



## **FINAL MINUTES**

28 October 2015

Table of Contents

<u>Folio</u>	<u>Date</u>	<u>Particulars</u>
39363	14.10.15	Ordinary Meeting Minutes of 14 October 2015
39395	30.09.15	Development Services Monthly Review Report for September 2015
39432	30.09.15	Organisational Services Monthly Review Report for September 2015
39448	30.09.15	Strategic Financial Report for the month of September 2015

Declaration of Potential Conflict of Interest

Nil.

---

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

### **1. ACKNOWLEDGEMENT TO COUNTRY**

Cr T Morgan would like to acknowledge the Yuwibara people, the traditional custodians of the land on which we meet and pay his respects to their Elders past and present.

### **2. ATTENDANCE:**

Her Worship the Mayor, Cr D T Comerford (Chairperson), Crs K J Casey, C J Bonanno, L G Bonaventura, F A Gilbert, 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 Dr B Heyward (Chief Executive Officer) and Mrs R Pakowski (Minute Secretary).

The meeting commenced at 10.01 am.

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

Nil

### **4. APOLOGIES:**

Cr A N Jones.

### **5. CONDOLENCES:**

Nil

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

#### **6.1 ORDINARY MEETING MINUTES - 14 OCTOBER 2015**

THAT the Ordinary Meeting Minutes held on 14 October 2015 be adopted.

Moved Cr Perkins

Seconded Cr Casey.

**CARRIED**

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

Nil

**8. MAYORAL MINUTES:**

Nil

**9. CORRESPONDENCE AND OFFICERS' REPORTS:****9.1 DEVELOPMENT SERVICES - MONTHLY REVIEW REPORT FOR SEPTEMBER 2015**

**Author** Director Development Services

**Purpose**

To review the attached Development Services Monthly Review Report for the month of September 2015.

**Officer's Recommendation**

THAT the attached report be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Perkins**

**Seconded Cr Morgan.**

**CARRIED**

## **9.2 PETITION TO INSTALL PLAYGROUND EQUIPMENT AT SAM DEGUARA PARK, BELMORE ESTATE**

**Author**     **Operational Forward Parks Planner**

### **Purpose**

To respond to a recent petition and inform Council of the issues associated with the installation of playground equipment in Sam Deguara Park, Mt. Pleasant.

### **Background/Discussion**

Council accepted a petition requesting playground equipment be installed in Sam Deguara Park, on Wednesday 26 August 2015. The matter was referred to the Acting Chief Executive Officer for investigation. Parks, Environment and Sustainability (PE&S) were subsequently requested to prepare a report outlining the appropriateness and implications for Council of installing playground equipment in the subject park.

In preparing this report reference has been made to the following current and relevant policies:

- Planning Scheme Policy No. 12 : Open Space (2006); and
- MRC Policy No. 070: Shade for Playgrounds (2014).

The provision of playground equipment in local parks is not a mandatory requirement. The requirement for playground equipment to be installed is assessed by Council on a case-by-case basis. Assessment is based on community need and will take into consideration the capacity of existing playground facilities to meet this demand.

### **Sam Deguara Park – current status**

Sam Deguara Park is a small, triangular shaped reserve located on Tamron Drive in Belmore Estate at Mt. Pleasant. The park was only recently accepted off-maintenance and transferred into public ownership in August 2015. Refer to Attachment 2.

The subject park has a total area of only 1,442m<sup>2</sup>. This is significantly smaller than the minimum size of 0.5ha required for a local park (*Planning Scheme Policy No. 12: Open Space*). In this case, Council exercised its discretion in recognising the reserve as parkland even though under Section 12.5 (1) of the Planning Scheme Policy No. 12, Council may consider land unsuitable as open space if the area is less than 4000m<sup>2</sup>. Although the limited area and awkward geometry of the park severely restricts its use for recreational purposes, this open space does contribute significantly to the environmental and visual amenity of Belmore Estate.

The park is embellished. At present it contains two small shelters, each with a picnic setting, and there are established lawn areas with some tree planting. The northern and western boundaries are fenced. Screen planting fronting these fences has also been provided. Bollards and feature mounding dress the park's road frontage. While isolated in terms of the overall suburban context, the park is well connected into Belmore Estate's footpath network. A constructed footpath, which runs along the entire length of Tamron Drive, has been

incorporated as part of the park's design. Overall the park's landscape presentation is of a high quality.

Prior to the park being accepted off-maintenance, a request was lodged by the Estate's Developers to have the park re-named in memory of a family member (i.e. Sam Deguara). Council approved this request and also gave permission for a decorative park name sign to be erected which Council now maintains.

Council's preference is to develop playgrounds in locations which are highly visible and convenient for the public to access. This helps to ensure that facilities are well used. In this particular instance the location of Sam Deguara Park is not ideal. Rather than being centrally located within the catchment, the park is somewhat isolated as it is situated on the fringe of the suburban area. Tamron Drive is also a no-through road. Given the lack of exposure to passing traffic, it is doubtful if anyone other than those living in Belmore Estate is aware of the park's existence or uses it for recreational purposes.

#### Belmore residents access to existing playground facilities

Residents in Belmore Estate can presently access playground facilities in Northview Park and Baxter Drive Park. Refer to Attachment 1. While residents in Belmore Estate would likely drive to these playgrounds, it is possible to walk or cycle to both parks via existing pathways. In the future a direct connection could be afforded from Belmore Estate to Baxter Drive Park. This may require adjustment to the layout of the final stages of the estate to ensure the pathway link along Tamron Drive is extended through to Baxter Drive. In addition to allowing residents to walk to the adjacent school (Holy Spirit College) and existing playground, it would link through to the shared path running along Mackay-Bucasia Road which offers access to the Mt. Pleasant Shopping Centre.

Northview Park is a regional park. The playground facilities available within this reserve are comprehensive and cater to wide range of age groups. The playground in Baxter Drive Park is more modest but of an appropriate standard for a local park. It offers a selection of play equipment with sand soft fall which includes a large combo unit with two slippery slides and climbing fort, as well as a swing set, sea-saw and single rocker for toddlers. The equipment is also protected by a permanent shade structure.

Given the proximity of these existing playground facilities, development of a playground in Sam Deguara Park is not warranted. Apart from the area already being adequately serviced, the pocket park could only fit one or two pieces of play equipment if the existing embellishments remain insitu. Apart from the financial investment to construct the playground and provide suitable shading, the continued cost of quarterly safety inspections and the equipment's upkeep must be considered. MRC Policy 070 set the requirement for all new playground facilities to be shaded. In this particular instance the addition of a permanent roofed structure to cover the play equipment would be difficult. The scale of any compliant roofed structure would be out-of-scale / much higher than the existing picnic shelters which would compromise the park's visual amenity. The option to shade the equipment using semi-advanced shade trees would most likely be the only shading option in this case. This solution is not however Council's preferred shading option. The cost to the community to maintain the playground substantially outweighs the limited recreational benefit a few pieces of play equipment would deliver.

#### Previous attempt to have playground equipment installed

The Developer did attempt to install two pieces of play equipment in Sam Deguara Park. Just prior to completing the landscaping works approved within the park, an informal request was directed to Council officers within several departments including PE&S seeking their agreement to the installation of playground equipment. The request was accompanied by a plan showing the proposed layout of the play space. See Attachment 3.

At this time the developer was informed that a separate development application would be required to be lodged for the additional works. They were also informed that the application would likely be unsuccessful given the size, configuration and location of the park; and that the area was already adequately serviced by existing playground facilities.

### **Consultation and Communication**

Discussions have been held with Council officers including the Parks Building Services Coordinator responsible for playground infrastructure and Coordinator Parks Maintenance.

### **Resource Implications**

The cost to retrofit two pieces of play equipment with compliant soft fall, a permanent roofed shade structure and landscaping to integrate the playground into the park is estimated at \$100,000. While the playground's creation, if agreed to, could be delayed allowing the developer to install the playground during construction of future stages of the development this would likely result in a this scenario whereby the cost would be used as a credit to off-set development changes and in addition Council would be required to fund regular maintenance and replacement of equipment as it ages.

### **Risk Management Implications**

Council needs to examine and strongly control the rollout of its planned parks network to ensure that the community is treated equitably in terms of provision and can ultimately afford the financial investment required to build and maintain its parks network. Agreeing to ad hoc requests such as this which sit outside of established policy guidelines have the potential to lead to significant risks not only around the long term affordability of Councils parks and open space network but also lead to inequitable outcomes where some areas are over serviced and other lack basic facilities.

### **Conclusion**

Additional playground facilities are not required in the north-western portion of Mt. Pleasant. The local community residing in this area are, at present, adequately serviced by the existing playground facilities in Northview Park and Baxter Drive Park. This is in addition to children's access to playground equipment provided in local schools.

Sam Deguara Park is not an appropriate location for a playground to be developed. Its small size and awkward shape, combined with a location which has little public exposure and limited access makes it unsuitable for this type of recreational use. The park currently caters to passive recreation and this is considered to be the most appropriate function for this reserve.

**Officer's Recommendation**

THAT

- A) The request to have playground equipment installed in Sam Deguara Park is not supported; and
- B) The principal petitioner and signatories to the petition be advised of Council's decision.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Morgan

Seconded Cr Steindl.

**CARRIED****9.3 ORGANISATIONAL SERVICES MONTHLY REPORT FOR SEPTEMBER 2015****Author      Acting Director Organisational Services****Purpose**

To review the attached Organisational Services Monthly Review Report for September 2015.

**Officer's Recommendation**

THAT the Organisational Services Monthly Report for the month of September 2015 be received.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Steindl.

**CARRIED**

**9.4 STRATEGIC FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2015**

**Author**        **Acting Director Organisational Services**

**Purpose**

To adopt council's Strategic Financial Report for the month of September 2015.

**Background/Discussion**

Under Part 9 Section 204 of the Local Government Regulation 2012, the Local Government is required to prepare a financial report which the Chief Executive Officer presents at a meeting of the local government once a month.

The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

**Consultation and Communication**

Acting Chief Executive Officer, Directors, Manager Financial Services

**Resource Implications**

Nil

**Risk Management Implications**

Nil

**Conclusion**

Council is tracking favourably during September, noting it is still early in the financial year.

Council is cognisant of the current economic climate and will continue to closely monitor how the various revenue streams are tracking throughout the remainder of the year to forecast. There are no significant variances to report at this time and no reliable indicators of any future potential issues.

**Officer's Recommendation**

THAT the attached Strategic Financial Report for the month of September 2015 be adopted.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Walker**

**Seconded Cr Bonaventura.**

**CARRIED**

**9.5 EXTENSION OF APPOINTMENT FOR EXTERNAL MEMBERS OF THE  
AUDIT AND RISK ADVISORY COMMITTEE**

**Author            Manager, Governance and Safety**

**Purpose**

The purpose of this report is to propose a 12-month extension of appointment for the current external members of Mackay Regional Council's Audit and Risk Advisory Committee (ARAC).

**Background/Discussion**

Under section 105(2) of the *Local Government Act*, Mackay Regional Council (Council) is required to have an audit committee. Under Section 210 of the *Local Government Regulation 2012* the audit committee must consist of at least three and no more than six members and include one but no more than two Councillors appointed by the local government.

The ARAC Charter defines the responsibilities of the committee and explains its role within Council. The primary objective of ARAC is to assist Council in fulfilling its oversight responsibilities relating to risk management, internal control, governance and external accountability responsibilities.

In accordance with its charter, ARAC consists of two Councillors and three independent, external members:

Mr Roy Peterson	External member and Chairperson
Mr Peter Sheville	External member
Mr Brad McCosker	External member
Cr Deirdre Comerford	Mayor
Cr Ross Walker	Councillor

Councillors are appointed to the committee for the term of Council, and external members are appointed for a term of two years with an option to extend as approved in the services agreement negotiated with each member.

In July 2013, expressions of interest were sought by Council for three independent, external members and applications were reviewed by the Mayor Cr Deirdre Comerford and Cr Ross Walker. From these applications Mr Roy Peterson, Mr Brad McCosker and Mr Peter Sheville were nominated and Council, at its meeting on 21 August 2013 (Folio 29104), endorsed their

nomination with the Chief Executive Officer to finalise contract negotiations for an initial period of two years.

Accordingly, the initial two year term of the external ARAC members commenced on 23 September 2013 as per the signed services agreement, and included an option to extend for a further 2 x 1 years if required and approved.

It is now suggested that the term of Mr Roy Peterson, Mr Brad McCosker and Mr Peter Sheville be extended to 23 September 2016.

### **Consultation and Communication**

The three external ARAC members have indicated that they would be willing to accept an extension of 12 months as proposed.

### **Resource Implications**

Nil - Budget currently exists.

### **Risk Management Implications**

Nil.

### **Conclusion**

It is recommended that Council extend the appointment of the current external members of ARAC to 23 September 2016.

### **Officer's Recommendation**

THAT Council extend the appointment of Mr Roy Peterson, Mr Peter Sheville and Mr Brad McCosker as independent members of the Audit and Risk Advisory Committee to 23 September 2016.

### **Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Walker**

**Seconded Cr Casey.**

**CARRIED**

## **9.6 LEASE OF LAND - MACKAY NORTH HORSE AND PONY CLUB**

**File No** 201862-284-SP  
**Author** Manager Property Services

### **Purpose**

To approve a new Trustee lease for the Mackay North Horse and Pony Club (MNHPC) to allow for the club to lease an additional area as well as their existing area, being a 13.28ha portion of Lot 284 on SP201862, Riverside Drive, Cremorne. The existing lease will be surrendered and a new lease established to include the additional area.

### **Background/Discussion**

Mackay Regional Council is the trustee of Lot 284 on SP201862 located at Riverside Drive Cremorne. MNHPC has had an existing lease of approximately 11.02 hectares on this site since 2006. In this time, they have improved the site to make it a safer environment for their members and visiting patrons.

The additional area is required by MNHPC to establish a cross-country course that will satisfy the Pony Club Association of Qld, State Championship requirements for holding events, allowing their members to attend regular schooling days, thus increasing their chances of qualifying for state events.

Their current lease area includes an area of land which is subject to frequent flooding and the remaining area is too small to accommodate the entire proposed new course, hence the club's request to extend the boundary of the lease (refer to attached image). Due to requirements of the Department of Natural Resources and Mines (DNRM), a lease cannot be amended to change the lease area, therefore the existing lease will have to be surrendered and a new lease established to include the new lease area.

### **Consultation and Communication**

Consultation has occurred between committee members of the club and with Council's Lease Officer, Land & Building Officer, Manager of Technical Services, Central Area Maintenance Coordinator, Natural Environment Coordinator, Development Assessment - Planning Officer, Sport & Recreation Officer, Manager Parks and Environment and Manager Strategic Planning.

Senior Land Officer, State Land Asset Management – Department of Natural Resources and Mines has also provided comment with no objection to the proposal given that the club already leases adjoining land and it is for the same purpose.

The Parks program have requested that the club consider tree retention / preservation in the design and layout of the planned cross country course, due to the significant amount of mature trees. This will be added to the lease conditions.

Given the high demand for sports and recreation land, the use of the area for the current and intended purpose may not provide the best value for the community in the long term. In light of this fact the lease be granted for 10 years with an analysis undertaken within 5 years to determine

the ongoing long term use of the proposed area, including a review of the actual use of the area by the pony club during this time, including events staged.

### **Resource Implications**

All costs incurred in respect to the preparation and lodgement of the lease document will be borne by the lessee.

The lease will be a standard “trustee” type lease inclusive of peppercorn rental of \$50.00 per annum and other like conditions.

### **Risk Management Implications**

The Mackay North Horse and Pony Club Inc have a strong following within our community and allowing the Club the extended lease will allow them to hold State events which will bring in visitors to our region. Should the lease not be renewed, both our community and region would not be able to benefit from the opportunities that arise from holding such events.

### **Conclusion**

Given that Mackay North Horse and Pony Club Inc have shown a long term commitment to the land, its infrastructure and the local community, the granting of this new lease area is the most advantageous outcome to Mackay Regional Council and the regional community.

The lease will be signed under delegation once finalised.

### **Officer's Recommendation**

THAT Council approve a new trustee lease for a term of ten (10) years in the name of Mackay North Horse and Pony Club Inc. over Lot 284 on SP201862, Riverside Drive, Cremorne subject to approval of the Department of Natural Resources and Mines and the following conditions:-

1. Analysis of the long term use of the area to be undertaken by the Strategic Planning and Property Services programs within 5 years.
2. Review of the actual use of the lease area by Property Services.
3. Mackay North Horse and Pony Club Inc consider tree retention / preservation in the design and layout of the planned cross country course.

with such lease to be a standard “trustee” lease inclusive of a \$50.00 per annum exclusive of GST peppercorn rental and other like conditions.

**Council Resolution**

THAT the Officer's Recommendation be adopted.

Moved Cr Steindl

Seconded Cr Bonanno.

**CARRIED**

**9.7 LEASE OF SARINA SWIMMING POOL**

**File No** Sarina Swimming Pool  
**Author** Manager Property Services

**Purpose**

To approve the extension of the Memorandum of Understanding term between Mackay Regional Council and Brylaw Pty Ltd T/A Pat Wright Swim School to facilitate continued management of the Sarina Swimming Pool until:-

- a).Mackay Regional Council and the Department of Education, Training and Employment entering into a head lease arrangement; and then
- b).Mackay Regional Council and Brylaw Pty Ltd entering into a sub-lease arrangement; or
- c).3 December 2016.

**Background/Discussion**

The Tender: MRC 2015-010 Lease of Sarina Swimming Pool report was submitted to Council on the 5 November 2014.

At this meeting it was resolved:-

*“THAT Council approve the tender submitted by Brylaw Pty Ltd T/A Pat Wright Swim School for MRC 2015 – 010 Lease of Sarina Swimming Pool (Sub-Lease) for the fixed monthly lump sum price of \$5,348.11 (excluding GST), subject to the term and conditions of the lease being confirmed by the Department of Education, Training and Employment (In line with Head Lease) and that Council and Brylaw Pty Ltd re-negotiate the term, conditions and lease payment based on direction received from the department.*

*FURTHER THAT Council enter in a Memorandum of Understanding with Brylaw Pty Ltd T/A Pat Wright Swim School, to supply services as defined by Council, prior to and up to 3 December 2014.”*

Subsequent to this resolution Mackay Regional Council (“Council”) continued to negotiate the Head Lease with the Department of Education, Training and Employment (“DETE”) and a Memorandum of Understanding (“MOU”) was entered into between Council and Brylaw Pty Ltd which expired on 3 December 2014.

To assist in moving forward the then Member of Mirani Ted Malone was asked to intervene. Unfortunately Mr Malone resigned from government prior to this matter being resolved and negotiations continue with DETE. Although the MOU has not yet been renewed, all contractual obligations have continued by both parties.

### **Consultation and Communication**

Consultation was conducted between Property Services, Legal Counsel, Sarina State High School, DETE and Brylaw Pty Ltd.

### **Resource Implications**

Ongoing contractual fixed pricing of \$5348.11 exclusive of GST per month provided to Brylaw Pty Ltd provided within 2015/2016 budgetary allocation.

### **Risk Management Implications**

Lessee's continued compliance as monitored by Property Services staff.

### **Conclusion**

That continued management of the Sarina Swimming Pool by extending the period of the MOU represents the most beneficial outcome to Mackay Regional Council.

The signing of the agreement will be under Delegation once finalised.

### **Officer's Recommendation**

THAT Council approve the extension of the Memorandum of Understanding term between Mackay Regional Council and Brylaw Pty Ltd T/A Pat Wright Swim School to facilitate continued management of the Sarina Swimming Pool until:-

- a). Mackay Regional Council and the Department of Education, Training and Employment entering into a head lease arrangement; and then
- b). Mackay Regional Council and Brylaw Pty Ltd entering into a sub-lease arrangement; or
- c). the 3 December 2016.

### **Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Steindl**

**Seconded Cr Morgan.**

**CARRIED**

**10. CONSIDERATION OF COMMITTEE REPORTS:**

Nil

**11. RECEIPT OF PETITIONS:**

Nil

**12. TENDERS:****12.1 MRC 2015-053 PREFERRED SUPPLIER ARRANGEMENT - SUPPLY & DELIVERY OF TIMBER, PEGS, LOGS & SHEETING**

**File No** MRC 2015-053 Preferred Supplier Arrangement – Supply & Delivery of Timber, Pegs, Logs and Sheeting  
**Author** Acting Manager Procurement and Plant

**Purpose**

To present to Council for approval, tenders submitted for MRC 2015-053 Preferred Supplier Arrangement – Supply and Delivery of Timber, Pegs, Logs and Sheeting.

**Background/Discussion**

Preferred Supplier Arrangements (PSA) have proven to be a cost-effective means of supplying high usage items utilised by council's operational departments whilst satisfying legislative requirements.

Considerable delays to operational activities would be incurred if quotes were to be obtained in each instance, as stipulated under section 226 *Local Government Regulations 2012*. In order to gain cost efficiencies and competitive market rates due to the economies of scale achieved by aggregating demand, Mackay Regional Council (Council) issued the Request for Tender (RFT) MRC 2015-053 Preferred Supplier Arrangement – Supply & Delivery of Timber, Pegs, Logs and Sheeting.

The proposed commencement date for this contract is 1 November 2015 for a twenty-four (24) month period, with the provision for rise and fall after each six (6) months, together with an option of a twelve month extension period.

Tenders were invited on the 2 May 2015, via Council's website and advertised locally in the Daily Mercury seeking submission from suitable resources suppliers.

The following submissions were received by the closing time of 10.00am Tuesday 27 May 2015.

<b>Tenderer</b>	<b>Location</b>
Bunnings Group Ltd	Mackay branch
Endeavour Foundation	Mackay branch
Multirack Pty Ltd atf Alert Power Family Trust T/as Multirack	Mackay branch
Watsons Fencing & Pine Pty Ltd atf A&D Watson Family Trust	Mackay branch
Woodman's McDonald Hardware Pty Ltd	Mackay branch

An initial compliance check was conducted on the 4 June 2015 to identify submissions that were non-conforming with the immediate requirements of the Request for Tender (RFT). This included compliance with contractual requirements and provision of requested information.

All submissions were progressed through to the qualitative criteria assessment on the basis that all terms, conditions and mandatory requirements of the RFT had been met.

The pricing schedule issued with the RFT requested that all prices were to be Free into Store (FIS) to Council's Paget Depot. The pricing submitted by Bunnings Group Ltd did not include FIS, however they included a separate price for delivery, which was based on the number of items to be delivered and the size of the delivery vehicle required.

The qualitative criteria assessment was carried out by the evaluation panel on 18 August 2015 with the evaluation panel assessing the submission against the nominated qualitative criteria. The weighting attributed to each qualitative criteria was:

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

Tender Information Requests (TIR) were issued to all tenders requesting an extension to the validity period. All tenderers replied within the relevant timeframe and agreed to the extension requested.

A further TIR was issued to Woodman McDonald Hardware Pty Ltd requesting specifications for the hot dipped galvanised bracket "R" type and a price for a substitute bracket "R" type in stainless steel. Woodman McDonald Hardware Pty Ltd replied within the requested timeframe.

Following the review of the submissions and TIR responses, the evaluation panel acknowledge that all tenderers were capable of supplying the items tendered for to Council's requirements and that the tender be awarded to three suppliers as it represents the best value for money to Council.

The evaluation of the tender was conducted by:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • Warehouse Supervisor                | Procurement and Plant                 |
| • Acting Contracts Coordinator        | Procurement and Plant                 |
| • Team Leader Parks Building Services | Parks, Environment and Sustainability |

### **Consultation and Communication**

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



**Council Resolution**

THAT the Officer's Recommendation be adopted.

**Moved Cr Walker**

**Seconded Cr Bonaventura.**

**CARRIED**

**13. CONSIDERATION OF NOTIFIED MOTIONS**

Nil

**14. LATE BUSINESS:**

The Mayor welcomed Alexis Hill, Director Organisational Services and Bridget Mather, Director Community and Client Services, to their first official Council Ordinary meeting and to Mackay Regional Council and wished them every success. The Mayor noted that in the first time in Council's history, there are two female Directors employed by Council.

Cr Casey attended Cyclone Saturday held at Canelands on 24 October 2015. Council's Emergency Management Team, with representatives from Community Development, SES, Queensland Police, Queensland Fire and Emergency Services, CQ Rescue, Rural Fire Services, Red Cross and Maritime Safety Queensland, spoke with residents on how to prepare their properties for the upcoming cyclone season. Cr Casey noted that crowd was good, however slightly down on previous years, and hoped that this indicated that residents were already preparing their homes. Cr Casey thanked staff involved in preparing and participating in the day.

Cr Gilbert attended the SEGRA (Sustainable Economic Growth for Regional Australia) Conference, in Bathurst, Monday, 19 October to Thursday, 22 October 2015. He noted that Debra Howe, Manager Economic Development made several presentations during the conference and multiple positive comments were received on the presentation and how Mackay is going forward.

Cr Gilbert advised that Mackay Water also hosted an information stand at Canelands from Thursday 22 October 2015 to Saturday, 24 October 2015. Cr Gilbert thanked staff, especially for giving up their Saturday to man the stand. He noted that more than 100 residents enrolled for the free MyH2O website. Residents commenting on what a useful tool this website had been to help them monitor their usage.

Cr Bonanno stated that the Global Grooves held at Queens Park on Saturday, 24 October 2015 was a success. There was a new style of set up this year with a Global Village incorporated with a multitude of activities such as cultural cooking. Cr Bonanno thanked all the staff and volunteers for putting in all of their time and energy to put on this successful event.

Cr Bonaventura wrapped up the Cowboys visit, and once again thanked the Mayor for organising the Cowboys to visit Mackay with their trophy. Cr Bonaventura thanked all the

staff that participated in the organisation for such an organised event. He noted that the residents really came out to congratulate the Cowboys on winning the Premiership, with the ticket tape parade extending further than what was planned, all the way to the Bluewater Quay.

## 15. PUBLIC PARTICIPATION:

Nil

## 16. CONFIDENTIAL REPORTS:

### 16.1 DEVELOPMENT SERVICES MONTHLY LEGAL REPORT - MONTH ENDING 30 SEPTEMBER 2015

**Confidential**

#### Council Recommendation

THAT the report be received.

Moved Cr Perkins

Seconded Cr Casey.

**CARRIED**

### 16.2 MATERIAL CHANGE OF USE - RURAL INDUSTRY (SERVICING OF RURAL EQUIPMENT & MACHINERY BY ABRASIVE BLASTING AND SPRAY PAINTING) - MICHAEL J DEGUARA - 215 AND 241 DUNNROCK ROAD, DUNNROCK - DA-2014-186

**Confidential**

#### Council Resolution

- A. THAT Council approve with conditions the application for a Material Change of Use application for Rural Industry (Servicing of Rural Equipment and Machinery by Abrasive Blasting and Spray Painting) located at 215 and 241 Dunnrock Road, Dunnrock, described as Lot 1 and 2 on RP840149:

1. Plan of Development

The approved Rural Industry (Servicing of Rural Equipment and Machinery by Abrasive Blasting and Spray Painting) development 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.

Project Number	Drawing Number	Revision	Prepared by	Date
HRP14046	Figure B2	2.2	Cardno HRP	August 2015
HRP14046	Figure B3	2.0	Cardno HRP	February 2015

## 2. Approved Use

The approved Rural Industry use is limited to:

Servicing and other activities associated with the Rural Industry (excluding parking of light vehicles) is limited to the bounds of the Rural Industry area on the plan of development.

‘Servicing’:

- a) means the periodic overhaul of plant and equipment in order to examine the plant and equipment, and repair it if necessary;
- b) Spray painting and/or surface coating is permitted only where it forms an integral part of the ordinary servicing of plant and equipment used for rural purposes in the locality. Spray painting and/or surface coating of non-rural plant and equipment, and the spray painting of rural plant and equipment that is not used for rural purposes in the locality, are not permitted as part of this approval.

## 3. Evidence of Plant and Equipment Associated with Rural Activities:

At least every six (6) months, accurate records must be provided to Council showing details of the plant and equipment serviced at the subject premises, including ownership and registration details, sufficient to enable Council to determine whether the serviced plant and equipment was plant and equipment used or intended for use for rural activities within the locality.

## 4. Building Plans

Within 3 months of this approval, or as otherwise agreed with Council, full building plans must be provided to Council including floor plans, elevations and internal design elements. For example the Development Permit (building) approval drawings would be suitable.

## 5. Compliance with Conditions

All conditions must be complied with on the subject site within 3 months of the issue of the development permit, unless specified in an individual condition, or as otherwise agreed with Council, including but not limited to obtaining an Operational Works approval and Building Works approval.

**6. 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 Construction Specifications

**7. Damage**

The developer is responsible for the repair of any damage that is caused to Council's infrastructure as a result of the construction works associated with the proposed development. The developer must make any damage safe and then notify Council immediately. Council will make the decision as to who will carry out the rectification works and the timing for the completion of those works.

**8. Maintenance of Development**

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

**9. 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.

**10. Notice of Intention to Commence the Use**

Within 3 months of the issue of the development permit, 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) including Development Approvals (Building) having been obtained.

**11. GFA of Building**

The maximum gross floor area of buildings used for the approved use must not exceed 555m<sup>2</sup> in area.

**12. Access and Vehicle Parking Area**

The access and vehicle parking area must be maintained to an all weather access standard. Any damage as a result of the proposed use must be repaired immediately.

**13. Use of Car Parking Areas**

The areas set aside for parking, vehicle manoeuvring and loading and unloading, must not be used for the storage or placement of goods or materials.

**14. Hours of Operation**

The hours of operation must be limited to 7.00 am to 6.00 pm Monday to Friday excluding public holidays and 7am to 12pm (noon) on Saturday.

**15. Minimum Car Parking Spaces**

The car parking area must be constructed, marked and drained for a minimum of 7 (one per each 5 full time staff member and 2 visitor spaces) car parking spaces including 1 car parking spaces for people with disabilities.

Any car park lighting and other outdoor lighting, must comply with AS 4282-1997 Control of the obtrusive effects of outdoor lighting.

**16. Vehicle Manoeuvring**

All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property.

**17. Parking Signs and Pavement Markings**

A sign/signs and markings must be provided directing drivers to the car parking.

**18. Loading /Unloading**

The loading and unloading of vehicles and the delivery of goods to and from the premises must at all times be undertaken entirely within the site and be so conducted as to cause minimum interference with other vehicular traffic.

**19. Access to Dunnrock Road**

The existing access to Dunnrock Road must be upgraded to a sealed standard.

The access must be designed and constructed to accommodate the maximum sized vehicle proposed to access the driveway. The seal must extend 15m into the property. Design of the access showing turn paths demonstrating safe entry and exit access to Dunnrock Road must be submitted with the application for operational works.

Standard Trucks (Entering or Crossing ) signs W5-22A must be installed on the eastern and western approach to the access in accordance with Department of Transport and Main Roads – Manual of Uniform Traffic Control Devices.

**20. Number Commercial Vehicles**

No more than one (1) single axle 8 tonne truck associated with the Rural Industry must be present at the site at any time (excluding customer vehicles, light vehicles and vehicles associated with other lawful uses on the premises.

## 21. General Amenity Provision

The use and or development must be managed so that the amenity of the area is not detrimentally affected, through the:

- a) Transport of materials, goods or commodities to or from the subject site.
- b) Appearance of any building, works or materials
- c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- d) Presence of vermin

## 22. Aesthetic Screening

The outdoor storage of any service facilities such as equipment, materials, service areas and service facilities such as rainwater tanks and break tanks must be aesthetically screened, to the satisfaction of Council, from Dunnrock Road and adjacent properties. As a minimum standard compliance can be achieved by:

- Maintenance of a screen fence between the rural industry and the premises adjoining to the west; and
- Maintenance of a screen fence on the eastern side of the compound visible from Dunnrock Road.

## 23. Dust Suppression and Dust Control

- a) Dust suppression measures must be undertaken to ensure that dust does not cause a nuisance to surrounding areas and residents. Such measures must be submitted to Council for approval before commencement of work.  
Exceedance of any of the following levels when measured at any Air Emission Sensitive Receptor is a nuisance
  - a. dust deposition of 120 milligrams per square metre per day when monitored in accordance with Australian Standard AS3580.10.1:2003; or
  - b. a concentration of particulate matter with an aerodynamic diameter of less than 10 micrometre (PM10) suspended in the atmosphere of 150 micrograms per cubic metre over a 24 hour averaging time, at a dust sensitive place downwind of the licensed place when monitored in accordance with:
    - i. Australian Standard AS 3580.9.6:2003 'Ambient air - particulate matter determination of suspended particulate PM10 high-volume sampler with size-selective inlet- Gravimetric method'; or
    - ii. Any alternative method of monitoring PM10 that may be permitted by the Air Quality sampling Manual as published from time to time.
- b) if required by an Authorised Person, dust and particulate monitoring must be undertaken and the results notified within 14 days to council following completion of monitoring. Monitoring must include:
  - a. for a complaint alleging dust nuisance - dust deposition; and
  - b. for a complaint alleging adverse health effects caused by dust - the concentration of particulate matter with an aerodynamic diameter of

less than 10 micrometre (PM10) suspended. In the atmosphere of 150 micrograms per cubic metre over a 24 hour averaging time.

- c) Dust and particulate monitoring must be carried out at any Air Emission Sensitive Receptor including but not limited to the dwelling located on Lot 1 on RP840149.

#### 24. On-Site Traffic, Car Parking and Storage Areas

The on-site traffic manoeuvring, set down and storage areas must be reconstructed to an approved surfacing treatment. As a minimum Council would require a bitumen seal, recycled asphalt or a cement stabilised crushed gravel, or alternative agreed by Council.

#### 25. 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.

#### 26. Stormwater Quantity

The legal point of discharge for stormwater drainage runoff from the site is nominated as the existing table drain on the northern side of Dunnrock Road.

The developer's drawings to be submitted with the application for operational works must include construction details to demonstrate on-site stormwater collection and transfer to the legal point of discharge.

#### 27. Stormwater Quality

Rainfall and stormwater runoff which may contain wastes or contaminants from the site must not be released to any external stormwater systems without the Operator taking all practicable measures as may be necessary to prevent or minimise release of such wastes or contaminants.

The following works must be provided as a minimum to minimise the amount of pollutants such as sediment, litter and nutrients from the site entering the external stormwater systems. Construction details must be submitted with the application for operational works:

- a) Construction of turf swale drains and sediment basin generally as shown on Cardno Drawing U13722-001 Rev 1 (attached)
- b) Rainfall and overland flow of stormwater does not have contact with contaminants (for example, material located in the Spent Blast Storage Area should be placed in water tight containers, the area should be roofed or diversion drains and bunds provided.

#### 28. Potable Water Supply

The existing dwelling and Rural Industry development must have adequate water supply.

Details of the water must be provided to Council prior to the submission of the Notice of Intention to Commence the Use showing that it meets Aust. Drinking Water Guidelines requirements verified by independent testing.

The test results must be provided to prior to the submission of the Notice of Intention to Commence the Use.

**29. Abrasive Blasting Code of Practice**

The blast chamber/shed is to be constructed and operated in accordance with the relevant Australian Standard. Walls and doors should be constructed in such a fashion to prevent any dust, used media (abrasive blasting material) paint, lead or any other foreign objects from leaving the chamber/shed. The chamber/shed must be fitted with a media (abrasive blasting material) recovery system, and also a ventilation system that incorporates a filtration system to remove airborne residue produced during abrasive blasting.

Any abrasive blasting is to be undertaken completely within enclosed sheds.

**30. Spray Painting Booth**

The spray painting booth is to be constructed in accordance with MP 5.8 Workplaces Involving Spray Painting, with walls and doors to completely seal the operation from the atmosphere and have a ventilation system installed which incorporates a filtration system to remove airborne residue produced during the spray painting.

Spraying a coating on equipment as contemplated by ERA 38 must take place in a fully enclosed space and may only involve those parts of equipment which have been subject to abrasive blasting. The activity may only be carried out in an enclosed booth or chamber which achieves compliance with all relevant Australian Standards eg AS/NZS 4114.1:2003.

**31. Noise**

- a) The activity may only be carried out in such a way as to prevent the emission or likelihood of emission of noise that constitutes Environmental Nuisance.
- b) The operator must prevent the emissions of noise, which causes or that is likely to cause a nuisance at any Noise Sensitive Receptor (including Lot 1 on RP840149). A nuisance includes noise that is or is likely to be annoying, intrusive or offensive to a person or a nuisance in the opinion of an Authorised Person.
- c) The emission of noise from the site must not result in levels greater than 43 dB (A) measured as the adjusted maximum sound pressure level (15 minute) at a Noise Sensitive Receptor located beyond the boundary of the site.
- d) If required by an Authorised Person, noise monitoring must be undertaken, and the results notified within 14 days to Council following completion of monitoring. Monitoring must include:
  - a. LA, max adj, T

- b. the level and frequency of occurrence of Impulsive or tonal noise;
  - c. atmospheric conditions including wind speed and direction;
  - d. effects due to extraneous factors such as traffic noise; and
  - e. location, date and time of recording,
- e) The method of measurement and reporting of noise levels must comply with the latest edit of the Department of Environment and Heritage Protection (or its predecessors) Noise Measurement Manual.
  - f) Plant, equipment and tools must be attenuated, partitioned, muffled and/or enclosed in a manner to achieve acceptable noise levels In accordance with paragraph c) above.
  - g) All vibrating equipment must be mounted on vibration Isolating platforms or other suitable vibration reduction measures appropriate to the plant, equipment or tool
  - h) Plant, equipment and tools and associated component parts (including maintenance of rattling covers, worn bearings and other similar noisy maintenance Issues) must be maintained and serviced such as to ensure noise emissions achieve the noise standards required by paragraph (c). As a minimum, plant, equipment and tools must be maintained and serviced In accordance with the manufacturer's recommendations or in accordance with any reasonable written request of an Authorised Person.
  - i) The Operator must establish and maintain an equipment maintenance schedule and associated staff training on the correct usage of the maintenance schedule and provide a copy to Council upon request.

### 32. Contaminants

The Operator must ensure that:

- a) maintenance and cleaning of equipment (including vehicles and plant) is carried out in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, a water or onto unsealed ground;
- b) any spillage of contaminants is cleaned up immediately by a method other than hosing, sweeping or otherwise releasing the contaminants into stormwater drainage, a roadside gutter or a water; and
- c) incident rainfall and overland flow of stormwater does not have contact with contaminants (for example, areas with contaminants should be roofed or be protected by diversion drains).
- d) Contaminants must not be released to any land.

### 33. Wastewater

Contaminants or contaminated water must not be directly or indirectly released from the Site or to the ground or groundwater at the Site except for:

- a) uncontaminated overland stormwater flow;
- b) uncontaminated stormwater to the stormwater system; or
- c) contaminants released to sewer under and in accordance with a trade waste permit grant by the Council under the Water Supply (Safety and Reliability) Act 2008 (QLD).

Waste oil, paint tins, add drums etc shall be stored in an impervious, bunded and covered area.

**34. Garbage Storage**

Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded and drained and screened from public view to the satisfaction of the Council.

**35. Waste Collection (general)**

The developer is required to enter into an agreement with a Council certified waste collection contractor for collection of all commercial waste relating to this use. This agreement must include the method for collecting both waste and recycling bins and be able to manoeuvre the vehicle on site.

**36. Liquid Waste**

Any waste chemicals such as paint, thinners and solvents must be collected in covered containers, either for recycling or for disposal by a licensed waste contractor, to an approved waste disposal facility.

**37. Solid Waste**

- a) A contaminant (including a waste) must not:
  - a. be buried at the Site;
  - b. be in contact with soil at the Site; or
  - c. directly or indirectly seep or penetrate into the soil or groundwater at the Site.
- b) The operator must establish and maintain procedures for sorting and storing of various solid waste materials for either disposal to landfill, disposal to a licensed waste contractor, or collection by a reputable waste recycler.
- c) Solid waste must be disposed to an industrial waste bin must be chemically stable, non-putrescent and inert.
- d) Containers or vessels used for the storage of oils, paints, solvents and/or other potential contaminants must be emptied prior to disposal to an industrial bin.
- e) Floor sweepings and other dust washed must be bagged prior to disposal to an industrial bin.
- f) Carry out all necessary work to clean up and remove all solid material, contaminants and waste from the floor to reduce the potential of an Environmental Nuisance at least daily.

**38. Regulated Waste**

- a) Regulated Waste must be removed from the Site by a waste transporter holding a licence and relevant waste transport dockets to transport Regulated Waste.
- b) The following records must be made of Regulated Wastes removed from the Site.
  - a. the date, quantity and type of waste removed;

- b. the operator and company name of the waste transporter that removed the waste;
- c. the intended treatment disposal destination of the waste.
- c) The following records must be made of Regulated Wastes removed from the site
  - a. The operation must notify Council in the event that Regulated Waste associated with the Activity is to be or has been disposed of in a manner that is improper or unlawful.

#### **39. Flammable and Combustible Liquids Storage**

The operator must ensure that the storage of flammable and combustible liquids is in accordance with the Workplace Health and Safety Act 2011 (QLD) and AS 1940-2004.

#### **40. Release Monitoring and Registers**

The operator must establish procedures for the inspection and maintenance of environmental control measures. All installed treatment, pollution control, and other related environmental control measures must be inspected, cleaned, serviced and/or repaired and maintained by a qualified trades person in accordance with the manufacturer's specifications, unless either of the following circumstances are applicable, whereby maintenance practices must comply with either of the following:

- a) written request issued by an Authorised Person or;
- b) a current maintenance schedule endorsed by an Authorised Person.

#### **41. Complaints Register**

A complaints register must be kept at the Site and all complaints received about the Activity must be recorded in the register with the following details:

- a) time, date and nature of complaint;
- b) type of communication (telephone, letter, personal, etc);
- c) name, contact address and contact phone number of the complainant (if the complainant does not wish to be identified then 'not identified' is to be recorded).
- d) response and investigation undertaken in response to the complaint;
- e) name of the person responsible for investigating the complaint; and
- f) action taken as a result of the complaint and the investigation and the signature of or under the authorisation of the Operator.

#### **42. Site Administration and Related Matters**

Materials and equipment to respond to emergency and spillage situations must be held on site at all times.

- B. AND THAT the applicant be provided with the following Assessment Manager Advice:
- 43. Local Laws**
- The approved development must also comply with Council's current Local Laws under the Local Government Act 2009.
- 44. 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.
- 45. 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.
- 46. 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.
- 47. 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.
- 48. Acid Sulphate Soils**
- If the proposed works trigger the SPP 2/02 Planning and Managing Development in Acid Sulphate Soils, a Site Based Acid Sulphate Soil Management Plan must be prepared by a suitably qualified professional and submitted to Council for approval as part of the Operational Works Application.
- 49. Infrastructure Charges Notice**
- Pursuant to the Sustainable Planning Act 2009 and the State Planning Regulatory Provision (adopted charges) an Infrastructure Charges Notice relates to this Development Permit, and accompanies this notice.
- 50. Environmentally Relevant Activity**
- It is the responsibility of the applicant or future owner/operator/tenant of any of the tenancies to ensure any Environmentally Relevant Activities to take place on the

subject site have the appropriate approvals and associated permits before any such activities commence/are performed on site.

**51. Trade Waste**

If there is a potential for trade waste to be produced on the subject site, it is the applicant's or future owner/operator/tenant of any of the tenancies responsibility to ensure that all outlets have a licence to discharge trade waste to Council's sewer system prior to any such trade waste being discharged.

**52. Advertising Sign Approval**

No advertising sign and/or advertising device must be erected without separate Council approval. An application to Council under Subordinate Local Law 1.4 must be made and approved prior to any such sign or device being erected.

- C. AND FURTHER THAT a copy of the report be supplied to the Applicant and Submitters.

**Moved Cr Perkins**

**Seconded Cr Bonanno.**

**CARRIED**

Cr Casey and Cr Bonaventura voted against the Motion.

**16.3 DRAFT AUDIT & RISK ADVISORY COMMITTEE MINUTES 04 SEPT AND 6 OCT 2015**

**Confidential**

**Council Resolution**

THAT the attached Committee minutes be received.

**Moved Cr Walker**

**Seconded Cr Steindl.**

**CARRIED**

**17. MEETING CLOSURE**

The meeting closed at 10.30 am.

**18. FOR INFORMATION ONLY****18.1 DEVELOPMENT APPLICATION INFORMATION - 05.10.15 TO 18.10.15**

For Council Information Only - No Decision Required.

**Development Applications Received**

App No.	Code / Impact	Address	Applicant	Description	Officer
CON-2015-122		8 Kew Court, GLENELLA	Development Planning & Approvals	Building Work - Boundary Setback for Carport and Site Coverage >50%.	Andrea McPherson
CON-2015-123		72 Peri Road, TE KOWAI	Lee T Hutley	Building Work - Rear and Side Boundary Setback Variations for Residential Storage Shed	Josephine McCann
CON-2015-124		99 Eimeo Road, EIMEO	Jean H Symons	Building Work - Front Boundary Setback for Dwelling House	Kathryn Goodman
CON-2015-125		13 Webster Street, SOUTH MACKAY	Spanline Home Additions Mackay	Building Work - Boundary Setback for Carport	Helle Jorgensen Smith
CON-2015-126		673 Mackay-Eungella Road, PLEYSTOWE	Craig S Freeman	Building Work - Boundary Setback for Residential Storage Shed	Helle Jorgensen Smith
CON-2015-127		17 Magpie Street, SLADE POINT	Robert K Ahwong	Building Work - Boundary Setback for Shed	Andrea McPherson
CON-2015-128		12 Rosella Street, SLADE POINT	Totalspan Mackay	Building Work - Side Boundary Setback Variation for Open Carport and Structures Exceeding 9m in Length on Side Boundary.	Kathryn Goodman
CON-2015-129		9 Reservoir Road, NORTH MACKAY	Place Designs	Building Work - Boundary Setback for Garage Extension	
MCUC-2015-138	Code	19 Carl Street, RURAL VIEW	Steven C Williams	Service Station (Car Wash)	Helle Jorgensen Smith
MCUC-2015-150	Code	48 Carlyle Street, MACKAY	Geocal Education Pty Ltd	Child Care Centre	Josephine McCann
MCUCD-2007-232	Code	6 Nelson Street, MACKAY	Australian Golf and Leisure Pty Ltd	Permissible Change - Change of Conditions - 49 Multiple Dwelling Units and Commercial Premises, Catering Shop	Shane Kleve
MCUCD-2007-551	Code	41 Macalister Street, MACKAY	Yanjian Group (Mackay) Pty Ltd	Request to Extend Relevant Period - Material Change of Use from Dwelling Houses and Laundromat to Multi-level, Mixed Commercial, Shop, Catering Shop & Motel Premises (superseded planning scheme)	Shane Kleve
MCUCD-2007-573	Code	34-38 Mulherin Drive, MACKAY HARBOUR	Marina International Mackay Management Pty Ltd and Marina International (Mackay) Pty Ltd	Extension of Relevant Period - Material Change of Use - 120 Room Hotel (12 Levels) and Shared Ancillary Facilities with the Clarion Hotel	Shane Kleve
MCUCD-2009-488	Code	67-79 Boundary Road, OORALEA	McDonalds Australia Limited	Permissible Change – Change of Approval - Supermarket, Service Station and Fast Food Outlet	Kathryn Goodman
MCUI-2015-147	Impact	91 George Street, WEST MACKAY	Coburn Architecture Pty Ltd	Hospital (Homefield Residential Aged Care Facility Re-development)	Josephine McCann
MCUI-2015-148	Impact	2 Snow Wright Court, ANDERGROVE	Kucom Theatre Incorporated	Local Community Facility (with ancillary public performance) - KUCOM Theatre	Josephine McCann

ROLC-2015-149	Code	27 Brewers Road, SARINA	Garth Paton	Boundary Realignment 2 Residential Lots into 2 Lots (Sarina Town)	Josephine McCann
---------------	------	----------------------------	-------------	---	---------------------

### Development Applications Entering Decision Making Period

App No.	Code / Impact	Address	Applicant	Description	Officer
MCUC-2013-92A	Code	15 Nunkeri Drive NORTH MACKAY	Simon P Ellis	Change to Development Approval - Dwelling House (Steep Land Overlay)	Andrea McPherson
MCUI-2014-257	Impact	0 Pinevale Road PINEVALE	Covey Associates Pty Ltd	Extractive Industry (Sand Extraction - Quarry) and ERA 16 Extractive and screening activities	Kathryn Goodman

### Development Applications Finalised

App No.	Code / Impact	Address	Applicant	Description	Officer
<b>Approved Subject to Conditions</b>					
CA-IDAS-2008/258B		L 4 Melba Street ARMSTRONG BEACH QLD 4737	Robert Dunn and Marcia R Dunn and Albin R Woolcockand others	Request to Extend Relevant Period - Material Change of Use (Prelim Approval to override Planning Scheme) to allow development as if within the Village Zone AND Reconfiguration of 2 Lot (Development Permit) to create 65 Village Lots and 1 Parkland Lot.	Josephine McCann
CON-ASPA-2015/119		10 Annmore Court ANDERGROVE QLD 4740	GMA Certification Group Pty Ltd - Port Douglas	Building Work - Boundary Setback for Carport	Helle Jorgensen Smith
CON-ASPA-2015/120		4 Credlin Court SARINA QLD 4737	Robert G Doolan	Building Work - Boundary Setback for Shed	Helle Jorgensen Smith
CON-ASPA-2015/121		23-25 Kataryn Avenue GRASSTREE BEACH QLD 4740	Phillip G Patterson	Building Work - Boundary Setback for Carport	Andrea McPherson
CON-ASPA-2015/122		8 Kew Court GLENELLA QLD 4740	Development Planning & Approvals	Building Work - Boundary Setback for Carport and Site Coverage >50%.	Andrea McPherson
CON-ASPA-2015/123		72 Peri Road TE KOWAI QLD 4740	Lee T Hutley	Building Work - Rear and Side Boundary Setback Variations for Residential Storage Shed	Josephine McCann
CON-ASPA-2015/124		99 Eimeo Road EIMEO QLD 4740	Jean H Symons	Building Work - Front Boundary Setback for Dwelling House	Kathryn Goodman
MCUC-ASPA-2012/94A	Code	8 Malin Road SARINA QLD 4737	Caroline M Phillips	Permissible Change - Change of Conditions & Amendment of Infrastructure Charge Notice - Community Facility - Extension of Existing Crematorium for Ancillary Activities including Storage and Preparation of Dead Bodies for Cremation and an increase in Office Space.	Josephine McCann
MCUC-ASPA-2015/111	Code	30A Brisbane Street MACKAY QLD 4740	Charter Hall Retail Reit	Car Park	Andrea McPherson
MCUC-ASPA-2015/133	Code	17 Willoughby Crescent EAST MACKAY QLD 4740	Homes R Us QLD	Multiple Dwelling Units (3)	Helle Jorgensen Smith
MCUC-ASPA-2015/135	Code	246A Cliftonville Road SARINA QLD 4737	Dean A Brown	Second House	Andrea McPherson
MCUC-ASPA-2015/136	Code	L 12 Cliftonville Road SARINA QLD 4737	George J Meyer	Second House	Andrea McPherson
MCUC-ASPA-	Code	44 Malcomson Street NORTH MACKAY	The Shed Company Mackay	Home Based Business (Sales Office)	Helle Jorgensen

App No.	Code / Impact	Address	Applicant	Description	Officer
2015/144		QLD 4740			Smith
MCUC- ASP- 2015/30	Code	15 Industrial Street MACKAY QLD 4740	Mode Design Corp. Pty Ltd	Extension to Commercial Premises	Andrea McPherson
MCUC- ASP- 2015/93	Code	99 Boundary Road OORALEA QLD 4740	Focus Pty Ltd	Additional Shops, Catering Shop and Commercial Premises	Kathryn Goodman
MCUI- ASP- 2015/60	Impact	41 Armstrong Beach Road ARMSTRONG BEACH QLD 4737	Escape Homes & Developments Pty Ltd	Dual Occupancy	Helle Jorgensen Smith
MCUI- ASP- 2015/76	Impact	20 Vauluse Crescent EAST MACKAY QLD 4740	Vasco Projects Pty Ltd	Dual Occupancy (Lots 8, 10-14 & 24 on SP259144) & Dual Occupancy or Multiple Dwelling Units (3) (Lot 21 on SP259144)	Andrea McPherson
ROLC- ASP- 2015/116	Code	228 Mirani-Eton Road MIRANI QLD 4754	Daniel Pietzner	Boundary Realignment 2 Rural Lots in 2	Andrea McPherson
ROLC- ASP- 2015/140	Code	633 Mount Martin Loop Road MOUNT MARTIN QLD 4754	John W Morrow	Boundary Realignment - 2 Rural Lots into 2 Lots	Helle Jorgensen Smith
<b>Relevant Period Extended</b>					
OW-IDAS- 2008/144C		L 57 Melba Street ARMSTRONG BEACH QLD 4737	Robert Dunn and Marcia R Dunn and Albin R Woolcockand others	Request to Extend Relevant Period - Operational works	Trina Saunders
ROLC- ASP- 2011/187B	Code	L 5 Sarina Beach Road SARINA BEACH QLD 4737	Lance M Steindl	Extension of Currency Period - 1 Rural Residential Lot into 19 Lots	Kathryn Goodman

Confirmed on Wednesday 11 November 2015

.....  
MAYOR

## APPENDIX / ATTACHMENTS



# **Development Services**

## **Monthly Review Report September 2015**

## Contents

<b>Executive Summary .....</b>	<b>3</b>
<b>Department Overview .....</b>	<b>4</b>
Workplace Health & Safety.....	5
<b>Quarterly Performance Review .....</b>	<b>6</b>
Development Assessment KPI Measure.....	6
Health & Regulatory Services KPI Measures.....	7
Development Engineering KPI Measures.....	8
<b>Review of Operations.....</b>	<b>9</b>
Strategic Planning.....	10
Development Approvals.....	13
Health and Regulatory Services.....	18
Economic Development.....	23
Parks and Environment.....	33

## Executive Summary

### Development Services

September was an exciting month with a number of key Economic Development and Parks projects progressing.

Some of the first events supported as part of Mackay Regional Council's Economic Stimulus Program occurred during the month with the highly successful Orchids in Paradise Conference and Show and Trans-Tasman Basketball Competition. Numerous other events have been announced such as the upcoming Sheffield Shield cricket match and we look forward to another major event, which will be a first for Mackay scheduled to be announced in October.

In the Parks Capital program upgrades were completed at Sarina Beach, Seaforth and in the Northern Beaches and numerous Natural Environment projects were also completed.

On the development front conditions remained very challenging however we are regularly meeting with local builders and developers to look for ways we can assist Industry. It is pleasing to see projects like the Pre-Delivery centre detailed below being approved. In Strategic Planning we have commenced a review of our Incentive Policy which provides significant concessions to support development in order to look for additional ways we can support growth in the industry.



**Gerard Carlyon**  
*Director Development Services*



Application Approved for Pre Delivery Centre located at 7 Evolution Drive, Paget.

## Department Overview

### Department Main Operations

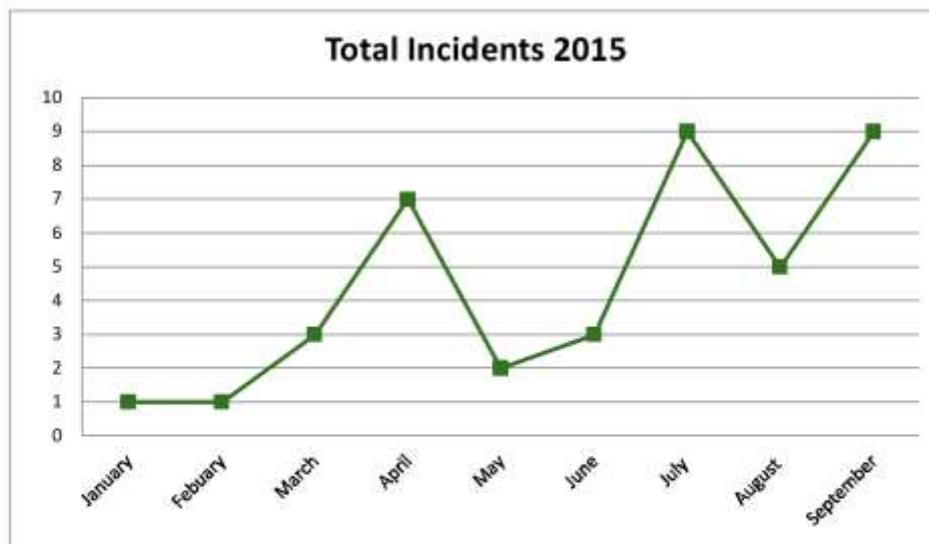
<b>Development Assessment</b>	Planning-Assessment of applications for: <ul style="list-style-type: none"> <li>• Material Change of Use</li> <li>• Reconfiguration of a Lot</li> <li>• Concurrence Agency</li> <li>• Amended Application</li> <li>• Negotiated Decision</li> </ul>	Engineering-Assessment of applications for: <ul style="list-style-type: none"> <li>• Plan Sealing</li> <li>• Operational Works</li> <li>• Construction Works</li> <li>• Minor Works</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Draft Mackay Region Planning Scheme</li> <li>• Waterways and Flood Studies</li> <li>• Local Area Planning</li> <li>• Regional Planning</li> <li>• Infrastructure Planning</li> </ul>	
<b>Health and Regulatory Services</b>	<ul style="list-style-type: none"> <li>• Environmental Health</li> <li>• Vector Control</li> <li>• Environmental Protections</li> <li>• Pest Management</li> <li>• Education Services</li> <li>• Development Compliance</li> <li>• Local Law Services</li> </ul>	
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>• Business Investment and Attraction</li> <li>• Major Projects Facilitation and First Point of Contact</li> <li>• Business Retention and Expansion</li> <li>• Tourism Development</li> <li>• Education and Training Development</li> <li>• Infrastructure Development</li> <li>• Business Development and Marketing</li> <li>• Tradeshows and Events</li> </ul> <p><b>City Centre Coordination</b></p> <ul style="list-style-type: none"> <li>• Business Liaison</li> <li>• Event Delivery (such as Easter in the Laneways, Summer in the City, Christmas in the City, New Year's Eve)</li> <li>• City Centre Website, Facebook &amp; Instagram</li> <li>• Marketing and Promotional Campaigns</li> <li>• Facilitation of 'Active in the City' and 'Kids Active in the City'</li> </ul> <p><b>Sarina Sugar Shed</b></p> <ul style="list-style-type: none"> <li>• Operation of the Sarina Sugar Shed</li> </ul>	
<b>Parks and Environments</b>	<ul style="list-style-type: none"> <li>• Parks Operational Planning</li> <li>• Parks Building Services</li> <li>• Parks Maintenance</li> <li>• Natural Environment and Marine Beaches</li> <li>• Mackay Regional Botanic Gardens</li> </ul>	

# Workplace Health & Safety

## Incident Statistics

Month 2015	Total Incidents	Month 2015	Total Incidents
January 2015	1	July 2015	9
February 2015	1	August 2015	5
March 2015	3	September 2015	9
April 2015	7		
May 2015	2		
June 2015	3		

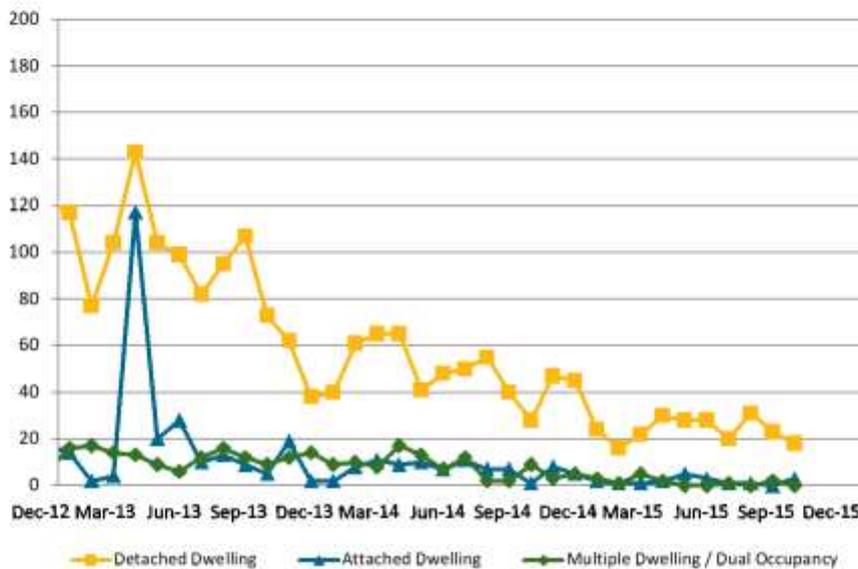
The WH&S statistics detail a summary of the Development Services incident performance. These are incidents involving injury only, not motor vehicle, loss, theft or damage.



## Quarterly Performance Review

Performance against established performance goals is reviewed in the March, June, September and December (annual) issues of the Monthly Review Report.

# Development Assessment KPI Measure



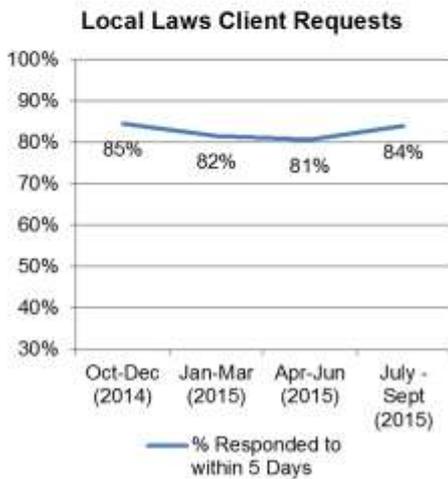
### What is being measured?

The graph shows the number of attached dwellings approved in comparison to the number of detached dwellings and multiple dwellings approved.

### Management Commentary for current period

During the last quarter the dual occupancies and multiple dwellings received maintained similar numbers to that experienced in the previous quarter to June although the downward trend in approvals for attached dwellings continued over the last 12 months. The number of detached dwellings continues to fluctuate, with this quarter's results maintaining the recent downward trend. The number of multiple dwellings/dual occupancies remains lower than desired as a proportion of constructed housing stock.

# Health & Regulatory Services KPI Measures



**What is being measured?**

Local Law client requests are acknowledged within five days, and completed within allocated timeframes.

The above graph shows the number of requests responded to within five days.

**Management Commentary for current period**

The Local Laws Team focused on a wide range of services for both internal and external clients relating to animal management, overgrown properties and abandoned vehicles. The results of the latest quarterly survey were positive and indicate a high response level to community complaints. The 84% response rate within five days increased slightly from 81% in the previous reporting period.



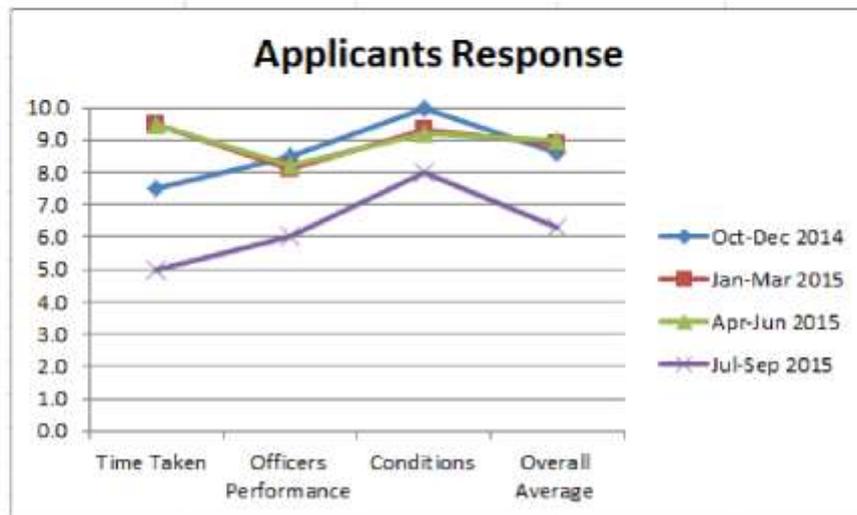
**What is being measured?**

The above graph shows the average satisfaction of clients.

**Management Commentary for current period**

Client satisfaction has continued to be high over the past 12 months and remained steady over the past two reporting periods. A number of client satisfaction initiatives have been rolled out and improving client satisfaction remains a key focus.

# Development Engineering KPI Measures



## Explanation

Development Engineering is requesting feedback from applicants after their Decision Notice is issued. The feedback sought is aligned with Council's Client Services Charter with the development industry and asks applicants to rate Council's performance in three areas. These areas are as follows:

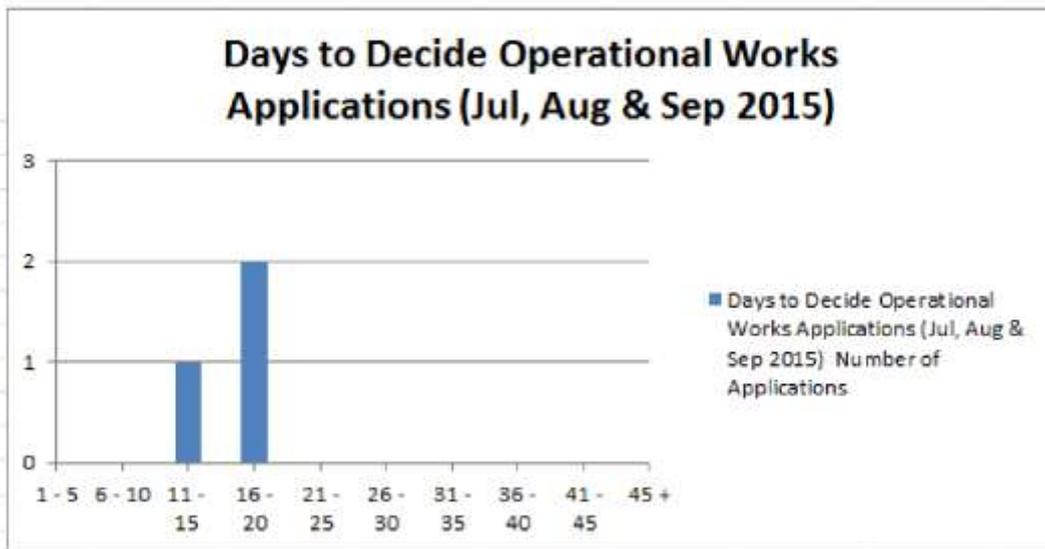
1. Time taken to decide an application;
2. Staff being accessible and keeping the applicant informed and involved; and
3. Conditions meeting applicant's expectations.

## What is being measured?

The graph shows the averages of the feedback responses for each month of the previous quarter as well as an overall average of all responses received for the quarter.

## Management Commentary for current period

During the last quarter two feedback forms were sent out and one form has been returned to Council and this single response received so far is below operations and we are following up with the client to address.



**Explanation**

Operational Works applications are governed by legislative IDAS timeframes, usually of 20 business days unless otherwise extended. This KPI is to measure the number of applications decided within 20 business days and to capture applications that have been initially extended by Council or further extended by agreement with the applicant.

**What is being measured?**

The target is 90% of applications decided within 20 business days or under unless covered by an extension by agreement.

**Management Commentary for current period**

For the previous quarter, three Operational Works applications were decided. All three Operational Works applications were decided within the 20 business day legislative timeframe. These numbers of applications are historically low which is an indication of local building conditions.

## Review of Operations

# Strategic Planning

## Current Projects

The table below provides an overview of the projects currently underway in each of the sub programs in Strategic Planning.

Regional and Local Area Planning	Transport & Infrastructure Planning	Waterways
<ul style="list-style-type: none"> <li>Draft Mackay Region Planning Scheme</li> </ul>	<ul style="list-style-type: none"> <li>Growth Allocation Model</li> </ul>	<ul style="list-style-type: none"> <li>McCready's Creek South Stormwater Trunk Infrastructure Study</li> </ul>
<ul style="list-style-type: none"> <li>Tradeable Development Rights Policy</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure agreements</li> </ul>	<ul style="list-style-type: none"> <li>Bakers Creek Stockroute Road East Stormwater Trunk Infrastructure Strategy</li> </ul>
<ul style="list-style-type: none"> <li>Regional Sustainability Strategy Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Transport modelling</li> </ul>	<ul style="list-style-type: none"> <li>Voluntary mechanism for Stormwater Quality Management</li> </ul>
<ul style="list-style-type: none"> <li>Mackay Region Industrial Land Provision Study</li> </ul>	<ul style="list-style-type: none"> <li>Development of a Local Government Infrastructure Plan</li> </ul>	<ul style="list-style-type: none"> <li>Mackay Region Coastal and Inland Flood Hazard Adaptation Strategy</li> </ul>
<ul style="list-style-type: none"> <li>Planning Scheme Policy - Open Space Policy</li> </ul>		<ul style="list-style-type: none"> <li>Bakers Creek / Walkerston Flood Study</li> </ul>
		<ul style="list-style-type: none"> <li>Urban Stormwater Quality Management Plan for Mackay</li> </ul>

## PROJECT UPDATES

### Tradeable Development Rights

In 2013, Mackay Sugar made submissions in support of the Draft Mackay Region Planning Scheme, which included a suggestion for considering a Tradeable Development Rights Scheme (TDRS). Consequently, Council explored the opportunity to facilitate development which may benefit farmers, without compromising state planning policy objectives and the long-term sustainability of the sugar industry.

Preliminary discussions were undertaken with Canegrowers and Mackay Sugar in early 2015. This resulted in positive feedback and the commencement of the drafting of an administrative policy to facilitate the TDRS.

The proposed policy trades the value of the development of an additional lot in the rural zone (essentially a title deed) and any other matter considered in the commercial arrangements (such as the value of infrastructure contributions) for the right to create that lot elsewhere.

A draft policy was sent to the UDIA, Canegrowers, the Rural Advisory Committee and Mackay Sugar on 23 July 2015 for comments. Comments closed on 20 August 2015 and further consultation may occur as necessary, with the adoption as a Council administrative policy thereafter.

### Mackay Region Industrial Land Provision Study

The purpose of the study is to prepare an analysis of the region's industrial land demand and supply, identify potential constraints to the provision and development of industrial land and identify actions and options to make land available in each industrial precinct.

The outcomes of the study will be:

- A renewed understanding of the regional and local industrial land market;
- Understand land utilisation in industrial precincts;
- Identifying the constraints and solutions to develop industrial land in each industrial precinct and including the feasibility, incentives and catalytic infrastructure required to develop such land;
- Identifying the determining factors or triggers that determine the timing of land availability in all precincts (i.e. demonstrated market demand as other land stock decreases, available infrastructure to service land and cost factors).

The results of the proposed Mackay Region Industrial Land Provision Study will be used to work with industry groups and stakeholders to develop marketing strategies which support industry expansion and investment attraction.

The project has commenced with an audit of every industrial precinct in the Mackay Region being undertaken. This will identify every industrial land parcel and status of development. The study will continue to be developed in 2016/2017 including significant engagement with Industry.

## FOCUS

### Planning Institute of Australia (PIA) QLD State Conference – Townsville – “Shifting Gears”

From 9 to 11 September 2015, planners from across the State attended the annual State Planning Institute of Australia (PIA) conference in Townsville. The conference was attended by six council staff and Councillor David Perkins (Planning and Development Portfolio Councillor). Mackay Regional Council had a large profile at the conference as a bronze sponsor and session supporter.

Three staff from Strategic Planning presented on projects undertaken by Council: Luke Galea on the Voluntary Stormwater Mechanism Policy, Jaco Ackerman on the Regional Sustainability Strategy and Julie Brook on the proposed Tradeable Development Rights Policy. Cr. Perkins also hosted the climate change forum session.

Townsville showcased their city through excellent study tours, including the award winning Jezzine Barracks and a walking tour of historic buildings. 'The Human Scale', a mini movie, was also presented to the planners at the conference which triggered stimulating discussions around utilising spaces and creating enjoyable places that connect people and innovative built environments.



*Cameron Perkins, Place Design Group*



*Keynote speaker, Robyn Moore*



*James Coultts from DILGP delivering on a new culture for planning*



*Jaco Ackerman presenting the Regional Sustainability Strategy*

The highlights of the conference were many, and of significance, The Honourable Jackie Trad, Deputy Premier and Minister for Transport, Minister for Infrastructure Local Government and Planning and Minister for Trade, announced the release of the draft Planning Bill, Planning and Environment Court Bill and Planning (Consequential) and Other Legislation Amendment Bill for public consultation.

Public consultation of the draft Bills extends until Friday 23 October 2015. Council intends to make a submission on the draft Bills.

# Development Approvals

## Planning

The total number of planning applications received during September was 42, which is an increase on previous months. The numbers for this month have been boosted by a doubling of Concurrence Referral applications this month.

The applications received for September included 21 applications for setbacks to dwellings houses or sheds and approvals for dwellings in the Flood or Steep Land Overlay. There were also eight Permissible Change applications to either amend plans or conditions of approval or extend the currency period for approvals.

Among the Material Change of Use applications received in September was an application for three Multiple Dwelling Units in Oceanside Estate off East Gordon Street

Seven Reconfiguration of a Lot applications were received in September; four Boundary Realignment, two easement applications and one application to create six lots from one Urban Expansion/Open Space lot in Hamilton Street, North Mackay.

Of the applications approved in September, the most notable was the Sci-fleet (Mackay Toyota) Pre-delivery Centre in Paget and an application to 'override' the Planning Scheme to permit land south of Sarina to be used for Light Industrial purposes.

**Volume of Operations**  
No. of Applications Assessed

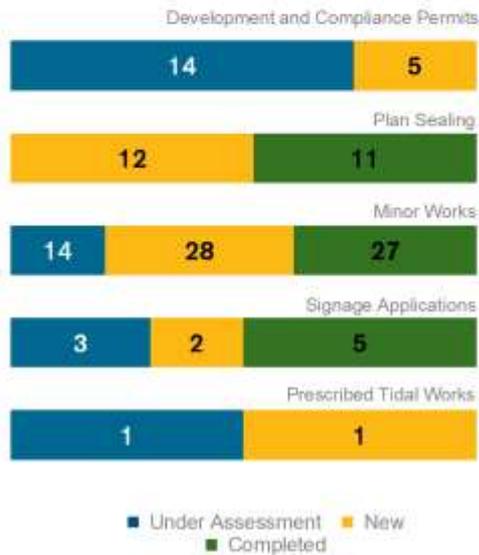


Review of Operations  
Development Approvals

Engineering

In September, Development Engineering received five operational works applications, one compliance certificate application for construction, 28 minor works applications and 12 plan sealing applications. This compares with the three operational works, two compliance certificates applications for construction, 24 minor works and six plan sealing applications received in the previous month of August.

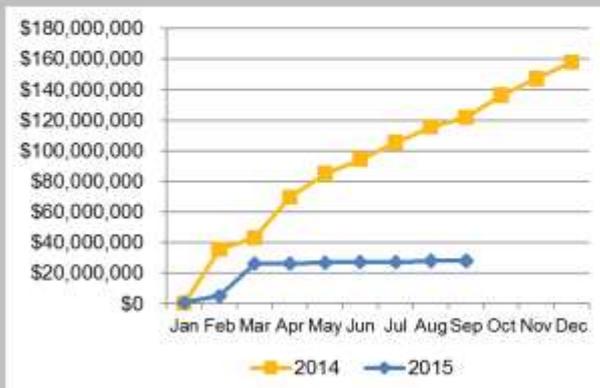
Volume of Operations  
No. of Applications Assessed



Value of Development

No Operational Works applications were approved in September 2015. The September 2014 value of works approved was \$3,363,401 and there was \$1,296,672 construction works approved in August 2015.

Value of Approved Operational Works  
Cumulative value of works to date



Disclaimer: Due to fluctuating cost of works figures all historic data is updated on a monthly basis. The graph demonstrates the cumulative figures for the calendar year

# Development News 09/2015

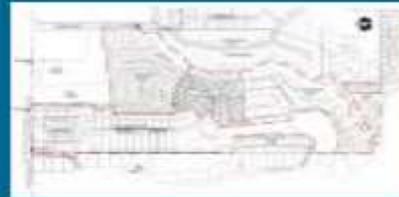
Updates on Significant Developments Currently Being Assessed by Council

## Application Approved

DA-2015-77

7 Evolution Drive Paget

The applicant proposes to establish a pre-delivery centre for Mackay Toyota, plus the relocation of Macs Engineering and Opposite Lock into the complex.



## Application Lodged

OW-2015-27

Lot 502 Mackay-Habana Road, Richmond

OW Application for Civil Works – Residential – Sugarview Development Stage 5A and 5B (55 lots). A Further Information Letter has been issued by the Assessment Manager for this application.



Developments Approved



Plans Sealed



Operational Works Lodged



Applications Lodged for Assessment

## New Applications

DA-2015-134

34 Hamilton Street, North Mackay

The application proposes to create five 'residential' lots, a drainage lot and balance land from a lot that is currently in four parts. The site is split by the North Mackay levee wall which separates the potential development land from tidal areas.



## Plans Sealed

SPCOM-2015-74/2  
Seaview Place Estate  
Partial Release 2  
1 Lot  
Endorsed 04.09.15



# IDAS Timeframes

## Development Services performance against legislative timeframes

### MCU Code & Impact

The KPI's for approval of Material Change of Use applications in September have been met for Code Assessable application, but not Impact Assessable applications.

#### Code

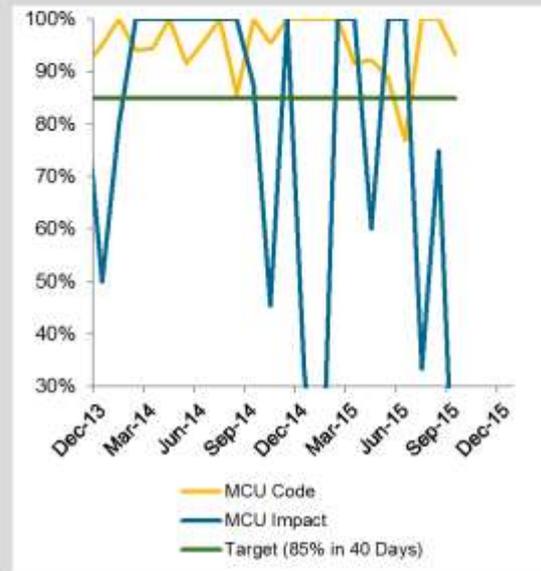
- 93% of Code Assessable Material Change of Use applications were decided within 40 days. One application was approved in 41 days. The average timeframe for deciding this application type was 15 days.

#### Impact

- Only one Impact Assessable application was decided in September, with the decision period 45 days, which does not meet the nominated KPI for this application type.

### MCU Code & Impact

Days to decide Material Change of Use applications



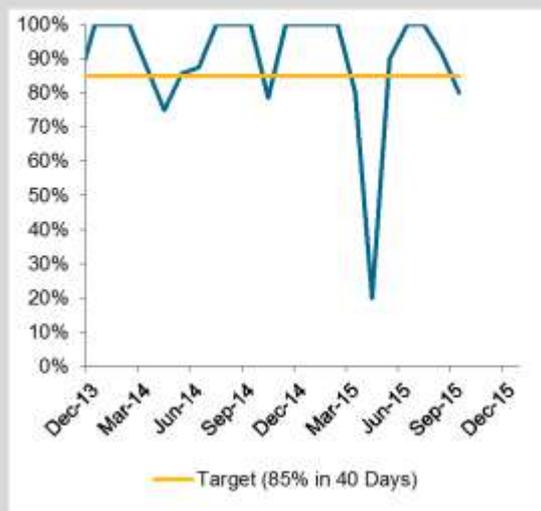
### Reconfiguration of a Lot

The KPI for approval of Reconfiguration of a Lot applications has not been met for September, with the following results:

- 80% of applications were decided within the 40 days, with the average decision making period being 17 days. Of the five applications approved in September, one had a decision period of 41 days.

### Reconfiguration of a Lot

Days to decide ROL applications



# IDAS Timeframes

## Development Services performance against legislative timeframes

### Operational Works

No Operational Works applications were received in September.

#### Operational Works

Days to decide Operational Works applications

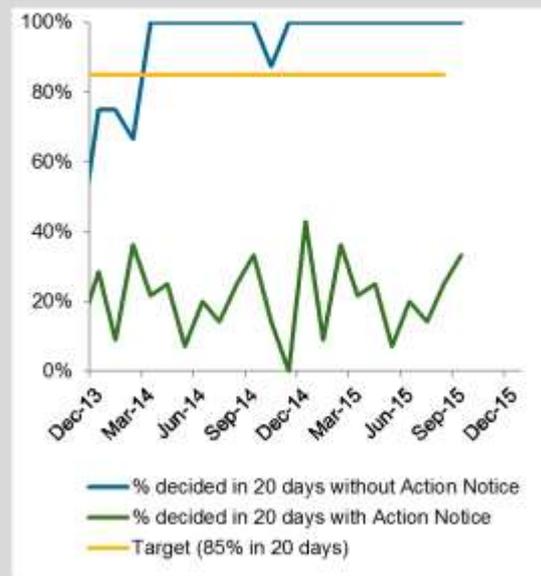


### Plan Sealing

11 plans containing ten saleable lots were sealed in the month of September with 12 new Plan Sealing applications being received. 100% of plans that did not have an Action Notice issued were sealed within the target timeframe. Applications with an Action Notice issued are excluded from the target timeframes due to delayed applicant response timeframes.

#### Plan Sealing

Days to decide Plan Sealing applications



# Health and Regulatory Services

## Client Requests

Overall, numbers of client requests received remained steady when compared to long term averages. There were minor decreases across all service areas apart from Development Compliance where there was a 6% (four requests) increase. This was attributed to higher numbers of illegal building works related enquires and requests being lodged.

With the small reduction in Local Laws related requests, Officers were able to increase their completion rate to 53% for abandoned vehicles and 70% for wandering dog requests.

The yearly cycle of outdoor events continues and Environmental Health Officers have been assessing increased numbers of applications and carrying out inspections with respect to conditions of approval, noise monitoring and temporary food.

Vector Control Officers have continued their hard work in monitoring and managing mosquito numbers while Pest Management Officers worked on preparations for feral pig and wild dog baiting around the region.

## Inspections

This table shows the premises inspected calendar year to date by the Environmental Health Officers.



Type	Inspections
Caravan Parks	0
Food	96
Accommodation	10
Swimming Pools	3
Footpath Dining and Street Vendors	3
Environmental Relevant Activity	0

## Review of Operations

### Health & Regulatory Services

#### Monthly Infringements Activity

Total Infringements issued from 1 to 30 September was 523.

Infringements required to be issued by officers this month marginally decreased across the full spectrum of regulatory activities undertaken, including regulated parking, animal related and environmental protection. However, they remained consistent with average numbers over previous months.

Numbers of infringements issued relating to regulated parking decreased to 491 in September. Although this was lower than August, this result remained consistent with the monthly average range for infringements issued.

The table below provides a summary of infringement activity for Health & Regulatory Services for September 2015.

		Issued	Paid	Waived/voided	Not Paid
All other Infringements	\$ Value	\$589	-	-	\$589
	#	1	-	-	1
Animal Related	\$ Value	\$7,758	-	\$470	\$7,288
	#	29	-	2	27
Development Compliance	\$ Value	\$2,356	-	-	\$2,356
	#	1	-	-	1
Environmental Protection	\$ Value	\$235	-	-	\$235
	#	2	-	-	1
Health Infringements	\$ Value	-	-	-	-
	#	-	-	-	-
Stormwater & Waste	\$ Value	-	-	-	-
	#	-	-	-	-
Vehicle Related	\$ Value	\$30,306	\$7,653	\$1,570	\$21,083
	#	491	125	23	343
<b>TOTAL</b>	<b>\$Value</b>	<b>\$41,244</b>	<b>\$7,653</b>	<b>\$2,040</b>	<b>\$31,551</b>
	<b>%</b>	<b>100%</b>	<b>18.6%</b>	<b>4.9%</b>	<b>76.5%</b>
<b>TOTAL</b>	<b>#</b>	<b>523</b>	<b>125</b>	<b>25</b>	<b>373</b>
	<b>%</b>	<b>100%</b>	<b>23.9%</b>	<b>4.8%</b>	<b>71.3%</b>

### Infringements Activity – 1<sup>st</sup> July 2013 to date

Total Infringements issued from 1 July 2013 to 30 September 2015 is 13,951.

73% of all infringements issued since 1 July 2013 have been paid by offenders. To date, 17.1% remain outstanding and are transferred to our collection process where they are issued a reminder notice and finally referred to the State Penalties and Enforcement Registry (SPER) for recovery.

The table below provides a summary of infringement activity for Health & Regulatory Services from 1 July 2013 up to the end of September 2015.

		Issued	Paid	Waived/ Voided	Not Paid	Outstanding	
						Reminder Notice Issued	Referred to SPER
All other infringements	\$ Value	\$116,481	\$41,175	\$31,905	\$1,178	\$2,356	\$39,867
	#	208	74	57	2	4	71
Animal Related	\$ Value	\$166,858	\$54,498	\$18,751	\$10,343	\$9,033	\$74,233
	#	681	234	76	40	36	293
Development Compliance	\$ Value	\$113,582	\$66,539	\$31,254	\$2,356	-	\$13,433
	#	59	31	14	1	-	13
Environmental Protection	\$ Value	\$49,064	\$16,508	\$6,977	\$705	\$17,897	\$6,977
	#	35	12	9	3	3	8
Health Infringements	\$ Value	-	-				
	#	-	-				
Stormwater & Waste	\$ Value	-	-				
	#	-	-				
Vehicle Related	\$ Value	\$851,991	\$622,877	\$99,160	\$26,683	\$8,467	\$94,804
	#	12,968	9,837	1,219	431	133	1,348
<b>TOTAL</b>	<b>\$ Value</b>	<b>\$1,297,976</b>	<b>\$801,597</b>	<b>\$188,047</b>	<b>\$41,265</b>	<b>\$37,753</b>	<b>\$229,314</b>
	<b>%</b>	<b>100%</b>	<b>61.8%</b>	<b>14.5%</b>	<b>3.2%</b>	<b>2.9%</b>	<b>17.7%</b>
<b>TOTAL</b>	<b>#</b>	<b>13,951</b>	<b>10,188</b>	<b>1,377</b>	<b>477</b>	<b>176</b>	<b>1,733</b>
	<b>%</b>	<b>100%</b>	<b>73.0%</b>	<b>9.9%</b>	<b>3.4%</b>	<b>1.3%</b>	<b>12.4%</b>

## Review of Operations

### Health & Regulatory Services

### Building Works

The table below represents the total dollar amount of building works carried out in the region for the month of September 2015.

	Current Month	Value of Works
Average Value of Detached Dwelling	-	\$285,182.61
Average Cost of Attached Dwellings	-	\$706,833.33
Average Dwelling Size	322m <sup>2</sup>	\$348,333.00
No. of Detached Dwellings	18	\$5,133,287.00
No. of Attached Dwellings	3	\$2,120,500.00
Additions and Alterations	14	\$1,065,738.00
Total Residential Applications	22	\$7,663,362.00
Total All Applications	116	\$14,581,126.00

*Disclaimer: Total all applications includes all other Building Works applications not shown above*

### Vector Control

The table below represents the work carried out by the Vector Control team in September 2015.

Sites Inspected	Sites Treated	Hectares Treated
205	32	128 ha

### Out and About

#### Officers attend 6<sup>th</sup> National G2Z (Getting to Zero) Summit & Workshops

Local Laws Officers attended the 6<sup>th</sup> National G2Z Summit & Workshops from 16 to 18 September 2015.

This year's conference focussed on working to meet community expectations and needs, achieving safe communities for both people and their pets and better responsible pet ownership behaviour.

Delegates at the Summit were impressed with Council's rehoming rates of dogs and cats.



Officers at the G2Z Summit

## Building Applications Approved

Class Type	Class Description	September 2015	September 2014	YTD
<b>Class 1a</b>	Single dwelling	31	53	301
<b>Class 1b</b>	Boarding house, guest house or hostel	-	-	-
		<b>31</b>	<b>53</b>	<b>301</b>
<b>Class 2</b>	Building containing 2 or more sole-occupancy units each being a separate dwelling.	1	-	1
<b>Class 3</b>	Residential building, other than a building of Class 1 or 2	-	-	5
<b>Class 4</b>	Dwelling in building that is Class 5, 6, 7, 8 or 9	1	-	2
<b>Class 5</b>	Office Building	1	5	18
<b>Class 6</b>	Shop or other building for the sale of goods by retail or the supply of services direct to the public	5	7	53
<b>Class 7a</b>	Carpark	-	-	2
<b>Class 7b</b>	For storage, or display of goods or produce for sale by wholesale.	1	7	5
		<b>1</b>	<b>7</b>	<b>7</b>
<b>Class 8</b>	Laboratory or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain.	1	-	5
<b>Class 9a</b>	Health care building	-	-	-
<b>Class 9b</b>	Assembly building	3	2	14
<b>Class 9c</b>	Aged care building	-	-	3
		<b>3</b>	<b>2</b>	<b>17</b>
<b>Class 10a</b>	Non-habitable building being a private garage, carport, shed, of the like:	49	78	499
<b>Class 10b</b>	Structure being a fence, mast, antenna, retaining or free standing wall, swimming pool, or the like.	13	-	101
		<b>62</b>	<b>78</b>	<b>600</b>
<b>Sundry</b>	Demolitions, class n/a, class s/s	5	1	22
<b>TOTAL</b>		<b>111</b>	<b>169</b>	<b>1031</b>

# Economic Development

## Overview

The Invest Mackay Events Attraction and Conference Attraction Programs continued to generate interest and provided support and successfully secured some exciting events for our region such as the Orchids in Paradise Conference and Show and the #MackayPride Trans-Tasman Series.

The Economic Development (ED) team attended a number of industry development events during the month including the Asia-Pacific International Mining Exhibition (AIMEX) 2015 in Sydney and the National Economic Development Conference 2015 held in Redcliffe. Economic Development moved offices to the Civic Precinct Administration building.

We continue to work closely with key stakeholders including Mackay Region Chamber of Commerce, Resource Industry Network, Department of State Development, Trade and Invest Queensland, Diversify Mackay Leadership Alliance and Bowen Basin Mining Club on a range of initiatives.

## Key Focus October:

- The inaugural Fashion Week Mackay – four events in three days will be held on 8,9, 10 October 2015 at Canelands Central, Harrup Park Country Club, Mackay City Centre and Mackay Airport.
- Opening of round two of Invest Mackay Events Attraction and Conference Attraction Programs on October 5 and closing November 9.
- Support the Bulls Masters Country T20 Challenge at Harrup Park, an Invest Mackay Events Attraction funded event.
- Coordinate media announcements for events successful under the Invest Mackay Events Attraction and Conference Attraction Programs.
- Implementation of the City Centre Façade Improvement Scheme Round Two for buildings facing Sydney Street located between River and Gordon Streets and Victoria Street, between Sydney to Brisbane Streets.
- Implementation of the Mackay Pride Façade Improvement Incentive Scheme for property owners in areas, such as Sarina, Mirani, Pioneer Valley, Walkerston, Evans Avenue/North Mackay, West Mackay Fourways and the Northern Beaches.
- Work in partnership with Property Services and Strategic Planning to progress the Recreational Vehicles (RV) Project.
- Support Mackay Region Chamber of Commerce's Bigger, Better, Stronger Business Growth Conference being held on 7, 8 and 9 October at the MECC, an event co-funded by Council.
- Attend DestinationQ Forum 2015 in Townsville.
- Attend and present at 2015 SEGRA Conference being held in Bathurst, NSW.
- Attend and present at 2015 IPWEQ Conference being held at the MECC.
- Host the Trade Commissioner for India and South Asia at a networking event on 12 October.
- Support for the Startup Weekend Mackay being held on 23-25 October at CQU and judge entrants.

- Attend the Business Briefing and Roundtable with the Australian Small Business Commissioner.
- Support the launch of the Queensland Mining and Engineering Exhibition (QME) 2016 on 29 October at Mackay Showgrounds.
- Host, in conjunction with Mackay Tourism, a Tourism Industry Briefing - Conference and Events Attraction including QME 2016, Bowen Basin Mining Club (BBMC) – Contractor Awards 2016 and Mackay Airport Beach Horse Races 2016.
- Coordinate a QME/BBMC/RIN/TIQ/DSD - Mackay Region partnership and planning meeting for QME 2016.
- Continue City Centre Marketing campaign and preparations for Christmas and New Year's Eve events.
- Hold City Centre Taskforce meeting and marketing planning workshop.

## Economic Development

Economic Development Business e-Networks Statistics	
City Centre Business Network	736 current subscribers
Regional Focus Business Network	297 current subscribers
Sarina Businesses Network	285 current subscribers
Evans Avenue Network	121 current subscribers
City Deals Club Subscribers	2146 current subscribers

Mackay Region Joblink Analytic Report
247 total users
733 job views

### Investment Facilitation and Business Support

- There were three facilitation meetings held with developers/property owners/business owners and relevant Council and Government representatives.
- Met with TIQ to progress planning for a visit from the Trade and Investment Commissioner for India and South Asia.

### Invest Mackay Events Attraction and Conference Attraction Programs

- Six expressions of interest application received during September via online application form at [www.mackay.qld.gov.au/investmackayfunding](http://www.mackay.qld.gov.au/investmackayfunding)
- Assessment Panel meeting was held – recommendations for Round One of funding will be presented in a briefing to Council on October 28.
- Worked with the Mackay Orchid Society to promote the Orchids in Paradise Conference and Show held on 19-22 September. Over 3000 visitors attended the show and conference including visitors from Ecuador, Taiwan and Singapore, as well as many visitors travelling interstate.
- Worked with Mackay Basketball to promote the #MackayPride Trans-Tasman Series held in September supported by the Invest Mackay funding.
- Media announcement that Mackay secured the International Netball Federation of Australia 2016 Supnationals Indoor Netball Tournament to be held from April 30 to May 7 2016. The story was featured on the front and back page of the Daily Mercury.
- Economic Development is currently working with the MECC team on securing a number of other significant conferences for 2016 and 2017.
- Economic Development in conjunction with the MECC joined Council as an Associate Member of the Association of Australian Convention Bureaux (AACB) in a bid to boost Mackay as a conference and events destination – staff attended the 2016 AACB Staff Conference in Newcastle in September.

### Industry Development and Networking

- ED Manager and Officers attended several networking and industry development meetings/events including:
  - Asia-Pacific International Mining Exhibition (AIMEX) 2015 in Sydney
  - National Economic Development Conference 2015 Future Proofing Australia: It's time to Re-Think Everything! held in Redcliffe
  - Economic Development Australia Masterclass
  - 'Mackay in Force' meetings with QANTAS management and REX Airlines in Sydney.
  - Bigger Better Stronger Business Growth Conference media launch
  - Diversify Mackay Leadership Alliance meeting
  - DMLA Construction and Infrastructure Pillar Group meeting
  - Bowen Basin Mining Club Lunch in Emerald
  - Hosted the Sustainable Economic Growth for Regional Australia (SEGRA) Convenor's visit to Mackay.

### Mackay Isaac Whitsunday Agritourism Project

- Attended the Greater Whitsunday Food Network (the Network) Committee meeting.
- Attended the Network's first Regional Food Ideas Exchange Events Sub-Committee meeting on 17 September.

### Digital Enterprise Program

- Continued to work on advertising and offering businesses FREE one-on-one on-site, face-to-face mentoring from a local digital expert targeted at getting businesses online, productive and secure online marketing (website and social media), operational performance enhancement and cyber security.

**Mirani Business Group**

- Met with the Mirani Business Group to discuss the business groups' upcoming projects and initiatives.
- The Group is planning a Christmas fair in the park in the main street of Mirani on Saturday, December 12 from 3pm – 9pm. All proceeds raised from the fair will go to Rotary Australia Benevolent Society to fund their work with the farmers in Longreach who are in severe drought.
- The Group are running a Valley Heart Adventure Competition in the lead up to the Christmas fair with the first and second prizes being donated by Pioneer Valley businesses. The Adventure packs are to keep families staying local over the Christmas holidays with fun filled activities to keep the whole family entertained.



**City Centre Coordination**

**City Centre Website and Facebook Statistics**

Mackay City Centre website page views and engagement on social media platforms decreased in September. The prior month August saw a major increase in visitation and engagement due to Twilight City Street Party.

Mackaycitycentre.com.au	
Visits	13,327
Page Views	64,144

Mackay City Centre Facebook	
Likes	3,068
Total Reach	18,550

Mackay City Centre Instagram	
Followers	482
Following	107
Average Love Rate	2.14%
Average Talk Rate	0.04%
Average Spread Rate	0.39%

**City Centre Taskforce**

- The City Centre Taskforce met on 8 September 2015 and was updated on the current status of the City Centre Revitalisation Project and the projects being delivered under the City Centre Marketing Strategy.
- A debrief of Twilight City Street Party was provided to the Taskforce detailing the outcomes of the event including an increase of nearly 10 times the number of stallholders at the event compared to 2014.
- Further Twilight statistics provided included: estimated 25,000 in attendance, one business reported 744 joined their database and stallholders sold over 500kgs in ribs on the night.
- The Taskforce was debriefed on the City Centre Footpath Markets, noting that an estimated 500 people attended the markets which had 25 stalls.
- Further discussion was held regarding the future of the markets in the city centre and it was agreed to support the event being held again in September.

### Mackay Professional Bull Riders Touring Pro

- The PBR Bull Riding Blow Out was held on Saturday, 19 September at Stadium Mackay and was sponsored by the City Centre which included filming of the live event for production of an hour long television program.
- Pre-production filming was also produced for use in the hour program in support of Mackay and the City Centre which will be syndicated and shown world-wide to a potential audience of up to 400,000,000.
- The event was very popular with the event sold out with over 3,000 attendees.
- The event attracted attendees from as far north as Townsville and as far south as Rockhampton.



### Active in the City

The Active in the City program continued to offer a range of free activities for the community including: City Centre Dog Walking, Zumba®, Rock and Road Cycle Rides and The LRC Runners Club.



**Active Kids in the City**

The Active Kids in the City program was organized for the September 2015 school holidays. The program offered a wide variety of free activities for the community including:

- Cupcake decorating classes
- Kevin the Magical Balloon Man shows
- Zumba Kids
- Dream catchers making classes
- Yoga Fix
- Kindermoves at Quay
- Snow globe creations
- Decorate porcelain cup classes
- Face painting



The program held the activities in The Dome on Victoria Street and was promoted via the City Centre website and social media accounts with strong public response.

All sessions were booked out with several accommodating additional children who showed up on the day without reservations.



**City Centre Marketing**

- The Professional Bull Riders Free Tickets campaign ran with radio, newspaper and social media being engaged. Public response was strong with social media accounts showing record uptake and sharing.



- Installation of fashion displays in empty shop windows in the Dome and on Victoria Street supported the City Centre's Fashion Week Mackay event, Streets of Style, received strong public response in support of the activation.



- Continued implementation of the City Centre Marketing Strategy with ongoing support to the City Centre businesses via the City Centre website, social media accounts and Sea FM Shout Outs.
- Ongoing one-on-one support to businesses was maintained ensuring good communications and a strong awareness of the current state of the City Centre.
- Ongoing engagement with City Centre businesses encouraged participation with the City Centre Footpath markets held on 26 September 2015.
- Two new businesses opened in the City Centre, Bizykids children's clothing shop on Victoria Street and In Cognito Salon on Sydney Street.



**City Centre Façade Improvement Scheme**

- The City Centre Façade Improvement Scheme (FIS) Round Two guidelines were finalised and property owners in Stage Two were invited to apply.
- The FIS Round One is currently being finalised with many property owners in the City Centre making headway on the planned upgrades of their buildings.
- Round One works commenced on the following buildings listed below (see photographs).

1) Mackay Grand Suites – work has commenced under the Façade Improvement Scheme. Please see below before photographs.



2) Our Kitchen - Photograph before and after Façade Improvement Scheme

**Before**



**After**



3) BURP Eat Drink - Photographs before and after Façade Improvement Scheme

**Before**



**After**



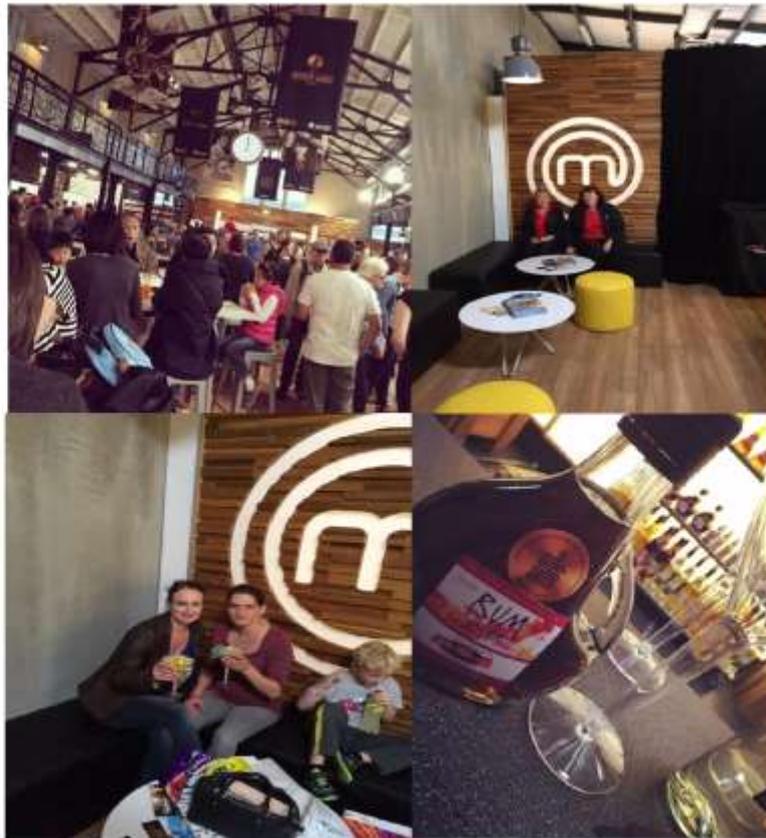
## Sarina Sugar Shed

### Visitor Numbers

- Visitors to Sarina Sugar Shed (SSS) in September totalled 905.
- Sunday trading increased in September to \$5,225 compared to \$3,593 in August, as a result of advertising material with the new operating hours filtering out across the region and beyond.
- A total of 166 visitors were recorded for Sunday trading in comparison to 92 in August.
- Overall sales for the three month period July to September 2015 is \$118,549. This is an increase of \$20,367 for the same period in 2014.

### Royal Melbourne Show

- Sarina Sugar Shed was invited and attended, four days of the Royal Melbourne Show to showcase products in the Speakeasy Cocktail Bar in the newly established Winning Tastes Pavilion. This was the result of winning two Bronze medals in the Australian Distilling Awards earlier in the year.
- This was held in the MKR MasterChef set where the best of food and beverages were available to visitors.
- Sarina Sugar Shed sales for this event were \$8,995. After sampling the Sarina Sugar Shed beverages and products, many patrons asked about purchasing online.
- Staff also promoted Mackay Region by displaying our brochures at this event.



### Marketing and Media

- Sarina Sugar Shed Co-ordinator did radio interviews with ABC and Hammo on 4MK promoting Sunday Trading and the upcoming farm tours and the restoration of the farm tour wagons.
- Christmas trading radio advertising commenced.
- All marketing collateral, signage and billboards were updated to reflect the introduction of Sunday trading.

### Group Bookings

- 58 delegates and partners attending the Orchids in Paradise Conference and Show held in Mackay in September took up the pre-conference package at the Sarina Sugar Shed.
- Broadsound Coastal Care Group – 14
- Italian group touring Queensland – 16
- Pinnacle State School – 12
- Whitsunday Anglican School – 56
- Maltese Group from Sunshine Coast – 23
- Homecare group from Mackay – 14
- Local bus group – 30
- Family Day Care group – 13
- Coowonga School – 20
- Mackay State High School – 20

Totalling 276 group bookings for September compared with 124 in August.

### Business Improvement and Opportunities

- Sarina Sugar Shed staff are currently working with Respax, IT and Finance developing reports for our new Point of Sale and online booking systems. Once finalised and testing completed the new system will be fully operational.
- Met with Trade and Invest Queensland representatives to explore opportunities of exporting boutique products such as Sarina Sugar Shed Rum and gourmet sauces ranges to China.

### Greater Whitsunday Food Network (Agritourism Project)

- Attended the Greater Whitsunday Food Network meeting.
- Attended the first meeting of the Greater Whitsunday Food Network's Regional Food Ideas Exchange Events Sub-Committee held on 17 September (Sarina Sugar Shed Coordinator is the Chair of this Sub-Committee).
- Several potential events were identified and discussed for the Mackay Isaac and Whitsunday regions.

### Product Development

- Sarina Sugar Shed Operator and Co-ordinator have been working with Mundubbera growers to develop a customised mandarin Nice on Ice (NOI).
- Six bottles of Mandarin NOI were freighted to Mundubbera and we are currently working with this group on labelling and production of this product. This presents a commercialisation opportunity for Sarina Sugar Shed.
- Two 200 litre American Oak Barrels and six 20 litre barrels have been purchased to increase our production of rum over the next two years.

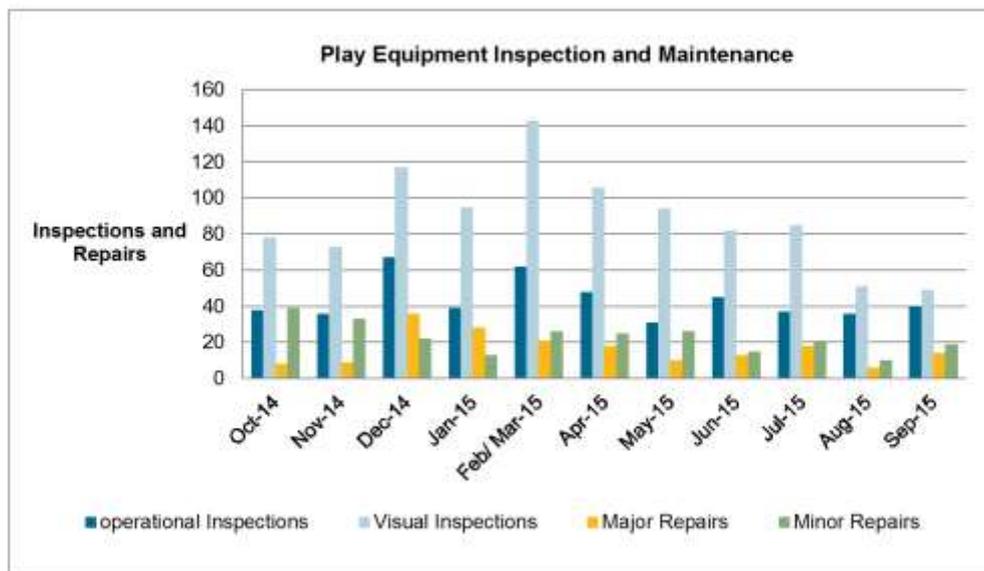


# Parks and Environment

## Management

- Quotes to design the 2015/16 Park Enhancement and Avenue Projects closed in September. Following assessment and appointment of the preferred suppliers, projects will commence mid-October.
- The Orchids in Paradise Conference and Show was held this month. The event was enormously successful. Staff facilitated some of the programmed events.
- Jubilee Park Anzac Upgrade is proceeding well and remains on schedule.
- Phase Two of the Botanic Gardens Design Project commenced. A briefing to Council is scheduled. Place Design will present the findings from Phase One including feedback gathered during four weeks of intensive community consultation.
- 12-month review undertaken of development-related landscape inspection procedures to assess the effectiveness of the changes introduced and to identify opportunities for continued improvement.
- Two additional applications submitted for Green Army teams to provide three more years of service.

## Parks Building Services Activities



**Capital Works - In progress**

- Refurbishment of the John Breen Park amenities commenced. The project involves replacement of plumbing fittings, pedestals and cubicle doors. Floors will be refurbished and the building repainted.
- Replacement of ten picnic settings at Grasstree Beach.
- Rubber soft fall replacement in James Muscat Park commenced.
- Planning completed to replace damaged sections of concrete path in Gillam Park.

**Capital Works - Completed**



Replacement of play equipment at Owen Jenkins Drive in Sarina Beach. This was a joint project with Sarina Beach Progress Association



Replacement of vandalised play equipment, new built shade and landscaping in Montgomery Park at Plantation Palms

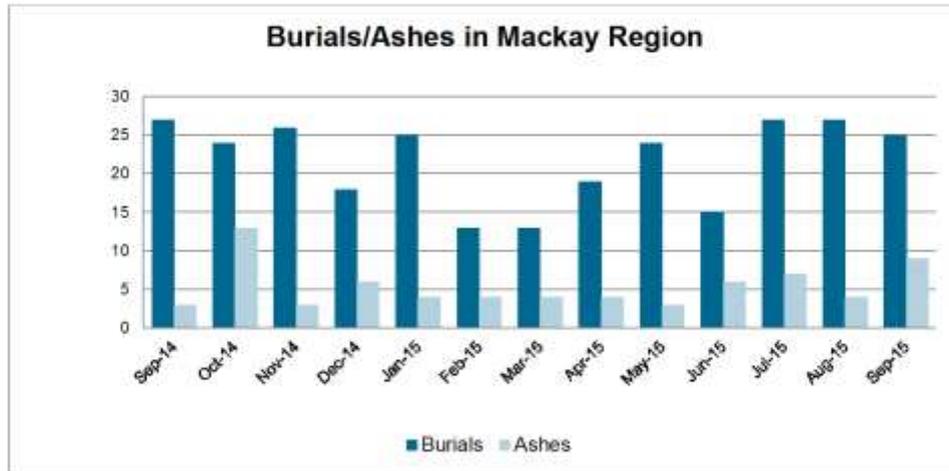


Construction of the new kitchen facility and upgrading of the adjacent laundry at Seaforth Campground

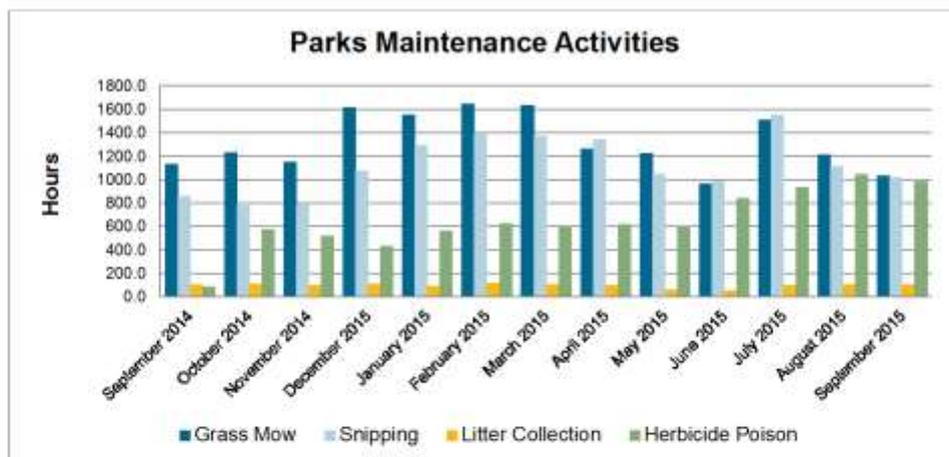


New sign installed at Seaview Park Bucasia

**Cemeteries**



**Grass Maintenance Activities**



**Natural Environment and Marine Beach Activities**

**Coastcare Volunteer Activities – Delivered in Partnership with Reef Catchments**

- A clean up was held at Harbour Beach on 13 September as part of the Great Northern Clean-up.
- Over 160 children and 70 adults attended a school holiday activity at Bucasia Beach on 22 September.

- The Family Fishing Fun Day and Barramundi Fingerling Release was held at the Gooseponds on September 19. This event was run by Reef Catchments to raise awareness of waterway health and the management of aquatic pests such as Tilapia. More than 140 young anglers and their families attended.

**Mackay Natural Environment Centre Activities**

- Stage two renovations are underway. The centre is currently closed.



Over 500 kg of marine debris was removed from harbour beach



Anglers lining up to register at the Family Fishing Fun Day at the Gooseponds



More than 160 kids learned about the threats to turtles at Bucasia Beach



Children from a Plant-Ed group, Botanical Gardens

## Mackay Region Botanic Gardens

- The new Curator Richard Brown has started in the role. He intends to address priority issues and will assess current operations.

### Capital Works - In progress/completed

- Works completed on connecting pathways through various sections of the gardens.
- The new plant holding facility has been completed.

### Community Interaction

- 'Botanica 2015'...An exhibition by the Mackay Botanical Art Interest Group. The event was launched in the Lagoons Gallery and will run from the 2 September to 25 October 2015.
- Guided tour conducted for 45 delegates from the "Orchids in Paradise" Conference on the 18 September.
- 'Dinosaurs Ruled' – a school holiday event which proved hugely popular. 139 entries in the quiz recorded.
- Over 290 children attended a mix of guided and self-guided events in the gardens this month.



New plant holding facility



Orchids in Paradise delegates being taken on a guided walk through the gardens.



# Organisational Services

Monthly Review Report > September 2015



## Contents

Executive Summary .....	3
Financial Services .....	4
Asset Management.....	4
Governance and Safety .....	5
People and Culture.....	11
Procurement & Plant.....	12
Property Services .....	14



# Executive Summary

September saw the continuation of many projects for Organisational Services.

The annual financial statements were finalised in preparation for the external audit and subsequent submission to the Queensland Audit Office in October.

The quarterly Audit and Risk Advisory Committee meeting has held on 4 September 2015. The main focus of the meeting was approving the draft financial statements to be submitted for audit.

Work continues on asset management plans and asset data. There is a renewed focus on aligning and capitalisation and maintenance dates.

The contracts team continue to process a high number of tenders and quotes, with payments for current contracts made during September equating to approximately \$4.6m.

Council continues to maintain a high number of trainee and apprentice positions, with interviews and assessments for 2016 being undertaken during September.

Cultural development within the organisation remains a strong focus and in September a Pulse Survey was released to gauge the effectiveness of the cultural plan amongst employees.

## **Acting Director Organisational Services**



## Financial Services

- Finalisation of 2014/2015 Financial Statements and external audit
- Reminder notices issued
- Water meter reading continuing
- QTC model preparation complete

## Asset Management

- The final Buildings and Parks Asset Management Plans have been delivered by Assetic for review before adoption.
- Asset Management is committed to enhancing client relationships within Council. In efforts to understand the needs of our clients, we have initiated meetings with the asset custodians to discuss their requirements, which has given Asset Management a clearer understanding of the services to provide. These meetings will become a regular occurrence in the future.
- Road survey data has been received from ARRB and is currently being reviewed for upload into asset register.
- Discussions started with Lions Systems to create an import script for Asset Design and As Constructed (ADAC) compliant plans.
- Continued data reviews are being completed on the current stormwater asset register to assess data deficiencies.
- As a result of recommendations made by external auditors, we are developing a strategy to minimise the difference between the capitalisation date and the date council accepts responsibility for maintenance of donated assets.

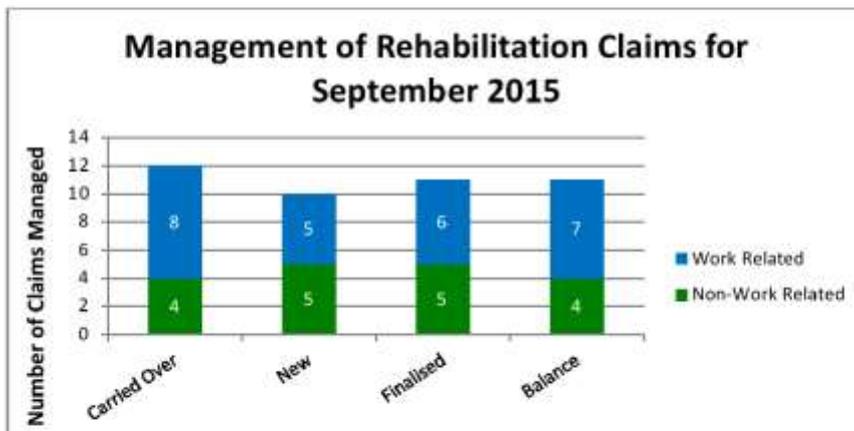


# Governance and Safety

## Workplace Health & Safety (WHS)

- Safety Leadership Workshops, facilitated by DuPont, were held on 8, 9, 10 September 2015 with 30 attendees – consisting of Directors, Program Managers and some key senior staff. Leaders were encouraged to develop personal action plans, and to discuss safety opportunities and strengths. The information gathered will be collated and discussed in future forums, and will assist in shaping future WHS activities.
- Procedure reviews were completed for Hot Work, and Height Safety.
- Ongoing provision of assistance to workgroups in completing InControl (electronic safety and risk reporting system) event reports as part of the new systems' corporate-wide implementation.
- Assistance provided to Sarina Sugar Shed to conduct risk assessments, develop safe work instructions for plant, and determine hazardous goods storage requirements.
- Assisted with two level-2 WHS incident investigations.
- In consultation with workgroups, developed site-specific hazard inspection checklists for:
  - Paget Depot common areas, workshop, and warehouse;
  - Blue Water Lagoon; and
  - Seaforth Waste Water Treatment Plant.
- Conducted a review of sites, including Nebo Road Water Treatment Plant, Marian Water Treatment Plant and Pioneer Pool, that contain chemicals that Council is required to notify WHSQ,
- Conducted a review of noise registers, including undertaking noise assessments of numerous items of plant on the register.
- Preparation of Annual WHS report for 2014/15.
- Ongoing work to address actions arising from the 2015 WHS audit, in accordance with the audit action plan.

## Management of Rehabilitation Claims



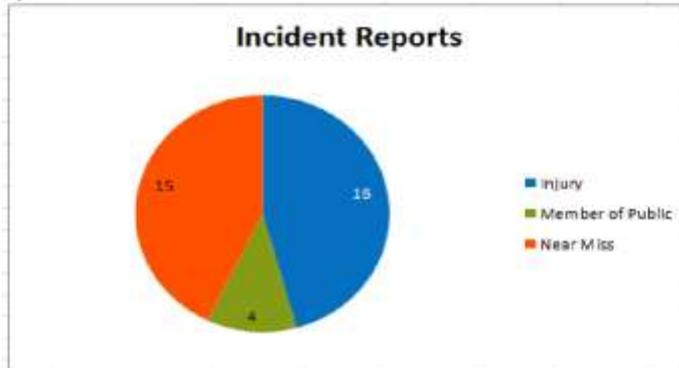
Council manages workers compensation claims, suitable duties plans and return-to-work plans for those workers who have suffered work related or non-work related injuries.



For the month of September the graph depicts:

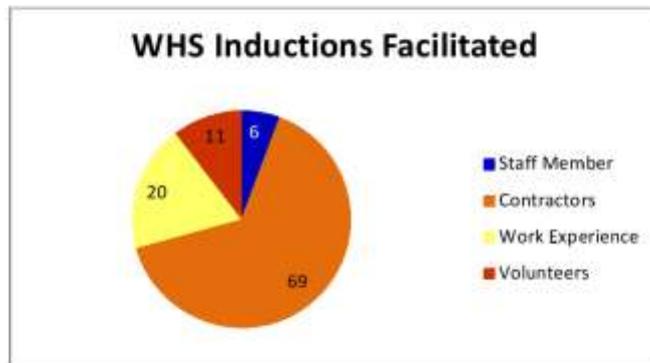
- claims made prior to September, which carried over and continued to be managed throughout the month;
- new claims received and managed;
- claims which were finalised;
- and the total number of claims open at the end of the month.

**Incident Reports**



Depicts the number of WHS incidents which occurred in September. Data includes safety related incidents only. Injury and near miss incidents include those that involved Council employees, contractors, volunteers, and work experience students.

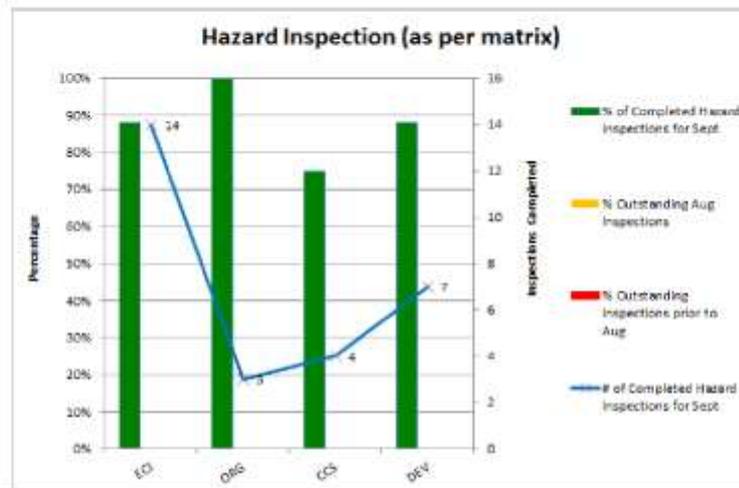
**WHS Inductions Facilitated**



Depicts the total number of WHS inductions delivered by the WHS Team in September, including those which were delivered online to contractors, volunteers and work experience.



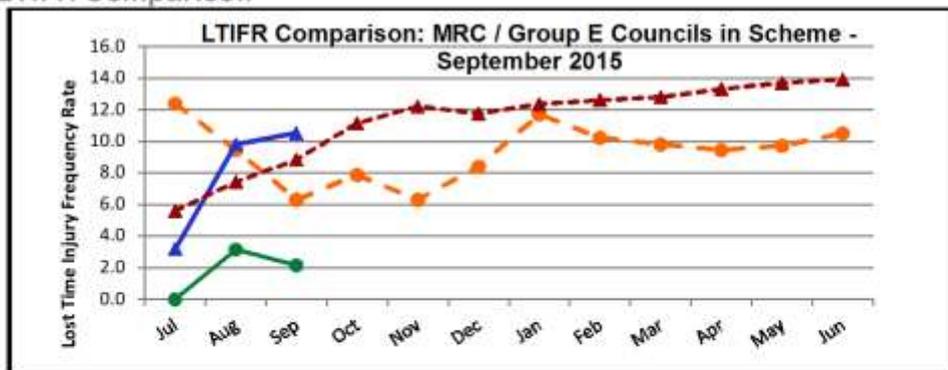
Worksite Hazard Inspections



Matrix	Scheduled Sept	Completed Sept	Outstanding Aug	Outstanding prior to Aug
ECI	16	14	0	0
ORG	3	3	0	0
CCS	4	3	0	0
DEV	8	7	0	0

A hazard inspection is a regular planned examination of the workplace for the purpose of identifying and addressing hazards. They are scheduled and detailed on each Department's hazard inspection matrix. The graph depicts the number and percentage of inspections conducted in September. There are no scheduled inspections that remain overdue from August or earlier, which is a positive result.

LTIFR Comparison

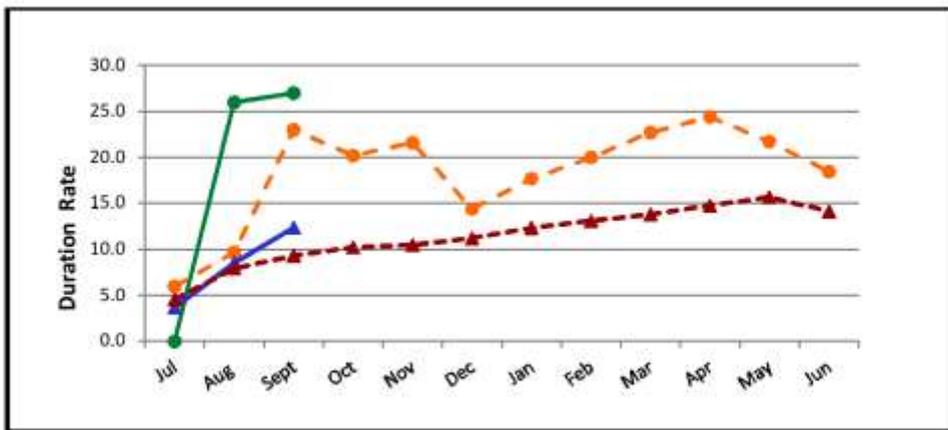




LGW Data: 1 July 2015 - 2016 YTD		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MRC LTIFR YTD		0.0	3.2	2.2									
MRC LTIFR 2014-2015		12.4	9.5	6.3	7.9	6.3	8.4	11.7	10.2	9.8	9.5	9.7	10.5
Group E LTIFR YTD		3.2	9.81	10.5									
Group E LTIFR 2014-2015		5.6	7.43	8.8	11.1	12.2	11.8	12.4	12.6	12.8	13.3	13.7	13.92
MRC LTIs Cumulative		0	1	1									

As at 30 September, Council recorded a single lost time injury. This resulted in a LTIFR below both comparable Councils, and our recorded performance for the same timeframe last year.

### LTI Duration Rate Comparison

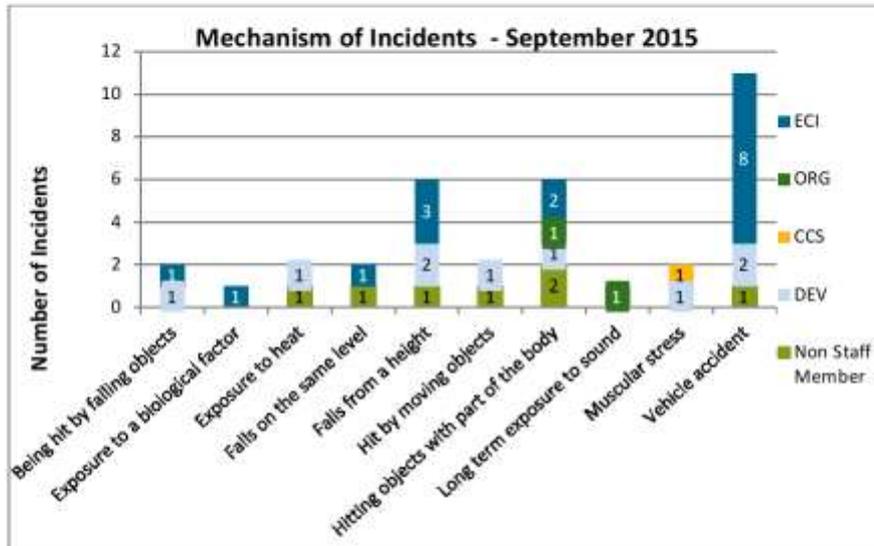


LGW Data: 1 July 2014 - 2015 YTD		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MRC Duration Rate YTD LGW data.		0.0	26.0	27.0									
MRC Duration Rate 2013 - 2014		6.0	9.7	23.0	20.2	21.6	14.4	17.7	20.0	22.7	24.4	21.7	18.5
Average duration rate for Group E		3.7	8.5	12.4									
Duration Rate Group E 2013 - 2014		4.6	7.9	9.3	10.2	10.5	11.2	12.3	13.1	13.8	14.8	15.7	14.1
MRC Days Lost: Cumulative		0	26	27									

As at 30 September, Council recorded a total of 27 lost days all of which are related to the single lost time injury. This has resulted in a duration rate higher than comparable Councils.



Mechanism of Incidents



The graph categorises safety-related incidents in the month. 'Non staff members' includes contractors, volunteers, work experience students, and members of the public.

Glossary

MRC	Mackay Regional Council
YTD	Year to Date
Group E	Councils with wages greater than \$50 million
CCS	Community & Client Services
ECI	Engineering & Commercial Infrastructure
DEV	Development Services
ORG	Organisational Services
Incident	Any unplanned event resulting in, or having a potential for injury or ill health.
Near Miss Incident	An incident that could have or had the potential to cause injury or loss.
Lost Time Injury (LTI)	Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more
Lost time incident frequency rate (LTIFR)	The number of lost-time injuries per million hours worked. Calculated as follows: $\frac{\text{No of LTI} \times 1,000,000}{\text{total hours worked during period}}$
Lost time incident duration rate (LTIDR)	The average days lost for each LTI. This rate provides a measure of the severity of the occurrences being experienced. Calculated as follows: $\frac{\text{No of days lost}}{\text{No of LTI}}$



## Corporate Governance

- All Right to Information Applications and Internal Review Complaints were processed within appropriate timeframes:
  - 2 Right to Information applications completed
  - 1 Ombudsman referral received
  - 3 External Complaint Reviews received
  - 1 Internal Complaint review received
  - 1 Personal Information Complaint received
  - 2 Complaints finalised.
- 18 new insurance claims were received and processed:
  - 11 Motor vehicle
  - 6 Public Liability Plant (broken windscreens and panel damage as a result of stones or foreign objects)
  - 1 Theft
- General internal advice on governance matters include above normal day to day activities:
  - 7 Delegation/Authorised Persons enquiries
  - 8 Insurance enquiries
  - 3 General governance enquiries
  - 3 General policy enquiries

## Performance and Risk

- Operational Plan
  - 2014/15 Operational Plan 4<sup>th</sup> Quarter Review was adopted on 9 September 2015.
  - 2015/16 Operational Plan 1<sup>st</sup> Quarter Review process commenced under a new regime that is being trialled to assist the business provide meaningful information in a more efficient manner. This is the first stage of possible improvements to this regime, with a more collaborative and informed approach planned for reporting activities in 2016.

- The review of Business Continuity arrangements were further advanced with the development of the draft Business Continuity Framework, as well as draft Business Continuity Plans for the Gordon Street Administration building, 42 Wellington Street and the Paget Depot.

Internal stakeholders previously engaged in the development of the plans will be further consulted in October to review and finalise the business continuity documents in preparation for the next stage which will involve testing of the plans.

Additionally, an update on business continuity management was provided to the Audit and Risk Advisory Committee meeting on 4 September 2015.

- The review of the Strategic Risk Register, and the status report for 1 January – 30 June 2015, was presented to the Audit and Risk Advisory Committee meeting on 4 September 2015.
- The safety incident management and reporting system (InControl) project is now completed with a draft closure report being prepared. It is intended that formal close off will occur in October, followed by a project post implementation review in January 2016.

Also during September, the Performance and Risk team facilitated negotiations with internal stakeholders and the software vendor regarding not only the annual maintenance agreement, but also a licence and version upgrade on InControl. These upgrades will enhance the current operating environment allowing further improvements to configurations moving forward.



- Work continues on establishing the new custodianship role of the Enterprise Project Management Framework. This includes membership on the EPMF Project Management Team.
- The following WHS initiatives were also progressed:
  - Emergency Control Organisation (ECO) project planning has commenced in conjunction with Property Services.
  - A response has been received from Queensland Health regarding positions in scope for the receipt of immunisations, provided by Council. This response is being considered in order to further inform the next WHS Management Committee meeting in November.
  - The requirements of the WHS Enforceable Undertaking remain on-track for compliance by November 2015, with 28 of the 33 deliverables completed to date. Specifically this month, Workplace Health and Safety Queensland have endorsed the completion of the following deliverables:
    - Safety Leadership Training
    - Knowledge sharing

## Internal Audit

- The Audit and Risk Advisory Committee (ARAC) meeting was held on 4 September 2015. Actions as a result of this meeting are being managed and monitored through an action plan for completion by the next ARAC meeting in December 2015.
- An ARAC Induction Kit has been developed comprising all information considered pertinent for existing and new members of the committee for the effective discharge of their responsibilities. The Kit will be distributed for review prior to submission for approval by the committee.
- The progression of a number of audit reviews was impeded by the unplanned leave of the Internal Auditor for most of September. As a result of slippages in the Internal Audit Plan, a new work schedule has been prepared, and the 2015/16 plan revised to reflect:
  - emergent risks that have been identified;
  - the inclusion of internal audit reviews carried over from 2014/15;
  - a review of the workloads involved for each activity;
  - feedback from ARAC, external audit, and SLPT; and
  - the increased capacity of the internal audit function.

The revised 2015/16 plan will be submitted for final approval by the CEO in October 2015.

# People and Culture

## Key areas of focus:

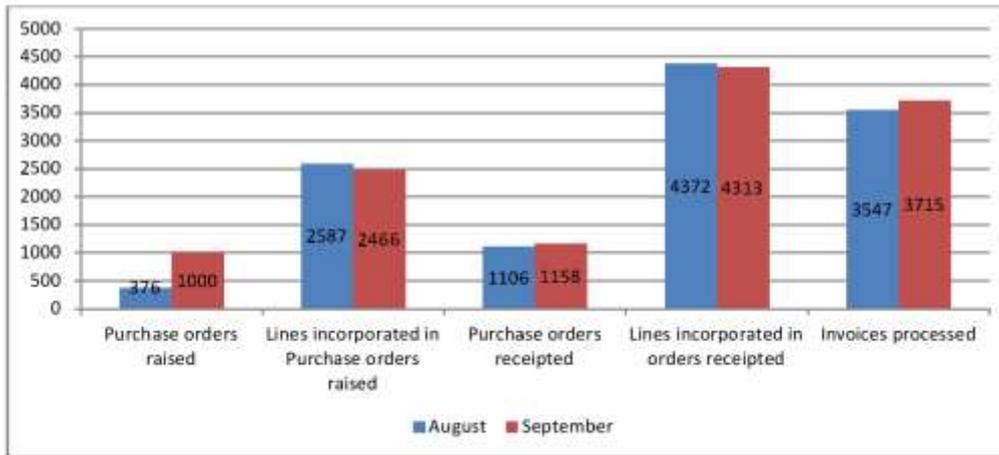
- Interviews and assessments for Council's annual Trainee and Apprentice intake for 2016 were undertaken in September.
- Pulse survey results closed on 18 September 2015, and results are being collated. Information will be provided as results become clear.
- Focus group sessions with employees following completion of pulse survey have been organised to commence in October as part of the 2015/16 Culture Development Plan.
- The MRC Drug and Alcohol policy is due for revision and a copy has been placed on Bruce.



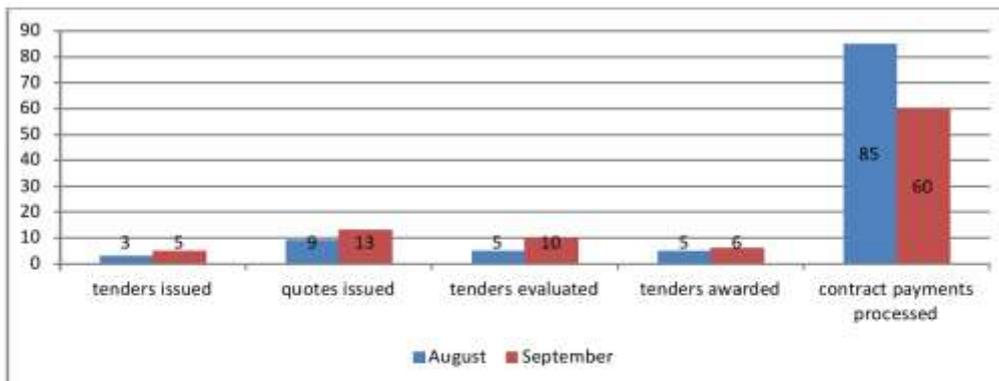
# Procurement & Plant

## Projects progress and key areas of focus:

- Council's Organisational Development Officer was instrumental in assisting the team through the trainee selection process for the warehouse and front counter staff.
- The Procurement Operations Team welcomed their new Team Leader. Penny Morgan brings with her a wealth of procurement knowledge. The team continue to maintain a high work flow with over 1000 purchase orders raised and in excess of 3700 invoices processed for the month of September. With the team leader now on board, the Procurement team will begin the process in finalising Centre Led through the remaining Council departments.

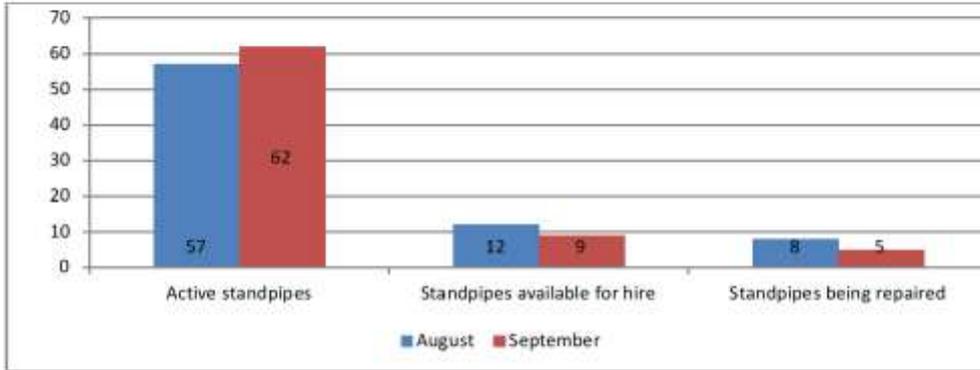


- The contracts team continue to process a high number of tenders and quotes from advertising to award stage, with payments for current contracts made during September equating to approximately \$4.6m.

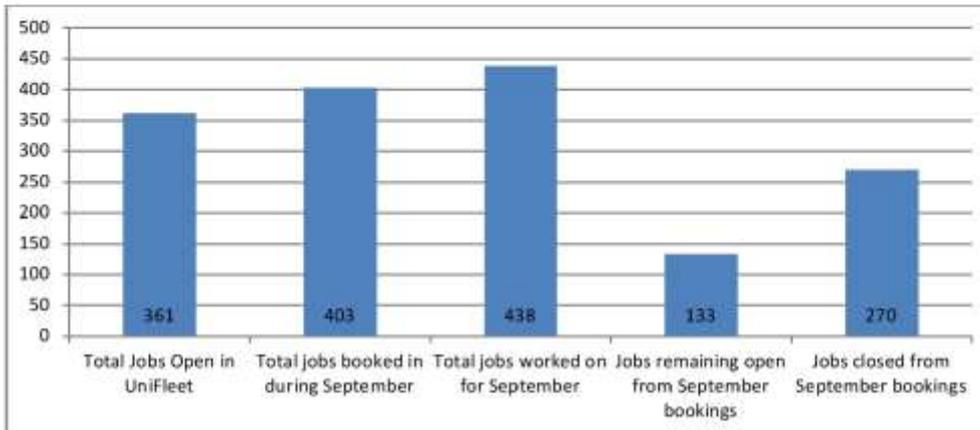




- Thanks goes to the warehouse team for their diligence, exceptional level of housekeeping and high level of customer service.
- Council's Paget Depot front counter staff issued a further five standpipes during the month of September.



- The three Council workshops worked on an incredible 438 jobs over the month of September. Paget workshop apprentice Brendan Kennedy received employee of the month for his ongoing work ethics. Congratulations Brendan.





# Property Services

## Management

- The review of air-conditioning tender responses is underway.
- Attended meetings with the previous Dome manager, to obtain operational handover of the site and associated tenancies.
- Assisted WHS with Asbestos investigation at Sarina Mens Shed site.
- Attended meetings to assist the scoping process for Emergency Control Organisation review, as well as the RV Friendly Van Park proposal at Mirani. Also included discussion as part of Asset Management review process.

## Operations

- Accommodation relocations have now been completed with the relocation of Economic Development from the first floor of the GE Building to the ground floor of the Main Admin building.
- Rectification work was completed to the ground and first floors of the GE building and also to the first floor of the Mercury building to hand the tenancy back to the landlord.
- Carpet cleaning to the Mirani Admin, Mackay City Library, Gordon White Library, Walkerston Library and Mirani Library was completed.
- Maintenance reports to carry out minor repair works at Melba House, Greenmount Homestead and Finch Hatton Railway Station were undertaken. Some repair works have been completed whilst other items are awaiting approval of budget expenditure.
- A new meeting room to the Technical Services area on the second floor of the main administration building was installed, along with co-ordination of the reshuffle of the workstations within Technical Services.
- Servicing and minor maintenance was carried out to all MRC generators in preparation of the upcoming wet season.
- Assisted My105FM to move into their new Wood St tenancy (ex Retravision).
- Facilitated handover of Foodspace Café operations from private lessee to MECC staff.

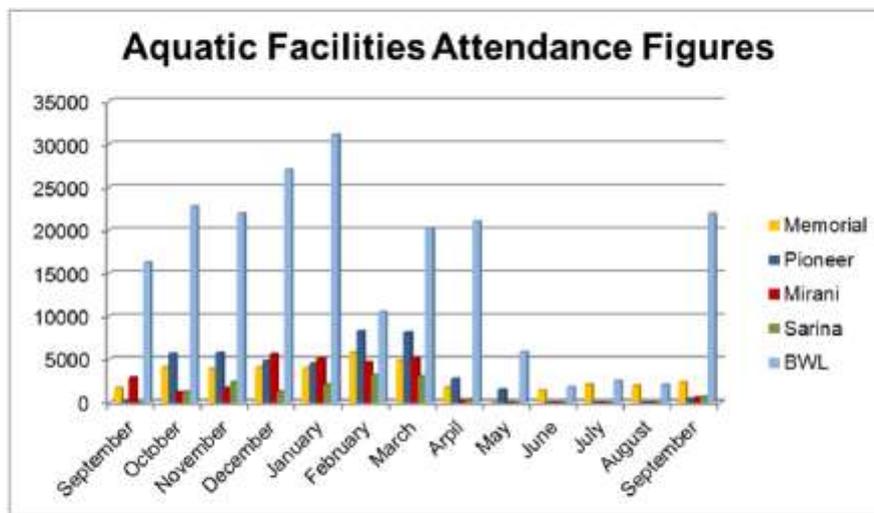


### Leases & Land Dealings

NEW INVESTIGATION	DETAILS	STAGE OF COMPLETION - %
Freehold Land Register	Community consultation been completed and awaiting consultation report.	30%
The Dome	Handover of building and tenancy information being undertaken.	75%
Tenders		
<ul style="list-style-type: none"> <li>Community radio 4CRM</li> </ul>	Interest in vacant site on Snow Wright Court, North Mackay. Land to be tendered.	25%
<ul style="list-style-type: none"> <li>Grazing</li> </ul>	Interest in vacant land on Sarina Beach Rd, Sarina – northern section of Sarina Depot.	50%

Generic letter provided to all Council tenancies seeking update of contact information and confirmation of insurance including public liability to the value of \$20,000,000. Responses so far at around 80%.

### Aquatic Facilities



**Bluewater Lagoon**

- September attendances up >30% on 2014.
- Closed late July and August (attendance in August reflect contractor attendance).

**Memorial Swim Centre**

- Closed May.

**Pioneer Swim Centre**

- Closed June, July, August.

**Mirani Swim Centre**

- Closed May, June, July, August.

**Sarina Swim Centre**

- Closed June, July and August, September 2014, December 13 – 26 inclusive (Qld Education requirement).



# Strategic Financial Report

> For the Month of September 2015

## Executive summary

As at 30 September 2015, Mackay Regional Council's (Council's) Operating Revenue totalled \$105,093,705 and Operating Expenditure totalled \$56,336,526.

Capital expenditure excluding committals is currently at 21% of annual budget expended to date, which includes the 2014/2015 approved carryovers.

It should be noted that figures provided are accurate as at the date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued from prior accounting periods.

Depreciation estimates are based on a percentage of the annual budget until the final calculations are undertaken at financial year end.

## Table of contents

<b>Strategic Financial Report</b>	<b>1</b>
<b>&gt; For the Month of September 2015</b>	<b>1</b>
1 Key risks	4
2 Exceptions noted in Progress at a Glance by Program	4
3 Budget analysis – Consolidated	5
3.1 Budget variance explanation	5
3.2 Commercial businesses	6
3.2.1 Water Services	7
3.2.2 Waste Services	7
4 Financial analysis	8
4.1 Operating performance	8
4.1.1 Variance explanation	8
4.2 Fiscal flexibility	8
4.2.1 Variance explanation	8
4.3 Liquidity/Working capital analysis	9
4.3.1 Variance explanation	9
4.3.2 Cash flow forecast	9
4.3.3 Rates arrears	9
4.3.4 Debtors	10
4.3.5 Investments	11
4.4 Asset sustainability	12
4.4.1 Variance explanation	12
4.5 Capital expenditure commitments	13
Appendix A Ratio definitions and benchmarks	14
Appendix B Key financial sustainability metrics	15

## 1 Key risks

### SIGNIFICANT RISKS

Risk	Likelihood	Consequence	Treatment	Financial impact
Various user pays revenue	Likely	Current economic conditions are having a greater impact on user pays revenue than anticipated across various Council programs.	Currently being managed through various programs by offsetting reductions in expenditure.	Currently no bottom line impact though being closely monitored.

## 2 Exceptions noted in Progress at a Glance by Program

Mackay Entertainment Convention Centre & Events		Income streams are unpredictable and sporadic currently. While the bottom line budget is improving and income has almost reached normal levels; care will need to be taken during this budget period due to decreased overall spend per patron and unpredictable ticket sales.
Technical Services		Significant increase in road off alignment requests & internal and external enquires. Expenditures marginal to date but potential to exceed budget if continues. Also effects 5.03 Capital for increased land acquisition costs in relation to ROA matters
WWS Waste Services		Gate receipts are lower than forecasted in the budget. There is also a decline in expenditure as there is lower than forecasted tonnes of waste to be landfilled. This is will monitored and managed within the budget.

### 3 Budget analysis – Consolidated

#### INCOME STATEMENT

	Annual Original Budget	Annual Revised Budget	YTD Revised Budget	YTD Actual	YTD Variance
Net rates and utilities	210,917,084	210,917,084	93,158,683	92,524,555	(634,127)
Fees and charges	19,457,849	19,457,849	5,873,188	5,434,137	(439,051)
Sales - contracts and recoverable works	6,515,748	6,515,748	1,629,687	772,493	(857,194)
Operating grants, subsidies	7,461,255	7,515,255	4,463,879	4,150,029	(313,850)
Interest earned	3,395,275	3,395,275	948,819	875,579	(73,240)
Other operating revenue	4,300,542	4,300,542	1,223,468	1,336,912	113,444
<b>Total operating revenue</b>	<b>252,047,752</b>	<b>252,101,752</b>	<b>107,297,723</b>	<b>105,093,705</b>	<b>(2,204,018)</b>
Employee costs	81,331,448	81,331,448	20,874,404	17,972,139	(2,902,265)
Goods and services	81,222,467	83,378,512	23,535,723	18,903,003	(4,632,719)
Other expenses	10,029,206	10,038,551	4,579,598	3,141,110	(1,438,488)
Internal transfers - expenses	14,919,921	14,919,921	3,719,588	4,300,146	580,558
Internal transfers - revenue	(18,123,772)	(18,123,772)	(4,526,435)	(5,095,325)	(568,890)
	<b>169,379,270</b>	<b>171,544,660</b>	<b>48,182,878</b>	<b>39,221,074</b>	<b>(8,961,804)</b>
Finance costs	11,116,060	11,116,060	2,750,265	50,898	(2,699,368)
Depreciation	68,258,219	68,258,219	17,064,555	17,064,555	0
<b>Total operating expenses</b>	<b>248,753,550</b>	<b>250,918,939</b>	<b>67,997,698</b>	<b>56,336,526</b>	<b>(11,661,172)</b>
<b>Operating surplus</b>	<b>3,294,203</b>	<b>1,182,813</b>	<b>39,300,025</b>	<b>48,757,179</b>	<b>9,457,154</b>

#### 3.1 Budget variance explanation

Council is currently reporting an operational surplus of \$9.4M above year to date budget.

##### Revenue

Lower than anticipated revenue across the majority of revenue categories is noted this month and will need to be closely monitored. Estimates for the remainder of the year will be further reviewed as part of the September Budget Review process, including Fees and charges revenue noting lower than anticipated waste disposal fees, and MECC sales are of particular note.

Sales – contracts and recoverable works are also lower than year to date budget estimates. The areas remaining under budget are Main roads maintenance, water and wastewater recoverable works, which are anticipated to be offset by reductions in expenditure.

Operating grants and subsidies are currently below year to date budget due to the difficulty in predicting the timing of receipt of grant funds. It is anticipated that the budget and actual will better align as the months progress.

Council will continue to closely monitor how the various revenue streams are tracking throughout the remainder of the year.

#### Expenses

Expenses are under budget at this stage, mainly as a result of goods and services, whilst noting that internal transfers – expenses are currently over budget.

Whilst the under expenditure may currently seem significant, it is noted that the amount is made up of small underspends across a large number of programs which are expected to come closer in line with budget during the year.

There are no significant variances to report at this time, and no reliable indicators of any potential issues.

### 3.2 Commercial businesses

Water Services and Waste Services are recognised by the State as significant business activities under the *Local Government Act 2009* (the Act). The businesses therefore must function in a manner that addresses the following regulatory requirements:

- \* Clearly outline the nature, extent and the objectives of the business;
- \* Develop strategies to ensure the sustainable management of the businesses assets / infrastructure;
- \* Operate within a manner consistent with Council's Long Term Financial Forecast; and
- \* Develop an Annual Operations / Performance Plan

Water Services and Waste Services are operating in accordance within the requirements for a 'commercialised business unit' of Council as specified in the Act and associated Regulation. While the services provided by Water Services and Waste Services are to be provided on a commercialised basis, they are also essential for the maintenance of the lifestyle, economy, public health and environment.

These businesses are responsible for the provision of three primary services; Treatment and Supply of Potable water, Collection & Treatment of Wastewater, Collection and Processing of Waste.

3.2.1 *Water Services*

	Annual Original Budget	Annual Revised Budget	YTD Revised Budget	YTD Actual	YTD Variance
Operating Income	89,103,927	89,103,927	30,964,435	31,740,522	776,086
Operating Expenses	68,565,974	68,726,584	18,049,423	14,358,664	(3,690,760)
<b>Net Operating Surplus before Tax</b>	<b>20,537,953</b>	<b>20,377,343</b>	<b>12,915,012</b>	<b>17,381,858</b>	<b>4,466,846</b>

Income is above year to date budget at this stage predominately through recognition of the first half yearly rates. All other categories are tracking on or close to budget noting that this is the first quarter of the financial year.

Expenses are currently under budget mainly through lower than expected payments for goods and services, noting that this is the first quarter of the financial year and it would be expected that actuals will move closer to budget during the year.

There are no significant variances to report at this point in time.

3.2.2 *Waste Services*

	Annual Original Budget	Annual Revised Budget	YTD Revised Budget	YTD Actual	YTD Variance
Operating Income	27,391,328	27,391,328	11,592,069	11,176,752	(415,317)
Operating Expenses	21,062,095	21,139,715	5,464,281	3,682,592	(1,781,689)
<b>Net Operating Surplus before Tax</b>	<b>6,329,233</b>	<b>6,251,613</b>	<b>6,127,788</b>	<b>7,494,160</b>	<b>1,366,372</b>

Lower than forecast waste disposal revenue is resulting in operating income being less than year to date budget. This is being monitored and is offset by reduced expenditure. Contract payments are also below year to date budget at this stage, however it is anticipated that actuals will come in line with budget as the financial year advances.

## 4 Financial analysis

### 4.1 Operating performance

Ratio	Description	Target	FY2014	Unaudited FY2015	Revised	
					Budget FY2016	September FY2016
Operating surplus ratio (%)	Extent to which operating revenues covers operating expenses (excludes capital items)	0% - 10%	-2.5%	1.3%	0.5%	46.4%

#### 4.1.1 *Variance explanation*

If capital costs expensed (which are expenses funded through capital) were excluded from the displayed result for FY2014 the ratio would calculate as 4%.

The current month result shows an inflated percentage through the recognition of the first half yearly rates revenue and is anticipated to reduce to a level closer to the revised budget percentage as the year progresses.

### 4.2 Fiscal flexibility

Ratio	Description	Target	FY2014	Unaudited FY2015	Revised	
					Budget FY2016	September FY2016
Interest coverage ratio (%)	Extent to which operating revenues cover net interest expense	0% - 5%	3.5%	5.0%	3.1%	-0.8%
Net financial liabilities ratio (%)	Extent to which net financial liabilities can be serviced by operating revenues	< 60%	49.0%	35.1%	33.9%	32.5%

#### 4.2.1 *Variance explanation*

Interest coverage ratio for September is negative as interest expense is currently lower than interest earned. This ratio is expected to more closely reflect the budget next month, following allocation of the September quarterly loan repayment. The FY2015 ratio is high due to end of year market value adjustments to Council's loans following the additional loan payment made at the end of 2014/2015.

The net financial liabilities ratio is within target range.

#### 4.3 Liquidity/Working capital analysis

Ratio	Description	Target	FY2014	Unaudited FY2015	Revised	
					Budget FY2016	September FY2016
Current ratio	Extent to which current assets cover current liabilities	Between 1 and 4	2.4	2.5	2.7	3.8

##### 4.3.1 *Variance explanation*

The current ratio is within target range, noting September is near the upper bounds of the target reflective of a high cash balance following recognition of the first half yearly rates revenue. The current month ratio is anticipated to reduce as delivery of the budget proceeds, with a reduction of cash at bank and accounts receivable balances.

##### 4.3.2 *Cash flow forecast*

	Annual Original Budget	Annual Revised Budget	YTD Actual	Variance
Cash flows	113,033,498	113,033,498	183,760,058	70,726,560

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. It is anticipated that the relatively high current cash balance will reduce as delivery of the capital program proceeds.

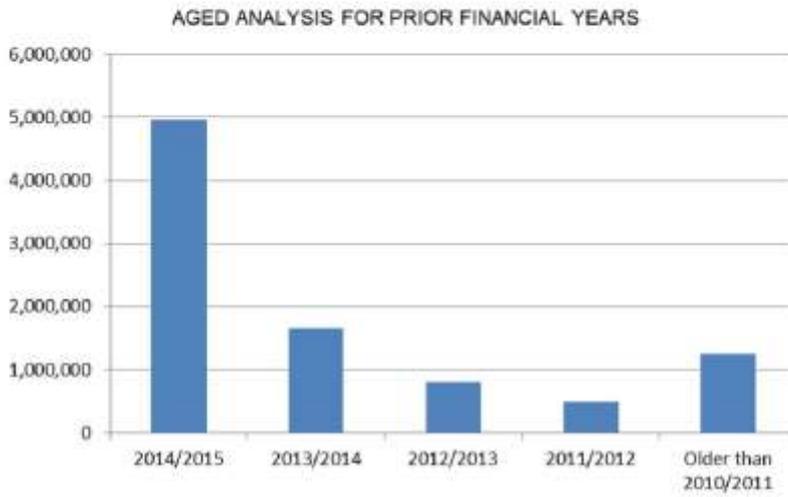
Council maintains various reserves for management purposes which total as at 30 September 2015 \$118,133,359. A high proportion of these funds are constrained for specific purposes. Council currently has \$45M invested in financial institutions other than QTC, with maturity of these funds scheduled between November 2015 and March 2016. Consideration will be given to further investment opportunities in October.

An amount of \$2,999,629 is also currently held in trust as required under legislation eg bonds.

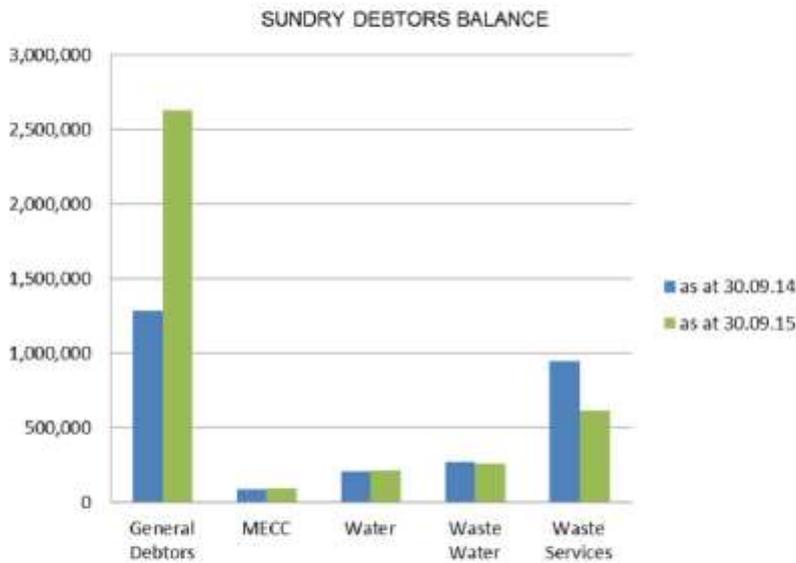
##### 4.3.3 *Rates arrears*

###### Rates Outstanding

	<u>Outstanding Balance</u>	<u>Rates Levied</u>	<u>Annualised Percentage</u>
Rates Outstanding 30.09.15	23,990,052	109,113,237	11.0%
Prepayments	-2,788,155		
Rates Overdue	18,689,147		8.6%
Rates Overdue Last Month	9,573,641	108,825,693	4.4%
Rates Outstanding 30.09.14	20,334,558	107,802,865	9.4%
Rates Overdue	15,414,122		7.1%



4.3.4 Debtors



## 4.3.5 Investments

**Investment Report**

Investment	Bank	Term Deposits	QTC	Total	Interest Earned Year to Date
<b>General</b>					
Consolidated	1,422,294	3,800,000	53,471,647	58,693,941	323,740
	<b>1,422,294</b>	<b>3,800,000</b>	<b>53,471,647</b>	<b>58,693,941</b>	<b>323,740</b>
<b>Cleansing</b>	-	-	2,155,465	2,155,465	10,466
<b>Mackay Water</b>					
Sewerage	-	-	1,180,554	1,180,554	1,694
Water	-	-	597,111	597,111	3,890
	-	-	<b>1,777,665</b>	<b>1,777,665</b>	<b>5,584</b>
<b>Reserves</b>					
Capital Improvement	-	5,000,000	21,842,308	26,842,308	115,485
Off Street Parking	-	-	88,408	88,408	467
Cleansing	-	6,000,000	2,441,955	8,441,955	33,484
Sewerage	-	16,200,000	16,400,031	32,600,031	116,580
Water	-	8,000,000	12,966,652	20,966,652	81,295
Constrained Works - Recurrent	-	-	2,884,982	2,884,982	11,777
Constrained Works - Capital	-	6,000,000	9,797,569	15,797,569	62,151
Natural Environment	-	-	1,124,982	1,124,982	5,870
Natural Environment (Land Acq)	-	-	1,912,660	1,912,660	7,537
Natural Disaster Risk	-	-	674,749	-	579
IT Strategic	-	-	1,145,455	1,145,455	893
Civil Projects	-	-	2,986,226	2,986,226	2,438
Slade Point	-	-	-	-	-
Pensioner Housing	-	-	99,299	99,299	405
Gravel Quarry	-	-	1,745,899	1,745,899	7,281
Disaster Response	-	-	842,598	842,598	3,398
City Centre	-	-	654,333	654,333	2,395
	-	<b>41,200,000</b>	<b>77,608,107</b>	<b>118,133,359</b>	<b>452,036</b>
<b>Trust</b>	<b>939,629</b>	-	<b>2,060,000</b>	<b>2,999,629</b>	-
<b>Total Investment Interest</b>	<b>2,361,923</b>	<b>45,000,000</b>	<b>137,072,884</b>	<b>183,760,058</b>	<b>791,825</b>

Investment Fund	Sep-15	Aug-15	Jul-15	Quarter	12 Month Return
Council Investments*	3.22%	3.20%	3.20%	3.21%	3.17%
QTC Cash Fund	2.64%	2.88%	2.76%	2.76%	3.41%
Cashfund Returns - Average	2.40%	2.52%	2.48%	2.47%	3.02%
Ausbond. Bank Bill Index	2.16%	2.16%	2.16%	2.16%	2.66%
IIAM Indicative Cash Rate	1.92%	2.04%	2.04%	2.00%	2.40%

\* Values shown against "Council Investments" do not include the returns achieved from QTC managed funds.

4.4 Asset sustainability

Ratio	Description	Target	FY2014	Unaudited FY2015	Revised	
					Budget FY2016	September FY2016
Asset sustainability ratio (%)	Extent to which the infrastructure assets are being replaced/renewed	> 90%	139.5%	68.2%	81.3%	54.5%
Capital expenditure ratio (times)	Extent to which capital expenditure exceeds depreciation	> 1.1 times	3.79	2.28	1.54	1.20

	Annual Original Budget	Annual Revised Budget	YTD Revised Budget	YTD Actual	YTD Variance
Capital expenditure	93,839,687	96,779,983	21,743,234	20,510,372	(1,232,862)

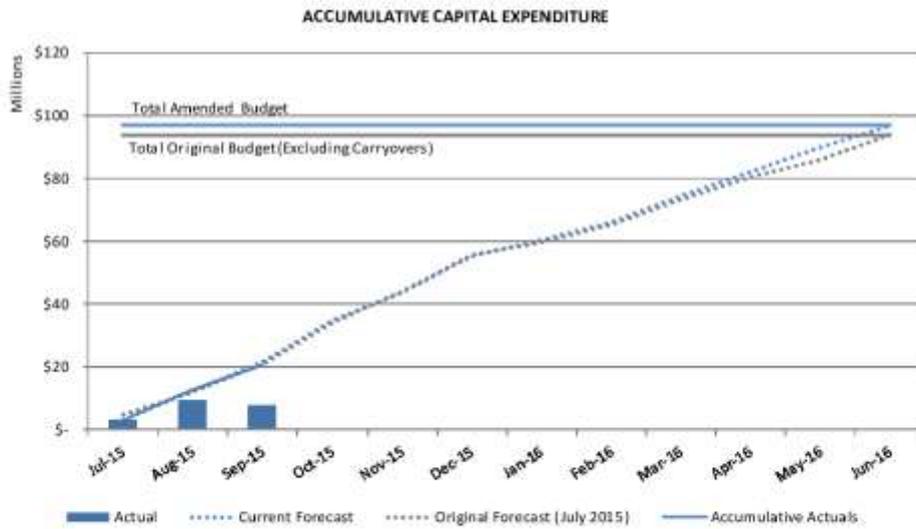
4.4.1 *Variance explanation*

The asset sustainability FY2014 ratio is indicative of Council's commitment to renewing existing infrastructure. Note the ongoing pressure to balance renewals with growth remains a key challenge.

The asset sustainability ratio is currently lower than target. The current forecast for the remainder of the financial year should see the ratio move closer to the revised budget percentages.

4.5 Capital expenditure commitments

Capital expenditure excluding committals is currently under year to date budget, by approximately \$1.2M. Actual capital expenditure against annual budget, which includes the 2014/2015 approved carryovers is currently sitting at 21% excluding committals. It is noted that there is a significant amount of capital commitments and if these were included in the above, the capital expenditure percentage would be 46%. As at 30 September 2015 committals amounted to \$24,181,513. The capital budget will be reviewed as part of the September budget review.



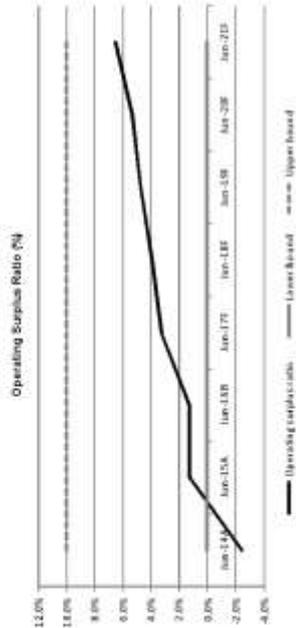
## Appendix A Ratio definitions and benchmarks

Ratio	Definition	Target benchmark
<b>Operating performance</b>		
Operating surplus ratio (%)	Operating result (excluding capital items) as a percentage of operating revenue	0% - 10%
<b>Fiscal flexibility</b>		
Net financial liabilities ratio (%)	(Total liabilities - current assets) / total operating revenue (excluding capital items)	< 60%
Fiscal flexibility ratio (%)	Total revenue / total expenditure	> 60%
Interest coverage ratio (%)	Net interest expense / operating revenue	0% - 5%
<b>Liquidity</b>		
Current ratio (times)	Current assets / current liabilities	Between 1:1 and 4:1
<b>Asset sustainability</b>		
Asset sustainability ratio (%)	Capital expenditure on renewals / depreciation expense	> 90%
Capital expenditure ratio (times)	Capital expenditure / depreciation	> 1.1 times

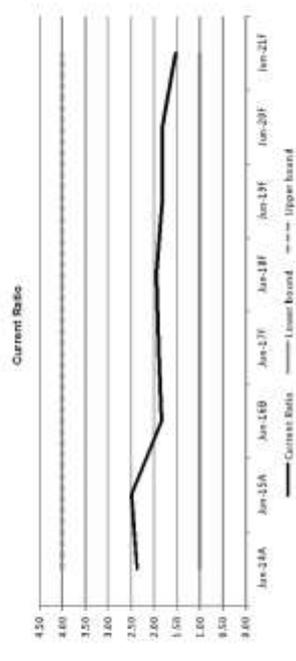


## Appendix B Key financial sustainability metrics

### Operating Performance



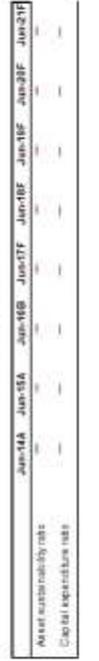
### Liquidity



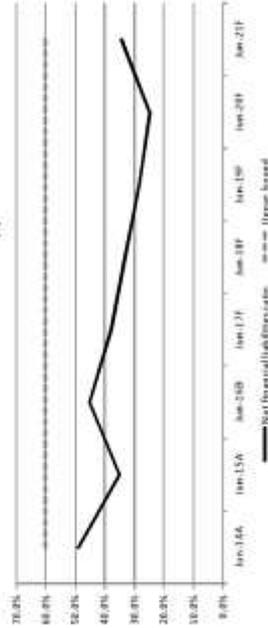
### Fiscal Flexibility



### Asset Sustainability



### Net Financial Liabilities Ratio (%)





Strategic Financial Report > For the Month of September 2015

Key financial sustainability metrics	Target	Actual					Orig. Budget		Forecast			
		Jun-11	Jun-12	Jun-13	Jun-14	Jun-15	Jun-15	Jun-16	Jun-17	Jun-18	Jun-19	Jun-20
Operating surplus ratio	0% - 10%	4.40%	-8.10%	-2.60%	-2.46%	1.26%	1.31%	3.31%	3.93%	4.76%	5.34%	6.50%
Current ratio	Between 1 and 4	2.9	2.8	2.3	2.4	2.5	1.8	1.9	1.9	1.8	1.8	1.5
Interest coverage ratio	0% - 5%	1.50%	1.40%	1.80%	3.46%	4.98%	3.06%	2.66%	2.62%	2.26%	1.99%	1.71%
Fiscal flexibility ratio	> 60%	104.60%	82.50%	87.90%	97.60%	131.45%	110.04%	109.40%	113.45%	115.71%	112.69%	113.87%
Net financial liabilities ratio	< 60%	31.10%	34.10%	43.30%	46.98%	35.09%	45.04%	37.65%	32.93%	26.39%	24.77%	34.34%
Asset sustainability ratio	> 90%	NA	NA	85.70%	139.50%	68.20%	80.04%	60.14%	42.42%	63.23%	67.49%	82.02%
Capital expenditure ratio	> 1.1 times	2.1	1.9	2.3	3.8	2.3	1.5	1.2	1.4	1.5	1.4	2.0

