M);

b) No approval is granted to connect the roof drainage outlet directly to the kerb and channel or other locations.

14. Ponding and Diversion of Stormwater

Ponding of stormwater resulting from the development must not occur on adjacent sites and stormwater formerly flowing onto the site must not be diverted onto other sites. The site shall be graded so that it is free draining.

15. Water Service

a) The existing 32mm dia. water service provided to the site (see attached Kempe Engineers Drawing No. KE3567:01:15, Amendment F) is to service Units 1 and 2 only and an additional 32mm dia. service must be provided to service Unit 3;

b) Alternatively, a new 63mm diameter water service can be provided to service all three (3) units. Should this option be chosen the existing 32mm dia. water service must be removed.

16. Sewer Services

The proposed development must connect to the existing reticulated sewer services provided to the subject site, as shown on Kempe Engineers Drawing No.KE3567:01:13, Amendment F).

17. Water Metering

Separate water meters must be provided for each dwelling unit.

18. Live Connections

Council's Water and Waste Services Department is to carry out all water connection and live sewer work at the developer's expense.

19. Sewers Policy

All building work is to comply with Council's Policy MW02 – "Building Over and Adjacent to Sewers".

20. Sewer Easement

Sewer easements must be provided in accordance with Council's Engineering Design Guideline – Planning Scheme Policy No. 15.14 "Sewerage System Design".

21. Floor Levels

The minimum habitable floor level of the proposed development must be higher than 225mm above ground level.

22. Landscaping

- a) All of the landscaping along the south-eastern boundary of the site must be semi-mature at the time of planting;
- b) In addition to the shrubs and groundcovers, a minimum of six (6) evenly spaced trees along this boundary must be planted. These trees must have a minimum height of two (2) metres at the time of planting and be capable of a maximum height of in excess of three (3) metres when fully grown;
- c) A minimum two (2) metre wide landscape strip must be planted along the entire frontage of the site, with the exception of any vehicle access points;
- d) No landscaping is to be planted within the existing covenant area at the rear of the site, within the current drainage easement or within any future sewerage easements on the site.

23. Completion of Landscaping

All of the landscaping works shown on the approved landscape plan must be completed before the development is occupied.

24. Maintenance of Landscaping

All of the landscaping on the site must be maintained and kept in a neat, tidy and weed free standard at all times.

25. Street Trees

If the existing street tree located on Webb Court, in front of the site, is required to be removed to allow for the construction of the invert crossing and/or driveway to the development, it must be relocated clear of the invert crossing

and/or driveway and replaced with a like for like (height, maturity, species etc.) replacement. Replacement must occur immediately after the completion of the works.

26. Fencing

- a) Any fencing along the frontage of the lot is to be a maximum height of 1.2 metres;
- b) The existing fencing along the south-eastern boundary of the site must be modified to create a no-gaps visual screen fence (see sketch 1 attached);
- c) The proposed fencing along the southern boundary of the private open space for unit 3 must also create a no-gaps visual screen fence (see sketch 1 attached).

27. Rain Water Tanks

- a) All rain water tanks must be located so as not to be visible from Webb Court and adjacent properties. Should this not be achievable, the rain water tanks must be screened, to the satisfaction of Council, so as to achieve this requirement;
- b) The rain water tanks must not protrude above the top of any fence line they may be placed against; and
- c) The pipe work from the house to the rain water tanks must be attached to the house.

28. Service Facilities Locations

Service facilities (clothes lines, gas bottles, air-condition units and the like) must not be visible from Webb Court. Should this not be achievable, the facilities are to be screened, to the satisfaction of Council, so as not to be visible from Webb Court.

29. No Nuisance to Adjoining Properties

All service equipment, lighting and air-conditioning units must be located so as not to cause a nuisance to neighbouring properties.

30. Waste Storage Area

The waste storage area must not cause a nuisance to neighbouring properties in accordance with the relevant provisions of the *Environmental Protection Act 1994* and *Environmental Protection Regulations 2008*.

31. Privacy/Overlooking

The eastern facing window of bedroom 1 in Unit 3 must be provided with frosted glass/translucent glazing or treated with some form of alternative, permanent screening device, of which must be first approved by Council.

B. THAT the applicant be provided with the following Assessment Manager Advice:

1. Local Laws

The approved development must comply with Council's current Local Laws under the *Local Government Act 2009*.

2. Hours of Work

It is the applicant/owner's responsibility to ensure compliance with Section 440R of the *Environmental Protection Act 1994*, which prohibits any construction, building and earthworks activities likely to cause audible noise (including the entry and departure of heavy vehicles) between the hours of 6:30pm and 6:30am from Monday to Saturday and at all times on Sundays or Public Holidays.

3. Dust Control

It is the applicant/owner's responsibility to ensure compliance with Section 319 -General Environmental Duty of the *Environmental Protection Act 1994*, which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

4. Sedimentation Control

It is the applicant/owner's responsibility to ensure compliance with Chapter 8, Part 3C of the *Environmental Protection Act 1994* to prevent soil erosion and contamination of the stormwater drainage system and waterways.

5. Noise During Construction and Noise in General

It is the applicant/owner's responsibility to ensure compliance with Chapter 8, Part 3B of the *Environmental Protection Act 1994*.

6. General Safety of Public During Construction

It is the principal contractor's responsibility to ensure compliance with Section 19(2) of the *Workplace Health and Safety Act 2011*. Section 19(2) states that a person conducting a business or undertaking must ensure that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

It is the responsibility of the person in control of the workplace to ensure compliance with Section 20 (2) of the *Work Health and Safety Act 2011*. Section 20 (2) states that the person in control of the workplace is obliged to

ensure that the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

7. Contaminated Land

It is strictly the applicant/owner's responsibility to source information regarding contaminated land from the Department of Environment and Heritage Protection, Contaminated Land Section as Council has not conducted detailed studies and does not hold detailed information pertaining to contaminated land.

8. Adopted Infrastructure Charges Notice

Pursuant to the *Sustainable Planning Act 2009* and the Draft State Planning Regulatory Provision (adopted charges) an Adopted Infrastructure Charges Notice relates to this Development Permit, and is attached.

Prior to making payment please contact Mackay Regional Council, Development Services, Business Support Unit to establish if any Development Incentive Policies apply to the development at the time the payment is made.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Perkins

Seconded Cr Walker

**CARRIED**

**9.6 NOTICE OF MOTION TO AMEND THE NATIONAL COMPETITION POLICY RESOLUTION**

**Author**     **Manager Business Services, Water & Waste**

**Purpose**

To amend Part 1 of the resolution adopted by Council on the 27<sup>th</sup> of June 2012, which resolved:

*"THAT Council:-*

- 1. Determines that the Water and Waste Water activity is a Type One (1) significant business activity and that the Minister be advised accordingly.*
  - Council resolves that a 'Public Benefit Assessment' be conducted for the Water and Waste Water activity.*
  - Council resolves that "Community Consultation on the Public Benefit Assessment" should include, but not be limited to:*
    - a statutory notice in local newspapers,*
    - public display of the report in Council libraries and offices, and,*

- *a single public meeting.*
- 2. *Determine that Waste Services will continue as a Type Two (2) significant business activity,*
- 3. *Determines that the code of competitive conduct should not apply to the Mackay Entertainment and Convention Centre activity for the 2012/2013 financial year, because Council considers that the costs of applying the code will outweigh the benefits, and the activity has significant non-commercial objectives, and*
- 4. *That Council does not conduct any other business activities or prescribed business activities."*

### **Background/Discussion**

In the financial year 2011/12, the Water & Sewerage Services business exceeded the threshold for a Type 1 Significant Business Activity. As such, Council adopted the above resolution to give effect to the resulting regulatory requirements.

A subsequent assessment of the level of commercialisation in relation to the revised regulatory requirements indicated that Water & Sewerage Services were operating at the highest level of commercialisation and a further Public Benefit Assessment (PBA) would yield very little benefit to the Council or the community.

This case was documented and submitted to the Department of Local Government seeking exemption from conducting a PBA. Please see attached Briefing Note and Summary of Outcomes. The Department of Local Government accepted the representations made and has exempted Council from the need to carry out a further PBA.

### **Officer's Recommendation**

THAT based on the exemption received from the Department of Local Government, Council resolve to amend the resolutions adopted on the 27<sup>th</sup> June 2012 to delete the following wording contained in Part 1 of the original resolution:

- *Council resolves that a 'Public Benefit Assessment' be conducted for the Water and Waste Water activity.*
- *Council resolves that "Community Consultation on the Public Benefit Assessment" should include, but not be limited to:*
  - *a statutory notice in local newspapers,*
  - *public display of the report in Council libraries and offices, and, a single public meeting.*

### **Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Steindl

**CARRIED**

**10. CONSIDERATION OF COMMITTEE REPORTS:****10.1 DRAFT NATURAL ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES - 11 JUNE 2013**

**File No** NEAC Minutes  
**Author** Coordinator Natural Environment

**Purpose**

To present to Council the draft Natural Environment Advisory Committee Meeting Minutes dated 11 June 2013, for consideration of committee recommendations.

**Officer's Recommendation**

THAT the draft Minutes for the Natural Environment Advisory Committee meeting dated 11 June 2013 be received.

AND THAT Council note the 'in principle' support of the Committee for the provision of funding for the Eungella research project if required.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Morgan**

**Seconded Cr Martin**

**CARRIED**

**10.2 DRAFT WALKING AND CYCLING ADVISORY COMMITTEE MEETING MINUTES - 21 JUNE 2013**

**File No** Walking and Cycling Advisory Committee  
**Author** Director Engineering Services

**Purpose**

To present to Council the draft Walking and Cycling Advisory Committee Meeting Minutes dated 3 June 2013, for information purposes.

**Officer's Recommendation**

THAT the draft Minutes of the Walking and Cycling Advisory Committee dated 3 June 2013 be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Steindl

**CARRIED**

**10.3      TRAFFIC ADVISORY COMMITTEE MEETING MINUTES - 21 JUNE 2013**

**File No      Advisory, Regulated Parking and Bicycle Advisory Committee**  
**Author      Manager Technical Services**

**Purpose**

To present to Council the draft Traffic Advisory Committee Meeting Minutes dated 21 June 2013, for consideration of committee recommendations.

**Officer's Recommendation**

THAT the draft Minutes for the Traffic Advisory Committee dated 21 June 2013 be received.

AND THAT three 2 hour morning peak hour intersection counts be performed with a view to making recommendations for the upgrade of the Gibsons Road, Horse and Jockey Road and Meadowlands Road intersection.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Bonaventura

**CARRIED**

**10.4      DRAFT MINUTES MACKAY MATSUURA SISTER CITY ADVISORY COMMITTEE****Author     Manager Community Development and Libraries****Purpose**

Attached is a copy of the draft minutes of the Mackay Matsuura Sister City Advisory Committee meeting held 3 June 2013, for information purposes.

**Officer's Recommendation**

THAT the minutes of the Mackay Matsuura Sister City Advisory Committee of 3 June 2013 be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Perkins****Seconded Cr Steindl****CARRIED****10.5      DRAFT MINUTES FIELDS OF DREAMS ADVISORY COMMITTEE****Author     Manager Property Services****Purpose**

Attached is a copy of the draft minutes of the Fields of Dreams Advisory Committee meeting held on 2 April 2013 for information purposes.

**Officer's Recommendation**

THAT the minutes of the Fields of Dreams Advisory Committee of 2 April 2013 be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Bonanno****Seconded Cr Martin****CARRIED**

**11. RECEIPT OF PETITIONS:**

Nil

**12. TENDERS:****12.1 MRC 2013-061 PREFERRED SUPPLIER ARRANGEMENT - SUPPLY AND DELIVERY OF CHEMICALS AND JANITORIAL PRODUCTS**

**File No** MRC 2013-061 Preferred Supplier Arrangements - Supply and Delivery of Chemicals and Janitorial Products

**Author** Manager Procurement and Plant

**Purpose**

To present to Council for approval tenders received for MRC 2013-061 Preferred Supplier Arrangement for the Supply and Delivery of Chemicals and Janitorial Products in accordance with *Section 233 of the Local Government Regulation 2012*.

**Background/Discussion**

Preferred Supplier Arrangements have proven to be a cost-effective means of supplying high usage goods utilised by Council's departments due to negating the requirements for quotes to be obtained for each purchase. The tendered prices are for items Free into Store (FIS) which provide emergency and programmed supply to all Council departments.

If quotes were required to be obtained as stipulated under the *Local Government Regulation 2012*, this would cause considerable delays in the delivery of Council services as well as not achieving competitive market rates due to the economies of scale achieved by aggregating demand.

The current Preferred Supplier Arrangement expired on the 30<sup>th</sup> June 2013. The proposed commencement date for this contract is the 8<sup>th</sup> July 2013, for a twenty-four (24) month term with an option of a twelve (12) months extension.

The contract provides for rise and fall of the schedule of rates after each twelve (12) month period. Approval of claims for rise and fall is subject to the provision of sufficient supporting evidence being provided to Council, one month prior to each notice period.

Tenders were invited on the 23<sup>rd</sup> March 2013, via Council's website and advertised locally in the Daily Mercury seeking submissions from suitable suppliers for the Supply and Delivery of Chemicals and Janitorial Products.

The following responses were received by the closing date of Tuesday 16 April 2013:

- |                               |              |
|-------------------------------|--------------|
| a) J. Blackwood & Son Pty Ltd | Local branch |
| b) Bunzl Outsourcing Services | Local branch |

- |   |                  |
|---|------------------|
| c) Curtis Maintenance & Solutions   | Local Business   |
| d) EBOS Group Pty Ltd   | Kingsgrove based |
| e) Hampic Pty Ltd Trading as Cyndan Chemicals   | Warriwood based  |
| f) McEwans Services Pty Ltd ATF the K & E Family<br>Trust T/as Mackay Cleaning Supplies | Local Business   |
| g) McGinns Engineering Supplies   | Local Business   |
| h) Minehan Agencies Pty Ltd   | Townsville based |
| i) NQ Cleaning and Paints   | Local Business   |
| j) Reward Distribution  | Local Business   |
| k) Staples Australia Pty Limited  | Multi-national   |

Late responses were received from:

- |                         |               |
|-------------------------|---------------|
| a) A1 Chemicals Pty Ltd | Padstow based |
| b) Barrell Chemicals    | Gympie based  |

An initial compliance check was conducted by the evaluation Panel on the 29<sup>th</sup> May 2013 to identify conforming submissions. This included compliance with contractual requirement and provision of requested information.

Pursuant to Clause 11 of the Conditions of Tender, the evaluation panel approved the consideration of the late responses received.

The tender responses were evaluated on the following criteria as advised in the Request for Tender:

- |                    |     |
|--------------------|-----|
| a) Value for Money | 90% |
| b) Local Content   | 10% |

Value for money pricing was considered one of the higher ranked factors including the ability to supply a quality product.

In some instances, the Panel recommended items that have provided a high degree of operational performance. Items included within this category are:

- a) Global Spill Control "Global Peat" Biologically active 28 Litres
- b) Bin Liner Garbage 240 litres Extra Heavy Duty black
- c) Citro Kleen Multi Purpose Cleaner Trigger pack 500ml
- d) Citro Kleen Multi Purpose Cleaner Bulk Pack 5 Litres
- e) Deodorant & Sanitiser 15 Litres
- f) Graffiti Wipes
- g) Graffiti Removal - Vandals Nightmare - Sensi Safe - 5 Litres
- h) Graffiti Removal - Vandals Nightmare - Strip it - 5 Litres
- i) Grill and Over Cleaner - (Food Grade) 15 Litres
- j) Hand Cleaner Heavy Duty Cream 4kg
- k) Toilet & Ceramic Cleanser

The following items were removed from the evaluation, for the reasons as detailed below:

1. Granulated Clay 25kg
2. Chlorine Tablets - Steadichlor NS 5 kg

Item 1 was not tendered on.

Due to the nature of the intended use for Item 2 - Chlorine Tables i.e. use in Council's water supply together with the proven high degree of operational performance of the current product, all submissions received offering alternative products were not recommended and this product has been excluded from the contract.

### **Consultation and Communication**

Prior to releasing the Request for Tender, all operational programs were consulted, to ensure all requirements were specified in the tender documentation.

The evaluation of the tender was conducted by:

- |                                 |                              |
|---------------------------------|------------------------------|
| • Parks Maintenance Coordinator | Parks and Environment        |
| • Assistant Precinct Manger     | Convention Precinct & Events |
| • Project Technical Officer     | Property Services            |
| • Contracts Officer             | Procurement and Plant        |

### **Resource Implications**

The total value of the contract MRC 2013-061 Preferred Supplier Arrangement for the Supply and Delivery of Chemicals and Janitorial Products, if awarded as recommended is approximately \$452,280.45 (Excl GST) for the twenty-four (24) month period based on the estimated annual usage.

The total value of the last contract based on the same usage figures was \$467,341.48 (Excl GST).

This is a decrease of approximately 3.33% on the last contract period.

### **Risk Management Implications**

The recommended tenderers are required to provide all relevant insurances, provision of Safety Data Sheets (SDS) and compliances prior to the execution of their contract.

The conditions of contract provide sufficient remedies to Council based on the risk profile of the goods and being provided.

### **Conclusion**

It is recommended that MRC 2013-061 Preferred Supplier Arrangement for the Supply and Delivery of Chemicals and Janitorial Products for a twenty-four (24) month period with the option of a twelve (12) month extension and with the availability for the provision of rise and fall after each twelve (12) month period, be awarded as follows:

- |                              |          |
|------------------------------|----------|
| • A1 Chemicals Pty Ltd       | 3 items  |
| • J. Blackwood & Son Pty Ltd | 19 Items |

• Bunzl Outsourcing Services	15 Items
• Curtis Maintenance & Solutions	3 Items
• Hampic Pty Ltd Trading as Cyndan Chemicals	7 Items
• McEwans Services Pty Ltd ATF the K & E Family Trust T/as Mackay Cleaning Supplies	6 Items
• McGinns Engineering Supplies	3 Items
• Minehan Agencies Pty Ltd	23 items
• NQ Cleaning and Paints	20 items
• Reward Distribution	14 items
• Staples Australia Pty Limited	7 items
• Items Removed	2 items

### Officer's Recommendation

THAT MRC 2013-061 Preferred Supplier Arrangements for the Supply and Delivery of Chemicals and Janitorial Products for a twenty-four (24) month period with the option of a twelve (12) month extension and with the availability for the provision of rise and fall after each twelve (12) month period, be awarded as follows:

• A1 Chemicals Pty Ltd	3 items
• J. Blackwood & Son Pty Ltd	19 Items
• Bunzl Outsourcing Services	15 Items
• Curtis Maintenance & Solutions	3 Items
• Hampic Pty Ltd Trading as Cyndan Chemicals	7 Items
• McEwans Services Pty Ltd ATF the K & E Family Trust T/as Mackay Cleaning Supplies	6 Items
• McGinns Engineering Supplies	3 Items
• Minehan Agencies Pty Ltd	23 items
• NQ Cleaning and Paints	20 items
• Reward Distribution	14 items
• Staples Australia Pty Limited	7 items

### Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Perkins

**CARRIED**

### 13. CONSIDERATION OF NOTIFIED MOTIONS

Nil

**14. LATE BUSINESS:****14.1 HONOURING THE PAST - SECURING THE FUTURE**

The Mayor attended the Mackay Foundation launch of Honouring the Past - Securing the Future Project on Tuesday 2 July 2013. This project was started by Ray Braithwaite and will be recognising the contributions made to the region by residents. The information collected will be on display to the public in the Carmel Davis Room. All donations are tax deductible and all of the funds raised will be kept and only the interest will be spent.

**14.2 2013 FESTIVAL OF THE ARTS**

Cr Bonanno reminded everyone that the 2013 Festival of the Arts will launch on Friday 5 July for a period of 16 days with over 30 different events, including comedy, music and theatre, on offer to the public.

**15. PUBLIC PARTICIPATION:**

Mrs Debbie Beikoff, Mr John Paterson, Mrs Jackie Gall and Mrs Leanne Benson spoke to the report on today's agenda, Item 9.5 Material Change of Use - Multiple Dwelling Units (3) - Sandsky Development - 7 Webb Court, Rural View (DA-2013-102) and raised some concerns they have in relation to this project. The Mayor, Director of Engineering, Director of Development Services and Planning Officer answered the residents' questions and explained the reasons why the recommendation to Council was what it is. The Director of Development Services agreed to meet with the residents after the meeting to discuss this matter further.

**16. CONFIDENTIAL REPORTS:****16.1 MILTON STREET DRAINAGE RESUMPTION - LOT 2 ON SP239835**

**Confidential**

**Council Recommendation**

THAT Council resolve to issue a Notice of Intention to Resume for drainage easement purposes upon the Owner of Lot 2 on SP239835 known as Lot 2 Milton Street, Paget for an area of 3.5156 hectares as shown on Milton Street Proposed Easement Drawings.

Moved Cr Casey

Seconded Cr Bonanno

**CARRIED**

**16.2** PLANNING & ENVIRONMENT COURT APPLICATION NO. 2129 OF 2013  
- AV JENNINGS MACKAY PTY LTD - 910 KELLYS ROAD,  
WALKERSTON (256521-910, DA-2010-279)

**Confidential**

**Council Recommendation**

THAT the Chief Executive Officer and Director Development Services be delegated to:

- A. Retain legal representation and appropriate experts as required.
- B. Settle the appeal in consultation with the Mayor and/or Planning Portfolio Councillor should an acceptable solution arise.

**Moved Cr Perkins**

**Seconded Cr Bonaventura**

**CARRIED**

**16.3** PLANNING & ENVIRONMENT COURT APPEAL NO. 61 OF 2013 -  
MARIO GEORGE LEOTTA AND ENID ANNE LEOTTA - 1 & 3  
LEICHHARDT ROAD, MIRANI (718791-1, 188769-3, DA-2012-139)

**Confidential**

**Council Recommendation**

THAT the Chief Executive Officer and Director Development Services be delegated to:

- A. Retain legal representation and appropriate experts as required.
- B. Settle the appeal in consultation with the Mayor and/or Planning Portfolio Councillor should an acceptable solution arise.

**Moved Cr Perkins**

**Seconded Cr Bonanno**

**CARRIED**

## 16.4 ROADMAP TO ORGANISATIONAL EXCELLENCE

**Confidential**

### Council Resolution

THAT Council endorse the Chief Executive Officer to further progress the actions within this report.

Moved Cr Casey

Seconded Cr Martin

**CARRIED**

## 17. MEETING CLOSURE

The meeting closed at 11.07 am.

## 18. FOR INFORMATION ONLY

### 18.1 DEVELOPMENT APPLICATION INFORMATION - 17.06.13 TO 23.06.13

For Council Information Only - No Decision Required.

#### Development Applications Received

App no	Code / Impact	Address	Applicant	Description	Officer
CAC-2013-208		15 English Street, SOUTH MACKAY	Alpha Blue Pty Ltd	Combined Application - Reconfiguration of a Lot (1 Higher Density Lot into 3 Lots) and Material Change of Use (2 x Dwelling House in Flood & Inundation Overlay)	Brogan Jones
CON-2013-147		21 Marine Parade, LAGUNA QUAYS	Dolph A Lossberg	Building Work - Boundary Setback for Carport	Brogan Jones
CON-2013-148		48 Galleon Circuit, SHOAL POINT	MJ Arthurs Pty Ltd	Building Works - Boundary Setback for House	Matthew Ingram
MCUC-2013-206	Code	255 Evan Street, SOUTH MACKAY	Karen L Howlett and Carolyn L Ritchie	Material Change of Use - Home Based Business (Psychology/Hypnosis Practice)	Brogan Jones
MCUC-2013-209	Code	33 Norris Street, MACKAY	Kevin J Abbott and Donna L Abbott	Dwelling House (Higher Density Residential Zone & Flood and Inundation Overlay Code) & Dependant Persons' Accommodation	Matthew Ingram
MCUC-2013-210	Code	21-27 Gateway Drive, PAGET	AG (CQ) Pty Ltd	General Industry (2 Stages)	Brogan Jones
MCUI-2013-207	Impact	55 Cinnamon Drive, GLENELLA	Sandsky Developments	Multiple Dwelling Units (4)	Julie Brook
ROLC-2013-211	Code	12 Beaconsfield Road, BEACONSFIELD	Amrock Homes Pty Ltd	1 Urban Residential Lot into 3 Lots	Helle Jorgensen Smith

## Development Applications Entering Decision Making Period

App Number	Code / Impact	Address	Applicant	Description	Officer
MCUC-2013-188	Code	18 Westaway Crescent ANDERGROVE	Trinity Property Consultants Pty Ltd	Dual Occupancy	Andrea McPherson
MCUC-2013-209	Code	33 Norris Street MACKAY	Kevin J Abbott and Donna L Abbott	Dwelling House (Higher Density Residential Zone & Flood and Inundation Overlay Code) & Dependant Persons' Accommodation	Matthew Ingram
MCUC-2013-47	Code	35 Jackson Street SARINA	Sandsky Developments	Dual Occupancy	Josephine McCann
MCUI-2012-290	Impact	28 Bourke Street BLACKS BEACH	Alastair K Lang and Denise A Lang	Dual Occupancy	Julie Brook

## Development Applications Finalised

App No	Code / Impact	Location	Applicant	Description	Officer
<b>Approved Subject to Conditions</b>					
CAC-ASPA-2013/101		13A Bucasia Esplanade BUCASIA QLD 4750	Robert Wesseling and Mandy J Wesseling	Material Change of Use (Dual Occupancy) & Reconfiguration of a Lot (1 Urban Residential Lot into 2 Lots)	Brogan Jones
CA-IDAS-2004/224C		Pugsley Street WALKERSTON QLD 4751	Independent Earthmoving Contractors	Request to Extend Currency Period - Combined Application for Material Change of Use - Impact Assessment and Reconfiguration of 10 Rural Lots to create 26 urban residential lots plus balance lot.	Darryl Bibay
CON-ASPA-2013/131		42 Redcliffe Avenue SEAFORTH QLD 4741	Shane L Morrison	Building Work - Boundary Setback for Garage	Andrea McPherson
CON-ASPA-2013/134		4 Patricia Circuit MIRANI QLD 4754	Cavalier Homes (Mackay) Pty Ltd	Building Work - Boundary Setback for Dwelling House	Andrea McPherson
CON-ASPA-2013/137		15 Somerset Drive ANDERGROVE QLD 4740	Eastcoast Building Approvals	Building Work - Boundary Setback for Dwelling House	Andrea McPherson
CON-ASPA-2013/141		68 Dawson Boulevard RURAL VIEW QLD 4740	Tribeca Homes Pty Ltd	Building Work - Boundary Setback for House	Helle Jorgensen Smith
CON-ASPA-2013/143		7 Cassia Street BEACONSFIELD QLD 4740	Sherry M Harvey	Building Work - Boundary Setback for Shed	John Caldwell
CON-ASPA-2013/144		1 Marlin Court ANDERGROVE QLD 4740	Totalspan Mackay	Building Work - Boundary Setback for Carport	Andrea McPherson
MCUC-ASPA-2013/113	Code	89-91 Marlborough-Sarina Road SARINA QLD 4737	Gordon T Beveridge and Debra M Beveridge	Host Home Accomodation	Helle Jorgensen Smith
MCUC-ASPA-2013/143	Code	61 Hinze Circuit RURAL VIEW QLD 4740	Bay Investment Trust	Dual Occupancy	Andrea McPherson
MCUC-ASPA-2013/148	Code	158 Horse & Jockey Road RACECOURSE QLD 4740	Joanne I Stewart	Dwelling House (Flood and Inundation Overlay) and Residential Storage Shed (Non-compliance with the applicable code)	Andrea McPherson
MCUC-ASPA-2013/152	Code	41 Avalon Drive RURAL VIEW QLD 4740	Sandsky Developments	Dual Occupancy	Kathryn Goodman
MCUC-ASPA-2013/172	Code	73 Cinnamon Drive GLENELLA QLD 4740	Dani Buchanan	Dwelling House (Steep Land Overlay)	Andrea McPherson

App No	Code / Impact	Location	Applicant	Description	Officer
MCUC- ASPA- 2013/184	Code	L 902 Dawson Boulevard RURAL VIEW QLD 4740	Sandsky Developments	Dual Occupancy	Josephine McCann
MCUC- ASPA- 2013/186	Code	L 902 Dawson Boulevard RURAL VIEW QLD 4740	Sandsky Developments	Dual Occupancy	Josephine McCann
MCUI- ASPA- 2012/455	Impact	20 Davey Street GLENELLA QLD 4740	Broadplan Property Consultants	Multiple Dwelling Units - 3 units (existing dwelling and two new units)	Darryl Bibay
ROLC- ASPA- 2012/251	Code	122-126 Kellys Road WALKERSTON QLD 4751	AV Jennings Mackay Pty Ltd	2 Urban Expansion Lots into 97 Lots, Parkland & 1 Balance Lot - Glenrowan Estate - Stages 8, 9 & 10	Darryl Bibay
ROLC- ASPA- 2013/174	Code	3 Wattle Street ANDERGROVE QLD 4740	Capita Asset Management Pty Ltd	1 Urban Residential Lot into 18 Lots (17 Residential lots and 1 Drainage Lot)	Julie Brook

Confirmed on Thursday 11 July 2013

.....  
MAYOR

**APPENDIX / ATTACHMENTS**



# Engineering Services

Monthly Review > May 2013

**CONTENTS**

**OVERVIEW..... 3**

**CIVIL PROJECTS..... 5**

**CVIL OPERATIONS..... 13**

**TECHNICAL SERVICES..... 18**

**PARKS AND ENVIRONMENT..... 23**

**EMERGENCY MANAGEMENT..... 39**

**PROGRAM SUPPORT..... 44**

    > **COMMUNITY ENGAGEMENT..... 44**

    > **BUSINESS IMPROVEMENT..... 45**

    > **CUSTOMER SERVICE..... 47**

    > **SAFETY..... 47**

## OVERVIEW

### Civil Projects

Significant progress was made during the month of May. Contracts were awarded for Shakespeare Street and Heinrich and Zammit Streets. Tenders for two multi road NDRRA pavement rehabilitation projects were released, closing mid June.

Construction works on the Active Towns group of projects commenced including the Blue Water Trail extension, River Street to the boat ramp, and the Cross City link along the old rail corridor adjacent to Paradise Street.

Rosewood Drive construction / reconstruction (access to the new Northern Beaches High School) is nearing completion as is the rehabilitation to Glenpark, Juliet and Bridge Roads.

### Civil Operations

May has been a very productive month for all operational areas within Civil Operations. Favourable working conditions have contributed to good outcomes being achieved. The gravel road grading crews are continuing work on unsealed road maintenance tasks, predominantly in preparation for the crushing season.

352 customer requests were received for the month of May and 379 requests were actioned as complete, addressing some of the backlog of requests.

Bridge rehabilitation works were completed at Barron Creek Bridge on Calen - Mt. Charlton Road and Olivetti's Bridge on Kinnears Road, Bloomsbury. Rehabilitation of Wesches Bridge on Berri Werri - Cattle Creek Road is nearing completion.

Open drain re-silting/re-profiling works are in progress in the Hoey Street drain and similar works are scheduled for the works on the Slade Esplanade drain in Slade Point. The scheduled works will be completed prior to the end of financial year.

### Technical Services

Ongoing delivery of Capital Works program for 12/13, 13/14 financial years and Saturation Damage Design projects for the 2010/11 and 2012 NDRRA events continues on program. In addition staff are participating in generating and delivering projects under a number of programs from internal demands as well as other externally funded program such as the CBD revitalisation, Public Realm strategy and Active Towns program.

### Parks & Environment

The Manager Parks and Environment attended the Local Government Managers Australia (LGMA) national congress in Hobart. The theme for the congress was 'Great Society - What is local government's role?' One of the concurrent sessions discussed indicators of a great society and how to measure the social, economic and environmental sustainability of new developments on neighbourhoods to precincts. The Green Building Council of Australia (GBCA) has an assessment rating tool which has been developed in close collaboration with the market, including all three tiers of government, public and private sector developers, professional services providers, academia, product manufacturers and suppliers and other industry stakeholder groups.

The GBCA's Green Star - Communities rating tool contains 38 credits across five sustainability categories (plus innovation) for the planning, design and delivery of sustainable communities. The PILOT rating tool assesses the sustainability performance of projects' planning, design and construction outcomes against the following categories:

- Governance
- Design
- **Liveability**
- Economic Prosperity
- Environment
- Innovation

In addition, the Green Star - Communities PILOT program will support the planning, design and delivery of communities, precincts and neighbourhoods that prioritise environmental sustainability, such as minimising energy and water consumption, reducing dependence on motor vehicles and addressing broader issues such as economic prosperity, **liveability** and community health and wellbeing.

This initiative from the national LGMA Congress will be further investigated by Council's Management team for consideration of the programs applicability to Mackay and subsequent review by Council.

#### **Emergency Management**

The Emergency Management team focused on the Emergency Management/State Emergency Service Review as well as providing feedback on the final round of consultation for the Interim Queensland Public Cyclone Shelters Operations Guidelines. Work was also progressed on the Evacuation Operational Plan.

Nominations were called for Council staff to assist with the management of the Northern Beaches Public Cyclone Shelter. A number of roles are available to staff which, when filled, will form the essential Cyclone Shelter Management Team. Nominations closed on 3 June.

#### **Program Support**

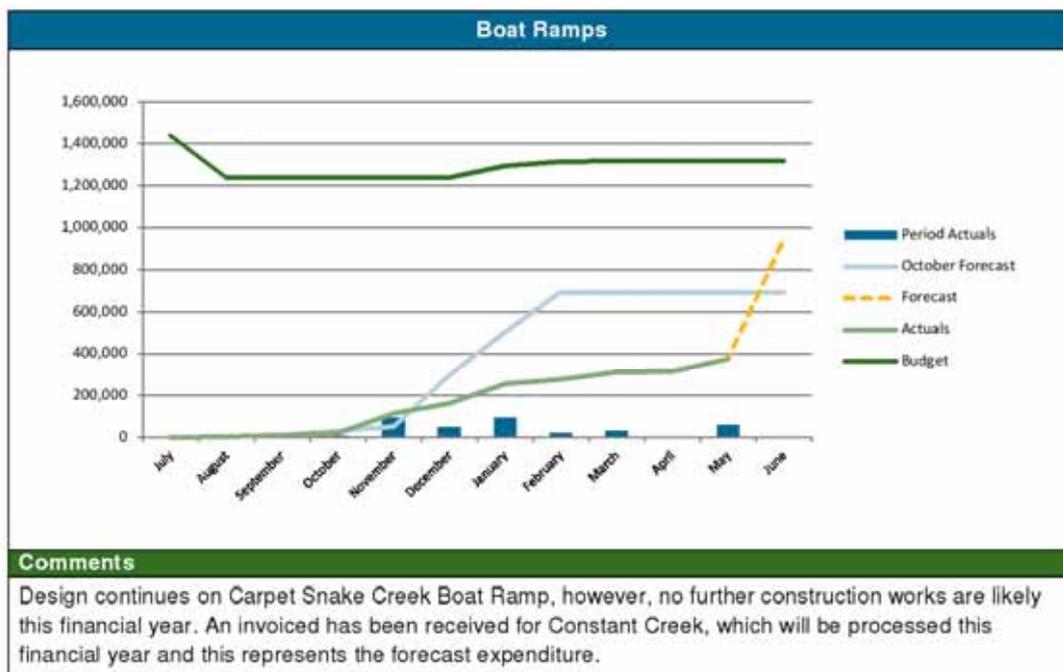
Aurecon has been awarded the contract to undertake the review of council's road design, construction and maintenance policies and processes. The three-month contract is planned to begin in early July. The review of Emergency Management and SES Operations is well underway and on-schedule to be completed by 30 June.

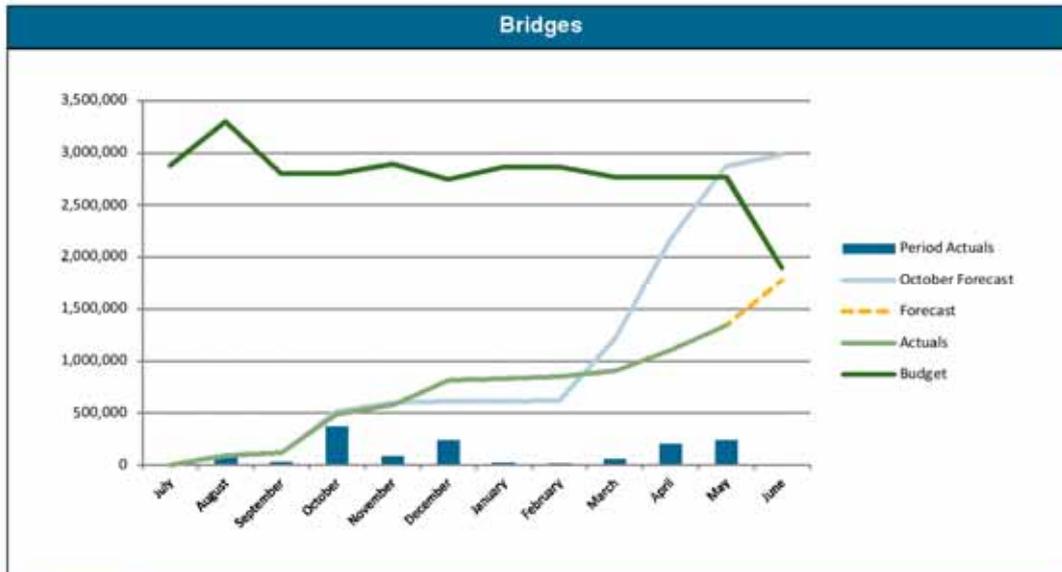


Stuart Holley

**Director Engineering Services**

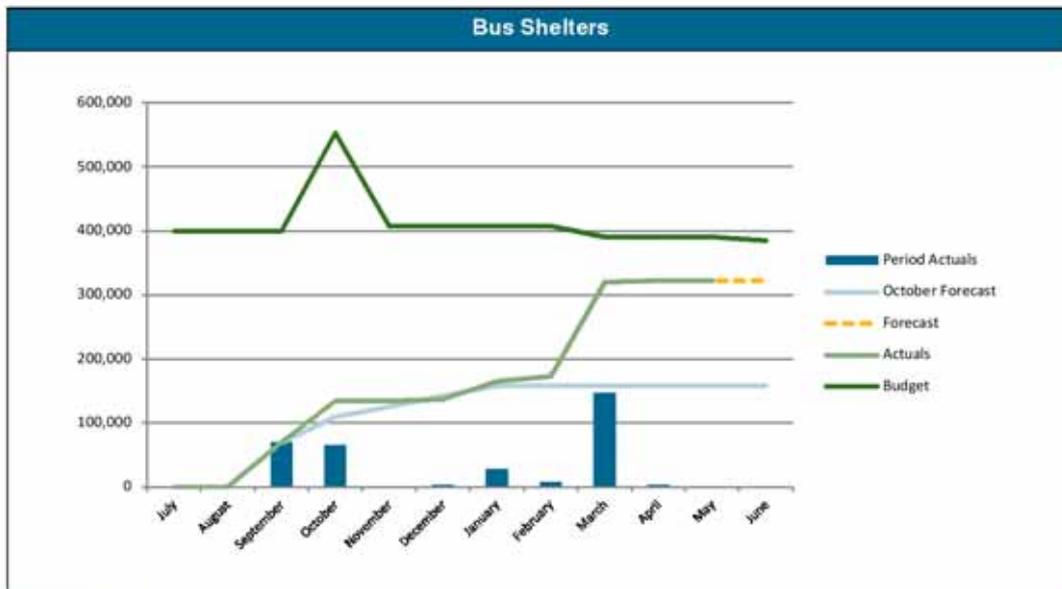
**CIVIL PROJECTS**





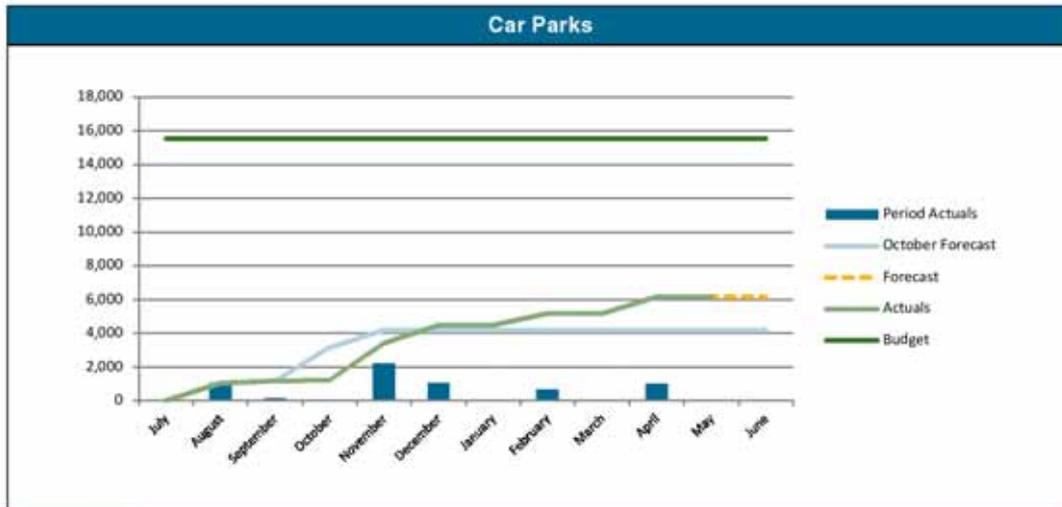
**Comments**

As part of the March review funds for Murray Creek Causeway on Rostrollas Road have been reduced as this project has been deferred. The bridge structure over Silver Creek on Cappellos Road is complete and the road approaches will be undertaken in June/July. The contract for East Funnel Creek has been awarded, however significant expenditure this financial year is unlikely.

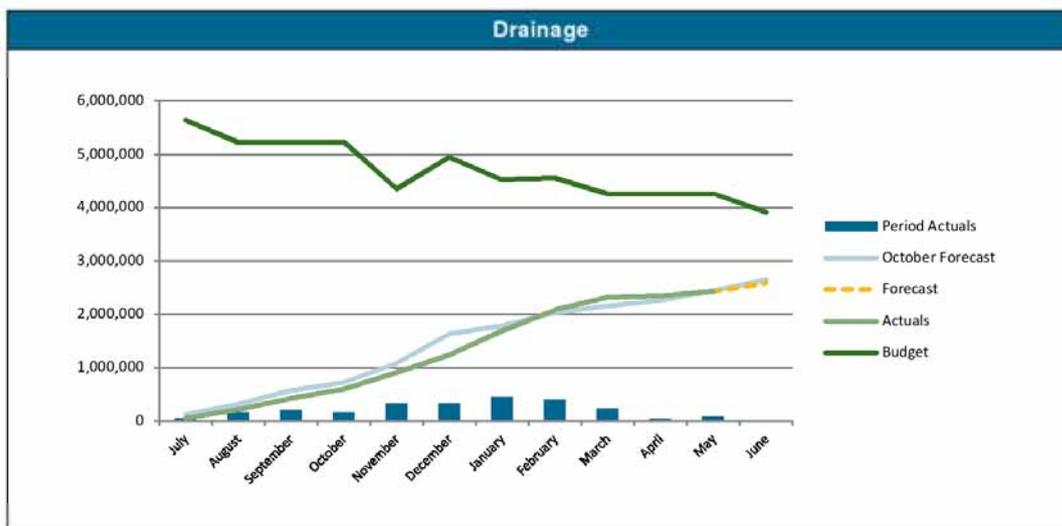


**Comments**

These works are completed.

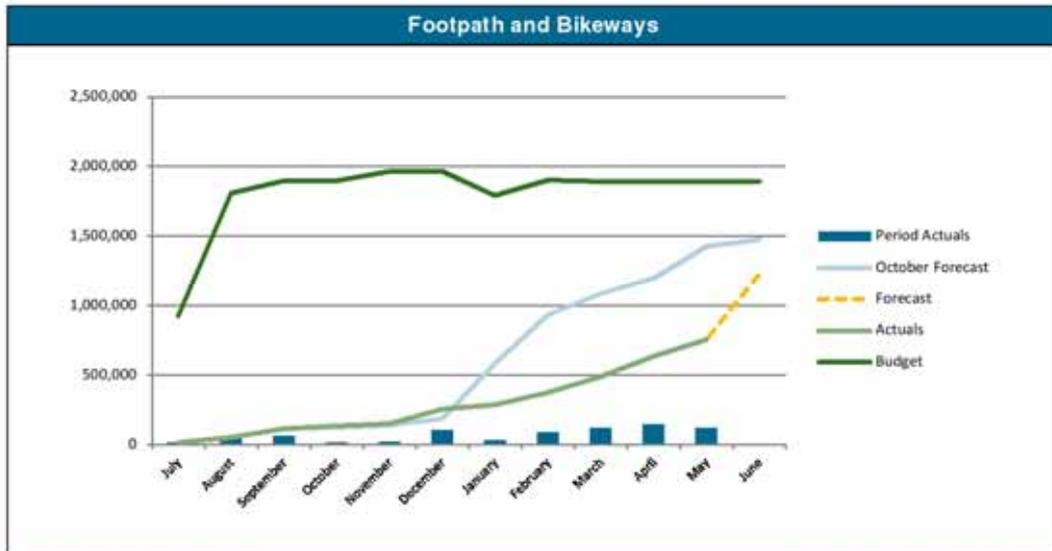


**Comments**  
 This sub program is for "unplanned" car park works that eventuate during the financial year and is funded progressively. All works identified have been completed.



**Comments**  
 Under expenditure for this program is approximately \$1.3M. This is represented by:

- \$520K for drainage works downstream of Bold Street which has remained saturated since design was complete. This will be programmed for early next financial year.
- \$300K for refurbishment of drainage systems in Slade Point which is currently still in design.
- \$150K for land acquisition for the Milton Street drainage system which may eventuate but has not been forecast due to the nature of gaining agreement with external parties.
- \$300K saving on the Boundary Road detention basin.



**Comments**

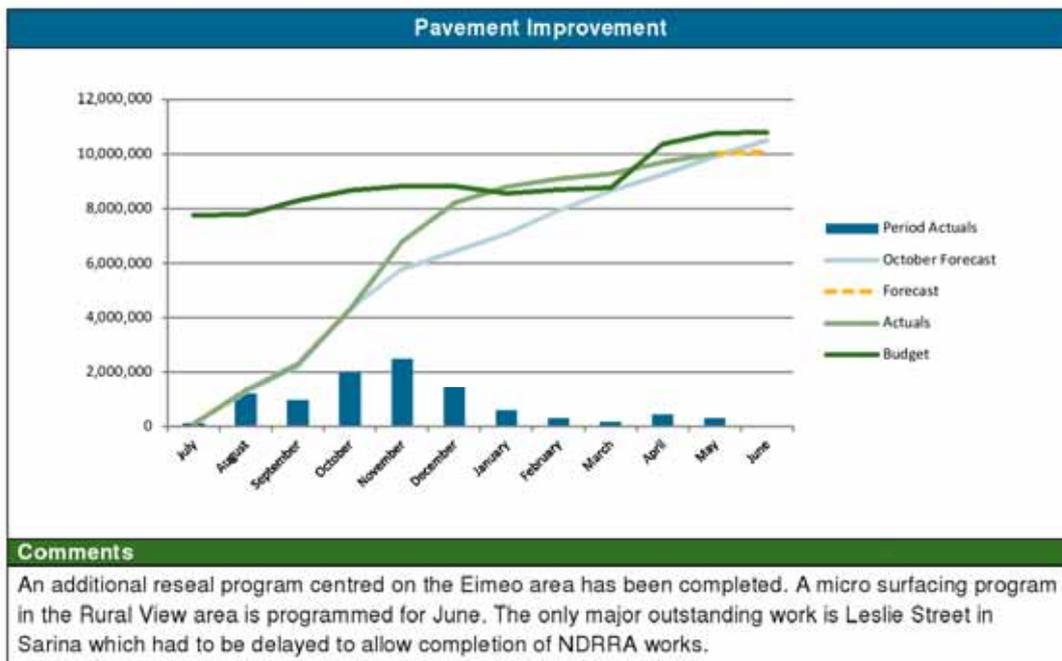
A significant number of projects are currently underway with June expenditure expended to ramp up to approximately \$400K.

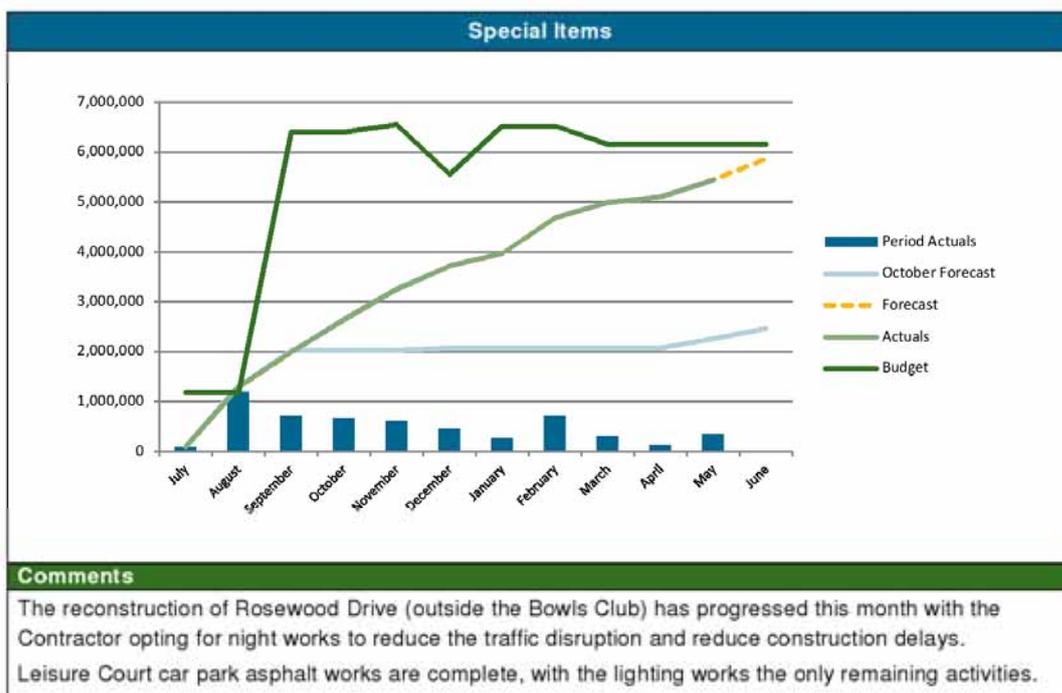
Generally projects are committed with the exception of approximately \$300K of projects that have been combined with adjacent road projects that are either in design or are part of a NDRRA program that is being finalised.

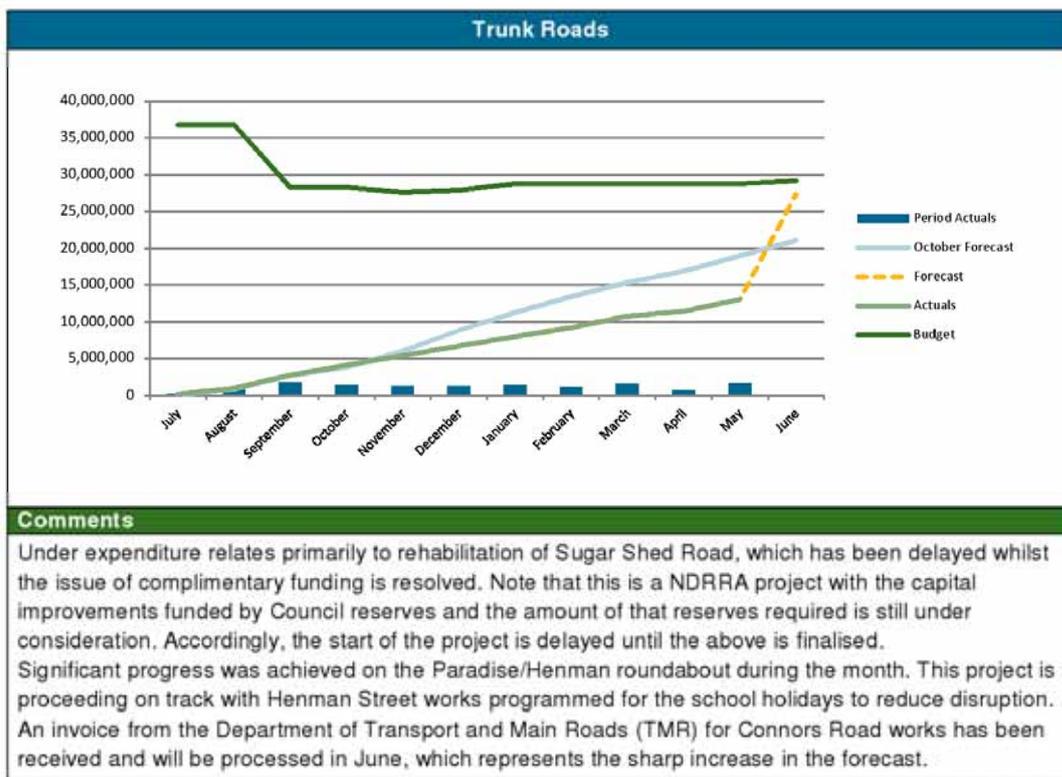
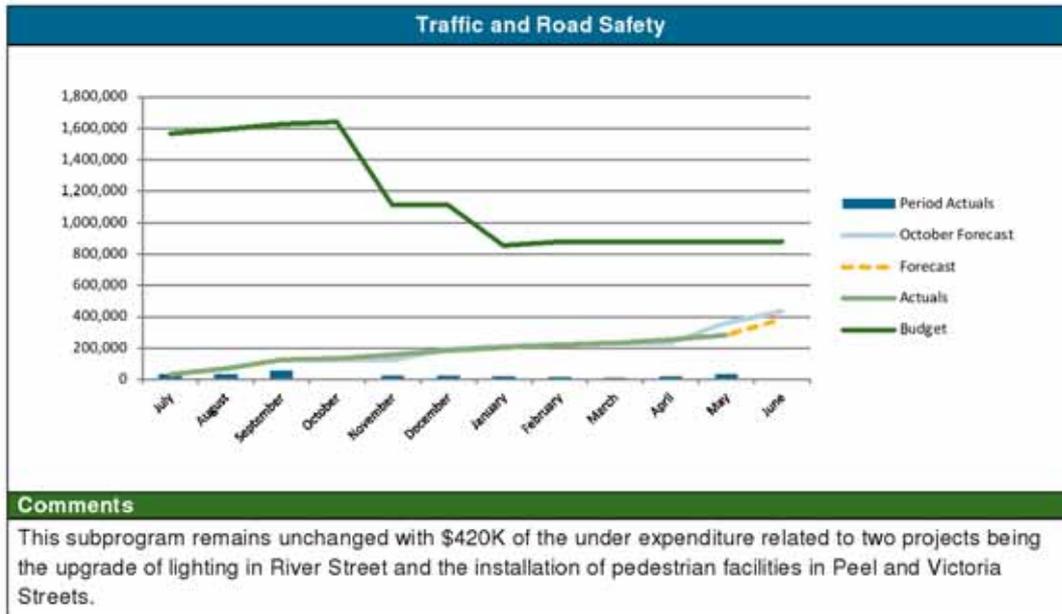


**Comments**

Additional funds were added to accommodate the Hill End Road (Highway to Davies Street) project which has been brought forward to this financial year. A series of projects were delayed due to Council's day-works crews being reassigned to complete NDRRA projects that have tied funding.

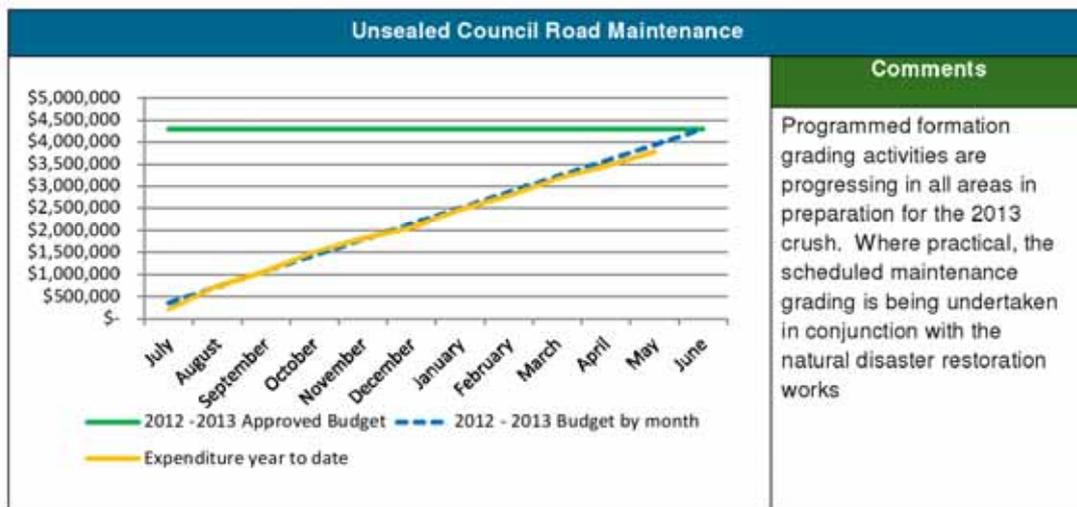
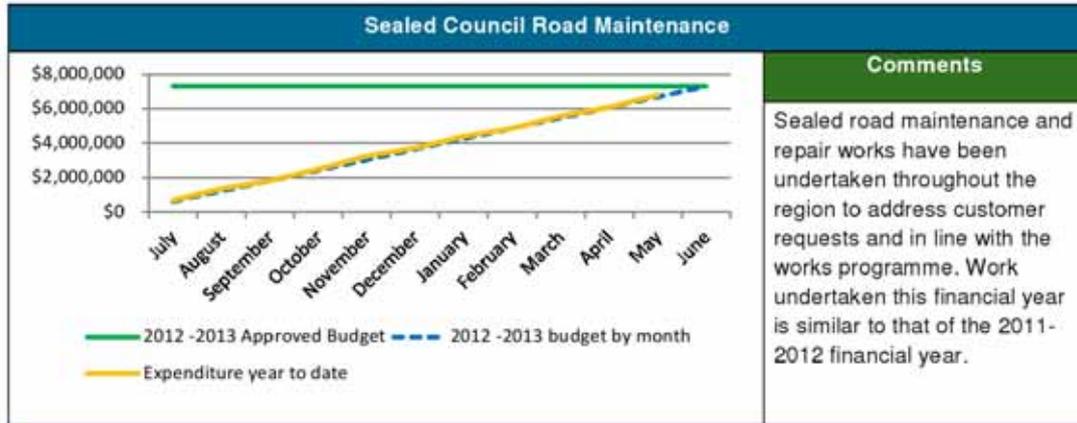


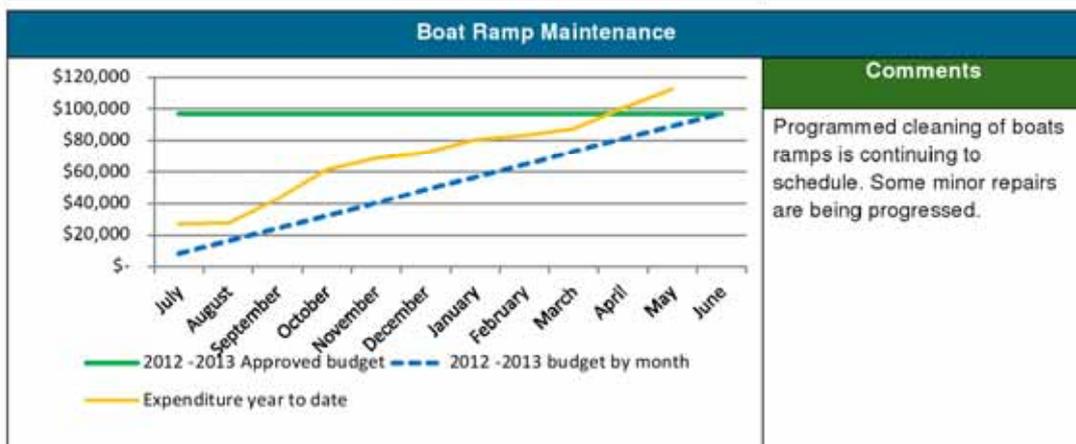
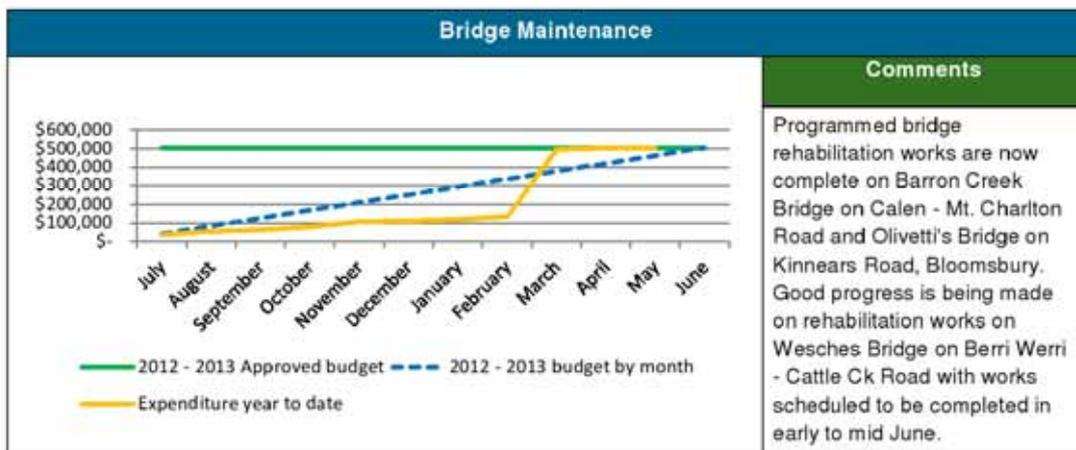
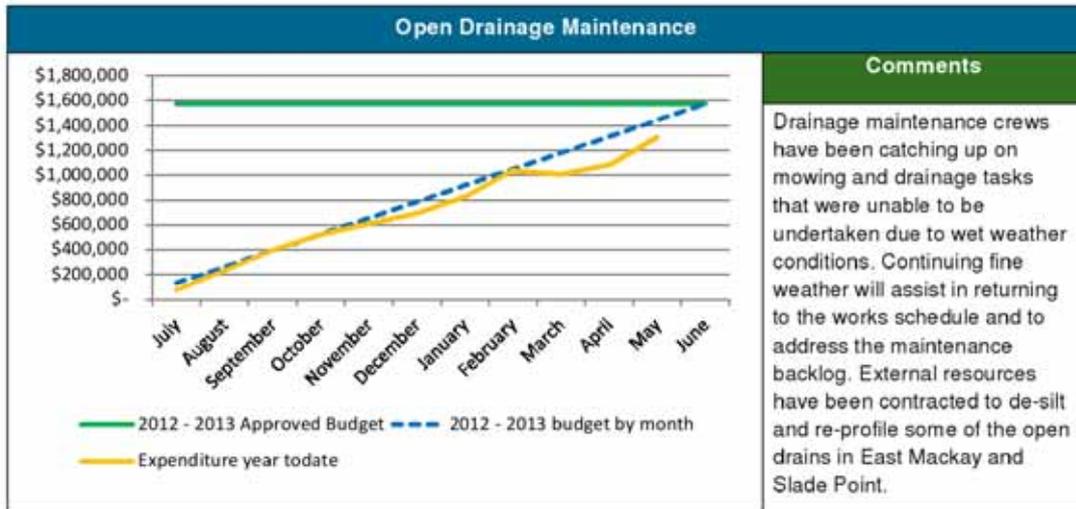


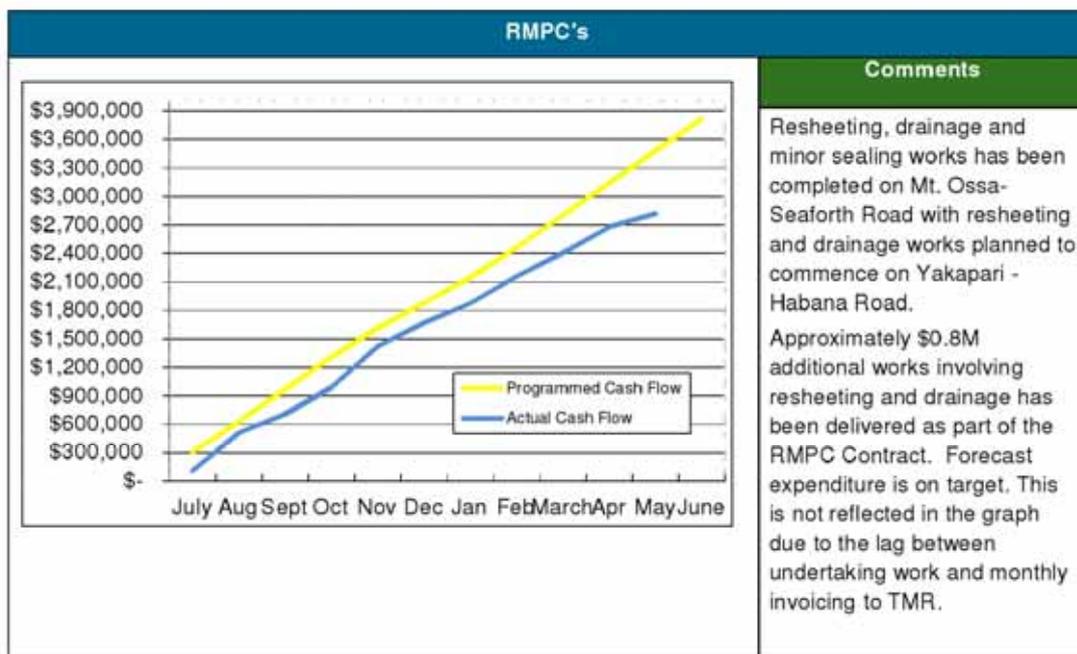




**CIVIL OPERATIONS**



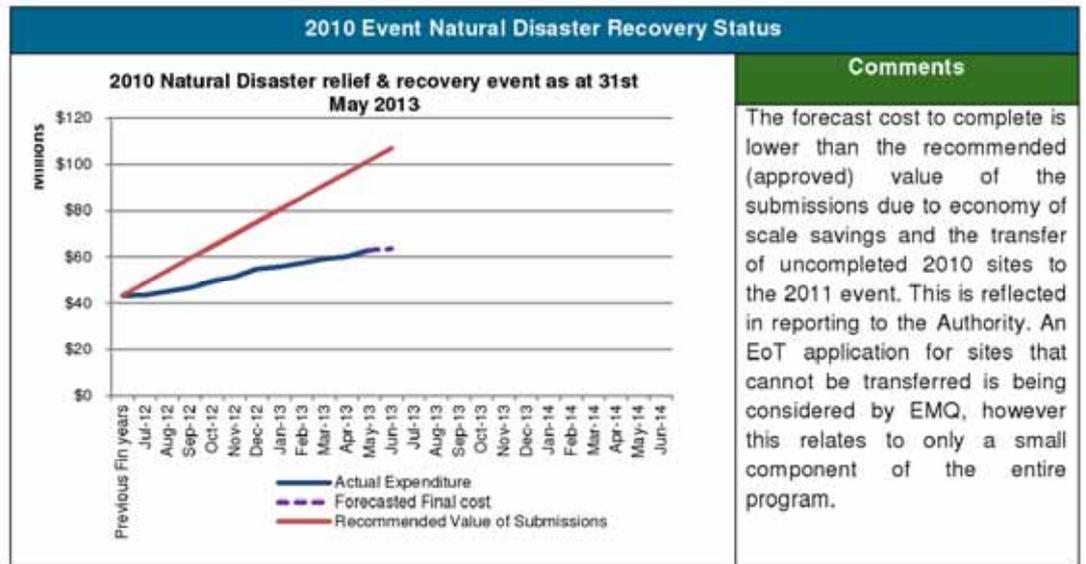
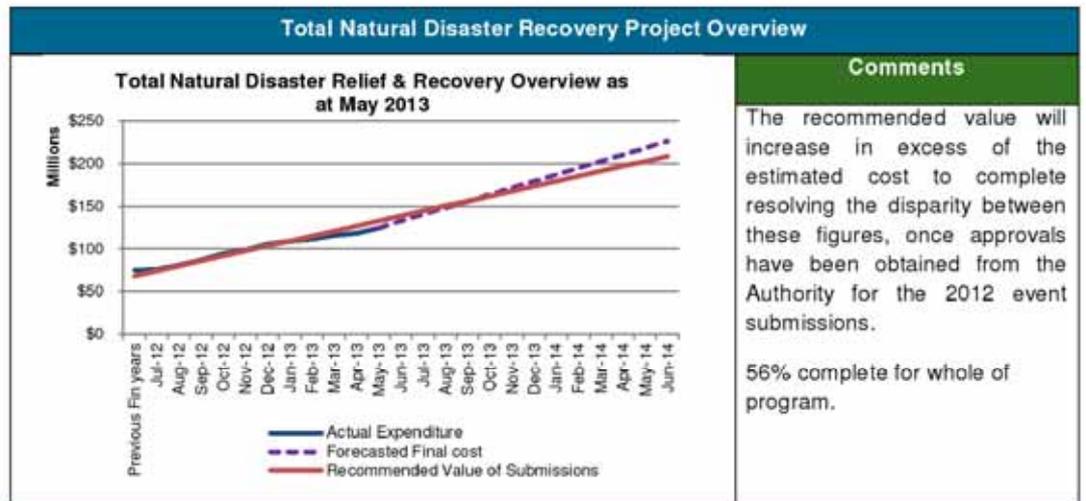


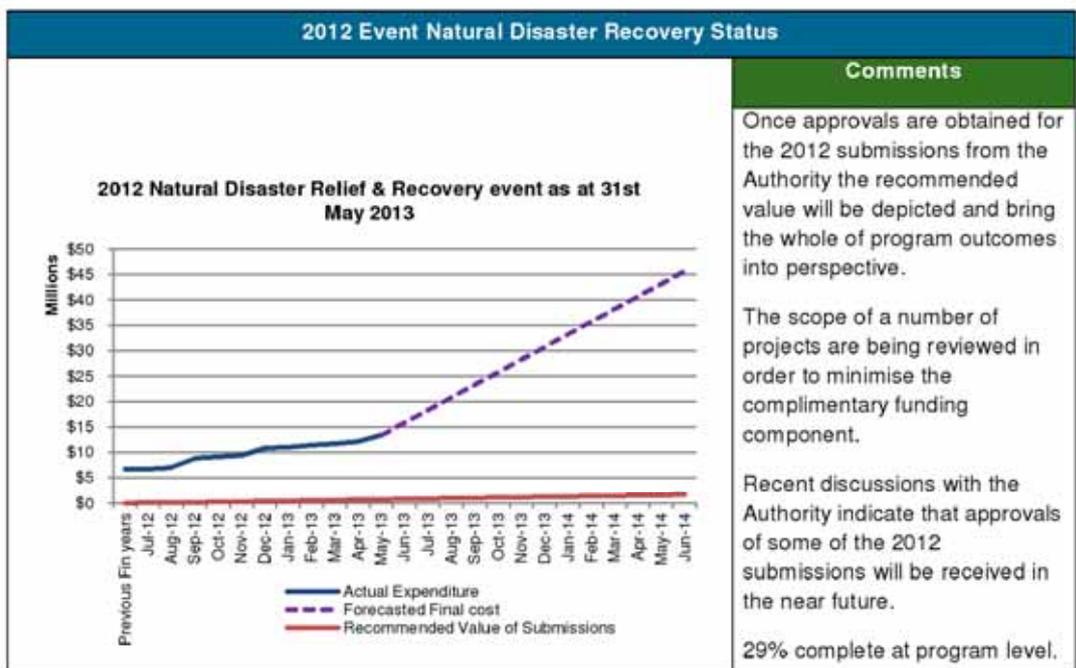
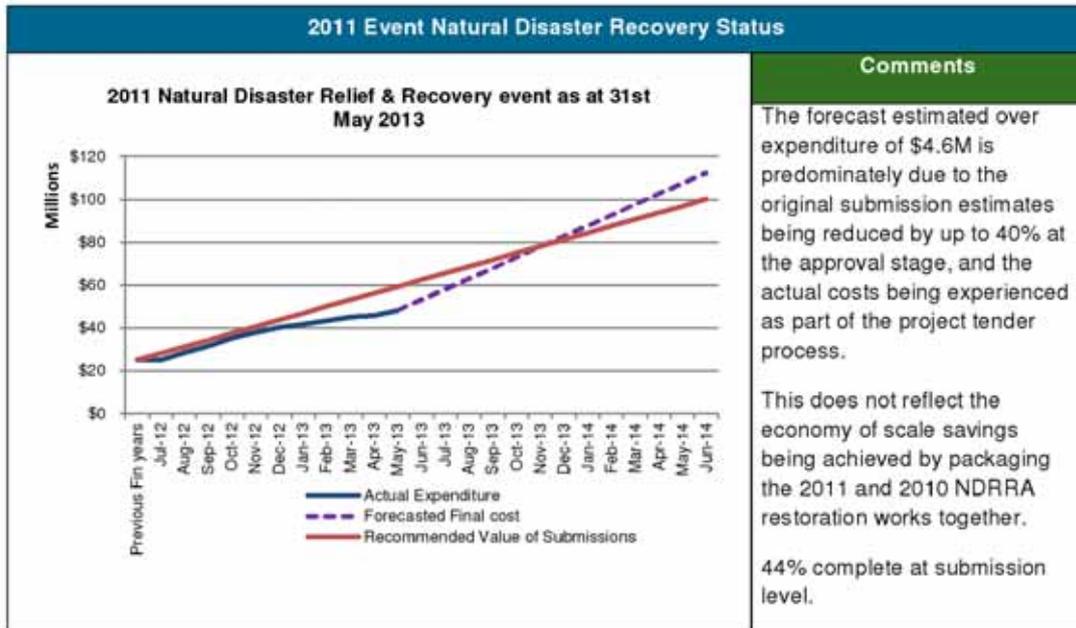


**NDRRA Restoration Works**

**Overview**

The overall NDRRA program is at 56% complete to the end of May 2013. Significant disruption to restoration works has resulted from rains received over the last three months. The program is scheduled to reach practical completion in June 2014, weather permitting, with final acquittals being completed by September 2014. The Regional Program Office managed the Downer contract and this has reached practical completion and we are currently working through the acquittal process. 2010 restoration works are scheduled for completion by June with the exception of the projects being transferred to 2011. Officers are currently assessing the scope of projects approved by QRA to determine the extent of any complimentary works which is the responsibility of Council.





## TECHNICAL SERVICES

- Development and design for saturation damage projects throughout the Council area for 2011 and 2012 events.
- Design associated with projects under the 2012 NDRRA saturation claim.
- Development and design of projects within Capital Works Program (CWP) for 2012/13, 2013/14 & 2014/15.
- Specific detail design associated with grant funded RDA Round 3 - Edward Lloyd Park and Round 4 – CBD Revitalisation
- Discussions with service providers to streamline design and construction processes.
- Following implementation of Department of Transport and Main Roads (TMR) specifications and estimates extend assessment to track actual unit rates to build history for future estimates.
- Provision of reports to Council on the Milton Street Drainage Study, Traffic Advisory Committee meeting and Walking & Cycling Advisory Committee.
- Participation in Engineering Services Departmental Briefing to Council , LTFP/CWP presentation & presentation regarding 40 Ocean Avenue Permanent Road closure application.
- Attendance at meetings in relation to: Ring Road proposals, Managing Infrastructure Agreements, CBD Revitalisation, Public Realm Strategy, Walking and Cycling Advisory Committee, WRRG Technical Committee, Technical Services Supervisors, Engineering Services Departmental Program Managers, Asset Management Working Group, ADAC Implementation Group, Chenoweth Drive proposed IA agreement, City West Bus Interchange, Quality System Management Review, Draft Principal Cycle Network, IA Management Group and Report Writing Seminar
- Lead role in the development of the "Active Towns" strategy:
  - Annual Plan for Yr 2 projects submitted for TMR approval
  - Construction plans generated for Bluewater Trail (Bluewater Quay (BWQ) to River Street Ramp), Cross City Link, Gooseponds Link to Magpies, PCYC refurbishment, Memorial Bike Cage
  - Design engagement accepted for Signage Master Plan, CBD intersection linemarking standard ,Alternative Bike routes and Evaluation Program proposal

Survey Services	
<b>Overview</b>	
	<ul style="list-style-type: none"> <li>• Surveys completed for 97% of 2013/14 CWP projects</li> <li>• Survey complete of Hogans Pocket Borrow Pit and future Cell development area</li> <li>• Cadastral surveys complete for: Sarina Surf Lifesaving Club, Sugarshed Rd Road Opening, Milton St Easement</li> </ul>
<b>Digital Cadastral Data Base (DCDB)</b>	
	<ul style="list-style-type: none"> <li>• Bloomsbury field work 100% &amp; plotting 70%</li> </ul>

Australian Height Datum (AHD)

- Mark placement complete for AHD 12 project – Sarina south to Koumala



Design Services	
<b>Capital Works Program (CWP)</b>	
<ul style="list-style-type: none"> <li>• Two of 214 2008/9 and 2009/10 projects are to be completed: Malcomson/Greenfields Intersection and Bridge Road footpath adjacent to the Hospital.</li> <li>• 105 of the 110 design projects in the 2010/11 CWP completed (96%). Those remaining, are: Bridge/Milton Intersection, Archibald Roundabout reconstruction &amp; upgrade and Malcomson / Greenfields Intersection upgrade</li> <li>• 111 of 114 design projects in the 2011/12 CWP completed to date (97%).</li> <li>• 89 of 98 design projects in the 2012/13 CWP completed to date (91%)</li> <li>• 57 of 88 design projects in the 2013/14 CWP complete to date (65%)</li> <li>• Those outstanding require land acquisitions, valuations, input from service authorities etc, which is delaying completion of the design.</li> </ul>	
<b>Natural Disaster Relief and Recovery Arrangements (NDRRA)</b>	
<ul style="list-style-type: none"> <li>• Detail design 2010 NDRRA projects 100% complete.</li> <li>• Detail design 2011 NDRRA projects 90% complete</li> <li>• 2012 NDRRA Program assessed and six design projects identified. Survey completed and Geotech works commenced and design commenced (30% complete)</li> </ul>	
<b>Major Projects for delivery next month</b>	
<ul style="list-style-type: none"> <li>• Peel Alfred Roundabout</li> <li>• Milton Street (Bridge – Graffunder) Rehabilitation</li> <li>• Ward Esplanade Stormwater Drainage</li> <li>• Graffunder Street (Paradise- Milton) Rehabilitation</li> <li>• Milton (Victoria – Gordon) Rehabilitation</li> </ul>	
<b>Landscape Issues</b>	
<ul style="list-style-type: none"> <li>• Detail design for BWT sections – BWQ to River Street Boat Ramp – Stages 2 &amp; 3 – due to funding availability these will have to be delivered via CWP at a later stage.</li> <li>• Cross City Link - Detail design for Bridge to Webberley section to be delivered in Active Towns Year 2.</li> <li>• Detail design BWT – Bridge Road from Leisure Court to Milton Street.</li> <li>• Detail estimates and preliminary plans for Master Plan Edward Lloyd Park in conjunction with footway extension from Melba House to Kennys Road as part of Regional Development Australia (RDA) Round 3 submission.</li> <li>• Preliminary design and estimates for BWT section through Quota Park and interim "on road" connection back to Iluka Park.</li> <li>• Finalising design and estimate for Pioneer River Link Master Plan (Marian to Mirani) by Hywell Jones Landscape Architects.</li> <li>• Improving Visual Amenity Committee - Various roundabouts and streetscape reviews as requested</li> <li>• DDA Access Audit 2012/13 North Mackay and Northern Beaches commercial and educational precincts in association with Eric Martin and Associates. Final draft received and presented to Equal Access Committee. Awaiting final report.</li> <li>• Ongoing input and review of Public Realm Guidelines and detail design plans for CBD Consultation.</li> <li>• Detail design for Capital Works landscaping for projects including Peel/Alfred Roundabout, Jillalan Lookout detail design, DDA Access Audit priority list, CBD Revitalisation project ,Southern Entry statement and Bilombsbury RSL Monument.</li> <li>• Queens Park detail design delivery phase.</li> </ul>	

### Traffic and Investigation Issues

- **LATM Mackay**

Final Working Group Meeting will be held 16 May 2013. Working Group has approved treatment scheme with minor changes. Report to be prepared for Council in June 2013.

- **Active Towns Program:**

#### Evaluation

- 7 day Pedestrian and Bicycle Count completed. Information to be analysed and tabulated for evaluation report by 28 June 2013.

#### Projects

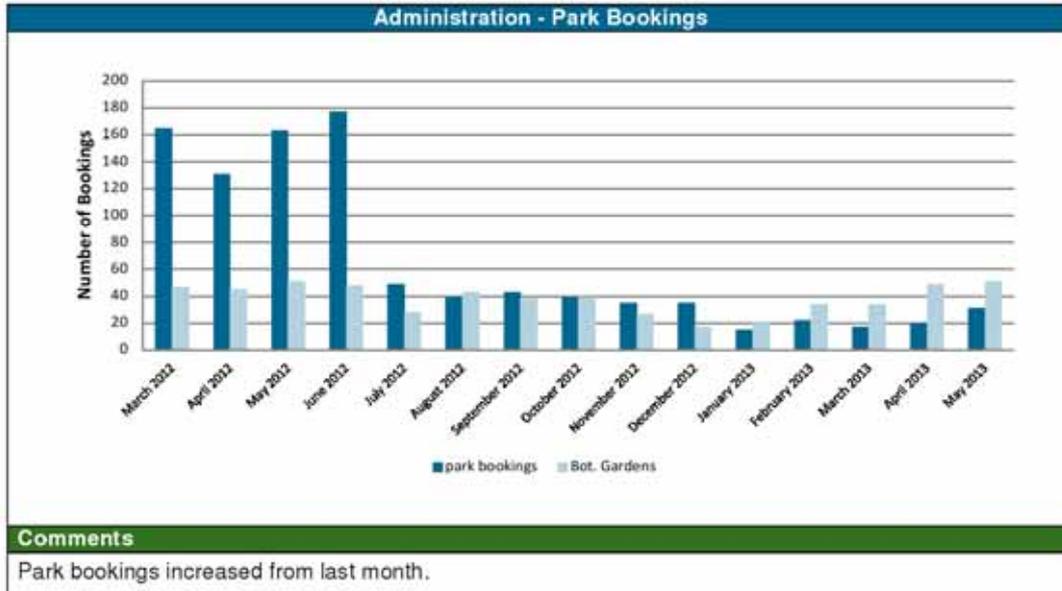
- Mackay City Centre maps updated to include off and on road bicycle networks as well as key amenities including bicycle racks.
- Bicycle trailer has been delivered from Melbourne to Paget. The trailer will facilitate bicycle education sessions in the broader Mackay community.
- **Traffic Counts:**
- Rotation of 47 traffic counters and maintenance of 28 permanent traffic counter sites.
- Trial of reinforced pneumatic tube to reduce frequency of maintenance to repair punctures tubes.
- **Investigations:**
- Assessment of major works for Ergon High Voltage network and approval of service alignments.
- Stormwater/easement issue 15 Coral Ridge Drive, Eimeo.
- Stormwater Drainage Investigations
  - Old Bowen Coach Road.
  - 4 Kinghorn Street, Eimeo.
  - 6-8 Dnaastas Avenue, Eimeo.
  - Wards Esplanade ball bay
  - Ferris Terrace Sarina Beach.
  - Irving Street South Mackay
- Ergon Works on Roads:
  - Ergon Energy - Glenella - Farleigh.
  - Ergon Energy - Greenmount Rd - Formosa Road.
  - Ergon Energy - Pauiette Street, West Mackay.
  - Ergon Energy - Dozer Drive, Paget.
  - Ergon Energy - Cnr Stevenson and Juliet Streets, South Mackay.
  - Ergon Energy - Shoal Point Road, Shoal Point.
  - Ergon Energy - Owen Jenkins Road, Sarina Beach.
  - Ergon Energy - Maraju-Yakapari Road, Bahagowan.
  - Ergon Energy - Mogford Street West Mackay.
  - Ergon Energy - Cnr Old Eimeo Road and Keim Street, Eimeo.
  - Ergon Energy - Golf Links Road, Beaconsfield.

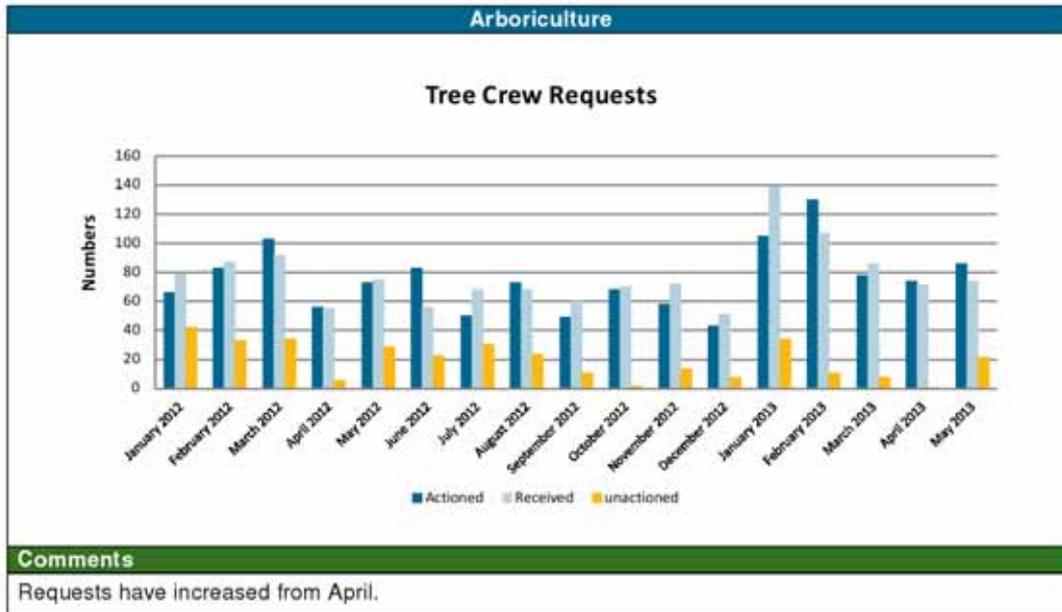
- Customer Requests. A total of 632 Customer Requests have been received for the year to date of which 528 have been completed within response times, and 26 completed outside of response times. Currently Traffic and Investigations has a 95.1% completion within response times.
- Traffic and Investigations have completed a minimum of 355 Internal and External enquiries for the month of May.

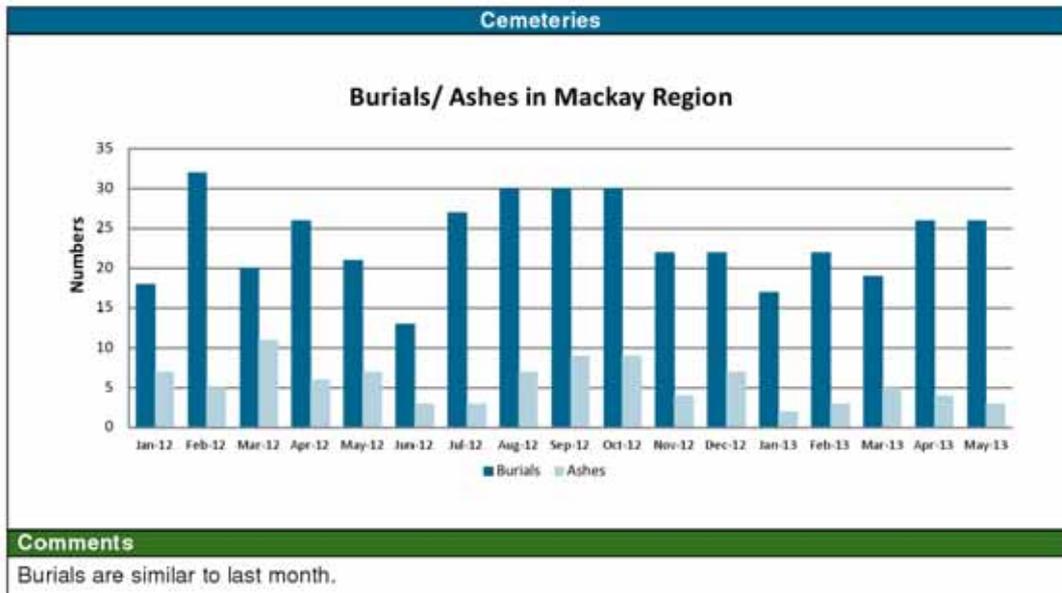
**Customer Requests for the Month of May 2013**

- 45 Works on Roads Requests totalling 67 hour processing time.
- 45 Q100 Requests totalling 17 hour processing time.
- 133 Plan Searches (COPSEW) totalling 59 hour processing time.
- 86 Excess Dimension Load Approvals totalling 16 hour processing time.
- 34 Temporary Road Closure Approvals totalling 25 hour processing time.
- One Heavy Vehicle Parking letter sent to residents and property owners in response to one complaint. Approximately two hours processing time. Total of thirteen letters issued for the year to date in response to nine complaints

**PARKS AND ENVIRONMENT**







**Orchid House**

**Comments**

**Queens Park Nursery and Orchid House**

Plants produced 187 trays, average 14 plants per tray = 2618 plants. If these plants were procured externally the cost would be \$13,090.

Good numbers of people inspected the orchid house including a large bus load from Perth.

## Natural Environment and Marine Beach Activities

### Volunteer and Community Activities

#### Coasts and Communities Activities

- Coastcare activities were held at Bucasia and Blacks Beach Spit on Saturday 11<sup>th</sup> May. 400kg of succulent weeds were removed from in front of the Bucasia Beachfront Caravan Resort site and local native plants were planted to provide habitat. Another trailer load of rubbish was removed from Blacks Beach Spit.
- Council assisted with the Mackay Coastal Clean up held in the Sarina area on 18<sup>th</sup> and 19<sup>th</sup> of May. Over 200 volunteers targeted 10 beaches and removed close to 5,000kg of marine debris. The next event is scheduled for 26<sup>th</sup> and 27<sup>th</sup> October.

### Natural Environment Plan Implementation

#### Coastal Priority Projects

- Grasstree Beach weed control and waste removal project. Conservation Volunteers Australia finished the handweeding. Council staff finished spraying lantana. Rubbish removed by a contractor. Follow up work to be undertaken in June.
- Currently investigating vacuum extraction option for Salvinia control. Surface weeds have been sprayed utilising a boat to access the site.

#### Waterways priority projects

- Lagoons Creek project - ongoing liaison with stakeholders. Received acid/sulphate soil test results.
- Currently investigating options for installation of trashrack system at Sandfly Creek Environmental Reserve, which will be a levy funded project for 2013/14 (subject to budget approval).

#### Plains and ranges priority projects

- Liaising with Property Services staff regarding lease conditions for some sites.

### Habitat Restoration Team Activities

#### Comments

- Weed control was undertaken at Lamberts Beach, Slade Point, Janes Creek, Blacks Beach, Eulbertie Reserve and Slade Point Reserve.
- Site preparation was undertaken at the Swayne Street Depot site in preparation for the upgrade of the Mackay Natural Environment Centre. This work included removal of rubbish, logs and greenwaste from the site. The nursery stock was moved to Queens Park Nursery.
- Garden maintenance was undertaken at the Mackay Natural Environment Centre.

### Marine Beach Teams (Sarina and Mackay) Activities

#### Comments

- Beach access tracks were cleared at Salonika Beach, Town Beach and Far Beach.
- Weed control was undertaken at Holiday Bay, Finlaysons Point, Seaforth, Bucasia, McEwens Beach, Grasstree Beach, Town Beach, Armstrongs Beach, Campwin Beach, Plane Creek, Grendon Park and Far Beach.
- Swimming enclosures were maintained at McEwens Beach, Bucasia and Seaforth.
- Fencing repairs were undertaken at Lamberts Beach and Blacks Beach.
- Sand ladder (temporary boat ramp) was repaired at Slade Point.
- Revegetation was watered at Holiday Bay, Finlaysons Point, Freshwater Point and Grasstree Beach.

### Environmental Ranger Activities

#### Comments

- Three PINs to be issued for damage to trees.
- Letter sent to adjacent residents regarding vandalism to revegetation in Bucasia.
- Five letters sent to residents regarding green waste dumping and two additional sites under investigation.
- Illegal structure removed from Ocean Avenue, Slade Point.
- Letters sent/ongoing monitoring regarding illegal vehicle access at five sites.
- Letters sent/ongoing investigation regarding illegal clearing at three sites.
- Warning notices to be issued regarding tree pruning and/or grass clippings around tree trunks at three sites.
- Investigation of illegal signs on Council property at two sites.

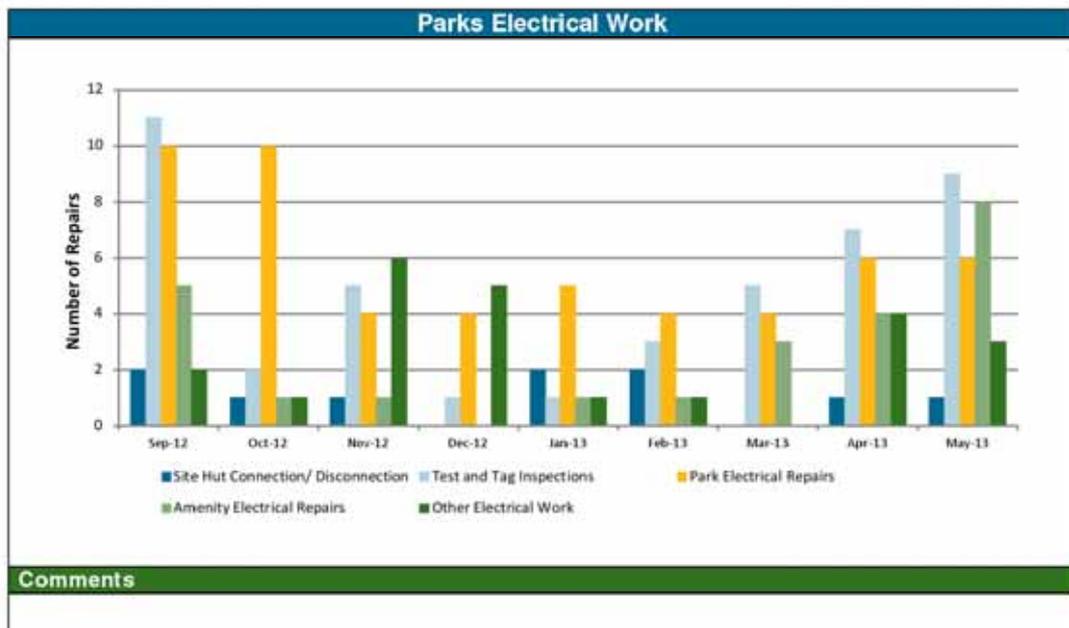
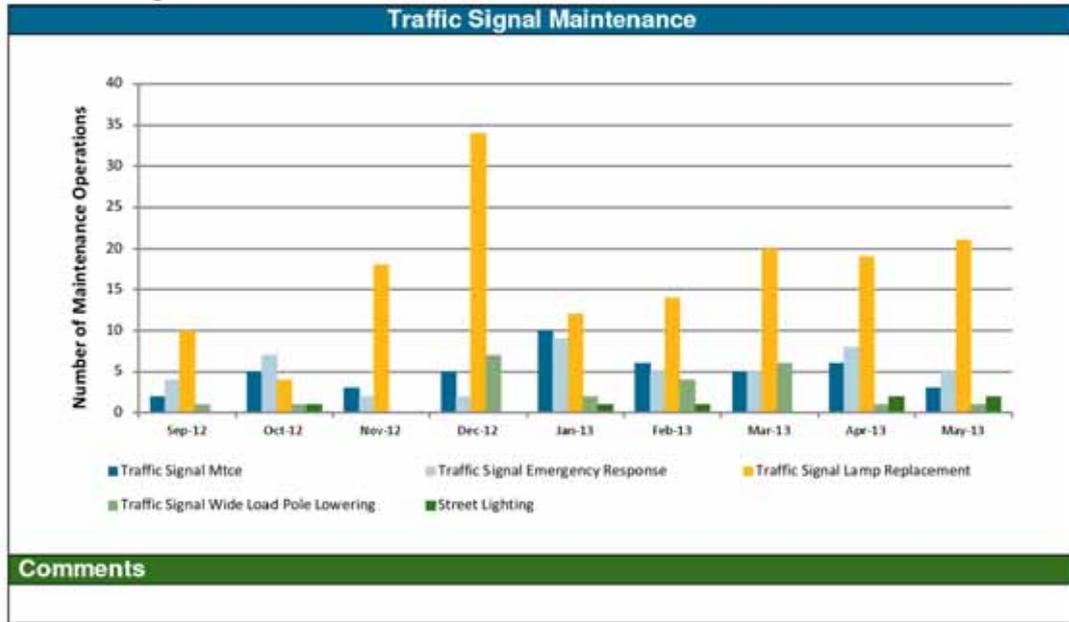
### Other Projects

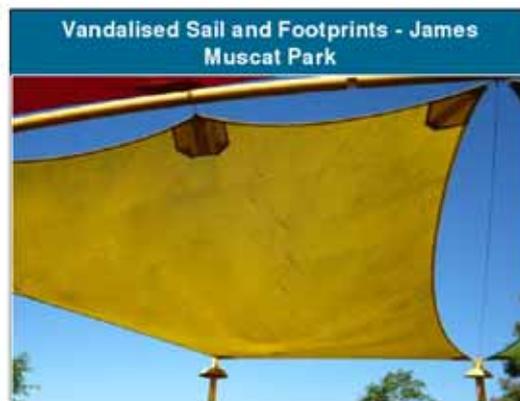
#### Comments

- Ongoing liaison with Health and Regulatory Services staff regarding environmental damage resulting from the adjacent development at Sandfly Creek Environmental Reserve. Issues include illegal dumping, vehicle access, damage to vegetation and removal of sand from the reserve for use on the development site.
- Working with Pioneer Catchment and Landcare, Conservation Volunteers Australia and Reef Catchments develop a workplan for grant funding received to manage coastal sites at Far Beach.
- Project planning for maintenance of fishways in the Gooseponds area (Evans Avenue).
- Mackay Natural Environment Centre upgrade project - plant stock relocated in preparation for on site work.
- Site visit to Cairns area to inspect nursery facilities and water treatment systems.
- Development of a Memorandum of Understanding between Council and Pioneer Catchment and Landcare Group for use of the Mackay Natural Environment Centre site.
- Schools project - liaising with Beaconsfield School about a new sign to recognise their efforts restoring vegetation and Blacks Beach, organised field trip for Holy Spirit College students to Wetland Walkabout and liaising with schools regarding their involvement in the ongoing management of the Bedford Rd Woodlands site.
- Beach signage project - ongoing with additional signs ordered. Beach numbering system has been integrated into the SES incident management plans.
- Organisation of the Gooseponds Community Day to be held on Saturday 15<sup>th</sup> June. This project is part of the Reef Guardians program.
- Ongoing research into Stormwater Quality Offset systems. Site visit to Cattana wetlands in Cairns.
- Liaison with consultant regarding peer review of the Midge Point Shoreline Erosion Management Plan.
- Discussion with consultant regarding Mackay Significant Tree study including Council Briefing and staff training session organised for June.
- Held team get together at Haliday Bay. Undertook revegetation work and received a presentation on marine turtles from local volunteers from Mackay and District Turtlewatch Association.
- Development of report to Council and consultation plan regarding Blacks Beach Spit Management Plan.
- Beach cleaning permits, to remove logs and other debris from Town Beach, Lamberts Beach and Harbour Beach, were applied for.



**Parks Building Services Activities**







- Public Amenities**
- Indicator bolts were replaced on three cubicle doors at the Midge Point Esplanade Amenities. Four clear acrylic weather shields were placed over vent blocks to prevent sand and rain blowing in to the amenities.
  - Two concrete slabs were installed under the beach showers attached to the outside of the Ball Bay Campground Amenities.
  - Door locks were replaced in amenities at George Johnson Park, Mirani and Lloyd Park, Marian.
  - Vandalised locks, handles and door damage was repaired on two doors at Mt. Bassett Cemetery.
  - Vandalised Sharps container at Norris Rd Touch Football Amenities was replaced.
  - Inspections as per the Hazard Inspection Matrix were completed on amenities in campgrounds at St. Helens, Seaforth and Ball Bay.
  - Work has commenced on the construction of a Unisex Disabled cubicle at Eimeo Esplanade.
  - Two indicator bolts were replaced at the Victor Creek amenities.

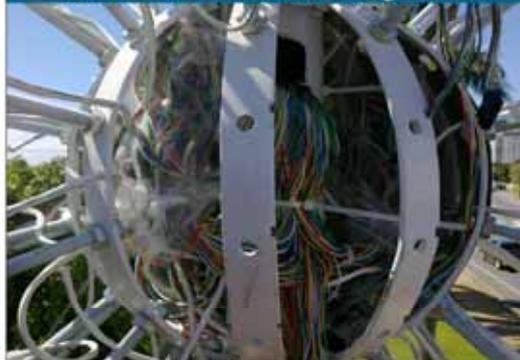


**Park Furniture**

- At the Seaforth wading pool a roller door lock was repaired; bent guttering and holes in the fencing were also repaired.
- Joint lines in the concrete path at Premier Vista were repaired. Tactiles on the path were also replaced.
- Two timber picnic settings at Grendon Park were repaired following vandalism and repainted.
- A door was repaired and the lock replaced on a BBQ at Caneland Park.
- A park bench seat at Pompey St Park was removed and a new one installed.
- Two picnic tables at Seaforth Campground were repaired.
- Three taps in Hallday Bay Foreshore Park were replaced and concrete surrounds installed.
- Two taps at Victor Creek were replaced and concrete surrounds installed.
- Seven repairs to park log fencing and gates were completed during the month.

**Other Work Completed - City Heart, Blue Water Quay and Blue River Trail**

- 11,000 Sqm of concrete and path cleaned with blower
- 8,000Sqm of concrete and path cleaned with high pressure water blaster
- 60 rubbish bin empty's
- 45 rubbish bin cleans
- 5 rubbish bin repairs
- 36 umbrella cleans
- 7 furniture repairs
- 15 bags of rubbish collected from the river bank between the boat ramp and Canelands
- 5 shopping trolleys removed from river bank
- A new fireworks ball was installed and commissioned in Post Office Park.

**New Fireworks Ball - Post Office Park****Fireworks Ball - Arms and Wiring Harness**

Capital Works Projects completed:

**SES Building Koumala - Amenities Refurbishment**



**Comments**  
Project involved lining and sealing the amenities of the shed, upgrade to plumbing fixtures, painting and epoxy flake flooring completed the project. A fence was also constructed around the septic tank.



**Comments**

Project involved replacing the information panel insert and refurbishing the rest of the structure. The twin doors were removed and replaced with one large door; this removed the two door styles which were blocking vision of the centre of the sign.

Mackay Regional Botanic Gardens

Horticulture

Myrtle Rust

- With continued minor presence of the disease being recorded in 2013, Mackay Regional Council Myrtle Rust Action Group met on May 21 to discuss a review of current policy. Recordings of the disease have been found recently on two of the extremely susceptible species the native Beach Cherry *Eugenia reinwardtiana* and the exotic Rose Apple *Syzygium jambos*. A report will be presented to Council in June outlining a recommended plan forward for Council and its affiliated groups on the planting and supply of Myrtaceous species for the region.

Horticultural and site works

- Focus at the Mackay Regional Botanic Gardens (MRBG) in May has been on control of exotic water weeds in the lagoons - a persistent problem due to high nutrient levels, and general weed control site wide due to the unseasonably wet and warm autumn conditions. Formative pruning techniques have been employed on the arboretum collection, especially in the Regional Shade Tree trial garden. With the main planting bee occurring at Meadowlands on May 4, staff and volunteer planting saw over 1750 plants added to the living collection.

Then and Now - Coal Garden 2006



Then and Now - Coal Garden 2013



Holy Spirit College Wetlands Study



Farleigh Palm and Cycad Fair



Community Engagement
Guided Walks
<ul style="list-style-type: none"> <li>May 16 - 15 members from Mackay's Low Vision group visited the MRBG and were entertained with a sneak preview of Bungee Jumping caterpillar book. The group members were introduced to the four 'threatened in the wild' species of flora that are highlighted in the book by using actual leaves of each plant for members of the group to feel and later identify by their differences of feel and touch.</li> </ul>
Exhibitions at the Gardens
<ul style="list-style-type: none"> <li>May 1- June 3 - The Bungee Jumping Caterpillar Exhibition is a collection of photography, installations, paintings and illustrations, inspirations and creations in the development of the 'The Bungee Jumping Caterpillars' children's story book (made possible with a Regional Arts Development Fund Grant) by Carolyn Atkinson, Kate Bronner and Maya Harrison. The exhibition highlights the Zodiac Moth (North Queensland Day Moth) and its dependence on the Tree Omphalea, <i>Omphalea celata</i>, a plant species that is threatened in the wild and is being conserved at the Mackay Regional Botanic Gardens. The exhibition is to showcase elements of the 'Bungee Jumping Caterpillars' story and the Zodiac Moth's life cycle.</li> </ul>
Public Events/Displays
<ul style="list-style-type: none"> <li>May 19 - The annual Palm &amp; Cycad Fair was held at Farleigh School on Sunday saw a large crowd in attendance attend. The MRBG and the Garden Friends display was deliberately positioned adjacent to the Society for Growing Australian plants (SGAP Mackay) native plant sale, as many people in the community come with plans on taking home lots of native plants that can't be purchased from the local nurseries. The Gardens Friends sold \$286.40 in souvenir sales with proceeds going back to projects at the MRBG.</li> </ul>
Plant-ed Education Program/School Holiday Activities/Small Explorers
<ul style="list-style-type: none"> <li>May 7 - 159 Year 8 students from Holy Spirit College utilised the MRBG on Tuesday May 7 to conduct a wetlands study. The Plant-ed program devised for them by Visitor Services Officer Maya Harrison incorporated seven study stations/ locations at which different elements of wetlands were focussed on. Thank you to several Gardens Friends, Pioneer Catchment and Landcare and members of Birdlife Mackay who assisted at each location for the entire school day - from wetlands importance, life in the lagoons, conducting water testing and water plants and water weeds identification</li> <li>May 21 - 22 four year old children from South Mackay Kindergarten, finding out about creatures in the Botanic Gardens, and the leaves they might be hiding beneath. They were also the first group of children that had 'The Bungee Jumping Caterpillars' read to them.</li> <li>May 28 - 39 children from two MacKillop prep classes visited and utilised a creature display set up for them in the meeting room as one group activity and a walk in the botanic gardens to see creature habitats leaf litter with worms and slaters, sawfly larvae in the tea trees, green caterpillars of the Common Grass Yellow butterflies in the Coffee Bush <i>Breynia oblongifolia</i> and the ever popular harlequin bugs in the Native Hibiscus.</li> <li>22 four year olds and many parents from Mackay Kindergarten also arrived on the same day and read the Bungee Jumping Caterpillar Book and viewed a giant Golden Orb Spider</li> <li>May 29 - Another group of 22 children and as many parents from Mackay Kindergarten came the following day and despite the showers had an informative exploration of the plants from the story book, as well as seeing all the creatures.</li> <li>May 31 - the week and the month finished with 20 children from Good Start Early Learning participating in a special free Friday guided walk from the Prime Display area to the PlayGarden for an interesting and educational walk.</li> </ul> <p>Fun and educational opportunities for toddlers and kindergarten aged children 18 months to 5 years are held each month at the Botanic Gardens and is aptly named <b>Small Explorers</b> - which featured in the Daily Mercury.</p> <ul style="list-style-type: none"> <li>May 13 - very young children came to the MRBG to listen to stories about plants and animals that are found in the botanic gardens. Children were read "The Butterfly's Kiss" and "A Very Ordinary Caterpillar" story books, then looked carefully at a Common Grass Yellow butterfly, two unhatched chrysalis and a golden caterpillar.</li> </ul>

**Plant-ed Elsewhere - School visitation**

These sessions are outreach visits made to places outside the botanic gardens to share information and educate the community on the roles of the MRBG and aspects of gardening and nature.

- May 8 - Mercy College students and staff participated in a composting demonstration at the school. Creating a compost bin / heap was likened to making a 'compost lasagne' of many layers and encourages waste reduction and recycling at home.
- May 9 - the 4 'threatened species in the wild' plants from the Bungee Jumping caterpillar book were discussed with real life plants and seeds at the Men's Shed Hostel in West Mackay. This encourages greater awareness of the regional flora and fauna and encourages participation in planting bees at the MRBG.



**MRBG 10<sup>th</sup> Birthday and Book Launch**



**Small Explorers Make the News**



**MRBG 10<sup>th</sup> Birthday and Book Launch**

**A tiny adventure**  
Kids discover the small lives that inhabit botanic gardens

**CHILDREN** become small explorers yesterday at the Mackay Regional Botanic Gardens.

They wandered through the gardens looking at different insects and animals.

Visitor services officer Maya Harrison led children from the gardens on an adventure to see the wonderful life in the gardens.

Lucy Archer, 3, was a little shy when it came to talking about her day but she was proud to show off her artwork.

Lucy's mother Jeannette Archer said she had been amazed at the morning's events.

"It taught them not all insects are bad and not to harm them," Mrs Archer said.

It was actually her friend Niallina McKeenly who told Mrs Archer about the Small Explorers.

"They looked at bugs, butterflies, caterpillars and explored the gardens," Mrs McKeenly said.

"It's a great educational and social event."

Her daughter Kiara McKeenly, 3, met a praying mantis and even a spider.

Ms Harrison, who runs the sessions, said the mornings allowed children to learn.

"Today was storytelling about nature and then we went for a walk in the gardens to see if we could find any animals," Ms Harrison said.

Children aged preschool age and lower are welcome to take part in the Small Explorers.

"It's a way to introduce the children to the gardens and also their parents," Ms Harrison said she said it was also a way to educate children not to be afraid of insects and spiders.

"It also teaches them respect," Ms Harrison said.

The next session of Small Explorers will be held on June 11.

Each session talks about different aspects of the gardens.

Children should bring a hat, drink and snack if needed.

For more information phone the Regional Botanic Gardens on 9422 7300.

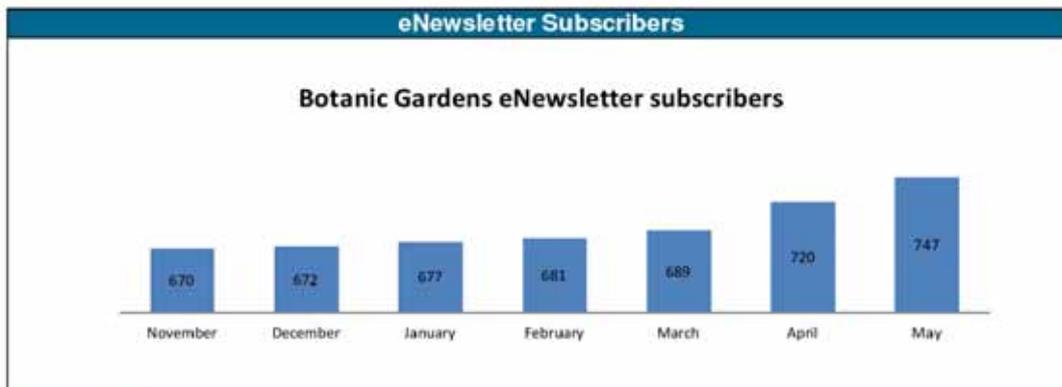
Image above caption name l-r - Maya Harrison, Stuart Holley, Deputy Mayor Kevin Casey, Irene Champion, Parks & Environment Portfolio Cr Therese Morgan, Bill McWhinney, Dale Arvidsson.



**Comments**

Web traffic saw 1319 unique visits to the site. Most popular pages viewed were:

1. /lagoons\_cafe
2. /lagoons\_cafe/menu
3. /lagoons\_cafe/opening\_hours
4. /lagoons\_cafe/bookings
5. /photo\_gallery
6. /functionsbookings/weddings
7. /events/events
8. /contact\_us
9. /functionsbookings/fees\_and\_charges
10. /what\_can\_i\_see/maps



**Comments**

An increase was seen in the eNewsletter subscribers for April with 747 people subscribing - markedly up compared to earlier in 2013.

**EMERGENCY MANAGEMENT**

**Overview**

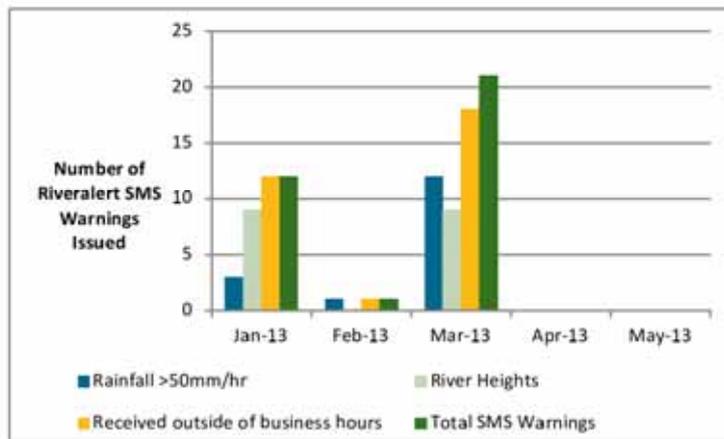
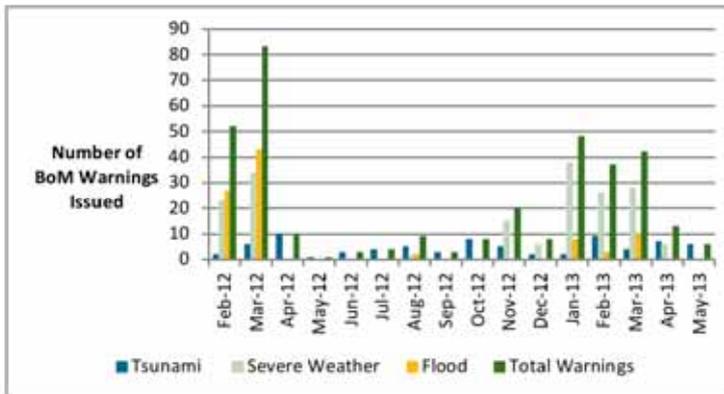
**BOM Weather / River Alert Warnings Received**

Six (6) BOM Warning Advices were received in the month ending 31/5/2013.

- Six (6) No Threat Tsunami Advices.
- Nil (0) Severe Weather/Thunderstorm Warnings.
- Nil (0) Flood Warnings

Nil (0) Rainfall / River Height SMS Alerts were issued in the month ending 31/5/2013.

- Total Year to Date - Sixteen (16) alerts related to rainfall above 50mm within an hour.
- Total Year to Date - Eighteen (18) alerts related to river heights.
- Total Year to Date - Thirty one (31) were received outside Council's normal business hours but received immediate action by the Emergency Management team.



<p><b>Community Education</b></p> <p>The Emergency Management Team continues to support and promote community disaster awareness education, community preparedness and resilience.</p> <p>Details were finalised on the purchase of five (5) Public Cyclone Shelter (PSC) signs which will assist the community in locating the Northern Beaches Public Cyclone Shelter. The signs are expected to arrive in June and be installed shortly thereafter.</p>
<p><b>Disaster Co-ordination Centre</b></p> <p>The Disaster Coordination Centre remains in a state of readiness and can be activated on short notice as per the standard operating procedures.</p>
<p><b>Emergency Management Website</b></p> <p>The website continues to be updated and maintained by the Emergency Management Staff.</p>
<p><b>Review of Queensland Flood Commission of Inquiry Recommendations</b></p> <p>Work continues on adopting the Queensland Flood Commission Interim and Final Recommendations.</p>
<p><b>Mackay Local Disaster Management Group</b></p> <p>The Mackay Local Disaster Management Group last met on the 25th February 2013.</p> <p>The next scheduled meeting is the 12th August 2013.</p>
<p><b>Operations</b></p> <p>There were no operations in the month of May.</p>
<p><b>Planning - Mackay Local Disaster Management Plan and Operational Plans</b></p> <p>The Mackay Local Disaster Management Plan is current as at the 23rd November 2012 and will be reviewed by October 2013.</p> <p>The State Government issued its final Consultation Draft of the Interim Queensland Public Cyclone Shelters Operations which was reviewed by Council staff and feedback provided. The final Guidelines are expected to be released in June.</p> <p>Council is still awaiting the Operations Manual for the Public Cyclone Shelter from the Department of Housing and Public Works which was due in March, this is resulting in delays in being able to complete a Public Cyclone Shelter Operational Plan.</p> <p>Council officers are continuing to negotiate an agreement with the Department of Education Training and Employment in relation to the use of the Public Cyclone Shelter and Places of Refuge.</p> <p>Work on an Interim Evacuation Operational Plan continues.</p>
<p><b>Projects / Mitigation Strategies</b></p> <p>A number of Projects and Mitigation Strategies are currently being either assessed or undertaken.</p> <p><u>Rainfall/ River Alert Stations</u></p> <p>The rainfall/river towers for Walkerston and McCreedy's Creek were installed this month with the Sarina and Marian towers expected to be installed in June 2013.</p> <p><u>Flood Studies</u></p> <p>In partnership with the Queensland Reconstruction Authority (QRA), Council officers are continuing to provide feedback and comment on draft flood studies for the townships of Bloomsbury, Finch Hatton, Marian and Mirani.</p> <p>Council officers raised concerns over some discrepancies in the Mirani and Marian Flood Studies and have now come to a resolution with QRA staff which they will now implement.</p>

Storm Surge Study

The Draft Storm Surge Study has been peer reviewed and updated. The updated draft has been reviewed by the Emergency Management team and feedback has been provided to Planning staff.

Backup Generator Project - Sarina, Mirani, Seaforth, Eungella and Gordon White Library

The Sarina Administration Building and Mirani Administration Building generators were delayed in May and will now be installed in June. Fencing materials for the generator compounds have been ordered and will be installed by Property Service Officers once the generators have been installed.

The raised platform at the Seaforth Community Hall was completed this month and the generator will be installed in June.

These three generator projects will be completed by the end of the financial year.

Work to install a generator at the Eungella Community Development Hall is scheduled to commence after the completion of installation of the other three generators as this generator will be relocated from the Mirani Administration Building.

The investigation into the backup power requirements for Gordon White Library has been completed with a view to undertaking works in 2013/14.

The provision of backup power to these facilities will form part of a comprehensive disaster response, recovery and business continuity capability for Council.

The project is being funded out of the Disaster Response Levy.

**SES Facility Upgrades**

As a part of the upgrading of SES Facilities throughout the region, regular meetings of Council and SES Officers is being undertaken, the last meeting was held on 7th May 2013 and the next meeting is scheduled for 3rd June 2013.

Ness Street SES Facility

A staged concept plan and building replacement program began being developed to enable business continuity during the demolition and reconstruction stages of the facility.

Finch Hatton SES Upgrade

Council's Building Services staff completed renovation works on the existing shed which included lining and insulating the walls and ceiling in the training room, replaced the kitchenette and laid flake flooring. The next stage of construction is the facility extension which is scheduled to occur in June/July using private shed contractors. On completion of the external construction Council staff will complete the internal renovations.

The project is due for completion by July 2013.

**Finch Hatton Training Room - Before**



**Finch Hatton Training Room - After**



Koumala SES Facilities

Council's Building Services staff completed minor alterations to the facility including lining of the toilets to become vermin proof, flake flooring and fencing of the septic tank. This project is now complete.

Midge Point SES Facilities

The concrete slab between the existing buildings has been installed and Council's workshop staff began installing the new security gates. The installation of gates will be completed in June.

The project was also to include the provision of an awning in 2013/14, however these works have been deferred to seek an opportunity for grant funding.

Calen SES Facilities

An inspection of the Calen SES facility was carried out this month where it was decided that a permanent donga would be placed on site for the purposes of a training facility for the SES.

Quotes are now being sourced for new and second hand dongas for this site.

Armstrong's Beach SES Facility

Emergency Management Queensland provided advice that Council and the State Emergency Service have been unsuccessful in obtaining a grant under the SES Non Recurrent Funding to construct a facility for the Armstrong's Beach State Emergency Service Group.

Council is now having discussions with the Armstrong Beach Rural Fire Brigade about contributing funds towards this project.

**Training**

Emergency Management Queensland provided training to one of the Emergency Management staff in relation to a number of required disaster management modules in accordance with the Queensland Disaster Management Training Framework.

## State Emergency Services

Overview
Local Controller
<p><b>18 &amp; 19 May 2013</b></p> <p>The Local Controller attended the Local Controllers Conference on the Sunshine coast. This conference was delayed from last year due to natural disasters and funding availability. Critical items on the agenda were:</p> <ul style="list-style-type: none"> <li>• Strategic Vision and Developing Capability</li> <li>• Rank Structure</li> <li>• Equipment and Training</li> <li>• Critical Incident Stress capabilities</li> <li>• SES Coordinator roles</li> </ul> <p>One of the most productive parts of the weekend was the focus on the yet to be implemented "Executive" training. This will be the first attempt to train volunteers in:</p> <ul style="list-style-type: none"> <li>• Management</li> <li>• Human Recourses</li> <li>• Finance</li> <li>• Planning</li> </ul> <p>Up until now the volunteer executive consists of volunteers who have training in the private sector. This training does not always reflect the requirements of a volunteer organisation so the succession pool is generally very small. The implementation of this strategy will greatly improve the overall capability and professionalism of the Mackay Regional Unit (MRU) once implemented.</p> <p>In addition EMQ have released a Local Controller specific leadership package that takes six months to complete. The MRU hopes to have several successful applicants for this programme in 2014.</p>
SES Review
<p>The MRU is still participating in the review of Emergency Management and SES Operations. The reviewer has met with the Controller and volunteers to discuss training, activation procedures, social clubs and succession planning.</p>
Public Safety/Community Education
<p><b>26 May 2013</b> - Volunteers from Sarina and Mackay assisted Isaac Regional SES in their Public Safety role at the Nebo Rodeo.</p>
Major Training Events
<p>The February 2013 intake of new recruits is getting ready to transfer into their operation roles and will be changing their training night from Wednesday to Monday from July. This will make space for the new recruit intake scheduled for that month. Current retention for the February intake is 85%.</p> <p>The MRU held three unit courses for the month,</p> <ul style="list-style-type: none"> <li>• <b>First Aid:</b> 25 Volunteers attended and competent</li> <li>• <b>Traffic Control:</b> 12 volunteers attended and competent</li> <li>• <b>EOC:</b> Emergency Operations Centre Training was conducted thanks to the a visiting trainer from the Isaac Regional Unit that delivered the course of 23 volunteers</li> </ul>

## COMMUNITY ENGAGEMENT

### Civil Projects

Civil Projects continue to engage with our stakeholders on projects being undertaken. We are continuing to work with contractors to communicate, address and monitor the projects underway across the region. For the month of May, key projects to note include:

#### **Paradise Road - Bridge Road to Archibald Street**

Work began on the rehabilitation of Paradise Street between Bridge Road and Archibald Street. Businesses have been reengaged on the project as well as letter drops to directly affected residents in the area.

#### **Bridge Road - Paradise Street to Milton Street**

Work continues to progress along Bridge Road. Communication was maintained through letter drops to directly affected residents. It is anticipated this project will be finalised by end of June/early July.

#### **Paradise/Henman streets**

Engagement and working relationships have been built with Mackay State High School and Queensland Transport (Mackay Transit Coaches) in relation to this project and many other projects carried out by Civil Projects. As construction stages progress regular contact and engagement is conducted with relevant stakeholders in terms of traffic management changes, temporary road closures and project updates.

#### **Big 5 (Holland, Juliet, Celeber, Nicklin & Glenpark)**

We continued to engage with stakeholders on these projects. In particular we were communicating with residents of Holland Street on a range of issues. The performance of the contractor has been poor and this has led to more than usual issues, however, these have all been addressed as they have arisen.

### Parks & Environment

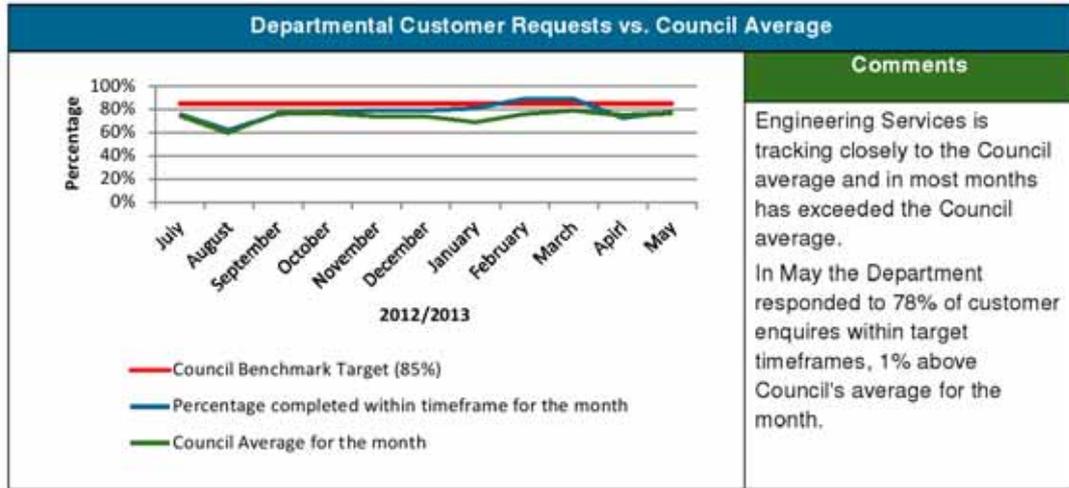
The engagement plan for the draft Blacks Beach Spit Management Plan was developed in May and the management plan was made available for community comment from June 5 to July 5. The plan covers a range of issues including vegetation, litter, wildlife, erosion and providing low-impact nature-based recreation and education opportunities.

## BUSINESS IMPROVEMENT

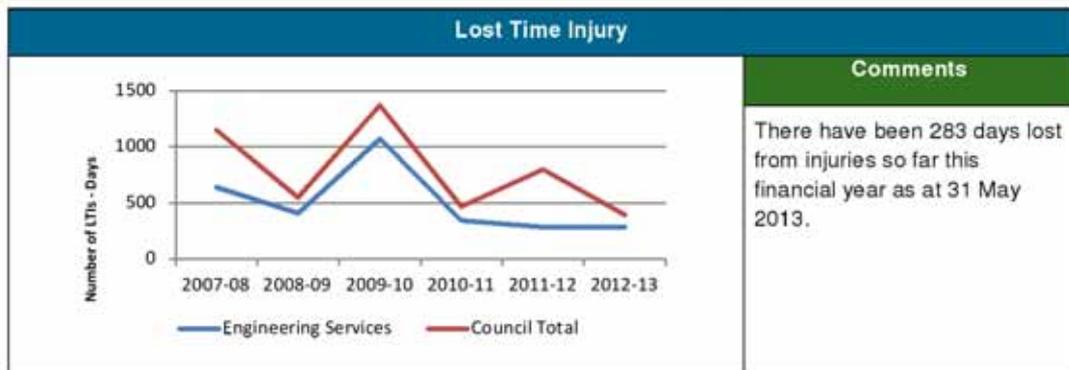
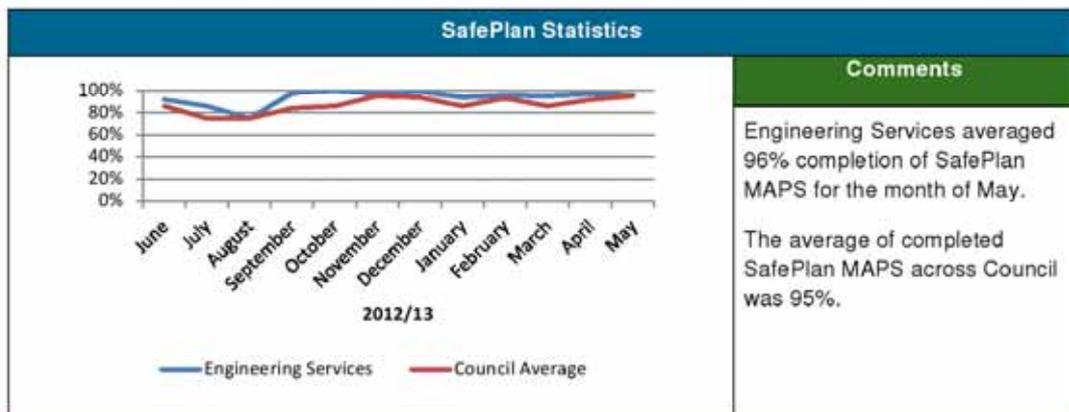
Business Improvement Projects		
Approved Projects Underway	Description	Status
1. <b>Calculation of unit rate costs of construction projects</b>	<p>This project aims to establish a unit rate database of construction costs. This will enable:</p> <ul style="list-style-type: none"> <li>more accurate and efficient contract estimation</li> <li>measure and compare performances</li> <li>Improve job cost forecasting.</li> </ul>	<ul style="list-style-type: none"> <li>A unit cost reporting and forecasting spreadsheet has been developed. The spreadsheet is being implemented to capture unit costs on all major current construction projects</li> </ul>
2. <b>Community Engagement</b>	<p>This project aims to implement the Council's Community Engagement policy</p>	<ul style="list-style-type: none"> <li>Progress on the departmental-specific Engineering Services community engagement processes are on hold pending the development of a broader corporate-wide approach.</li> </ul>
3. <b>Cemeteries Administration</b>	<p>This project is aimed at streamlining administrative processes and to improve customer services for the sale of Cemetery plots.</p>	<ul style="list-style-type: none"> <li>Project finalised - new documents in use.</li> </ul>
4. <b>In-House Soil Testing</b>	<p>This project involves undertaking a feasibility study to identify the costs and benefits of establishing a soil testing lab and employing staff to undertake soil testing in-house.</p>	<ul style="list-style-type: none"> <li>National Association for Testing Laboratories (NATA) requirements are being established in order to identify the costs of establishing an accredited laboratory.</li> </ul>
5. <b>Use of Technology in Civil Projects</b>	<p>Within the industry there are many innovations in technology that are being adopted by Councils and Contractors. This project will pilot the use of two such technologies: use of robotic controlled levelling of grader blades; electronic capture and recording of laser levels.</p>	<ul style="list-style-type: none"> <li>The investigation into the merits of using robotic total stations fitted to graders has been finalised.</li> <li>Presentation planned for next Program Managers Meeting</li> </ul>
6. <b>Spatial Mapping of Geotech Reports</b>	<p>Council has collected a large number of Geotechnical Investigations resulting in the receipt of Pavement Design Reports. This would enable future design projects to access existing data reduced in a reduced level of sub grade investigation testing where data already exists.</p>	<ul style="list-style-type: none"> <li>The data is being collated with the support of Development Services and is being recorded through SMEC and linked to the GIS system.</li> </ul>
7. <b>Graduate Engineer Program</b>	<p>Engineering Services, Water and Waste Services and Development Services each employ graduate engineers. It is proposed that by implementing a structured graduate engineer program across Council it will have the following organisational benefits:</p> <ul style="list-style-type: none"> <li>Expanding the knowledge and skills base of engineers across a range of programs and functions;</li> </ul>	<ul style="list-style-type: none"> <li>Advice on existing schemes has been obtained from the Institute of Engineer's Education Australia.</li> <li>Investigations of similar arrangements in other Local Governments currently underway. Townsville City council has just embarked on a similar program in partnership with Engineers Australia.</li> <li>A video-conference with Townsville</li> </ul>

Business Improvement Projects		
Approved Projects Underway	Description	Status
	<ul style="list-style-type: none"><li>• Facilitating more robust and rounded professional development for new engineers; and</li><li>• Improve recruitment by increasing the attractiveness of Council as a preferred employer.</li></ul>	Regional Council is being organised in order to learn from their approach.

**CUSTOMER SERVICE**



**SAFETY**



**Mackay Significant Tree Register is attached under separate cover due to the size of the document.**



# Mackay Regional Botanic Gardens Meadowlands Amphitheatre Festivals and Event Guidelines

This document was created to provide assistance to event and festivals organisers for events at Mackay Regional Council's **Mackay Regional Botanic Gardens** and provides guidance for complying with Council regulations when planning an event or festival.

This guide will assist with completing your 'Meadowlands Amphitheatre Application Form'.

As the organiser, the responsibility is on you to ensure that all requirements of your permit application are met. By working with Mackay Regional Council to plan your activity you can provide a positive and safe experience for everyone.



## CONTENTS

SECTION ONE: INTRODUCTION .....	5
What is an Event? .....	5
Who Should Apply?.....	5
What is this Guide For?.....	5
Application Process.....	5
Fees and Charges .....	6
In-Kind Assistance .....	6
What the Botanic Gardens Does Not Offer .....	6
What Happens Next?.....	7
Further Help - Publicity and Promotion .....	7
Responsible Waste Management .....	7
Disability Access .....	7
Weather Events and Access .....	7
Contact List.....	8
SECTION TWO: AMPHITHEATRE .....	9
SECTION THREE: TYPES OF EVENTS.....	12
Commercial Events .....	12
Community Events .....	12
Fetes and Fairs.....	13
Film Shoots/Commercial Photography.....	13
Fun Runs and Walkathons .....	14
Markets .....	14
Other Events .....	15
Wedding, Joining and Naming Ceremonies .....	15
SECTION FOUR: A - Z GUIDE.....	16
Alcohol .....	16
Animals.....	16
APRA – Australian Performing Rights Association Permits.....	16
Balloons.....	16
Cleaning.....	16
Decorations and Props.....	16
Drinking Water.....	16

Electricity Supply.....	16
Emergency and Risk Management Plan.....	17
Environment and Sustainability.....	17
Event Details.....	17
Fire and Fireworks.....	18
First Aid Providers.....	18
Flowers and Plants.....	18
Food.....	18
Lawns / Irrigation Lines.....	18
Lighting.....	18
Information Services.....	18
Marshals.....	18
Noise Levels.....	18
Notifying Residents.....	18
Parking – Vehicle Access.....	19
Police and Emergency Services.....	19
Promotion and Signage at the Event.....	19
Promotion and Signage of the Event.....	19
Public Liability Insurance.....	19
Rehearsals.....	19
Security.....	19
Set-up and Pack-down - “Bump-in and Bump-out”.....	20
Signage.....	20
Site Plan.....	20
Traffic Management Plan.....	20
Toilets.....	20
Volunteers.....	21
Waste Management.....	21
Weather Protection.....	21
Appendix 1.....	23
Appendix 2.....	24
Appendix 3.....	25
Appendix 4.....	26
Appendix 5.....	27
Application Form.....	28
Terms and Conditions.....	30

**Welcome!**

The Mackay Regional Botanic Gardens (MRBG) is a green oasis in Mackay – just 5kms to the city centre. Covering 51 hectares and surrounding the wildlife-filled Lagoons, the botanic gardens are designed to showcase, research and preserve plants significant to the bioregion that surrounds Mackay and the Whitsundays as well as plants from similar climates from around the world.

Commencing the development of the western side of the Lagoons is 'Meadowlands'. At the heart of the botanic gardens this collection of native plants will display the region's spectacular flora and preserve rare and threatened species for the future.

The **Meadowlands Amphitheatre** is the visitor hub for this new development and features a dramatic lagoon-edge stage and terraced and grass seating for up to 5000 patrons. A car park for 196 vehicles is located 150 metres from the stage along with an amenities building and path lighting.

The Mackay Regional Botanic Gardens is a unique setting that focuses on nature and the environment of the Lagoons. Wildlife abounds and shares this site with you, including abundant birdlife. As such, not all events are suitable to be held at this venue due to the need to reduce impact on the environment, our precious wildlife and the enjoyment of the botanic gardens by others.

Please read the following event guidelines for details and contact MRBG Administration to discuss your event plans and ideas.



**The Meadowlands Amphitheatre**

## SECTION ONE: INTRODUCTION

### ***What is an Event?***

An event is any assembly for the purpose of (but not limited to) celebration, entertainment, education, marketing or reunion. Mackay Regional Botanic Gardens (MRBG) classifies events on the basis of their size, type and context.

### ***Who Should Apply?***

If you wish to host an event whether public or private held in the MRBG, you will require an **event permit**. This is applicable whether or not there is a charge for admission and ensures public safety, assists in sustainable management of our botanic gardens and facilities and ensures your activities act in accordance with the Mackay Regional Council's (MRC) local laws.

***If you are uncertain what conditions apply to your event or whether you need an 'Events Permit', please call MRBG Administration on (07) 4952 7300. What is this Guide For?***

To help you ensure that your event is carried out safely, professionally and within the law.

### ***Application Process***

When planning an event, you should follow the process outlined below:

#### ***The Event:***

Determine which type of event you are planning. Each category contains a list of specific issues for you to consider. *This list is a guide only – Council may require you to address additional issues.*

#### ***Guidelines:***

Read the sections of the A-Z Guide pertaining to your event.

#### ***Bookings:***

For outdoor events, contact MRBG Administration to enquire of availability on (07) 4952 7300 or email: [botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au)

#### ***Your Application:***

Complete and return the Application Form along with all other required documentation to:

Mackay Regional Botanic Gardens  
PO Box 41  
Mackay, QLD, 4740  
Or fax to: (07) 4952 7333  
Or scan and email to [botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au)

**Applications must be submitted at least 60 calendar days prior to your event.**

**Your event will be reviewed and notification sent within 7 calendar days of MRBG Administration receiving the application.**

If your proposed event falls outside of these guidelines and requires further review, or if alcohol is being provided via a liquor license, you will be notified within 7 calendar days of MRBG Administration receiving the application of the review and it will be referred to the **Meadowlands Events Reference Group** of Mackay Regional Council for consideration. Notification will then be received a further **7 calendar days** from the date of your review notification.

The membership of the Meadowlands Events Reference Group includes:  
Portfolio councillor for Parks and Environment (Chair)  
Portfolio Councillor for Festival, Events and the Arts  
Director Engineering Services

Director Corporate Services  
Director Community Services  
Manager Parks and Environment  
Curator, Mackay Regional Botanic Gardens  
Manager Convention Precinct and Events  
Manager Corporate Communications  
Festival and Events Producer

If you have any queries while completing the Application Form located at the very end of this document, contact MRBG Administration.

### ***Fees and Charges***

Please view Appendix 1 for a listing of fees and charges associated with conducting your event at the Meadowlands Amphitheatre facility.

If you are a community-based or not-for-profit organisation seeking a reduction or waiver of fees and charges, a written request should be included as part of your event application. Such requests should be addressed to the Director Engineering Services to be assessed. Applicants will be notified in writing of the outcome.

No concession for a reduction or waiver related to Refundable Bond fees and charges will be granted.

### ***In-Kind Assistance***

Eligible groups / organisations may apply via the In-kind Assistance Program for free or subsidised use of Mackay Regional Council's organisational resources. All applications must be made on the In-kind Assistance Request Form for consideration.

Eligible groups / organisations are required to be:

- Located within the MRC area
- Have the majority of members residing in the Mackay region
- Be a non-profit group / organisation **or** the particular event is a charitable or community event
- Provide a community benefit to the residents of the MRC area

Groups / organisations may also be eligible for funding through Council's grant program. The aim of this programme is to provide assistance to local community groups / organisations that make positive contributions to the quality of life in the Local Government area. Grants are offered twice each year. Applications close on the first Friday in February and August.

Further information regarding applying for In-Kind Assistance and the Grants Program can be obtained by contacting Community Development on 1300 MACKAY (1300 622 529) or visiting [www.mackay.qld.gov.au](http://www.mackay.qld.gov.au)

**Please submit application at least 60 calendar days prior to event to allow approved work to be scheduled.**

### ***What the Botanic Gardens Does Not Offer***

We will try to accommodate all appropriate events where possible but please be aware the MRBG or MRC **do not** provide any of the following:

- Security
- Temporary fencing
- Additional bins
- Additional grounds lighting
- Sound / data / stage lighting equipment
- Staff for event
- Clean up of site
- Electrical leads and covers
- Marquees
- Tables, chairs etc

Please contact MRBG Administration regarding your requirements for your event.

### ***What Happens Next?***

When your application is complete MRBG Administration will determine the suitability of the event (**see page 11 for criteria**) and you will be notified of the outcome. The 'Event Permit' will detail which services are required and any other conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to the Permit requirements. Penalties can apply if your event does not conform to the Permit conditions.

### ***Further Help - Publicity and Promotion***

MRC produces and distributes a range of publications promoting events including those at the MRBG. To include your event, please contact MRBG Administration

### ***Responsible Waste Management***

MRC values waste minimisation and litter reduction. It is strongly encouraged that all events minimise packaging and 'disposable items' (plastic plates and cutlery, polystyrene cups, straws, coffee stirrers) by requiring that all food and stallholders use recycled / recyclable products and packaging.

The provision of recycling bins for event attendees and food providers is your responsibility. Please discuss this with MRBG Administration.

Items such as glass and balloons are not permitted in the MRBG.

### ***Disability Access***

The event organiser has a legal responsibility for making sure the event is accessible to all and is compliant with the Federal Disability Discrimination Act 1992 (DDA).

The DDA defines disability very broadly and includes, for example:

- People who are blind or vision impaired;
- People who are deaf or hearing impaired;
- People with intellectual and learning disabilities;
- People with mobility and manual dexterity difficulties;
- People with psychiatric disabilities;
- People who have a brain injury;
- People who have epilepsy;

Access for people with disabilities is not only about physical access to buildings for wheelchair users, but also includes access to written information for people with vision impairments and access to public announcements for deaf people.

### ***Weather Events and Access***

The Meadowlands Amphitheatre is an outdoor site uniquely positioned on the edge of the Lagoons. As such, events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. Event use of the facility is seasonal – being available for hire from **April to December**.

MRBG Administration reserves the right to cancel **any event at any time** if the weather poses potential danger to patrons or staff, or damage to site infrastructure or surrounding facilities. If MRBG Administration have to cancel an event due to unforeseen circumstances, a refund of any grounds hire fees and bond paid to MRBG Administration will be reimbursed. Any other associated losses incurred by the event organiser are not the responsibility of MRBG Administration. Event organisers may wish to investigate insurance as a precaution to cover their event.

Unfortunately we cannot guarantee that we can re-schedule your event but will endeavour to do so where possible. You will be informed of such cancellations as soon as we make the decision to cancel, which is usually (not always) more than 24 hours prior to the start of your event.

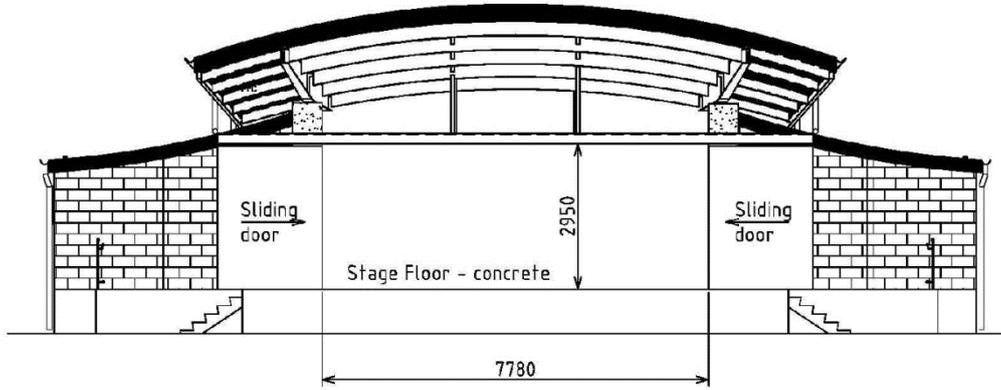
**Contact List**

A contact list of useful organisations is provided at the back of this publication.

DRAFT

**SECTION TWO: AMPHITHEATRE**

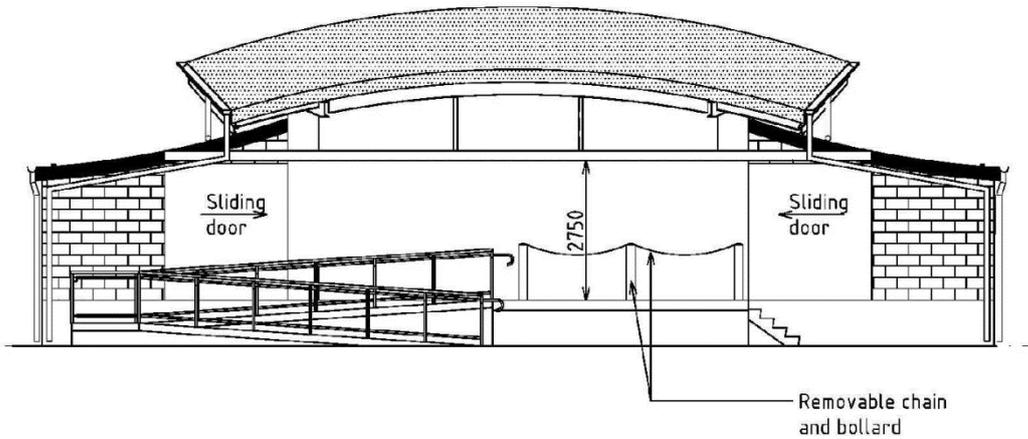
**Front Elevation**



**FRONT ELEVATION**

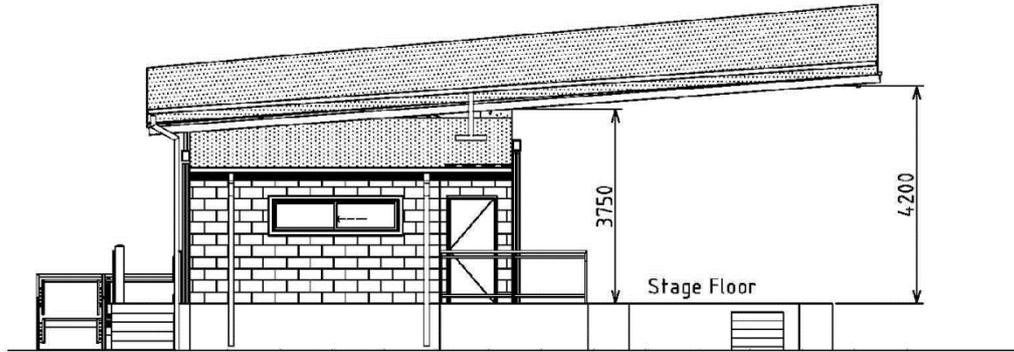


**Rear Elevation**



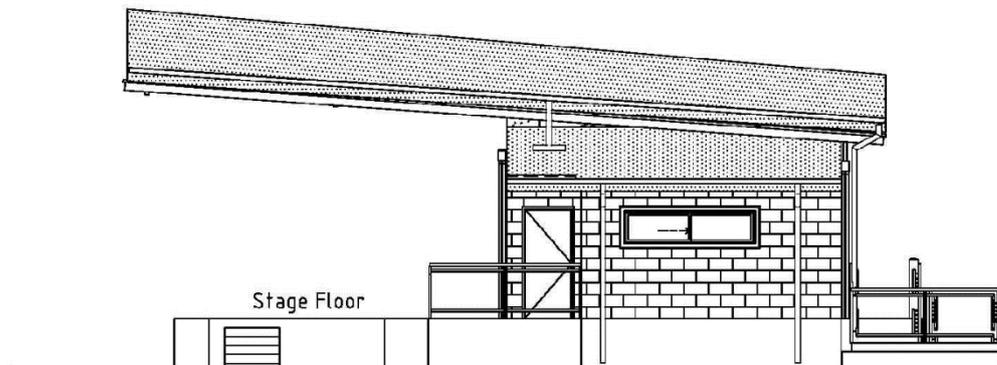
**REAR ELEVATION**

Left Side Elevation



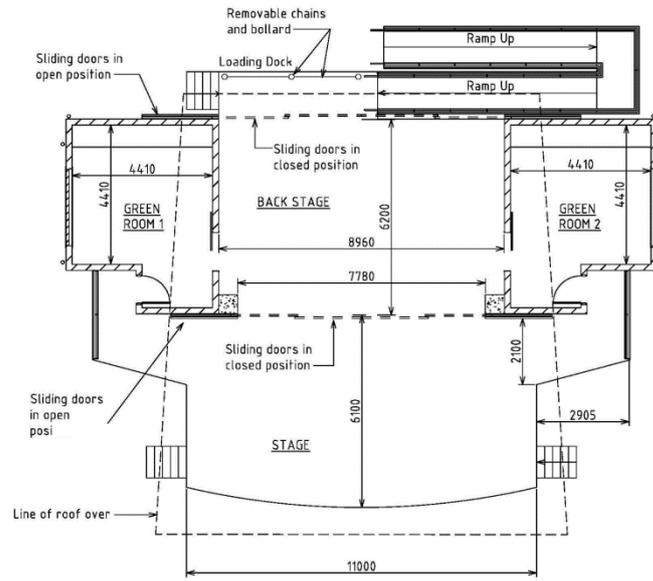
RIGHT SIDE ELEVATION

Right Side Elevation



LEFT SIDE ELEVATION

Floor Plan



FLOOR PLAN

## SECTION THREE: TYPES OF EVENTS

Please note information contained within the event categories are a guide only. There may be further requirements to consider depending on the size/nature of your event. Please refer to Local Law 4 and Subordinate Local Law Schedule 2 Restricted Activity 4 (C) for further information.

### **Commercial Events**

Commercial events are classified into four types:

- **Commercial Events** with an admission fee **being charged to the public and no commercial liquor licence**
- **Commercial Events** with an admission fee **being charged to the public and with a commercial liquor licence** (event not to exceed 6 hours)
- **Commercial Events** with no admission fee **being charged to the public and with no commercial liquor licence**
- **Commercial Events** with no admission fee **being charged to the public and with a commercial liquor licence** (event not to exceed 6 hours)

### **Community Events**

Community Events are classified into four types:

- Community Events **with an admission fee** being charged to the public and with no commercial liquor licence
- Community Events **with an admission fee** being charged to the public and with a commercial liquor licence (event not to exceed 6 hours)
- Community Events **with no admission fee** being charged to the public and with no commercial liquor licence
- Community Events **with no admission fee** being charged to the public and with a commercial liquor licence (event not to exceed 6 hours)

Both Commercial and Community Event organisers are required to abide by all terms and conditions of hire and apply for an event permit.

### **Not for Profit functions**

There are two types of Not for Profit functions:

- More than 500 people and less than 1501 – per event
- Over 1501 people – per event

Includes events with or without alcohol consumption (event not to exceed 6 hours if commercial liquor licence). Organisers must show proof of registration as a Not for Profit organisation.

Organiser's need to:

- Complete the required booking forms
- Provide **Public Liability Insurance**
- Ensure that **First Aid** is available and signposted clearly
- Notify **Police and Emergency Services** of the Event
- Prepare and provide a detailed **site map** with **Emergency Management Plan**
- A **Traffic Management Plan** may be required
- An **Electrical Plan** detailing power distribution may be required
- Ensure that sufficient **Toilets** are available (see 'Toilets' on page 18)
- Pay any **applicable fees**
- Obtain a **Temporary Building Permit** for temporary structures if required
- Obtain a **Temporary Food Permit** if providing food - contact Health & Regulatory Services for further information
- Obtain a **Temporary Entertainment & Event Approval** if the event is open to the public and recreation, amusement or entertainment is provided
- Ensure that consideration is given to **People with Disabilities**
- Ensure there is appropriate **traffic and crowd control** for the event
- Event Set-up and Pack-down - 'Bump-in' and 'Bump-out' time requirements.
- Provide a **signage plan**

- Organise **cleaning** of the area after the event.

Other events that may occur at the Meadowlands Amphitheatre and immediate surrounds include:

### ***Fetes and Fairs***

Many community groups such as schools and churches raise funds by organising fetes or fairs. These events require an Event Permit. You should contact MRBG Administration as early as possible to ensure that your required date and location is available.

Organiser's need to:

- Complete the required booking forms
- Provide **Public Liability Insurance**
- Ensure that **First Aid** is available and signposted clearly
- Notify **Police and Emergency Services** of the Event
- Prepare and provide a detailed **site map** with **Emergency Management Plan**
- Ensure that sufficient **Toilets** are available (see '**Toilets**' on page 18)
- Pay any applicable **fees**
- Obtain a **Temporary Building Permit** for temporary structures if required
- Obtain a **Temporary Food Permit** if providing food - contact Health & Regulatory Services for further information
- Obtain a **Temporary Entertainment & Event Approval** if the event is open to the public and recreation, amusement or entertainment is provided
- Ensure that consideration is given to **People with Disabilities**
- Organise **Cleaning** of the area after the event.

### ***Film Shoots/Commercial Photography***

If you were looking to utilise the unique setting of the Meadowlands Amphitheatre for a Film Shoot or Commercial Photography location you need to apply for an Event Permit. This ensures that your activity can be conducted while considering the needs and safety of other users.

If your activity is classed 'Low Impact' (please see below) you may not require a permit but you **MUST** supply a copy of your Public Liability Insurance to MRBG Administration.

Low Impact Filming / Photographic Criteria

- Six people or less (inclusive of all crew and talent staff)
- Have no more than one camera, one tripod and handheld sound recording equipment.
- No vehicle access required
- No reserved area required
- Flow of pedestrian/vehicle traffic not hindered in any way

If your filming / photographic requirements exceed the above criteria it will be classed as High Impact.

Low Impact Filming / Photographic Organisers need to:

- Contact Botanic Gardens Administration
- Supply a copy of your **Public Liability Insurance**

High Impact Filming / Photographic Organisers need to:

- Contact Botanic Gardens Administration
- Supply a copy of your **Public Liability Insurance**
- Ensure that **First Aid** is available and clearly signposted
- Provide clear details of the proposed filming
- Provide clear details of the intended areas of use within MRBG
- Provide a list of proposed infrastructure to be brought on site. This includes lighting equipment, shelters, props etc

### **Fun Runs and Walkathons**

Most Fun Runs and Walkathons involve a number of participants running, jogging or walking along a prescribed route. Fun Runs and Walkathons are typically held as fundraising activities. These events require an Event Permit. You should contact MRBG Administration as early as possible to ensure that your path is available and in a suitable condition for the event. Please note NO markings – temporary or permanent – are to be made on any pathways or boardwalk and signage cannot be staked into lawns of garden beds. Traffic cones and free standing signage e.g. A-frame signs, are accepted.

Fun Run and Walkathon organisers need to:

- Complete the required booking forms
- Provide **Public Liability Insurance**
- Ensure that **First Aid** is available and signposted clearly
- Notify **Police and Emergency Services** of the Event
- Prepare and provide a detailed **site map** with **Emergency Management Plan**
- Ensure that sufficient **Toilets** are available (see '**Toilets**' on page 18)
- Pay any applicable fees.
- Obtain a **Temporary Building Permit** for temporary structures if required
- Obtain a **Temporary Food Permit** if providing food - contact Health & Regulatory Services for further information
- Obtain a **Temporary Entertainment & Event Approval** if the event is open to the public and recreation, amusement or entertainment is provided
- Ensure that consideration is given to **People with Disabilities**
- Prepare a detailed **map** of the route
- Provide a signage plan
- Ensure that any road crossings (external to the MRBG site) are adequately monitored by accredited **marshals** for the safety of participants.
- Ensure that your event does not cause a disruption to other members of the public
- Ensure that **drinking water** is available to participants
- Organise **Cleaning** of the area after the event

### **Markets**

Markets are generally a public gathering held for the purpose of buying and selling merchandise. These events require an Event Permit. You should contact MRBG Administration as early as possible to ensure that your required date and location is available.

Market organisers will need to:

- Complete the required booking forms
- Provide **Public Liability Insurance**
- Ensure that **First Aid** is available and signposted clearly
- Notify **Police and Emergency Services** of the Event
- Prepare and provide a detailed **site map** with **Emergency Management Plan**
- Ensure that sufficient **Toilets** are available (see '**Toilets**' on page 18)
- Pay any applicable fees
- Obtain a **Temporary Building Permit** for temporary structures if required
- Obtain a **Temporary Food Permit** if providing food - contact Health & Regulatory Services for further information
- Obtain a **Temporary Entertainment & Event Approval** if the event is open to the public and recreation, amusement or entertainment is provided
- Ensure that consideration is given to **People with Disabilities**
- Ensure that music and/or speeches are contained at a reasonable level (*see '**Noise**' on page 16*)
- Organise **Cleaning** of the area after the event

***Other Events***

Other types of events could include launch or open days, theatre shows, outdoor cinema or other activities. Please contact Gardens Administration if your proposed event has not been addressed in the main categories.

***Wedding, Joining and Naming Ceremonies***

The Meadowlands Amphitheatre is currently not available for Wedding, Joining and Naming Ceremonies.

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## SECTION FOUR: A - Z GUIDE

### **Alcohol**

The MRBG is a general alcohol-free zone. Within the MRBG alcohol is ONLY permitted:

- at licensed functions in event areas adjacent to Lagoon Street (Tropical Sun Garden lawn, Malta Garden Lawn and Heritage Garden) catered for by The Restaurant and Cafe on the Lagoon,
- at licensed functions in the Meadowlands Amphitheatre.

Any function that will have alcohol sold or served must be in a designated area with appropriate barriers and signage. Security personnel must be present at any function with alcohol; this is the responsibility of the event organiser.

When having a licensed function at the Meadowlands Amphitheatre we recommend you obtain a quote from The Restaurant and Cafe on the Lagoon, contact (07) 4952 4966 or [therestaurant@internode.on.net](mailto:therestaurant@internode.on.net). You are not obliged to employ them if a more suitable quote is received.

BYO alcohol into the MRBG under **any** circumstances is **strictly prohibited**.

### **Animals**

Dogs on leads are permitted in the MRBG. You are required to clean up after your pet; there are doggy-doo bags provided throughout the site. All other domestic and farm animals are not permitted onsite, this includes horse-drawn carriages and petting zoos.

### **APRA – Australian Performing Rights Association Permits**

At any event or festival, entertainers who perform songs that are not their own original composition must obtain a permit from APRA prior to the event. Contact APRA on (02) 9426 5200 or visit [www.apra.com.au](http://www.apra.com.au).

### **Balloons**

Balloons are not permitted at the MRBG. No exceptions. See **Decorations and Props**.

### **Cleaning**

Cleaning of the event site must take place immediately after the event has finished (not the next day) to prevent the spread of litter throughout the Botanic Gardens and Lagoons.

It is also advisable that you make sure the area is adequately cleaned before the event.

If an area is not left clean and tidy, your event bond will be forfeited in part or full to cover the associated costs. It is in your best interest to supply adequate bins for waste disposal and ensure sufficient staff is available to clean up.

### **Decorations and Props**

Stage and surrounding decorations and props are permitted as long as no item is permanently fixed (e.g. nailed, glued, screwed in etc) to MRBG infrastructure or attached to any plant or tree in the living collection. It is the responsibility of the organiser to remove all materials as soon as possible after the event conclusion.

Items such as balloons **are not permitted** due to litter and the ease with blowing away and potential harm to wildlife.

All decorations and props must be secured from falling and hurting event staff, performers and the public and it is your responsibility to ensure their safety.

### **Drinking Water**

It is recommended that organisers make drinking water available free to event patrons, especially for events where a risk of participant dehydration is present, e.g. Fun Runs. Currently there are no drinking fountains at Meadowlands.

### **Electricity Supply**

Council supplies electricity, the cost of which is covered in your event area hire fee. Your event may require the services of a generator if it is held away from designated power outlets. The supply and associated costs of the generator are to be provided by the event organiser. The location of such additional equipment will need to be

illustrated on the submitted site layout plan and care taken to ensure that noise and fumes from such equipment does not adversely impact upon the surrounding environment, surrounding residential properties or event patrons.

Botanic Gardens Administration may also request a detailed **Electrical Plan** be submitted as part of a major event application to ensure appropriate and correct distribution of power supply during your event. As part of your approval, you may be required to engage the services of MRC Electricians or an Electrical Contractor.

All electrical equipment brought onto Council land for your event must have a current tag of electrical safety. This also includes any external providers of amplification or other electrical equipment required for your event. It is the event organisers responsible to ensure compliance of electrical safety.

A maximum of 1 x 30m power lead from any one power outlet applies. Double adaptors are not permitted and powerboards with built in safety switches / circuit breakers are required. All electrical equipment and appliances must be used strictly according to manufacturer's recommendations and ensure that any electrical appliances used individually or as a group do not exceed the powerboards maximum rating.

If you are engaging the services of a hire company to provide amplification and other electrical equipment it is your responsibility as the event organiser to ensure their equipment has a current safety inspection tag.

### **Emergency and Risk Management Plan**

Organisers must have a *Risk Management Plan*, which identifies:

- Risks associated with your event
- How each risk will be managed
- Person/s responsible for ensuring that all risks are managed

Botanic Gardens Administration will require a copy of the event organiser's 'Risk Assessment Plan' as part of the conditions of the Event Permit. For large events, Council may insist that a professional Risk Manager be employed.

Public events of all sizes must have an Emergency Management Plan, which outlines how you will respond in the event of an emergency. The plan must consider:

- Possible emergency interruptions
- Access and evacuation routes
- Personnel responsible in emergencies and evacuations
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

In the event of an emergency at an event or festival, contact 000. For after-hours, Council-related emergencies contact 1300 MACKAY (1300 622 529). The police should be consulted in relation to all public events – for larger events they may be engaged throughout the event planning process. If you are unsure of how to prepare an Emergency Management Plan you should call MRBG Administration for assistance. A sample Emergency and Risk Management Plan can be found in the appendixes. Please note that in all cases, emergency services must be notified of your event in advance.

### **Environment and Sustainability**

When holding an event ensure there is no negative impact on surrounding vegetation, lawns, waterways and wildlife. This requires that all litter be removed from the site and disposed of in a recycling or waste bin. No leftover food is to be left on site. No substances are to be poured over road surfaces, down drains or into the lagoon. Only clean, fresh water is to be poured into drainage pits. Garden beds or vegetated areas are not to be walked over. If any damage is identified by MRBG staff being caused by an event, you may forfeit all or part of your bond to undertake repairs.

### **Event Details**

Please provide the following event details in any application:

- Event Name
- Event Date
- Event Start and Finish Times
- Event Set-up and Pack-down times – including 'bump in' and 'bump out' time requirements.
- Event contact names and contact details both prior and during the event

- Brief description of the event
- Estimated attendance
- Target audience

### **Fire and Fireworks**

Fire or Fireworks are **not** permitted at the MRBG. **No exceptions.**

### **First Aid Providers**

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the size of the event. St John Ambulance Australia can attend events, provide displays and offer first aid assistance.

### **Flowers and Plants**

The MRBG are for the enjoyment of all. Please refrain from picking flowers or foliage and supervise children. To help us keep pests and diseases out of the MRBG, please remove any flowers, foliage or plants brought in with you.

### **Food**

If any food is to be **sold or served** at your event you must apply for a 'Temporary Food Premises' Permit. This enables your local Environmental Health Officer to assess the temporary food premises and provide information to you about safe food handling and preparation practices. All temporary food premises require a Permit regardless of whether they are profitable, non-profitable or charity organisations.

For more information or to apply for a permit please contact MRC's Environmental Health Unit on 1300 622 529.

### **Lawns / Irrigation Lines**

The MRBG will arrange to have the grass cut before your event. If temporary structures are being erected, no staking onto lawns is permitted – use weighted sandbags and 'pop-up' style marquees.

### **Lighting**

Currently, there is minimal lighting around the Meadowlands Amphitheatre. If your event is to be held in the afternoon/evening, additional lighting may need to be sourced for the safety of event patrons.

### **Information Services**

In the case of large events, a temporary information centre should be established for event information and a focal point for incidents, e.g. lost children. Other information services you will need to consider include appropriate directional signage to toilets, first aid, refreshments and activities.

### **Marshals**

Marshals can perform a range of roles such as directing people to toilets and medical assistance, through to assisting large numbers of vehicles access and exit from the site. Marshals should be well-briefed in advance and be easily identified with appropriately marked armbands, vests or T-shirts. In the event of problems with crowds or individuals, marshals should be able to act, where appropriate, to correct problems and, when required, inform an event organiser or Police of any problems.

**Note that all road closures require accredited marshals for each closure barricade.**

### **Noise Levels**

The MRBG is a significant botanic garden with important populations of resident and visiting wildlife, as well as others using the site during your event. If your event will have amplified music or create excessive noise you will need the appropriate Permits. Please contact MRC's Environmental Health Unit on 1300 622 529. Hirers are required to engage an independent Acoustic Engineer Technician to monitor sound levels to EPA guidelines - the sound pressure level generated by the prescribed activity must not exceed EPA **Guidelines at the nearest residential property**. Amplified music or loud noise cannot be projected before 7.00am or after 10:00pm.

Please refer to **MRC Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011**.

### **Notifying Residents**

If hosting an event you are required to advise the residents in the surrounding areas (Alexandra Street, Crowley's Road east, Charlmay Court and the Lagoons Estate) of any impact on them from your event. We have attached a

standard letter (Appendix 2) to use as a guide for your event. This letter can also be used as a guide in order to prepare notification to residents for private functions if deemed appropriate. This is also great opportunity to market the event and invite local residents. You will also need to forward a copy to MRBG Administration prior to the event. Notification must take place at the time of your event confirmation.

### **Parking – Vehicle Access**

The Meadowlands car park features 196 car parking bays including 4 disability access bays. Bus parking should occur along Crowleys Road/Alexandra Street. Under no circumstances are any vehicles permitted to access the Mackay Regional Botanic Gardens without the express permission of the Curator or the Curator's delegated responsible MRBG staff member. Access to the site must be organised prior and vehicles are only permitted along designated roadways. Please be aware that all internal roadways are shared-use zones and as such, **pedestrians and cyclists have absolute right of way.**

### **Police and Emergency Services**

Depending on the nature of the event, Police may need to be consulted. This is required to ensure emergency services are aware of your event and can plan any potential movements around the activity.

### **Promotion and Signage at the Event**

The event organiser must provide a signage plan that outlines all the proposed directional and event branding signage to be installed at the event. Please include details such as quantity, size, positioning, and installation method. Signage includes banners, bunting, corflutes and flags. Signage must comply with Subordinate Local Law 1.4 – refer to Local Laws for further information. Please note under no circumstances may any signage be attached to / hung from any tree, plant or part thereof. Signage may not be fixed with nails or glue to any Council-provided infrastructure.

### **Promotion and Signage of the Event**

No advertising or promotional material is permitted to be distributed until you have received an approved event permit. Mackay Regional Council's local laws must be adhered to (no signage is to be placed on a Council roadside, etc). Please contact Mackay Regional Council on 1300 622 529 for further information.

### **Public Liability Insurance**

Public Liability Insurance must be obtained and cover the period from setting up to the breaking down of an event. All events require up to \$20 million cover. Please note that stallholders, food vendors and contractors (including Amusement Ride operators) involved with your event must be covered with their own Public Liability Insurance. It is your responsibility to make sure anyone you have invited to participate is insured appropriately (please supply copies with your application). Your Public Liability Insurance must also cover volunteers involved with any aspect of the event. A copy of your organisation's Public Liability Insurance *Certificate of Currency* must be lodged with Botanic Gardens Administration for the event to proceed. It is recommended that it be attached to your "Event Permit Application" so that there are no delays in processing the permit.

### **Rehearsals**

Rehearsals for events involve use of the Meadowlands Amphitheatre facility (stage, green rooms, terraces and lawn slope). Within one (1) week of the main event occurring – rehearsals are included in the event fee. A reservation for rehearsal must be made by the event organisers for themselves or any other groups that are part of the event using the facility. Notification of access to the facility for any rehearsals must be made by the event organisers contacting Botanic Gardens Administration prior. Botanic Gardens Administration will advise the final availability of the facility for rehearsals, as horticultural works and site preparation in the vicinity may impact on the rehearsal at certain times. Rehearsals that occur more than one (1) week prior to the main event occurring will entail the full payment of the rehearsal fee and bond.

### **Security**

Security requirements will differ depending on the type, size and duration of the event. Please discuss your event details / requirements with the security provider so they can arrange adequate staffing levels. Where applicable you will be required to provide a security booking confirmation with the application form. Event organisers are responsible for all security associated with their event; this could include crowd control. MRBG does not provide security for events. For further information contact MRBG Administration.

**Set-up and Pack-down - "Bump-in and Bump-out"**

If the proposed event requires additional time outside of the event date/s for set-up and pack-down, please inform the MRBG Administration. Security would need to be arranged by the event manager to ensure no damage is caused to equipment or site.

**Signage**

See "Promotion and Signage at/of the Event".

**Site Plan**

You must supply a detailed site plan of the intended event identifying first aid location, toilets, power, lighting, generators, stalls, staging, rubbish collection, crowd control barriers, vehicle access routes / emergency access, information stand etc. It is highly recommended that your event site plan be attached to your initial 'Event Permit Application' so that there are no delays in processing.

**Traffic Management Plan**

Major events may require a Traffic Management Plan to be provided detailing traffic flow via Alexandra Street and into Lansdowne Road. This plan may include traffic marshals to direct traffic to and from the Meadowlands car park and surrounding area to ensure safety of patrons and general public and avoid traffic congestion.

**Toilets**

Toilets facilities are located at Meadowlands, with other facilities located within the MRBG at MRBG Administration 9 Lagoon Street, and at the MRBG Tamarind car park near the Lagoon Street / Lansdowne Road intersection.

The Meadowlands amenity building caters for 500 patrons and has the following facilities:

Males			Females	
WC	Urinal	Hand Basins	WC	Hand Basins
1	3	2	4	3
1 (ambulant)			1 (ambulant)	
1 (all accessible with hand basin)			1 (all accessible with hand basin)	

The number of toilets required at your event will depend on a number of factors including:

- Anticipated crowd numbers
- Duration of the event

The Australian Emergency Manual recommends the following (*These figures are a guide only*).

Toilet facilities for events where alcohol is not available:

Patrons:

	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	4	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available:

Patrons:

	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Reducing toilet facilities for shorter duration events (quantity required):

8+ hours	100%
6-8 hours	80%
4-6 hours	75%
<4 hours	70%

Additional toilet facilities must:

- Be accessible
- Be cleaned and restocked regularly
- Be located on the concession area closer to the lagoon
- Be weather protected
- Be well lit so as to not provide a security or safety risk
- Provide sharps disposal
- Be available for people with disabilities
- Provide soap and hand drying equipment

If your event is of medium size, this may mean hire of extra port-a-loos. For larger events several private companies can hire you portable toilet blocks. You should take care to ensure that toilets are available for people with disabilities and these will require approval from MRBG Administration for access delivery, positioning and placement. For a detailed fact sheet for toilet requirements at events please go to [www.lgtoolbox.qld.gov.au/toiletfacilitiesatevents](http://www.lgtoolbox.qld.gov.au/toiletfacilitiesatevents)

Cost of cleaning the permanent Meadowlands amenity facility at the end of the event is included in the hire fees of the Amphitheatre facility. The hirer will be responsible for the cleaning of toilets during the event and also be responsible for the cleaning of any extra portable toilets during and after the event. The hirer is also responsible for the hire of any toilet and cleaning consumables required for portable toilets.

### **Volunteers**

Many community events are predominantly made up of volunteers. Public Liability Insurance must cover volunteers involved with any aspect of the event. It is important that both the community group/committee and volunteers themselves are aware of their rights and responsibilities.

### **Waste Management**

Mackay Regional Council values waste minimisation and litter reduction.

We recommend that all events minimise packaging and 'disposable items' (plastic plates, cups, straws, coffee stirrers etc) by requiring that all food stallholders utilise packaging and 'disposable items' that are made from recycled products and can be recycled after use.

Below is a guide for the number of bins you will need to provide at your event:

Minimum number of waste bins per patron use (this does not include existing bins that may be at the site)

Number of Patrons	Food and/or drink sold and consumed	Number of waste bins 240 litre bin per 100 Patrons
100	No	1
100	Yes	2

Bulk bin requirements per patron use

Number of Patrons	Food and/or drink sold and consumed	Number of 3m <sup>2</sup> bulk waste container
Up to 1000 patrons	Yes	1
More than 1000 up to 4000 patrons	Yes	2

The provision of recycling bins for event attendees and food providers is required. Please discuss with MRGB, who can recommend options for recycle facilities at your event. All waste must be contained in waste or recycle bins and removed from site by the event organisers or a waste collection contractor (which must be arranged by the events manager). Where required, please submit a confirmation of the waste services booked with your application.

### **Weather Protection**

Weather extremes can affect outdoor events dramatically. With appropriate planning this can be managed. Consider providing suitable shade during summer and warmth during winter. Heavy winds should always be considered when planning the event layout as the site is open and exposed and tree cover for shade is minimal.

Sunscreen should be made available at your information stall if appropriate.



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## Appendix 1

### Meadowlands Amphitheatre Fees and Charges 2013/2014

EVENT TYPE	HIRE FEE	REFUNDABLE BOND
<b>Commercial event</b> with an admission fee being charged to the public and a commercial liquor licence (event not to exceed 6 hours)	\$5,000	\$3,000
<b>Commercial event</b> with no admission fee being charged to the public and a commercial liquor licence (event not to exceed 6 hours)	\$4,000	\$3,000
<b>Commercial event</b> with an admission fee being charged to the public and no commercial liquor licence	\$3,000	\$3,000
<b>Commercial event</b> with no admission fee being charged to the public and no commercial liquor licence	\$2,000	\$2,000
<b>Community event</b> with an admission fee being charged to the public, with or without alcohol consumption (plus refundable bond) (event not to exceed 6 hours): <ul style="list-style-type: none"> <li>• More than 500 people and less than 1501 – per event</li> <li>• Over 1501 people – per event</li> </ul>	\$1000 \$1,500	\$1000 \$1,500
<b>Community event</b> with no admission fee being charged to the public, with or without alcohol consumption (plus refundable bond) (event not to exceed 6 hours): <ul style="list-style-type: none"> <li>• More than 500 people and less than 1501 – per event</li> <li>• Over 1501 people – per event</li> </ul>	\$800 \$1,500	\$800 \$1,500
<b>Not for Profit functions</b> (must show proof of registration), with or without alcohol consumption (plus refundable bond): <p>More than 500 people and less than 1501 – per event Over 1501 people – per event</p>	\$500 \$1,200	\$500 \$1,200
<b>Rehearsals*</b> (plus refundable bond): *Please refer to the <b>Meadowlands Amphitheatre Festival and Events Guidelines</b> document on 'Rehearsals' for further information.	\$200	\$200
<b>Photographic/film location</b> (plus refundable bond):	\$708.00	\$1373.00

Please note that **all** applications that include a Liquor Licence will be reviewed by the **Meadowlands Events Reference Group**. Other **High Risk Events** – as defined by the Queensland Government Office of Liquor and Gaming Regulation [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) – are not permitted.

### Mackay Regional Council Electricians Fees and Charges 2013/2014

HOURS OF WORK	RATE CHARGED (per hour)
Within Standard Business Hours Monday – Friday (6.30am – 3.30pm)	\$57.00
Outside Standard Business Hours Monday – Friday	\$85.50 (first 3 hours) \$114.00 (there after)
Saturday and Sunday (Minimum 4 hours charged)	\$85.50 (first 3 hours) \$114.00 (there after)
Callout (Minimum 4 hours charged)	\$85.50 (3 hours) \$114.00 (there after)

All other associated costs with the setup and running of the event are the event organiser's responsibility, i.e. provision of extra toilets, security guards, security fencing, crowd and traffic control, additional lighting etc.

## Appendix 2

### *Example Letter to Notify Residents*

*Date*

Dear Resident,

#### **NOTIFICATION OF EVENT**

The *(Event Name)* will be held on *(Event Date)* at the Meadowlands Amphitheatre - Mackay Regional Botanic Gardens. This event will run from *(Time)* and conclude at approximately *(Time)*, with set up preparations beginning at *(Time)*.

There will be a variety of attractions and entertainment including *(List these)*. We are expecting approximately *(number of patrons)* people throughout the day.

*(List the issues that will affect the residents including noise and traffic etc and the times)*  
*(List how these issues have been addressed e.g. parking provisions and parking attendants).*

If you require further information regarding this event, feel free to contact the Event Manager *(Name)* on *(Phone Number, Mobile Number, Website and Email address)*.

We would also like to take this opportunity to invite you along to this wonderful event.

Yours Sincerely,

*(Your Name)*  
*(Contact Details)*

### Appendix 3

Example site map – yellow dotted line is the extent of your event area usage of the Meadowlands Amphitheatre



## Appendix 4

Company Name	Contact Number	Website
Mackay Regional Council (MRC) <ul style="list-style-type: none"> <li>• Health and Regulatory</li> <li>• Parks and Environment</li> <li>• Community Development</li> <li>• MECC Festival and Events</li> </ul>	1300 MACKAY (1300 622 529)	<a href="mailto:council@mackay.qld.gov.au">council@mackay.qld.gov.au</a>
Mackay Regional Botanic Gardens (MRBG)	(07) 4952 7300	<a href="mailto:botanic@mackay.qld.gov.au">botanic@mackay.qld.gov.au</a>
Mackay Police	(07) 4968 3444	<a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>
QLD Fire and Rescue, Mackay	(07) 4944 8000	<a href="http://www.fire.qld.gov.au">www.fire.qld.gov.au</a>
QLD Ambulance Service	13 QGOV (13 74 68) <b>NON URGENT</b>	<a href="http://www.ambulance.qld.gov.au">www.ambulance.qld.gov.au</a>
St John Ambulance Australia	(07) 4951 2428	<a href="http://www.stjohnqld.com.au">www.stjohnqld.com.au</a>
Office of Liquor and Gaming Regulation	13 QGOV (13 74 68)	<a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a>
Mackay Transit Coaches	(07) 4957 3330	<a href="http://www.mackaytransit.com.au">www.mackaytransit.com.au</a>
Mackay Taxi Service	131 008	<a href="http://www.mackaytaxi.com.au">www.mackaytaxi.com.au</a>
Department of Transport and Main Roads	(07) 4951 8555	<a href="http://www.tmr.qld.gov.au">www.tmr.qld.gov.au</a>

## Appendix 5

### Example Emergency Management Plan

Event Name:  
Date of Event:  
Event Manager Name:

Emergency interruptions we need to consider are: (e.g. electrical fire, medical emergency)

•  
•  
•

In an event emergency the below staff / volunteers are listed with their responsibilities: (staff / volunteers listed in order of authority)

NAME	PHONE NUMBER	RESPONSIBILITY
<i>E.G. Jo Slow</i>	<i>0123 456 789</i>	<i>Emergency Services Contact</i>

The access and evacuation routes will be via: \_\_\_\_\_

The meeting and loading points for Emergency Services will be at: \_\_\_\_\_

The incident control centre will be located at: \_\_\_\_\_

**Mackay Regional Council**  
**Meadowlands Amphitheatre**  
**Application Form**



**EVENT DETAILS**

Event Name .....  
Area within park (note previous map for maximum extent) .....  
*(please attach map if required)*  
Event Date/s From ...../...../..... To ...../...../.....  
Event Time/s From ..... am / pm To ..... am / pm  
Anticipated No of attendees.....  
Type of Event  Major Event  Minor Event  Fete/Fair  Film Shoot  Fun run/walk  Markets  Other  
Event Overview .....

**CONTACT DETAILS**

Event Organiser\* .....  
Contact Name .....  
Postal Address .....  
Daytime Telephone ..... Fax .....  
Mobile .....  
Email .....

\* NOTE : The event organiser is the name of the organisation who is the employer and in whose name the Public Liability Insurance is taken out

**EVENT REQUIREMENTS**

NOTE : A bond may be applicable subject to the type of infrastructure and entertainment proposed

Do you require access to onsite power?  Yes  No *(not available in all areas)*  
Is vehicle access required?  Yes  No *(not available in all areas)*  
 Inflatable entertainment e.g. jumping castle or similar *(copy of hirers insurance required)*  
*Please specify provider* .....  
 Live music / entertainment  
 Amplified music / entertainment  
 Amusement rides  
 Marquees / Tents / Stalls *(please specify size, how many)*  
.....  
 Staging *(please specify size)* .....  
 Signage *(all signage is to be free standing and not on road reserves)*  
 Table and chairs  
 Other *(please specify)*.....  
.....  
Will there be First Aid Officers?  Yes  No  
Will there be qualified security personnel for the event?  Yes  No  
*(If yes, please specify provider and how many security guards)* .....  
Will there be BYO food at event?  Yes  No  
*(Please specify)* .....  
Will food or drink, or both, be sold or provided to members of the public  Yes  No  
*(Please specify)* .....  
*(Additional permit may be required, contact Council's Environmental Health Department)*



## Mackay Regional Council

### PARK, RESERVE OR FORESHORE HIRE Terms and Conditions



1. Applications are to be submitted a minimum of 30 days prior to the nominated date for approval to be considered (*60 days for the Meadowlands Amphitheatre at the Mackay Regional Botanic Gardens*).
2. As a requirement of your approval, Mackay Regional Council (MRC) may request the hirer/approval holder have public liability cover of an amount not less than twenty million dollars (\$20,000,000.00) as part of a standard public liability insurance policy. A copy of the public liability insurance policy may be requested for sighting by MRC before this application is approved.
3. Should any fees, charges or bonds be applicable to this application, no confirmation of booking or letter of approval will be issued until payment has been made.
4. Specific Terms and Conditions applicable to the approval of any booking shall be attached to the letter of approval sent to the applicant upon approval of this booking.
5. The approval holder is to ensure that the use or activity authorised under the approval does not cause a nuisance.
6. The approval holder is to take specific measures to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval.
7. The approval holder is required to remove any rubbish created by the use or activity, and to ensure the area used is left in the same condition as before the use or activity commenced. Please note the hirer is responsible for the provision of extra bins where required and removal from site after event.
8. Where MRC incurs costs or expenses in rectifying any damage caused or contributed to by the approval holder or by the conduct of the approved use or activity, the approval holder will pay the amount of those costs or expenses to MRC.
9. The approval holder will use the park, reserve or foreshore for the use/activity stated on the approval and for no other use/activity.
10. The use or activity authorised under the approval is restricted to the specified days and times.
11. The approval holder will ensure that no glass or glass receptacles will be used at the park, reserve or foreshore on the date approved.
12. All electrical cords, fittings, switches and other electrical equipment must comply with the appropriate Australian Standards and display a current electrical test tag.
13. The approval holder is not to restrict/deny pedestrian or vehicle access of the park, reserve or foreshore.
14. No vehicle parking is permitted on any MRC park, reserve or foreshore.
15. The approval holder will ensure that no signage, flags or decorations are attached to or hung from any tree, structure or building within the park, reserve or foreshore.
16. The approval holder will observe, perform and fulfil all the requirements of MRC's Policies and Local Laws not limited to but including food service, noise and waste.
17. The approval holder is to carry the approval during the use or activity and is to produce the approval for inspection on demand by an authorised person.
18. The approval holder is required to obtain any other necessary approval, lease, licence or permit under any other Local Law, Act or Regulation that is required for the use or activity.
19. MRC reserves the right to cancel any park, reserve or foreshore booking at any time for any reason including safety concerns of the location. If a cancellation occurs, MRC will endeavour to inform the approval holder and a refund of any fees paid may be negotiated.
20. MRC reserves the right to terminate the event, either before or during the event, if the approval holder is in breach of the terms of this approval.

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All details accurate as of July, 2013.

NATURAL ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

Tuesday 11<sup>th</sup> June 2013 – 12.30 – 2.30 PM

Engineering Conference Room

**ATTENDANCE:** Cr Morgan (chair)  
Lisa Kermode, Stuart Holley, Peter Cluff  
Peter Alden, Di Williams, Sal Gray (proxy for Rob Cocco)  
Joan Fitzsimmons

**APOLOGIES:** Rob Cocco, Cr Jones, Saskia von Fahland, Bruce Milles,  
Lydia Gibson

1. **CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting held 26<sup>th</sup> March 2013 were accepted as a true and correct record.

Moved - Joan Fitzsimmons, Seconded - Lisa Kermode.

2. **MATTERS ARISING FROM PREVIOUS MEETING**

1. **Action:** Saskia to provide more information to Stuart Holley regarding the potential requirement for fencing to be included in a development project at Salonika Beach

Stuart advised that this information had been provided and that he is currently working through the issue.

3. **PRESENTATIONS**

The presentation from Wild Mob has been deferred to the August meeting as the presenter was unable to attend today's meeting.

4. **GENERAL BUSINESS**

1. **Coasts and Communities project/coastal activities update**

The committee received a detailed report on this item.

Additional items discussed included:

- Blacks Beach Spit Management Plan is now available for public comment and submissions are welcome. The closing date for receipt of submissions is close of business Friday 5<sup>th</sup> July 2013.
- Vandalism of revegetation at Bucasia. Options include investigating higher resolution surveillance cameras, installing additional cameras and using billboard- type signage or shipping containers to block potential views gained.
- Coasts and Communities activities are scheduled for Saturday 15<sup>th</sup> June - 9-11 am at Ball Bay and 2-4 pm at Bucasia.
- There will also be a community day held at the Gooseponds on Saturday 15<sup>th</sup> June as part of the Reef Guardians project.
- The Mackay Coastal Clean up activity targeting beaches in the Sarina area held in May was a great success. Approximately 200 volunteers attended. Council supports this event through staff time and the provision of quad bikes to assist with the clean up, as well as assisting with advertising and promotion. The next event will be held in October and Council is planning on adopting at least one beach - most likely Blacks Beach Spit. The adopting group is responsible for recruiting volunteers and providing general support on the day.

**Action:** Lisa will circulate information on the Coasts and Communities activities and the Gooseponds open day for the attention of committee members and councillors.

## **2. Land for Wildlife Program**

The committee received an update on this project.

It is anticipated that the agreed works will be completed by the contract expiry date of 1<sup>st</sup> November. Funds for this project will be expended prior to the end of the financial year.

Joan mentioned that Landcare Facilitator funding arrangements had changed. Lisa advised that this is not expected to impact the Land for Wildlife Program as Council funds the landcare groups to deliver this program and the Project Officer/Manager are responsible for delivery, not the Landcare Facilitator.

## **3. Landcare Group support projects**

Detailed reports on this item were received.

It is anticipated that that the agreed works will be completed by the contract expiry date. Funds for this project will be expended prior to the end of the financial year. The contracts with Pioneer Catchment and Landcare Group and Sarina Landcare Catchment Management Association expire in January 2014.

**4. Significant tree register**

Update provided as per agenda.

**5. Community Environmental Grants**

Update provided as per agenda

**5. FINANCIALS**

The financial statements as at end May 2013 were discussed.

Joan asked how the interest was calculated. Stuart advised that interest accrued on the balance of both the Natural Environment Levy and the Land Acquisition Fund and was added to the accounts each month.

There has not yet been any formal advice given on whether the funding application for the purchase of the Blacks Beach Spit was successful.

It was noted that Council recently received a briefing on the research project underway in the Eungella area. The potential exists to contribute funding towards this project in the future from the Natural Environment Levy, should a funding submission be received.

**Recommendation:** that 'in principle' support be given to providing funding support for the Eungella research project if required.

Moved Joan Fitzsimmons, Seconded Cr Morgan.

It was noted that spending was on track this financial year.

The washdown facility project was discussed. Peter Alden advised that the identified preferred site is not preferred by the Mackay Whitsunday Pest Management Group. A report is due to be submitted for the project and will be presented to the NEA Committee at the August meeting.

Joan asked how projects were proposed for funding. Lisa gave an overview of the prioritisation process.

**6. OTHER BUSINESS**

1. Peter Alden advised that a new weed had been found at Kuttabul, called *Blainvillea gayana*. It is a daisy-type plant (in the family Asteraceae) and is an annual herb. It was found in a paddock and has been controlled by the landholder. The site will be monitored. The Department of Agriculture, Fisheries and Forestry will produce a brochure and media releases to inform the community about this new weed.

2. Peter Alden advised that the pest book 'Weeds of Mackay Region' is being prepared. A grant has been received to publish 2000 copies. An official launch is planned. The format of the book is similar to 'Weeds of South-east Queensland'.

3. Local weeds declaration. The committee can give a recommendation about this at the August meeting for Council's consideration.

4. Joan mentioned that Kerri from Reef Catchments raised the possibility of a planning scheme overlay to show natural vs. park areas, at the recent Healthy Natural Environment Planning Scheme Information session.

**Action:** Lisa to discuss a potential natural areas overlay with Kerri.

Meeting closed 1.30 pm

Next meeting: 6<sup>th</sup> August - Council Chambers 12.30-2.30pm

**7. UPDATED ACTION LIST****Actions arising from this meeting**

**Action:** Lisa will circulate information on the Coasts and Communities activities and the Gooseponds open day for the attention of committee members and councillors.

**Action:** Lisa to discuss a potential natural areas overlay with Kerri.

**Actions arising from February meeting**

**Action:** Saskia to provide more information to Stuart Holley regarding the potential requirement for fencing to be included in a development project at Salonika Beach  
Completed

**Actions arising from previous meetings**

**Action:** Cr Morgan, Jessica Renton, Stuart Holley and Peter Cluff to discuss the potential to increase penalty units (particularly for vegetation clearing) with local laws staff and report back to the committee  
In progress

**Action:** Councillors to discuss with Stuart Holley and investigate how the Natural Environment Plan could inform development and report back to the committee.

**Action:** Lisa to update the Environment Levy brochure  
*In progress*

**Action:** Committee to consider the Pest Management proposal at the August meeting.  
*To be considered by the committee*



## Minutes

## Walking and Cycling Advisory Committee

Monday, 3 June 2013

**Attendance:** Cr. Kevin Casey (Chair), Cr. Deirdre Comerford, Nigel Dalton (QPS), Cr. Paul Steindl, Graeme Hawes, Rhiannon Dooley, Ramon Rakich, Onno Van Es, Samantha Nightingale, Mike Griinke (DNPRSR), Chris Herring (DTMR), Ross Young (DTMR), Peter McCallum (Bicycle Mackay), Craig Davenport (Bicycle Mackay).

**Apologies:** Gemma O'Neill, Daniel Bright (DNPRSR), Cr. Greg Martin, Kay Hodgson, Chris Evangelou.

**Meeting Opened:** 10:00 am

ITEMS	REQUESTOR	ACTION / COMMENTS
1. Introduction	Cr. Casey	Cr. Casey chaired the meeting and welcomed those present to the meeting.
2. Previous Minutes Action Items		
<ul style="list-style-type: none"> <li>Secure Bicycle Storage (Mackay City Centre)</li> </ul>	Rhiannon Dooley	<p>Rhiannon advised the Bluewater Quay is the preferable location and is being investigated further.</p> <p>Cr. Comerford raised the issue of a lack of toilets in the City, suggesting it may be more effective to construct additional toilets in conjunction with this project if a more central location is selected e.g. Wood/ Gordon Street car park.</p> <p><b>Action: Graeme to investigate and do layouts for both Bluewater Quay and Gordon/ Wood Street car park.</b></p>
<ul style="list-style-type: none"> <li>Active Towns web page</li> </ul>	Rhiannon Dooley	Please review the Active Towns web page and advise Rhiannon of any suggestions to improve the page.
<ul style="list-style-type: none"> <li>Mackay Bicycle Festival</li> </ul>	Rhiannon Dooley	Mackay Bicycle Festival will be held from 27-30 June at Caneland Park. Rhiannon is currently finalising the program of events. Please contact Rhiannon ASAP if you would like to be involved.
<ul style="list-style-type: none"> <li>Roundabouts and Bicycle paths/ footpaths</li> </ul>	Graeme Hawes	<p>Graeme has distributed Signage and Line marking, and Alternative Cycle Routes documents prepared by GHD to all members.</p> <p><b>Action: ALL to advise Graeme as soon as possible with any comments on the strategies.</b></p>



ITEMS	REQUESTOR	ACTION / COMMENTS
<ul style="list-style-type: none"> <li>• Pedestrian Traffic Lights</li> </ul>	Chris Herring	<p>Graeme advised "keep clear" line marking will be trialled across the refuge crossings at the under-construction Henman/ Paradise Street roundabout to encourage vehicles to leave space for pedestrians and cyclists to cross safely during congestion. If successful, there is scope to roll this out with future works. Rhiannon has suggested adding estimated travel times to signs as well as distance, to act as an indication for cyclists as well as motorists of comparable journey travel times.</p> <p>Graeme will also distribute the Signage Masterplan which has just been received and will be implemented as future upgrades occur.</p> <p><b>Action: Chris to follow up possibility of providing pedestrian priority at the following intersections:</b></p> <ul style="list-style-type: none"> <li>• Nebo Road, Webberley Street</li> <li>• Nebo Road, George Street</li> <li>• City Gates</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance for Cyclists on Ron Camm Bridge</li> </ul>	Craig Davenport	<p>Craig has provided Graeme a list of key routes used by group riders.</p> <p><b>Graeme to investigate whether sweeping rates can be increased on key cycle route areas that fall on Council controlled roads used in group rides.</b></p> <p><b>Chris to investigate whether sweeping rates can be increased on key cycle route areas that fall on DTMR controlled roads used in group rides.</b></p> <p>Graeme advised if members come across any debris on a road or pathway, to lodge a customer service request by phoning 1300 MACKAY (622529) or by visiting <a href="http://www.mackay.qld.gov.au">www.mackay.qld.gov.au</a>.</p>
<ul style="list-style-type: none"> <li>• Signage on the Bucasia and Habana loops</li> </ul>	Graeme Hawes	<p>Council will be installing 'Share the Road' signs in these areas mid-June. Chris will advise on signs being installed on DTMR controlled roads.</p>
<ul style="list-style-type: none"> <li>• Prohibition sign in Cuttersfield</li> </ul>	Graeme Hawes	<p>Following investigation of prohibited cycling signage on the western side of Canecutters Drive, Cuttersfield, Graeme advised the signage is not enforceable. The signage may be removed upon the installation of directional signage, to encourage cyclists to cross the road and use the shared path on the eastern side of the road, rather than continue on the western side as the footpath narrows to 1.5m.</p>
<ul style="list-style-type: none"> <li>• Poor lighting at Bridge Rd/Juliet</li> </ul>	Graeme Hawes	<p>Graeme advised Council's Civil Operations team will be installing reflectors on the existing islands as an interim</p>





ITEMS	REQUESTOR	ACTION / COMMENTS
	<p><u>Craig:</u></p> <p>Craig requested Active Towns' media focus on the need for motorists to be courteous toward cyclists to promote increased safety on the road.</p> <p>Craig raised the issue of maintenance for cyclists on Ron Camm Bridge. Graeme advised MRC undertake maintenance on the Bridge as a contractor to DTMR.</p> <p><u>Peter:</u></p> <p>Peter announced Mackay was in the top 10 local government areas for bicycle funding in Australia.</p> <p>Peter raised the issue of vehicle and dirt bikes speeding along the road toward the Quarry near Caneland. The road intersects with the Bluewater Trail and presents a safety concern.</p> <p><b>Action: Graeme to contact Department of Natural Resources and Mines regarding a change in conditions of extraction license.</b></p> <p><b>Action: Graeme to organise letter to AJK &amp; Camilleri regarding improved vehicle control.</b></p> <p>Peter asked whether Council had any plans to construct a shared path from Evans Avenue to PCYC. Graeme advised no such plans existed.</p> <p>Peter mentioned Cairns Post currently have a 1.5m safe passing distance campaign. If interested, members can sign a petition to support this.</p> <p><u>Ross:</u></p> <p>Road raised the issue of road work signage on road shoulders. Graeme advised signage must be at least 1.5m clear of the roadway. <b>Action: Graeme to remind Council Traffic Control contractors of this requirement.</b></p> <p><b>Action: Chris to remind DTMR Traffic Control contractors of this requirement.</b></p> <p><u>Nigel:</u></p> <p>Nigel advised the Safety Circus shows have commenced and have been very successful to date. 1850 students and 250 parents have watched the show. Nigel is seeking around \$5,000 to continue the program in future years.</p> <p><b>Action: Nigel to prepare letter of request for Mackay Regional Council to consider ability to provide funding support.</b></p> <p>Nigel queried possibility of bicycle racks being made available on Mackay Buses. Graeme advised future planning was generally directed toward establishing Secure Bicycle Storage at Public Transit facilities.</p>	
5. Next Meeting		The next meeting will be held on Monday, 5 August 2013 at 10:00am.

Meeting closed: 11:40am

Recorded by: Rhiannon Dooley

**TRAFFIC ADVISORY COMMITTEE MEETING****21 June 2013****REPORT****ATTENDANCE:**

Cr. Kevin Casey (Chairperson), Cr. Laurence Bonaventura, Chris Herring (Transport & Main Roads), Matt Gerry (Mackay Police Service) Wayne Amos (Traffic & Investigations Co-ordinator, Mackay Regional Council).

The Meeting commenced t 10.08 am.

**APOLOGIES:**

An apology was tendered on behalf of Colin Goodsell (RACQ), Gerry Doyle (Mackay Police Service), Peter Gill (Mackay Sugar) and Graeme Hawes (Manager Technical Services, Mackay Regional Council).

**1. REVIEW OF PREVIOUS REPORT**

The Report of the Traffic Advisory Committee Meeting held on 19 April 2013 was reviewed.

**2. MATTERS ARISING FROM PREVIOUS REPORT****Traffic Control Signage**

Gerry Doyle was to organise a letter to Council raising this issue. However he is currently on sick leave.

**Action: Matt Gerry to organise the appropriate letter to Council.**

**Speeding – Bridge Road through School Zone**

The review has been carried out which revealed no changes were deemed necessary.

**Speed Limit Review by Transport & Main Roads**

Speed Limit Results had been supplied and had been distributed to Committee members for comment.

Chris Herring advised he has received comments from most members. The Review suggested there was no real need for change regarding this issue.

**Traffic Issues/Arrangements for Stadium Events**

Members discussed several issues and noted that management of the Virgin Stadium now rested with Council. As Gerry Doyle was on sick leave, the information had not yet been supplied on Police feedback concerning previous events.

Members discussed several issues concerning the traffic issues such as number of entrances available, visual message boards and meetings of stakeholders.

**Action:** Matt Gerry to arrange with Officer in Charge for feedback information to be supplied to Council.

### 3. GIBSONS ROAD, TEKOWAI

#### Purpose

The purpose of this report is to inform members of the outcome of consultation with residents and property owners, requesting their advice regarding the permanent closure of Gibsons Road.

#### Background

At Council's Traffic Advisory Committee Meeting held on 7 December 2013, the Committee recommended that Council investigate the permanent closure of Gibsons Road at the intersection of Horse and Jockey Road. This was in response to the significant increase in traffic volumes on Horse and Jockey Road and Lansdowne Road since the installation of traffic signals on Peak Downs Highway. It was noted that the increased traffic volumes is contributed to the signalling of the Horse and Jockey Road and Peak Downs Highway intersection.

#### Survey Response

On 9 May 2013 Council sent letters to residents and property owners on Gibsons Road requesting that they advise their support for or against the permanent closure of Gibsons Road. A total of 9 letters were sent with 8 responses received from residents and property owner, and 2 responses from Mackay Sugar and Canegrowers. A table listing for, against and undecided for the permanent closure is as follows:

Name	For	Against	Undecided
Brian Barfield		✓	
Vikki Corowa		✓	
Michael Galea	✓		
Owen Buttigieg & Megan Parker	✓		
Eric Gibson		✓	
Neale Dimond		✓	
Canegrowers		✓	
Mackay Sugar			✓
Mark Willoughby		✓	
Tony & Roslyn Bennett			✓

#### *In Support of Closure*

- "Closure would be better at the western end, but be open for the cane crushing time..."
- "We fully support the permanent closure of Gibsons Road and the Horse and Jockey Road intersection subject to more information and plans for the future of the surrounding roads."
- Request for the sealing of Te Kowai Foulden Road to allow better access.
- Request for treatment of Lansdowne Road and Horse and Jockey Road intersection due to give way confusion for through traffic on Lansdowne Road.

#### *Not Supporting Closure*

- "I cannot consent to the permanent closure for the following reasons, - Mail delivery to house - newspaper delivery along this road - school bus services along this road..."
- "I have to advise that I could not consent to the closure of Gibsons Road. We have thousands of tonnes of cane hauled along this road to enable the contractor to reach the siding situated off Nilsons Road..."
- "Canegrowers Mackay lodges the strongest objection with Mackay Regional Council to the closure of Gibsons Road at the Gibsons Road and Horse and Jockey Road Intersection..."
- "Closing off this road would be a hindrance....."
- Main objections are to the increased carting distances for cane haulage and the associated increased cost of harvest.

**Undecided**

- "We stand 50/50 with this proposal to close Gibsons Road. It would be beneficial for the condition of our road to have less traffic but a disadvantage for the school bus and also during the crush..."
- "Before any decision is made as to the possible closure of Gibsons Road we would like to meet with you to discuss our concerns in greater detail."

**Traffic Count Data**

Automatic Traffic Counters installed in October 2012 has revealed an Average Daily Traffic (ADT) volume of 191 vehicles per day with an average peak hour volume of 23 vehicles per hour occurring between 8am and 9am.

An intersection count was performed at the Gibsons Road and Horse and Jockey Road Intersection between the hours of 7am and 9am on 6 November 2012. A total of 174 vehicles were counted during this time on Gibsons Road. The peak hour traffic volume occurred between 8am and 9am with a total of 151 vehicles on Gibsons Road, of which 137 vehicles were accessing Horse and Jockey Road.

According to the intersection count Gibsons Road has a morning Peak Hour Factor of approximately 79%. A Peak Hour Factor of 8% - 12% is considered normal with factors greater than 12% considered to be caused by 'rat running'.

**Crash History**

A search of Queensland Transport's road crash database has found no recorded crashes occurring in the past 5 years on Gibsons Road.

**Past Correspondence from Residents of Gibsons Road**

Council has received 3 previous correspondences from residences of Gibsons Road. These letters were received in October 2011 and August 2012 and all are regarding requests for a reduction in the speed limit due to increased traffic volumes.

**Discussion**

Residents and Property owners of Gibsons Road generally do not support the permanent closure of Gibsons Road.

Gibsons Road is a Rural Local Access Street according to Mackay Regional Council's Road Hierarchy. According to the desirable performance criteria for a Rural Local Access Street, the traffic carrying function is typically less than 250 vehicles per day. With the peak hour ranging between 11% and 15% between built-up and rural areas, this equates to an expected normal peak hour volume of approximately 38 vehicles per hour for an ADT of 250 vehicles per day.

On 6 November 2012 a peak hour factor of 79% was measured. This is the equivalent peak hour volume of a road with an ADT of 1274 vehicles per day. This means that during the morning peak hour, Gibsons Road is functioning as a Rural Sub Arterial Road.

It is noted that the traffic count data collected less than 3 weeks prior to the intersection count has determined the peak hour volume as 23 vehicles per hour. This equates to a peak hour factor of 12% and is considered normal. Accordingly, there appears to be a significant divergence from the normal distribution of traffic volumes on Gibsons Road.

Due to the lack of historical traffic count data from Gibsons Road the normal distribution of traffic volumes for Gibsons Road, prior to the installation of the Peak Downs Highway and Horse and Jockey Road signals, is not known. However correspondence received in 2011 and 2012 indicates that there has been a change in traffic volumes as a result of the installation of traffic signals on Peak Downs Highway and the completion of the Edmond Casey Bridge.

While there is reported evidence indicating an increase in traffic volumes and 'rat running' for Gibsons Road, the available traffic count data is inconclusive.

#### **Conclusion**

The intersection count data indicates that there is a significant level of 'rat running' occurring during the morning peak hour. The level of 'rat running' indicated by the intersection count is such that Gibsons Road would have a significant effect on the performance of Horse and Jockey Road. It is also noted that the current give way control for the cross road intersection of Gibsons Road, Horse and Jockey Road and Meadowlands Road intersection may not be appropriate for the equivalent traffic volumes during the morning peak hour.

It is also noted that the traffic count volumes collected approximately 3 weeks prior to the intersection count indicated peak hour volumes consistent with its road hierarchy. As the available traffic count data is inconclusive, further traffic count studies are required to establish the current level of traffic volumes and 'rat running' occurring on Gibsons Road. Accordingly, at least three 2 hour intersection counts would be required to establish likely peak hour volumes and extent of 'rat running'.

Residents and property owners generally do not support the permanent closure of Gibsons Road due to the inconvenience of access and increased cost of cane haulage. Accordingly, the option of a permanent closure is not considered acceptable by the public.

In light of the above, further investigation of this issue is required.

#### **Financial Implications**

The cost of performing three 2 hour intersection counts is in the order of \$1000.

#### Committee Comment

Wayne Amos pointed out the main points of his report advising this issue was the result of complaints by residents concerning 'rat running' occurring on Gibsons Road. The survey had resulted in 2 for - 2 undecided and the remainder were against any change. Also it was suggested that road widening could be a solution in the future, which would require available funding.

#### **Committee Recommendation**

THAT three 2 hour morning peak hour intersection counts be performed with a view to making recommendations for the upgrade of the Gibsons Road, Horse and Jockey Road and Meadowlands Road intersection.

**Action:** Wayne Amos to refer result of counts back to the Committee.

## **5. GENERAL BUSINESS**

### Modification of School Zone – Arana Drive

Members discussed the difficulties with large numbers of children crossing from the School and the fact that School staff were donning high visibility vests and conducting traffic control. This was because of the placement of the crossing on the downhill side of the crest of the hill.

Discussions resulted in members agreeing to the relocation of existing school zone signage on Arana Drive back to the intersection with Keim Street.

**Action:** Transport and Main Roads to write to the Principal of the School regarding the traffic control issues being undertaken by his staff and suggest the School again apply to the Department for approval for a Supervised Crossing.

### Maraju Yakapari Road near Fursden Street

There is a Transport Company at this location, JAT Transport Company, which is reversing large semi trailers across the road to enter the premises, and at times during peak hour times. Members were advised that this practice had been reported to the Traffic Advisory Committee on a previous occasion when the owner had been directed not to reverse across the road. The original owner had since sold the premises to JAT Transport.

**Action:** Transport and Main Roads to approach JAT Transport to resolve the problem or restrict hours.

### Kellys Road/Greenmount Intersection with Peak Downs Highway west of Walkerston

Members were advised complaints had been received concerning no right turn lanes were in existence at this intersection. Several factors were discussed –

- Transport and Main Roads registered one rear end crash
- Increased traffic on Kellys Road because of a new subdivision
- Potential risk of crashes
- Widening will be required if right turn lanes are installed
- 80 kph zone commences 150 metres in

**Action:** Install '80 Ahead' signage 300 metres west of Greenmount Road.

### Speed Limit – Habana Township

Complaints have been received of trucks exceeding the 50 kph limit (for trucks) when travelling through the township of Habana.

**Action: Police to enforce 50 kph limit for trucks travelling through Habana township**

Habana Yakapari Road before Seaforth Road

Complaints concerning trucks pushing vehicles off the roadway. These trucks appear to be travelling to and from the Quarry from early morning to late afternoon. Members discussed the state of the roadway and noted Council did maintenance of the roadway for Transport and Main Roads. (For information and general discussion)

Southbound Traffic at Alligator Creek on the Highway

A resident raised concerns of merging confusion and poorly lit roadway when travelling towards Sarina, at the bridge, where the road narrows from 2 lanes down to one lane.

**Action: Wayne Amos to investigate and advise Chris Herring at Transport and Main Roads of the result.**

Ridolfis Road off Sugarshed Road

Complaint received of rat running and sight distances at property access on Ridolfis Road.

**Action: Complainant to be requested to advise Council in writing of the issues. Wayne Amos to get the complainant's details.**

Armstrongs Beach Road

Members were advised of an approach to Council made by the Civil Engineering firm looking after the Workers Camp to have the 60 km/h zone signage reinstalled to their section of Armstrongs Beach Road.

Members discussed the history of this issue noting that at one stage there were three different speed zones. A Speed Limit Review had been undertaken for the whole of Armstrongs Beach Road which recommended 80 km/h zone all the way through.

Wayne Amos pointed out there is a slip lane in place and an observation deck is being constructed.

**Action: Cr Casey to arrange for the company to be advised that the Traffic Advisory Committee has not recommended any change in the speed limit at this location.**

**6. NEXT MEETING**

The next meeting is set for Friday 16 August 2013.

The meeting closed at 11.13 am

RECORDED BY: Jan Guy (Technical Services Administration)

**MACKAY MATSUURA SISTER CITY ADVISORY COMMITTEE**  
**Monday 3 June 2013 at 5.00 pm**  
**"London" Meeting Room**  
**MINUTES**

**ATTENDANCE:** Cr Alison Jones (Chair); Jan Kilbourne; Robert Ryan; Karen Hurford; Margaret Browne; Bill Molloy; Virginia Flynn; Aki Doolan; Kathryn Smith, Naoko Kaneda

**APOLOGIES:** Cr Dave Perkins

**1. Minutes of previous meeting**

The draft minutes of the meeting held 13 May 2013 will go to Council on 5 June.

**2. Matters arising**

**2.1 *Live, Work, Play Mackay***

This video has now been purchased and will be available for various programs to use. This will be a good promotional tool for our region. The video may be streamed to various locations in Council and can be used for such things as the Citizen's formal dinner. It is not able to be distributed via usb or similar but may be made available for Matsuura to use.

**Action: Robert / Kathryn to follow up**

**2.2 *Consulate Updates***

Council now has membership for Consulate Updates, which will be received via email. An article about Children's Day held at Artspace on 5 May has been submitted and will be in one of the next editions as well as the Sister Cities Australia newsletter.

**3. 2013 Mackay Region Citizens' tour to Matsuura**

- Gifts: Various options for the Friendship Association gift were discussed.

**Action: Robert / Kathryn to follow up**

- An idea for table gifts for next year's formal dinner was put forward (as gifts for this year's dinner have already been agreed on and purchased).

**Action: Robert / Shona to follow up**

- Home host information forms have been sent out. Japanese speaking committee members were asked if they would kindly translate when these are received back and it was agreed this should be a shared task.

**Action: Shona / Kathryn to forward forms**

**4. Student Group visit from Matsuura**

- Applications for families to host a student from Matsuura are coming in and a few more may be needed.

- The itinerary is coming together and a draft will be forwarded to the committee.

- The student party, being organised by last year's scholarship students, will take place on 13 August (5-8pm). A venue is yet to be confirmed and the students are fund raising to cover the various activities. Margaret Browne will meet with the students and will invite this year's scholarship group to the meeting and to the party.
- Gifts: Council will present a small gift to each member of the student group at a welcome lunch as well as the bush dance.

#### 5. Sister Cities Mackay - Update

Margaret advised that Sister Cities Mackay will next meet on 4 June and an update will be given at the next advisory committee meeting.

#### 6. General Business

- Registrations are now open for the 2013 Sister Cities Australia National Conference, to be held in Broken Hill, NSW. Council will consider paying for one committee member to attend.  
**Action: Anyone interested in attending please contact Kathryn as soon as possible.**
- This was the last Matsuura advisory committee meeting which Jan Kilbourne, Manager Community Development and Libraries, will attend prior to retirement. Cr Jones wished Jan well with her future endeavours and Jan was thanked by Cr Jones and committee members for the wonderful contribution Jan has made to the Matsuura program.

#### 7. Date and time of next meeting

Scheduled for 8 July 2013

The meeting closed at 5.45 pm.



## FIELD OF DREAMS ADVISORY COMMITTEE MEETING

*2.05 PM - Tuesday 2 April 2013*

*at*

*Mackay Regional Council – Sarina Office*

### MINUTES

**ATTENDANCE:** Cr C Bonanno, Mrs B James, Mrs J Costello, Mrs G Murray, Mrs E Dale, Mrs C Scott, Mrs J Boswood, Mr R Ailwood, Mrs G Mansfield, Mr A Ahern and Mr A De Brincat.

**APOLIGIES:** Cr G Martin, Mr G Carlyon

The meeting commenced at 2:05pm

#### 1. MINUTES OF PREVIOUS MEETING

Minutes of the Committee meeting held on the 6<sup>th</sup> December 2011 were endorsed.

#### 2. MATTERS ARISING

- Concerns raised that people standing on the Yukan Art Gallery deck could see into the buildings amenities.

**Action:** Property Services to investigate and take required action.

- Mrs Dale advised members that discussions had been held with the Sarina Showgrounds Committee in regards to placing Field of Dreams signage at the showgrounds but unfortunately no further signage could be approved at the site.

Members agreed that work undertaken by Council to remove trees from the Field of Dreams gully had opened up the site and improved visibility from the highway.

Discussion was held in regards to the possible re-naming of the Field of Dreams with members agreeing to retain the name and that a short story be prepared to advise visitors on the background of the name.

**Action:** Committee members to provide their history in preparation for compiling a short story on the Field of Dreams.

#### 3. FACILITY OPERATIONS

##### **Sarina Sugar Shed**

- Business is still quiet, work is now required to build trade up after roadworks and weather have impacted on visitor numbers.



- The new Sugar Shed Rum has been approved with a release date to be set.
- The State Government is using selected Sugar Shed products as a gift line.

#### **Sarina Tourist Information Arts & Crafts Centre**

- The Mt Pelion school building project is proceeding with foundation design completed.
- The installation of security bars in centre buildings to be investigated.  
**Action:** property Services staff to discuss proposed works with centre representatives prior to work proceeding.
- Highway and Field of Dreams signage requires review to ensure visitors can easily access the site

#### **Sarina Historical Centre**

- Volunteers are still undertaking work to restore the old Sarina Fire Engine.
- Requirement for a joint fire evacuation approach at the Field of Dreams.
- Light repairs are required at the end of the access ramp, back of the Art Gallery, back of the Sarina Tourist Information Arts & Crafts Centre and security lights need to be checked.
- Opening hours of the museum are 9.00am to 2.00pm on Tuesday, Wednesday and Friday.
- General maintenance requests for hanging of train picture and replacement of ropes and clips on flagpole.
- Museum volunteers are not happy with the standard of mowing at the Field of Dreams.

#### **4. GENERAL BUSINESS**

- Cr Bonanno provided information to members on new mobile telephone applications that may assist their operations. Discussion was also held on aspects of social media.
- Requirement for spouting at the Sarina Historical centre to be inspected and repaired.
- Members inquired about the provision of shade structures over the new playground and were advised by the Parks Maintenance Co-ordinator that shade structures would not be erected over the playground.
- Members of the committee are keen to jointly prepare funding applications in consultation with relevant Council programs to obtain funding to start implementing the Field of Dreams Master Plan.

Action: Council to supply information through the Grants Officer on available funding.



5. **DATE OF NEXT MEETING**

The next Committee Meeting will be held at 2:15pm on Tuesday, 2 July 2013 at the Mackay regional Council - Sarina Office.

The meeting closed at 3.30pm

