



FINAL MINUTES

25 October 2017

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Declaration of Potential Conflict of Interest

Cr Walker - Item 12.11

ORDINARY MEETING **MINUTES**

1. ATTENDANCE:

His Worship the Mayor, Cr G R Williamson (Chairperson), Crs, M J Bella, L G Bonaventura, K J Casey, R C Gee, F A Mann, A R Paton and R D Walker were in attendance at the commencement of the meeting. Also present was Mr C Doyle (Chief Executive Officer) and Mrs R Pakowski (Minute Secretary).

Cr Williamson acknowledged the Yuwibara people, the traditional owners of the land on which we meet and paid his respects to their Elders past and present.

The meeting commenced at 10:00 am.

2. OPENING PRAYER:

The Rev Scott Jones of the Mackay Baptist Church led those present in Prayer.

3. ABSENT ON COUNCIL BUSINESS:

Crs A J Camm, K L May, and J F Englert.

4. APOLOGIES:

Nil

5. CONDOLENCES:

Nil

6. CONFLICT OF INTEREST:

Cr Walker noted a Perceived Conflict of Interest for Item 12.11.

7. CONFIRMATION OF MINUTES:**7.1 ORDINARY MEETING MINUTES - 27 SEPTEMBER 2017**

THAT the Ordinary Meeting Minutes dated 27 September 2017 be adopted.

Moved Cr Paton

Seconded Cr Mann (nee Fordham)

CARRIED

7.2 SPECIAL ORDINARY MEETING MINUTES - 11 OCTOBER 2017

THAT the Special Ordinary Meeting Minutes dated 11 October 2017 be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Walker

CARRIED

8. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

9. MAYORAL MINUTES:

Nil

10. RECEIPT OF STANDING COMMITTEE MINUTES:**10.1 DRAFT MINUTES - INFRASTRUCTURE AND SERVICES
STANDING COMMITTEE MEETING HELD ON 11 OCTOBER
2017****Author Director Engineering and Commercial Infrastructure****Purpose**

To receive the Draft Infrastructure and Services Standing Committee Minutes of the Meeting held on 11 October 2017.

Officer's Recommendation

THAT the Draft Infrastructure and Services Standing Committee Minutes of the Meeting held on 11 October 2017 be received.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker**Seconded Cr Paton**

In the absence of Cr May, Chair of the Infrastructure and Services Standing Committee, Cr Walker spoke to the report and provided an overview and highlights of the Infrastructure and Services Standing Committee Minutes dated 11 October 2017.

CARRIED

10.2 DRAFT MINUTES - ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE MEETING HELD ON 11 OCTOBER 2017

Author Director Development Services

Purpose

To receive the Draft Economic Development and Planning Standing Committee Minutes of the Meeting held on 11 October 2017.

Officer's Recommendation

THAT the Draft Economic Development and Planning Standing Committee Minutes dated 11 October 2017 be received.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Paton

In the absence of Cr Camm, Chair of the Economic Development and Planning Standing Committee, Cr Mann (nee Fordham) spoke to the report and provided an overview and highlights of the Infrastructure and Services Standing Committee Minutes dated 11 October 2017.

CARRIED

11. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS:

11.1 LOCAL DISASTER MANAGEMENT GROUP MINUTES - 4 SEPTEMBER 2017

Author Emergency Management Co-ordinator

Purpose

To present to the Community Engagement Committee the Local Disaster Management Group Meeting Minutes dated 4 September 2017 for information purposes.

Officer's Recommendation

THAT the Minutes of the Local Disaster Management Group meeting of 4 September 2017 be received.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Mann (nee Fordham)

CARRIED

12. CORRESPONDENCE AND OFFICERS' REPORTS:**12.1 OFFICE OF THE MAYOR AND CEO MONTHLY REPORT - OCTOBER 2017**

Author Chief Executive Officer

Purpose

To provide Council with the Office of the Mayor and Chief Executive Officer's Monthly Report for month of October 2017.

Background/Discussion

All departments within MRC prepare a Monthly Review which identifies activities undertaken and progress made during the specific month.

Consultation and Communication

The report contains input from relevant Programs across Council.

Resource Implications

As required to compile report, which is a routine task for multiple employees.

Risk Management Implications

Nil.

Conclusion

Council is kept informed of activities within the Office of the Mayor and Chief Executive Officer and of major initiatives and projects across Council.

Officer's Recommendation

THAT the Office of the Mayor and Chief Executive Officers Monthly Report for October 2017 be received

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey**Seconded Cr Mann (nee Fordham)**

The Chief Executive Officer (CEO) spoke to his report and provided an overview and highlights of the Office of the Mayor and CEO Monthly Report for October 2017.

Cr Walker queried since GW3 gained a seat on the Northern Australia Alliance whether there had been any results or anything to report?

The Mayor noted that there has been no meetings of the Northern Australia Alliance since GW3 gained a seat. Northern Australia funding has been in the spotlight lately, however with no funding committed as yet. Council is very hopeful that once GW3 can attend a meeting, that we will get some good outcomes.

Cr Casey queried if the State Government has shown any leniency in gaining permits for sanding pushing and works that are required within the Emergent Works, noting that works need to be started/completed prior to the next storm season.

CEO stated that Council had engaged with a Consultant at the start to assist with permits, however there are some permits that are unable to be fast tracked. Some works can be done in the coming week. The State Government have been quite helpful and understanding of where we are nearing storm season and turtle nesting in some of the areas. State Government had approved the funding for the Emergent Works within a week of submitting the funding.

Cr Casey queried if it's the Federal Government holding up the funding.

The Mayor responded that it has gone through the Federal Government as far as it can for funding, and works are now with the State for approval.

CEO stated that Council applied for five (5) Betterment Projects however only three (3) of those projects have made it to the next round of funding review. All Cat D Environment (totalling \$10.9M) applications went through to the next round. Additional work was done at the time of initial project submissions and no further information was required to be done to satisfy the queries. This occurred recently with Council now waiting for formal notification of funding decisions. The \$400,000 for Emergent Works was needed to move forward on a number of beaches and swimming

enclosures, to make the areas safe before the storm season. Confirmed that a couple of projects will be finished in late October (swimming enclosures) and most of the major emergent works at Lamberts Beach and Halliday Bay etc will be finished by late November, early December.

Cr Bonaventura queried details of Jubilee Community Centre, noting that the report states that rooms are maximum of 20 people which seems a bit small. He questioned if the meeting room walls can be moved to expand the size of the meeting rooms?

CEO stated that those are minimum numbers, but also depending on configuration of tables and chairs within the meeting room could accommodate more. The walls are not movable due to the building layout design e.g. toilet location. There is a very large room that isn't on the list of community rooms, but in circumstances can be used for bigger events afterhours. The space is currently listed as Council use space, but it can be used for bigger events.

Cr Walker queried the Fuel Tracker within the report and whether or not if, by tracking them in the report, we have achieved anything?

The Mayor noted it was stated in a previous meeting that Mackay are working with Cairns and Townsville to achieve an outcome. There has also been a large push from the Brisbane Region recently. There is a gathering of momentum in relation to fuel prices in Queensland and hoped that there is some articulation of the movement as we move into a State Election campaign. It is a very difficult area to get results in, especially when dealing with the large conglomerations that are delivering fuel around Queensland. Mackay will continue to work with Cairns and Townsville and South East part of Queensland, and hopefully as a united front we can get an outcome. It is a slow process, but at least by tracking the prices Council have got six (6) months worth of fuel prices behind us now.

Cr Walker referred back to earlier discussion on GW3 and noted that Cr Anne Baker had resigned and that Cr Williamson had been appointed.

The Mayor confirmed his appointment to GW3 and stated that Cr Baker resigned simply because of the logistics required to travel to regular meetings in Mackay. It was discussed and determined by the Council of Mayors that Cr Williamson take over the position.

CARRIED

12.2 AMENDMENT OF STANDING ORDERS (MEETINGS) 2016

Author Executive Officer

Purpose

To present for consideration an amendment to the current Standing Orders (Meetings) 2016 to include the ability for Councillors to participate in debate and discussion at a Council/Committee meeting more than once for any motion.

Background/Discussion

The *Local Government Act 2009* and the *Local Government Regulation 2012* provide the core requirements to regulate the conduct of meetings of the Local Government. Standing Orders supplement these statutory requirements by providing detailed procedures for the conduct of Council meetings and are considered good governance practice providing open and transparent decision-making.

Council last adopted the current version of the Standing Order at its meeting of 27 April 2016, at which time the version adopted also incorporated the addition of new Standing Committees of Council.

A request has been made to clarify the ability for any Councillor to speak or participate in debate of a Council/Committee motion more than once. The current wording for this is within clauses 24.6 and 24.7 of the Standing Orders –

24.6 Each Councillor must speak not more than once to the same motion or the same amendment except as a right of reply unless the Chairperson in his or her discretion rules otherwise.

24.7 Each speaker is restricted to not more than five (5) minutes unless the Chairperson in his or her discretion rules otherwise.

Within current provisions are the opportunity for any Councillor to speak more than once, however only at the discretion of the Chair, meaning no ‘as of right’ opportunity. As raised, only allowing a single opportunity does not allow a Councillor to address or make comment on any other matters as raised after they have spoken.

In considering options it was viewed that the main reason for control over the form of speaking was to ensure that agenda items and associated motions were not unduly dragged out time-wise. Therefore, an option could be to allow more than a single speaking opportunity as long as the overall time period already set was not exceeded. To achieve this the following possible changes to clauses 24.6 and 24.7 are presented (amendments underlined) –

24.6 Each Councillor must speak not more than onee–twice to the same motion or the same amendment (noting the ability to speak initially, and then again during the item to address matters as raised by other speakers) except

as a right of reply unless the Chairperson in his or her discretion rules otherwise.

24.7 Each speaker is restricted to not more than five (5) minutes in total speaking to any item (noting the ability to speak twice) unless the Chairperson in his or her discretion rules otherwise.

Consultation and Communication

The request for clarification was raised by Cr Walker.

Mayor and Councillors have been consulted in possible wording.

CEO and Directors

Resource Implications

Nil

Risk Management Implications

Nil

Conclusion

Standing Orders supplement statutory requirements and quite simply set the guidelines for operation of formal Council meeting processes. Amending to include more than one opportunity for Councillors to speak to a motion is a matter for Council, and is not seen as one that will unduly upset the meeting processes.

Should Council wish to set the ability for Councillors to speak more than once for a motion the proposed wording is expected to achieve this and it would be recommended that a revised Standing Orders be adopted inclusive of these changes.

Officer's Recommendation

THAT the revised Standing Orders (Meetings) 2016 be adopted inclusive of amendments to clauses 24.6 and 24.7 related to Councillors speaking to a Council/Committee motions.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Bonaventura.

Cr Walker spoke to the report and advised amendments to the Standing Orders will ensure Councillors are given sufficient opportunity to respond to questions raised by other Councillors, and also remove responsibility off the Chairperson as to whether or not they allow the person to speak for a second time.

CARRIED

12.3 END OF YEAR RESULT 2016/2017

Author Director Organisational Services

Purpose

To present the 2016/2017 financial year end result.

Background/Discussion

Following the completion of external audit of the Financial Statements, the results for the financial year are brought to account.

The financial statements were reviewed by the Audit Committee and the minutes of that committee meeting presented to Council. It is expected that Council will receive an unqualified auditor's opinion which states that the financial report presents a true and fair view of the financial performance of Council.

Overall Council performed well in comparison to budget, recording an overall operating deficit of \$1.9M which was \$400K lower than the anticipated result and nearly \$600K lower than the original budget. This was despite a significant reduction in revenue as a result of lower than expected water consumption revenue and waste disposal fees. These reductions were able to be managed by significant cost reductions in order to achieve the better than predicted result.

Revenue was higher than anticipated by \$8.6M, mainly due to some unexpected grant revenue being recognised. This was made up of \$3.6M NDRRA grant funds related to TC Debbie, \$3.2M advance payment of the Financial Assistance Grant for 2017/18 and \$500K associated with auspices of a grant on behalf of the showgrounds. Rates revenue was above budget by \$600K through recognising rates received in advance. Fees and charges were also higher than anticipated by \$600K as well as interest earned

being higher by \$500K, however recoverable work and other income were lower than anticipated by \$500K in total.

Offsetting the higher than expected revenue was expenses also being higher than anticipated. Costs associated with TC Debbie amounted to \$4.8M and recognition of previously recognised capital expenditure as operating expenditure amounted to \$6M. Various savings across the programs amounted to \$2.6M which resulted in overall expenditure being \$8.2M above budget. Some notable savings included \$886K savings in software maintenance and hosting services, and various savings across the community lifestyle, economic development, technical services and shared services programs.

Although Council recorded an operating deficit of \$1.9M, the overall net result was a surplus \$10.5M including capital items.

Council's overall cash position increased by \$17M to report a closing cash balance of \$176M which includes investments in short term deposits of \$115M. Council's debt continues to decrease due to no new borrowings being required, resulting in a closing debt balance of \$173M, which was \$12M less than the previous financial year. The total increase in community equity of \$30M means that Council's balance sheet remains strong.

The results by fund are summarised as follows:

General Fund

Operating Revenue ended above budget due to mainly to additional grants funds being received. Prepaid rates and an increase in interest revenue also contributed to this variance.

Corresponding to the increase in operating revenue, operating expenses were also over budget. Costs associated with TC Debbie were a major contributing factor to this, noting that additional revenue was received to cover some of the costs incurred. Depreciation in the general fund was significantly lower than forecast due to a revaluation adjustment included in the 2015/2016 financial statements.

Water Fund

Operating Revenue was slightly below budget due to recoverable works being lower than anticipated. Offsetting this fees and charges revenue was higher than anticipated, predominately in the area of laboratory operations.

Operating Expenses were over budget, mainly through an increase in depreciation as a result of the comprehensive revaluation undertaken at the end of the 2015/2016 financial year. Materials and services was under budget by \$359K due to savings associated with a reduction in recoverable works.

Sewerage Fund

Operating Revenue was slightly above budget mainly in relation to interest earned which was \$124K over budget. Minor variances across all the other categories of revenue amounted to \$48K.

Operating Expenses were over budget by \$1.9M of which \$1.8M was attributable to an increase in depreciation. This was the result of a comprehensive revaluation at the end of the 2015/2016 financial year.

Waste Fund

Operating Revenue was over budget due mainly to fees and charges being higher than anticipated. This particularly relates to higher waste disposal income.

Operating Expenses were slightly over budget mainly due mainly to depreciation and materials and services expenses being greater than expected. Some costs associated with TC Debbie which are unable to be funded under NDRRA arrangements have contributed to this variance.

Consultation and Communication

Council's financial statements have been reviewed by the Audit Committee and have been subject to external audit.

Resource Implications

Although Council is reporting a small operating deficit for the 2016/2017 financial year, the net result was a surplus of \$10.5M. Council's cash and debt balances continue to improve resulting in overall increase in community equity of \$30M.

Risk Management Implications

The 2016/2017 financial result has been used to update Council's long term financial forecast with improvements being noted in the current ratio and net financial liabilities ratio with all other ratios remaining the same or similar.

Conclusion

Following conclusion of the audit of the 2016/2017 financial statements, the results for the year are presented to Council.

Overall, Council performed well against budget with the forecast deficit being lower than anticipated.

The audited financial statements for the year ended 30 June 2017 including the independent auditor's report will be included in Council's annual report.

Officer's Recommendation

THAT the 2016/2017 financial result for Council be noted.

The Chief Executive Officer spoke to the report and reiterated the 2016/2017 financial year Council finished on a Deficit of \$1.9M, includes funding of depreciation. He also noted that Council's overall cash position increased by \$17M and debt was reduced by \$12M.

Cr Bonventura queried the \$4.48M of expenses from TC Debbie and requested what the main parts of these costs were, what percentage of that was claimed under assistance programs, and is there any more of the money to be claimed back.

CEO responded that the whole \$4.8M was spent in 16/17, \$2.1M related to the counter disaster operations (greenwaste etc) and \$2.5M emergent works (fixing roads etc). Of that \$4.8M, Council received \$3.3M in revenue back in 16/17 from the State Government, and received a further \$750,000 back in revenue in 17/18, leaving a gap of \$767,000, which is the excess trigger point for assistance. Council will never be able to recoup the trigger point costs and this was taken into account. Council do have some risks around Hogan's Pocket in this Financial Year, which are being worked through, but very confident that 16/17 impacts of revenue and costs have been accounted in 16/17, and that only Hogans Pocket risks will impact 17/18.

The Mayor noted that it is a sensational end to 16/17 from a year that could have been a lot worse, the staff have done a tremendous job and our Congratulations to them.

Cr Walker queried the \$8M loss on the disposal of assets.

The CEO referred the question to the Manager Finance who explained that the loss on disposal of assets refers mostly to the write off of assets being replaced.

Cr Walker requested a detailed list of disposed of assets.

CEO committed to providing a list.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Mann (nee Fordham).

Cr Paton congratulated the Departments for all of their efforts throughout the year, and reiterated the Chief Executive Officers comments on the Council financial position at the end of 16/17. Cr Paton commended the Finance Department for their tireless efforts, and also the acknowledgement of the external auditors in recognising the professional focus of staff.

CARRIED

**12.4 ORGANISATIONAL SERVICES MONTHLY REVIEW -
SEPTEMBER 2017**

Author Director Organisational Services

Purpose

To keep Council updated on Organisational Services activities.

Background/Discussion

All departments within MRC prepare a monthly review which identifies activities undertaken and progress made during the specific month.

Consultation and Communication

The report contains input from each Program within Organisational Services.

Resource Implications

As required to compile report, which is a routine task for multiple employees.

Risk Management Implications

Nil.

Conclusion

That Council is kept informed of activities within Organisational Services.

Officer's Recommendation

THAT Council receives the Organisational Services Monthly Review for September 2017.

The Chief Executive Officer spoke to the Monthly report.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Paton

Cr Paton queried the Sarina Depot Washdown Bay item.

CEO stated that in 16/17 budget there were plans to build washdown bays at the Mirani and Sarina Depots. The tender pricing came back significantly higher than what had been estimated for in the 16/17 Budget. Due to Sarina already having a form of washdown bay, it was decided that the need was for a facility at Mirani Depot where there is no current washdown bay. Costs will be monitored for the build in Mirani, and the Sarina facility will be considered in another budget cycle.

Cr Paton also queried if Council is looking into additional cash held being invested.

CEO responded that Council currently has \$115M invested, the most Council has ever had. The investment interest rates at present are not much higher than standard account rates. Council would like to hold Long Term Savings for 2 year investments instead of the allowed 1 year. Mackay is a Level 5 Council limited to 1 year investments, and discussions have been held with QTC to get an exemption and invest for a longer period.

Cr Walker stated Shared Services seem to be performing well compared to what the original budget was and requested a briefing to Council on it actual performance.

CEO committed to a future briefing.

CARRIED

12.5 STRATEGIC FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2017

Author Director Organisational Services

Purpose

To adopt council's Strategic Financial Report for the month of September 2017.

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

Chief Executive Officer, Directors, Manager Financial Services.

Resource Implications

Nil.

Risk Management Implications

As this is the first quarter of the financial year no significant risks have been identified.

Conclusion

Council is tracking favourably at the end of September, noting this is the first quarter of the financial year. Timing differences are observed for operating grants and subsidies and goods and services, however this is anticipated to come back in line with budget as the year progresses.

Capital delivery continues to be a focus and will be closely monitored during the financial year.

Officer's Recommendation

THAT the attached Strategic Financial Report for the month of September 2017 be adopted.

The Chief Executive Officer spoke briefly to the report.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

CARRIED

12.6 SEPTEMBER 2017 BUDGET REVIEW

Author Director Organisational Services

Purpose

To present the September 2017 first quarter budget review.

Background/Discussion

In accordance with section 170(3) of the *Local Government Regulation 2012*, council may by resolution, amend the budget for a financial year at any time before the end of the financial year.

As the first quarter of the financial year is now complete, it is timely to review the budget, for any known variations at this time, to better reflect the predicted closing position for the 2017/18 financial year.

The revised budget proposed for adoption with this report is summarised as follows:

Operational

Revenue

Category	Description	Amount	Comments
Net rates & utility charges	Water consumption revenue	(\$600,000)	Water consumption higher than anticipated due a prolonged period of dry weather in first quarter of year
Net rates & utility charges	Sewerage access charges	(\$134,249)	Increase in number of connections

Category	Description	Amount	Comments
Grants & subsidies	Works for Queensland	(\$281,059)	Funding received for Works for Queensland (round 2 – approved by State in Sep 17) (\$458K) and adjustment between operational and capital \$177K
Grants & subsidies	LIDAR grant	(\$145,502)	Grant funding received for expenditure incurred last financial year
Grants & subsidies	Counter Disaster Operations (CDO)	(\$122,600)	CDO grant received to be used to fund temporary position and expenses for next 2 years
Grants & subsidies	Various	(\$47,684)	Various grants received including trainees (\$25K), library project (\$16K)
Fees & charges	Application fees	(\$18,056)	Increase in application fee revenue
Sales and Recoverable Works	Recoverable Works	\$88,000	Reduction in required recoverable works – Water \$40K, Sewerage \$48K
Other revenue	Insurance proceeds	(\$40,000)	Insurance proceeds received for some works on Bluewater Trail
TOTAL REVENUE ADJUSTMENTS		(\$1,301,150)	

Current indications are that revenue for the financial year will be higher than anticipated. In particular, water consumption revenue is, at this stage, predicted to be \$600K higher, due to the prolonged period of dry weather. This will continue to be

monitored as the year progresses. Sewerage access charges are also higher through an increase in connections amounting to \$134K. Additional grant revenue has been received, noting a corresponding increase in expenditure associated with this revenue. Overall total revenue is predicted to increase by \$1.3M to \$256.5M.

Expenses

Category	Description	Amount	Comments
Wages	Various	\$190,578	Adjustment to wages mainly associated with increase in grant funding \$75K, reduction in contractor expenses \$78K and other resourcing requirements
Materials & services	Associated with grant funding adjustments	\$396,295	Expenditure association with various grant funds received (offset of revenue) in particular Works for Queensland
Materials & services	Operational expenses to capital	(\$710,923)	Detailed review of capital projects expenditure resulting in a correction as capital as opposed to operational
Materials & services	Reserve funded projects	\$182,189	Previously constrained funds being used to fund identified projects (eg \$110K Voluntary Mechanism Stormwater quality projects)
Materials & services	Insurance proceeds expenditure	\$40,000	Expenditure associated with works along Bluewater Trail as a result of TC Debbie
Materials & services	Various	\$99,446	Various adjustments including funds for projects commenced last financial year but not finalised, savings for studies and electricity, reductions due to less recoverable works.
TOTAL EXPENDITURE ADJUSTMENTS		\$197,585	

Operating expenditure is predicted to increase overall by \$198K to \$256.5M. Expenditure associated with the increase in grant revenue contributed to this increase. Offsetting this increase, was a large movement in expenditure previously assessed as operational to capital expenditure.

	Current Amended Budget	September Budget Review adjustment	Amended Budget
Operating Revenue	\$255,168,435	(\$1,301,150)	\$256,469,585
Operating Expenses	\$256,253,942	197,585	\$256,451,527
Operating Surplus/(Deficit)	(\$1,085,507)	(\$1,103,565)	\$18,058

As a result of the above movements in revenue and expenses, council's previously anticipated operating deficit of \$1.1M, is now forecast to be an operational surplus of \$18K. This will now be the target for the full financial year or until a further forecast as approved by Council, is changed.

Capital Expenditure

Project	Department	Amount	Comments
Works for Queensland Stage 2	Various	\$2,170,880	Funds required for projects commencing this financial year
Fourways Drainage	ECI	\$1,500,000	Council approved project not in budget – amount of funds required this financial year
Transfers from operational to capital	Various	\$710,923	Various costs identified as being capital in nature, associated with already existing capital projects
Leachate Pond	ECI	\$500,000	Additional funds required to complete project after tender documentation and detailed scope complete
Hogans' Pocket future landfill cell construction	ECI	\$375,408	Remedial works due to TC Debbie damage that is not claimable under NDRRA or insurance
Wallmans – Eimeo Road Link	ECI	\$371,018	Initial road design and service relocations associated with development
Ferris Terrace reconstruction	ECI	\$283,859	Additional funds required to complete project
Waterfront Café toilets	Org Services	\$230,000	Out of budget request to install toilets in café prior to award of new operational tender.
Sydney St/ Shakespeare St Traffic Signal upgrades	ECI	(\$364,928)	Grant funding unsuccessful. Project to be rescheduled in future capital works program
Plant & equipment – replacement program	Org Services	(\$785,000)	Funds not required as plant replacement not required this financial year
Norris Road Skate Park	Dev Serv	(\$800,000)	Reduction in line with timing of delivery of project i.e. project delayed due to detailed design commencing later than forecast resulting in delays to construction. These funds will flow into 2018/19 year.
Beach outlet creation at 'Cod Hole'	ECI	(\$901,306)	Reduction in line with timing of delivery of project. Projects will commence in 17/18 however will carry over into 18/19.
Various	Various	\$1,203,062	Numerous small movements in capital projects
TOTAL EXPENDITURE ADJUSTMENTS	CAPITAL	\$4,043,916	

Capital expenditure is forecast to increase by \$4M to \$112M. A large portion of this increase, is the result of recognition of expenditure associated with Works for Queensland (round 2), which amounts to \$2.2M and which was not budgeted due to uncertainty of funding when budget was set. As mentioned previously \$711K relates to expenditure moving from operational to capital, based on the assessed nature of the work being deemed capital. Various other movements in capital projects include changes to the timing of projects with the expenditure associated with some projects being brought forward or delayed. Some new projects are being recognised as a result of advice of grant funds being received, or advice of non-receipt of grant funds. Savings and changes in estimates have also contributed to some movement in the capital program.

Capital Funding

Category	Description	Amount	Comments
Capital Grants	Works for Queensland Stage 2	(\$5,016,880)	Funds received for Works for Queensland 2 in advance
Capital Grants	Mackay Regional Sports Precinct	\$2,998,860	Grant milestones delayed until next financial year
Capital Grants	Beach outlet creation at 'Cod Hole'	\$901,306	Project delayed, to be rebudgeted in 18/19
Capital Grants	Norris Road Skate Park	\$800,000	Reduction in line with timing of delivery of project
Capital Grants	Rocky Creek Bridge replacement	\$707,500	Grant bid unsuccessful
Capital Grants	Various	(\$535,008)	Various grant funding adjustments
Other capital revenue	Insurance proceeds	(\$293,290)	Insurance proceeds received for cyclone repairs to Stadium, shade sails, Hogans Pocket and Bluewater Trail
Other capital revenue	Contribution	(\$12,727)	Contribution towards artwork purchases
Proceeds on disposal of assets	Land	(\$407,722)	Proceeds from sale of land parcels
Proceeds on disposal of assets	Plant	\$273,000	Reduction in proceeds on disposal of fleet due to replacement not being required this financial year
Reserve Transfer	Fourways Drainage	(\$1,500,000)	Transfer reserve funds to Fourways Drainage project
Reserve Transfer	Various	\$287,629	Various adjustments to reserve transfers of previously constrained fund
TOTAL CAPITAL FUNDING ADJUSTMENTS		(\$1,797,332)	

Associated with the change in expenditure, is changes to the capital funding requirements. Overall grant revenue is increasing \$144K, however some of this relates to timing of the receipt of the grant funds. Other capital revenue increases by \$441K, mainly as a result of insurance proceeds and land sales. Transfers from and to reserve will increase by \$1.2M mainly due to the Fourways drainage project of \$1.5M this financial year being funded from previously constrained reserve funds.

In summary, the increase in operating revenue has placed council in a better position than originally anticipated and is now predicting to achieve a close to balanced operating result. Capital expenditure has increased mainly as a result of new projects associated with Works for Queensland stage 2, whilst timing of grants funds is also noted.

As this is the first quarter of the financial year, some potential budget issues have been placed on a watching brief to be reviewed again at the next quarter review. The level of water consumption revenue will continue to be monitored, together with the impact of ongoing cyclone repair works and associated funding from the State Government, Federal Government and insurance. Further review of projects costs as operational versus capital continues.

Consultation and Communication

All Council programs were asked to review their operations against budget to September and submit any variances for consideration. The Strategy, Leadership and Performance Team has then reviewed and approved the variances as appropriate within available funding sources.

Resource Implications

The resource implications to bring to account the September 2017 First Quarter Budget Review are as follows:

General Fund

Increase in operating revenue	(\$ 654,901)
Increase in operating expenses	\$ 358,585
Increase in capital expenses	\$3,214,591
Increase in capital grant funding	(\$ 381,805)
Increase in other capital income	(\$ 270,739)
Transfers to/from reserve	<u>(\$1,394,560)</u>
Overall amendments	\$ 871,171

Water Fund

Increase in operating revenue	(\$ 560,000)
Decrease in operating expenses	<u>(\$ 83,000)</u>
Overall amendments	(\$ 643,000)

Sewerage Fund

Increase in operating revenue	(\$ 86,249)
Decrease in operating expenses	(\$ 43,000)
Decrease in capital expenses	(\$ 237,583)
Decrease in capital grant funding	<u>\$ 237,583</u>
Overall amendments	(\$ 129,249)

Waste Fund

Decrease in operating expenses	<u>(\$ 35,000)</u>
Overall amendments	(\$ 35,000)

Risk Management Implications

This budget review brings to account known variations to the approved budget adopted in June 2017. Council is now predicting a small operating surplus, noting this is the first quarter of the financial year.

Conclusion

The September 2017 first quarter budget review amendments will be included in the approved budget and become the current amended budget. The amended budget will be reflected in the next monthly Strategic Financial Report.

As a result of changes identified above, Council is in an improved position to deal with future infrastructure demands and other budget pressures.

Whilst the improved position is noted above, this is the first review of the year and at this point in time there is no material change to the future years of the Long Term Financial Forecast adopted in June 2017. This overall position will be reviewed in light of later budget reviews and as part of the 2018/19 budget process.

Several items have been placed on a watching brief to be monitored and adjusted at the next budget review if required.

Officer's Recommendation

THAT the changes identified in the September budget review be adopted and become the approved amended budget.

The Chief Executive Officer spoke to report, highlighting the detailed transparency of the reporting. Council started the year with a budgeted \$1.1M deficit, and after the first 3 months of the year a target has been set to have a Balanced Budget.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

Cr Paton spoke to the CEO's comments of the predicted revenue increase of \$1.3M, and reduction of operational expenditure of ~\$200,000, and to have a \$18,000 surplus at the current stage of the year is encouraging and hopefully sustainable for the year.

Cr Walker commented that Council was budgeting to have an operating surplus going forward for the next 10 years and he was heartened by the fact that we will be doing this for the next 10 years.

CARRIED

12.7 2017/2018 OPERATIONAL PLAN - FIRST QUARTER REVIEW

File No 2017/2018 Operational Plan
Author Manager Governance & Safety

Purpose

To advise the Mayor and Councillors of progress made during the first quarter (1 July to 30 September 2017) toward delivering actions in the 2017/2018 Operational Plan.

Background/Discussion

The *Local Government Regulation 2012* requires that a written assessment of the local government's progress towards implementing the annual operational plan is presented at meetings of the local government held at regular intervals of not more than three months.

The First Quarter Review is a record of the organisation's performance in delivering the activities and services in the 2017/2018 Operational Plan and clearly shows whether each performance measure is "complete", "on target", "below target," or "not required to be reported on" at the end of the first quarter.

Consultation and Communication

The review has been prepared following extensive consultation with all Directors and Program Managers.

Once received by the Mayor and Councillors, the report will be published on council's website to allow the community the opportunity to review council's progress in achieving corporate plan outcomes.

Resource Implications

There are no resource implications directly related to the operational plan review. The operational plan is designed to measure implementation of the corporate plan outcomes and to ensure appropriate resources are allocated to priority areas.

Risk Management Implications

The operational plan minimises risk to council by ensuring performance is managed and monitored.

Conclusion

It is recommended that the 2017/2018 Operational Plan Review – First Quarter Review be received as tabled.

Officer's Recommendation

THAT council receive the 2017/2018 Operational Plan Review for the quarter ending 30 September 2017, in accordance with Section 174 of the *Local Government Regulation 2012*.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Mann (nee Fordham)

CARRIED

12.8 2017-2018 FEES AND CHARGES - COMMERCIAL AMENDMENTS

File No Commercial Fees & Charges 2017-2018
Author Manager Financial Services

Purpose

The purpose of this report is to submit amendments to the Commercial Fees and Charges schedule for consideration. The changes relate to the use and hire of the new Jubilee Community Centre.

Background/Discussion

The Jubilee Community Centre is a new community facility and the intent of this report is to establish new meeting room hire fees and exhibition fees.

Below is a table of the new proposed fees for the Jubilee Community Centre.

Mackay Regional Council Commercial and Other Fees and Charges 2017-2018		Proposed Fee 2017-2018 *
Proposed Fees		* GST Rate of 10% is Included in the Price Shown Below.
ORGANISATIONAL SERVICES.		
PROPERTY SERVICES.		
JUBILEE COMMUNITY CENTRE		
Hire of Meeting Room for Not for Profit Community Basis (Per day or part thereof). MAXIMUM \$20 PER MONTH.	\$	20.00 *
Hire of Meeting Room to Other Groups, Organisations or Companies (Per day or part thereof).	\$	140.00 *
Hanging Fee Per Exhibition.	\$	180.00 *

In accordance with the Local Government Act 2009, council has charging powers to establish user pay services. The amended fees and charges in this report are commercial in nature and management has reviewed them to ensure they are competitive and address appropriate cost drivers.

Consultation and Communication

The schedule of proposed changes to fees and charges has been reviewed by relevant Directors and Managers.

Resource Implications

Fees and charges form a significant part of Council's revenue raising requirements and provide a source of funding and/or contribution to programs delivered by Council.

This report is presented specifically to introduce a fee regime to meet the commencement of the Jubilee Community Centre. Work continues on fees and charges for all Council Meeting Rooms towards a consistent approach, however timing hasn't allowed all areas to be reviewed prior to the need for the Jubilee Community Centre fees. An overall report addressing all facilities will be presented by March 2018.

Risk Management Implications

The Local Government Act allows Council to establish commercial fees and charges in line with commercial principles. Where the true cost of services is not recovered through fees then additional impost is placed on other revenue sources, typically rates.

Conclusion

It is recommended that the proposed new fees and charges be adopted as tabled.

Officer's Recommendation

THAT in accordance with the Local Government Act 2009, Council adopts the new Commercial Fees and Charges for the Jubilee Community Centre, to take effect from 1 November 2017.

The Chief Executive Officer briefly spoke to the report.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura

Seconded Cr Paton

Cr Bonaventura stated that the fees are very reasonable and a good place to start for possible future review.

CARRIED

12.9 ADOPTION OF COUNCIL POLICIES

File No **Council Policies**
Author **Manager Governance & Safety**

Purpose

To present the following Council Policies for consideration and adoption:

- Receipt of Donations Policy
- Cemeteries Policy
- Gifts and Benefits Policy
- Footpath Trading and Structures Policy

Background/Discussion

Council Policies are required to be formally adopted by Council. They provide direction to achieve a strategic objective based on legislative requirements or service provision. Policies are to be reviewed whenever required or after three years.

Mackay Regional Council (MRC) is undertaking a review of all Council Policies for which the review period has been reached, or is close to being reached, to ensure that they are still relevant and up to date. The process involves a review by the relevant program manager, circulation to the Management Team for consultation and subsequent submission to the Strategy, Leadership & Performance Team (SLPT) for

endorsement, prior to presentation to Council for adoption. Policies which have an implication on employee benefits and entitlements are also pre-circulated to the Joint Consultative Committee which includes Union representatives for their feedback.

Consultation and Communication

As part of the review process consultation has been undertaken with relevant stakeholders including the relevant program manager, other members of the management team and SLPT.

Resource Implications

The implementation of these Policies will not require any additional resources beyond those currently budgeted for.

Risk Management Implications

There were no risk management implications identified in regards to the proposed Policies.

Conclusion

It is recommended that Council adopt the Policies listed above.

Officer's Recommendation

THAT the following Council Policies be adopted:

- Receipt of Donations Policy
- Cemeteries Policy
- Gifts and Benefits Policy
- Footpath Trading and Structures Policy

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Casey

CARRIED

12.10 PROCUREMENT POLICY

Author **Manager Procurement & Plant**

Purpose

To present to Council for adoption a revised Procurement Policy.

Background/Discussion

Pursuant to Section 198 of the Local Government Regulations 2012, a local government must prepare and adopt a policy about procurement (a procurement policy). This policy must be reviewed annually.

In Council's existing Procurement Policy, reference is made to the development of competitive local business and industry. The existing Policy has a strong emphasis on support for local business.

Local business is defined as "a supplier of goods, services or works whose primary office is within Council's local government area (i.e. a workshop or office and permanent employees residing in the Council region) (as determined by Council in the event of any dispute).

For purchases of between \$0 - \$200,000 requiring quotation, Council sources quotes from local businesses in the first instance. If a local business cannot meet Council's requirements, or supply the goods or services requested, or provide value for money to Council, only then will Council source a quotation from suppliers other than local businesses.

For Large Sized Contractual Arrangements (over \$200,000) which involve a Tender process, if following the tender assessment process (including mandatory and scoring criteria assessment), a local business is not the preferred contractor, Council applies a price adjustment on a discretionary basis to avail the local business the opportunity to be awarded the contract. Such pricing adjustment is on a sliding scale matrix arrangement based on overall contract value. Council also applies a similar pricing adjustment to recognise a Regional Supplier (within the Isaac or Whitsunday Regional Council areas) where a local business is not preferred.

Such commitment is in recognition of the wider economic impact that support for local businesses has, and the importance of investing in business that invest in Mackay.

For the 2016/2017 Financial Year, Council utilised the local price advantage for evaluation purposes, which resulted in five tenders ultimately being awarded to local businesses that would have gone to firms based outside the Council area. This equates to an additional cost of \$308,262 to Council to support various local businesses.

For the 2017/2018 Financial Year to-date, Council has not had any additional spend in supporting local businesses in tenders awarded.

After internal review, it is proposed to make a number of minor administrative amendments to the Procurement Policy, to line up with current operational procedures. These amendments do not change the rationale of support for local businesses, which are proposed to continue.

Consultation and Communication

Consultation was undertaken between Council's Procurement and Plant Program, Organisational Services Department, Engineering and Commercial Infrastructure Department, Community and Client Services Department, Development Services Department and Senior Legal Counsel.

Council Briefing sessions occurred on 23 November 2016 and 12 July 2017.

Resource Implications

Any application of the pricing adjustment via the matrix will be considered by Council at time of application, and is discretionary. The wider economic impact of such an action will be considered at time of application against any extra cost.

Risk Management Implications

In consulting, legal advice for legislative compliance, and containing a clear process through a Policy framework, associated risk matters have been considered.

Conclusion

Maintenance of the Procurement Policy to continue the support for local business is seen as a clear message from Council that is it investing in the businesses that invest in Mackay.

Officer's Recommendation

THAT Council hereby adopts the revised Procurement Policy No 5, maintaining provisions for enhanced support for local businesses.

The Chief Executive Officer spoke to the report and referenced that Cr Bonaventura had queried the Table on Page 327 of the agenda. The table has been in the Policy for a long time, but doesn't accurately reflect in the wording how the process operates regarding the percentages. CEO provided a suggested change to Councillors, which with the administrative changes as noted in the report will accurately reflect what the process is.

Cr Bonaventura thanked the CEO for doing those changes and asked for confirmation that the amendments will be incorporated in the final adopted policy document.

The Mayor confirmed that the amended table will be included in the final adopted Policy (page 10 of 18) document within the Ordinary meeting minutes.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura

Seconded Cr Walker

CARRIED

**12.11 RENEWAL OF LEASE - SLADE POINT RUGBY UNION CLUB INC
AND SLADE POINT AMATEUR ATHLETICS CLUB INC**

File No 004258-443-CPCi
Author Manager Property Services

Purpose

To approve the lease renewal of Slade Point Rugby Union Inc and Slade Point Amateur Athletics Club Inc for an area of 3.15Ha being Lot 443 on CPCi4258, 6 Wren Street, Slade Point for a period of ten years.

Background/Discussion

Mackay Regional Council is the trustee of Park and Recreation Reserve 834, Lot 443 on CPCi4258 situated at 6 Wren Street Slade Point.

Slade Point Rugby Union Club (SPRU) and Slade Point Amateur Athletics Club (SPA) share a joint lease and have done so for at least the past 20 years. SPRU were officially formed in 1973, they currently have approx. 300 members and have won the most amount of premierships of any rugby club in the region. The Club have also had numerous representatives at Mackay, North Queensland, Queensland Country, Queensland and National levels.

SPA officially formed in 1965 and was the first athletics club in the Mackay Region, and have had over 2000 members over time. The club have had members compete for Australia at Oceania Games, Commonwealth Games and the Olympics including Cathy Freeman, Benita Willis and Caitlin Willis just to name a few. They also have an agreement with Mackay Athletics Club who are moving to the new facility at CQ University, for SPA members to use the tartan track and the Mackay athletics will be able to use the grass/turf track at Slade Point.

The grounds are used for Track and Field coaching sessions, with the centre part of the oval utilised by SPRU. The shared use and relationship between the two clubs has grown over the years and together they share the amenities, canteen and other buildings on site.

The grounds are well utilised by at least six schools within the Mackay region to hold their sports carnivals, and together the two clubs will be looking at improving the

existing amenities and clubhouse to better cater for school carnivals, weekend usage and games.

According to Section 236 (c) (iii) of the *Local Government Regulation 2012*, “a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land.” Therefore, Council is not required to re-tender this before leasing the property.

Consultation and Communication

Consultation has occurred between representatives of both SPRU and SPA, Lease Officer – Property and Manager Property Services.

Resource Implications

All costs incurred in respect to the preparation and lodgement of the lease documentation to be borne by the Tenants.

The lease will be a standard ‘trustee’ lease inclusive of peppercorn rental of \$50.00 plus GST per annum and other like conditions.

Risk Management Implications

The Clubs have occupied and maintained this site for many years. Should the lease not be renewed, both the community and region would not be able to benefit from the opportunities that arise from such groups.

Conclusion

That the renewal of the lease to Slade Point Rugby Union Club and Slade Point Amateur Athletics Club who have shown a long term commitment to the land, its infrastructure and the local community is the most advantageous outcome to Council.

The lease will be signed under delegation once finalised.

Officer's Recommendation

THAT Council resolves-

A. THAT an exemption applies under Section 236 (c) (iii) of the *Local Government Regulation 2012*, “a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land.”

B. AND THAT Council approve a new lease to Slade Point Rugby Union Inc and Slade Point Amateur Athletics Club Inc for an area of 3.15Ha being Lot 443 on CPCi4258, 6 Wren Street, Slade Point for a period of ten years with such lease to commence from date of signing and be a standard ‘community’ lease inclusive of peppercorn rental of \$50.00 plus GST per annum.

10:45am -Cr Walker declared Perceived Conflict of Interest and left the chambers.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Bonaventura

Cr Paton queried subleasing arrangements and application of rating discount for Not for Profit groups applying to all.

Chief Executive Officer confirmed both clubs clearly understood that doing as proposed as a joint venture that they are still eligible for the concession as a Not-Profit.

Cr Casey noted that both of the clubs have done a wonderful job looking after the grounds and this is a good outcome for them both.

CARRIED

10:47 am- Cr Walker returned to the chambers

12.12 NEW LEASE - MACKAY WANDERERS FOOTBALL CLUB - LOT 12 ON RP892821

File No 892821-012-RP
Author Manager Property Services

Purpose

To approve the surrender of the existing lease to Mackay Wanderers Football Club Inc for an area of approximately 6.782Ha and to approve a new lease to Mackay Wanderers Football Club for an area of approximately 7.853Ha being part of Lot 12 on RP892821, 98B Broomdykes Drive, Beaconsfield for a period of twelve years.

Background/Discussion

Mackay Regional Council (Council) is the trustee of Park and Recreational Reserve Lot 12 on RP892831 situated at 98B Broomdykes Drive Beaconsfield.

Council leases an approximate area of 6.782 hectares of Lot 12 on RP892831 (the Head Lease) to Mackay Wanderers Football Club Inc (Wanderers). The lease commenced on 1 August 2009 and expires on 31 July 2029.

Wanderers sub-lease an approximate area 2.746 hectares of the Head Lease to Northern Suburbs Cricket Club (Mackay) Inc, (Norths Cricket) (the Sub-lease). The sub-lease also commenced on 1 August 2009 and expires on 31 July 2029.

On the 14 June 2017 Council Officers from the Property Services and Sports & Recreational programs met with committee members of Wanderers and North Cricket. The members jointly sought consent to include a larger area of Lot 12 on RP892831, being 7.853 hectares, to provide a new cricket pitch and shared training areas.

It is proposed that this larger area of Lot 12 on RP892831 would be leased via a Head Lease to Wanderers with the new area now totalling 3.772 hectares being Sub-leased to Norths Cricket and commence from date of signing and expire as per the original lease agreements on 31 July 2029.

According to Section 236 (c) (iii) of the *Local Government Regulation 2012*, “a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land.” Therefore, Council is not required to re-tender this before leasing the property.

Consultation and Communication

Consultation has occurred with representatives of both Wanderers and Norths Cricket, Lease Officer – Property Services, Supervisor Land Operations – Property Services, Manager Property Services, Sport & Recreation Officer – Community Lifestyle and Operational Forward Parks Planner – Parks, Environment and Sustainability.

Consultative notification was also provided to the adjoining property owners, of the new lease area, by Property Services, with no issues or objections being received.

Resource Implications

All costs incurred in respect to the preparation and lodgement of the lease documentation to be borne by the Tenants.

The lease and sublease will be a standard 'trustee' lease inclusive of peppercorn rental of \$50.00 plus GST per annum and other like conditions.

Risk Management Implications

The Clubs have occupied and maintained this site for many years, and currently use the additional area. The new lease and sublease agreements will formalise and reflect the Clubs current usage of this area.

Conclusion

That surrendering and approving new lease agreements with Mackay Wanderers Football Club Inc and Sublease to Northern Suburbs Cricket Club (Mackay) who have shown a long-term commitment to the land, its infrastructure and the local community, is the most advantageous outcome to Council.

Power to sublease a trustee lease subject to the written approval of the Minister is authorised under delegation.

The lease will be signed under delegation once finalised.

Officer's Recommendation

THAT Council resolves –

- A. THAT an exemption applies under Section 236 (c) (iii) of the *Local Government Regulation 2012*, “a local government may dispose of a valuable non-current asset other than by tender or auction if – the disposal is for the purpose of renewing the lease of land to the existing tenant of the land.”
- B. AND THAT Council approves the Surrender of the existing lease to Mackay Wanderers Football Club Inc over part of Lot 12 on RP892821, 98B Broomdykes Drive, Beaconsfield.
- C. AND FURTHER THAT Council then approve a new lease for a term of twelve years to Mackay Wanderers Football Club Inc for an area of approx. 7.853Ha being part of Lot 12 on RP892821, 98B Broomdykes Drive, Beaconsfield, with such lease to commence from the date of signing and be a standard ‘trustee’ lease inclusive of peppercorn rental of \$50.00 plus GST per annum and be subject to the approval of the Department of Natural Resources and Mines.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Casey

Seconded Cr Paton

Cr Casey commented that the clubs have historically done a wonderful job looking after the grounds.

CARRIED

12.13 PERMANENT ROAD CLOSURE APPLICATION: VELLAS ROAD, MARIAN**File No 1/RP726555,1/RP726314 & 1&2/RP732658****Author MANAGER PROPERTY SERVICES****Purpose**

To provide support for a Permanent Road Closure application submitted by Mackay Surveys on behalf of their client to the Department of Natural Resources and Mines (“DNRM”). The road closure is for an unformed section of Vella’s Road, Marian with an approximate area of 1.678 hectares.

The road closure area will be amalgamated with the adjoining existing Lot 1 and 2 on RP732658 and Lot 1 on RP726555 for proposed reconfiguration to Lots 21-24 as detailed in Drawing 170176.

Background/Discussion

Mackay Regional Council (“Council”) received a Permanent Road Closure request from Mackay Surveys on behalf of the Applicant seeking Council consent to the permanent road closure of an unformed section of Vella’s Road, Marian with an approximate area of 1.678 hectares.

The mentioned unformed road reserve is used by the applicant as open space and grazing.

Closure of the road reserve is supported and Development Assessment staff have provided support for a proposed development application, subject to full review of complete proposal, which provides for reconfiguration of Lot 1 and 2 on RP732658 and Lot 1 on RP726555 and the road reserve area into proposed new Lots 21 to 24 and new Easement C for access purposes. The overall reconfiguration will result in the creation of 4 lots from 4 existing lots. This is shown in RPS Proposed Reconfiguration - Drawing No 17016-P, attached.

The road closure area is a gazetted unformed road reserve which provides legal access to the lots related to this road closure application. Following creation of new Lots 21 to 24 all properties will maintain a lawful access point including new Lot 22 by proposed Easement C.

The matter was considered by the Land and Road Use Committee on 10 August 2017 with the committee supporting the permanent road closure application, subject to provision of continued legal access to proposed new lots 21 to 24.

The purpose of the area of closure, if agreed, is for inclusion into the new lots being created, including proposed Easement C.

Consultation and Communication

Consultation with the Land and Road Use Committee occurred on 10 August 2017. The committee consists of Manager Technical Services, Manager Strategic Planning, Principal Planner - South, Planning Officer, Central Area Maintenance Coordinator, Manager Planning and Sustainability, Project Manager Water Infrastructure Delivery, Legal Counsel, Manager Development Engineering, and Manager Parks, Environment & Sustainability. Additional consultation was also had with the Manager Development Assessment and Mackay Surveys on behalf of the Applicant.

Resource Implications

All costs associated with this matter will be borne by the Applicant.

Risk Management Implications

Should the areas of road not be permanently closed Council may need to maintain the section of unformed road and accept all current and future liability associated with such maintenance.

Conclusion

That the application for proposed permanent road closure for the approximately area of 1.678 hectares of the unformed Vellas Road, Marian has no adverse impact on Council's current or future road reserve requirements or adjoining property legal access.

Officer's Recommendation

THAT the Committee offer no objection to Mackay Surveys submitting an application to the Department of Natural Resources and Mines on behalf of their client, for the closure of an approximately area of 1.678 hectares unformed section of Vellas Road, Marian for amalgamation with the adjoining existing Lot 1 and 2 on RP732658 and Lot 1 on RP726555 for proposed reconfiguration to Lots 21-24, as detailed in Drawing 170176-P.

Council Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura

Seconded Cr Paton

CARRIED

12.14 COMMUNITY AND CLIENT SERVICES MONTHLY REVIEW 1 - 30 SEPTEMBER 2017**Author Director Community and Client Services****Purpose**

Attached is a copy of the Community and Client Services Monthly Review for the period
1 - 30 September 2017.

Officer's Recommendation

THAT the Community and Client Services Monthly Review covering the month of September 2017 be received.

The Chief Executive Officer spoke to the report, highlighting the recent trip to our Sister City, Maturra. He also highlighted the teams involved in the Elton John Concert, and the Cyclone Debbie Action Plan.

Cr Paton queried whether within the River and Rain Alert Stations there are allowances for Kinchant Dam and Sandy Creek Catchments?

CEO stated that there has been 2 gauge lines placed on the station at Antoney's Crossing near Kinchant Dam, 1 upstream and 1 downstream of the causeway, allowing better monitoring of flooding of this crossing.

CEO asked the Director Community & Client Services to clarify the Sandy Creek area, and she Sandy Creek is not in the current planned stations. The Bureau of Metrology is attending Mackay in November regarding the commissioning of the new stations, and would also be conducting some radio path works to find out where the best place in Sandy Creek might be for future stations.

Cr Bonaventura requested confirmation that within the Community Engagement activities, names of the Mayor on the attendance at the Sarina Pool Information Session and himself at the 10 September Lamberts Beach session were not on the list and understands the lists have been amended.

The Mayor and Director Community & Client Services confirmed the amendments had been made and would be reflected in the minutes.

Cr Bonventura queried the Pool Inspections carried out for the month and that 2 out of 3 pools were found to be non-compliant. He finds it very concerning and needs to be aware of the high risks non-compliant pools are, noting the time of year approaching. He also queried how many commercial pools are in the Mackay area, have staff ever done a blitz and does Council have a trigger point to carryout a blitz, noting the 2 out of 3 failures from last month?

Chief Executive Officer responded that there are 67 licenced pools in the region. Council hasn't conducted a pool inspection blitz previously. The inspections are usually carried out when Environmental Health Officers are attending the premises for other reasons e.g. Food Inspections. The non-compliance issues were only minor, ph level too low and faded sign wording, but it shows that our reporting on non-compliance drills down to those levels. For more serious non-compliance issues e.g. fencing concerns, these are referred directly to the Compliance Officers with a High Priority for immediate inspections. Confirmed that if discovering major compliance issues at several commercial pools, then the Environmental Health Officers would accelerate inspections.

Cr Bonaventura queried if the commercial pools are inspected on a rotation?

CEO asked the Director Community and Client Services to clarify and she stated that most commercial pools have a licenced food area as well. If Officers are carrying out other compliance actions on the other licenced areas of the property, they conduct pool inspections at the same time. Confirmed that there has been no blitz carried out and there is no rotating policy on pool inspections. The statistics show that the compliance is generally very good and confirmed that if multiple or major non-compliances were being found when visiting the food premises, then the Program would look at another strategy to deal with that.

Cr Bonaventura assumed that 3 inspections would be a low number for the month and based on this it would take a long time to get around to inspect 67.

Director Community and Client Services stated that pools were incidental to the actual food premises that Council are licencing and inspecting. If a pool is at the same location as a food premises, then it will be inspected for non-compliance.

The Mayor noted Cr Bonaventura's point and coming up to summer swimming season requested Director Community & Client Services to review the inspections and compliance of pools and requested a briefing to Council.

Cr Walker requested clarification on the Advertising, Marketing and PR spend. Does that include all labour costs from all sections of Council?

Chief Executive Officer confirmed that labour costs have not been included in that line item, and that these would come out of the Wages Budget. Confirmed that over the last 12 months Council, via a minimal restructure, consolidated all of the ad hoc spends and all advertising etc. are run through Corporate Communications Program.

Cr Casey queried when the Elton John Avenue signage would be removed from Casey Avenue?

The Mayor confirmed that it will be removed shortly and naming returned to Casey Avenue.

Council Resolution

THAT the Officers recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Bonaventura

Cr Mann reiterated CEO's comments regarding Maturra visit attending by Cr Camm and Director Community & Client Services, that it was very respectful and well attended. Cr Mann noted that 2019 marks 30th Anniversary of the Sister City relationship with Mackay and discussions will be taking place on how best to celebrate this important relationship. A new wombat sculpture has been added to the public art installation in the Northern Foyer at the MECC, being undertaken by a local artist Adriaan Vanderlugt. She also acknowledged the inclusion of the new table in the report noting the number of Active SES members.

CARRIED

12.15 ANIMAL MANAGEMENT STRATEGY

Author **Manager Health and Regulatory Services**

Purpose

To seek Council adoption of the Animal Management Strategy 2017-2021.

Background/Discussion

The Animal Management Strategy will guide the Mackay region's management of animals, specifically dogs and cats, for the next 5 years. It will be an instrument for promoting and enhancing responsible pet ownership, while helping animal owners understand their responsibilities and informing the community about Council's role and future priorities regarding animal management.

The plan identifies key issues of animal management within the Mackay region:

1. Improving the number of animals registered
2. Continuing to promote responsible pet ownership to further enhance the communities attitude towards animal ownership
3. Continue to develop innovative and proactive approaches to the Animal Management Centre
4. Maintaining staff professionalism, service levels and interactions with the community

1. Animal Registration

This is a key initiative of the Animal Management Strategy, as it assists council officers to locate owners of lost pets. Analysis of regional animal benchmark surveys and Animal Management Centre records indicate that there are opportunities to improve the numbers of registered dogs and cats. Funds gathered from registrations support animal management operations. These operations contribute towards the community's health and wellbeing by improving public safety through education and encouragement of responsible pet ownership.

2. Responsible Pet Ownership

The community's expectation regarding responsible pet ownership is for pet owners to take care of their pets to ensure they are educated and cared for so they live in harmony with other community members and animals. To assist the community with these responsibilities, Council is involved with the following initiatives

- Provision of public off-leash areas
- Effective and safe animal handling
- Management of barking dog complaints
- Investigation of dog attacks
- Proactive patrols
- Responsible pet ownership education at schools

The strategy outlines these initiatives to inform the public of the importance of responsible pet ownership.

3. Develop innovative and proactive approaches to the Animal Management Centre

The Animal Management Centre is a critical resource used by Council, which not only assists with Council's legislative obligations towards animal management but also provides a safe and secure enclosure for lost or escaped animals.

Operation of the Animal Management Centre needs to meet the requirements of the community and be maintained with available council resources. This strategy supports the exploration of further initiatives and operational efficiencies to ensure the Animal Management Centre adequately keeps pace with an increasing population and the region's animal ownership rates.

4. Enhance staff professionalism, service levels and interactions with the community

Animals play an integral part in the lives of many people in the community. It is important that Council recognises this while conducting its legislative obligations in a professional and legal fashion. Council acknowledges that properly motivated and trained staff are required to meet the service demands of the community in the Mackay region. Training and professional development of Officers enable accurate and confident service delivery.

Consultation and Communication

Comprehensive consultation was undertaken in the development of the Animal Management Strategy. This included one on one meetings with key local animal groups, emails, social media and consultation through the Connecting Mackay engagement platform.

A dedicated site for the draft Animal Management Strategy was created on Connecting Mackay. This allowed the community to view the strategy, complete a survey and provide comments and suggestions regarding the Animal Management Strategy and Council's animal management operations.

There was a total of 558 visits to the page. The Animal Management Strategy was downloaded 133 times and 124 people contributed feedback via the survey format.

The most commented topic was in relation to education about responsible pet ownership and ensuring Council's animal management operations are appropriate to respond to Council's animal related responsibilities. Council's education programs and school initiatives about pet ownership received positive feedback.

Resource Implications

The Animal Management Strategy includes initiatives and actions to review animal management operations, the Animal Management Centre and community education.

Improvements in these areas will enhance efficiency and transparency, and ensure Council can continue to provide its legislative obligations to a growing region.

New or refurbishment of capital and any additional changes to operations that require additional budget will be considered through Council's annual budget process.

Risk Management Implications

By adopting the Animal Management Strategy, Council can actively demonstrate how it mitigates risks to the community and Council from animal related matters involving dogs and cats, including:

- Maintaining and exploring initiatives which promote responsible pet ownership
- Assessing current Animal Management Centre operations to ensure they meet population growth and service level expectations of the region
- Ensuring that current resources are aligned to maximise efficiency and that the environment remains safe for the community
- Providing a public document, which increases transparency regarding Council's animal management operations

Conclusion

The Animal Management Strategy will act as a mechanism to promote and enhance responsible pet ownership. Following a comprehensive public consultation process, the

final Animal Management Strategy will assist the community to understand Council's and the community's responsibilities, whilst identifying Council's future priorities.

Officer's Recommendation

THAT Council adopts the Animal Management Strategy 2017-2021.

Council Resolution

THAT the Officers Recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Walker

Cr Mann stated that it is a good strategy, and really highlights and promotes Council's message of responsible pet ownership. The Strategy was created with input of all major stakeholders.

CARRIED

12.16 PLANNING SCHEME POLICY - MAKING A PLANNING SCHEME POLICY ON OPEN SPACE FOR MACKAY REGION PLANNING SCHEME

Author Manager Strategic Planning

Purpose

The purpose of this report is for Council to consider whether to make a Planning Scheme Policy (PSP) on Open Space in accordance with Section 22 of the *Planning Act 2016* (the Planning Act) and Chapter 3, Part 1 of the *Minister's Guidelines and Rules* (the Minister's Rules).

Background/Discussion

The Mackay Region Planning Scheme (version 1.0) was adopted by Council on 28 June 2017 and commenced on 24 July 2017. Council adopted Administrative and Alignment Amendments to the planning scheme on 26 July 2017 to be compliant with the Planning Act and the Mackay Region Planning Scheme (version 1.1) commenced on 31 July 2017.

According to section 22 of the Planning Act, a local government may make (or amend) a PSP by following the process in the Minister's Rules.

The planning scheme can include PSPs for all or part of a local government area. Existing PSPs are included in Schedule 6 to the Mackay Region Planning Scheme.

A PSP is a local planning instrument made by the Council. These are used to set out policies that support –

- (i) planning and development assessment policies under the planning scheme;
- (ii) an action by a local government in making or amending local planning instruments; and
- (iii) an action by a local government under the development assessment system.
e.g. a planning scheme policy might deal with how landscaping frontages should be applied to main roads, or how carparking areas should be constructed.

It is recommended that Council makes a PSP dealing with its Open Space strategy and standards. The proposed Open Space PSP would apply to all development that triggers provision of open space, and would be used when assessing development applications. The policy would support the creation of parks that meet the recreational needs of existing and future residents within the Mackay region.

The intent and purpose of the Open Space PSP would thus be to:

- (i) Ensure a sufficient supply of functional and accessible open space to meet the recreational and sport needs of the community,
- (ii) Set objectives and standards for provision of public open space to satisfy assessment criteria in the planning scheme; and
- (iii) Ensure that public open space assets meet required standards of service.

The process to make a PSP is set out in Chapter 3, Part 1 of the Minister's Rules as follows:

“2. *Planning and preparation*

2.1 The local government must decide to make a PSP or amend a PSP.

2.2 The local government must prepare the proposed PSP or PSP amendment.

3. *Public consultation*

3.1 The local government must carry out public consultation on the proposed PSP or PSP amendment for a period of at least 20 days.

3.2 Public notice must be given in accordance with the Act and the requirements prescribed in Schedule 4.

3.3 The local government must consider every properly made submission about the proposed PSP or PSP amendment.

3.4 At the end of public consultation, the local government must prepare a consultation report about how the local government has dealt with properly made submissions, which is-

a) provided to each person who made a properly made submission; and

b) available to view and download on the local government's website; or

c) available to inspect and purchase in each of the local government's offices.

4. *Changing a proposed PSP or PSP amendment*

4.1 The local government may make changes to the proposed PSP or PSP amendment to-

- a) *address issues raised in submissions;*
 - b) *amend a drafting error; or*
 - c) *address new or changed planning circumstances or information.*
- 4.2 *If the local government makes changes to the proposed PSP or PSP amendment and the change results in the proposed PSP or PSP amendment being significantly different to the version released for public consultation, the local government must repeat the public consultation.*
- 4.3 *The local government may choose to limit the public consultation to only those aspects of the proposed PSP or PSP amendment that have changed.*
- 4.4 *Where consultation has been repeated, the local government must take the actions required under 3.3 and 3.4 for the repeated consultation.*

5. Adoption

- 5.1 *After completing the relevant actions under this part, the local government must decide to adopt or not to proceed with the proposed PSP or PSP amendment.*
- 5.2 *Public notice about the decision must be given in accordance with the requirements in the Act and as prescribed in Schedule 5.*
- 5.3 *The local government must, within 10 days of giving public notice under this section, give the chief executive-*
- a) *a copy of the public notice; and*
 - b) *if adopted, a certified copy of the PSP as adopted or amended, including -*
 - i. *an electronic copy of the amendment or instrument; and*
 - ii. *a copy of all electronic planning scheme spatial data files (mapping), relevant to the PSP.”*

Consultation and Communication

In accordance with Chapter 3, Part 1 of the Minister’s Rules the process for making a PSP includes public consultation. Public consultation must be for a period of at least 20 days and must include giving public notice.

Public consultation will be undertaken in accordance with the Minister’s Rules once the proposed Open Space PSP is prepared.

Resource Implications

The process of making the Open Space PSP will be managed by Strategic Planning with the assistance of external advice as needed. Continual input from internal program areas, notably Parks, Environment and Sustainability, is anticipated in making the PSP.

All resource requirements relating to the making of the PSP will be accommodated within the respective council program areas.

Budget Implications

All costs associated with the making of an Open Space PSP are accommodated within the Council budget, which includes any external consultant to advise on the approach and content of the open space policy.

Risk Management Implications

The Mackay Region Planning Scheme requires an Open Space PSP that provides clear and consistent policy direction, minimum standards and requirements regarding the provision of open space when assessing and approving development. The absence of such a PSP will result in inconsistent outcomes and provision of open space that do not meet the recreation and sporting needs of the resident population.

Conclusion

The making and adoption of an Open Space Planning Scheme Policy to support the Mackay Region Planning Scheme will provide clear policy direction when assessing development and support an open space and park network that meet the needs of the existing and future population.

It is recommended that Council decides to make a PSP to deal with Open Space in accordance with Step 2.1 of the Minister's Rules.

Officer's Recommendation

THAT Council decides to make a planning scheme policy in relation to Open Space in accordance with section 22 of the *Planning Act 2016* and Chapter 3, Part 1 of the *Minister's Guidelines and Rules* under the *Planning Act 2016*.

Council Resolution

THAT the Officers Recommendation be adopted.

Moved Cr Walker

Seconded Cr Mann (nee Fordham)

CARRIED

13. RECEIPT OF PETITIONS:**13.1 PETITION - REQUEST FOR SEALING OF CAMELZULIS ROAD AND GLENORA DRIVE BALNAGOWAN****Author Chief Executive Officer****Purpose**

A petition was received by Council on the 4 October 2017 and relates to a request for Council to include in the short-term planning program that Camelzulis Road and Glenora Drive be upgraded to have a sealed surface (bitumen) to reduce/eliminate the high level of dust pollution.

Background/Discussion

In terms of Council's Standing Orders Council has three options with regard to Petitions that are tabled and these are;

- the petition be received and consideration stand as an order of the day for the meeting; or for a future meeting; or
- the petition be received and referred to a committee or officer for consideration and a report to the local government; or
- the petition not be received.

Under the Terms of Reference for Council's Standing Committees, petitions may be referred to the Committee from the Ordinary meeting of Council for investigation or action, with the Ordinary meeting rather than individual Committee meetings being the appropriate forum for initial tabling of any petition.

In the attached letter, residents state a number of issues related to their request for road sealing some of which are: dust pollution which affects their drinking water and solar panels, loose rocks which cause cracked windscreens and damage to cars, rough surfaces at the railway crossing and they also comment that the drain pipes are too small to handle wet weather resulting in road washouts.

The petition does not quite meet the requirements as per the Standing Orders, in that it only has 18 signature rather than 25 but is being put forward for Council's consideration. It is noted that a similar petition was received by Council and was tabled at an Ordinary Meeting on the 25 February 2015. After consideration, the request was rejected given that the road standard is commensurate with requirements for roads in rural areas and the existing traffic volumes.

Consultation and Communication

That the petitioners, through the lead petitioner, be informed that Council acknowledges receipt of the Petition and that it has been accepted as a formal

submission. The issues raised will be addressed in a report to be tabled before Council in the future.

Resource Implications

NIL at this stage as the recommendation relates only to the preparation of a report on the matter.

Risk Management Implications

NIL.

Conclusion

Despite the petition containing only 18 signatures rather than the 25 minimum set by Council's Standing Orders, it is suggested that Council accepts the petition and that the petition matter be investigated and referred to the Engineering and Commercial Infrastructure Committee for further consideration.

Officer's Recommendation

THAT the petition be received and referred to the Director Engineering and Commercial Infrastructure to investigate and report back to the Engineering and Commercial Infrastructure Committee.

Cr Casey queried whether the Petition should be accepted as a similar petition was received in February 2015 and without any major changes assumed the result will be exactly the same if the traffic count had not changed significantly. Would be stopping from putting our staff through a needless work and investigation to come back with the same result.

Chief Executive Officer stated that it was discussed and it was decided to receive the petition. Officers would review the data that was compiled previously and without any major changes in circumstances likely to come back with a similar report.

Cr Bonaventura stated that the only reason Council would accept a second petition on this road would be if it was substantially different circumstances. Noting that there are points around health issues, queried if that was in the previous petition.

Chief Executive Officer asked the Director Engineering & Commercial Infrastructure to clarify and he advised that he couldn't recall if the health issues formed part of the previous petition.

The Mayor queried if a different Motion was being considered.

Crs Casey and Bonaventura stated that they were happy to accept it.

Cr Bella questioned the standard number of signatures required for a Petition to be accepted is 25, this has only 18 signatures and where does the line get drawn? Also, did the previous Petition for this road have the 25 signatures. Without being bureaucratic the number isn't onerous, and is quite reasonable.

Chief Executive Officer confirmed that a previous petition with 21 signatures had been accepted not long ago. CEO made a discretionary call to allow the petition and being very conscience about Council being transparent and allowing people the right to put in a petition.

Cr Bonaventura raised a Procedural Motion:

THAT the Petition lay on the table pending further information.

CARRIED

Crs Gee, Paton and Walker recorded their vote against the Motion.

14. TENDERS:

14.1 MRC 2017-003 PANEL OF PREFERRED SUPPLIERS FOR PLANT AND EQUIPMENT WITH OPERATOR

File No MRC 2017-003
Author Manager Procurement & Plant

Purpose

To present to Council for approval, tenders submitted for MRC 2017-003 Panel of Preferred Suppliers for Plant and Equipment with Operator.

Background/Discussion

Mackay Regional Council (Council) issued tender documents seeking responses to establish a panel of Preferred Suppliers for Plant and Equipment with Operator, which provides Council with a full range of plant and equipment aiding in the delivery of both capital and maintenance works.

The current contract MRC 2015-001 Provision of Plant Hire with Operator expires on 30 November 2017. The proposed commencement date for contract MRC 2017-003 Panel of Preferred Suppliers for Plant and Equipment with Operator (Panel) is 1 December 2017, for a period of two (2) years, with the option of a one (1) year extension period at Council's discretion, together with the provision for an annual CPI increase on each anniversary of the contract.

Tenders were invited on 18 March 2017, via the Qtender website and advertised locally in the Daily Mercury.

The Request for Tender (RFT) called for plant and equipment to be priced according to the eight (8) supply areas utilised by Council. Due to the vast area covered by Council, these 8 supply areas allow Contractors to price according to the areas where they are able to provide a financially viable service.

The following plant classes are included in the RFT:

- Backhoes
- Cranes
- Dozers
- Graders
- Excavators
- Front End Loaders
- Rollers
- Stump Grinders
- Skid Steer Loaders
- Tree Chippers
- Trucks – various builds
- Various combinations of the above or others combinations as nominated by contractors
- Other specialised plant and equipment available

Contractors will be appointed to the Panel and listed according to the combined score from the evaluation panel relevant to their equipment category and nominated area.

When works are identified, Council staff will consult the relevant Panel and select the highest ranked contractor for the required equipment, per area. If the contractor is unavailable to perform the work when required, the next listed contractor with the required equipment will be contacted and so on.

If no contractors on the Panel are available, Council reserves the right to obtain quotes from other suitably experienced and resourced contractors.

The following submissions were received by the closing time of 10.00am Tuesday 9 May 2017.

Tenderer	Location
Accelerate Group Australia	Mackay Region Based
Advanced Tree Care	Mackay Region Based
AJK Contracting Pty Ltd	Mackay Region Based
Anything Earthmoving Pty Ltd	Mackay Region Based
A.P.Graham	Mackay Region Based
As Luck Wood Have It Pty Ltd	Mackay Region Based
Auto Repair and Towing	Mackay Region Based
BJF Contractors Pty Ltd ATF Barry Finn Family Trust	Mackay Region Based
Bark Blowers Mackay	Mackay Region Based

Tenderer	Location
Blue River Landscape Supplies Pty Ltd	Mackay Region Based
BobWes Excavate and Construct	Mackay Region Based
Boom Logistics Ltd	Mackay Region Based
BRW Transport & Quarries Pty Ltd	Mackay Region Based
CJD Investments (NQ) Pty Ltd	Mackay Region Based
Clark Drinking Water Pty Ltd	Mackay Region Based
LJR Holdings Pty Ltd T/A Complete Tree Management	Mackay Region Based
Cortis Civil & Demo Pty Ltd	Mackay Region Based
Crane Logistics Pty Ltd	Mackay Region Based
DH Slashing & Landscaping	Mackay Region Based
Downer EDI Works Pty Ltd	Mackay Region Based
Ezyquip Hire Pty Ltd	Mackay Region Based
Falzon Backhoe Hire	Mackay Region Based
Full Boar Bobcat Hire	Mackay Region Based
Full Boar Tilt Tray and Excavator Hire	Mackay Region Based
Mary Donald Nominees Pty Ltd T/A Ground Support Systems (Aust)	Ormeau – Non Local
The W & D Jackson Family Trust Trading As Gunyarra Plant Hire	Whitsunday Region Based
Haber Excavations Pty Ltd	Mackay Region Based
I Dig Earthworks	Mackay Region Based
Infinnity Pty Ltd	Mackay Region Based
Jai-Cor Family Trust T/as Jai-Cor Communications Solutions	Mackay Region Based
JT & PA Croyden Pty Ltd	Mackay Region Based
JP Zarb & TL Zarb ATF The Jason Zarb Family Trust T/As JT'Z Transport	Mackay Region Based
L.A & L.R Ramsamy Crane Hire Pty Ltd	Mackay Region Based
Mackay City Cranes Pty Ltd	Mackay Region Based
Mackay Plant Wholesalers	Mackay Region Based
Mapleys Bobcat Hire	Mackay Region Based
Melco Engineering Pty Ltd	Mackay Region Based
Morris Builders & Civil Pty Ltd	Mackay Region Based
Norman Cameron Trust T/A Norm's Grader Hire	Mackay Region Based
NQ Car and Truck	Mackay Region Based
L.C & G.M Paul T/A Paul's Excavations	Mackay Region Based
Pegasi Group t/as Sniffers Plant Hire	Loganholme – Non Local
RG & JM Grech Backhoe Hire	Mackay Region Based
Dee Tec T/A Riggsy's Bobcat & Excavator Hire	Mackay Region Based
Robinson Civil Group	Herberton – Non Local
Rod's Backhoe Hire Pty Ltd ATF Abell Family Trust	Mackay Region Based
Sarina Crane Hire Pty Ltd	Mackay Region Based
Matton Earthmoving Pty Ltd ATF The Bluegum Investment Trust T/A Sarina Mini Excavators	Mackay Region Based
Seaforth Civil & Plant Pty Ltd	Mackay Region Based
Sharpe Bros	Gosford NSW – Non Local
Talbots Earthmoving & Bulk Haulage Pty Ltd	Whitsunday Region Based

Tenderer	Location
The Stump Man	Mackay Region Based
Vassallo Constructions Pty Ltd	Mackay Region Based
Vella's Plant Hire Pty Ltd T/A Vella's Civil Construction	Mackay Region Based

Local supplier information

Of the 54 submissions received:

- 48 contractors are either Mackay businesses or have an office in Mackay.
- 2 contractors are based in the Whitsunday Region.
- 3 contractors were Queensland based, but outside of the Mackay region; and
- 1 contractor is based interstate.

An initial compliance check was conducted on 9 May 2017 to identify submissions that were non-conforming with the requirements of the 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 terms, conditions and mandatory requirements of the RFT had been met.

During the evaluation, tenderers were assessed against the nominated qualitative criteria. Specific criteria were weighted according to their importance as perceived and agreed by the evaluation panel, with the weightings being published within the RFT, as follows:

- | | |
|--------------------------------|-----|
| • Key Personnel and Experience | 20% |
| • Relevant Experience | 20% |
| • Demonstrated Understanding | 20% |
| • Equipment/ Plant/ Machinery | 40% |

The qualitative criteria assessment was carried out over a number of meetings with the evaluation panel scoring the tenders according to the evaluation matrix. These meetings occurred on:

- 26 May 2017
- 13 July 2017
- 19 July 2017
- 20 July 2017
- 25 July 2017
- 27 July 2017
- 3 August 2017

As a result of the evaluation meetings, Tender Information Requests (TIR) were issued to the following contractors, requesting clarification in relation to their submitted equipment and rates:

- Accelerate Group Australia
- Auto Repair and Towing Service

- Boom Logistics Ltd
- Bark Blowers Mackay
- Falzon Backhoe Hire
- Haber Excavations Pty Ltd
- Melco Engineering Pty Ltd
- Talbots Earthmoving Pty Ltd
- Vassallo Construction Pty Ltd
- Vella's Plant Hire Pty Ltd T/A Vella's Civil Construction

Further TIR's were issued to all respondents to extend the validity of their tender submissions.

In assessing the qualitative criteria, the evaluation was conducted on individual pieces of plant and equipment and considered against other plant within the same category and supply area. Consideration of the contractor's depot location was of significant importance during the evaluation process.

The RFT specified that Council requested that equipment "*is not more than 10 years old from the date of manufacture; however equipment less than 5 years old may be given preference in the evaluation process.*" Any plant and equipment with a manufacture date prior to the year 2007 was removed during the evaluation stage.

The contractors listed below were not awarded a position on the Panel for the following reasons:

- Pegasi Group T/A Sniffers Plant Hire and Robinson Civil Constructions FNQ Pty Ltd due to the number of local contractors able to provide similar equipment, location of their depots (outside Mackay region) noting the operational requirements of this Panel arrangement.
- Downer EDI Works Pty Ltd and Mary Donald Nominees Pty Ltd T/A Ground Support Systems (Aust) offered alternative plant and machinery outside the scope of this tender. The evaluation panel reviewed the alternatives provided and due to the type of equipment supplied, deemed that they were not a regular operational requirement and if required, Council staff would undertake the necessary quotation process.
- Ezyquip Hire Pty Ltd and NQ Truck and Car Rentals were unable to provide dedicated equipment details for the term of this Contract.

All categories listed the successful contractors in order of use, per item of plant and equipment per area, as determined by the evaluation panels scoring.

The evaluation of the tender was conducted by:

- | | |
|----------------------------------|--------------------------------------|
| • Team Leader Arboriculture | Parks Environment and Sustainability |
| • Supervisor Arboriculture Parks | Environment and Sustainability |
| • Supervisor Cemeteries Parks | Environment and Sustainability |
| • Technical Officer | Civil Operations |
| • Technical Officer | Civil Operations |
| • Waste Coordinator | Waste Services |
| • Contracts Officer | Procurement and Plant |

- Procurement Officer Procurement and Plant

Consultation and Communication

Consultation was undertaken between all operational departments and Procurement and Plant prior to the RFT being released with suggestions and input from others assisting in the final scope refinements.

Resource Implications

The Panel of Preferred Suppliers for Plant & Equipment with Operator is a schedule of rates contract, which is utilised on an as required basis with funding to be provided from the relevant department budgets within financial delegations of respective officers.

Risk Management Implications

Council will monitor the Work Health and Safety compliances with this contract by ensuring all contractors comply with Council's PPE management policy, Drug & Alcohol management policy, Fatigue management policy, ensuring they maintain a valid Mackay Regional Council contractor's induction and that all relevant insurances are current.

Conclusion

The RFT documentation detailed that the order in which contractors are listed, per equipment category per area, is the order in which services will be requested. If the contractor is unavailable to perform the work when required, the next listed contractor with the required equipment will be contacted.

Where no contractors on the Panel are available, Council reserves the right to obtain quotes from other suitably experienced and resourced contractors.

It is recommended that MRC 2017-003 Panel of Preferred Suppliers Plant & Equipment with Operator be awarded for a two year period with the provision of a one year extension period at Council's discretion, together with provision for CPI increase on the anniversary of the commencement date.

Officer's Recommendation

THAT Council award contract MRC 2017-003 Panel of Preferred Suppliers for Plant & Equipment with Operator to the following tenderers for a two (2) year period with the provision of a one (1) year extension period at Council's discretion, together with the provision for CPI increase on the anniversary of the contract, and that the contract is utilised in listed order per equipment category per area, commencing 1 December 2017:

- Accelerate Group Australia
- Advanced Tree Care
- AJK Contracting Pty Ltd
- Anything Earthmoving Pty Ltd
- A P Graham
- As Luck Wood Have It Pty Ltd
- Auto Repair & Towing Services
- Bark Blowers Mackay
- BJF Contractors Pty Ltd ATF Barry Finn Family Trust
- Blue River Landscape Supplies Pty Ltd
- Boom Logistics Ltd
- BRW Transport & Quarries Pty Ltd
- CJD Investments (NQ) Pty Ltd
- Clark Drinking Water Pty Ltd
- LJR Holdings Pty Ltd T/A Complete Tree Management
- Cortis Civil & Demo Pty Ltd
- Crane Logistics Pty Ltd
- DeeTec T/A Riggsy's Bobcat & Excavator Hire
- DH Slashing & Landscaping
- Falzon Backhoe Hire
- Full Boar Bobcat Hire
- Full Boar Tilt Tray and Excavator Hire
- The W & D Jackson Family Trust Trading As Gunyarra Plant Hire
- Haber Excavations Pty Ltd
- I Dig Earthworks
- Infinnity Pty Ltd
- Jai-Cor Family Trust T/A Jai-Cor Communications Solutions
- JT & PA Croyden Pty Ltd
- JP Zarb & TL Zarb ATF The Jason Zarb Family Trust T/A JT'Z Transport
- L.A & L.R Ramsamy Crane Hire Pty Ltd
- Mackay City Cranes Pty Ltd
- Mapleys Bobcat Hire
- Melco Engineering Pty Ltd
- Morris Builders & Civil Pty Ltd
- L.C & G.M Paul T/as Paul's Excavations
- RG & JM Grech Backhoe Hire
- Rod's Backhoe Hire Pty Ltd ATF Abell Family Trust
- Sarina Crane Hire Pty Ltd
- The Bluegum Investment Trust T/a Sarina Mini Excavator

- Seaforth Civil & Plant Pty Ltd
- Talbots Earthmoving & Bulk Haulage Pty Ltd
- The Stump Man
- Vassallo Constructions Pty Ltd
- Vella's Plant Hire Pty Ltd T/A Vella's Civil Construction

Chief Executive Officer spoke to the report noting the Panel is made up of mostly Local Suppliers.

Council Resolution

THAT the Officers recommendation be adopted.

Moved Cr Paton

Seconded Cr Casey

Cr Paton reiterated the CEO's comments, and it is very pleasing to see local business being awarded the tender and that it will help to streamline works.

CARRIED

14.2 MRC 2017-015 PROVISION OF CLEANING AND SANITARY SERVICES

File No MRC 2017-015
Author Manager Property Services

Purpose

To present to Council for approval, tenders submitted for MRC 2017-015 Provision of Cleaning and Sanitary Services.

Background/Discussion

Mackay Regional Council (Council) issued tender documents for the provision of cleaning and sanitary services for Council facilities including administration buildings, libraries, community halls, depots, amenities and other facilities across the Mackay Regional.

The proposed commencement date for this contract is 1 December 2017 for a two (2) year period with the option of a one (1) year extension, at Council's discretion.

Tenders were invited on 29 April 2017, via Queensland Government Qtender website and advertised locally in the Daily Mercury.

The following submissions were received by the closing time of 10.00am Tuesday 30 May 2017:

Tenderer	Locations
Achieve Corporate Services Pty Ltd	Woollongabba
Advanced National Services Pty Ltd	Mackay
Aps Cleaning Pty Ltd	Brisbane
AQNP Solutions Pty Ltd	Townsville
Biniris (Aust) Pty Ltd	Mackay
Clean Feeling Pty Ltd	Mackay
CMBM Facility Services Pty Ltd	Mackay
Commercial Property Cleaning	Underwood
Delores Grendon	Mackay
Flick Anticimex Pty Ltd	Mackay
Gail Matthews	Mackay
George & Ailsa Hoffmaster	Mackay
Hygiene Pride	Mackay
JJ Richards & Sons	Mackay
Just Kleen Pty Ltd	Mackay
Lynette Waterson	Mackay
Mackay Office Cleaning	Mackay
Moonlight Bay Cleaners	Mackay
Queensland Facility Services Pty Ltd	Mackay
Rentokil Initial Pty Ltd	Mackay
Robbie & Leah Pegg Family Trust T/a Bin Blasting	Mackay
Servaco Pty Ltd trading as Corporate Cleaning Services	Townsville
The Greener Cleaning Co	Mackay
Vantage Integrated Services	Sydney

An initial compliance check was conducted on 13 June 2017 to identify submissions that were non-conforming with the 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.

During the evaluation, tenderers were assessed against the nominated qualitative criteria. The weighting attributed to each qualitative criteria was:

- a) Relevant experience 20%
- b) Key personnel skills and experience 20%
- c) Tenderer's resources 20%
- d) Demonstrated understanding 25%
- e) Value for Money 15%

The evaluation panel undertook individual desktop reviews of all submission and then undertook numerous evaluation meetings due to the number of responses received and the volume of information that required assessment.

Tender Information Requests (TIR) were issued to Advanced National Services Pty Ltd and Biniris (Aust) Pty Ltd requesting:

- Allocation of staff and hours to undertake services to six sites
- Confirmation of current State or Federal Award that staff are employed under
- Confirmation that the submitted rates are fixed for the 2-year term of the contract.

Both tenderers replied within the relevant timeframes.

Following the evaluation panels review of the TIR responses, meetings were held with Advanced National Services Pty Ltd and Biniris (Aust) Pty Ltd to further discuss their responses, confirm the number of hours allocated and price submitted per facility and confirmation that the tenderers would be able to complete the services to Council requirements within the nominated timeframe.

The RFT listed individual sites requiring cleaning services under five key Areas as identified below and further allowed the separate award for sanitary services:

- Area 1 Mackay District
- Area 2 Sarina District
- Area 3 Pioneer Valley
- Area 4 Community Halls
- Area 5 Greenmount Homestead

Respondents were able to tender for all areas or on individual sites per area. During the evaluation, the evaluation panel undertook numerous reviews of various combinations of sites including comparisons of individual sites or areas to ensure that best possible outcome was achieved.

Advanced National Services Pty Ltd were able to demonstrate significant experience in providing cleaning services to government departments and other major corporations in Mackay and surrounding districts. They have the resources and ability to complete the services as specified the RFT.

Hygiene Pride demonstrated their vast experience in supplying their core business activity of sanitary services to numerous business and government organisations in Mackay. They provided a clear understanding of Council requirements including a 4-week schedule demonstrating the process. Detailed evidence was provided on not only management and their ability to deliver the entire sanitary services package across the whole region, but also on personnel that would be onsite undertaking the services.

In reviewing the evaluation panels combined qualitative criteria and pricing structures for Cleaning Services, the remoteness and locality of the service providers and in comparison, to the current level of services provided for Seaforth Community Hall, Walkerston and Eton Amenities, Palm Tree Creek Rest Area, St Helens Beach Camping Area and Esplanade amenities and BBQ's as well as Vic Bridger Park, the evaluation panel recommend that these locations are awarded on an individual basis.

The evaluation panel recommends the awarding the sanitary services to Hygiene Pride and the cleaning services as follows:

Area 1 Mackay District	Advanced National Services Pty Ltd
Area 2 Sarina District	Advanced National Services Pty Ltd
Area 3 Pioneer Valley	Advanced National Services Pty Ltd
Area 3 Walkerston Amenities only	George and Ailsa Hoffmaster
Area 3 St Helens Beach Camping Area	Delores Grendon
Area 3 St Helens Beach Esplanade	Delores Grendon
Area 3 Vic Bridger Park	Delores Grendon
Area 3 Eton Amenities	Ken & Lynette Waterson
Area 4 Community Halls	Advanced National Services Pty Ltd
Area 4 Seaforth Community Hall	Gail Matthews
Area 5 Greenmount Homestead	Advanced National Services Pty Ltd

The evaluation of the tenders was conducted by:

- Supervisor Projects & Operational Compliance Property Services
- Coordinator Property Services
- Contracts Coordinator Procurement and Plant

Consultation and Communication

Consultation was conducted between Parks, Environment and Sustainability, Property Services and Procurement and Plant prior to the Request for Tender being released.

Resource Implications

Funding for the cleaning of a majority of Council buildings and facilities has been accumulated into the Property Services budget. Cleaning of Water & Waste buildings and a component of Parks and Environment buildings are catered for in their individual budgets.

Analysis of the expenditure for cleaning and hygiene services across Council suggests that when these contracts are enacted there will be savings on current budgeted levels. There are some non-scheduled elements to these services and it is problematic to forecast exact expenditure, however a full review of cleaning and hygiene costs will be undertaken as part of the 2018/19 budget, with savings expected.

Risk Management Implications

The Property Services Program will monitor the contractor's performance during the term of the contract and take required action to ensure that Council is receiving quality cleaning services.

The recommended respondents are required to provide all relevant insurance and compliances prior to the executing of their contract, and maintain them for the term of the contract. This includes:

Officer's Recommendation

THAT Council award the schedule of rates contract MRC 2017-015 Provision of Cleaning and Sanitary Services for a term of two (2) year together with the option of a one (1) year extension at Council's discretion commencing 1 December 2017, as follows:

Sanitary Services Only

- All Areas

Hygiene Pride

Cleaning Services Only

- | | |
|---------------------------------------|------------------------------------|
| • Area 1 Mackay District | Advanced National Services Pty Ltd |
| • Area 2 Sarina District | Advanced National Services Pty Ltd |
| • Area 3 Pioneer Valley | Advanced National Services Pty Ltd |
| • Area 3 Walkerston Amenities only | George and Ailsa Hoffmaster |
| • Area 3 St Helens Beach Camping Area | Delores Grendon |
| • Area 3 St Helens Beach Esplanade | Delores Grendon |
| • Area 3 Vic Bridger Park | Delores Grendon |
| • Area 3 Eton Amenities | Ken & Lynette Waterson |
| • Area 4 Community Halls | Advanced National Services Pty Ltd |
| • Area 4 Seaforth Community Hall | Gail Matthews |
| • Area 5 Greenmount Homestead | Advanced National Services Pty Ltd |

Chief Executive Officer spoke to the report, highlighting local suppliers, and advised of a significant reduction in costs for rate payers.

Cr Bonaventura queried the Contract timeframes, was it a similar to the previous one with a timeframe of 2 year contract with 1 year extension?

Chief Executive Officer stated that he thought it was, but will confirm details for Councillors.

Council Resolution

THAT the Officers Recommendation be adopted.

Moved Cr Walker

Seconded Cr Mann (nee Fordham)

CARRIED

14.3 **MRC 2017-017 - PREFERRED SUPPLIER ARRANGEMENTS -
SUPPLY AND DELIVERY OF P.P.E SAFETY ITEMS AND FIRST
AID SUPPLIES**

File No **MRC 2017-017**
Author **Manager Procurement & Plant**

Purpose

To present to Council for approval, tenders submitted for MRC 2017-017 Preferred Supplier Arrangements – Supply and Delivery of P.P.E, Safety Items and First Aid Supplies.

Background/Discussion

The Preferred Supplier Arrangement (PSA) for PPE, Safety Items and First Aid Supplies provides Council with a full range of safety items which aid in ensuring the safety of its employees whilst delivering services to the community. The majority of tendered items are held as inventory to ensure availability, continuity of supply and fair wear and tear replacement.

For the first time, Council has included the supply of safety boots in this Request for Tender (RFT). Past supply has been through the LGAQ Local Buy panel arrangement however by including safety boots as part of this tender, Council is offering all local business the opportunity to supply these items on an as required basis to Council employees.

As required by the *Work Health and Safety Act 2011*, consultation with Councils employees is required for the supply of safety items, therefore a trial of selected clothing and PPE items was conducted by nominated employees from relevant Council programs.

PSA's have proven to be a cost-effective means of purchasing high usage items whilst meeting required statutory obligations. The tendered prices are for items Free into Store (FIS) which provide emergency and programmed supply to all Council departments.

The current contract expires on 31st October 2017. The proposed commencement date for this PSA is the 1 November 2017, for a twenty-four (24) month term, with the provision for two (2) twelve (12) month extension options, at Council discretion, together with the provision for rise and fall after each 12 months.

Tenders were invited on the 29 October 2016, via the Queensland Government Qtender website and advertised locally in the Daily Mercury seeking submissions for the supply and delivery of P.P.E, Safety Items and First Aid Supplies.

The following submissions were received by the closing time of 10:00am on the 29 November 2016.

Tenderer	Location
Alpha First Aid Supplies (QLD)	Underwood, QLD
Cemal, Mateus Selim T/As Alpha Medical Solutions	St Ives, NSW
Amare Safety Pty Ltd	Mackay, QLD
Aqua Terra Oil and Mineral and Supply Company Pty Ltd	Mackay, QLD
D&S Resources Pty Ltd	Brisbane, QLD
J.Blackwood & Son Pty Limited	Mackay, QLD
Ideas 4 U Pty Ltd T/AS Brandfactor	Mackay, QLD
Cole Workwear Pty Ltd	Northgate, QLD
Emnat Pty Ltd T/As Get Real Workwear & Safety Mackay	Mackay, QLD
Endeavour Foundation	Mackay, QLD
Flysha Trade Agencies	Haypoint, QLD
Four Real Safety Gear	Mackay, QLD
LifeAid Pty Ltd	Moranbah, QLD
Mackay First Aid Supplies Pty Ltd as Trustee for the Jackson First Aid Trust T/As Mackay First Aid Supplies	Mackay, QLD
Reward Supply Co. Pty Ltd T/As Reward Distribution	Yatala, QLD
RSEA Pty Ltd	Mackay, QLD
Toleia Holdings Pty Ltd T/As SSS Australia	Mackay, QLD
Uniform Solutions	Mackay, QLD
Walker Contract Service (Emerald) Pty Ltd	Mackay, QLD
Workwear Group T/As Totally Workwear Paget	Mackay, QLD

An initial compliance check was conducted on the 15 December 2016 to identify submissions that were non-conforming with the requirements of the 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.

Tender Information Requests (TIR) were issued to relevant tenderers during the evaluation process requesting the following:

- Samples of 20 various products
- Clarification on submitted quantities and prices
- Provision of a variety of size and styles of clothing, safety glasses and gloves to enable 20 Council employees to conduct trials
- Pricing on additional PPE items not included in the original tender
- An extension to the validity period to allow for the finalisation of the clothing trial.

All tenderers replied within the relevant timeframes however J.Blackwood & Son Pty Limited were unable to supply the full range of requested trial items. This caused some delays to the trial process.

To allow the finalisation of the evaluation, the evaluation panel removed J.Blackwood & Son Pty Limited items from the trial.

During the evaluation process, the evaluation panel held numerous meetings to evaluate all items and submissions received.

Details of these meetings are as follows:

Date of meeting	Intention of meeting
15 December 2016	Initial evaluation meeting to review submissions and clothing pricing received including compiling a list of samples required.
2 February 2017	Continue the initial review of safety items
16 February 2017	Continue review of safety items and finalise the list of samples required.
6 April 2017	Meeting to review first aid items.
1 June 2017	Meeting to review samples supplied and confirmation that the evaluation panel recommended trials be conducted
15 August 2017	Trial items handed to the 20 Council employees
6 September 2017	Close date for Trial feedback. Feedback of trial item collated and reviewed
15 September 2017	Further Trials handed out to 8 Council employees
21 September 2017	Meeting to evaluate tenderers who submitted information on Safety Boots
26 September 2017	Final review of recommended tenderers

The trial of clothing, safety glasses and gloves was conducted by 20 Council employees from various programs and locations within Council, including:

- Parks and Environment
- Civil Operations
- Civil Projects
- Health and Regulatory Services
- Infrastructure Delivery

Completed responses from the trials were received from 15 of the 20 employees.

The evaluation panel's recommendation for P.P.E clothing resulted from a combination of the responses received from the trial, value for money and where current items have proven to meet Council's requirements in relation to quality and standards of the product.

During the evaluation period, Cole Workwear Pty Ltd advised Council of a change in their supplier which resulted in a change in brands and prices. Hence the evaluation

panel were unable to progress Cole Workwear Pty Ltd's submission any further in the evaluation to ensure fairness to all tenderers.

During the evaluation of the first aid items, it was recommended by the evaluation panel that awarding the supply of the first aid kits and supplementary items to one supplier, while maintaining competitive pricing, would result in reduced administrative requirements while continuing to offer a value for money outcome to Council. A cost analysis demonstrated that awarding the first aid kits and supplementary items to Mackay First Aid Supplies represented the most advantageous outcome to Council while providing similar quality items as currently supplied.

During the evaluation of the safety boots, it was recommended by the evaluation panel to award the supply of safety boots to one supplier, which would provide efficiencies in contract management, administrative cost savings, consistency to employees and a value for money outcome to Council. The evaluation panel reviewed systems submitted by tenderers that offer the same or similar services currently provided to Council employees as well as the availability to supply a variety of Safety Boots. Particular attention was paid to those brands and styles that have proven popular with Council employees, and a cost analysis was conducted on those suppliers that met Council requirements. The evaluation panel recommend awarding the supply of safety boots to Get Real Workwear Pty Ltd as this represents the best value for money outcome together with a demonstrated understanding of Council's requirements.

The evaluation panel have recommended items on the basis that they provide a high degree of operational performance, are compatible with existing items or provided administrative cost efficiencies. In the instances where the product or brand was identified as preferred, value for money, including price and supplier's location was considered.

The evaluation of the tender was conducted by:

- | | |
|-----------------------------------|--------------------------------|
| • Warehouse Supervisor | Procurement and Plant |
| • Contracts Coordinator | Procurement and Plant |
| • Contracts Officer Administrator | Procurement and Plant |
| • Senior Local Laws Officer | Health and Regulatory Services |
| • WHS Advisor | Governance and Safety |
| • Technical Officer | Civil Projects |
| • Student Engineer | Civil Projects |
| • Leading Hand Maintenance | Civil Operations |
| • Truck Driver | Civil Operations |
| • Leading Hand Arborist | Parks & Environment |
| • Mower Operator | Parks & Environment |
| • Labourer/Gardener | Parks & Environment |
| • Truck Driver | ECI |
| • Waste Technical Officer | Waste Services |
| • Plumber | Water Network |
| • Team Leader | Water Network |
| • Fitter Water | Network |

Jackson First Aid Trust T/As	
Mackay First Aid Supplies	3 Items
• RSEA Pty Ltd	23 Items
• Workwear Group T/As Totally Workwear Paget	93 Items
• Uniform Solutions	30 Items
• Items Removed	60 Items

First Aid Supplies:

- Mackay First Aid Pty Ltd as Trustee for the Jackson First Aid Trust T/As
Mackay First Aid Supplies

Safety Boots:

- Emnat Pty Ltd T/As Get Real Workwear & Safety Mackay

A total of eighty-one (81) items were not awarded for the following reasons:

- Tenderers not being able to source particular type/size of clothing required for 19 items.
- 60 items being, one shirt various sizes, one pair of long trousers various sizes and one pair of jeans various sizes, one jacket various sizes that were Fire Retardant clothing. Due to ongoing inquiries around these requirements, these items were removed until defined guidelines have been set.
- Tenderers were unable to provide pricing for 2 custom traffic control items.

These items removed from the contract will be sourced on an as required basis via competitive quotations from local business where available.

Officer's Recommendation

THAT Council award tender MRC 2017-017 Preferred Supplier Arrangement – Supply and Delivery of P.P.E, Safety Items and First Aid Supplies commencing 1 November 2017, for a twenty-four-month term, with the provision for two twelve-month extension options at Council discretion, together with the provision for rise and fall after each twelve months, be awarded as follows:

PPE Clothing and General Item:

- | | |
|--|-----------|
| • Amare Safety Pty Ltd | 123 Items |
| • Aqua Terra Oil and Mineral and Supply Company Pty Ltd (Atom Supply) | 80 Items |
| • J. Blackwoods & Sons Pty Ltd | 31 Items |
| • Endeavour Foundation | 7 Items |
| • Four Real Safety Gear | 24 Items |
| • Emnat Pty Ltd T/A Get Real Workwear | 20 Items |
| • Mackay First Aid Pty Ltd as Trustee for the Jackson First Aid Trust T/As Mackay First Aid Supplies | 3 Items |
| • RSEA Pty Ltd | 23 Items |
| • Workwear Group T/As Totally Workwear Paget | 93 Items |
| • Uniform Solutions | 30 Items |

First Aid Supplies:

- Mackay First Aid Pty Ltd as Trustee for the Jackson First Aid Trust T/As Mackay First Aid Supplies

Safety Boots:

- Emnat Pty Ltd T/As Get Real Workwear & Safety Mackay

Chief Executive Officer spoke to the report, highlighting all Mackay based firms and a 5.67% reduction in costs of current prices.

The Mayor confirmed that this contract is a 2 year Contract with 2 x 12 month extensions.

Cr Bonaventura commented on the 5.67% reduction of costs, which is always good for Council and the community. Noted that one of the successful groups in particular that has been awarded a contract is the Endeavour Foundation. It is very pleasing as Council has visited their site and viewed all the good work they are doing done there. It is only a small part and it is a very good sign.

Cr Bella reiterated Cr Bonaventura's comments, and congratulated the Endeavour Foundation on gaining part of the tender and feels that it is a wonderful thing for those individuals that are working there. Noted that he has been following the Endeavour Foundation on Social Media and that their performance has been outstanding over the last few months. Also highlighted the invitation forwarded from Cr Gee to all Councillors to attend the Endeavour Foundation disco being held shortly.

Council Resolution

THAT the Officers Recommendation is adopted.

Moved Cr Bonaventura

Seconded Cr Casey

CARRIED

14.4 **MRC 2018-003 - BANKING & BILL PAYMENT SERVICES**

File No 2018-003
Author Manager Financial Services

Purpose

To present to Council for approval, tenders submitted for MRC2018-003 – Banking & Bill Payment Services.

Background/Discussion

Mackay Regional Council (Council) seeks to obtain contemporary, innovative, efficient, easy to access and cost-effective banking and financial services that have strong customer focus in satisfying the needs of Council.

Council is seeking a long-term commercial relationship, which is both responsive and cooperative. Council requires the successful tenderer to nominate and allocate a dedicated relationship manager and support team to maintain and further this commercial relationship.

Tenders were invited on the 1st July 2017, via Queensland Government QTender website and advertised locally in the Daily Mercury seeking submissions from suitable financial institutions to undertake the services required in the RFT for a period of 5 years plus a 1 year extension option.

The following responses were received by the closing date of the 1st August 2017

Tenderer	Location
Commonwealth Bank of Australia	Mackay QLD
National Australia Bank	Mackay QLD
Westpac	Mackay QLD

An initial compliance check was conducted of the submissions on 9th August 2017 to identify submissions that were non-conforming with the requirements of the RFT. This includes compliance with the contractual requirements and provision of requested information.

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

Tender price includes contingencies over the contract period.

Tender Submissions	Evaluation Tender Price
Commonwealth Bank of Australia	\$2,300,656
National Australia Bank	\$2,304,626
Westpac	\$2,371,926

During the evaluation, tenderers were assessed against the nominated qualitative criteria. The weighting attributed to each qualitative criteria was:

Assessment Criteria	Weighting
Quality of Services	25%
Value For Money	25%
Capability of Tender	20%
Implementation & Relationship Support	15%
Locality of Services	10%
Knowledge of Local Government	5%

The qualitative criteria assessment was carried out by the Evaluation Panel on 26 September 2017 with the evaluation panel scoring the tenders according to the evaluation matrix.

As part of the evaluation process Council engaged a banking expert consultant to provide an independent assessment of the submissions received.

All three financial institutions provided quality submissions with National Australia Bank scoring well in all categories, and being ahead in the areas of capability of tenderer, implementation and relationship management.

Based on the consultant's recommendation and the scores from the evaluation, National Australia Bank have the experience, capacity and resources to continue to provide the services as specified in the RFT.

The evaluation of the submissions was conducted by:

- Revenue Coordinator Financial Services
- Finance Officer Financial Services
- Contracts Officer Procurement and Plant

Consultation and Communication

Consultation was conducted between Financial Services & Procurement and Plant prior to the Request for Tender being released. An external banking expert was engaged to provide an independent assessment of responses received.

Resource Implications

The schedule of rates offered by National Australia Bank is in line with current pricing and historical cost would indicate the expected expenditure on banking services is in line with budget projections. Variations in payment channels by customers could have a budget impact but any change will likely to be immaterial. The contract price calculation is used for evaluation purposes only.

Although National Australia Bank was slightly more expensive than another tenderer after allowing an estimated transition cost (provided by the consultant) to the tender prices where required, the differential is minimal at less than \$800 per annum. The upheaval and inconvenience caused to both staff and customers would far outweigh any notional cost savings.

Risk Management Implications

High quality, reliable banking services are paramount to any business including Council. Council requires the ability to manage payments both in and out of the business at a low cost and as easy as possible. National Australia Bank have a proven track record of providing quality, low cost service, knowledge of local government and a supportive relationship structure.

Conclusion

That awarding the contract to National Australia Bank represents the most advantageous outcome and demonstrated value for money to Mackay Regional Council based on their experience and understanding of Councils requirements.

Officer's Recommendation

THAT Council award contract MRC2018-003 – Banking & Bill Payment Services to National Australia Bank as per the schedule of rates submitted.

Chief Executive Officer spoke to the report, noting the Contract is for 5 years plus 1 year extension. The tenders were very close and the decision to stay with National Australia Bank was made due to the large amount of work needed to be carried out to change banking institutions.

Council Resolution

THAT the Officers Recommendation be adopted.

Moved Cr Walker

Seconded Cr Mann (nee Fordham)

Cr Walker supports the recommendation and the reasoning as the amount of work required to switch banks for such a small financial benefit couldn't be justified. He noted that he doesn't remember ever seeing a tender pricing so close before on such a large tender price base.

CARRIED

15. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

16. PUBLIC PARTICIPATION:

Nil

17. LATE BUSINESS:

On behalf of himself and wife Tricia, Cr Casey thanked everyone for all the emails, phone calls, good wishes, and flowers received during his recent health treatment. All the support shown was very appreciated.

18. CONFIDENTIAL REPORTS:**18.1 DRAFT AUDIT COMMITTEE MINUTES - 7 SEPTEMBER 2017 and 5 OCTOBER 2017****Council Resolution**

THAT the recommendation be adopted.

Moved Cr Paton

Seconded Cr Mann (nee Fordham)

CARRIED

19. MEETING CLOSURE:

The meeting closed at 11:18 am.

20. FOR INFORMATION ONLY:

Confirmed on Wednesday 22 November 2017

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MAYOR

APPENDIX / ATTACHMENTS

**INFRASTRUCTURE AND SERVICES STANDING
COMMITTEE MEETING
MINUTES**

1. COMMITTEE ATTENDANCE:

Crs K L May (Chairperson), M J Bella, L G Bonaventura, A R Paton, R D Walker and Mayor G R Williamson were in attendance at the commencement of the meeting.

2. NON-COMMITTEE ATTENDANCE:

Also present were Cr J F Englert, Cr F A Mann (nee Fordham), Mr C Doyle (Chief Executive Officer), Mr J Devitt (Director Engineering and Commercial Infrastructure) and Mrs M Illiffe (Minute Secretary).

The meeting commenced at 9.00 am.

3. ABSENT ON COUNCIL BUSINESS:

Nil

4. APOLOGIES:

4.1 LEAVE OF ABSENCE - CR CASEY

THAT Cr Casey be granted leave of absence for today's meeting.

Moved Cr Bonaventura

Seconded Cr Walker

CARRIED

5. CONFLICT OF INTEREST:

Nil

6. CONFIRMATION OF MINUTES:**6.1 INFRASTRUCTURE AND SERVICES STANDING COMMITTEE MEETING - 13 SEPTEMBER 2017**

THAT the Infrastructure and Services Standing Committee Meeting Minutes dated 13 September 2017 be adopted.

Moved Cr Paton

Seconded Cr Walker

CARRIED

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:**8.1 ECI - WATER SERVICES MONTHLY REVIEW - 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017**

Author Director Engineering & Commercial Infrastructure

Purpose

To provide the Committee with the Engineering and Commercial Infrastructure - Water Services Monthly Review for the period of 1 September 2017 to 30 September 2017.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Water Services Monthly Review for the period of 1 September 2017 to 30 September 2017 be received.

Director Engineering and Commercial Infrastructure (DECI) spoke to the report and provided a brief overview of the Water Services for the month of September 2017.

Cr Paton queried what measures are in place if water consumption from the Marian Weir exceed the annual allocation.

DECI advised if the surface supply allocation is exceeded there is plenty of opportunity to trade in or buy water directly from Sunwater.

Cr Bonaventura queried what the water usage figure was currently.

DECI advised in relation to the Nebo Road Plant, which supplies approximately 85% of the community, the daily usage has been around the high 30's consistently over the last couple of weeks.

Cr Bella queried if an overview of the two projects - Koumala water supply upgrades and Sarina sewerage works could be provided.

DECI advised the Koumala water supply upgrades project is funded as part of the Works for Queensland Round 2 program. This is building a water softening plant to reduce the water hardness at Koumala and in parallel there is a budget allocation for a similar project at Eton as well. The Sarina sewerage works in an ongoing project, there was some funding in the first part of Works for Queensland which was investigating some of the issues with sewer overflows into residential properties and to look at options to alleviate some of the issues occurring in wet weather events. The second stage, funded under Works for Queensland Round 2, is more leading into undertaking some of the infrastructure requirements to address the cause of the overflows. A more detailed briefing will be presented to Councillors at the end of this month.

Cr Bonaventura queried the estimates for the accrued revenue less expenditure data provided and requested additional information.

DECI advised the water business operates under an accrual forecast and the water revenue for the fixed water rates for the first rates period have come in slightly higher than anticipated. In relation to the interest earned, this is a forecast and is split between the four different funds and this is currently the forecast assessment on the end of year position at present.

The Chief Executive Officer (CEO) advised it is only a forecast and Council is not spending the funds as quickly as anticipated, it is a point in time estimate of interest.

Cr Bonaventura advised he is struggling with the massive turnaround where just one (1) month ago the figures from the same report presented to Council was the projection would be below budget. The reporting appears to jump from one month to the next, from running at a loss to making a profit.

DECI advised this is partly why the accruals are done to work out what the position is and will take on notice the change between the interest forecast from the previous month to this month and separately report back to the Committee.

CEO advised these updates could be held over and provided quarterly, but would prefer to be transparent and what comes with reporting monthly is sometimes you are conservative on something one month and it changes greatly the next. The main financials of the organisation are what is important every month in terms of what the overall balance is.

Cr Bonaventura advised he would still like to continue seeing these figures monthly rather than quarterly.

The Mayor requested an update in relation to the leaks detected with the three (3) large non-residential customers.

DECI advised work is currently being undertaken to remove these three (3) from the data then reassess how many leaks Council is dealing with and for what length of time the leaks are occurring to see if more work needs to be undertaken. There are approximately 200 businesses

that have a leak at any one time in the non-residential area that Council is working with to provide advice.

The Mayor queried if the three (3) large non-residential customers are working with Council to try and solve their leaks.

DECI advised that Council is working with all three (30 businesses and that North Queensland Bulk Port has implemented Taggle devices onto their own customers internally and Council has agreed to replace the bulk meter that was aged. Canelands are working internally to find their major leaks and now they seem to be reasonably comfortable with where they are. Council is continuing to work with Borthwicks in relation to trying find out if they can do anything more internally.

Cr Walker queried if the 11 new businesses identified in relation to trade waste approvals are new businesses to Mackay or are they existing businesses that have moved.

DECI advised this information would have been captured, but he did not have this information with him and would take this query on notice and forward this data to the Councillors. This breakdown could be included in future reports for reference.

Cr May queried if all the trade waste users have been identified.

DECI advised Council believes all the trade waste users have now been identified.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

CARRIED

8.2 ECI - WASTE SERVICES MONTHLY REVIEW - 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017**Author Director Engineering & Commercial Infrastructure****Purpose**

To provide the Committee with the Engineering and Commercial Infrastructure - Waste Services Monthly Review for the period of 1 September 2017 to 30 September 2017.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Waste Services Monthly Review for the period of 1 September 2017 to 30 September 2017 be received.

Director Engineering and Commercial Infrastructure (DECI) spoke to the report and provided a brief overview of the Waste Services for the month of September 2017.

Cr Bonaventura thanked the Director for providing the details on *Community Service Obligations*. A few years ago, Council set fee waiver limits to try and manage this issue. The three (3) large charities were advised to review their operations with a view to reducing collection points where excessive dumping was occurring. It appears that The Salvation Army and St Vincent De Paul have had their amounts reduced and Lifeline's amount has increased, can an explanation be provided as to the policy behind this decision?

DECI advised he will take this on notice and will review the previous approvals in relation to allocations and report these back to the Committee. The overall budgeted amount is approximately \$50,000 for the Community Service Obligation to waive the transfer station fees for not for profit organisations. Council's approach is flexible in trying to manage the overall budget amount rather than the individual allocation amounts for each business.

The CEO advised there was considerable work undertaken last year and Council has met previously with Lifeline to work with them in relation to waste disposal charges and rationalisation of Lifeline bin locations, etc.

Cr May advised her understanding was St Vincent De Paul has taken a proactive approach in removing some of their bins and Lifeline were increasing their number of bins. The Mayor has also met with Lifeline.

The Mayor confirmed he has met with Lifeline and St Vincent De Paul have made a conscious effort to reduce their number of bin as it was too difficult to manage what is being donated. Lifeline have not reduced their bin numbers and they are still running a waste truck, that goes straight to the transfer station, after their collection trucks as they sort the bins on site.

Cr Bonaventura advised he noted in the report that letters would be issued at the end of October advising all charities that they will be required if they exceed their annual budget, and queried if these letters could be held pending this review.

Cr May advised she would like to receive additional information before the letters are forwarded to the charities.

DECI confirmed the letters would be held pending additional information forwarded to the Councillors. He also advised the letters were intended to provide advice to the charities were they currently sit as the individual charity organisations may not map what spend they have against their allocation. This allows the ability for discussions to be had between the charity and Council in relation to their allocation.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker

Seconded Cr Bonaventura

Cr Walker believes this is a good report compared with the budget, revenue is up and expenses are down. It is the same situation currently with the Waste Monthly Report for September 2017, Council is tracking above budget. One item that needs to be highlighted is that landfill remediation site costs represent about 30% of Council's total capital budget for the next 20 years.

Cr Bonaventura advised he attended the Great Northern Clean Up and Council coordinated and registered 11 sites. The Riverside Drive site was where he and 36 other volunteers cleaned up this year. He congratulated the Waste staff for their coordination of the event and especially to the 140 volunteers who supported the day.

Cr Bonaventura commented that the return of waste levels to 6,000 tonnes at Hogans Pocket is a positive because he believes the longer it takes to exhaust the available landfill space the better, as it is an expensive project to find another suitable site and build another waste disposal facility.

Cr May advised the response from the volunteers who attended the Great Northern Clean Up was excellent and it would be good to acknowledge their assistance in writing to the relevant groups.

CARRIED

**8.3 ECI - TRANSPORT & DRAINAGE MONTHLY REVIEW - 1 SEPTEMBER
2017 TO 30 SEPTEMBER 2017**

Author Director Engineering & Commercial Infrastructure

Purpose

To provide the Committee with the Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period of 1 September 2017 to 30 September 2017.

Officer's Recommendation

THAT the Engineering and Commercial Infrastructure - Transport and Drainage Monthly Review for the period of 1 September 2017 and 30 September 2017 be received.

Director Engineering and Commercial Infrastructure (DECI) spoke to the report and provided a brief overview of the Transport and Drainage Services for the month of September 2017.

The Mayor congratulated the officers on the Glenella Connection Road project which was exceptionally well done and has come in under budget.

Cr May commented, contrary to the Letter to the Editor on Saturday 7 October 2017 on Council's unsealed road network, that it was pleasing to see in the report the unsealed road network is a priority for this Council and the budget allocation has been increased to service those unsealed roads more than any previous Council has. She wanted to reiterate that the crews are doing a great job and it is a balancing act to service all the priority areas at once.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton

Seconded Cr Walker

Cr Paton advised the work being undertaken in the region area, seven (7) road crews working with up to 80% of the budget spend in that program. The additional funding because of Tropical Cyclone Debbie and Work for Queensland allocated to this program is achieving great results. He believes the re-evaluation of the bridge conditions was a worthwhile project with a beneficial outcome to Council.

CARRIED

8.4 DRAFT MEETING MINUTES - TRANSPORT & DRAINAGE ADVISORY BOARD - 17 AUGUST 2017**Author Director Engineering & Commercial Infrastructure****Purpose**

Attached is a copy of the Draft Minutes of the Transport and Drainage Advisory Board Meeting held on 17 August 2017, for information purposes.

Officer's Recommendation

THAT the Minutes of the Transport and Drainage Advisory Board Meeting dated 17 August 2017 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Paton**Seconded Cr Walker**

Cr Paton believes the Transport and Drainage Advisory Board is very beneficial to Council in providing their recommendations.

CARRIED

8.5 DRAFT MEETING MINUTES - WATER & WASTE ADVISORY BOARD - 28 AUGUST 2017**Author** Director Engineering & Commercial Infrastructure**Purpose**

Attached is a copy of the Draft Minutes of the Water and Waste Advisory Board Meeting held on 28 August 2017.

Officer's Recommendation

THAT the Minutes of the Water and Waste Advisory Board Meeting dated 28 August 2017 be received.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Walker**Seconded Cr Paton****CARRIED****9. TENDERS:****9.1 MRC 2018-016 SHAKESPEARE STREET GRAVITY SEWER MAIN REHABILITATION****File No** MRC 2018-016 Shakespeare Street Gravity Sewer Main Rehabilitation
Author Director Engineering & Commercial Infrastructure**Purpose**

To present to Council for approval, tenders submitted for MRC 2018-016 Shakespeare Street Gravity Sewer Main Rehabilitation.

Background/Discussion

Mackay Regional Council (Council) issued tender documents seeking an experienced contractor to construct the new gravity sewer from 2 Nebo Road to 381 Shakespeare Street, Mackay, including decommissioning of the existing gravity sewer.

The works have been initiated due to ground subsidence that has occurred in the area. A visual investigation of the sewer has identified a failed section in the sewer in the vicinity of 379 Shakespeare Street, however, the area affected by subsidence is more wide spread than expected from a section of failure this size. Mackay Regional Council have elected to

reconstruct the sewer on the rear alignment of the lots and will decommission the existing sewer.

The scope of works includes the following area and sewer alignment.



Tenders were invited on 23 August 2017 via the Queensland Government Qtender website and advertised in the Daily Mercury on 23 and 26 August 2017.

The following submissions were received by the closing time of 10:00am on 13 September 2017:

Tenderer	Location
GNM Group (Qld) Pty Ltd	Bohle Qld
Roebuck Civil Pty Ltd	Mackay Qld
Vassallo Constructions Pty Ltd	Mackay Qld

An initial compliance check was conducted on 15 September 2017 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.

During the evaluation, tenderers were assessed against the nominated qualitative criteria. The weighting attributed to each qualitative criteria as published in the RFT was:

- | | |
|--|-----|
| a) Relevant Experience | 20% |
| b) Key Personnel skills and experience | 20% |
| c) Tenderers' Resources | 20% |
| d) Demonstrated Understanding | 40% |

The tendered lump sum totals (Excluding GST) are listed below. Tender Information Requests (TIRs) were issued to all tenderers seeking further clarification of information and pricing submitted.

A further TIR was issued to Vassallo Constructions Pty Ltd to address exclusions from their tender submission.

Tenderers responded within the relevant timeframe with TIR Responses being reviewed by the Evaluation Panel.

Tenderers total sum revised pricing following the receipt of the TIR responses are listed below:

Tenderer	Price Ex GST pre-TIR	Price Ex GST post TIR
GNM Group (Qld) Pty Ltd	\$ 391,841.00	\$ 391,358.00
Roebuck Civil Pty Ltd	\$ 336,724.99	\$ 336,724.36
Vassallo Constructions Pty Ltd	\$ 280,461.80	\$ 300,031.30

The Evaluation Panel conducted a final evaluation meeting on 25 September 2017 to consider all information received, responses to TIRs and final scoring. Based on the scores from the evaluation, Vassallo Constructions Pty Ltd is the recommended tenderer to be awarded contract MRC 2018-016 Shakespeare Street Gravity Sewer Main Rehabilitation. They demonstrated their experience and capacity and they confirmed they have the resources to complete the works to the quality as specified in the RFT. The construction methodology they provided demonstrated their understanding of the works required.

The evaluation of the tender was conducted by:

- Consultant - Cardno (Qld) Pty Ltd
- Consultant - Infrastructure Delivery
- Acting Manager - Infrastructure Delivery
- Contracts Officer Administrator - Procurement and Plant

Consultation and Communication

Consultation was conducted between Infrastructure Delivery and key stakeholders including Network Operations, Planning & Sustainability and Procurement and Plant prior to the Request for Tender being released.

Stakeholder engagement has been occurring from project inception with all affected land owners of the new alignment. The majority of wayleave agreements have been finalised with one remaining agreement imminent.

Resource Implications

The funding for this project is in the Water Capital Budget for Financial Year 2017/2018.

MRC 2018-016 Shakespeare Street Gravity Sewer Main Rehabilitation		
Description	Amount	Notes
Expenditure to Date (this FY)	\$4,904.00	Expenditure up to End of August
Contract Price	\$300,031.30	Vassallo Constructions Pty Ltd
Project Risks	\$45,004.70	Approximately 15% of Contract Price
Council's Costs	\$101,000.00	Estimate on Internal Costs*
Estimated Cost of Project	\$446,036.00	
BUDGET		
Budget for 2017/2018	\$450,250.00	
BALANCE	\$4,214.01	

*Internal costs include estimate for Superintendent's Representative, replacement of shed and carport, replanting of garden beds, works to be completed by WWS Networks crew (house connections / inspections etc.) and project management commitments.

The residual value of the asset, including the section of pipe and the manhole being replaced is \$35,034 (which includes 2 manholes and 85 metres of sewer mains to be disposed) and this value will need to be written off and accounted for as part of a Quarterly Budget Review, with an expectation that the overall program can cover this amount.

Risk Management Implications

The existing sewer pipe has partially collapsed underneath a residential building. There is an imminent risk of further failure of the pipe and/or ground subsidence due to material being washed into the existing damaged pipe. There is also a risk of sewer blockages which have the potential to restrict the system upstream and create discharges to the environment. The existing pipe needs to be replaced as soon as practical.

Existing sewer will be decommissioned by the contractor via pressure grouting as this reduces the risk of subsequent collapse, and the existing manhole will be demolished and the area rehabilitated.

Geotechnical investigations where the collapse occurred did not locate any voids and the report did not identify any structural issues with the relevant unit. Ground subsidence unrelated to this sewer as well as channelling of surface water has been observed near the relevant unit. Letters to the owner have addressed any residual risk of future subsidence unrelated to the replacement of the sewer.

Conclusion

That awarding the contract to Vassallo Constructions Pty Ltd represents the most advantageous outcome and demonstrates value for money to Mackay Regional Council based on their experience and confirmed understanding of Council's requirements.

Officer's Recommendation

THAT Council award contract MRC 2018-016 Shakespeare Street Gravity Sewer Main Rehabilitation (which contains a component of re-measurable schedule of rates items) to Vassallo Constructions Pty Ltd for the lump sum price of \$300,031.30 (excluding GST).

The Director Engineering and Commercial Infrastructure (DECI) provided a brief overview and background to the report.

Cr Bonaventura queried what the risk factor was to the other parts of this sewer main, given the age of the infrastructure.

DECI advised he would take this query on notice and come back to the Councillors. However, the normal practice is when this type of incident occurs CCTV is carried out on the full length of the sewer and if there is a structural issue the process is to look at relining the sewer.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Bonaventura

Seconded Cr Paton

CARRIED

10. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

11. PUBLIC PARTICIPATION:

Nil

12. LATE BUSINESS:

Nil

13. **CONFIDENTIAL REPORTS:**

Nil

14. **MEETING CLOSURE:**

The meeting closed at 9.41 am

15. **FOR INFORMATION ONLY:**

Nil

Confirmed on Wednesday 15 November 2017

.....
CHAIRPERSON

DRAFT

ECONOMIC DEVELOPMENT AND PLANNING
STANDING COMMITTEE MEETING
MINUTES

1. **COMMITTEE ATTENDANCE:**

Crs A J Camm (Chairperson), K L May, J F Englert, F A Mann (nee Fordham) and Mayor G R Williamson were in attendance at the commencement of the meeting.

2. **NON-COMMITTEE ATTENDANCE:**

Also present were Cr M J Bella, Cr L G Bonaventura, Cr A R Paton, Cr R D Walker, Mr C Doyle (Chief Executive Officer), Mr G Carlyon (Director Development Services) and Mrs M Illiffe (Minute Secretary).

The meeting commenced at 11.00 am.

3. **ABSENT ON COUNCIL BUSINESS:**

Cr R C Gee

4. **APOLOGIES:**

Nil

5. **CONFLICT OF INTEREST:**

Nil

6. CONFIRMATION OF MINUTES:**6.1 ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE MINUTES - 13 SEPTEMBER 2017**

THAT the Economic Development and Planning Standing Committee Meeting Minutes dated 13 September 2017 be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Englert

CARRIED

7. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING:

Nil

8. CORRESPONDENCE AND OFFICERS' REPORTS:**8.1 DEVELOPMENT SERVICES MONTHLY REVIEW REPORT - SEPTEMBER 2017**

Author Director Development Services

Purpose

To review the attached Development Services Monthly Review Report for September 2017.

Officer's Recommendation

THAT the attached report be received.

Director Development Services (DDS) spoke to the report and provided a brief overview of the Development Services Directorate for the month of September 2017.

Cr Mann (nee Fordham) queried how the upcoming events were selected.

DDS advised there is an Events Strategy where Council has target sectors they are trying to attract. There are several ways these events come to Council's attention, there are the outwards focused advocacy with Mackay Tourism and we are in constant contact with various other contacts like TEQ. Council also provides support to local community groups with the focus on visitation and economic outcomes for the region.

Cr Camm commented on the regional highlights where the events and conferences were held in September with the Hibiscus Coast Spring Showcase and the Eungella Bird Week and Bushwalking Festival showing the range of events offered across the region.

Cr Mann (nee Fordham) commented that there is a lot of work being carried out by the Natural Environment team and she was pleased to see Lamberts Lookout had a community planting event which she believes fosters a sense of pride and ownership of the asset. The Mansfield Drive Works for Queensland project is exceptional, on completion she viewed the project and there were over 20 young residents utilising this park.

Cr Camm advised the engagement with the team is fantastic. Several Councillors have attended meetings with the Eungella Progress Association where the Parks architect has been available to answer any questions from the community in relation to the design of the parks.

Cr May queried if any Council officers were attending the Caravanning Queensland State Conference at the MECC on 13 to 15 October given Council is currently developing their RV and Caravan Strategy.

DDS advised he will take this on notice and come back to the Councillors.

Cr May queried if the number of new constructions in the region could be reported to Councillors monthly.

DDS advised this data is available but there may be a month's lag in the data as it is provided via an external source to Council.

Cr May believes this data is very important to gauge part of the region's economic recovery and would like to receive this information.

Cr Camm asked if this data would be included in the monthly reports, noting the data is from an external source.

Cr Camm queried if there is an opportunity for Council Officers to engage with the businesses at the Fourways in relation to the Mackay Pride Façade Improvement Scheme.

DDS advised there are two (2) Mackay Pride Façade Improvement Scheme Guidelines, the City Centre specific one and the second one which mentions the Fourways area. There has not been much take-up in the past from the businesses in the Fourways area and agrees it is now timely to engage with these businesses again.

Cr Bonaventura complimented the Committee on providing the data in the future on the number of new constructions occurring in the region and queried if this information was available internally rather than waiting for the external source.

DDS advised Council receives copies of the final certifications from the private certifiers who certify the buildings and this is a manual process. The report provided via the external source at the end of each month is more accurate.

Cr Camm queried if, given the data is sourced externally, rather than include this data in the monthly report could it be circulated to the Councillors each month when it is received by DDS.

DDS advised he would have Councillors added to the distribution list for this report.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Englert

Cr May wished to highlight a few points from the report, the increase in operational works this year compared to last year is a key indicator that the Mackay region is on the move. There was a huge increase in visitation to the Orchid House Open Day held recently compared to last year. Also, the completion of Mansfield Drive, where a substantial amount of funds were allocated to the area and given the past issues with vandalism is hopeful the community will value this asset going forward. She congratulated the DDS, MECC staff and the team who put together the Sir Elton John concert, who made this a showcasing event for the Mackay region.

Also, in contrary to the Letter to the Editor on Saturday 7 October 2017, in the monthly report highlighted the Wagyu Association Australia Conference and the Australian Cane Farmers Conference will be held in Mackay. She believes this Council certainly supports rural activities, rural industries and it is a great opportunity for local producers to take advantage of these two (2) conferences in the coming months.

Cr Camm, on behalf of the Economic Development and Standing Committee, congratulated the DDS and his entire team in relation to the work and efforts, particularly around the Sir Elton John Concert.

CARRIED

8.2 MATERIAL CHANGE OF USE - UNDEFINED USE (FUNCTION FACILITY) - 147 ANDREW FORDYCE ROAD, MOUNT JUKES QLD 4740 - LOT 17 ON SP175692 (DA-2016-22)

Application Number:	DA-2016-22
Date Received:	11 March 2016
Action Officer:	Josephine McCann
Applicant's Details:	Peter M Schofield
Proposal:	Material Change of Use - Undefined use (Function Facility)
Site Address:	147 Andrew Fordyce Road, Mount Jukes QLD 4740

Property Description:	Lot17 on SP175692
Owner's Details:	Peter M Schofield and Victoria L Cheetham
Area:	6.002ha
Planning Scheme:	Mackay City Planning Scheme including amendments up to 24 February 2014
Planning Scheme Designations:	
Locality:	Mackay Hinterland
Precinct:	O'Connell River and Northern Streams
Zone:	Rural
Assessment Level:	Impact
Submissions:	Nil
Referral Agencies:	Nil / Advice / Concurrent (<i>list including trigger</i>)
Attachments:	Attachment A: Locality Plan Attachment B: Adjoining Neighbours Map Attachment C: Proposal Plan Attachment D: Acoustic Assessment Attachment E: Submitter Map
Recommendation:	Approved Subject to Conditions

ASSESSMENT OF APPLICATION

Purpose

The Material Change of Use application is for an Undefined Use (Function Facility) at 147 Andrew Fordyce Road, Mount Jukes also formally known as Lot 17 on SP175692 (refer *Attachment A – Locality Plan*). The subject lot is zoned Rural in the Mackay City Planning Scheme 2006. An application for an Undefined Use (Function Facility) in the Rural Zone triggers an impact assessable application requiring public notification. Two properly made submissions were received objecting to the proposal.

The submitters have raised concerns summarized as noise, road safety and amenity. These matters have been addressed in general within this report. Whilst noting the submitters' concerns, the submissions did not raise any planning grounds that cannot be appropriately justified or conditioned, therefore the application is recommended for approval subject to conditions.

Background

Council issued a Negotiated Decision Notice, effective 30 April 2010, for a Tourist Facility under DA-2009-186. Condition 6 of this approval restricted the use to:-

- *bed and breakfast accommodation as per "Bed and Breakfast Accommodation" means any premises being part of a dwelling house, used as accommodation for tourists and travellers on a temporary basis (maximum of four weeks). Such accommodation is not self-contained. Where on rural land such activity is in conjunction with bona fide farming activities conducted upon the same premises but need not be part of a dwelling house. The use includes host farms and farm stay accommodation".*
- *Day visitors (i.e. not overnight stays) for example tour groups, school groups or nursing home groups which arrive by bus or van.*

A council compliance officer conducted an inspection of the subject site on 6 February 2015 as part of an audit. Also a search of the internet identified a website (www.stickandstonesseaforth.com.au) and Facebook site (<https://www.facebook.com/pages/Sticks-and-Stones/681266995295640>) for Sticks and Stones. Both sites were promoting and advertising the premises as an event venue for weddings and functions. Furthermore, existing signage located on the corner of the Bruce Highway and Yakapari-Seaforth Road advertises the venue for "Functions and Weddings".

Subsequently, on 19 February, 2015, Council issued a show cause notice alleging that the owners were in contravention of Conditions 2, 6, 12, and 20 of their approval DA-2009-186 and that the approved use of the site does not include such events as functions and weddings. This application was therefore submitted to Council, for assessment, in response to the show cause notice.

Subject Site and Surrounds

The subject site is at Mount Jukes and located approximately 30km northwest from the Mackay CBD. The property is irregular in shape, zoned rural under the Mackay City Planning Scheme 2006, and has an area of 6ha. The site is within a rural residential-type node with similar sized lots adjoining to the northeast and southwest and across the road to the

northwest. The site backs onto a larger densely vegetated rural lot. Existing onsite, is a dwelling house, associated residential storage sheds, a dam, and a separate building containing the existing tourist facility. The property is not connected to reticulated water or sewer services. The site slopes downwards to the rear of the lot.

The nearest dwelling houses, to this function facility, are located 190 metres to the west and 224 metres to the east (see Attachment B – Adjoining Neighbours Map).

Proposal

The applicant proposes to legalise their already expanded operations from their previous approval. The increased operation includes catering for wedding parties and other private functions, which includes:

- driveway widening to the front of the facility
- future amenities block on the eastern boundary
- informal camping area for overnight guests associated with private functions and weddings
- wedding gazebo
- extended hours of operation to allow for earlier breakfast and later evening functions (existing hours are 8am-9pm except for bed and breakfast use Monday-Sunday),
- extended hours proposed for amplified noise (7am to 10pm Monday-Sunday) (existing amplified noise hours 8am-6pm Monday-Sunday).

Please refer to Attachment C – Proposal Plans for details of the existing and proposed expanded facility.

MACKAY ISAAC WHITSUNDAY REGIONAL PLAN

The subject site is located within the Rural Footprint and the proposal is generally consistent with the intent and outcomes of the MWRP.

PLANNING SCHEME ASSESSMENT

Planning Scheme - Applicable Codes

The proposal has been assessed against Council's Planning Schemes and Policies and is generally consistent with the intent of the Scheme. This application has been assessed against the following applicable codes: -

Mackay Hinterland Locality Code

The proposal is generally consistent with the overall outcomes and specific outcomes of the locality code.

Rural Zone

The proposal is generally compliant with the overall outcomes and specific outcomes of the rural zone, except for the details below: -

Division 13 Overall & Specific Outcomes for the Rural Zone in the Mackay Hinterland Locality

2.(c) Non-rural activities do not occur

Specific Outcomes for the Rural Zone in the Mackay Hinterland Locality.

P5 Non-rural activities do not occur on land included in the Rural Zone.

Recommendation

This proposal is a commercial/events activity and is therefore a non-rural use. Uses such as the proposed can be supported in the rural zone as there are a few key features of the subject site and immediate surrounds that make the use appropriate in this location.

Firstly, when considering item 2(a) of the Rural Zone Code

(a) rural activities undertaken on land within the Rural Zone continue unconstrained by encroachment of incompatible land uses

The proposed use does not constrain rural activities as the surrounding sites are relatively small rural lifestyle blocks.

Also, the subject site is not suitable for large scale rural activities because of the size, topography, existing vegetation and surrounding locality of rural living style lots.

Finally, the Hinterland Locality Code Overall Outcomes does allow for non-rural activities in rural areas;

i) non-rural activities in rural areas are limited to activities which specifically require the particular rural location and do not adversely affect the operation of rural uses, or the rural landscape and character of the area.

This is considered to be the case given the demand for a rural setting event venue within Mackay.

Given the above, despite the conflict with the provisions of the Rural Zone Code, the proposal can be supported.

Bushfire Management Overlay Code

The proposal is consistent with the Overall Outcomes of the Bushfire Management Overlay Code because the internal layout of the site ensures efficient emergency access, adequate water supply is provisioned; the site features well maintained internal buffers; and the site is approximately 7kms from Rural Fire Brigade Services.

Good Quality Agricultural Land Overlay Code

The subject site is located on land zoned rural however the property is covered half by the existing dwelling and associated shed, a dam, and the existing tourist facility as approved under DA-2009-186. The site is approximately 6ha and is part of a rural lifestyle area in the rural zone; therefore, the site is not considered to be usable for agriculture, other than in a small scale for crops such as mangos, lychees or similar produce.

Development on Steep Land Overlay Code

The proposal complies with the relevant provisions in the Steep Land Overlay Code. The subject site is partially identified as being land with a slope of 15% or greater. Both current and proposed planning scheme mapping show the location of the existing tourist facility as being outside areas of significant slope. Further, the existing building was approved previously under DA-2009-186 and no major changes have occurred since.

Landscape Character Overlay Code

The proposal complies with the relevant provisions in the Landscape Character Overlay Code. The proposal is essentially an additional change of use and will not make any large-scale changes to the built form. As such, there will be no additional impact on the landscape character of the area beyond what was approved previously under DA-2009-186.

Environment & Infrastructure Code

The proposal is generally consistent with the overall outcomes and specific outcomes of this code and where required appropriate conditions can be effected to ensure compliance.

Recreational Facilities Code

The proposal is generally consistent with key amenity provisions in the code. The scale and built form are generally in keeping with the rural lifestyle lots off Andrew Fordyce Road, the intensity of the use is considered to be acceptable for this lifestyle area. The premises are not located in the city centre and adjoins rural residential style properties. The applicant has noted that the events facility has been designed and oriented to ensure the noise is directed away from neighbouring residences. The noise management plan submitted as part of the application material will form part of the conditions package for this approval.

Given that the subject site is located in an area that is considered to be a "rural residential" node, the form, scale and intensity of the development is in accord with the setting of the site and the surrounding area. This proposal will be providing a facility and service that will meet the needs of the residents of the immediate locality and further afield in a controlled environment without compromising the form and character of this precinct.

The acoustic report submitted (refer to Attachment D – Acoustic Assessment) provided comment on the measurements as follows: -

"The noise levels from the Sticks and Stones venue at the two nearby residences are likely to be quite low. It is not possible to fully assess the noise impact of Sticks and Stones since the ambient noise level on Sunday was quite high. However, it is likely during the evening (up to 10pm) the background noise levels would be between 30 dB(A) and 35 dB(A). The Licensing Commissions defines unreasonable noise from entertainment between 6am and 10pm as the adjusted maximum sound pressure level LA10, plus adjustments for tonal and impulse components, must not exceed the background level LA90 by more than 10dB(A) when measured at any affected premises. Hence up to 10pm a noise level of at least 40 dB(A) would most likely be acceptable at nearby residences. Since the noise level from the venue at the nearby dwellings is likely to be between 30 and 34 dB(A) the noise levels from the venue are likely to be viewed as acceptable.

After 10:00 pm and before midnight a more stringent noise limit applies, since background noise levels are usually quieter and a high level of amenity is required. In this instance, it would be usual to refer to the Environmental Protection Policy controlling background creep. In this instance for a noise that varies the measured LAeq should not exceed the background by more than 5 dB(A). Or for design purposes the modelled noise level should not exceed the background plus 3 dB(A). Typically, the minimum background noise levels are limited to 30 dB(A). Hence an LAeq of 33 dB(A) would be acceptable at the nearby residences. On average the LAeq is equivalent to LA10 – 3dB(A)".

Hence, even the noisiest period during the evening would comply with the after 10pm noise level goal at the nearby dwellings. However, the noise from the venue is usually less after 10pm since many patrons have typically departed the venue and there are usually smaller number of patrons remaining in attendance".

Furthermore, it is a fact that functions or weddings events does not happen every day and the site will achieve a level of visitation within the capacity of the site to accept the consequential changes without detriment to the environment or recreational quality of the setting including landscape character.

A Noise Management Plan has been provided (refer to Attachment C – Proposal Plan) that outlines how the operator will implement a procedure to ensure that noise from functions at the premises will not create an undue impact on surrounding residents. The conditions of any approval will require that this Management Plan be adopted and implemented by the operator for all events at the property.

Mackay Region Planning Scheme

Under the new Mackay Region Planning Scheme (MRPS) 2017 the subject site is included in the Rural Zone. A proposal for a Function Centre is defined as"; -

"function facility means the use of premises for (a) receptions or functions; or(b) preparing and providing food and liquor for consumption on the premises as part of a reception or function".

Such an application would be Impact Assessable and assessed against the whole of the planning scheme but in particular against the following:

- Rural Zone Code
- General development requirements code
- Agricultural Land Overlay Code
- Bushfire Hazard Overlay Code
- Landscape Character Overlay Code
- Landslide Hazard Overlay Code

Assessment against the MRPS would utilise the same justifications as discussed above in this report. On this basis, and given the proposal is generally consistent with the relevant provisions of the codes above, it is considered the proposal would be recommended for approval under the MRPS.

INFRASTRUCTURE CHARGES

Under Council's current Adopted Infrastructure Charges Resolution, the proposal does generate an infrastructure charge in line with the Places of Assembly (*Function Facility*) charge category for gross floor area and impervious area as well. However, the subject site has an existing lawful use of that of "*Tourist Facility*" and all the existing structures will be used for the function facility therefore there will be no increase in gross floor area or impervious area which negates the need for an infrastructure charge notice to be issued as part of this application.

INFRASTRUCTURE CONSIDERATIONS

The proposed development is located on a 6ha property and is already operating, albeit without the necessary development permits. All necessary infrastructure is supplied to the property and the development of the proposed development will not generate the need for the provision of any additional infrastructure or services as the development are using the services already provided to the site.

REFERRAL AGENCIES

Nil.

SUBMISSIONS

The application was publicly notified in accordance with the requirements of the *Sustainable Planning Act 2009*. Two (2) properly made submissions (refer to Attachment E – Submitters Map), objecting to the proposal, were received during the notification period. It is noted that concerns were raised by other community members; however, they declined to make a formal submission about the proposal.

The concerns raised in the submissions have been addressed as follows: -

<p>1. Zoning</p> <p><u>Submitters' concerns</u></p> <p>"The land is situated within the Rural Zone. The planning scheme clearly discourages any other use other than rural activities to be conducted within a Rural Zone...The proposal to operate the proposed function facility seven days per week for the proposed hours of operation will impact significantly on the quiet rural neighbourhood."</p> <p><u>Applicant's comments</u></p> <p>The 2 submissions maintain the planning scheme discourages non-rural activities from within the Rural Zone which is incorrect. As discussed in the development application report, non-rural activities including tourist development is supported by the planning scheme in the rural area in specific circumstances which apply to the proposal:</p> <ul style="list-style-type: none"> • The nature of the proposal specifically requires a site in the rural area with high rural landscape values; • The proposal re-uses an existing tourist facility within the prime tourist area of Seaforth/Cape Hillsborough; • The scale of the proposal fits with the rural setting and capacity of the subject land without causing adverse impacts.
--

Assessment Manager's comments

Council recognizes natural rural landscapes are conducive to tourism and special events. This development in this specific location can be supported, even though the lots off Andrew Fordyce Drive are zoned rural, they serve the purpose of rural residential lifestyle blocks rather than have the capability to support agricultural production. The Planning Scheme does support the establishment of non-rural activities in certain situations and it is considered that this proposal fits the circumstances outlined in the Scheme.

2. Road Safety**Submitters' concerns**

"Andrew Fordyce Road is a single lane bitumen road designed for local traffic only, containing blind corners and hills. Vehicles are required to move off onto the grassed road verges to pass and vehicles entering and exiting the property would be required to completely cross the seal section of the road surface. The increase of traffic on Andrew Fordyce Road presents a significant safety hazard to residents and school children using the road for access to their properties as well as to visitors using the proposed facility."

Applicant's comments

The 2 submissions raised concern about road safety and the standard of the vehicle crossover.

Andrew Fordyce Drive is identified as a rural access road in the road hierarchy with a traffic carrying function of up to 250 vehicles per day (vpd). The existing 20 houses accessing Andrew Drive are assumed to generate 130 vpd with spare capacity of 120vpd. The applicant has indicated the average wedding event has around 60 guests, who typically travel together in groups of 2 or more or by bus. It is unusual to have more than 20-30 vehicles at an event. Even assuming 60vpd, the traffic generated by an event is well within the spare capacity of the existing road.

Andrew Fordyce Drive is a higher standard than many rural access roads. The bitumen carriageway is wide enough for a bus (at least 4.5m wide) with grassed shoulders suitable for passing. The low traffic volumes make it unusual to pass another car while travelling the road. Event traffic will all be generally travelling the same direction down the road and spread out over the hour before the wedding and over the 3-4 hours after the wedding ceremony ends. There are no evidence existing events have created any road safety issues. The bitumen road and verges remain in good condition. The submitters make specific mention of school children using the road to access their properties. It would be very unusual for an event to be held on weekdays at the time of the day children are walking to or from the school bus.

The standard of the existing vehicle crossover is a matter for Council's consideration and conditioning if required.

Assessment Manager's comments

While Andrew Fordyce Road is not a high order road, it is considered capable of catering for the traffic generated by the irregular events of the proposed events facility. The road is of an appropriate standard to accommodate the expected traffic at events and it is already a low speed environment. Any temporary increase in traffic numbers during an event is not expected to change the level of safety for users of the road.

3. Noise/Amenity of Residents**Submitters' concerns**

"All fences in the area as with most fences in rural areas are constructed of four strands of barb wire as was the original fence. The dividing fence of iron sheeting and the massive stone pillars along with an advertising sign which is in contravention of the current development approval are not subservient to the landscape..."

"The structures are sited in a natural amphitheatre creating noise nuisance to neighbouring properties. No provision has been included in the submission to minimise the impact of noise to neighbouring properties. Excessive noise levels from amplified music have been experienced by nearby residences from the operation of the facility in the past. The noise levels are such that residences have been unable to hear their TV or hold a conversation inside the residence without closing doors and windows. The application states 'the manager of the facility manages noise' is incorrect as the facility has operated with excessive noise outside the hours specified in the previous and current development approvals. On a number of occasions during 2016 amplified music at excessive volumes has been generated up to 2am"

Applicant's comments

During the course of assessment the applicant met with the CEO and Director whereby the only outstanding matter raised by the submissions was considered to be noise. On this basis the applicant subsequently provided the formal noise assessment for Council's review as a response to the submissions.

In response to concern raised about noise in the 2 submissions, the applicant commissioned the attached acoustic assessment by noise experts, Simpson Engineering Group. The Acoustic assessment is based on noise levels recorded for a Sticks & Stones Wedding event held on 13 August 2016 from 6pm to 11.30pm and background noise levels for the day after the event.

The acoustic assessment notes background noise levels recorded the day after the event are not reliable as the wind came up. As such, they adopted a background noise level between 30 db (A) and 35 dB (1) based on the background noise levels recorded from 12am (35dBA) to 2am (30dBA) on 14 August 2016 immediately following the event. This is a conservative approach as background noise levels during this time are typically quieter than during the evening.

The acoustic assessment compares event and adopted background noise levels to determine whether event noise is within the acceptable limits at nearby residents. The assessment has deduced event noise was within the acceptable levels at neighbouring residences for the whole event, including post 10pm when the acceptable levels are much lower.

These findings are not unexpected to the applicant given he lives between the function facility and his closest neighbours to the west. The closest neighbouring residence is on Lot 18/SP175692 which is separated from the function facility by a distance of 225m and a vegetated hillside with a height difference of 17m. It is understood the principal submitter's residence is on Lot 20/RP733388, which is separated from function facility by a distance of 400m and more vegetated hillside with a height difference of over 30m.

At 10am on 17 February 2017, a site visit was undertaken by the Director Development Services, Gerard Carlyon, then Acting Principal Planner, Brogan Jones and the writer to experience for themselves the level of noise from the Sticks & Stones' stereo system at the closest neighbouring residence and to question that neighbour about any concerns they may have had about noise. The day was clear and there were light winds. The stereo system was turned up to a volume where meeting participants could not hear each other talk inside the

function facility building. Meeting participants then drove to the closest neighbouring residence and listened. While the music could be heard by meeting participants, all agreed it was distant and unlikely to adversely impact on the amenity of the neighbours, even at night time. Upon questioning by Council officers, this was confirmed by the neighbour. The neighbour said they hadn't heard the music as loud as that before, even during an event.

We are aware complaints have been made to the authorities about noise and fireworks at parties on the property with the Police attending from time to time. The applicant advises there is a history of ill feeling between the applicant and a nearby resident which he attributes to a fire from his burning off on his property which threatened neighbouring properties. He also advises the complaints have mostly been made about his own private parties, not events. The fireworks set off were during an event without his prior knowledge and were strongly dealt with. The applicant's personal circumstances have changed and he now relies entirely on these events for his livelihood. The business is growing and the applicant is taking his responsibility for managing events and any private parties ever more seriously. The rural tranquillity of the venue is a point of difference which he specifically markets. He commissioned RPS to prepare the attached "Sticks & Stones Noise Management Plan" to help him manage noise during events. The plan is about managing the expectations of his customers from when they first inquire about an event until the event ends and improving relationships with his neighbours so they contact him directly with any concerns during an event so that he can take action.

Assessment Manager's comments

Noise and its impact on nearby residents is Council's chief concern with the proposal.

Despite not having planning approval the facility has been holding events and functions for a while now. The applicant has noted that the events facility has been designed and oriented to ensure the noise is directed away from neighbouring residences. The Noise Management Plan submitted as part of the application material will form part of the conditions package for this approval. Furthermore, it is noted that the two immediate neighbouring properties (most likely to be affected by noise impacts) have not lodged submissions objecting to the proposal. Council will also be conditioning that the Noise Management Plan be operative at all times. Council will also further condition that a maximum of only two events be allowed from Mondays to Thursday. Also that if an event is held on a Sunday, then the Monday following that Sunday be an event-free day.

While it is understandable why some residents may be concerned about the application given non-compliance with the previous approval it is considered that the submissions have not raised any issues or sufficient concern to warrant refusal of the application given Council's ability to place conditions upon any approval.

RESOURCES IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil, other than if an appeal is lodged by the applicant or submitters in response to the approval or its conditions.

CONSULTATION

External

The application was publicly notified in accordance with the Sustainable Planning Act 2009 and it has been determined the requirements of the Act has been satisfied in this respect.

Internal

The application has been tabled at Council's internal development enquires meeting where the proposal was considered appropriate rural development in this rural locality. The Director of Development Services and the (then) acting principal planner has personally undertaken a site visit.

CONCLUSION

This proposal for an *Undefined Use (Function Facility)* development complies with the intent of the Mackay City Planning Scheme and the new Mackay Region Planning Scheme. While it is acknowledged that submissions have raised concerns, particularly in relation to noise from the facility, it is considered that the facility is an appropriate development in this location and conditions can be applied to appropriately address the concerns raised. The proposed development is recommended for approval subject to conditions.

Officer's Recommendation

- A. THAT Council approve the application for a *Material Change of Use - Undefined Use (Function Facility)*, located at 147 Andrew Fordyce Road, Mount Jukes, described as Lot 17 on SP175692, by RPS East Mackay Australia Pty Ltd on behalf of Mr Peter M Schofield, subject to the following conditions:

1. Plan of Development

The approved *Material Change of Use – Undefined Use (Function Facility)* 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.

Dwg No	Title	Sheet	Rev.	Prepared By	Date
126560-1-P01A	Proposed Plan of Development Over Lot 17 on SP175692, Andrew Fordyce Road, Mount Jukes	1 of 3	A	RPS Pty Ltd	23/12/2015
126560-1-P01A	Proposed Plan of Development Over Lot 17 on SP175692, Andrew	2 of 3	A	RPS Pty Ltd	23/12/2015

Dwg No	Title	Sheet	Rev.	Prepared By	Date
	Fordyce Road, Mount Jukes				
126560-1-P01A	Proposed Plan of Development Over Lot 17 on SP175692, Andrew Fordyce Road, Mount Jukes	3 of 3	A	RPS Pty Ltd	23/12/2015
126560-1	Sticks & Stones Noise Management Plan		Version 1	RPS Pty Ltd	14/08/2017

2. Event Management and Amplified Noise

- a. The maximum number of guests allowed to be present at any one function/event/wedding is limited to 150 guests.
- b. Functions and weddings to be held Mondays to Thursdays will be limited to two evening functions or weddings on these days.
- c. For all users of the facility, the use of amplified music from Mondays to Thursdays and Sundays must cease at 9pm. On Friday and Saturday all amplified music must cease at 10pm.
- d. If the function facility host an event/function on a Sunday, then the Monday following that Sunday must be an event free day.
- e. No Band/s incorporating drums kits or similar are permitted to perform at this function facility.

3. Compliance with Noise Management Plan

The applicant must implement and comply, with the measures set out in the Sticks & Stones Noise Management Plan No 126560-1, prepared by RPS Pty Ltd, Version 1 dated 14 August 2017, unless otherwise specified in Condition 3.

4. Hours of Operation

Other than the Bed and Breakfast and overnight camping guests, the hours of operation are limited to 7am to 10pm Mondays to Sundays.

5. Persons Conducting Business

The business must be conducted by a person or persons resident on the property and a maximum 3 other persons may be employed who is not residents of the property.

6. Access

The existing access to the subject site must be upgraded, if required, to comply with Council's *Standard Drawing A4-25 Typical Minor Access Details for Council Rural Roads*.

A Minor Works Permit from Council will be required for any such upgrade works.

7. Construction of Amenity Block

The amenity block shown on plan of development by RPS Pty Ltd dated 23/12/2015, Drawing No 126560-1-P01A, Sheet 1 of 3, REV A, must be constructed within 12 months of the date of this approval.

A Permit for Building Works must be obtained from a Private Building Certifier for the construction of this amenity block.

8. Advertising Sign/s 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.

9. Carparking

Car parking areas must be made available on the property for guests' vehicles. The area may be sealed or formed with a gravel hardstand treatment, though Council will also accept parking on a grassed area.

The amount of parking to be made available should match the expected patron parking for each function, with a minimum provision for 35 vehicles. The parking area should be appropriately sign posted and delineated.

Should the grassed parking area option be chosen, it is recommended that the parking area be moved regularly within the property so that no one area becomes worn and a potential source of dust generation. Should dust nuisance be created from the property Council may require the provision of a dust free surface to a formalised parking area.

10. Vehicle Manoeuvring

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

11. Parking Signs and Pavement Markings

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

12. 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.

13. Use of Car Parking areas

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

14. Stormwater Management

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.

The applicant must ensure that any proposed works required for the approved development do not cause any impact or worsening of stormwater runoff on adjoining properties.

15. Waste

- a. 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.
- b. The location and design of the waste storage area must be located so as not to cause a nuisance to neighbouring properties in accordance with the relevant provisions of the Environmental Protection Act and Regulations.
- c. All waste generated from construction of the proposed development shall be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the Environmental Protection Act and Regulations.

16. Lighting

Any external lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

Security lighting on the subject site must be turned off at 9pm and then activated via movement sensors after that time.

17. Nuisance or Annoyance

The use must be conducted in such a manner so as not to cause nuisance or annoyance to persons or property not associated with the use.

18. 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

19. Notice of Intention to Commence the Use

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

20. Compliance with Conditions

All conditions must be complied with prior to the commencement of the use, unless specified in an individual condition.

21. 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.

22. 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.

23. 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.

24. 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.

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

1. Food Business Licence

The approved Undefined Use (Function Facility) may require further approvals for a Food Business Licence from Council's Health & Regulatory Services section. This section should be contacted to determine if an approval will be required and their requirements for obtaining the relevant approvals.

2. Local Laws

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

3. 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.

4. 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.

5. 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.

6. 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*.

7. General Safety of Public During Construction

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

It is the responsibility of the person in control of the workplace to ensure compliance with Section 20 (2) of the *Work Health and Safety Act 2011*. Sections 20 (2) states that the person in control of the workplace is obliged to ensure that the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

8. Contaminated Land

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

The Director Development Services (DDS) provided a brief background overview of the report.

Cr May queried the location of the neighbouring house on Lot 16 as the map on page 44 of the Agenda did not show this.

DDS advised the map on page 43 of the Agenda showed the location of both neighbouring houses.

The Mayor queried if the 24 conditions attached to the Material Change of Use (MCU) were worked up in conjunction with the applicant.

DDS advised applicants in general prefer less conditioning but Council believes they have come to a compromise which allows the applicant to successfully operate their business.

The Mayor queried if the department was happy with the MCU conditions.

DDS advised his department are happy with the MCU conditions.

Cr Bonaventura sought some clarity around the operation of a business in a rural zone.

Cr Camm advised under the Facilitating Development project covering tourism in a rural zone that Council is encouraging tourism and requested the DDS to clarify Council's position.

DDS advised there can be conflicts when any business is operating in the rural zone, but makes the point that in this case it is not an intensive farming area and the use can co-exist quite well. Council believes a rural tourism use can work well in the rural zone but always take the view that the rural practices have precedence.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr May

Seconded Cr Englert

Cr May believes the concerns of the residents have been covered in the research and the content of the report and the opportunity for this rural activity fills a niche in the market and offers to both local and regional residents the ability to visit Sticks and Stones for an event.

CARRIED

8.3 LOCAL COASTAL PLANS FOR 2017/18

Author Natural Environment Coordinator

Purpose

To update the committee on the timelines for the development of the two Local Coastal Plans due to be completed this financial year.

Background/Discussion

Mackay Regional Council developed and adopted the Mackay Coastal Guidelines (2012) which set the strategic intent for the management of the coastal zone. Site-specific beach or local coastal plans have been developed for the majority of the region's beaches. A small number of plans are still to be completed. The target for 2017/18 is to complete two plans.

The two plans that will be completed this year are Midge Point and Slade Point/Lamberts Beach. Work commenced on the Local Coastal Plan for Midge Point in 2016, but the plan was put on hold. Slade Point/Lamberts Beach has been identified as the next highest priority for the development of a plan.

Reef Catchments has been engaged to develop and finalise the plans. The intention is to finalise the Midge Point plan first, and to commence the Slade Point/Lamberts Beach plan early in 2018. It is anticipated that each plan will take approximately three months to produce.

In addition to the plans for Midge Point and Slade Point/Lamberts Beach, discussions have been held between council and relevant stakeholders regarding developing a plan of action for

Cape Hillsborough. Given the small area of council-managed land in this location, the format and scope of this plan will be reduced compared to recent Local Coastal Plans and the plan will be largely operational. It is anticipated that this plan of action will also be completed this financial year.

Consultation and Communication

Discussions have been held between Council and Reef Catchments staff regarding the timelines and processes for developing the plans.

As has occurred with previous plans, the development of the Local Coastal Plans for Midge Point and Slade Point/Lamberts Beach will involve an extensive community consultation program.

It is relevant that in addition to the consultation regarding the development of a coastal plan significant recent consultation has occurred with these communities regarding possible NDRRA disaster response works and much of this consultation and the works which will occur at those locations will be considered as part of the coastal plans.

Resource Implications

\$15,000 has been set aside in the Natural Environment Levy budget for 2017/18 to complete the two plans.

Risk Management Implications

Completing two Local Coastal Plans this financial year is in line with the Operational Plan target for 2017/18 and will help manage ongoing risks at these locations.

Conclusion

In line with Operational Plan requirements, two Local Coastal Plans will be developed in 2017/18, for Midge Point and for Slade Point/Lamberts Beach. The intention is to commence the Midge Point plan in October 2017, and the Slade Point/Lamberts Beach plan in February 2018. It is anticipated that each plan will take approximately three months to complete.

Officer's Recommendation

THAT the committee notes the intention and timelines for preparing Local Coastal Plans for Midge Point and Slade Point/Lamberts Beach in 2017/18.

The Director Development Services (DDS) provided a brief background overview of the report.

Cr May advised she believes the completed Shoreline Erosion Management Plans reports for both these areas will complement the Local Coastal Plans when they are being prepared.

Cr Mann (nee Fordham) believes these two (2) locals areas are the next logical locations to carry out coastal plans given the challenges faced by these communities.

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Englert

CARRIED

8.4 ATTENDANCE OF COUNCILLORS AT DESTINATIONQ AND QUEENSLAND TOURISM AWARDS

Author **Manager Economic Development and Tourism**

Purpose

To seek approval for the following Councillors to attend the upcoming tourism industry events:

- Deputy Mayor Amanda Camm – DestinationQ Annual Forum, 9 November 2017, Brisbane Convention and Exhibition Centre
- Deputy Mayor Amanda Camm and Cr Karen May – Queensland Tourism Awards, 10 November 2017, Brisbane Convention and Exhibition Centre

Background/Discussion

Mackay Regional Council has made a strong commitment to economic development and tourism in the Mackay Region and the nominated functions are recognised as highly valuable.

The theme of the 2017 DestinationQ Annual Forum on November 9 is *competitiveness from collaboration* in the tourism sector and will feature international keynote speakers. There will be industry presentations by tourism businesses who represent best practice and that are working closely with their destination to support a common vision.

The Sarina Sugar Shed recently won three Gold Awards at the Mackay Region Tourism Awards for Outstanding Contribution by a Volunteer or Volunteer Group, Excellence in Food Tourism and Tourism Attraction and subsequently is in the running for Tourism Attraction, Distilleries Wineries and Breweries, Excellence in Food Tourism and Most Outstanding Contribution by a Volunteer or Volunteer Group at the Queensland Tourism Awards.

Consultation and Communication

Discussions have been held between Director Development Services, the Chief Executive Officer as well as with the relevant Councillors.

Resource Implications

The total cost to attend the Queensland Tourism Awards will be in the vicinity of \$1000 per person including Gala ticket, return flights, accommodation and meal costs. There is no registration cost to attend DestinationQ with the only additional cost for accommodation. This will be borne by the Councillor budget within the Office of the Mayor and CEO.

Risk Management Implications

There are no risks to attendance at these conferences.

Conclusion

Given Mackay Regional Council's current focus on economic development and tourism it will be of value to Mackay Regional Council for the nominated Councillors to attend the listed functions to promote and support the Mackay region brand and showcase the region at a state level.

Officer's Recommendation

THAT Council endorse the attendance of the below listed Councillors at the following events:

- Deputy Mayor Amanda Camm – DestinationQ Annual Forum, 9 November 2017, Brisbane Convention and Exhibition Centre
- Deputy Mayor Amanda Camm and Cr Karen May – Queensland Tourism Awards, 10 November 2017, Brisbane Convention and Exhibition Centre

Committee Resolution

THAT the Officer's Recommendation be adopted.

Moved Cr Mann (nee Fordham)

Seconded Cr Englert

Cr Mann (nee Fordham) feels it is important that there is a Councillor representation at the Queensland Tourism Awards as Council's Sarina Sugar Shed has been nominated for two (2) State Awards.

Cr May advised if the Sarina Sugar Shed is successful in winning the *Food and Wine Award* this year, the Sarina Sugar Shed will be eligible to be entered into the Hall of Fame. To be eligible for inclusion in the Hall of Fame an award recipient needs to win the award three years in a row.

CARRIED

9. TENDERS:

Nil

10. CONSIDERATION OF NOTIFIED MOTIONS:

Nil

11. PUBLIC PARTICIPATION:

Nil

12. LATE BUSINESS:

Nil

13. CONFIDENTIAL REPORTS:**13.1 DEVELOPMENT SERVICES MONTHLY LEGAL REPORT -
SEPTEMBER 2017****Confidential Legal Report - Subject to Legal Professional Privilege****Committee Resolution**

THAT the report be received

Moved Cr May**Seconded Cr Mann (nee Fordham)****CARRIED**

13.2 APPROVED SPONSORSHIP UNDER THE INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM - SEPTEMBER 2017

Confidential

Committee Resolution

THAT the sponsorships approved under the Invest Mackay Events and Conference Attraction Program are noted.

Moved Cr Mann (nee Fordham)

Seconded Cr Englert

CARRIED

13.3 APPROVED CONCESSIONS UNDER THE FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY - SEPTEMBER 2017

Confidential

Committee Resolution

THAT the concessions approved under the Facilitating Development in the Mackay Region Policy are noted.

Moved Cr Englert

Seconded Cr Mann (nee Fordham)

CARRIED

14. MEETING CLOSURE:

The meeting closed at 11.38 am.

15. FOR INFORMATION ONLY:

15.1 DEVELOPMENT APPLICATION INFORMATION - 01.09.2017 TO 31.09.2017

For Council Information Only - No Decision Required.

Development Applications Received

App. No.	Code / Impact	Address	Applicant	Description	Officer
DA-2006-268/C	Code	L 902 Mackay-Bucasia Road, BEACONSFIELD	Gainbright Pty Ltd	Request to Consider Plans Generally in Accordance - Material Change of Use from Rural to Urban Residential AND Reconfiguration of 1 lot to create 88 Urban Residential lots (assessed under the Superseded Planning Scheme)	Dennis O'Riely
DA-2010-206/D	Code	44 Bruce Highway, BAKERS CREEK	Cougar Developments Pty Ltd	Extension Application (4 Years) - Reconfiguration of a Lot - 2 Rural Lots into 262 Urban Residential Lots, 1 Open Space Lot and 2 Balance Lots - The Waters Stages 2-5	Darryl Bibay
DA-2012-383/A	Code	125 Royston Park Drive, KUTTABUL	Tenbern Pty Ltd	Extension Application (6 Years) - Wildlife Retreat - 6 Guest Houses	Josephine McCann
DA-2012-410/B	Code	10 Gold Street, MACKAY	Akasa Pty Ltd	Extension of Currency Period - Multiple Dwelling Units (6)	Darryl Bibay
DA-2013-136/A	Code	L 1 Mackay-Bucasia Road, RURAL VIEW	Illuka Investments Pty Ltd	Change Application - 2 Urban Expansion Lots into 51 Residential lots - Stage 5, Richmond Hills	Dennis O'Riely
DA-2013-137/A	Code	L 903 Boveys Road, RICHMOND	Illuka Investments Pty Ltd and Pointglen Developments Pty Ltd	Change Application - 2 Urban Expansion Lots and 1 Rural Lot into 9 Residential Lots - Stage 6 & 7	Dennis O'Riely
DA-2013-326/A	Code	125 Holmes Road, BAKERS CREEK	Michael J Fenech and Margaret Mary Fenech	Extension to Currency Period (24 Weeks) Material Change of Use - Caretaker's Residence	Darryl Bibay
DA-2015-125/A	Code	22 David Muir Street, SLADE POINT	Development Certification	Minor Change Application - Warehouse	Helle Jorgensen Smith
DA-2017-100	Code	55 Mdina Drive, HABANA	Allbuild Approvals	Dwelling House (Outbuilding > 200m2 and height dimensions)	Helle Jorgensen Smith
DA-2017-101	Code	856 Marai-Yakapani Road, BUMBLETON	Kylie M Smith	Boundary Realignment - 2 Rural Lots into 2 Lots	Helle Jorgensen Smith
DA-2017-91	Code	55 Palovina Parade, ERAKALA	James M Finch	Dwelling House (Outbuilding)	Helle Jorgensen Smith
DA-2017-93	Code	30 Logan Crescent, ERAKALA	Adam J Daniel and Nicole R Daniel	Dwelling House (Outbuilding)	Josephine McCann
DA-2017-95	Code	11 Nicholsons Crossing Road, MIRANI	Bruce A Torrens	Dwelling House (Outbuilding/Awning)	Darryl Bibay
DA-2017-96	Code	38 Tamron Drive, MOUNT PLEASANT	Charlie Camilleri and Pauline Camilleri	1 Low Density Residential Lot into 2 Lots	Dennis O'Riely
DA-2017-97	Impact	289 Shakespeare Street, MACKAY	Duchess Constructions	Community Use (Vehicle Storage Shed)	Helle Jorgensen Smith
DA-2017-98	Code	634 Barrie Lane, HOME BUSH	Scott A Head and Assunta M Head	Boundary Realignment 2 Rural Lots into 2 Lots	Josephine McCann
DA-2017-99	Code	19 Hunter Street, WEST MACKAY	Madison S Strutynski and Michael F Cotter	Dwelling House (Airport Environs Overlay)	Darryl Bibay

Development Applications Entering Decision Making Period

App. No.	Code / Impact	Address	Applicant	Description	Officer
DA-2010-206/D	Code	44 Bruce Highway, BAKERS CREEK	Cougar Developments Pty Ltd	Extension Application (4 Years) - Reconfiguration of a Lot - 2 Rural Lots into 262 Urban Residential Lots, 1 Open Space Lot and 2 Balance Lots - The Waters Stages 2-5	Darryl Bibay
DA-2013-136/A	Code	0 Mackay-Bucasia Road, RURAL VIEW	Illuka Investments Pty Ltd	Change Application - 2 Urban Expansion Lots into 51 Residential lots - Stage 5, Richmond Hills	Dennis O'Riely
DA-2013-137/A	Code	0 Boveys Road, RICHMOND	Illuka Investments Pty Ltd and Pointglen Developments Pty Ltd	Change Application - 2 Urban Expansion Lots and 1 Rural Lot into 91 Residential Lots - Stage 6 & 7	Dennis O'Riely
DA-2013-326/A	Code	125 Holmes Road, BAKERS CREEK	Michael J Fenech and Margaret-Mary Fenech	Extension to Currency Period (24 Weeks) Material Change of Use - Caretaker's Residence	Darryl Bibay
DA-2015-125/A	Code	22 David Muir Street, SLADE POINT	Development Certification	Minor Change Application - Warehouse	Helle Jorgensen Smith
DA-2017-90	Impact	217 Shakespeare Street, MACKAY	J.A. & J.B. Boyle Pty Ltd ATF Boyle Family Trust	Crematorium	Dennis O'Riely
DA-2017-95	Code	11 Nicholson's Crossing Road, MIRANI	Bruce A Torrens	Dwelling House (Outbuilding/Awning)	Darryl Bibay
DA-2017-96	Code	38 Tamron Drive, MOUNT PLEASANT	Charlie Camilleri and Pauline Camilleri	1 Low Density Residential Lot into 2 Lots	Dennis O'Riely
DA-2017-99	Code	19 Hunter Street, WEST MACKAY	Madison S Strutynski and Michael F. Collier	Dwelling House (Airport Environs Overlay)	Darryl Bibay

Development Applications Finalised

App. No.	Code / Impact	Address	Applicant	Description	Officer
Approved Subject to Conditions					
CA-IDAS-2005/296F	Code	L 49 Sugarshed Road, ERAKALA QLD 4740	Ajans Park Pty Ltd	Minor Change Application - To nominate building setbacks on the approved plan of development - Combined Application for a Material Change of Use AND a Reconfiguration of 3 Lots to create 43 Park Residential Lots known as stage 4 and 5A of Settlers Rise Estate	Dennis O'Riely
MCUC-ASPA-2015/46A	Code	9 Peak Downs Highway, OORALEA QLD 4740	Rio Tinto - Hail Creek Mine	Change Application - Car Park (Temporary Use to become Permanent Use)	Josephine McCann
MCUC-ASPA-2017/43	Code	478 Kiochant Dam Road, KIOCHANT DAM QLD 4741	Endurance Sheds Mackay	Oversized Shed >200m2	Helle Jorgensen Smith
MCUC-ASPA-2017/81	Code	33-37 Margaret Vella Drive, PAGET QLD 4740	D & T Hydraulics and Engineering Pty Ltd	General Industry (Electroplating Facility)	Helle Jorgensen Smith
MCUC-ASPA-2017/83	Code	26284 Peak Downs Highway, RACECOURSE QLD 4740	Mackay Sugar Limited	General Industry (Locomotive Shed)	Darryl Bibay
MCUC-ASPA-2017/84	Code	7 Tait Street, WEST MACKAY QLD 4740	Ian R Wallace	Material Change of Use - Residential Storage Shed	Dennis O'Riely
MCUC-ASPA-2017/89	Code	89 Coleshill Drive, ALLIGATOR CREEK QLD 4740	Geoffrey R Larsen	Dwelling House (Outbuilding) - >Height Dimensions and Boundary Setback	Helle Jorgensen Smith

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 OCTOBER 2017

MCUC-ASP-2017/91	Code	55 Palomino Parade, ERAKALA QLD 4740	James M Finch	Dwelling House (Outbuilding)	Helle Jorgensen Smith
MCUC-IDAS-2008/14A	Code	2 Interlink Court, PAGET QLD 4740	Wisely Holdings Pty Ltd	Change Application - Material Change of Use - Warehouse and Medium Impact Industry	Helle Jorgensen Smith
ROLC-ASP-2017/53	Code	L 903 Cinnamon Drive, GLENELLA QLD 4740	Glenella One Pty Ltd	1 Urban Expansion Lot into 54 Lots - Preliminary Approval Only	Josephine McCann
ROLC-ASP-2017/77	Code	L 601 Kerrisdale Crescent, BEACONSFIELD QLD 4740	SHD Pty Ltd	2 Urban Expansion Lots into 13 Lots	Dennis O'Riely
ROLC-ASP-2017/78	Code	108-118 Dawson Boulevard, RURAL VIEW QLD 4740	James W Copping	Reconfiguration of a Lot (1 Lot into 5 Lots)	Helle Jorgensen Smith
ROLC-ASP-2017/82	Code	41 Forgan Street, NORTH MACKAY QLD 4740	Phoenixrising Super Fund	1 Urban Residential Lot into 3 Lots	Darryl Bibay
Generally in Accordance With					
CA-IDAS-2006/268C	Code	L 902 Mackay-Bucasia Road, BEACONSFIELD QLD 4740	Gainbight Pty Ltd	Request to Consider Plans Generally in Accordance - Material Change of Use from Rural to Urban Residential AND Reconfiguration of 1 lot to create 88 Urban Residential lots (assessed under the superseded Planning Scheme)	Dennis O'Riely
Relevant Period Extended					
MCUC-ASP-2012/383A	Code	125 Royston Park Drive, KUTTABUL QLD 4741	Tenbarn Pty Ltd	Extension Application (6 Years) - Wildlife Retreat - 6 Guest Houses	Josephine McCann
MCUC-ASP-2012/38A	Code	26 McCulloch Street, NORTH MACKAY QLD 4740	Telstra Corporation Ltd	Extension of Currency Period (2 Years) - Telecommunication Facility	Dennis O'Riely
MCUC-ASP-2013/173A	Code	L 5 Brampton Island, BRAMPTON ISLAND QLD 4741	Brampton Enterprises Pty Ltd	Extension of Currency Period (4 Years) Tourist Facility	Shane Kieve
MCUC-ASP-2013/41A	Code	88 Juliet Street, SOUTH MACKAY QLD 4740	Bruce McDiarmid	Permissible Change - Extension of Relevant Period (2 Years) - Motel (80 Rooms plus Manager's Residence)	Kevene Albert
ROLC-ASP-2013/167A	Code	L 8 Schmidke's Road, DORALEA QLD 4740	Ronald W Bradford and Merle P Bradford	Extension of Currency Period (4 Years) - Reconfiguration of a Lot - 1 Urban Expansion Lot into 151 Urban Expansion Lots, 2 Balance Lots, and 2 Drainage Lots	Dennis O'Riely
ROLC-ASP-2015/108A	Code	15 Rollinson Drive, VICTORIA PLAINS QLD 4751	Paul A Penny and Dionne Renny	Extension of Currency Period (2 Years) - 1 Rural Residential Lot into 2 Lots	Josephine McCann
Application Not Required					
MCUC-ASP-2017/93	Code	30 Logan Crescent, ERAKALA QLD 4740	Adam J Daniel and Nicole R Daniel	Dwelling House (Outbuilding)	Josephine McCann
Consent Order Issued					
MCUI-ASP-2013/259	Impact	L 241 Slater Avenue, BLACKS BEACH QLD 4740	Hawkhaven Pty Ltd	Hotel (Liquor Barn and Drive Through - Extension to existing Blacks Beach Tavern)	Julie Brook
ROLC-ASP-2013/257	Code	L 241 Slater Avenue, BLACKS BEACH QLD 4740	Hawkhaven Pty Ltd	1 Urban Residential Lot into 3 Lots	Julie Brook
ROLC-ASP-2013/258	Code	L 241 Slater Avenue, BLACKS BEACH QLD 4740	Hawkhaven Pty Ltd	1 Urban Residential Lot into 24 Lots	Julie Brook
Negotiated Decision					
ROLC-ASP-	Code	217 Wainai Road,	Victor J Attard	1 Rural Residential Lot into 2 Lots	Leah Harris

ECONOMIC DEVELOPMENT AND PLANNING STANDING COMMITTEE

WEDNESDAY 11 OCTOBER 2017

2017/1		FARLEIGH QLD 4741			
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Confirmed on Wednesday 15 November 2017

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CHAIRPERSON

DRAFT

MACKAY LOCAL DISASTER MANAGEMENT GROUP MEETING

Monday, 4 September 2017
Mackay Regional Council
Reception Room, Sir Albert Abbott Building

MINUTES

Meeting Opened: 1.00pm

ATTENDEES	
AGENCY	NAMES
Mackay Regional Council	Cr. Greg Williamson
	Craig Doyle
	Cr. Karen May
	Anthony Lee
	Andrew Knight
	Jason Devitt
	Gerard Carlyon
	Ken Furdek
	Nicole Davis
	Vicki Booth
Dept Communities, Child Safety and Disability Services	Michelle McNamara
Dept Education and Training	Cath Lalor
Dept Transport & Main Roads (TMR)	Sugu Gogula (Proxy for this meeting)
	Daniel Pinkney
Ergon Energy	Jade Hammer
Mackay Health and Hospital Services	David Painter
North Queensland Bulk Ports (NQBP)	David Baker
Queensland Fire Emergency Services (QFES)	Carla Adams
	Russell Collier
Queensland Police Service	Jeremy Novosel
State Emergency Service (SES)	Selina Neill
Telstra	Rick Hospers

APOLOGIES	
AGENCY	NAMES
Mackay Regional Council	Bruce Chester-Master
	Bridget Mather
	Cr. Kevin Casey
	Cr Amanda Camm
Australian Red Cross	Daryl Hanger
Mackay Airport	Phil Clark
My Primary Health Network	Karin Barron
North Queensland Primary Health Network	Emma Pullen
Queensland Fire Emergency Services (QFES)	Jim Kennedy
Queensland Health	Paul Welford
Salvation Army	Steve Spencer
Sunwater	William Weaver

7	<p>DISASTER MANAGEMENT TRAINING</p> <p>There are still some people that require further Disaster Management training as a liaison officer for their organisation. It is important that if you are a representative on the LDMG for your organisation (primary or proxy) you must have the necessary training and skills to do so.</p> <p>RECOMMENDATION</p> <p>To be noted. Those of you who are unsure about what training you may have completed please contact Carla Adams from QFES - carla.adams@qfes.qld.gov.au</p>	Emergency Management Coordinator – Carla Adams (QFES).																				
8	<p>AFTER ACTION REVIEW – TC DEBBIE</p> <p>The draft After Action Review (AAR) is completed. 72 recommendations have been identified from the debriefs that have been conducted. Issues and recommendations have also been gleaned from the IGEM TC Debbie review and the independent assessment of the Sandy Creek catchment (Kinchant Dam) conducted by the QLD Chief Scientist.</p> <p>AAR consists of three documents;</p> <ul style="list-style-type: none"> • TC Debbie AAR Report Version • TC Debbie AAR Action Plan • TC Debbie AAR Summary of Debriefs <p>The MRC's Enterprise Risk Management Framework assessment was used to rate the risks of the identified actions and recommendations. Any feedback about the risk rating or further feedback on the documents to be provided by COB Friday 8th September.</p> <p>RECOMMENDATION</p> <p>To be noted.</p> <p>Action: Feedback by COB 8th September 2017 to vicki.booth@mackay.qld.gov.au</p>	Emergency Management Coordinator – Anthony Lee																				
9	<p>PRESENTATION:</p> <ul style="list-style-type: none"> • Dave painter from Mackay Health and Hospital Service presented an overview of their roles, responsibilities and capabilities and how their agency will interact with the LDMG during a disaster. If any LDMG members would like a copy of Dave's presentation, please email myself vicki.booth@mackay.qld.gov.au 	Disaster & Emergency Preparedness Manager – Dave Painter (MHHS)																				
10	<p>REPORTING: Agency Status Reports</p> <ul style="list-style-type: none"> • All reports were noted and accepted <p>Mayor Greg Williamson asked SES Local Controller Selina, about the numbers in some of the SES groups – see table below. Selina advised that some of the smaller Groups such as Midge Point, Campwin Beach and Armstrong Beach have been struggling for members for some time. Koumala does have 15 members, but most are involved in the Cane industry and are otherwise occupied with the cane crush for around half of the year. Smaller groups do not have members that are suitably qualified or interested in delivering training, making the upkeep of training and skill competency problematic.</p> <p>Strategies that the Unit has implemented to improve membership numbers include actively recruiting at community events, hosting open days and a television advertising campaign. New executives have been appointed to some of the outlying Groups and it is hoped that they will be able to take advantage of their community connections to rekindle interest and build membership. Opportunities to develop new trainers throughout the Unit have been identified.</p> <p>In the meantime, communities such as Midge Point and Campwin Beach are supported by neighbouring SES Groups in times of need.</p> <table border="1" data-bbox="427 1532 804 1868"> <thead> <tr> <th>Group</th> <th>Active Members</th> </tr> </thead> <tbody> <tr> <td>Armstrong Beach</td> <td>3</td> </tr> <tr> <td>Calen</td> <td>9</td> </tr> <tr> <td>Campwin Beach</td> <td>5</td> </tr> <tr> <td>Koumala</td> <td>15</td> </tr> <tr> <td>Mackay</td> <td>135</td> </tr> <tr> <td>Midge Point</td> <td>2</td> </tr> <tr> <td>Mirani</td> <td>23</td> </tr> <tr> <td>Sarina</td> <td>24</td> </tr> <tr> <td>TOTAL</td> <td>216</td> </tr> </tbody> </table>	Group	Active Members	Armstrong Beach	3	Calen	9	Campwin Beach	5	Koumala	15	Mackay	135	Midge Point	2	Mirani	23	Sarina	24	TOTAL	216	Chair
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Sarina	24																					
TOTAL	216																					

11	<p>EMERGENCY LIAISON OFFICERS</p> <p>Further on from last months discussion of ELO's, the Mayor advised we have 41 communities and ideally would like to have an ELO in each one to give us good coverage.</p> <p>ACTION: Anthony will complete a budget/estimation of costs and send to the Mayor for consideration and budget review.</p>	Chair
12	<p>GENERAL BUSINESS:</p> <ul style="list-style-type: none"> • Date Claimer: - SunWater are hosting a Kinchant Dam Open Day on Saturday, 30th September 2017 to gain a better understanding of the dam operations and spillway – this is Labour Day Long Weekend. This event may not go ahead due to being held on the long weekend. SunWater to confirm in the next week or so if the event will go ahead. • Ergon Energy will present at the next meeting being held 4 December 2017 - overview of their roles, responsibilities and capabilities and how their agency would interact with the LDMG. • October meeting is cancelled due to the unavailability of many LDMG members – Local Disaster Management Plan (LDMP) will be sent to members via email for review and feedback. ACTION – LDMP to be sent via email in October for LDMG members to review and provide feedback. • Dave Painter (MHHS) advised that they are completing a review post TC Debbie and will share the report when approved. Areas of focus include; Aged Care re contingency plans in place and Universal Application of Emergency Management. ACTION – Dave to forward report to Vicki Booth for distribution to LDMG members. • Mayor met with Local Government Department in Canberra where discussions were held around funding moved out of Director Generals Office and into Local Government. 	
13	<p>NEXT MEETING</p> <ul style="list-style-type: none"> • Mon 4 December 2017 <p><u>Meeting Dates 2018:</u></p> <ul style="list-style-type: none"> • Mon 19 February 2018 • Mon 14 May 2018 • Mon 6 August 2018 • Mon 3 September 2018 • Mon 15 October 2018 • Mon 3 December 2018 	
14	<p>MEETING CLOSE – 1410hrs</p>	



Office of Mayor and CEO

Monthly Review

Period - October 2017

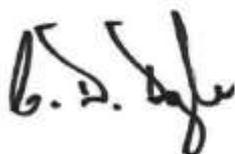


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OVERVIEW

This report is for the Office of the Mayor and CEO for October 2017.

- September was another busy month with several key project tenders approved and capital works progressing well. The Field of Dreams project at Sarina is now included in this report and is progressing well. The new SES building at Ness Street is also well on track for completion by early December and other major and small projects are tracking well.
- There were a number of lost time injuries and incidents in September which have been fully investigated and mitigation measures put in place to minimise the risk of further incidents in the future. The focus on safety is being increased with a very pleasing result. The number of safety interactions being undertaken for the first quarter of this year was very high and now includes interactions by Coordinators.
- Negotiations for the Enterprise Agreement are now nearly complete with an offer to employees going to vote in late October. The offer is considered a fair and reasonable one in the current environment and I am hopeful of a positive outcome from the vote.
- The audited accounts for the 2016/17 financial year are being presented to the October meeting with the result a \$1.9M deficit. Given the year we had with a major cyclone, significant reduction in water and waste revenue and other issues, the result is ~\$0.6M better than the budgeted \$2.5M deficit. This is a good outcome and shows how we reacted with cost reductions and changes in operating processes during the year to achieve the result
- As a result of the first quarterly review for this financial year we are now forecasting a small surplus as compared to a \$1.1M deficit. The revenue has increased based on water revenue rise (dry weather), timing of funding revenue and transfer of operating cost to capital while costs have been maintained generally at budget levels. This is now our target for the year to achieve a surplus budget.
- The consultant's report on the Communications Review from Tropical Cyclone Debbie was completed during the month and we are now working through the actions and recommendations from this to set a clear plan for improvement.



SAFETY

1.1. Overview

Mackay Regional Council (MRC) recorded three lost time injuries in the quarter all of which occurred in August:

- A worker suffered a severe allergic reaction to suspected spider bite which was suspected to have occurred at work (8 days);
- A worker lacerated and fractured his thumb loading pipes on to the back of a truck (19 days);
- A worker injured his knee while stepping out of a work truck. Four days were lost in September; further days associated with this injury will be lost in October as the worker recovers (4 plus).

In relation lead indicators:

- Every member of the management team achieved their target of a least 6 safety interactions in the quarter; over 50 percent exceeded the target. This quarter also saw this initiative being successfully rolled out to the layer of management below Program Manager.
- Seventy-seven percent of safety corrective actions were completed on-time. Whilst this is an improvement over last quarter when only 62 percent were completed on time, it still falls short of the target of 90 percent. This quarter's result relates to the completion of the back-log of overdue actions carried over from the previous quarter. Unfortunately, 18 actions (or 19%) remained overdue at the end of the current quarter indicating a need for greater management focus on this area.
- The completion of hazard inspections has improved since last quarter with 93 percent being completed on-time compared to 70 percent last quarter.

Safety activities during the quarter included:

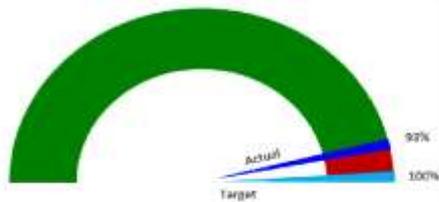
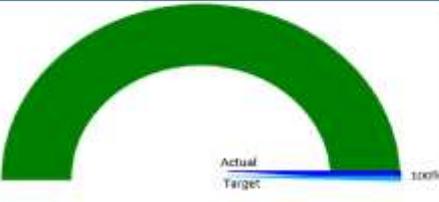
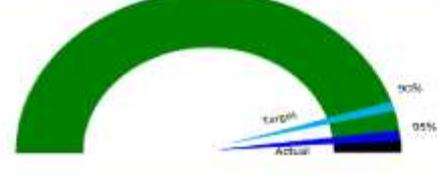
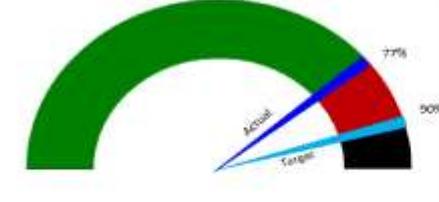
- Each Department-based Health and Safety Committee meeting during the quarter.
- A meeting of the WHS Management Committee. The Committee invited Pat Cunningham, Health and Safety Manager at North Queensland Bulk Ports Corporation, to provide a presentation on that organisation's safety journey.
- Staff completed safety related training courses including bullying and harassment, confined spaces, work at heights, traffic control, first aid, CPR, building warden and fire evacuation.
- Introduction of the 2017/18 monthly action plans (MAPs) – which were developed in a new format aimed at Program and Department specific risks.
- Introduction of new toolbox talk form and key safety focus presentation PowerPoint – new tools which are being utilized to communicate the safety message to staff.

There is a glossary at the back of the safety report which explains terms and acronyms.

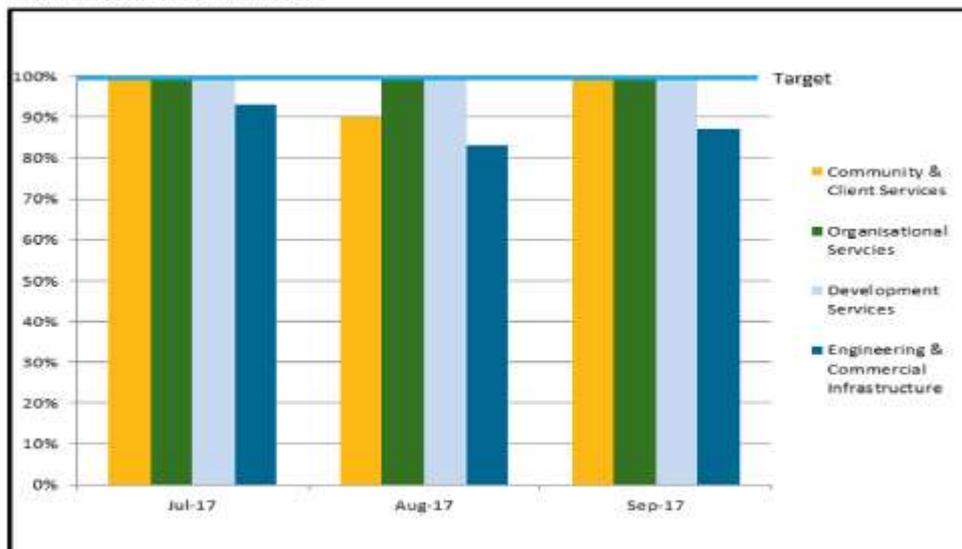
1.2. Lead Indicators

Quarterly Results

The program-specific data behind the graphs below is shown in section 2.4.

<p>Hazard Inspections Completed</p> 	<p>This graph shows the percentage of scheduled inspections completed on time in the quarter.</p> <p>During the quarter, each Department conducted the following number of hazard inspections:</p> <ul style="list-style-type: none"> • Community and Client Services: 22 (1 remains outstanding) • Development Services: 16 • Engineering and Commercial Infrastructure: 47 (3 remain outstanding) • Organisational Services: 12
<p>Manager Safety Interactions Undertaken</p> 	<p>This graph shows the percentage of members of the management team that have undertaken at least six safety interactions. This target doubled from three in the previous quarter. Notably over half of the members of the management team completed more than the minimum number of safety interactions.</p> <p>Whilst not recorded here, this initiative was also rolled out to the next layer of management this quarter.</p>
<p>Monthly Action Plan (MAP) Completed</p> 	<p>This graph shows the percentage of MAP items completed in the quarter.</p> <p>The purpose of the MAP is to implement and monitor key actions identified in the WHS Management System Plan.</p> <p>Outstanding MAP items mostly relate to the non-completion of Take 5s.</p>
<p>Corrective Actions Completed on Time</p> 	<p>Corrective actions are raised following an incident, hazard inspection, hazard report, or as an action from a WHS meeting.</p> <p>This is an improvement over the previous quarter when only 62 percent were completed on time. A factor in the performance not meeting the target this quarter is the processing of overdue actions from the previous quarter. It is expected that with increased management focus the performance target will be achieved.</p>

Hazard Inspections Completed



Lead Indicators Break-up by Program

Details for each Department and Program are shown in the table below.

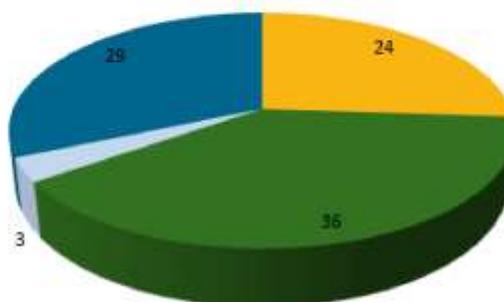
Department / Program		Hazard Inspections			Manager Safety Interactions			Monthly Action Plan (MAP)	Corrective Actions
		% Actual	% Target	% Achv'd	% Actual	% Target	% Achv'd	% Achv'd	% of CA's actioned on time
Community & Client Services	CCS Management	0	0	100%	6	6	100%	100%	50%
	Corporate Communications & Marketing	1	1	100%	7	6	100%	100%	100%
	Community Lifestyle	5	5	100%	7	6	100%	99%	62%
	MECC & Events	0	1	0%	6	6	100%	100%	67%
	Emergency Management	10	10	100%	n/a	n/a	n/a	100%	100%
	Health & Regulatory Services	5	5	100%	7	6	100%	100%	74%
	Total	20	22	95%	33	30	100%	100%	66%
Development Services	DEV Management	1	1	100%	6	6	100%	100%	100%
	Development Engineering	1	1	100%	6	6	100%	100%	100%
	Development Assessment	1	1	100%	7	6	100%	100%	100%
	Parks, Environment & Sustainability	11	11	100%	8	6	100%	89%	90%
	Strategic Planning	1	1	100%	6	6	100%	100%	100%
	Economic Development	1	1	100%	6	6	100%	100%	100%
	Total	9	16	100%	39	36	100%	98%	91%

Engineering & Commercial Infrastructure	ECI Management	0	0	100%	20	12	100%	95%	100%
	Technical Services	0	0	100%	7	6	100%	95%	100%
	Civil Projects	4	6	67%	6	6	100%	89%	100%
	Civil Operations	17	17	100%	6	6	100%	96%	79%
	Business Services	0	0	100%	9	6	100%	100%	100%
	Infrastructure Delivery	3	3	100%	6	6	100%	92%	100%
	Waste Services	4	4	100%	6	6	100%	100%	95%
	Water Network	9	10	90%	9	6	100%	88%	25%
	Planning & Sustainability	0	0	100%	6	6	100%	100%	100%
	Water Treatment	4	7	57%	8	6	100%	89%	82%
	Total	41	47	87%	83	66	100%	95%	73%
Organisational Services	ORG Management	0	0	100%	6	6	100%	100%	100%
	Asset Management	1	1	100%	6	6	100%	91%	100%
	Financial Services	0	0	100%	7	6	100%	100%	100%
	Shared Services Centre	2	2	100%	7	6	100%	100%	100%
	Procurement & Plant	3	3	100%	12	6	100%	91%	100%
	Property Services	3	3	100%	6	6	100%	100%	91%
	Governance & Safety	2	2	100%	9	6	100%	95%	100%
	People & Culture	0	0	100%	11	6	100%	100%	100%
	Office of the Mayor & CEO	1	1	100%	8	6	100%	85%	100%
	Executive Officer	0	0	100%	7	6	100%	n/a	100%
	Senior Legal Counsel	0	0	100%	6	6	100%	n/a	n/a
Total	12	12	100%	79	60	100%	96%	95%	

Corrective action Status Report

Total Active Corrective Actions

- Community & Client Services
- Organisational Services
- Development Services
- Engineering & Commercial Infrastructure

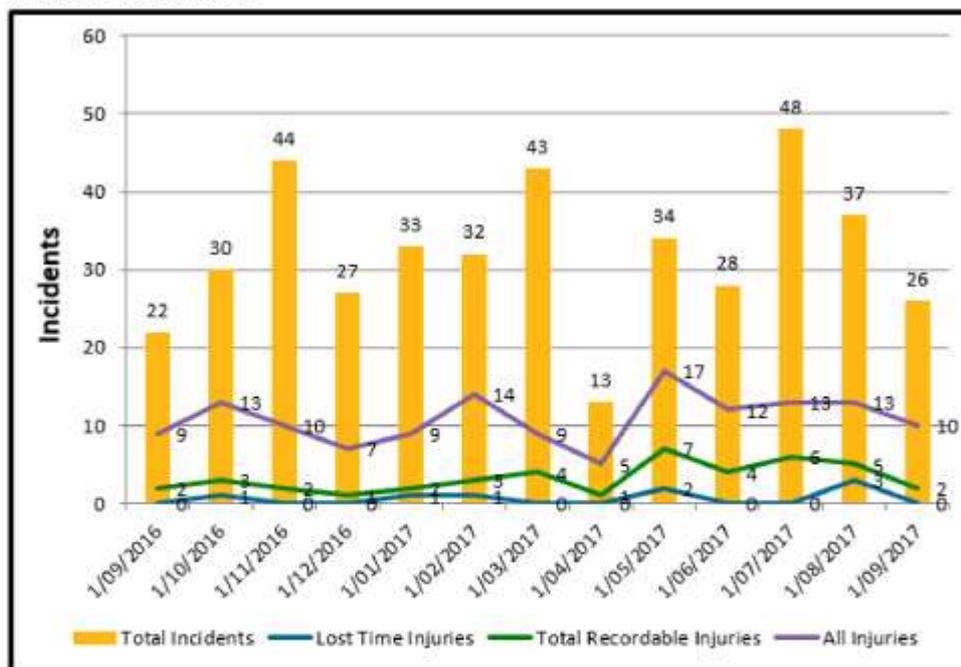


Department	CAs Outstanding (not yet due)	CAs Overdue				% of active CA's overdue
		<30 days	30-60 days	>60 days	>12 months	
Community & Client Services	17	4	3	0	0	29%
Organisational Services	36	0	0	0	0	0%
Development Services	3	0	0	0	0	0%
Engineering & Commercial Infrastructure	18	11	0	0	0	38%
Mackay Regional Council	74	15	3	0	0	19%

This table above the corrective actions which are:

- Outstanding – that is active actions which are not yet due; and
- Overdue – that is active actions not completed by the ‘action due date’.

**1.3. LAG Indicators
Incidents and Injuries**





111 incidents were reported during the quarter. Thirty-six incidents resulted in an injury to a MRC employee.

Three LTIs were recorded during the quarter:

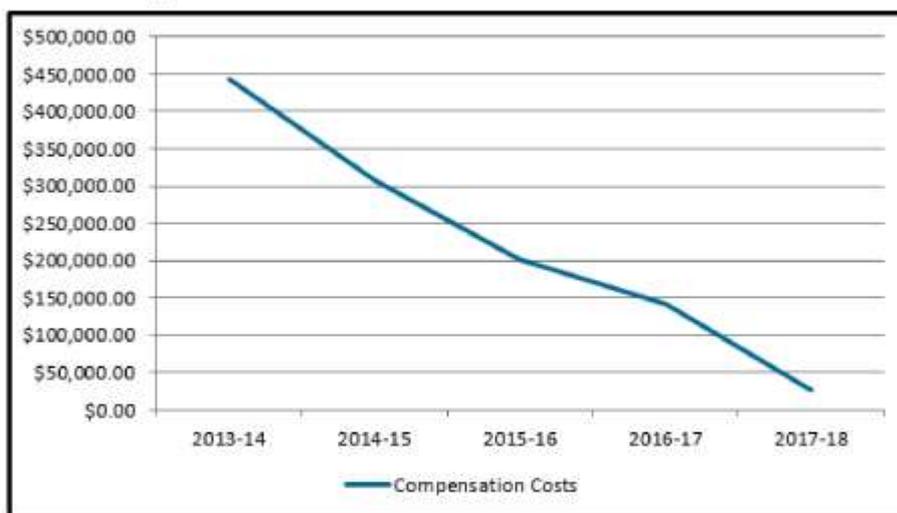
- A worker suffered a severe allergic reaction to suspected spider bite.
- A worker lacerated and fractured their thumb.
- A worker injured their knee while stepping out of a work truck.

In addition to the above LTIs, medically treated injuries reported during the quarter included:

- A library worker injured their ankle after stepping on a children's toy.
- A worker reported back and shoulder pain after moving boxes.
- A worker got dust in their eye causing a mild irritation.
- A worker received an eye injury after a piece of wire flicked up while they were unloading a truck.
- A staff member injured their knee when removing boxes from floor shelving.
- An injury to the knee was sustained when it was hit by the safety lever on an auger as it struck a rock during operation.
- An employee felt pain in their back after lifting fence posts.

Other injuries included minor strains and sprains, bites and stings, and lacerations. Near misses included vehicle incidents and minor property damage. The number and type being reported is indicative of a positive incident reporting culture.

Workers Compensation Claims Costs

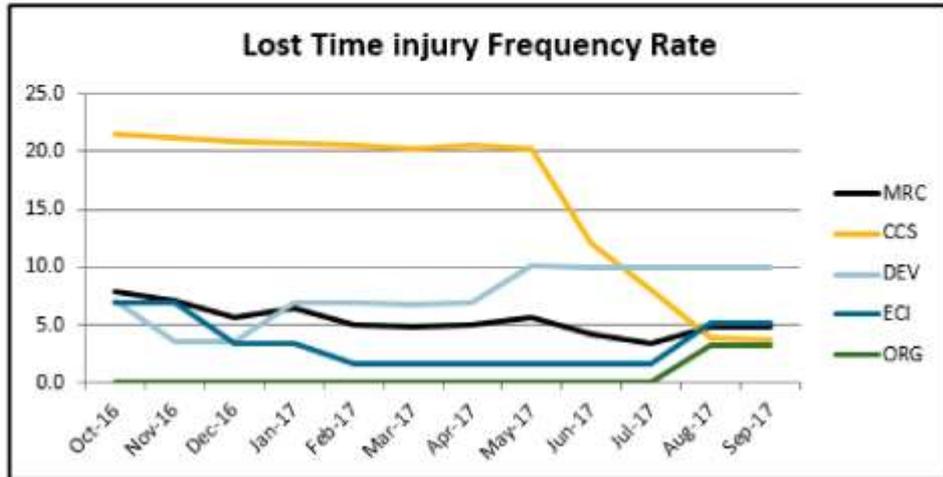


This graph depicts the total worker's compensation claim costs over five years.

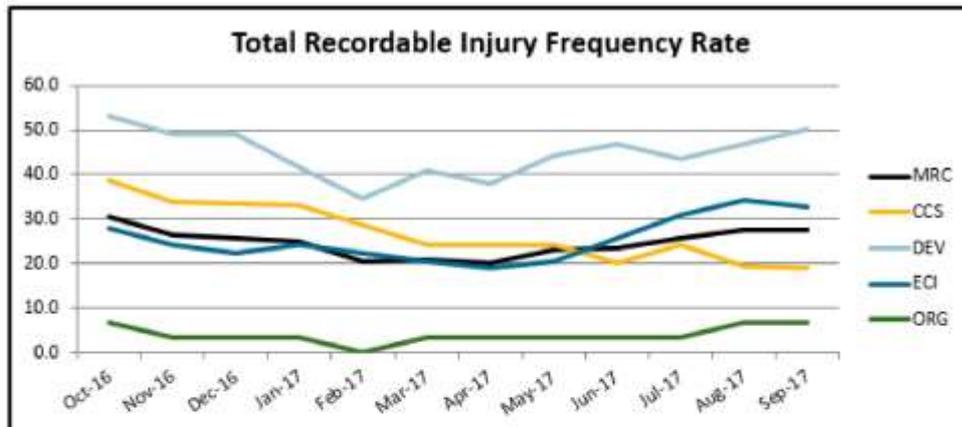
Claim costs are payments made in relation to accepted claims. This includes compensation payouts and medical costs and expenses relating to claims.

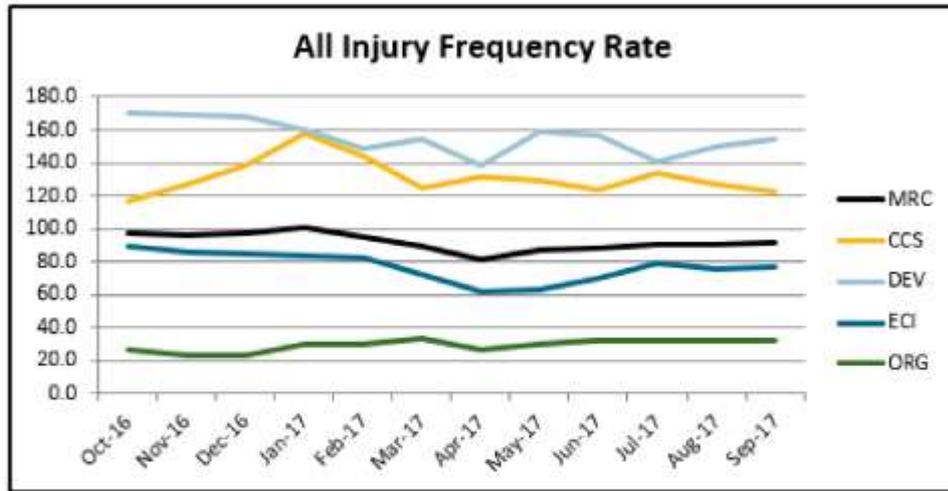
The costs of claims determine MRC's worker's compensation premium.

Injury Frequency Rates 12 months rolling average



Three LTIs were reported during the quarter

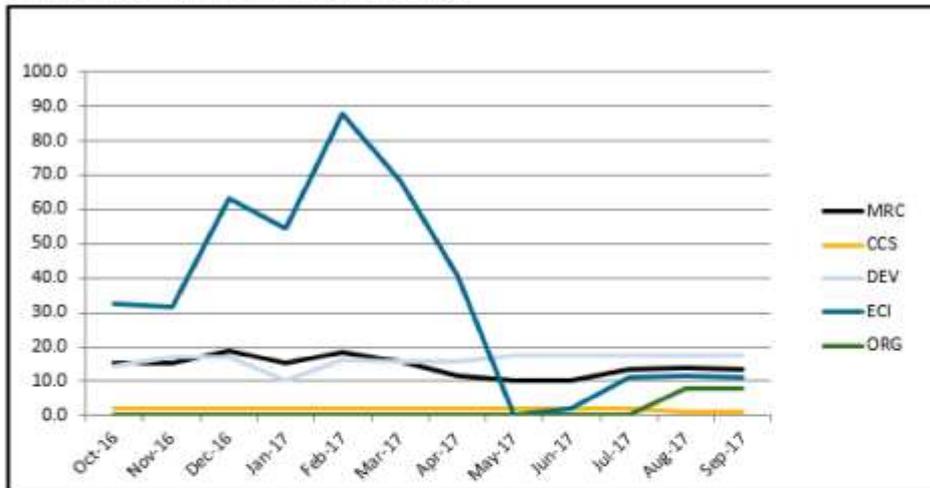




During the quarter, there were 36 incidents which resulted in an injury to a MRC employee.

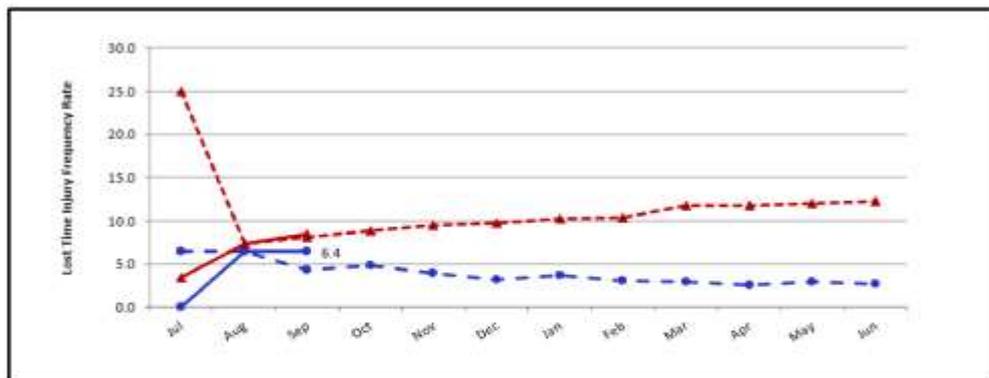
MRC's AIFR is generally constant. This is primarily due to a relatively constant rate of injuries being recorded over the last 12 months.

Duration Rates 12 month rolling average



This graph shows the relative severity of injuries as represented by the average of days lost for each lost time injury. It is calculated by dividing the number of days lost by the number of LTIs over a rolling 12-month period.

Lost Time Injury Frequency Rate Comparison 2016-17



Legend

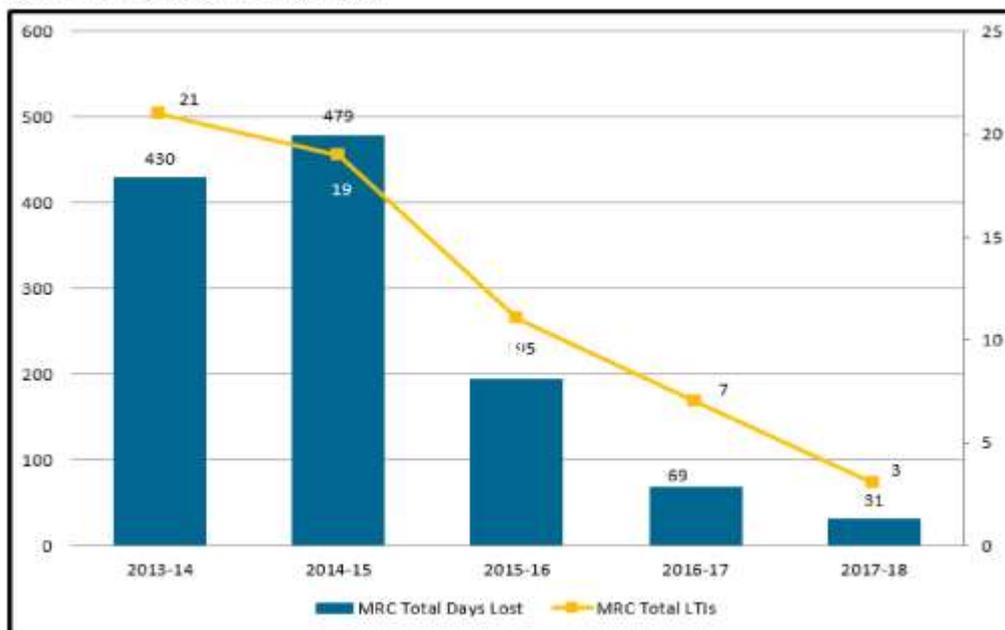
MRC	This year	
	Last year	

All Group E Councils	This year	
	Last year	

This data is provided by MRC’s workers compensation insurer LGW, and depicts the cumulative LTI frequency rate over the course of the current financial year, compared to similar sized local governments (Group E councils).

As at 30 September, MRC had recorded three LTIs. This has resulted in a LTI frequency rate of 6.4, which is below the *All Group E Councils* rate of 8.5, but higher than the rate at the same time last year.

Lost Time Injuries and Days Lost



Department	2013-14		2014-15		2015-16		2016-17		2017-18	
	LTI	Days Lost								
Community & Client Services	5	155	1	11	2	4	3	6		
Development Services	7	201	4	164	3	29	3	52		
Engineering & Commercial Infrastructure	8	70	14	304	5	158	1	11	2	23
Organisational Services	1	4			1	4			1	8
Mackay Regional Council	21	430	19	479	11	195	7	69	3	31

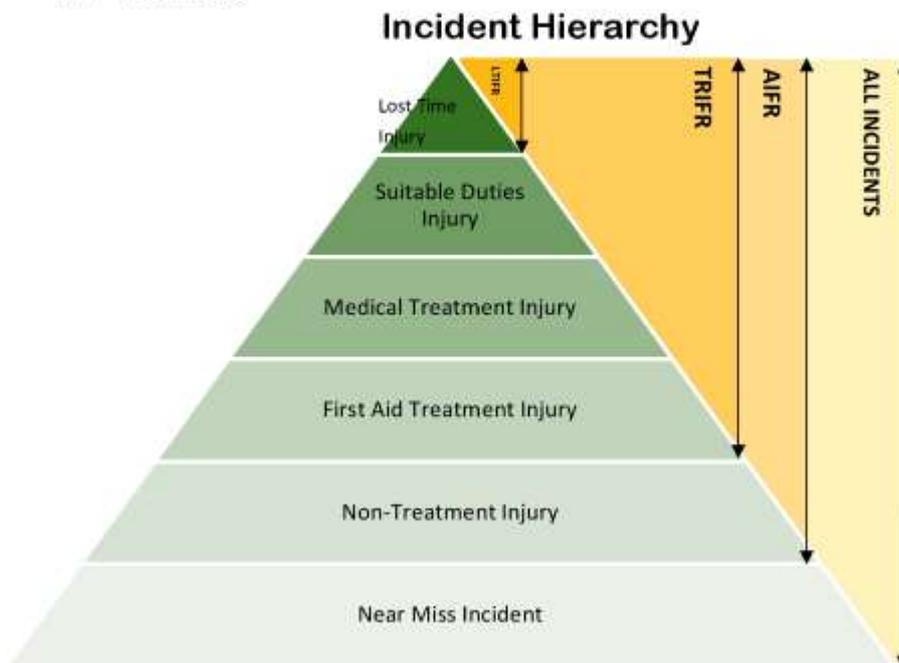


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WHS Incident Summary

Department / Program	Lag Indicators						Incident History 2017-18 financial year (YTD)					
	LTI	TR	All Injury	Near Miss	NRM	Total Incidents	LTI	TR	All Injury	Near Miss	NRM	Total Incidents
Community & Client Services	CCS Management											
	Corporate Communications & Marketing											
	Community Lifestyle		2	3	2	12	17	2	3	2	12	17
	MECC & Events			1	1	1	3		1	1	1	3
	Emergency Management											
	Health & Regulatory Services				1	2	3		1	2		3
Total		2	5	5	13	23	2	5	5	13	23	
Development Services	DEV Management			1		1			1			1
	Development Engineering											
	Development Assessment											
	Parks, Environment & Sustainability		2	12	6	3	21	2	12	6	3	21
	Strategic Planning											
	Economic Development					3	3				3	3
Total		2	13	6	6	25	2	13	6	6	25	
Engineering & Commercial Infrastructure	ECI Management											
	Technical Services			1		1			1			1
	Civil Projects		1	4	3	1	8	1	4	3	1	8
	Civil Operations		4	6	15	1	22	4	6	15	1	22
	Business Services				1		1			1		1
	Infrastructure Delivery		1	1		2	3	1	1		2	3
	Waste Services			1		9	10		1		9	10
	Water Network	2	2	3	5		8	2	2	3	5	8
	Planning & Sustainability											
	Water Treatment				1	2	3			1	2	3
	Total	2	8	16	25	15	56	2	8	16	25	56
Organisational Services	ORG Management											
	Asset Management											
	Financial Services				1		1			1		1
	Shared Services Centre											
	Procurement & Plant			1	1		2		1	1		2
	Property Services				1	1	2			1	1	2
	Governance & Safety	1	1	1			1	1	1	1		1
	People & Culture											
	Office of the Mayor & CEO				1		1			1		1
Total	1	1	2	4	1	7	1	1	2	4	7	

1.4. Definitions



Incident Definitions

Incident	Any unplanned event resulting in, or having a potential for injury or ill health.
Lost Time Injury (LTI)	A work injury that results in a fatality, or an inability to work at least one full day / shift or part of a day / shift, any time after the day / shift in which the injury occurred. As determined by the treating doctor.
Suitable Duties Injury (SDI)	A work injury that results in an injured worker remaining in the workplace, but not being able to return to their normal duties on the next day or scheduled shift. Work is undertaken, subject to restrictions, as determined by the treating doctor.
Medical Treatment Injury (MTI)	A work injury that results in an injured worker being treated by a qualified health professional e.g. doctor, nurse, physiotherapist.
First Aid Treatment Injury (FAI)	A work injury that results in an injured worker being provided treatment which is normally given by a first aider.
Non-Treatment Injury	A work injury which did not require treatment by a first aider or health professional e.g. doctor.
Near Miss Incident (NM)	An incident that could have or had the potential to cause injury or loss.

Recordable Injury (RI)	Incidents that result in a LTI, SDI and MTI.
Lost time injury frequency rate (LTIFR)	The number of lost-time injuries per million hours worked. Calculated as follows: $\frac{\text{No. of LTI} \times 1,000,000}{\text{total hours worked during period}}$
Total Recordable Injury Frequency Rate (TRIFR)	The number of recordable injuries per million hours worked. Calculated as follows: $\frac{\text{No. of RI} \times 1,000,000}{\text{total hours worked during period}}$
All Injury Frequency Rate (AIFR)	The sum of RIs and FAIs per million hours worked. Calculated as follows: $\frac{\text{No. of injuries} \times 1,000,000}{\text{total hours worked during period}}$

Notifiable Incident	Incidents that are notifiable to Workplace Health and Safety QLD (WHSQ). Includes an incident that results in the death, serious injury, or serious illness of a person, or involves a dangerous incident.
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KEY INITIATIVES

This section provides a summary of key initiatives linked directly to the Office of the Mayor and CEO for 2017/18. Many of these initiatives utilise staff and resources from key areas of the business however are not necessarily reported through Standing Committee reports.

2.1. Summary of key projects and initiatives

Strategy	Action	Measure	Start Date	Est		Status	Comments
				Complete Date			
People & Culture	Implement industry-leading people management practices including recruitment, training and development, performance management, and workforce planning.	<ul style="list-style-type: none"> Develop and implement a plan for the use of workforce planning, succession planning and a talent management tools and framework 	Jul 17	May 18		●	Strategic plan draft commenced.
		<ul style="list-style-type: none"> Reshape the Council approach to recruitment and selection to improve the quality of successful candidates 	Jul 17	May 18			Some review work commenced.
Meet or better 17/18 budget targets for operational and capital. Ensure LTFF data and information is sustainable and accurate.	<ul style="list-style-type: none"> Ensure revenue and costs are as per budget or better. 	<ul style="list-style-type: none"> Meet business budget target. Stretch target to balance full year budget 	Jul 17	Jun 18		●	Forecasting an improve end of year result to aim for a balanced actual outcome as compared to a \$1.1M deficit budget.
	<ul style="list-style-type: none"> Develop strategies to reduce costs with agreed impacts on service levels 	<ul style="list-style-type: none"> Introduce Business plans for all departments as part of the 2018/19 budget 	Jul 17	May 18		●	Working Group set up to develop standard Business Plan template. On track to be completed by Dec 18 in readiness for 18/19 budget.
	<ul style="list-style-type: none"> Continue First principles review of Council operations 	<ul style="list-style-type: none"> Implement and improve accuracy of Business cases for all capital projects for 18/19 budget. 	Jul 17	Mar 18		●	Business case information and improved accuracy commenced – on track
	<ul style="list-style-type: none"> Improve accuracy of LTFF forecasts to ensure minimal increases for ratepayers into future with sustainable outcomes. 	<ul style="list-style-type: none"> Total Costs for 18/19 Budget to be at or reduced levels from 17/18 actual estimated costs. 	Jul 17	Jun 18		●	Due for review in May 2018.
		<ul style="list-style-type: none"> Review and optimise LTFF with greater accuracy on future capital forecasts. 	Jul 17	Jun 18		●	Working group set up with two meetings held – on track
	<ul style="list-style-type: none"> Complete financial sensitivity analysis for LTFF for the Priority Development Area project 	<ul style="list-style-type: none"> Prepare and present full LTFF implications of PDA financial sensitivity analysis to Council by Oct 17 	Jul 17	Oct 18		●	On track and has been identified as part of PDA briefings. Further information will be provided as part of PDA declaration process in Nov 17.

Strategy	Action	Measure	Start Date	Est		Status	Comments
				Complete Date			
Deliver capital works projects in accordance with budget timelines	Deliver the capital works program on time and in line with the 2017/18 original budget and carry-overs from previous year	Percentage of the capital works program including carry-overs completed against the original budget including carry-overs considering scope changes, contingency and project savings and new or deferred projects – 90%	Jul 17	Jun 18		●	New capital report identifying areas of activity that need further attention. Actions to deliver a more effective project management delivery structure well advanced with feedback to council to occur in early November 17.
Promotion of local suppliers and local stimulus	Undertake standard review of the Procurement/Local Buy policy	Complete Review with endorsement by Council	July 16	Oct 17		●	Policy sent to October full council meeting for endorsement.
Regional Identity	Northern Australia Alliance						
	Participate as a strategic and active partner in the Northern Australia Alliance ensuring the Mackay region maximises these opportunities to advocate for, and influence, government policies for the benefit of the region.	Number of Mackay regional issues that GW3 advocate for via the Northern Australia Alliance minimum of 2	Jul 17	Jun 18		●	GW3 has secured membership of Northern Australia Alliance. Advocacy items pending.
Regional Identity	Working Together with Neighbouring Councils						
	Maximise the opportunities through active participation in the Greater Whitsunday Region of Mayors to build strategic alliances, advocate on regional priorities and collaborate to capitalise on opportunities for joint cost savings and improve service delivery	Number of active/successful ventures through NAS or other mechanisms of 6	Jul 17	Jun 18		●	Current joint activities include: CEO's Group meetings, WIM Alliance, Joint Government Deputations and Traded services initiatives through Shared Services.
Improved Disaster Preparedness	Build community preparedness and responsiveness to emergencies and natural disasters by coordinating recovery actions and learnings from LDMG, State and council following TC Debbie	100% completion of Development of action plan with all key actions listed and targets set with minimum 75% completion of key actions achieved	Jul 17	Feb 18		●	Action plan from TC Debbie collated with delivery of outcomes on track. Report on communication summary of event finalised and actions being collated ready for further discussions with councillors in late October/Early November 17.



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Strategy	Action	Measure	Start Date	Est		Status	Comments	
				Complete Date				
Environmental Sustainability	Promote sustainable practices and respond to climate change in council's operations.	Complete the renewable energy initiative project with minimum of \$250K of savings to be realised by end 2018.	Jul 17	Jun 18		●	Site investigations have been completed pending report. Briefing to Council on way forward delivered in September	
		Adopt new Sustainability Policy and achieve all outcomes for 2017/18 from that policy.	Mar 17	Jun 18			New Sustainability Strategy adopted by Council on 23 August 2017	
Liveability/ promotion of region	Advocate, seek funding, commence works and complete key projects linked to the promotion and liveability of the Mackay region	Mackay region Sports Precinct	Jan 17	Feb 19		●	Tenders issued to shortlisted EOI proponents during August 2017. Tenders closed early October. Working through tender evaluation. Plan is to hold Special Council meeting in early November to endorse preferred tenderer.	
		District Skate Park	Jul 17	Sep 18		●	Approval for funding received in early Aug. Detailed design and community consultation has commenced.	
		Sarina Field of Dreams	Feb 17	Aug 18		●	Civil works and landscaping works commenced and VIC tender approved in September. Project on track. With all major contracts now allocated.	
		Sarina City Centre Revitalisation	Jul 17	Dec 18		●	Concept design progressed with community consultation commenced in August and briefing to Council in September.	
		Complete business case analysis for;	Jul 17	Jun 18		●	Funding application submitted in August and business case work to commence in September.	
		* Mining Centre of Excellence						On track.
		* Mountain Bike strategy						Review considered by Council 23 August 2017.
		* RV and Caravan Strategy						

Strategy	Action	Measure	Start Date	Est		Status	Comments
				Complete Date			
		* Recreational Fishing Strategy					Strategy adopted by Council 23 August 2017
Economic Stimulus	Facilitate catalytic land and infrastructure development by attracting investment through joint ventures and partnerships with the private sector, and by working with state and federal governments on joint initiatives	Number of advocacy activities undertaken for identified opportunities of at least 4	Jul 17	Jun 18		●	Consultation and discussions held with key Mackay ED bodies with a further facilitated session set which took place in early September. An agreed list of projects was identified and discussions with council held in early October to agree which projects are support by MRC.
Improved asset Management	Ensure that asset management aligns to the council's strategic direction and that effective asset management practices are in place to optimise the use of council's assets required to deliver services to the community.	New and revised asset management systems are implemented and operational – Jun 18	Jul 17	Jun 18		●	Initial Gap analysis completed. Asset Management Steering Committee and Working Group has been setup with monthly meetings commencing to develop strategy.
	Provide oversight and strategic guidance to ensure that assets, property and plant are managed appropriate to the required service delivery standards.	Maintenance management activities are transitioned into the corporate Asset Management System – Jun 18					●
Continuous Improvement Focus	Implement a sustainable and active continuous improvement process.	Identify opportunities to review performance and generate ideas for improvement form all layers of the organisation.	Jul 17	Jun 18		●	First Principles Review Committee set up to continue review process. Further options for CI program discussed at Management Forum with a Working Group developed (meet monthly) to identify other opportunities.
Industrial Relations	To commence negotiations for 2016 EA with workforce.	Complete new EA	July 16	Dec 17		●	EA offer agreed by SBU in early September and Unions will support offer. Mass meetings held in early October, vote to commence 23 October and finalised by end October.
Mackay Region Fuel Prices	Investigate Mackay region fuel pricing and comparison with other regions.	Track terminal price and retail price data	Oct 16	Ongoing		●	Council will no longer track prices however will continue to advocate for lower prices in our region through advocacy and

Strategy	Action	Measure	Start Date	Est. Complete Date	Status	Comments
						joint initiatives with other key stakeholders and Councils.

- On Track
- Potential Issues
- Definite Issue

2.2. Cyclone Debbie Update

The Natural Disaster Relief and Recovery Arrangements (NDRRA) program is progressing well with submissions for approximately 98% of the damaged road locations approved or under assessment by the State Government. The last submission covers the landslips on Mt Blackwood Access Road and the minor damage to the eligible section of the Bluewater Trail west of Canelands. Council has sent the geotechnical assessment of the landslips to QRA for a preliminary review before the final submission is lodged, and will be finalised & lodged with QRA in September. The grading and gravelling of the unsealed road network is continuing with crews working in the Bloomsbury, Eungella, Koumala and Sarina areas. Drainage repairs are being undertaken in the Koumala area. A second crew will commence in the northern area later in October.

As the design for Sichter Street bank & road restoration has been finalised, community engagement is being arranged with the residents near the proposed works.

Council has been advised by the QRA that three of the five Cat D Betterment Expression of Interest (EOI) projects have been selected to move to the submission phase as have all of sixteen Environmental Recovery EOI projects on 8 September. These submissions are being prepared and will be lodged in mid-October. The Betterment projects are drainage structures on Graham, Hinton and Sievers Roads.

We continue to work with the State on our Category D submissions under the Environment category. Because of the significant time it has taken to work through this funding, Council has decided to move forward on some emergency works at several beaches prior to the storm season. We have engaged a consultant who is working with us and the State on relevant approvals and scope so the works can be completed by Christmas.

GREATER WHITSUNDAY COUNCILS OF MAYORS (GWCoM'S)

3.1. Greater Whitsunday Council of Mayors (GWCoM's) – formerly Whitsunday Regional Organisation of Councils (WROC)

WROC has decided to rebrand under the name Greater Whitsunday Council of Mayor's.

Continuation of the joint group in conjunction with the Councils of Isaac and Whitsunday.

Membership involves the Mayor and CEO of each of the three (3) Councils, supported by various staff from applicable Councils. The part time Executive Officer who previously focused on projects has left the organisation, with most projects transitioning to others including WIM Alliance and GW3.

It was agreed to form a CEO's group between the three Councils. The intent of this group is to handle the more Council 'business' matters and look for possible synergies between Councils at CEO level and allowing focus on higher level and strategic issues for the region by the wider group.

The latest CEO group meeting was held 22 September 2017, with the next scheduled meeting to be held on 17 November 2017. Key items are either actioned directly, or recommended to full a GWCoM's meeting.

A full GWCoM's meeting was held in Mackay on 12 October and coincided with a joint regional deputation by all Mayors and CEOs to the State Government. This meeting was held and attended by Deputy Premier Jackie Trad, and Kate Jones Minister for Education, Tourism, Major Events, Small Business, and the Commonwealth Games.

The GWCoM's meeting of 12 October 2017 key items included:

- Isaac Mayor (and GWCoM's Chair) Cr Anne Baker resigning from board position of GW3, and Mackay Mayor Cr Greg Williamson appointed
- Deputation and presentation by Regional Social Development Centre (RSDC)
- LGAQ update report including items of:
 - Operation Belcarra – CCC Report
 - LGAQ 2017 State Election Policy Plan
 - Review of State Government Grants to Local Government
 - LG Sherlock
 - Waste Management Services and Utility Charges
 - Industrial Relations
 - Container Refund Scheme & Plastic Bag Ban
 - National Heavy Vehicle Regulator
 - Queensland Water Regional Alliance Program (QWRAP)
 - Land Protection Fund – Precept Payment Recalculation



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- TIQ & LGAQ - Memorandum of Understanding (MOU)
- Strong and Sustainable Resource Communities Bill 2016

Next Stages

The next WROC meeting is scheduled for Thursday 14 December 2017 in Whitsunday.

MAJOR PROJECT UPDATES

4.1. Capital Summary report

The following capital information provides a summary of the status of delivery for the capital program for 2017/18. The amount of the program will increase when the cyclone damage repairs and stage two of Works for Queensland (W4Q) funding allocations are included.

Currently we have 426 projects listed to complete, which has increased from last month (was 390) with the inclusion of projects for the 2nd round of Works for Queensland projects. Some cyclone projects are still to be determined and will be included in future reports.

4.1.1 Financial Performance

The table below summarises the total financial summary for the 2017/18 capital budget. This does not include additional TC Debbie damage projects that fall into Category A, Category B, Category D or insurance as they are still being scoped and finalised re-funding with the State Government. We expect these will be added within the next two months once funding is known.

The current forecast total spend is \$110.5M (original budget \$111.5M) as shown below however, this is expected to increase by at least a further \$20M as a result of the cyclone projects and a portion of the second stage of Works for Queensland funding.

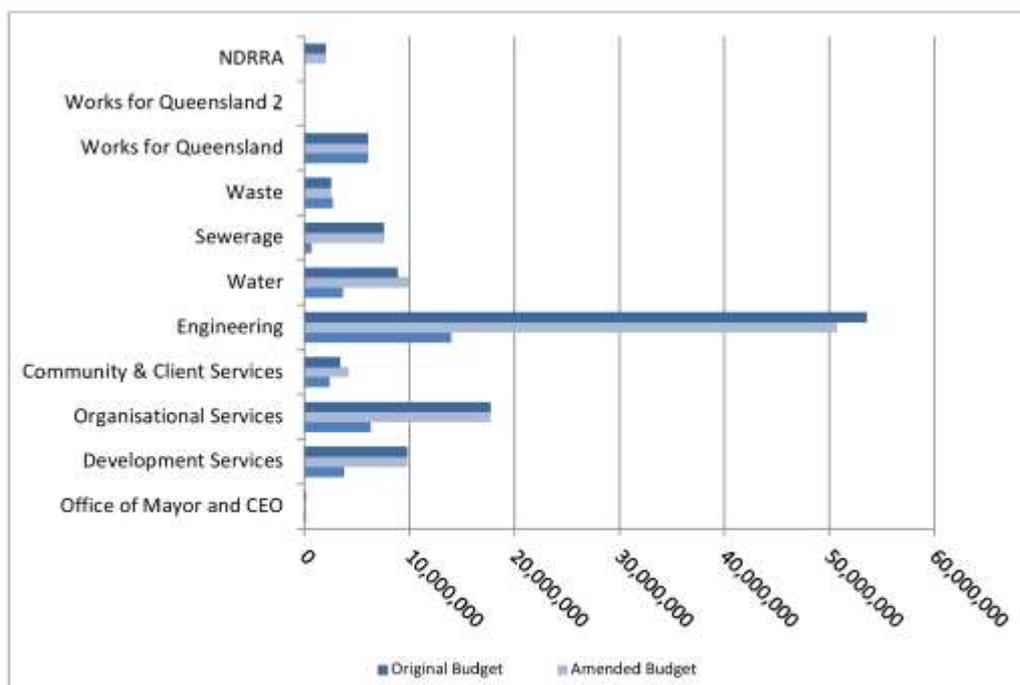
As at 30 September 2017 we have spent \$13.1M of actuals on these projects which represents approximately 12% of the total budget. However, when you include committals for works underway or approved that are not yet invoiced, this increases to \$39.3M or around 36% of total. It is not uncommon to have lower spend earlier in the year as projects are being fully designed and contract documentation is prepared. Into the future, we want to have more of this "upfront" work completed before projects are approved as part of the budget.

The following table shows the spend per department area for actuals plus committals as at end of September against each area's total budget.

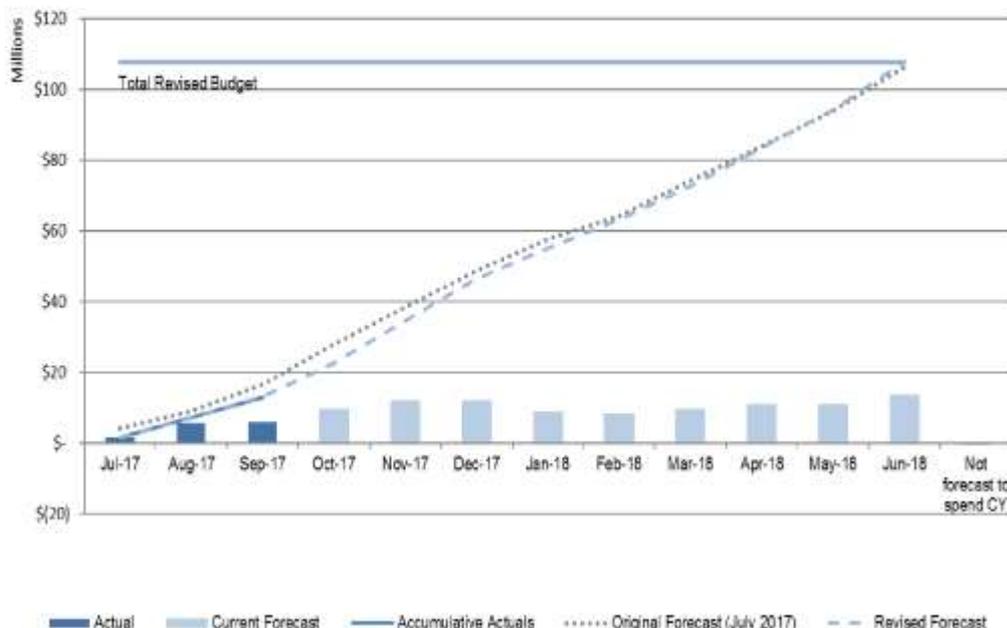
Capital Projects Expenditure 2017/2018

September 2017

Department	Original Budget	Amended Budget	Actuals	Actuals + Committals	% Spent of Amended Budget
Office of Mayor and CEO	100,000	100,000	60,218	139,794	140%
Development Services	9,781,315	9,781,315	1,380,407	3,704,036	38%
Organisational Services	17,728,235	17,725,289	1,011,106	6,274,188	35%
Community & Client Services	3,365,278	4,204,819	418,523	2,333,746	56%
Engineering	53,561,957	50,704,919	5,367,764	13,948,685	28%
Water	8,886,462	9,886,462	1,331,931	3,669,430	37%
Sewerage	7,580,244	7,580,244	306,245	602,722	8%
Waste	2,544,761	2,544,761	447,934	2,648,814	104%
Works for Queensland	6,030,151	6,030,151	2,749,756	6,023,416	100%
Works for Queensland 2	0	0	1,852	1,852	0%
NDRRA	2,000,000	2,000,000	17,787	47,137	2%
Total	111,578,403	110,557,959	13,093,523	39,393,820	36%



Capital Expenditure Forecast 2017/18



This graph shows the current predicted spend (actuals only) per month and accumulated spend. As we continue to improve in the amount of pre-work the cash flow will be more even however, we expect for the first half of this year actual spends will be lower than that forecast and will increase dramatically in the second half of the year as contracts commence and works are finalised.

4.1.2 Key Contracts Approved for August

A list of key contracts that have been finalised and approved for the month is given below. In total these contracts are valued at ~ \$2.5M. There are smaller packages of works (not included below) that have also been awarded for the month of September linked to capital.

Contract	Amount Award (ex GST)	Contractor
MRC 2018-002 Sarina Railway Station – Mackay Region Visitor Information Centre	\$855,117.00	WHF Group Pty Ltd
MRC 2018-005 Pioneer River Flood Levee Repairs	\$606,879.00	CJD Investments (NQ) Pty Ltd
Quote 2018-018 Reseal Works	\$1,085,940.00	Queensland Central Bitumen Pty Ltd

4.1.3 Project Status

For all of the capital projects we have classified them into four main categories to track progress. These are:

- Not commenced - yet to start any works
- In progress - started and in varying stages of completion
- Completed - project completed physically however with some possible minor financial finalisation required around defects liability, retention monies etc
- Cancelled - These are projects that have been cancelled.



Currently we have 426 projects listed to complete, which has increased from last month with the inclusion of projects for the 2nd round of Works for Queensland projects. Some cyclone projects are still to be determined and will be included in future reports. The breakdown of status is as below;

Complete	96
In Progress	298
Not commenced	13
Cancelled	19

There were 14 projects completed during September as listed below, noting the project costs is the total cost of the project which may have been incurred over multiple years, not yet the spend in 2017/18.

<i>Projects completed</i>	<i>Budget Approval Year</i>	<i>Total Project Costs</i>
Roy St, Sarina - Stormwater Drainage	2013	\$181,882
Road off Alignment - Redhead Rd, Koumala	2015	\$13,068
Easement Acquisition Walz Lane	2015	\$106,186
Road off Alignment - Miles Rd, Sunnyside	2015	\$7,848
WMR Bedford Str, Beaconsfield	2017	\$570,948
WMR Petrie Str, South Mackay	2017	\$293,468
WMR Kenmore Str, Slade Point	2017	\$165,306
MECC - LX SX console replacement	2018	\$292,186
Stadium WiFi - Elton	2018	\$43,735
Peakdowns Highway Raw Water Main Relocation	HEADGR18	\$230,256
SPS Sandpiper Court	HEADSP18	\$16,042
SPS Cullen Street	HEADSP18	\$17,874
SPS Phillip Street	HEADSP18	\$16,594
W4Q - No-Mans Drain - Symons Street to Juliet Street	W4Q17	\$243,562

4.2. Mackay Regional Sports Precinct Project

Project Status Report as at 8th October 2017

The Mackay Regional Sports Precinct is a partnership proposal between Mackay Regional Council, Central Queensland University and sporting associations in Mackay. The overall vision is to jointly develop a multi-facility Precinct which caters for the future growth of Mackay and meets the clearly identified future planning needs for sport and recreation in the region.

4.2.1 Project Outcomes for Stage 1

The outputs of Stage 1 (1a and 1b) of the Precinct will include the following deliverables:

Stage 1a - Athletics Facility including synthetic surface running track and field event facilities. The associated clubhouse building will include spectator stands, general lighting (excluding field lighting), roads/drop-off areas, car park, path links within site and landscaped surrounds.

Stage 1b – Aquatic Centre includes a 50-metre outdoor pool, heated pool and program pool, as well as reception and amenities buildings.

Car parking facilities, security lighting/CCTV cameras and site infrastructure will also be delivered which comprises the services required to the overall site. These include sewerage, water supply, electricity, communications services and minor stormwater.

Items including athletics equipment and clubhouse/kitchen 'loose' items such as furniture and equipment are not part of the project as they are not eligible for funding. Work will be undertaken with the ultimate facilities users over equipment including existing items held as well as other potential funding opportunities.

4.2.2 Project Budgets/ Financial Summary

Total stage 1 budget	\$19,996,196
NSRF funding requested	\$9,996,196

The project is funded jointly by MRC and the Federal Government.

Total actual spend to date on the project is \$776,041.68 being mostly design, project management, and site preparation including survey and geotechnical report. Total commitments for the project are \$5,520.36 which is for the remaining preliminary design and associated consultants of the MRSP.

4.2.3 Key Project Dates (Stage 1)

Signed funding agreement - complete	Dec 2016
Commence preliminary design stage (3-4 months) - Complete	Jan 2017
Design package review (10 weeks) - Complete	May 2017
Commence Tender Period - priced (2 months)	August 2017
Tender Assessment (1 month)	Oct 2017
Award main D&C contract	Nov 2017
*Commence site works (15 months construction)	Nov/Dec 2017
Construction of Stage 1	Nov 2017-through 2018-Feb 2019
Practical Completion	Feb 2019

**Review of designs and addition of trunk drainage works may delay start date but is not expected to delay the practical completion date of the overall project date, of Feb 2019.*

4.2.4 Project Status Summary

The funding agreement was received in December 2016, and is now fully executed.

The lease of the 12Ha subject land with CQU has been agreed and executed and is being registered.

4.2.5 Project Governance

The current Project Control Group (PCG) has been revised from the previously wider group. The PCG has been reduced with a focus on project delivery, with a wider group including representatives from Central Queensland University to be used for reference and liaison generally.

The revised Project Control Group consists of the following membership:

- MRC Chief Executive Officer, Craig Doyle (Chair)
- MRC Executive Officer, David McKendry
- MRC ECI Director, Jason Devitt
- MRC Director Community & Client Services, Bridget Mather
- MRC Project Manager, Jim Carless

The Project Control Group meets monthly.

4.2.6 Major Recent Project Activities

- The Ferris Gully CQU Drainage work and the Mackay Regional Sports Precinct works were combined into one set of tender documents to allow the works to be delivered as one project. Tender documents were sent to the four shortlisted contractors on the 22 August 2017. One week extension was granted to the tenderers with 3 tenders received on closing on 6 October 2017.
- A Project Update and Visual Images were released on social media and council's web page late September 2017.
- Tender assessment period for the project has commenced, including issuing of TIR's for efficiencies and savings

4.2.7 Planned Project Activities

- Ongoing development of the Community Liaison plan for relevant stakeholders.
- Continuing consultation with athletic groups on operating model for precinct, with a meeting plan for late October for further discussions.
- Tender Award is expected November following Council approval.
- The project team is relocating to the Mackay Trade Training Centre at the Ooralea campus in early November.



Figure 1 - Mackay Regional Sports Precinct Aquatic Centre



Figure 2 - Mackay Regional Sport Precinct - Athletics Track



Figure 3 - Overall Site View

4.3. Mackay Showground Redevelopment

4.3.1 Project Summary

The project involves the following aspects:

- Construction of undercover Equestrian arena
- Construction of new Grandstand
- Kitchen install (500 Pavilion & Big Shed)
- Water main relocation

The total project cost is \$4.61M, with contributions from:

• Queensland State Government	\$2.3M
• Mackay Show Association	\$1.26M
• Mackay Regional Council	\$1.05M

Council's contribution is made up of \$700,000 for relocation of the water main, and \$350,000 from the Better Community Building Fund.

Mackay Show Association is undertaking procurement and tender processes and associated contract payments directly, with claims to Council for reimbursement under the funding.

4.3.2 Latest Developments

- Work has been completed on the installation of new kitchens for the 500 Pavilion (both floors), and the Big Shed. These were installed in time to be able to be utilised during the 2017 Mackay Show.
- TF Woollam Constructions (Woollams) awarded the main construction contract. The contract is a Design and Construct Contract, with designs completed for both the new Grandstand and Equestrian arena, and building approvals obtained.
- The existing Grandstand has been demolished in preparation for construction of the new facility. New construction will incorporate the timber roofing frame from the old Grandstand as a linkage to the original structure.
- Construction activities have commenced on-site with preliminary base earthworks (see photos attached).

Concept Plans

Equestrian Centre:



VIEW FROM SOUTH EAST
1:1



VIEW FROM NORTH WEST
1:1

Grandstand:



Construction Photos



Equestrian Centre earthworks



Grandstand earthworks

4.3.3 Next Stages

Base earthworks continue in preparation for main construction project.

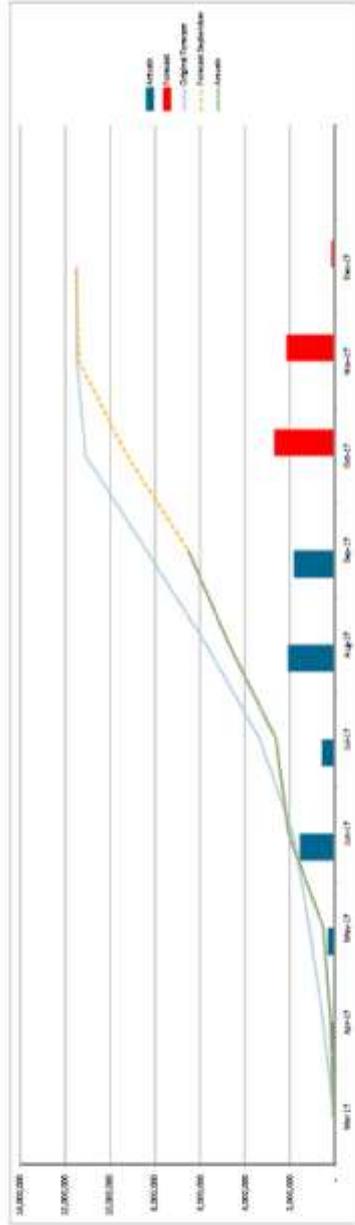
4.4. Works for Queensland - Stage 1

The 2016–17 Works for Queensland (W4Q) program is a \$200 million Queensland Government funding program to support local governments outside of South East Queensland to undertake job-creating maintenance and minor infrastructure works.

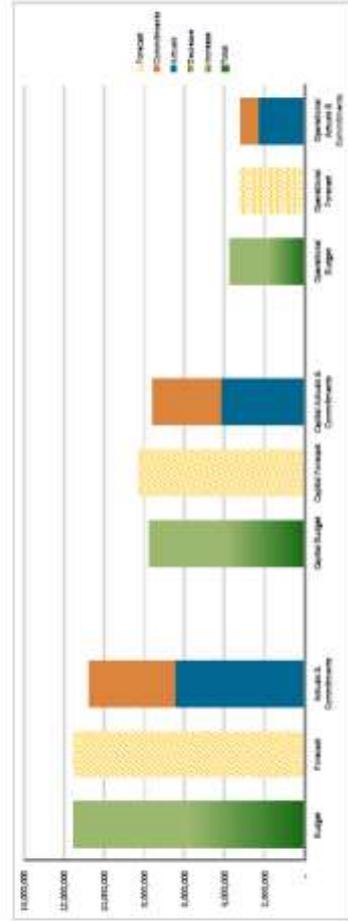
The objective of the 2016–17 W4Q program is to support job-creating maintenance and minor infrastructure works relating to assets owned or controlled by Councils.

The initial Works for Queensland project listing has and will continue to be refined as additional project information comes in as costings and project scopes are finalised. Once firm costings are available, following detailed planning for each project, a small number of projects may be adjusted in scope depending on revised cost estimates, or budgets supplemented as part of the 2017/18 quarterly budget reviews or deferred from the W4Q listing.

Program 3.15 Forecast Review for September
As at 14-Oct-2017



	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Grand Totals
Forecast September	10,675	183,614	494,823	2,026,649	2,409,772	4,206,748	6,622,343	5,231,003	11,264,972	11,264,972	
Actual	10,675	183,614	494,823	2,026,649	2,409,772	4,206,748	6,622,343	6,622,343	5,822,343	6,622,343	
Budget	10,675	183,614	494,823	2,026,649	2,409,772	4,206,748	6,622,343	6,622,343	11,786,182	11,786,182	
Original Forecast	10,675	183,614	494,823	2,026,649	2,409,772	4,206,748	6,622,343	11,091,000	11,091,000	11,091,000	



The graph above shows the actual and forecast project spend until the deadline of end November 2017.

4.4.1 Latest Developments

- The Project Control Group has been meeting fortnightly reviewing project delivery issues and costings as project scopes are finalised and firm prices established through procurement.
- Approval still awaited upon for the second budget variation submitted to DILGP for projects with budget 'unders' and 'overs' requiring reallocation of funds.
- All projects have progressed through the procurement process requiring evaluation and contract award. Council's preferred supplier arrangements, panel and service agreements will be used to procure remaining goods and services requirements.
- Physical construction works are in progress or nearing completion on a number of projects across the Mackay Regional Council area, including:

- Eungella Town Park, North St Eungella



- Queens Park playground
- Seaforth camping amenities upgrade
- Minor play equipment upgrades

- Mackay City Library building refurbishment,



- Dome building amenities refurbishment
- Air conditioning upgrades 42 Wellington Street
- Gordon White Library shade structure replacement
- Air conditioning upgrade at Gordon White Library
- Swimming pool amenities upgrades at Pioneer and Mirani
- Various community hall facility upgrades
- Regional depot roofing and plumbing repairs
- Sarina sewerage network maintenance works

- Upgrade of Nebo Road WTP bores



- Resource recovery facility shed extension
- Open drain maintenance works
- Rehabilitation of damaged footpath tiles in CBD



- Minor roadworks across Mackay City
- Construction of DDA bus stops



- River Street boat ramp parking,



- Timber bridge upgrades,
 - Sealed road resurfacing,
 - Gravel re-sheeting of unsealed roads.
- Works are substantially complete on a number of projects, including:
 - Mansfield Drive Park
 - Platypus Beach Foreshore, Mirani
 - Ram Chandra Park toilet block, Slade Point
 - Vic Bridger Park playground, Calen
 - Caneland Park softfall replacement
 - Mackay Entertainment and Convention Centre roof
 - Mirani Caravan Park water reticulation

- Mirani Library air conditioning



- Replacement of shade structures at 42 Wellington Street and Mirani Depot
- Facilities painting works at Mirani & Pioneer Pools and Bluewater Lagoon
- Smalleys Beach Road water main renewal
- Milton & Harney Street open drain concrete lining works
- McHugh Street footpath & traffic calming works near Eimeo Road State school



- Various roads and drainage minor works and drain maintenance projects across the region
- On track to complete and deliver all projects by 30 November to an approximate value of \$11.49M.

4.4.2 Next Stages

- Administration and supervision of projects now in the construction/installation stage.



Works for Queensland - Monthly Report

Monthly report for the month of:	Sep-17
Date report completed:	7/10/2017
Total W4Q allocation:	\$ 11,490,000.00
% of Allocation expended to date:	56.77%

Project description	Address	W4Q Approved project budget (VARIATION 1)	% Completed (of the project)	To Date Actual Expenditure	Forecast project practical completion date	Council current month comments (including emerging risks)
APPROVED PROJECTS						
Playground, shade structure, pathway, landscaping	Manfield Drive Park, Beaconsfield	\$ 320,000.00	87.00%	\$190,250.00	15/10/2017	All physical works completed, Finalisation of paperwork in progress.
Shade structure, pathway, landscaping	Eungella Town Park, North Street, Eungella	\$ 360,000.00	50.00%	\$53,585.00	30/11/2017	Internal crew commenced work on picnic shelter construction. Procurement for other works progressing with retaining wall evaluation completed, concrete path scope reviewed, quotes due early Oct Works completion by end of Nov.
River foreshore enhancement/recreational area	Platypus Beacon, Mackay-Eungella Rd, Mirani	\$ 200,000.00	66.00%	\$172,763.00	2/10/2017	Weed control and watering of plants ongoing. Forecast saving, budget variation application submitted.
Playground, shade structure, roadworks, landscaping	Queens Park, Gordon Street, Mackay	\$ 745,000.00	55.00%	\$76,075.00	17/11/2017	Preparatory site works, 1st lot of playground equipment & footings for stage 2 complete. Balance of equipment due end of Oct and completion by mid- Nov. Revised estimate exceeds budget, budget variation application submitted.



New toilet block and amenities	Ram Chandra Park, Pacific Esp, Slade Point	\$	180,000.00	99.00%	\$101,420.00	15/09/2017	Amenities open for public. Finalisation of paperwork in progress. Forecast saving, budget variation application submitted.
Playground, shade structure	Vic Bridger Park, McIntyre St, Calen	\$	150,000.00	99.00%	\$155,044.00	15/09/2017	Amenities open for public. Finalisation of paperwork in progress. Revised final cost estimate slightly higher than budget.
Rubber softfall replacements	Caneblends Park, Malsuura Dve, Mackay	\$	80,000.00	99.00%	\$82,799.00	15/09/2017	Playground opened to public. Finalisation of paperwork in progress. Revised final cost estimate slightly higher than budget.
Upgrades to public convenience amenities	Various locations	\$	50,000.00	95.00%	\$61,756.00	13/10/2017	Site works substantially complete. Finalisation of paperwork in progress. Revised final cost estimate higher than budget.
Minor play equipment replacement/safety upgrades	Various locations	\$	50,000.00	95.00%	\$59,927.00	13/10/2017	Site works substantially complete. Finalisation of paperwork in progress. Revised final cost estimate slightly higher than budget.
Roof siphonics/drainage and thermoshield application	Mackay Entertainment & Convention Centre, Alfred Street, Mackay	\$	310,000.00	85.00%	\$274,947.00	17/11/2017	Thermoshield application works complete. Internal damage repairs progressing with AC repairs ordered and building repairs quotations being sought.
Refurbishment of Mackay City Library to provide dedicated community space	Civic Precinct, Gordon Street, Mackay	\$	150,000.00	80.00%	\$129,040.00	30/10/2017	Works progressing. Revised estimate exceeds budget, budget variation application submitted.
Refurbishment of ageing amenities and enhancement of common and tenancy areas (ground floor)	Dome Building, Victoria Street, Mackay	\$	250,000.00	65.00%	\$71,467.00	17/11/2017	Works in progress. Scope of in ground greatestrap plumbing modifications more substantial than originally estimated. Revised estimate exceeds budget, budget variation application to be submitted.
Renewal of plumbing system	Caravan Park, Caroline Street, Mirani	\$	85,000.00	100.00%	\$86,204.00	30/09/2017	All site works complete. Finalisation of paperwork in progress. Forecast saving, budget variation application submitted.
Air conditioning upgrades, UV lighting, enhanced staff facilities at rear of building	Council administration building, 42 Wellington Street, Mackay	\$	90,430.00	85.00%	\$4,536.00	30/10/2017	Shade structure works complete. Air conditioning upgrade nearing completion. UV light scope finalised and works now ordered.

Replacement of shade structure	Gordon White Library, Philip Street, Mount Pleasant	\$	120,000.00	65.00%	\$17,360.00	17/11/2017	Preparatory foundation works for shade structure complete. Supply delay, installation to commence early Nov, 2 week timeframe to complete works. Forecast saving, budget variation application submitted.
Energy efficiency initiatives for administration precinct - possible solar or similar	Council administration building, Gordon Street, Mackay	\$	250,000.00	40.00%	\$27,000.00	17/11/2017	Scope definition finalised. Equipment is being purchased, staged implementation to follow now expected to commence mid Oct with completion mid-Nov.
Renewal of air conditioning systems - Libraries	Gordon White Library, Philip Street, Mt Pleasant Mirani Library, Victoria St, Mirani	\$	138,000.00	95.00%	\$15,140.00	17/11/2017	Mirani Library air conditioning upgrade complete. Preparatory works for GWL air conditioning in progress, though equipment delivery delayed now due first week of Nov. Revised estimate exceeds budget, budget variation application submitted.
Swimming pool amenity renewals/facility upgrades	Pioneer Pool, Malcolmson St, North Mackay Bluewater Lagoon, River St, Mackay Mirani Pool, Caroline St, Mirani	\$	300,000.00	80.00%	\$88,055.00	17/11/2017	Mirani Pool tiling works complete. External facility painting works complete. Upgrade of facilities in progress. Revised estimate exceeds budget, budget variation application submitted.
Community hall facility upgrades	Prince Charles Avenue, Sealforth Wallace St, Bucasia Ivers St, Bakers Creek Celeber Drive, Andergrove Bedford Road, Andergrove Bold St, Walkerton Caroline St, Mirani Wren St, Slade Point Broad St, Sarina	\$	342,000.00	85.00%	\$85,087.00	17/11/2017	Hall floor refurbishment works complete. Painting works in progress. Forecast saving, budget variation application submitted.
Regional Council depots - roofing and plumbing	Frairs Road, Callen Maud Street, Mirani Walkerton Homebush Road, Palmyra Ness Street, West Makoy North Street, Eungella Sarina Beach Road, Sarina	\$	280,000.00	90.00%	\$40,903.00	17/11/2017	Shade structure work complete. Roofing & plumbing contract awarded, preparatory works have commenced. Revised estimate exceeds budget, budget variation application submitted.



Upgrades to mitigate public health risks	Place Avenue/Hans Christian Street, Sarina	\$ 260,000.00	70.00%	\$174,746.00	17/11/2017	Works on Sarina sewer maintenance ongoing, scope of rehabilitation work established and procurement of quotations in progress. Revised estimate under budget, budget variation application submitted.
Repair scouting of underwater pipeline	Campwin Beach	\$ 165,000.00	45.00%	\$31,421.00	30/11/2017	Pre-odgement advice is positive for proposed Geobag solution. Materials and equipment ordered. Construction planning has identified favourable tidal window at end of Oct. Revised estimate under budget, budget variation application submitted.
Replacement of water main	Smalleys Beach Road, Cape Hillsborough	\$ 47,000.00	100.00%	\$43,472.00	30/07/2017	Project completed
Upgrade or raw water bores	Nebo Road WTP, West Mackay	\$ 298,000.00	65.00%	\$81,133.00	30/11/2017	Totaliser flowmeter has been successfully installed. Driller engaged to redrill 2 bores scheduled to commence works early Oct. Bore sheds have been ordered.
Open drain concrete lining works	Milton & Harney Street, Mackay	\$ 225,000.00	60.00%	\$259,417.00	15/09/2017	Physical construction works completed. Project finalisation activities in progress. Estimated final cost exceeds budget, budget variation application submitted
Resource recovery facility shed extension	Crichtons Road, Paget	\$ 200,000.00	45.00%	\$25,784.00	24/11/2017	Slight delay due to design certification process. Project completion expected late-November
Open drain maintenance works for wet season	Various locations	\$ 300,000.00	95.00%	\$417,307.00	30/09/2017	Site works substantially complete except for a number of minor finishing items, project finalisation works in progress. Revised estimate exceeds budget, budget variation application submitted.
Rehabilitation of damaged filled surrounds	Victoria Street, Mackay CBD	\$ 120,000.00	65.00%	\$18,368.00	30/10/2017	Works progressing, project completion expected end of October. Revised estimate under budget, budget variation application submitted.
Traffic calming works (includes footpath works (variation approved))	McHugh Street, Einmas	\$ 254,000.00	97.00%	\$239,834.00	31/10/2017	Site works completed, project finalisation works in progress.



Various minor works projects to address outstanding customer service requests (Includes added projects - Old Elmso Rd drop off zone, Chelona School car park (variation approved))	Various locations	\$ 414,000.00	66.00%	\$187,516.00	6/10/2017	Site works complete. Project finalisation activities in progress. Forecast saving, budget variation application submitted.
Construction of DDA bus stops	Various locations	\$ 825,000.00	70.00%	\$71,111.00	30/11/2017	Works awarded as 2 construction packages. Site works in progress on package 1 and pouring of slabs commenced for package 2. Shelter installation to commence by mid-Oct. Revised estimate exceeds budget, budget variation application submitted.
Construction of boat ramp facilities	River Street boat ramp, Mackay	\$ 115,000.00	85.00%	\$25,148.00	30/10/2017	Site works started early Sept as planned with completion mid Oct. Revised estimate exceeds budget, budget variation application submitted.
Timber bridge upgrades	Various locations	\$ 300,000.00	76.00%	\$137,607.00	13/10/2017	Works progressing as scheduled with completion mid Oct. Revised estimate under budget, budget variation application submitted.
Sealed road resurfacing (approx 45km)	Various locations	\$ 2,409,570.00	60.00%	\$2,056,463.00	30/10/2017	Works progressing with end of Oct completion. Forecast saving, budget variation application submitted.
Gravel replenishment/freshening unsealed roads (approx 40km)	Various locations	\$ 1,100,000.00	80.00%	\$881,481.00	15/11/2017	Works progressing well, on schedule for completion mid Nov.
Total:		\$ 11,490,000.00		\$6,522,344.00		

4.5. Sarina Field of Dreams Parkland Masterplan and new Mackay Region Visitor Information Centre

In June 2016, the State Government announced Mackay Regional Council was successful in receiving funds under the Significant Regional Infrastructure Projects Program (SRIPP).

Together, with funding through the SRIPP and Mackay Regional Council investment, this project includes the refurbishment of the Sarina Railway Station into a new Visitor Information Centre for the Mackay Region and further finalise the delivery of the Sarina Field of Dreams Parkland Masterplan, which includes improved car parking and long vehicle parking facilities.

4.5.1 Project Summary

The project will be undertaken through three key stages of delivery:

- **August – January** - Civil & Landscaping construction works for the Parkland Masterplan
- **November – March** - Design & Construction work for the Sarina Railway Station refurbishment
- **November – June** - Design & Construction work for new Visitor Information Centre and Parkland signage

4.5.2 Project Budget

SRIPP Queensland Government Funding	\$1,300,000
Mackay Regional Council	\$2,150,198
Total	\$3,450,198

4.5.3 Project Governance

The project is governed and guided by three key groups, being the Steering Committee, Project Control Group and Advisory Committee.

Steering Committee

- Cr Greg Williamson – Mackay Regional Council, Mayor (Chair)
- Cr Amanda Camm – Mackay Regional Council, Deputy Mayor
- Cr Fran Mann – Mackay Regional Council
- Cr Karen May – Mackay Regional Council
- Craig Doyle – Mackay Regional Council, Chief Executive Officer
- Gerard Carlyon – Mackay Regional Council, Director Development Services
- Teona Cousin – Mackay Regional Council, Manager Economic Development & Tourism
- Graeme Hawes – Mackay Regional Council, Manager Technical Services



- Rachel Belthouser – Mackay Regional Council, Project Coordinator
- Tas Webber – Mackay Tourism, General Manager
- Rod Nunn – Sarina Arts & Crafts

The Steering Committee meets approximately every 6 weeks.

Project Control Group

- Gerard Carlyon – Director Development Services (Chair)
- Bridget Mather – Director Community & Client Services
- Teona Cousin – Manager Economic Development & Tourism
- James Carless – Civil Projects Project Manager
- Graeme Hawes – Manager Technical Services
- Peter Owen – Manager Parks, Environment & Sustainability
- Rachel Belthouser – Project Coordinator
- Meagan Sullivan – Financial Advisor

The Project Control Group meets fortnightly.

Advisory Committee

- Cr Karen May – Mackay Regional Council (Chair)
- Cr Fran Mann – Mackay Regional Council
- Teona Cousin – Mackay Regional Council, Manager Economic Development & Tourism
- Rachel Belthouser – Mackay Regional Council, Project Coordinator
- Ashley Black – Mackay Regional Council, Economic Development
- Kate Cotter – Mackay Regional Council, Team Leader Customer Services
- Tas Webber – Mackay Tourism, General Manager
- Sarina Field of Dreams Stakeholders representatives from each facility:
 - Sarina Arts & Crafts
 - Sarina Museum
 - Sarina Art Gallery
 - Sarina Sugar Shed

The Advisory Committee meets bi-monthly.

4.5.4 Tenders and Contracts

Contracts awarded as part of the project are:

Contract Details	Awarded Contractor	Value
MRC 2017-070 – AS2124 – Civil and Landscape Construction – Sarina Field of Dreams Parklands	Vassallo Construction Pty Ltd	\$1,426,782.24
MRC 2018-002 – AS3400 – Design & Construct – Sarina Railway Station Refurbishment	WHF Group Pty Ltd	\$855,117.00
	Total	\$2,281,899.24

Pending procurement:

Details

Construction – Signage & Wayfinding for Sarina Field of Dreams Parklands and new Visitor Information Centre

4.5.5 Latest Developments

- Stage 1 of the main car park is ongoing, with Stage 2 anticipated to commence mid-October
- New footpaths throughout the Parkland
- Installation of new Parkland lighting infrastructure
- Preparation for new community infrastructure installation (BBQs, picnic tables and bins)
- Preparation of works to commence the construction of the retaining wall between Museum and Art Gallery
- Removal of trees from Parkland and new garden beds in preparation for new landscaping works (planting anticipated to commence late October – November).
- Significant new site drainage infrastructure installed
- Early demolition works in the Sarina Railway Station, next stage of demolition anticipated late October – November.



Photo 1: Artists impression concept image of Sarina Field of Dreams Parkland entrance



Photo 2: September works in main carpark (Stage 1) at entrance to the Sarina Field of Dreams Parkland entrance.



Photo 2: Removal of 2 x large trees and landscaping and preparation of new retaining wall



Photo 3: Ongoing works in main carpark (Stage 1) at entrance to the Sarina Field of Dreams Parkland entrance.



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Part 1 Preliminary

1.0 Background

Chapter 8 part 2 of the *Local Government Regulation 2012* provides core requirements for the conduct of meetings of the local government and the committees of the local government.

2.0 Object

These standing orders supplement the statutory requirements by providing standing processes to be observed at such meetings. In accordance with this policy, these standing orders may be suspended at any time by resolution.

3.0 Definitions—the dictionary

The dictionary in the schedule defines particular words used in these standing orders.

Part 2 Meetings of the local government

Division 1: Time of meetings of the local government

4.0 Times of meetings

4.1 The local government may, by resolution, fix dates and times for its ordinary and committee meetings¹.

Note: The local government must meet at least once in each month and a post-election meeting must be held within 14 days after the conclusion of the quadrennial elections.

4.2 If there is no resolution fixing the date and time for its ordinary and committee meetings, the Chief Executive Officer must fix the date and time for the meeting in consultation with the Mayor.

5.0 Special meetings

5.1 The Chief Executive Officer must call a special meeting of the local government if—

- (a) the special meeting is required by a resolution of the local government; or
- (b) a written request for the special meeting is lodged with the Chief Executive Officer under section 5.2.

¹ See section 175(1) of the *Local Government Act 2009* and section 257 (Frequency and place of meetings) of the *Local Government Regulation 2012*.

- 5.2 A written request for a special meeting² of the local government must:
- (a) be signed by the Mayor or three (3) or more Councillors; and
 - (b) specify the business to be conducted at the special meeting; and
 - (c) propose a day and time for the holding of the special meeting.
- 5.3 The Chief Executive Officer calls a special meeting by giving written notice of the day and time of the meeting, and the business to be conducted at the meeting, to each Councillor, at least two (2) days before the day of the meeting unless it is impracticable to give the notice. The only business that may be conducted at a special meeting is the business stated in the notice of meeting.

Division 2: Agenda for meetings of the local government

6.0 Agenda for meeting

- 6.1 The Chief Executive Officer must ensure that a list of the items to be discussed at a meeting of the local government must be available for inspection at the time the agenda for the meeting is made available to Councillors.
- 6.2 The agenda must include—
- (a) items required under the Act to be included on the agenda; and
 - (b) items that are by resolution of the local government to be included on the agenda; and
 - (c) items whose inclusion on the agenda is requested by a Councillor.
- 6.3 A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least five (5) days before the notice of meeting is usually given.

Division 3: Conduct of meetings

7.0 Presiding officer

- 7.1 The person who presides at a meeting of the local government is the Chairperson of the meeting
- 7.2 The Mayor must preside at an ordinary meeting of the local government.
- 7.3 If the Mayor is absent or unavailable to preside at an ordinary meeting, the deputy Mayor must preside.
- 7.4 If both the Mayor and the deputy Mayor are absent or unavailable to preside at an ordinary meeting, a Councillor chosen by the Councillors present at the meeting must preside at the meeting.

² See section 258 (Notice of meetings) of the *Local Government Regulation 2012*.

7.5 A Councillor will be appointed as Chairperson for each committee at an ordinary meeting.

7.6 If a deputy Chairperson is appointed, they will preside at a committee meeting if the Chairperson is absent.

7.7 If both the Chairperson and the deputy Chairperson are absent or unavailable to preside at a committee meeting, a Councillor chosen by the Councillors present at the meeting must preside at the meeting.

8.0 Order of business

8.1 The local government must proceed with its business at a meeting in the order indicated on the agenda for the meeting.

8.2 However, the local government may, by resolution, alter the order in which it proceeds with the business for a particular meeting.

9.0 Procedure at meetings

9.1 The procedure for dealing with business must be in accordance with the standing orders or, in the absence of a standing order governing a particular matter, as decided by the Chairperson of the meeting.

9.2 However, the local government may, by resolution:

- (a) suspend a standing order; or
- (b) over-rule a decision on a procedural question made by the Chairperson.

10.0 Admission of non-members to debate etc

10.1 The local government may, at its sole discretion, allow a non-member to participate in the discussion of a particular item of business before the local government, on conditions decided by the local government.

10.2 The local government may, as a mark of distinction, admit a non-member to a part of the local government chamber normally reserved for Councillors during the conduct of local government business.

Part 3 Maintenance of good order

11.0 Acts of disorder by members of the local government

11.1 A Councillor of the local government at a meeting of the local government must not:

- (a) obstruct or interrupt the proper conduct of the meeting; or
- (b) use indecent or offensive language; or
- (c) make a statement reflecting adversely on the reputation of the local

government; or

- (d) make an intemperate statement reflecting adversely on the character or motives of another Councillor or an officer of the local government; or
- (e) refuse or wilfully fail to comply with a lawful direction given by the chairperson of the meeting.

11.2 For the purposes of section 176(4)(a) of the *Local Government Act 2009*, a Councillor fails to comply with the local government's procedures if the Councillor fails to comply with a requirement of section 11.1.

11.3 If inappropriate conduct happens in a meeting of the local government or its committees, the chairperson of the meeting may make any 1 or more of the following orders that the chairperson considers appropriate in the circumstances:

- (a) an order that the Councillor's inappropriate conduct be noted in the minutes of the meeting ;
- (b) an order that the Councillor leave the place where the meeting is being held (including any area set aside for the public), and stay out of the place for the rest of the meeting;
- (c) if the Councillor fails to comply with an order made under paragraph (b) to leave a place—an order that the Councillor be removed from the place.³

12.0 Maintenance of good order at meetings

The maintenance of the good order of a person who is not a member of the local government is regulated by section 34 of Local Law No. 1 (Administration) 2011.

Part 4 Recording of meetings

13.0 Minutes of meetings

The Chief Executive Officer must ensure minutes of each meeting of the local government are taken under the supervision of the person presiding at the meeting.⁴

14.0 Audio and video recording of meetings

14.1 The local government may direct that an audio or video recording of a meeting of the local government be made for the purpose of verifying the accuracy of the minutes of the meeting.

14.2 An audio or video recording made under this section:

- (a) may only be used for the purpose of verifying the accuracy of the

³ See section 181(5) of the *Local Government Act 2009*.

⁴ See section 272 (Minutes) of the *Local Government Regulation 2012*.

- minutes of the meeting; and
- (b) after being used for that purpose, must be destroyed or dealt with as directed by the local government.
- 14.3 No other audio or video recording of a meeting of the local government may be made without the express and prior permission of the Chairperson of the meeting.
- 14.4 If a person fails to comply with section 14.3, the person may be directed by the Chairperson of the meeting to immediately withdraw from the meeting.
- 14.5 A person who fails to comply with a direction given under section 14.4 at a meeting may be removed from the meeting.

Part 5 Standing orders

Division 1: Application of standing orders

15.0 Application

- 15.1 The standing orders in part 5 provide rules for the conduct of:
- (a) meetings of the local government (other than a post-election meeting);
and
(b) where applicable, committee meetings of the local government.
- 15.2 The standing orders shall apply to a post-election meeting of the local government as far as practicable.
- 15.3 Any provision of the standing orders may be suspended by resolution of a meeting of the local government.
- 15.4 A separate resolution is required for a suspension of a standing order.
- 15.5 A resolution to suspend a standing order must specify the application and duration of the suspension.
- 15.6 Where a matter arises at a meeting of the local government which is not provided for in the standing orders, the matter may be determined by resolution upon an urgent motion which may be put without notice, but otherwise in conformity with the standing orders.
- 15.7 For the purposes of section 15.6, a matter may only be determined by resolution upon an urgent motion if the matter is so critical that a decision is required immediately and the matter cannot wait to be dealt with by means of a notice or report at the next meeting.

Division 2: Procedures for meetings of the local government

16.0 Order of business

- 16.1 The order of business must be determined by resolution of the local government from time to time.
- 16.2 The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
- 16.3 A motion to alter the order of business may be moved without notice.
- 16.4 Unless otherwise altered pursuant to section 16.2, the order of business for the ordinary meeting will be:
- Attendance
 - Opening Prayer Acknowledgement of Country
 - Absent on Council business
 - Apologies
 - Condolences
 - Confirmation of minutes
 - Business arising from the minutes of the previous meeting
 - Mayoral minutes
 - Receipt of Standing Committee Minutes
 - Consideration of committee reports and recommendations
 - Correspondence and officers' reports
 - Receipt of petitions
 - Tenders
 - Consideration of notified motions
 - Public participation
 - Late Business
 - Confidential reports
 - Meeting Closure
 - For information only
- 16.5 Unless otherwise altered pursuant to section 16.2, the order of business for the committee meeting will be:
- Attendance
 - Absent on Council business
 - Apologies
 - Condolences
 - Confirmation of minutes
 - Business arising from the minutes of the previous meetings
 - Correspondence and officers' reports
 - Receipt of petitions
 - Tenders
 - Consideration of notified motions
 - Public participation
 - Late Business
 - Confidential reports
 - Meeting Closure
 - For information only
- 16.6 The minutes⁵ of a preceding meeting (***previous minutes***) not previously confirmed may be taken into consideration as the first business of an meeting, in order that the previous minutes may be confirmed and no discussion shall be permitted with respect to the previous minutes except with respect of the accuracy of the previous minutes as a record of the

⁵ See section 272 (Minutes) of the *Local Government Regulation 2012*.

proceedings.

- 16.7 Admission of deputations, invitees and visitors with regard to ordinary meetings shall be at the discretion of either:
- (a) the Chairperson; or
 - (b) the local government.
- 16.8 Admission of deputations, invitees and visitors with regard to committee meetings shall be at the discretion of either:
- (a) the Chairperson; or
 - (b) the local government.
- 16.9 The time for receipt of petitions shall be at the discretion of the local government.
- 16.10 Late business is an opportunity for a Councillor to bring to the attention of the local government items such as past or future events or occurrences, a request for a leave of absence of a Councillor or a motion to move a vote of thanks. No substantive motion may be moved as an item raised in late business. Each matter requiring a substantive motion must be listed on the agenda as a report or a notified motion or dealt with in accordance with section 15.6.

17.0 Meeting agenda

- 17.1 The Chief Executive Officer must prepare or have prepared a meeting agenda for each meeting.
- 17.2 The agenda must, where practicable, be made available to Councillors two(2) days prior to the meeting.
- 17.3 A meeting agenda shall include, but not be limited to:
- (a) matters requiring attention from a previous meeting;
 - (b) officers' reports;
 - (c) matters or recommendations referred to the local government by a committee;
 - (d) any other business the local government or committee determines should be included in the meeting agenda.

18.0 Petitions

- 18.1 Any petition presented for consideration at a meeting of the local government must be in legible writing or typewritten and contain a minimum of twenty-five (25) signatures.
- 18.2 For a petition to be considered at a meeting it must be delivered to the Chief Executive Officer at least two (2) days prior to the closure of the agenda for the meeting. A petition must:
- (a) state the nature of the petition; and
 - (b) detail the issue at point; and
 - (c) preferably indicate the outcome sought.
- 18.3 Where a petition is put to a meeting, no debate on or in relation to the petition

shall be allowed, and the only motion which may be moved is that:

- (a) the petition be received and consideration stand as an order of the day for:
 - (i) the meeting; or
 - (ii) a future meeting; or
- (b) the petition be received and referred to the Chief Executive Officer for consideration and a report to the local government; or
- (c) the petition not be received.

19.0 Deputations

- 19.1 A deputation wishing to attend and address a meeting must do so by applying in writing on the prescribed form to the Chief Executive Officer at least two (2) days prior to the closure of the agenda for the meeting.
- 19.2 The Chief Executive Officer must notify the Chairperson who must determine whether the deputation may be heard.
- 19.3 The Chief Executive Officer must inform the deputation of the determination.
- 19.4 Where it has been determined that the deputation may be heard, a convenient time must be arranged for that purpose, and a time period allowed.
- 19.5 For deputations comprising three (3) or more persons, only two (2) persons may be heard unless the Chairperson, r local government, or committee determines otherwise.
- 19.6 A deputation must be given an adequate opportunity to explain the purpose of the deputation.
- 19.7 The Chairperson of a meeting may terminate an address by a person in a deputation at any time if:
 - (a) the Chairperson has allotted a specific period of time for a person's address and the period of time has elapsed; or
 - (b) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
 - (c) the person uses insulting or offensive language.

Division 3: Motions

20.0 Motions

- 20.1 A motion brought before a meeting in accordance with the Act or the standing orders may be received and put to the meeting by the Chairperson.
- 20.2 The Chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.

- 20.3 The Chairperson may call the notices of motion in the order in which they appear on the meeting agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
- 20.4 An item on the meeting agenda must not be removed from the agenda where a Councillor at the meeting objects to its being removed.
- 20.5 When a motion has been moved and seconded, it becomes subject to the control of the local government and must not be withdrawn without the consent of both the mover and the seconder.
- 20.6 Moving and seconding motions may be done by raising a hand while seated.

21.0 Absence of mover of motion

- 21.1 Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be moved by another Councillor at the meeting, or deferred to the next meeting.

22.0 Motion to be seconded

- 22.1 A motion or an amendment to a motion must not be debated at a meeting unless or until the motion or the amendment is seconded, with the exception of a procedural motion.
- 22.2 A motion or an amendment to a motion (other than a procedural motion) that is not seconded, lapses for want of a seconder.
- 22.3 Notwithstanding section 22.1, a Councillor who moves a motion or an amendment to a motion may, with the permission of the Chairperson, speak in support of the motion or amendment before it is seconded.

23.0 Amendment of motion

- 23.1 An amendment to a motion must:
- (a) be in terms which retain the identity of the motion; and
 - (b) not negate the motion.
- 23.2 Not more than 1 motion or 1 proposed amendment to a motion may be put before a meeting at any one time.
- 23.3 Where an amendment to a motion is before a meeting, no other amendment to the motion can be considered until after the first amendment has been put.
- 23.4 Where a motion (the *original motion*) is amended by another motion (the *other motion*), the original motion must not be put as a subsequent motion to amend the other motion.
- 23.5 A Councillor who proposes or seconds a motion must not propose or second an amendment to the motion.

24.0 Speaking to motions and amendments

- 24.1 Subject to section 24.2, the mover of an amendment to a motion must read the amendment and state that the amendment is so moved, but must not speak to the amendment until it is seconded.
- 24.2 A Councillor may request further information from the Chairperson before or after the motion or the amendment to the motion is seconded.
- 24.3 Following the seconding of a motion or an amendment of a motion, the first speaker must be in favour of the motion or the amendment and each subsequent speaker alternatively against and in favour of the motion or amendment, unless the Chairperson in his or her discretion rules otherwise.
- 24.4 The mover of a motion has the right of reply.
- 24.5 The mover of an amendment to a motion has no right of reply.
- 24.6 Each Councillor must speak not more than once-twice to the same motion or the same amendment (noting the ability to speak initially, and then again during the item to address matters as raised by other speakers) except as a right of reply unless the Chairperson in his or her discretion rules otherwise.
- 24.7 Each speaker is restricted to not more than five (5) minutes in total to any item (noting the ability to speak twice) unless the Chairperson in his or her discretion rules otherwise.
- 24.8 Where two (2) or more Councillors attempt to speak at the same time, the Chairperson is to determine who is entitled to priority.
- 24.9 A Councillor must not speak to a motion unless the Councillor is:
- (a) recognised by the Chairperson; and
 - (b) standing when speaking to the motion.

25.0 Method of taking vote

- 25.1 Before any matter is put to the vote⁶, the Chairperson may direct that the motion or amendment be read again by the Chief Executive Officer.
- 25.2 The Chairperson must, in taking the vote on a motion or an amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 25.3 The local government must vote by a show of hands or as otherwise directed by the Chairperson.
- 25.4 Any Councillor may call for a division in relation to the taking of a vote provided the call for a division is made prior to the Chairperson calling for the vote.
- 25.5 If a division is called for in accordance with section 25.4, the Chairperson shall first request those in favour of the motion to stand and then ask those

⁶ See section 270 (Procedure at meetings) of the *Local Government Regulation 2012*.

against the motion to stand.

- 25.6 If a division is taken, the Chief Executive Officer must record:
- (a) the names of the Councillors voting in the affirmative; and
 - (b) the names of the Councillors voting in the negative.
- 25.7 The Chairperson must declare the result of a vote or a division as soon as it has been determined.
- 25.8 Regardless of whether a division is called or not, for each decision taken whether it is not a unanimous decision, the Chief Executive Officer must record the names of the Councillors voting in the negative.

26.0 Repealing or amending resolutions

- 26.1 A resolution of the local government or committee must not be repealed or amended unless notice of motion is given in accordance with the requirements of the Act⁷(requiring five (5) days notice before the meeting).
- 26.2 Where a motion (a **relevant motion**) to repeal or amend a resolution is defeated, a motion to the same, or like effect, must not be moved until at least 3 months after the date on which the relevant motion was defeated.
- 26.3 Councillors present at the meeting at which a relevant motion is put may defer consideration of the relevant motion, however, consideration of the relevant motion must not be deferred for more than three (3) months.
- 26.4 Where a resolution (a **later resolution**) of the local government or committee relates to a matter the subject of a previously passed resolution (a **previous resolution**), the previous resolution is amended or repealed to the extent that it is inconsistent with the later resolution.

27.0 Procedural motions

- 27.1 At a meeting, a Councillor may, during the debate of a matter at the meeting and without the need for a seconder, move a motion (each a **procedural motion**):
- (a) that the question/motion be now put to the vote; or
 - (b) that the motion and amendment now before the meeting be adjourned; or
 - (c) that the meeting proceed to the next item of business; or
 - (d) that the question/motion lie on the table; or
 - (e) a point of order; or
 - (f) a motion of dissent against a ruling on a point of order; or
 - (g) that a report or document be tabled; or
 - (h) to suspend the rule requiring that ...; or
 - (i) that the meeting stand adjourned.

28.0 Motion that the question be put

⁷ See section 262 (Repeal or amendment of resolutions) of the *Local Government Regulation 2012*.

- 28.1 A procedural motion that the question be put, may be moved without notice and without comment, at any time after a motion has been moved and seconded. The Chairperson shall, without debate, put the procedural motion and should it be carried the Chairperson shall, without further debate, put the motion before the meeting to the vote. Where the procedural motion is lost, debate on the motion shall continue and a procedural motion that the question be put may not be moved again for a period of fifteen (15) minutes.

29.0 Motion that debate be adjourned

- 29.1 A procedural motion that another motion or an amendment before a meeting be adjourned, may specify a time and date, to which the debate is to be adjourned.
- 29.2 A motion under section 29.1 must not adjourn debate on a matter the subject of a motion for more than two (2) months after the date of the procedural motion.

30.0 Motion to proceed to next item of business

- 30.1 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter the subject of the motion must cease.
- 30.2 However, debate on the matter the subject of the motion may be considered again on the giving of notice in accordance with the standing orders.

31.0 Motion that the motion lie on the table

- 31.1 A procedural motion that a motion or question lie on the table can only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or a person is required) before the matter may be concluded at the meeting.
- 31.2 Where a motion under section 31.1 is passed, the local government must proceed with the next matter on the agenda.
- 31.3 Where a motion under section 31.1 is passed, another procedural motion that the matter be taken from the table may be moved at the meeting at which the first procedural motion was carried or at a later meeting.

32.0 Points of order

- 32.1 A Councillor may ask the Chairperson to decide a point of order where it is believed that another Councillor:
- (a) has failed to comply with proper procedures; or
 - (b) is in contravention of these standing orders or the Act; or
 - (c) is beyond the jurisdictional power of the local government.
- 32.2 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 32.3 Where a point of order is raised, consideration of the matter about which the Councillor was speaking is suspended.

- 32.4 The Chairperson must determine whether the point of order is upheld or not.
- 32.5 Upon a point of order arising during the process of a debate, the Councillor raising the point of order may speak to the point of order.
- 32.6 Despite anything to the contrary in the standing orders, a point of order arising at any time must, until decided, suspend the consideration of every other motion or matter.

33.0 Motion of dissent

- 33.1 A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order.
- 33.2 Where a motion is moved under section 33.1, further consideration of any matter must be suspended until after a ruling is made on the motion of dissent.
- 33.3 Where a motion of dissent is carried:
 - (a) the matter to which the ruling of the Chairperson was made must proceed as though that ruling had not been made; and
 - (b) where, as a result of a ruling of the Chairperson on a point of order, a matter was discharged as out of order — the matter must be restored to the meeting agenda and be dealt with in the normal course of business.

34.0 Motion to suspend requirements of a rule

- 34.1 A procedural motion to suspend the requirements of a rule may be made by a Councillor in order to permit some action that otherwise would be prevented by the standing orders.
- 34.2 A motion under section 34.1 must specify the duration of the suspension.

35.0 Motion that meeting stands adjourned

- 35.1 A procedural motion that a meeting stands adjourned⁸ may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter, and must be put without debate.
- 35.2 A motion under section 35.1 must specify the time for the resumption of the meeting and on the resumption of the meeting the local government must continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 35.3 Where a motion under section 35.1 is lost, the Chairperson must not accept a similar motion until the expiration of fifteen (15) minutes after the time the motion was lost.

Division 4: Mayoral Minute

⁸ See section 261 (Adjournment of meetings) of the *Local Government Regulation 2012*.

36.0 Mayoral Minute

- 36.1 The Mayor may direct the attention of the local government at an ordinary meeting of the local government to a matter or subject not on the agenda by a Minute (a **Mayoral Minute**) signed by the Mayor.
- 36.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- 36.3 Despite section 16.4, the Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 36.4 The motion comprising the Mayoral Minute may be put by the Mayor:
- (a) to the ordinary meeting of the local government without being seconded; and
 - (b) at any stage of the ordinary meeting of the local government considered appropriate by the Mayor.
- 36.5 If the motion comprising the Mayoral Minute is passed by the local government, the Mayoral Minute becomes a resolution of the local government.

Division 5: Conduct during meetings

37.0 Conduct during meetings

- 37.1 After a meeting of the local government has been formally constituted and the business commenced, a Councillor must not enter or leave the meeting without first notifying the Chairperson.
- 37.2 A Councillor must address the Chairperson while:
- (a) moving any motion or amendment; or
 - (b) seconding any motion or amendment; or
 - (c) taking part in any discussion; or
 - (d) placing or replying to any question; or
 - (e) addressing the local government for any other purpose.
- 37.3 Councillors must address each other during a meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers must:
- (a) designate them by their respective official or departmental title; and
 - (b) confine their remarks to the matter then under consideration.
- 37.4 Councillors must remain seated and silent while a vote is being taken except when calling for a division or otherwise instructed.
- 37.5 A Councillor must not make personal reflections on or impute improper motives to another Councillor or any officer of the local government.
- 37.6 A Councillor must not interrupt another Councillor who is speaking except upon a point of order being raised either by the Chairperson or the Councillor.

- 37.7 If the Chairperson intervenes during the process of a debate, any Councillor then speaking or offering to speak, and each Councillor present, must preserve strict silence so that the Chairperson may be heard without interruption.

Division 6: Questions

38.0 Questions

- 38.1 At a meeting a Councillor may ask a question for reply by another Councillor or an officer of the local government regarding any matter under consideration at the meeting.
- 38.2 A question must be asked categorically and without argument and discussion is not permitted at the meeting in relation to the reply or the refusal to reply to the question.
- 38.3 A Councillor or officer who is asked a question may request that the question be taken on notice for the next meeting or a specified future meeting.
- 38.4 A Councillor who asks a question at a meeting, whether or not upon notice, is deemed not to have spoken to the debate of the motion to which the question relates.
- 38.5 The Chairperson may disallow a question which he or she considers is:
- (a) inconsistent with good order; or
 - (b) not relevant to the debate or matter under consideration.
- 38.6 A Councillor may move a motion that a ruling of the Chairperson under section 38.5 be disagreed with, and if such motion is carried, the Chairperson must allow the question.

Division 7: Disorder and business

39.0 Disorder

- 39.1 Where disorder arises at a meeting, the meeting may be adjourned in accordance with section 261 (Adjournment of meetings) of the *Local Government Regulation 2012*.
- 39.2 On resumption of the meeting, the Chairperson must move a motion, which shall be put without debate, to determine whether the meeting shall proceed.
- 39.3 Where a motion under section 39.2 is lost, the Chairperson must declare the meeting closed, and any outstanding matters must be referred to a future meeting.

40.0 Business of objectionable nature

- 40.1 At a meeting, if the Chairperson or a Councillor considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of the local government, the Chairperson or the Councillor may declare on a point of order, that the matter not be considered further.

Division 8: Attendance and non-attendance

41.0 Attendance of public and media at meetings

- 41.1 An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.
- 41.2 If the local government resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.
- 41.3 Each Councillor present at a meeting of the local government will have their names recorded by the Chief Executive Officer.

42.0 Public participation at meetings

- 42.1 Prior to the commencement of any meeting, any member of the public wishing to make a submission or comment about an agenda item for the meeting must provide advice to the Chairperson of their desire to address the meeting by way of written registration. The Chairperson may invite that person to take part in the meeting at the appropriate agenda item, prior to commencement of debate and consideration on the item by Council.
- 42.2 The Chairperson may also invite a member of the public to take part in the proceedings of a meeting under Public Participation in accordance with the order of business in sections 16.4 and 16.5.
- 42.2 Except when invited to do so by the Chairperson pursuant to sections 42.1 and 42.2, a member of the public must not take or attempt to take part in the proceedings of a meeting.
- 42.3 If any submission or comment of a member of the public is irrelevant, offensive or unduly long, the Chairperson may require the member of the public to cease making the submission or comment.
- 42.4 For any matter arising from a submission or comment from a member of the public, the local government may:
- (a) refer the matter to a committee; or
 - (b) deal with the matter immediately; or
 - (c) place the matter on notice for discussion at a future meeting; or
 - (d) refer to the Chief Executive Officer or applicable director for action; or
 - (e) note the matter and take no further action; or
 - (f) take no action.
- 42.5 Any person invited to address a meeting must:
- (a) State their name, address, and matter; and

- (b) stand, act and speak with decorum; and
- (c) frame any remarks in respectful and courteous language; and
- (d) keep to the timeframe given by the Chairperson, but ordinarily to a limit of three(3) minutes.

- 42.6 If a person is considered by the Chairperson to be unsuitably dressed, the person may be directed to immediately withdraw from the meeting.
- 42.7 If a person in the public gallery at the place where a meeting is taking place has an item of communication equipment, for example, a mobile telephone or an audible pager, the Chairperson of the meeting may direct the person to turn off the item of communication equipment.
- 42.8 If a person fails to comply with a direction given under this section 42, the person is deemed to obstruct the proper conduct of the meeting and may be removed from the meeting.

Division 9: Committees

43.0 Standing orders for meetings of local government committees.

- 43.1 Subject to the Act and the *Local Government Regulation 2012*⁹, these standing orders apply to meetings of local government committees.

Division 10: Procedure not provided for

44.0 Procedure not provided for

- 44.1 If an appropriate or adequate method of dealing with a matter is not provided for in the Act, the *Local Government Regulation 2012* or the standing orders, the method of dealing with the matter may be determined by resolution of the local government upon a motion which may be put without notice in conformity with the Act, the *Local Government Regulation 2012* and the standing orders.

Schedule Dictionary

section 3

Act means the Local Government Act 2009.

chief executive officer means the Chief Executive Officer of the local government.

committee means a committee of the local government appointed under section 264 of the *Local Government Regulation 2012*.

⁹ See chapter 8 part 2 division 2 (Local government committees) of the *Local Government Regulation 2012*.

later resolution see section 26.4.

mayoral minute see section 36.1.

original motion see section 23.4.

other motion see section 23.4.

post-election meeting see section 175 of the Act.

previous minutes see section 16.5.

previous resolution see section 26.4.

procedural motion see section 27.1.

relevant motion see section 26.2.

standing orders see parts 1 to 5 inclusive.



Organisational Services

Monthly Review

> September 2017

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1. EXECUTIVE SUMMARY

September was a good month for Organisational Services from a safety aspect, with no injuries or incidents. This is a pleasing result, however it is important to remain vigilant.

Our Shared Services Team continues to perform strongly, exceeding or meeting all customer service KPIs, however the Information Services team was hit hard by unplanned absences during the month due to influenza. Despite this, the Team continues to work through a large backlog which is steadily reducing and internal satisfaction survey results (as well as Service Request resolution results) remain high.

Council's 2016/17 financial accounts were finalised in September, with an overall operating deficit of \$1.9M which was \$400K better than originally forecast. Further details are provided in a separate report, however despite the operating deficit Council's balance sheet remains very strong and debt levels decreased over the year. As a measure of the strong performance of the Finance team, Council's QAO appointed external auditor made complimentary comments at the September Audit Committee meeting regarding the professionalism of the team and the quality and very high standard of 2016/17 financial accounts.

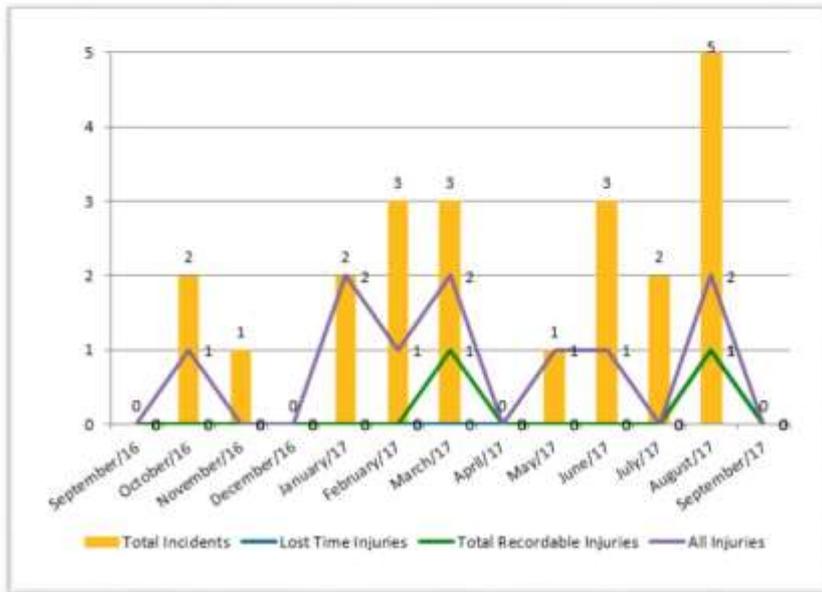
An "in-principle" agreement with the SBU regarding a new Certified Agreement was reached during September. This proposed agreement will be voted on by employees during October and if endorsed forwarded to the QIRC for approval.



Andrew Knight
Director Organisational Services

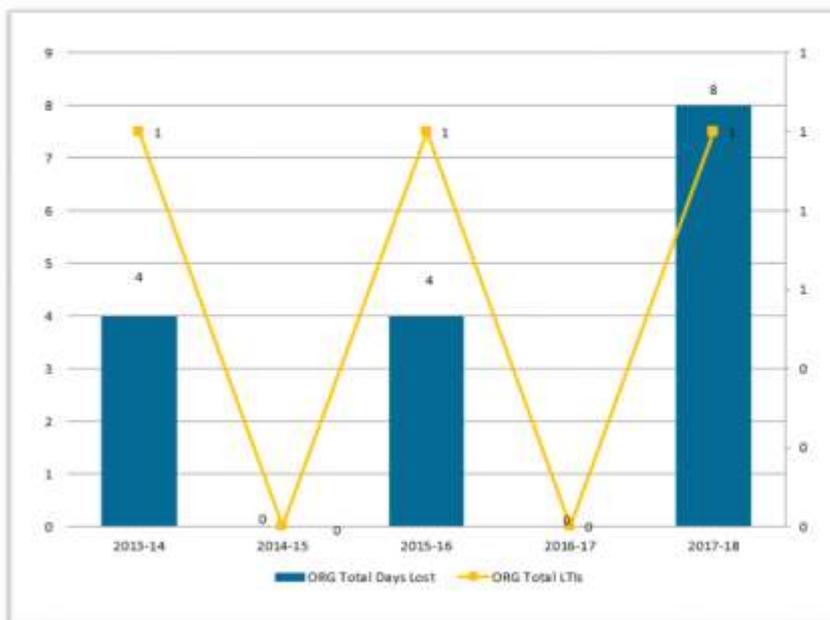
2. SAFETY

2.1 Incidents and Injuries



There were no injuries reported in September.

Lost Time Injuries & Days Lost



There has been 1 LTI recorded for the 2017-18 financial year.

Department	2013-14		2014-15		2015-16		2016-17		2017-18	
	LTI	Days Lost								
Assets										
Finance	1	4								
SSC					1	4				
Procurement & Plant										
Property Services										
Governance & Safety									1	8
Office of the Mayor & CEO										
Organisational Services	1	4	0	0	1	4	0	0	1	8

Glossary

Incident	Any unplanned event resulting in, or having a potential for injury or ill health.
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
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)

2.2 Key Activities

- Staff completed safety related training courses including bullying and harassment, confined spaces, working at heights, traffic control, first aid, CPR, building warden and fire evacuation. This training is delivered internally and by external providers.
- Investigated training sessions in load security – following recent incidents.
- Facilitated random D&A testing sessions.
- Conducted a review and analysis of 2010-2017 WHS incident and injury statistics; to identify trends and potential future focus areas.
- Commenced a review of the current WHS induction presentations.
- Reviewed proposed amendments to WHS legislation, and provided a report to SLPT with recommended actions to ensure MRC compliance.
- Provided WHS support and advice for events associated with Elton John concert.
- Investigation of critical incidents.

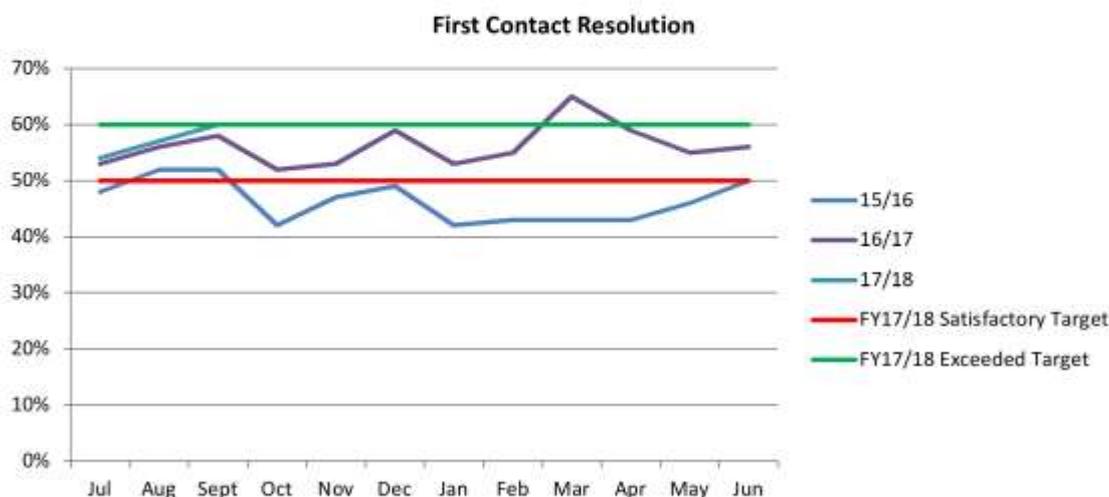
3. CUSTOMER SERVICE

3.1 External Customer Services

KPI	KPI Description	Target			Result
		Red (Under KPI)	Green (Met KPI)	Blue (Exceed KPI)	
First Contact Resolution (FCR)	The percentage of external customer enquiries that are resolved at the first point of contact.	< 50%	50-60%	> 60%	60%
Grade of Service (GOS)	The percentage of customer calls that are answered within 60 seconds across the NAS team.	< 80%	80-85%	> 85%	85%
Abandoned Calls	The percentage of customers that abandon their call before being served.	> 6%	4.5-6%	< 4.5%	3.01%
External Customer Satisfaction	A measure of customer satisfaction as reported by the end of call survey	< 80%	80-85%	> 85%	94%
Customer Request Completion	Service requests resolved within corporate standard timeframes	< 80%	80-85%	> 85%	88%

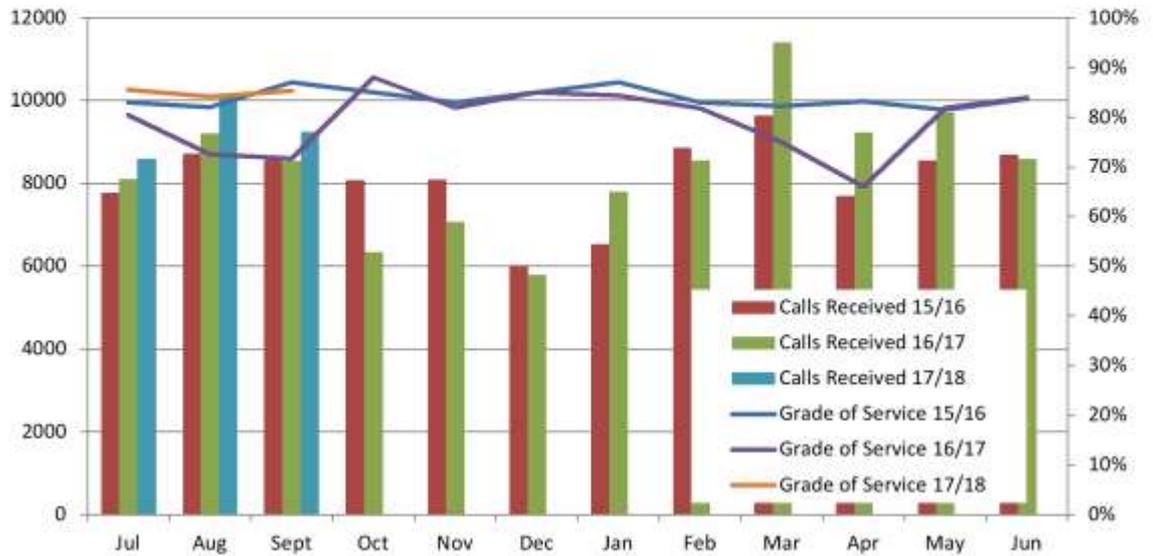
KPI Graphs and Commentary

First Contact Resolution: FCR results increased with 60% of customer queries resolved at first contact in September, compared to 57% in August.



Grade of Service: A total of 9,235 calls were received in the month September, averaging 440 calls per day. This is consistent with August (439 calls per day).

Grade of Service



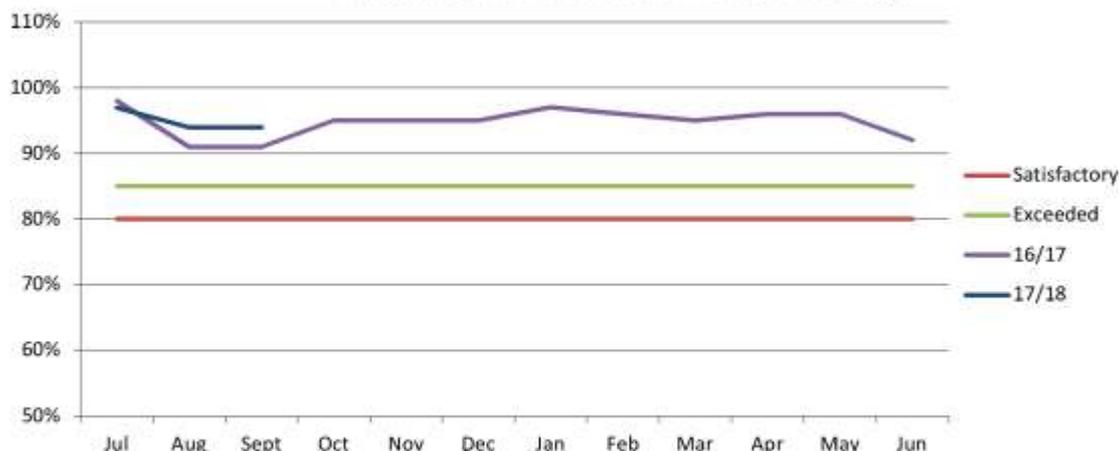
Abandoned Calls: Abandoned calls decreased from 3.45% in August to 3.01% in September. The call-back take up rate remains consistently low at 1.24% as does the Average Speed of Answer at just 1 minute 37 seconds.

Abandoned Calls



External Customer Satisfaction: 676 surveys were completed in the month of September representing 9% of the overall call volume.

External Customer Satisfaction - End of call survey



Customer Request Completion: Lodged requests for SSC remain consistent for the past 3 months averaging 25 per day and resolve times continue to exceed targets at 88% resolved within standard timeframes. Lodged requests for MRC increased slightly from 146 per day to 156 and a return to previous resolution results of 72% after the 55% dip in August due to the increased activity in clearing aged requests that month.

	Lodged	Resolved within SLA
MRC Total	3207	72%
SSC	519	88%

Requests where a SCC officer is responsible for actioning the request made up 16% of all requests in September.

MRC Top 5 Pathway requests Lodged September 2017	Volume	% of total requests
Replace wheelie bin	196	6.1%
Change of mailing address	170	5.3%
Water - Leak (Public Area)	155	4.8%
Planning Advice Enquiries	134	4.1%
Repair wheelie bin	121	3.7%

The top 5 request types lodged in September are the same as those lodged in August.

3.2 Aquatic Facilities

The Bluewater Lagoon, Mirani, Pioneer and Sarina aquatic facilities reopened after winter closure periods.

Mirani and Pioneer experienced a revamp of their amenity facilities though Works for Queensland projects and Mirani Swim Club also completed their grant funded project of an extension to their club building.

The Bluewater Lagoon reopened with a new operator in the Café and on pool deck with Global Product Search (GPS) being awarded the facility management contract. GPS will take over from NQ Water Services in providing water treatment and facility maintenance. The Café has been rebranded 'Pancake Bliss' and is proving a popular attraction with this aspect of the facility now opening at 0600 daily.

3.3 IT Support

Internal Service Metrics

KPI	KPI Description	Target			Result
		Red (Under KPI)	Green (Met KPI)	Blue (Exceed KPI)	
Incident Resolution	Percentage of incidents resolved within corporate standard timeframes	80%	80-85%	85%	74%
Service Request Resolution	Percentage of service requests resolved within corporate standard timeframes	80%	80-85%	85%	82.2
Internal Customer Satisfaction Survey	IT email survey - % of customers whose experience met or exceeded expectations	75%	75-84%	85%	99%

Applications Availability

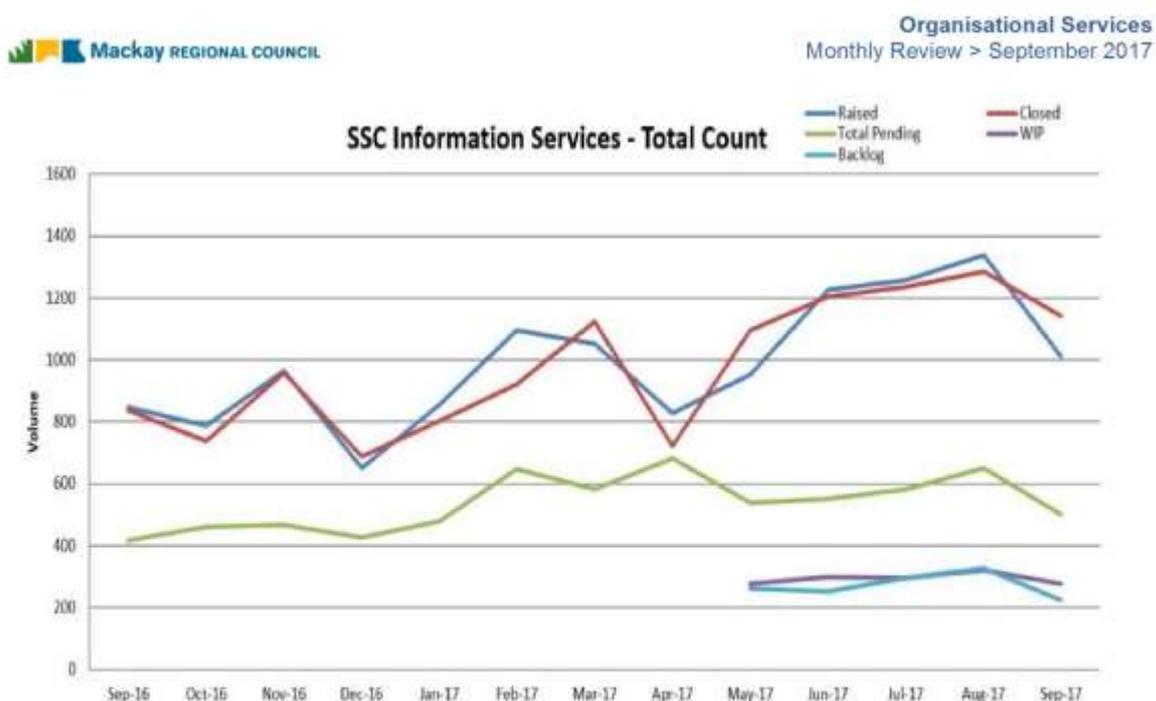
KPI	KPI Description	Target			Result
		Red (Under KPI)	Green (Met KPI)	Blue (Exceed KPI)	
Tier 1 Systems	Refer to the table under 'KPI Commentary' section below for detail on which systems are included in each tier.	< 98%	98-99%	> 99%	99.99%
Tier 2 Systems		< 98%	98-99%	> 99%	100%
Tier 3 Systems		< 98%	98-99%	> 99%	100%

KPI Commentary

Incident and Service Request Metrics: Throughout September, there was continued effort to ensure that WIP and backlog are managed effectively. Following items to note: -

- Successfully reduced the number of incidents being raised through proactive measures such as additional user education in the use of newly implemented applications.
- This reduction in incidents allowed focus to be applied to backlog items with the outcome being a significant drop in the operating backlog. This focus however results in resolution KPI not being met as the nature of backlog incidents and service requests is that they are already in a breach status and therefore when closed will be recorded as such.
- The ICT Operations team have again achieved a significant closure rate despite the resource pool contributing to this closure activity being hit by a total of 28 days unplanned leave in September.

The below graph identifies the Raised Vs Closed and Pending requests, along with WIP and backlog. As can be seen below, the overall volume of backlog is the lowest it has been since this measurement of this began back in May.



Definitions:

WIP – complex support requests that are within service level agreements and simple support requests open on day of raising.

Backlog – complex support requests that have exceeded service level agreements and simple support requests remaining unresolved after day of raising.

Internal Customer Satisfaction: During the month of September 593 survey responses were received, which represents 65% of the requests and incidents lodged.

Applications Availability: The below table shows which corporate applications are considered tier 1 and 2. All other systems not specifically noted are considered tier 3.

Tier 1	Tier 2	Tier 3
ECM Email Finance One GIS Internet Kiosk_Chris21 Pathway	Aurora Bruce Mandalay	Manage Engine

3.4 Key Activities

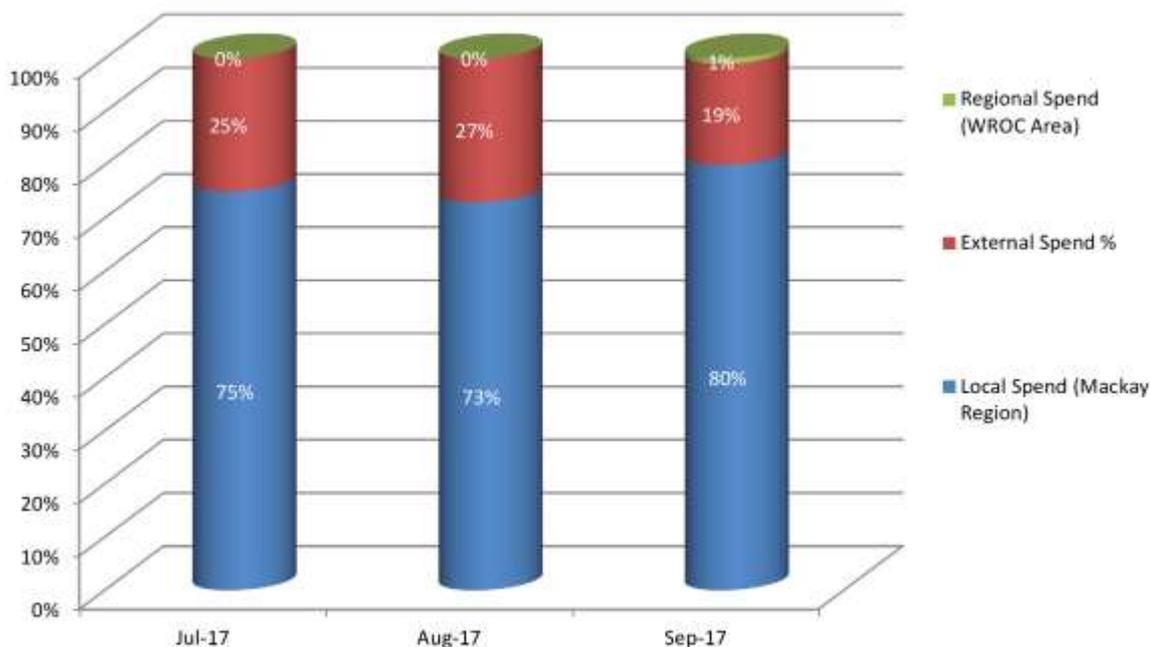
Activity	Program	Comments
Rates Reminder Notices	SSC	5,654 reminder notices were issued on 28/9/17, due for payment 12/10/17.
Centralised Billing	SSC	The first step toward centralising our billing processes was taken during September when some of our Business Support team (who currently undertake billing activities relating to infringements, animal & food licence renewals etc.) transitioned into the Billing Services team.
Recruitment	SSC	September was a busy month in recruitment with 17 vacancies filled. This follows on from increased recruitment activity at the end of August to recruit for new CAPEX roles, with a record number of vacancies advertised during the week 25/8/17.
Continuous Improvement Program	SSC	A continuous improvement program has been initiated within SSC, focusing on identifying process improvements that will deliver value to our customers, both internal and external. All staff have participated in an initial training workshop, with further workshops to follow.

3.5 Procurement Services

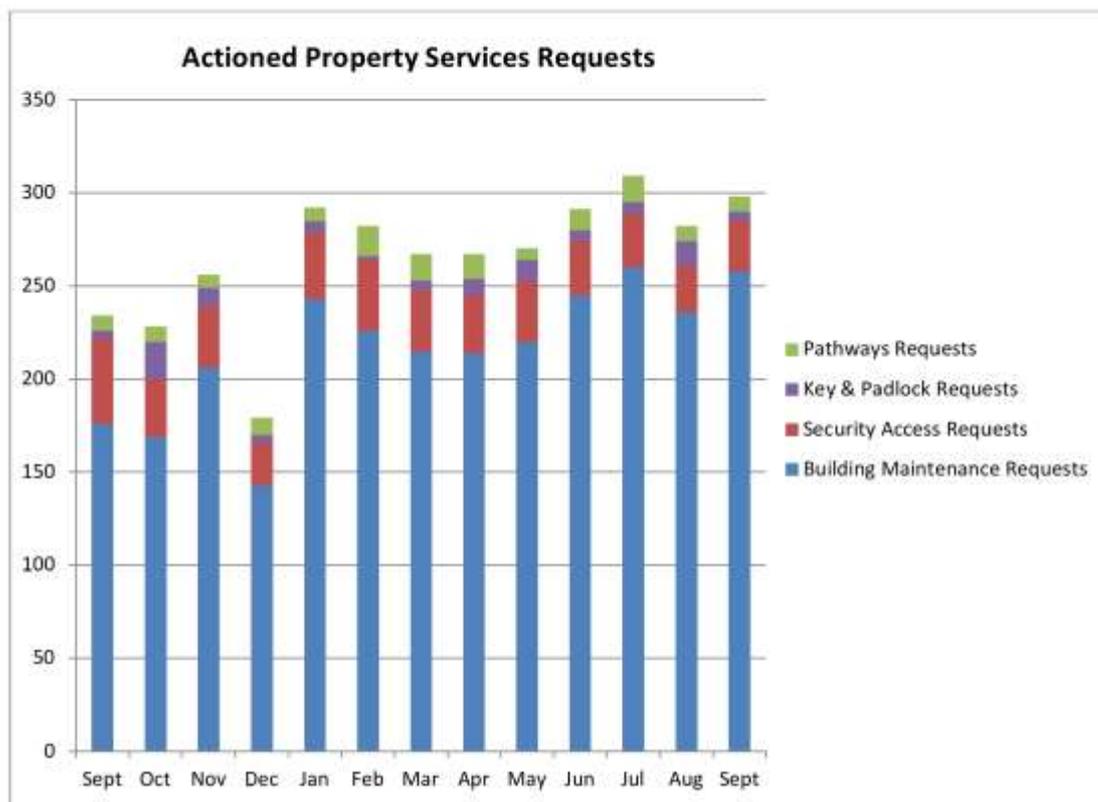
Activity	September 2016	September 2017
Purchase Orders (PO) Raised	733	601
Line Items in POs	1771	1404
POs Received	978	741
Line Items in POs Received	3823	2787
Invoices Processed	3829	3297
Request for Quotes Issued	12	13
Tenders Issued	1	4
Tenders Awarded	0	6
Quotes Awarded	-	16

Area	Monthly Amount September 2017	Monthly %	FYTD Amount	FYTD %
Local Spend (Mackay region)	\$4,351,764	80%	\$23,236,084	74.4%
Regional Spend (WROC area)	\$16,930	1%	\$51,812	.17%
External Spend	\$1,047,374	19%	\$7,942,693	25.43%

Area Monthly Spend %



3.6 Property Services



Breakdown of Building Maintenance Requests Actioned - September 2017	Volume	% of total requests
Miscellaneous	77	29.84%
Repairs	60	23.26%
Electrical	49	18.99%
Plumbing	41	15.89%
Safety & Legislation	22	8.53%
Air Conditioning	9	3.49%

Of the total number of Building Maintenance Requests received for the month of September (258), the top 3 requests related to Miscellaneous (including furniture, cleaning, signage, consumables), Repairs (including doors, locks & hardware, fixtures & fittings, walls/floors/ceiling, fencing, floor coverings) and Electrical.

4. PEOPLE AND CULTURE

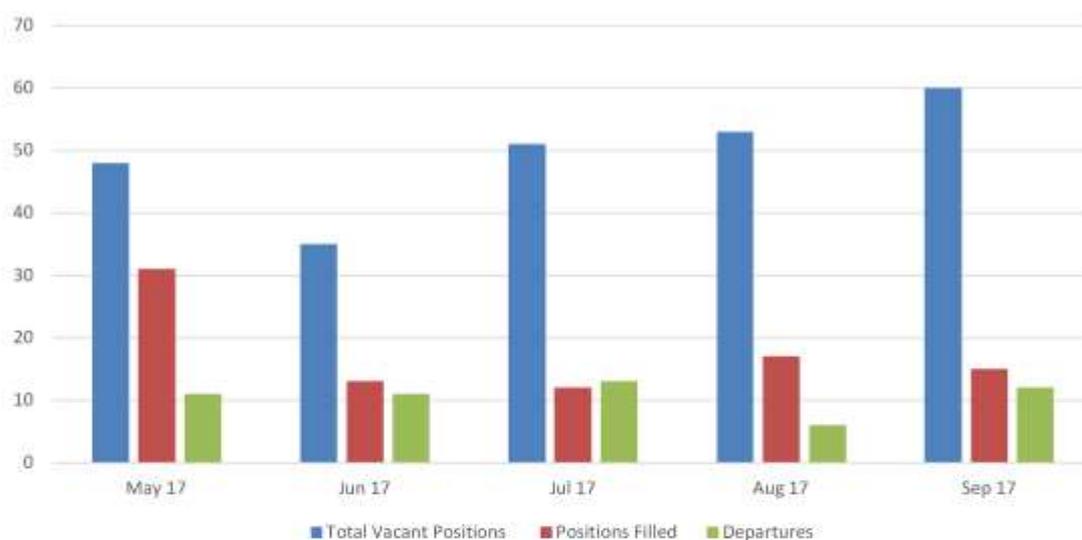
4.1 Key Activities

Activity	Timeframe	Comments
Industrial Relations	●	<p>The 2017 MRC CA has been agreed <i>in-principle</i> with the SBU. The timeline for employee agreement and QIRC approval is:</p> <ul style="list-style-type: none"> • 4 October – Two (2) mass meetings: <ul style="list-style-type: none"> ○ 7:00am – Showgrounds – Big shed outside of the pavilion ○ 1:00pm – Showgrounds – Big shed outside of the pavilion • 9 to 22 October – 14 days for consultation • 23 Oct – Commence voting • 30 October – MRC lodges Agreement for approval
Training	●	<p>The focus of training is the 2018 Apprenticeship & Traineeship intake. Several other L&D activities are being conducted to improve the overall training delivery process, including assessing training requests against role requirements when legislation has been amended.</p>
Organisational Cultural Strategy	●	<p>The actions from the Employee Engagement survey were finalised at the end of September to respective SLPT members.</p> <p>Planning is underway for the next survey, which will be an update and have identical questions to the 2016 survey. The survey process is also being planned, tentatively on a two-year cycle.</p>
P&C Strategy	●	<p>The recruitment and selection process is currently under detailed review. SLPT approved, on 26 September, the revised background checks regime which addresses several legislative and process gaps. The revisions will be implemented over the next six months, closing out by 31 March.</p> <p>The labour hire process is reaching finalisation with the appointment of a single source agency through the Local Buy process, Comensura, that acts on behalf of MRC when sourcing short term labour.</p> <p>The 2017-2021 P&C Strategic Direction draft cost impacts was presented to SLPT for information purposes. The first cut will be developed for the revised 2018-19 P&C budget.</p>
Health and Wellbeing Strategy	●	<p>There are several initiatives for this strategy for the remainder of 2017:</p> <ul style="list-style-type: none"> • Mental health initiatives such as Mental Health Week in October • Social health initiatives including Domestic Family Violence awareness in November • 2017 staff Christmas Party on Thursday 7 December • Reviewing the MRC Lifestyles Benefits program and alternatives to that including costings.
Leadership Development	●	<p>The current focus is developing a 360^o feedback tool complete with coaching plan for implementation in 2018.</p> <p>A proposed organisational leadership model will be presented to SLPT by 31 October for concurrence. It will cover situational leadership, the coaching leader role (GROW and other tools) and high performance teams.</p> <p>The SUPERvisor Program effectiveness review with all Programs is ending. There are several issues to be addressed with regards to targeting the right roles, at the right time with the right content using the right tools.</p> <p>The first program of 2018 will be conducted <i>as is</i> with the second program to have some minor amendments. Major amendments would not be introduced until 2019.</p>

4.2 Staff Contingent

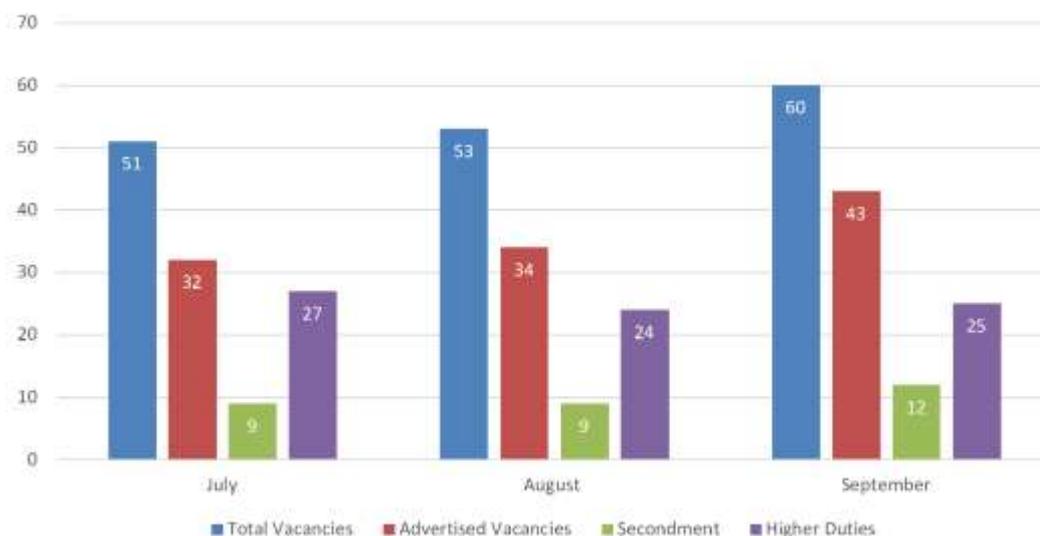
Status	OMC	ECI	DS	CCS	OS	TOTAL	Prev. Mth.
Full Time	7	378	168	111	173	837	840
Part Time	0	7	5	30	36	78	72
Apprentice/Trainees	0	4	12	8	11	35	36
Temp	0	6	7	7	7	27	25
Casual	0	7	12	96	3	118	113
TOTAL EMPLOYED	7	402	204	252	230	1095	1086
Vacant	0	12	14	9	8	60	53
TOTAL	7	390	218	261	238	1155	1139

Monthly Recruitment Statistics



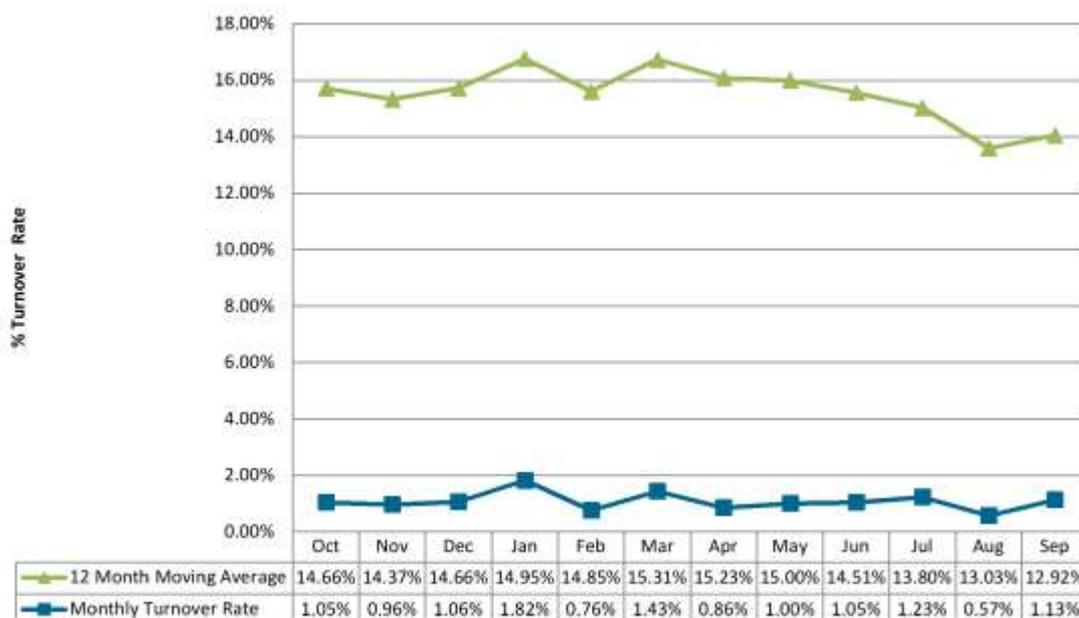
- Total vacant positions: 60
- Total number of positions filled in September: 14
- Separations: 12

Position Occupancy



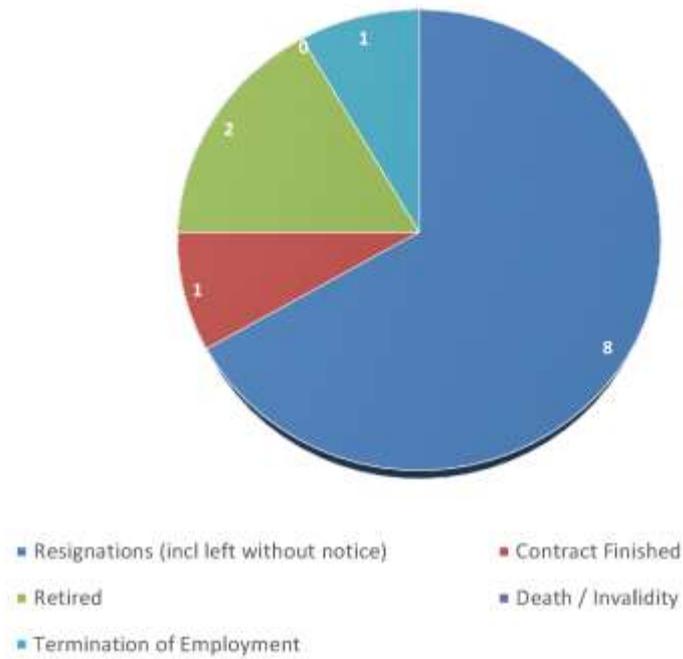
- As of 30 September, there were 43 positions across Council that were actively being recruited to either through external or internal recruitment and selection processes. The total current vacant positions are 60 and the remainder of those roles are filled via secondments, higher duties or pending decisions on whether to fill or not.

Turnover



- Monthly rolling average turnover was 1.13% as at 30 September 2017.
- Annual turnover 12.92% as at 30 September 2017

Seperations for September 2017



- A total of 12 employees departed MRC in the month of September as demonstrated in the above graph.

5. FINANCIAL PERFORMANCE

5.1 Summary Financial Position

(in \$ '000)	YTD Budget	YTD Actual	Variance
Total Revenue	105,114	105,688	574
Total Expenses	39,279	38,906	(373)
Operating Surplus (BID)	65,835	66,782	947
Depreciation	19,160	19,160	0
Interest	2,799	2,766	(33)
Net Operating Surplus	43,876	44,856	980

Council has forecast an operational deficit of \$1.1M for the FY2018. Timing on receipt of grant funding and payments for goods and services are the main reasons causing a variance this month. The September budget review report discusses a number of proposed variations.

5.2 Financial Ratios

	YTD	Target
Operating Surplus %	42.4%	0% - 10%
Interest coverage %	1.29%	0% - 5%
Net financial liabilities %	25.2%	< 60%
Current ratio	3.7	Between 1 and 4
Asset sustainability %	35.5%	> 90%
Capital expenditure ratio	0.68	> 1.1 times

As it is early in the financial year the ratios are distorted due to the timing of payments and the recognition of revenue. These ratios will adjust during the financial year to better reflect targets.

5.3 Key Activities

Activity	Program	Timeframe	Comments
Budgets & LTFF	Finance	●	The results of the September Budget review will be presented to council in October. Planning is underway for the 2018/19 LTFF and budget.
Statutory Reporting	Finance	●	The monthly Strategic Financial Report for August was presented to council in September.

Organisational Services
 Monthly Review > September 2017

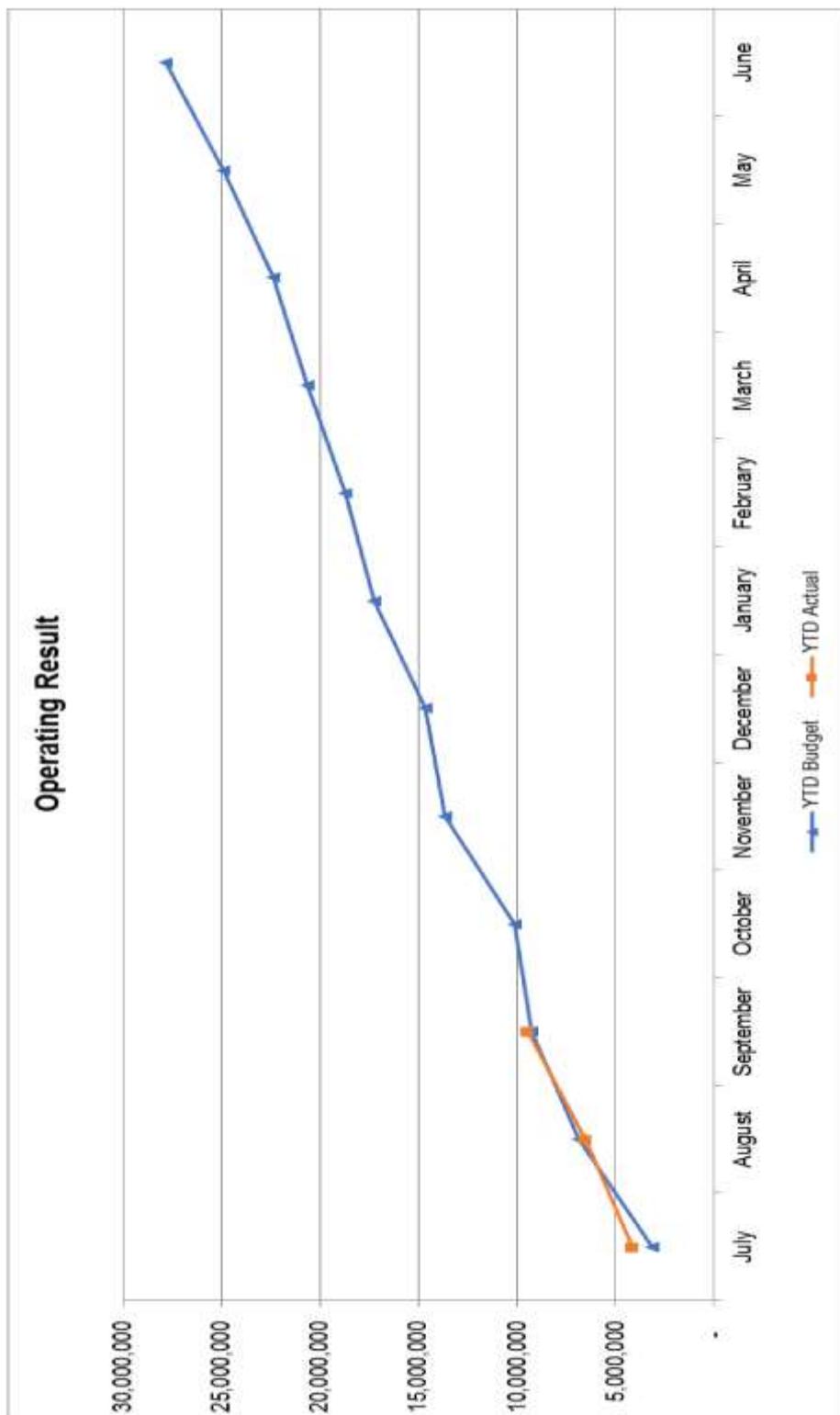
% Variance from YTD Budget
 Actuals more than 10% over YTD Budget
 Actuals between 5% and 10% over YTD Budget
 Actuals between 5% over and 10% under YTD Budget
 Actuals between 10% and 50% under YTD Budget
 Actuals more than 50% under YTD Budget



5.4 Program Financial Position



Operating Result	AMD Budget	YTD Budget	YTD Actual	YTD Variance	%	Comments
3.01 - Organisational Services Management	447,614	90,624	86,841	6,217	108%	On track
3.02 - People & Culture	1,723,988	439,028	393,285	(45,764)	90%	No spend in IR on EBA. No spend on external investigation support. Cultural Development Plan, Performance Management Training, and Mentoring expenditure planned for Q2 and Q3.
3.03 - Financial Services	2,708,134	420,026	330,250	(89,776)	79%	No expenditure on external staff recruitment. Some expenses are currently tracking behind YTD budget. This is likely a timing difference which will be monitored and any identified savings will be adjusted in a future budget reviews if required.
3.04 - Procurement & Plant	(4,627,388)	(1,023,121)	(1,085,721)	(62,600)	106%	Internal transfers for plant hire currently higher than anticipated however this will be considered by Finance as part of the fleet review.
3.06 - Governance & Safety	3,370,411	1,632,342	1,861,504	229,163	114%	Corporate Subscriptions and Memberships (\$254,978) paid in Sep in advance of cashflow forecast. Will return to balance in Oct 17.
3.07 - Asset Management	1,028,671	231,518	194,337	(37,181)	84%	Some expenses are looking to be realised later in the year than forecasted. Future forecasts have been adjusted.
3.11 - Property Services	8,006,541	1,004,486	1,380,781	376,295	137%	Timing of electricity account spreading and movement of maintenance work forward to coincide with W4Q projects has created an overspend for this reporting period.
3.15 - Works For Queensland Funding Project	(434,209)	1,443,869	1,720,537	276,668	119%	Some timing issues with minor budget adjustments expected.
3.16 - Works For Queensland Round 2 Funding Project	-	-	(350,000)	(350,000)		Preliminary allocations only.
7.01 - Shared Services Centre Management	2,546,497	676,777	776,956	98,178	114%	Excl. partnership fees, result is tracking at 88% to budget
7.02 - Shared Services Centre Employees	9,278,543	2,141,206	1,967,969	(183,207)	91%	On track
7.03 - Shared Services Centre Information Services	3,812,805	2,227,540	2,167,263	(60,258)	97%	On track
TOTAL OPERATIONAL	27,863,516	9,276,295	9,434,030	157,735	102%	On track



6. BUSINESS IMPROVEMENT

6.1 Business Improvements

Description	Program	Timeframe	Comments
Enterprise Risk Management (ERM) Review	G&S	●	<p>Process development and compilation of the supporting policy, framework and documentation continues to be a focus.</p> <p>Data capture to inform the first strategic risk report where progress of actions is understood has occurred this month.</p> <p>This report will be presented to SLPT 24 October 2017.</p>
Safety Systems Streamlining Project	G&S	●	<p>Consultation sessions to support the current state assessment of each safety management system in place now across Council were completed this month.</p> <p>Data has been analysed and the draft current state report is being prepared. It is anticipated that this report will be finalised throughout the month of October and an approach to the design of a future state considered.</p>
Strategic plans driving Council business – data capture exercise	G&S	●	<p>Definitions and refinement of the list of strategic plans is underway as required by SLPT. Findings will be reported back to SLPT and captured within the broader corporate performance planning processes.</p>
Corporate Performance Planning	G&S	●	<p>With a number of activities and documents informing the corporate performance planning process, definitions that outline the content of each document are being formulated.</p> <p>As previously reported, business planning is a key component of the corporate performance planning process and is now being progressed as follows:</p> <ul style="list-style-type: none"> • Dedicated working group activated • Industry benchmarking exercise scheduled for October • Overview of business planning development and implementation tasks determined and an estimate schedule of work prepared • Sample business plans being developed in preparation for presentation to SLPT late October and the broader Management Team early November
Contractor inductions	G&S	●	<p>This initiative has now been implemented.</p>

7. PROJECTS

7.1 Internal Projects

OPEX Projects

Project	Program	Budget	Timeframe	Comments
Valuation for FY2018	AM	●	●	Meetings with Asset Owners continue to prepare for scoping and tender process.
Holistic Asset Management	AM	●	●	The governance for the improvements in Asset Management have been established by means of a Steering Committee and Working Group. Working group to have its first meeting at earliest time members are available.
Air Conditioning Tender review	PS	●	●	Air Conditioning tender document under review.
Cleaning Tenders review	PS	●	●	Initial evaluation complete. Reference checks to be completed.

7.2 Capital Projects

Project	Phase	Project % Completion	Comments
City Library re-development.	Construction	75%	Project has been delayed due to QFES compliance issues not included into the "for construction" drawings produced by the service provider. This issue has resulted in some additional cost and negative schedule impact for the project.
SES Facility at Ness Street	Construction	45%	New slab has been completed, structural steel has been erected, mezzanine floor has been installed.
Sarina depot wash bay	Evaluation	10%	Project funding on hold.
Mirani depot wash bay	Evaluation	10%	Technical specifications are being revised following submission variations.
Plant Replacement Program	Ongoing	41%	This percentage includes committed figures.
Paget Depot Workshop Extension	Tender	10%	Tenders for design have been received and are being evaluated.
Administration Building Refurbishment	Consultation	5%	Project commencement on hold until Jubilee Community Centre completion.
Goldsmith Street, No. 5 & 7 Council Houses	Construction	50%	Mackay House removals have been appointed for the removal mid end October early November.

Project	Phase	Project % Completion	Comments
Skype for Business Full implementation will provide the following: <ul style="list-style-type: none"> Instant Messaging Presence (ability to identify and notify whereabouts and accessibility of staff, controlled by the individual) Video conferencing capability 	Implementation	99%	Initial rollout released for Skype for Business to approx. 100 users. Additional dedicated meeting rooms configured to support video conferencing these implemented as follows: - <ul style="list-style-type: none"> Engineering Room (Main Admin Building) Paris Meeting Room (Wellington Street) Sunnyside Meeting Room (Paget Depot) Sarina Board Room (Sarina) Mirani Board Room (Mirani) Training conducted with key users in the use of this video conferencing capability. Wider communications and release of functionality to all users to be distributed 18 October 2017.
Windows 10 Standard Operating Environment Movement to industry standard provision and improvements in security and corporate application integration.	In Design/Planning	9%	Corporate application impact design is underway, main effort expended in Pathway Release 8.0 upgrade dependency.
Endpoint Protection Management Convergence of endpoint device security and enhancements in our endpoint configuration management.	In Design/Planning	5%	Requirements and design phase continuing. Slight delay due to critical resource availability (illness). Schedule recast with no impact on delivery.
Intranet and Customer Portal Hybrid delivery utilising SharePoint online to achieve intranet and extranet (portal) capabilities to our organisation and patrons.	In Design/Planning	5%	Continuation of partner selection based on requirements elicitation. Additional analysis presented delay in commencing partner design to October 2017.

8. REGULATORY COMPLIANCE

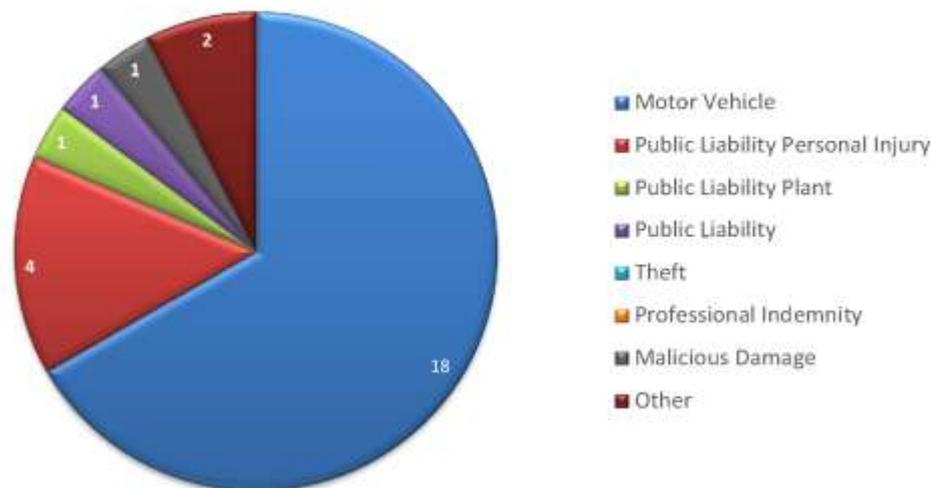
8.1 Financial Compliance

Description	Program	Timeframe
<p>Manage capital and operational budgets to achieve the benchmark Local Government financial sustainability ratios, including the operating surplus, net financial liabilities, and asset sustainability ratios.</p> <p>Measure: Completion of Long Term Financial Forecast including applicable ratios</p>	Finance	●
<p>Provide relevant and useful information to Council, stakeholders and clients.</p> <p>Measure: Production of monthly strategic financial reports</p>	Finance	●
<p>Provide relevant and useful information to Council, stakeholders and clients.</p> <p>Measure: Number of high risk audit issues</p>	Finance	●

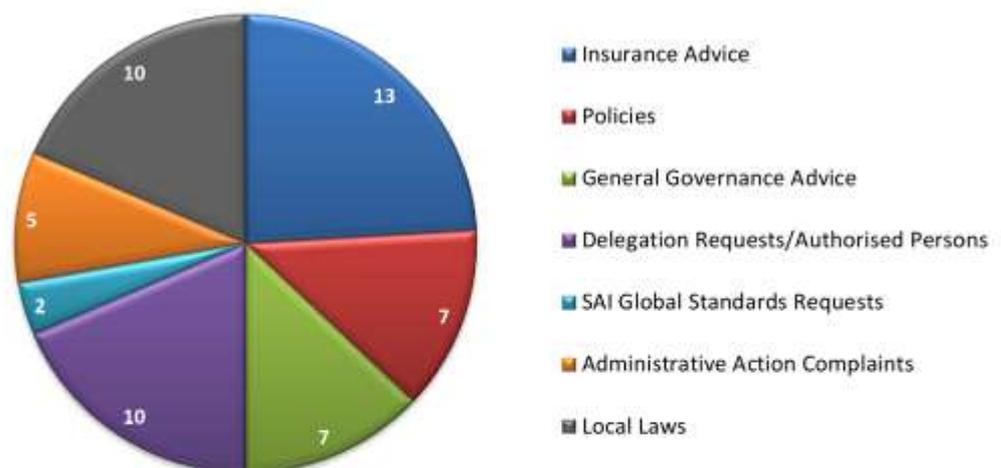
8.2 Corporate Governance

Activity	Program	Comments
Right to Information	G&S	<ul style="list-style-type: none"> 2 RTI Applications were received during September.
Policy reviews	G&S	<ul style="list-style-type: none"> 5 Council Policies were adopted by Council in September. 2 Administrative Policies were endorsed by SLPT and approved by the CEO in September. 4 Policies were reviewed during September and will be presented to SLPT and Council in October for approval. 5 Policies were circulated to the Management Team for consultation in September.
Corporate Governance Investigations	G&S	<ul style="list-style-type: none"> 2 internal reviews received for investigation during September consisting of: <ul style="list-style-type: none"> Water consumption and billing complaint; Rating complaint.
Cyclone Debbie Insurance Claim	G&S	<ul style="list-style-type: none"> Flooding component of Cyclone Debbie insurance claim has been finalised. Negotiations around the shade sail scope of works is continuing. Work on the remainder of the claim is progressing well.

Insurance Claims Received - September 2017



Governance General Inquiries - September 2017



8.3 Internal Audit

Internal Audit Reviews Underway	Status	Time	Comments
Corporate Card Assess and report on corporate card expenditure and related processes and management	In Progress	●	Fieldwork completed and draft report is in review stage
Payroll To evaluate the internal and business environment to ensure that internal controls are in place and operating effectively	In Progress	●	Field work in progress

Other Internal Audit Activity	Comments
Audit Committee	Audit Committee meeting held 7 September 2017

9. LAND & BUILDINGS

9.1 Building Maintenance

Description	Budget	Timeframe
Window Safety Tinting at the MECC has been completed.	●	●
Two new ice machines installed at Sarina Depot (large dispenser unit and medium sized bulk unit).	●	●
Additional shelving units have been installed at 42 Wellington Street in the Health and Regulatory office space.	●	●
Full service and repairs have been completed on the cool rooms at the MECC.	●	●
New gutters installed at Andergrove Community Hall.	●	●
Switchboard upgrade at Sarina Landcare House.	●	●
Synchronised PoE (Power over Ethernet) Clocks have been installed at the Mackay Administration Building in the following locations - Ground Floor Foyer, 1 st Floor: inside Chambers, outside Chambers, Councillors Office and Reception Room.	●	●
Paget Depot – Generator run on 23/09/17 during scheduled Ergon Mains Power Shutdown. Property Services officer on-site to oversee transition from mains power to generator and back again. Depot remained fully operational throughout loss of mains power.	●	●
Mirani Pool – New fence has been installed at the pool side of the residence.	●	●
Paget Depot quarterly service of oil separator completed.	●	●
Calen Depot – A sewer pipe between the kitchen and the septic tank has been dug up and replaced.	●	●
Rust holes on Bluewater Lagoon roof have been repaired to rectify leaks.	●	●

9.2 Land & Tenure

Description	Program
Tender of Bridges Café - Evaluation being undertaken.	PS
Blacks Beach Reservoir - Access agreements being negotiated to formalise existing use by adjoining properties through the reservoir land to road reserve.	PS
Boulder Park land negotiations with property owners commenced.	PS
St Helens campground being formalised to a Permit to Occupy.	PS
Vodafone enquiry received for North Mackay being investigated.	PS
<p>Identification of all State Reserve with Council as trustees project:</p> <ul style="list-style-type: none"> • Total Reserves identified: 749 • Reserves that can be revoked (2nd list): 49 (referred to Council Programs for comment) • Reserves for investigations, including encroachments: 219 • Reserves for investigations (presently being actioned OR to be actioned by Property Services): 11 • Reserves to be retained: Total – 449 • Reserves already actioned and or being actioned: 21 • Total Freehold Land (reviewing for encroachments): 661 	PS
<p>Weekly meetings established with The Dome Property Managers to discuss marketing, prospective tenants and maintenance issues</p> <p><u>Current Status:</u></p> <p>Tenancies occupied – 2, 5, 7, 8, 11 (Project Team) and 12. Tenancies that have proposals by interested parties – 6, 13 and 11. Tenancies vacant – 3, 4 (currently being used by Fergus Builders for Works for Qld Project), 6, 9, 10 and 13.</p>	PS
<p>The Land & Road Use Committee agenda included the following requests for comments:-</p> <ul style="list-style-type: none"> • Temporary Road closure application • Re-opening of Temporary Road closure. • Taking of Land Notice from Department of Main Roads for 3 properties on Bruce Hwy, Sarina. • Application for Permanent Road Closure • Notice of Development • Application for Conversion of Term Lease 	PS
Three new leasing enquiries by community groups for land/premises	PS