



MINUTES

Ordinary Meeting

**Held at Council Chambers
Sir Albert Abbott Administration Building
73 Gordon Street, Mackay**

On Wednesday 22 March 2023

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Deputy Mayor, Cr May acknowledged the traditional custodians of the land on which we meet today, the Yuwibara and Yuibera people and paid her respects to their Elders past and present. She also extended her acknowledgement to all Aboriginal members of the Birri Gubba Nation.

Cr May advised that the Council Meeting is being streamed live, recorded and published in accordance with Council's Standing Orders, including publishing on Council's web-site.

Cr May advised those present in the public gallery that, by attending a public meeting of the Council they are consenting to their image, voice and comments being recorded and published, and comments will form part of the live stream and recording.

Attendees were also advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

1. ATTENDANCE

Cr K L May (Chairperson), Crs M J Bella, L G Bonaventura, J F Englert, M I Green, B C Hassan, A N Jones, R J Seymour and P A Townsend were in attendance at the commencement of the meeting.

Also present was Mr S Owen (Chief Executive Officer), Mrs P Jaenke (Minute Secretary), Mr D McKendry (Executive Officer), Mr J Devitt (Director - Engineering & Commercial Infrastructure), Ms A Nugent (Director - Development Services), Mr J Carless (Director - Capital Works), Mr M Kelly (A/Director - Community & Client Services), Ms A Hays (Director - Organisational Services), Mr M Sleeman (Manager - Corporate Communications & Marketing) and Ms K Verroen (Coordinator Corporate Governance).

The meeting commenced at 10:00 am.

2. OPENING PRAYER

Pastor Paul Hicks from the Church of Christ led those present in Prayer.

3. ABSENT ON COUNCIL BUSINESS

Cr May noted that Mayor Williamson had previously been granted leave of absence to attend the Olympic Games Legacy Forum and Cr Fran Mann had also previously been granted leave of absence to attend the Local Government Heritage Conference.

4. APOLOGIES

Nil

5. CONDOLENCES

Cr Townsend expressed condolences, on behalf of Council to the family of Bernice Mary Hackett, who passed away recently. Cr Townsend advised that Bernice was the mother of local businessman Dave Hackett, General Manager of DGH Engineering, who is well known to Councillors for his generosity in supporting many charities, including as the naming rights sponsor of the Mayor's Charity Ball. Cr Townsend advised that Bernice passed away at 94 years of age and leaves behind five children, seven grandchildren and four great-grandchildren. Cr Townsend expressed condolences to Dave, wife Marg and granddaughters Breanna and Sophie.

6. CONFLICT OF INTEREST

Nil

7. CONFIRMATION OF MINUTES

7.1. CONFIRMATION OF MINUTES - 8 MARCH 2023

Council Resolution ORD-2023-60

THAT the Ordinary Meeting Minutes dated 8 March be adopted.

Moved Cr Bonaventura

Seconded Cr Townsend

CARRIED UNANIMOUSLY



MINUTES

Ordinary Meeting

**Held at Council Chambers
Sir Albert Abbott Administration Building
73 Gordon Street, Mackay**

On Wednesday 8 March 2023

ORDINARY MEETING - 8 MARCH 2023

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ORDINARY MEETING - 8 MARCH 2023

His Worship the Mayor, Cr Williamson acknowledged the traditional custodians of the land on which we meet today, the Yuwibara and Yuibera people and paid his respects to their Elders past and present. He also extended his acknowledgement to all Aboriginal members of the Birri Gubba Nation.

Mayor Williamson advised that the Council Meeting is being streamed live, recorded and published in accordance with Council's Standing Orders, including publishing on Council's web-site.

Mayor Williamson advised those present in the public gallery that, by attending a public meeting of the Council they are consenting to their image, voice and comments being recorded and published, and comments will form part of the live stream and recording.

Attendees were also advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

1. ATTENDANCE

His Worship the Mayor, Cr G R Williamson (Chairperson), Crs M J Bella, L G Bonaventura, J F Englert, M I Green, B C Hassan, A N Jones, F A Mann, K L May, R J Seymour and P A Townsend were in attendance at the commencement of the meeting.

Also present was Mr S Owen (Chief Executive Officer), Mrs P Jaenke (Minute Secretary), Mr D McKendry (Executive Officer), Mr J Devitt (Director - Engineering & Commercial Infrastructure), Ms A Nugent (Director - Development Services), Mr J Carless (Director - Capital Works), Mr M Kelly (A/Director - Community & Client Services), Ms A Hays (Director - Organisational Services), Mr M Sleeman (Manager - Corporate Communications & Marketing) and Ms Kerri Verroen (Coordinator Corporate Governance).

The meeting commenced at 10:00am.

2. OPENING PRAYER

Pastor Colin Hardy from the Mackay Baptist Church led those present in Prayer.

3. ABSENT ON COUNCIL BUSINESS

Nil

4. APOLOGIES

Nil

5. CONDOLENCES

Cr Williamson expressed condolences, on behalf of Council to the family of Mrs Norma Shuttlewood, who passed away recently. Mayor Williamson noted that Norma had been one of Mackay's most outstanding citizens and had contributed much to the region, particularly in terms of the arts, and was a Life Member of the Choral Society, a Life Member of Mackay Eisteddfod Association, a Life Member of the Table Tennis Association and a Life Governor of North Queensland Eisteddfod. Mayor Williamson passed on Council's condolences to Norma's family and also to the organisations where she was a Life Member.

Cr May expressed condolences, on behalf of Council to the family of Leon Robertson, who passed away on February 21. Cr May noted that Leon had been a member of the Sarina community for many years, was a local cane farmer in Koumala, had been an shareholder at the time of the establishment of the Community Bank in Sarina, and had been an active member of Sarina Men's Shed Association, bringing a great deal of talent to the Men's Shed. Cr May noted that since 2010, Leon had been a volunteer at the Sarina Sugar Shed

ORDINARY MEETING - 8 MARCH 2023

one day per week, working predominately in the bottling and bonding room. Cr May passed on Council's condolences to Leon's wife Judy and their three children.

6. CONFLICT OF INTEREST

Nil

7. CONFIRMATION OF MINUTES**7.1. CONFIRMATION OF MINUTES - 22 FEBRUARY 2023****Council Resolution ORD-2023-55**

THAT the Ordinary Meeting Minutes dated 22 February 2023 be adopted.

Moved Cr Bonaventura

Seconded Cr Jones

CARRIED UNANIMOUSLY

8. BUSINESS ARISING OUT OF PREVIOUS MINUTES

Nil

9. MAYORAL MINUTES

Nil

10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS

Nil

ORDINARY MEETING - 8 MARCH 2023

11. CORRESPONDENCE AND OFFICER'S REPORTS

11.1. OFFICE OF THE MAYOR AND CEO

11.1.1. OFFICE OF THE MAYOR AND CEO MONTHLY REVIEW REPORT - FEBRUARY 2023

Author
Responsible Officer
File Reference

Chief Executive Officer (Scott Owen)
Chief Executive Officer (Scott Owen)
DMRR

Attachments

1. FINAL - Report for Office of Mayor CE Os - Monthly Review - February 2023 [11.1.1.1 - 19 pages]

Purpose

To provide Council with the Office of the Mayor and Chief Executive Officer's Monthly Report for the month of February 2023.

Related Parties

Nil

Officer's Recommendation

THAT the Office of the Mayor and Chief Executive Officers Monthly Report for February 2023 be received.

Council Resolution ORD-2023-56

THAT the Office of the Mayor and Chief Executive Officers Monthly Report for February 2023 be received.

Moved Cr May

Seconded Cr Green

CARRIED UNANIMOUSLY

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11.2. COMMUNITY AND CLIENT SERVICES**11.2.1. COMMUNITY & CLIENT SERVICES MONTHLY REVIEW - FEBRUARY 2023**

Author A/Director Community & Client Services (Matthew Kelly)
A A/Director Community & Client Services (Matthew Kelly)
File Reference DMRR

Attachments 1. CCS MONTHLY REVIEW FEBRUARY 2023 [**11.2.1.1** - 48 pages]

Purpose

Attached is a copy of the Community and Client Services Monthly Review for the month of February 2023.

Related Parties

N/A

Corporate Plan Linkage

This links to various corporate objectives and strategies within the corporate plan.

Officer's Recommendation

THAT the Community and Client Services Monthly Review for February 2023 be received.

Council Resolution ORD-2023-57

THAT the Community and Client Services Monthly Review for February 2023 be received.

Moved Cr Townsend

Seconded Cr Jones

CARRIED UNANIMOUSLY

ORDINARY MEETING - 8 MARCH 2023

11.3. ORGANISATIONAL SERVICES**11.3.1. COMMUNITY CONSULTATION POST NOTIFIED MOTION OF COUNCIL - RENAMING OF MCCARTHY STREET, HAY POINT**

Author	Director Organisational Services (Angela Hays)
Responsible Officer	Director Organisational Services (Angela Hays)
File Reference	McCarthy Road, Sarina

Attachments

1. Council Report - Consideration of Notified Motions - Correct Spelling of McCarthy Street [11.3.1.1 - 10 pages]
2. Letter from Mr Glen McCarthy - Spelling of McCarthy St [11.3.1.2 - 1 page]
3. Road Renaming Consultation Reports - McCarthy St to MacCarthy St road renaming [11.3.1.3 - 6 pages]
4. Council Policy - Naming of Infrastructure Assets [11.3.1.4 - 7 pages]

Purpose

The purpose of this report is to report back to Council the community consultation undertaken as a result of a Notified Motion passed by Council to provide in-principle support for the renaming of **McCarthy** Street to **MacCarthy** Street at Hay Point, subject to the outcome of consultation with impacted property owners.

Related Parties

Mr Glen McCarthy (original requestor)
Property owners – McCarthy Street Hay Point

Corporate Plan LinkageFinancial Strength

Ethical Decision-Making and Good Governance - We are committed to keeping our community informed about our activities and performance and employing robust governance policies and procedures to ensure legislative compliance and organisational integrity.

Background/Discussion

Council, at its meeting of 27 July 2022, considered a Notified Motion as presented by Cr Bonaventura (copy of report attached). From the Notified Motion the following resolution was passed –

Council Resolution ORD-2022-224

THAT Council agrees in principle to renaming 'McCarthy Street' Hay Point to 'MacCarthy Street' to correct the spelling of the Street after the founding Hay Point resident Norfor Norman MacCarthy, subject to the outcome of consultation with impacted property owners and residents of McCarthy Street in line with Council's Naming of Infrastructure Assets Policy.

FURTHER THAT a subsequent report be presented to Council following this consultation.

***Moved Cr Bonaventura
CARRIED***

Seconded Cr Jones

ORDINARY MEETING - 8 MARCH 2023

Following this resolution, the associated community consultation was undertaken. Council's Policy – Naming of Infrastructure Assets, cites –

1.7 Community Consultation

Where appropriate, community consultation will be conducted with relevant stakeholders when MRC proposes to name or rename an infrastructure asset.

The purpose of the consultation is to seek stakeholder feedback on the naming request in order for MRC and/or staff to make an informed decision on a naming proposal.

Public consultation is not required where a name is being assigned to new infrastructure created by way of New Development.

Consultation and Communication

Community Consultation letters were mailed to all the McCarthy Street property owners (38) in September 2022. These property owners could either respond by return mail, contact council by phone or respond by connecting to a private online survey, using the 'Connecting Mackay' Web page.

Of the 38 letters that were mailed out, 15 responses were received.

Key finding:

- 10 of the 15 (67%) responses did not support the road's renaming.
- 5 of the 15 (33%) responses supported the road's renaming

Under Council's consultation processes, reporting is based on surveys returned, in the set consultation period, and does not consider non-responses (as it is not possible to determine if a non-response is indicative of support or not).

Mr Glen MacCarthy, who is the original instigator for the request for change noting a family connection, has been provided details related to the resultant community consultation. His comments on this are per a letter understood to be provided to Mayor & Councillors directly and attached to this report for reference.

Resource Implications

Should council proceed with the change, new road signage will need to be prepared and installed. Various Council Departments as well as external services dealing with roads and addressing, will need to be notified of the road name change and updated addresses.

All residents who own properties on McCarthy Road will need to be notified by letter of Council's decision and take the necessary steps to change their address details.

Risk Management Implications

Nil

Conclusion

Within the Council report for the Notified Motion the following comment was made –

Information provided by Council's Geographic Information System (GIS) officers is that McCarthy Street was initially named in the 1960s when it was part of Sarina Shire Council. Inquiries with the Department of Resources and Mines (now Department Natural Resources) in relation to the historical records of the naming of the Street have revealed that 'two of the first owners of the property in the

ORDINARY MEETING - 8 MARCH 2023

subdivision on RP 710199 were MacCarthy and Hellewege. The next Street across is named Hellewege Street'. This could suggest that the street name was indeed incorrectly spelt.

This highlights that in all probability the street was intended to be named after one of the original landowners in the area, MacCarthy. However, doing so has an impact on property owners resulting in community consultation per Council's Policy.

Of responses received, 10 of the 15 (67%) responses did not support the road's renaming, and 5 of the 15 (33%) responses supported the road's renaming.

Under Council's consultation processes, reporting is based on surveys returned, in the set consultation period, and does not consider non-responses (as it is not possible to determine if a non-response is indicative of support or not).

As such, the result of the consultation requested to be undertaken is that there is not support for the renaming.

Officer's Recommendation

THAT, having received the Community Consultation report that does not show support from property owners for the proposed renaming of McCarthy Street Hay Point as a result of a Council resolution on 27 July 2022, Council does not support the proposed renaming and retains the name McCarthy Street.

Mayor Williamson called for a mover however as there was no mover, the motion lapsed.

Cr Bonaventura advised that he would like to move a motion, which has been circulated to Councillors, as an alternative to the officer's recommendation.

Council Resolution ORD-2023-58

THAT in accordance with section 254H of the Local Government Regulation 2012, the following are recorded as reasons in support of a decision made at a local government meeting inconsistent with a recommendation or advice given to the local government by an advisor of the local government –

Having received the Community Consultation report for the proposed renaming of McCarthy Street Hay Point following a Council resolution on 27 July 2022 -

a. This change will correct a historical spelling error in the naming that did not reflect the original owners of the land in the Hay Point area namely MacCarthy and Hellewege

b. Under Council policy COU090 'Naming of Infrastructure Assets' section 1.1 'Request for naming or Renaming of an Infrastructure Asset' dot point four states if 'It is found that the information submitted regarding the naming of the infrastructure asset is factually incorrect'.

c. The results of the survey of 37 landholders of McCarthy Street indicated only 10 objections in 15 responses received leaving 22 who offered no comment indicating that there was a high probability they had no objection to the change.

FURTHER THAT Council resolves to rename McCarthy Street Hay Point, to MacCarthy Street.

Moved Cr Bonaventura

Seconded Cr Jones

ORDINARY MEETING - 8 MARCH 2023

CARRIED UNANIMOUSLY

ORDINARY MEETING - 8 MARCH 2023

12. RECEIPT OF PETITIONS

Nil

13. TENDERS

Nil

14. CONSIDERATION OF NOTIFIED MOTIONS

Nil

15. PUBLIC PARTICIPATION

Mr Jason Wilcox addressed Council in relation to smart cities.

Ms Rhonda Marriage addressed Council in relation to chemtrails.

16. LATE BUSINESS

Cr Hassan advised that the Sarina Lions Club had recently hosted the Zone Finals for the Lions Youth of the Year Competition. Cr Hassan presented Mayor Williamson with a Certificate of Appreciation, noting that he had judged over 30 Zone Finals.

Cr Green advised that she had recently had the privilege of being a judge for the Just Saying Project's Women's Awards and recognised the work of Fallon Drewett, who had spent eight years building the platform that supports women. Cr Green offered her thanks to Fallon for the work that she does in this area and offered her congratulations to the award winners and nominees.

Cr Bella noted that Cr Fran Mann and Cr Belinda Hassan were nominees in the Just Saying Projects Awards.

Cr May advised that she and Mayor Williamson had recently attended the one hundred year celebration of St Michael's Parish in Sarina and noted the rich history of the church. Cr May offered her thanks to Robyn Baggow who, with assistance of other members of the community, compiled all the information in the booklet provided on the day.

17. CONFIDENTIAL REPORTS

The meeting did not close to the public.

17.1. DRAFT MINUTES - INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM ADVISORY COMMITTEE - 20 FEBRUARY 2023

Confidential

Confidential Report to be forwarded separately.

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (c) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter **relating to Council's budget**.

Council Resolution ORD-2023-59

ORDINARY MEETING - 8 MARCH 2023

THAT the draft minutes of the Invest Mackay Events and Conference Attraction Program Advisory Committee meeting dated 20 February 2023 be redceived.

AND THAT funding as recommended by the Invest Mackay Events and Conference Attraction Program Advisory Committee for Item 3.1 be approved.

Moved Cr May

Seconded Cr Englert

CARRIED UNANIMOUSLY

18. MEETING CLOSURE

Meeting closed at 10:33 am.

19. FOR INFORMATION ONLY

Nil

Confirmed on Wednesday 22 March 2023

.....
MAYOR

8. BUSINESS ARISING OUT OF PREVIOUS MINUTES

Nil

9. MAYORAL MINUTES

Nil

10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS

10.1. DRAFT MINUTES HERITAGE REFERENCE GROUP MINUTES - 23 JANUARY 2023

Author	Acting Manager Strategic Planning (Jay Rosenberg)
Responsible Officer	Director Development Services (Aletta Nugent)
File Reference	SPLP-031

Attachments

1. Draft Minutes Heritage Reference Group Minutes - 23 January 2023 [**10.1.1** - 2 pages]

Purpose

To receive the draft minutes of the Heritage Reference Group meeting held on 23 January 2023.

Related Parties

Nil

Officer's Recommendation

THAT the draft minutes of the Heritage Reference Group meeting dated 23 January 2023 be received.

Council Resolution ORD-2023-61

THAT the draft minutes of the Heritage Reference Group meeting dated 23 January 2023 be received.

Moved Cr Englert

Seconded Cr Townsend

CARRIED UNANIMOUSLY



Heritage Reference Group Minutes

Date:	30 January 2023	Time: 4.00pm – 5.30pm	Venue: JCC (Jubilee Community Centre) -- Training Room
Chairperson:	Councillor Fran Mann (CFM), Deputy Chairperson Councillor Karen May (CKM)		
MRC (Mackay Regional Council) Representatives:	Strategic Planning – Tabitha Cocup (TC) Manager Strategic Planning – Andrew Schembri (AS) Museums Coordinator – Alicia Stevenson (AS) Strategic Planning – Robert Tily (RT) Strategic Planning – Sabella Fuss (SF) Councillor Belinda Hassan (CBH)		
External Representatives:	Kate Large (KL), Nicholas McDougall (NM), Sandra Amooore (SA) and Sandra Field (SF) Steven Pritchard (SP)		
Apologies:	Jean Turvey (JT) and Christine Vaughan (CV) Beverley Currie (BC)		
Circulation Members:	Heritage Collections Supervisor - Lara Clarke (LC), Manager Property Services – Maurie Fatnowna (MF) and Senior Coordinator Community Programs - Robert Ryan (RR)		
Purpose:	Provide information and advice to Council on current and emerging cultural heritage and historical matters within the Mackay Local Government Area.		

Item Number	Item	Action Officer	Discussion/Actions/Update
Item 1	Acknowledgement to Country		
1.1	Welcome to meeting	CFM	Cr Mann welcomed the reference group to the first meeting of the year, welcomed new member Steven Pritchard and introduced Sabella Fuss, project officer for the local heritage register review. Acknowledgement of Country by CFM.
Item 2	Adoption of Previous Minutes		
2.1	Previous Minutes Adopted by Council on 7 December 2022	CFM	Cr May raised an error in previous minutes under item 5.3, where Sarina Museum was omitted.
Item 3	Conflict of Interest Declaration		
3.1	At this time, we ask all committee members to declare any perceived or actual conflict of interest they may have in respect to matters listed in this agenda before the commencement of a meeting.	CFM	Nil declared.

Item 4	Standing Items		
4.1	Local Heritage Register Review Update	RT	RT provided update on Local Heritage Review (LHR). The presentation covered the process and deliverables, RT advised that council would be briefed prior to a more in-depth update on proposed LHR places at the next scheduled HRG meeting.
Item 5	Agenda Items		
5.1	Pine Islet Lighthouse Update	CBH	CBH advised of her position as member on the Pine Islet Lighthouse Preservation Society and provided an update on the Society's progress to date. The Society have recently cleaned the interior of the lighthouse, sealed windows and are in the process of gaining quotes from heritage architects and local engineering companies. When reports and information are received from the heritage architect, the next steps for the society will be recording of history, lease negotiation, fund raising and activation via installation of signage and/or hosting events. CBH advised the Pine Islet Lighthouse Preservation Society meet monthly on the first Thursday of each month, at the Marine Volunteers Club House and extended an invite to HRG members to attend, if interested.
Item 6	General Business		
6.1	Prime Minister Walk	CFM	CFM provided an update that Reef Catchments were investigating funding options to conduct required maintenance and possible addition to the Prime Minister Walk located in Edward Lloyd Park, Marian.
Item 7	Future Events		
7.1	An opportunity to discuss future events	ALL	CFM advised that herself and RT would be attending the Local Government Heritage Conference in Maryborough on 22-23 March and would provide feedback to the HRG at the next scheduled meeting.
Item 8	Next Meeting Date		
8.1	Future Heritage Reference Group meetings: 24 April 2023 4.00pm – 5.30pm 26 June 2023 4.00pm – 5.30pm 23 October 2023 4.00pm – 5.30pm	TC	24 April meeting to be rescheduled to 8 May 2023, 4.00pm. Noted by members.

10.2. AUDIT COMMITTEE - MINUTES OF MEETING 23 FEBRUARY 2023

Author	Secretariat (Jeanne Ronald)
Responsible Officer	Executive Officer (David McKendry)
File Reference	Audit Committee

Attachments	1. draft minutes [10.2.1 - 7 pages]
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Purpose

To receive the draft final minutes of the Audit Committee (the Committee) meeting held on 23 February 2023.

Related Parties

Nil

Corporate Plan Linkage

Priority: Organisational Performance

Strategy: Governance and performance - Ensure that council complies with all of its statutory obligations, minimises its exposure to litigation, manages its risk, undertakes targeted internal audits, and meets community expectations of transparency and performance reporting.

Background/Discussion

In accordance with Section 211 (1) (c) of the *Local Government Regulation 2012* (the regulation), the Committee must as soon as practicable after a meeting, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

Furthermore, under Section 211 (4) of the regulation, the Chief Executive Officer must present the report at the next meeting of the local government.

Consultation and Communication

The draft minutes were approved by the Chair of the Committee and circulated to the Committee.

Resource Implications

Nil

Risk Management Implications

Nil

Officer's Recommendation

THAT the minutes of the Committee meeting of 23 February 2023 is presented.

Council Resolution ORD-2023-62

THAT the minutes of the Committee meeting of 23 February 2023 is presented.

Moved Cr Bonaventura

Seconded Cr Jones

CARRIED UNANIMOUSLY



FINAL MINUTES

Audit Committee

Held at Council Chambers
Sir Albert Abbott Administration Building
73 Gordon Street, Mackay

On Thursday 23 February 2023

AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

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AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

1. ATTENDANCE**Committee Members:**

Mr T Cronin (Chairperson), His Worship the Mayor Cr GR Williamson, Cr K May (Proxy) and Ms M McKendry (External Audit Committee Member).

Cr May was appointed proxy as Cr Bella was an apology.

Council Officers:

Mr S Owen (Chief Executive Officer), Mrs A Hays (Director Organisational Services), Mr J Rule (Manager, Financial Services), Mrs M Harris (Senior Internal Auditor) and Mrs J Ronald (Minute Secretary)

Visitors:

Mr D McKendry (Executive Officer), Mr P Hinton (External Auditor, SBB Partners), Mr J Gould (External Auditor, SBB Partners), Ms M Manual (Senior Manager, QAO), Mr M Claydon (QAO), Mrs J Wix (Internal Auditor), Ms S Shuttlewood (Co-ordinator Performance & Risk), Mr J Ackerman (Manager, Strategic Planning), Mr C Jessup (A/Manager Asset Management), Mr T Conias (Axiar – External Auditors) and Mr P Sheville (Axiar – External Auditor).

The meeting commenced at 8:30am.

The Committee congratulated Ms A Hays on her appointment to Director Organisational Services and welcomed Ms Hays to the meeting.

2. APOLOGIES

Cr Bella and Cr Hassan

3. CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES**Council Resolution AC-2023-1**

THAT the minutes of the Audit Committee held on 01 December 2022 be accepted.

Moved Mayor GR Williamson

Seconded Monica McKendry
CARRIED

5. BUSINESS ARISING OUT OF PREVIOUS MINUTES

Action – CEO requested for a plan to be presented around the outstanding WIP to ensure there is no carry-over.

Completed – see attached.

Action – The next risk focus session for the next meeting is Inadequate planning for infrastructure requirements resulting in infrastructure that does not meet the community's needs.

Completed – presentation at this meeting.

AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

6. REPORTS TO BE TABLED**6.1. FINANCIAL SERVICES REPORT****6.1.1. 2023 AUDIT COMMITTEE BRIEFING PAPER**

Action – QAO & Manager Financial Services to provide at next meeting information/briefing on new framework

Audit Committee Resolution AC-2023-2

THAT the Audit Committee receive the attached briefing paper.

Moved Cr May

**Seconded Mayor GR Williamson
CARRIED**

6.1.2. 2023 EXTERNAL AUDIT PLAN

Audit Committee Resolution AC-2023-2

THAT the Audit Committee receive the External Audit Plan for the financial year ending 30 June 2023 from the external auditor, SBB Partners.

Moved Monica McKendry

**Seconded Mayor GR Williamson
CARRIED**

6.1.3. STRATEGIC FINANCIAL REPORT - DECEMBER 2022

Audit Committee Resolution AC-2023-3

THAT the Audit Committee receive the Strategic Financial Report for December 2022.

Moved Mayor GR Williamson

**Seconded Cr May
CARRIED**

6.1.4. STRATEGIC FINANCIAL REPORT - JANUARY 2023

Note – Manager Financial Services - The Committee requested the most recent financial report at each meeting except for the August meeting, to provide June statements.

Audit Committee Resolution AC-2023-4

THAT the Audit Committee receive the Strategic Financial Report for January 2023.

Moved Cr May

**Seconded Mayor GR Williamson
CARRIED**

6.1.5. PROFORMA FINANCIAL STATEMENTS & PROJECT TIMELINES 2022/2023

AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

Action – Manager Financial Services to seek clarification in terms of changes to the Federal Assistance Grants arrangements.

Audit Committee Resolution AC-2023-5

THAT the Audit Committee receive the 2022/23 MRC proforma accounts and the associated Financial Statements timeline and provide feedback.

Moved Mayor GR Williamson

**Seconded Tim Cronin
CARRIED**

6.1.6. ACCOUNTING FILE NOTES 2022/23

Action – Manager Financial Services and Manager Asset Management - The Committee suggested to Council to amending the tenders for valuations from one year to 5 year as this would be more beneficial and provide continuity in this area.

Audit Committee Resolution AC-2023-6

THAT the Audit Committee receive the interim 2022/23 accounting file notes and provide feedback.

Moved Mayor GR Williamson

**Seconded Tim Cronin
CARRIED**

6.2. ASSET MANAGEMENT REPORT

6.2.1. ASSET MANAGEMENT UPDATE

The Committee acknowledged the difficulties facing Asset Management in the recruitment space and wanted to pass on their thanks to the team for their hard work with these additional pressures.

Action – Chief Executive Officer to provide briefing to Audit Committee following a Council Briefing regarding Asset Management processes.

Audit Committee Resolution AC-2023-7

THAT the Audit Committee note the update for Asset Management.

Moved Cr May

**Seconded Mayor GR Williamson
CARRIED**

6.3. ENTERPRISE RISK MANAGEMENT REPORTS

6.3.1. STRATEGIC RISK REPORT - QUARTER 2 2022/2023

Action – Co-ordinator, Performance & Risk to provide risk appetite statements at the May meeting.

Audit Committee Resolution AC-2023-8

THAT the Strategic Risk Report, Second Quarter 2022-2023 is received by the Audit Committee.

AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

Moved Monica McKendry**Seconded Mayor GR Williamson****CARRIED****6.3.2. INADEQUATE INFRASTRUCTURE PLANNING - RISK FOCUS & UPDATE**

Mr J Ackerman, Manager Strategic Planning presented to the committee.

Action – It was agreed the next risk focus will be WIP and to incorporate briefing from CEO as discussed under the Asset Management agenda item.

6.4. INTERNAL AUDIT REPORTS**6.4.1. INTERNAL AUDIT - PROGRESS REPORT**

The Committee passed on their thanks to Ms J Wix for her work during the time the Senior Internal Audit was on extended leave.

Audit Committee Resolution AC-2023-9

THAT the Internal Audit Progress Report be received by the Audit Committee.

Moved Tim Cronin**Seconded Mayor GR Williamson****CARRIED****6.4.2. INTERNAL AUDIT - AUDIT ACTIONS REGISTER**

Audit Committee Resolution AC-2023-10

THAT the Audit Action Register as at 31 December 2022 be reviewed by the Audit Committee.

AND THAT all items identified as being completed, are endorsed by the Audit Committee so that they can be removed from the register.

Moved Cr May**Seconded Monica McKendry****CARRIED****6.4.3. INTERNAL AUDIT REPORT - ASSET ACQUISITION**

Audit Committee Resolution AC-2023-11

THAT the Internal Audit Report – Asset Management – Asset Acquisition be received by the Audit Committee.

Moved Cr May**Seconded Mayor GR Williamson****CARRIED**

AUDIT COMMITTEE - THURSDAY 23 FEBRUARY 2023

6.4.4. FOLLOW UP INTERNAL AUDIT - GRANTS & SPONSORSHIP

Audit Committee Resolution AC-2023-12

THAT the Follow-Up Internal Audit Report – Grants & Sponsorship be received by the Audit Committee.

Moved Mayor GR Williamson

**Seconded Cr May
CARRIED**

7. OTHER BUSINESS

7.1. REVIEW OF ANNUAL MEETING PLAN

The Annual Meeting Plan was reviewed. It was agreed to remove Capital Works item from the May agenda.

7.2. NEXT MEETING

The next meeting will be held on Thursday 11 May 2023

8. MEETING CLOSURE

Meeting closed at 11.30am.

11. CORRESPONDENCE AND OFFICER'S REPORTS

11.1. OFFICE OF THE MAYOR AND CEO

11.1.1. ADOPTION OF COUNCIL POLICIES

Author	Senior Governance Officer (Pam Currell)
Responsible Officer	Executive Officer (David McKendry)
File Reference	105 - In-Kind Assistance / 067 - Cemeteries / 033 - Community Engagement / 050 - Youth / 055 - Sub-Metering (Potable Water Supply)

Attachments

1. 105 - In-kind Assistance [**11.1.1.1** - 5 pages]
2. 067 - Cemeteries [**11.1.1.2** - 19 pages]
3. 050 - Youth [**11.1.1.3** - 6 pages]
4. 055 - Sub- Metering (Potable Water Supply) [**11.1.1.4** - 25 pages]
5. 033 Community Engagement [**11.1.1.5** - 7 pages]

Purpose

To present the following Council policies and any associated Corporate Standard for consideration and adoption:

1. COU105 – In-kind Assistance
2. COU067 – Cemeteries
3. COU033 – Community Engagement
4. COU050 – Youth
5. COU055 – Sub-Metering (Potable Water Supply)

Related Parties

There are no identified related parties.

Corporate Plan Linkage

Financial Strength

Ethical Decision-Making and Good Governance - We are committed to keeping our community informed about our activities and performance and employing robust governance policies and procedures to ensure legislative compliance and organisational integrity.

Background/Discussion

Mackay Regional Council (MRC) have a process of reviewing policies and any associated corporate standard to ensure that they are relevant and up to date. The process involves a review by the responsible program manager, circulation to the management team for consultation and final submission to the executive leadership team (ELT) for endorsement, prior to presenting to Council for endorsement and adoption.

COU105 – In-kind Assistance

This policy is a best practice policy to provide access to MRC's resources in supporting local community groups and organisations.

COU067 – Cemeteries

This policy and its associated corporate standard are a best practice policy to provide standards for staff and users of MRC cemeteries including the parameters which would be considered for approval for burial on private property.

COU033 – Community Engagement

This policy is a mandated policy to strengthen and engage the Mackay community in building an involved community.

COU050 – Youth

This policy is a best practice policy being a requirement to meet MRC Grant obligations in decision making and/or program delivery that affects young people of the region.

COU055 – Sub-Metering (Potable Water Supply)

This policy is a best practice policy which establishes MRC's position in relation to the requirement of sub-meters on meterable premises. Sub-meters are required in all multiple unit premises and some non-residential developments. These premises must be fitted with a water meter to measure the amount of water supplied to the premises.

All the above policies have been reviewed as part of MRC's policy review process.

Consultation and Communication

As part of the review process consultation has been undertaken with relevant stakeholders including responsible and associated program managers, director and ELT.

Resource Implications

The implementation of these policies will not require additional resources beyond those currently budgeted.

Risk Management Implications

There were no risk management implications identified regarding the proposed policies.

Conclusion

It is recommended that Council adopt the following policies and their associated corporate standards:

1. COU105 – In-kind Assistance
2. COU067 – Cemeteries
3. COU033 – Community Engagement
4. COU050 – Youth
5. COU055 – Sub-Metering (Potable Water Supply)

Officer's Recommendation

THAT Council adopt the following policies and their associated corporate standards:

1. COU105 – In-kind Assistance
2. COU067 – Cemeteries
3. COU033 – Community Engagement
4. COU050 – Youth
5. COU055 – Sub-Metering (Potable Water Supply)

Council Resolution ORD-2023-63

THAT Council adopt the following policies and their associated corporate standards:

1. COU105 – In-kind Assistance
2. COU067 – Cemeteries
3. COU033 – Community Engagement
4. COU050 – Youth
5. COU055 – Sub-Metering (Potable Water Supply)

Moved Cr Jones

Seconded Cr Hassan

CARRIED UNANIMOUSLY

COUNCIL POLICY**IN-KIND ASSISTANCE**

Program: Community Lifestyle
Date of Adoption:
Resolution Number:
Review Date:

Scope

This policy details the scope of In-kind Assistance available to not-for-profit community groups.

Objective

To provide access to MRC resources to support local community groups/organisations that make positive contributions to the quality of life in the local government area.

Policy Statement

In recognition of the support that community groups/organisations provide to the overall community MRC can assist eligible organisations with In-kind support.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

IN-KIND ASSISTANCE

Contents

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1.1 Eligibility 3

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1.3 Exclusions 3

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3.0 Definitions 4

4.0 Review of Policy 4

5.0 Reference 5

COUNCIL POLICY

IN-KIND ASSISTANCE

1.0 Principles

1.1 Eligibility

Organisations must:

- be located within the MRC area;
- have the majority of their members residing in the Mackay region;
- be a nonprofit group/organisation **or** the particular event is a charitable or community event;
- provide a community benefit to the residents of the MRC area.

Examples of In-kind Assistance which may be considered include:

- Loan of traffic cones;
- Erection of street banners;
- Provision of waste and recycling bins.

1.2 Application Process

All applications must be made on the online [In-kind Assistance Request Form](#), found on the MRC website, and submitted to MRC a minimum of 4 weeks prior to the start date of event/activity.

The Manager Community Lifestyle and Senior Coordinator Community Programs have the authority to:

- (a) reject applications of any value;
- (b) refer applicants to the grants program, where appropriate; and
- (c) approve applications up to \$5,000.00.

Requests valued in excess of \$5,000.00, which are recommended for approval, will require Director Community and Client Services approval.

1.3 Exclusions

Refunds and or waiver of MRC fees and charges will not be considered through this program apart from minor fees for venue or park's hire to a maximum value of \$250.

The donation or gifting of other goods and services are not permitted as a part of this policy.

MRC programs are not eligible to receive In-kind Assistance for any events/activities.

Other requests for assistance with MRC Fees and Charges should be directed to the Community Grant program.

COUNCIL POLICY

IN-KIND ASSISTANCE

2.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following MRC Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean all elected representatives, including the Mayor of Mackay Regional Council.

In-Kind shall mean a contribution of goods or service other than cash, for example, but not limited to:-

- Loan of traffic cones;
- Erection of street banners; or
- Provision of waste and recycling bins.

MRC shall mean Mackay Regional Council.

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.

COUNCIL POLICY

IN-KIND ASSISTANCE

- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Local Government Act 2009*
- Human Rights Act 2019
- MRC Policy 031 – Grants

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	Review of Policy	Council policy to Administrative policy	Endorsed	23/11/2016
2	Review of Policy	Review amendments	Endorsed by Council	27.05.2020
3	Review of Policy			

COUNCIL POLICY**CEMETERIES**

Program: Parks and Environment
Date of Adoption:
Resolution Number:
Review Date:

Scope

This policy applies to all cemeteries administered, operated and maintained by Mackay Regional Council (MRC). This policy also applies to applications for burial of human remains on private property.

Objective

The objective of this policy is to provide standards for Staff and users of MRC Cemeteries including the parameters which would be considered for approval for burial of human remains on private property.

Policy Statement

The purpose of this policy to ensure that all Cemeteries within the region operate consistently and offer fair and equitable services.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

CEMETERIES

Contents

1.0 Principles 3

2.0 Definitions 3

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COUNCIL POLICY

CEMETERIES

1.0 Principles

MRC manages a number of cemeteries across the Mackay Region. These cemeteries are managed to ensure that burials are undertaken in a safe, lawful, consistent and fair manner, and in a way that is respectful to deceased persons and their families. To achieve this outcome, MRC has requirements that apply to the way burials are undertaken, works within cemeteries, the exercise of burial rights and all other activities in MRC cemeteries.

Burials on private property are requested from time to time and MRC is required to ensure that this occurs in a safe and appropriate manner.

This policy must be read in conjunction with its associated Corporate Standard 067.1 – Cemeteries.

2.0 Definitions

To assist in interpretation the following definitions shall apply:

Burial mean the act of interring the remains of a deceased person.

Cemetery or Cemeteries means an area containing one or more burial places and that is administered or controlled by MRC.

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Human Rights Complaint shall mean a complaint about an alleged contravention of section 58-1 by a public entity in relation to an act or decision of the public entity.

MRC shall mean Mackay Regional Council.

Private Property means an area not a public place and not owned by MRC.

Staff shall mean all persons employed by Mackay Regional Council on a permanent, temporary, or casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program

3.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

COUNCIL POLICY

CEMETERIES

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following MRC Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Local Government Act 2009*
- *Local Law and Subordinate Local Law 4 - (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No 1.9 (Operation of Cemeteries)*
- *Subordinate Local Law No 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*
- *Public Health Act 2005*
- *Public Health Regulation 2005*
- *Workplace Health and Safety Act 2011*
- *Workplace Health and Safety Regulations 2011*
- *Births, Deaths and Marriages Registration Act 2003*
- *Births, Deaths and Marriages Registration Regulation 2003*
- *Heritage Act 1992*
- *Qld Heritage Act 1992*
- *Qld Heritage Regulation 2003*
- *Public Records Act 2002*
- *Information Privacy Act 2009*
- *Burials Assistance Act 2012*
- *Land Act 2009 – Cemeteries Exhumation Policy PUX/901/227*

COUNCIL POLICY

CEMETERIES

Related Documents

- MRC Cemeteries Monument Handbook
- MRC Policy 046 - Information Privacy
- MRC Policy 047 - Right to Information
- MRC Policy 044 - Records Management
- MRC Corporate Standard 067 - Cemeteries
- Form 040 – Cemetery Application

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendments	Council	28.09.16
3	Review of Policy	Amendments	Council	25.10.17
4	Review and separation for Standard.			

COU067 – CEMETERIES

Electronic version current – uncontrolled copy valid only at time of printing.

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CORPORATE
STANDARD

CEMETERIES

Attachment 'A'

Program	Parks and Environment
Date of Endorsement	New
Version	
Review Date	

1.0 Scope

This Standard outlines how cemeteries managed by Mackay Regional Council (MRC) are operated and maintained. Processes and requirements for burials in MRC cemeteries and on private properties are outlined in this policy.

2.0 Objective

This Standard outlines how burials, works and other activities in MRC cemeteries are managed, including the keeping of records and control of burial rights. This Standard also provides a process for a person to obtain approval for a burial on private property.

3.0 Reference

- *Local Government Act 2009*
- Local Law and Subordinate Local Law 4 - (Local Government Controlled Areas, Facilities and Roads) 2011
- Subordinate Local Law No 1.9 (Operation of Cemeteries)
- Subordinate Local Law No 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011
- *Public Health Act 2005*
- *Public Health Regulation 2005*
- *Workplace Health and Safety Act 2011*
- *Workplace Health and Safety Regulations 2011*
- *Births, Deaths and Marriages Registration Act 2003*
- *Births, Deaths and Marriages Registration Regulation 2003*
- *Heritage Act 1992*
- *Qld Heritage Act 1992*
- *Qld Heritage Regulation 2003*
- *Public Records Act 2002*
- *Information Privacy Act 2009*
- *Burials Assistance Act 2012*
- *Land Act 2009 – Cemeteries Exhumation Policy PUX/901/227*

Related Documents

- MRC Cemeteries Monument Handbook
- MRC Policy 046 - Information Privacy
- MRC Policy 047 - Right to Information

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- MRC Policy 044 - Records Management
- MRC Policy 067 - Cemeteries

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Burial shall mean the act of interring the remains of a deceased person.

Burial Place shall mean a grave site, vault site, memorial site, niche or other place for the disposition or commemoration of the remains of the deceased, whether cremated or not.

Burial Rights shall mean exclusive license to be interred, or to direct who may be interred, in a Burial Place (there is no entitlement to any proprietary interest in land).

Burial Right Holder shall mean the person who has been issued with the Burial Rights.

Cemetery or Cemeteries shall mean an area containing one or more Burial Places that is administered or controlled by MRC.

Council shall mean all elected representatives including Mayor of Mackay Regional Council.

Exceptional Circumstances shall mean a health risk, an extraordinarily long weekend or series of public holidays, or circumstances surrounding the death that have a local, state or national significance.

Funeral Director shall mean an individual, or business carrying out a funeral service.

Grave shall mean a Burial Place of a deceased person's remains.

Memorial Garden shall mean a place to remember a deceased person and where ashes may be interred.

Monument shall mean any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a Burial Place.

Monument mason shall mean a qualified tradesman mason or person possessing the skills to carry out monument masonry work.

MRC shall mean Mackay Regional Council.

Niche/s shall mean the hollow space in a Columbarium Wall to inter cremated remains.

Operating Entity shall mean any entity that operated a cemetery prior to the establishment of MRC.

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Private Property shall mean an area that is not a public place and not owned by MRC.

Reservation shall mean to pre-purchase Burial Rights for a Burial Place.

Scattering shall mean to respectfully disperse the cremated remains of a deceased person.

Site shall mean a site at the MRC's Garden of Memories.

Staff shall mean all persons employed by MRC on a permanent, temporary or casual basis, or otherwise engaged by MRC including those under a contract of service or a volunteer program.

5.0 Standard Statement

This Corporate Standard must be read in conjunction with its associated Council Policy 067 - Cemeteries.

5.1 Operations within MRC Cemeteries**5.1.1 *Days and Hours of Operations***

MRC operates Cemetery services during the hours of 7.30am to 3.30pm on all normal workdays only.

No Burials shall take place at any other time except in cases of Exceptional Circumstances.

A request for Exceptional Circumstances is to be submitted on the approved form.

5.1.2 *Work Undertaken within MRC Cemeteries*

MRC approval is required for any works undertaken in a Cemetery.

5.1.3 *Preparation of Graves*

Only MRC Cemetery Staff may prepare graves in a Cemetery.

5.2 Register of Burial Places

5.2.1 MRC will maintain a register of each Burial Place of every person whose remains are interred in a Cemetery, or Scatterings when MRC is notified, which may be in a paper or electronic form, and will include:

5.2.1.1 the name of the deceased;

5.2.1.2 the age of the deceased at time of death;

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- 5.2.1.3 date of death;
 - 5.2.1.4 date of interment;
 - 5.2.1.5 name of Burial Rights Holder;
 - 5.2.1.6 details of the Funeral Director; and
 - 5.2.1.7 location of the Burial Place.
 - 5.2.2 A register of reservation of Burial Places including the Plot number and the name and address of the Burial Rights Holder must be kept in respect of each reservation.
 - 5.2.4 The register may not be complete as it may not include interments in historical and monumental cemeteries due to the loss of records from previous Operating Entities.
 - 5.2.6 All burials in Cemeteries shall be registered by MRC with the Registry of Births, Deaths and Marriages.
- 5.3 Burials not within a Cemetery
- 5.3.1 MRC will consider requests to inter a deceased person on private property. Application must be made on the approved form.
 - 5.3.2 The interment cannot take place until such approval is granted.
- 5.4 Burial Rights
- 5.4.1 Burial Rights may not be sold.
 - 5.4.2 A Burial Right on a vacant or reserved plot/s or vacant or reserved niche/s, may be surrendered or sold back to MRC.
- The ability to transfer Burial Rights may only be applied to vacant reserve plots or niches.
- For those purchased more than 10 years ago – 70% of the original purchase price will be refunded.
- For those purchased less than 10 years ago – 80% of the original purchase price will be refunded.
- Reserved plots purchased to facilitate the possible interment of the partner of the deceased within 12 months – 100% of purchase price will be refunded if the plot is not required within the specified non-burial period.

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5.5 Burial Right Holder

- 5.5.2 There can be up to two Burial Rights Holders per Burial Place.
- 5.5.3 The purchaser of the Burial Rights is the person who signs the initial approved form.
- 5.5.4 The Burial Rights Holder has the right to be buried in that Burial Place, or to authorise the burial of others in that Burial Place (up to the permitted number as determined by MRC).
- 5.5.5 The written consent of the Burial Rights Holder or a court order must be obtained for all interments and modifications where the requesting party is not the Burial Rights Holder.
- 5.5.6 On the death of the Burial Rights Holder, the Burial Rights follow the lines of succession of the holder. However, where ownership of such rights are disputed, consensus must be reached between all potential stakeholders. MRC can neither arbitrate nor adjudicate on contested Burial Rights.
- 5.5.7 The Burial Rights Holder must comply with all rules and regulations which apply to the operation of MRC's cemeteries.

Note: MRC acts in good faith when it relies on the advice provided by the Burial Rights Holder or Applicant and does not accept any responsibility for allowing a service that might be subject of a later dispute between family members.

5.6 Reservation of Plot, Niche or Site

- 5.6.1 Reservations of vacant Burial Places at any Cemetery will not generally be considered, except as outlined below.
- 5.6.2 Where death is imminent, MRC will consider an application from either the Funeral Director or a family member (usually next of kin).

If the application is approved, payment of the relevant fee is required within seven (7) days.
- 5.6.3 Reservation of vacant Burial Places will be considered at any MRC Cemetery on receipt of the approved form and payment of MRC's fees and charges.
- 5.6.4 Where reservation of a vacant Burial Place is for the sole purpose of constructing a vault or mausoleum, construction must be completed within two months from the date of issue of the Burial Rights.
- 5.6.5 All Burial Places are allocated by MRC Cemetery Staff.
- 5.6.6 Reservation of a Burial Place will also be considered at the time of a burial of a deceased person, where the relatives of the deceased are provided the

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opportunity to 'reserve' an adjoining Burial Place. In such instances, this will be limited to one additional single Burial Place.

5.7 Interments – Burial and Ashes

5.7.1 No burial or ashes, under any circumstances, shall be permitted in a MRC-controlled Cemetery until an application on the approved form has been received and approved by MRC either in writing or verbally.

5.7.2 Funeral Directors and/or the applicant are to ensure that permission to inter a deceased person or their ashes in an existing plot; niche or site is provided by the Burial Rights Holder or they have obtained written permission from the Burial Rights Holder. The Funeral Director, not the applicant, will be invoiced for the entire cost of full body interments.

5.7.3 All Burial Places are allocated by MRC Cemetery Staff.

5.7.4 Specific cultural/religious requirements are to be advised at the time of application on the approved form. MRC will endeavour to grant the requirement of each request based on certain criteria; however the final decision shall be made by the authorised person.

Muslim cultural burials may only be conducted at the Sarina Cemetery in the area designated for this purpose due to its location best meeting the needs of our Muslim community.

5.7.5 Animal burials are prohibited in all Cemeteries.

5.7.6 *Coffin and Ashes Burial*

No more than two (2) coffin interments shall be buried in the same singular Burial Place. No more than eight (8) ashes burials shall be buried in the same Burial Place.

No coffin shall be buried so that the lid is less than 900 millimetres below the surface.

5.7.7 *Grave Sizes*

Grave sizes shall be as follows:

- Single burial plot 2.4m x 1.2m (2 interments only)
- Double burial plot 2.4m x 2.4m (4 interments only)
- Triple burial plot 2.4m x 3.6m (6 interments only)

5.7.8 *Depth of Grave*

All graves within a Cemetery for persons eight (8) years of age and upwards shall be sunk at least two (2) metres and children under eight (8) years not less than 1.4 metres.

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5.7.9 Scattering of ashes is permitted in all Cemeteries at no charge. If a person wishes this to be recorded in the Cemetery Register, the appropriate approved form is required and the appropriate fee will apply.

5.7.10 *Burial within Vaults and Mausoleums*

The funeral service for any burials within a vault or mausoleum must be held in the morning. All family and mourners are required to depart from the Cemetery by 1.00pm. This allows adequate time for the proper sealing of the vault or mausoleum.

5.7.11 *Number of Burials within Vaults and Mausoleums*

The number of burials permitted within a vault or mausoleum shall be:

- (a) Single (2.4m x 1.2m) vault – Three (3) persons
- (b) Double (2.4m x 2.4m) vault – Six (6) persons

5.7.12 Notification is required prior to removal of ashes from within any niche or Burial Place at a Cemetery.

5.8 Headstones, Monuments, Plaques, Vaults and Mausoleums at Cemeteries

5.8.1 No person may construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, edging, railing or other structure, and/or make any inscription or carry out any adornment on or to a Burial Place without first receiving written approval from MRC. Approval may be subject to conditions including:

1. Application has been made on the approved form along with payment of the appropriate fee prior to any construction or installation;
2. Written approval is obtained from the Burial Rights Holder; and
3. It is in accordance with the MRC standards relevant to that Cemetery.

5.8.2 All costs associated with the construction, repair, preservation and maintenance of headstones, monuments, plaques, vaults and mausoleums are the responsibility of the Burial Rights Holder and their successors.

5.8.3 Monuments, gravestones, edging, railing and other structures are not permitted within law sections of MRC controlled cemeteries.

5.8.4 Vaults and mausoleums are only permitted at the Mackay City, Walkerston, Sarina, Marina and Mirani Cemeteries. Only vaults or mausoleums constructed of waterproof materials, by qualified, approved tradespersons, such as stonemasons, will be approved.

5.8.5 MRC Cemetery Staff may, without notice, remove and dispose of any unapproved headstone/monument or other structure on a Burial Place that does not comply with MRC's requirements.

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5.8.6 MRC shall not be liable to compensate anyone for loss or damage to a headstone/monument or other structure on a Burial Place.

5.9 Vases, Flowers, Memorabilia and Ornaments on Graves

5.9.1 Vases, flowers, memorabilia and ornaments on Burial Places must comply with MRC requirements as determined by MRC's Cemetery Supervisor for each Cemetery.

5.9.2 MRC Cemetery Staff may, without notice, remove and dispose of any object that does not comply with MRC's requirements.

5.9.3 MRC shall not be liable to compensate anyone for loss or damage to vases, flowers, memorabilia or ornaments on a Burial Place.

5.9.4 The installation of porcelain photos, ceramic tiles, raised attachments to plaques and any other item apart from a plaque of bronze, granite or other approved material is not permitted in the Lawn Cemetery. These items may be removed by MRC without notice.

5.10 Planting of Trees and Shrubs

5.10.1 No person may plant any tree, shrub or other plant in any MRC controlled Cemetery without the permission of MRC Cemetery Staff.

5.11 Exhumation

5.11.1 MRC will not allow exhumation of human remains that have been interred for a period of greater than six (6) days and less than twelve (12) months, unless extenuating circumstances exist.

5.11.2 All arrangements for exhumation are to be made with a Funeral Director.

5.11.3 Permission for exhumation can only be granted to the next of kin of the deceased person and must be made by way of a written application by a Funeral Director to MRC.

5.11.4 All MRC requirements must be met prior to the exhumation being approved by the authorised person.

5.11.5 In the case where a notice has been served on MRC by the State Coroner for an exhumation, all arrangements are undertaken by that Department.

5.11.6 MRC will not compensate or reimburse the Burial Right Holder for such Burial Place, nor will MRC find a replacement Burial Place.

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5.11.7 The Burial Right Holder and/or their successors will be responsible for the removal of any headstone, plaque or memorials from the Burial Place once the exhumation has been completed.

5.12 Ex and Current Returned Service Personnel of the Australian Defence Forces within Cemeteries.

5.12.1 The Australian War Graves Commission and the Commonwealth Department of Veteran Affairs (the Department) are responsible for all enquiries relating to reimbursement of funeral costs etc, erecting of an approved war grave monument and any other matters pertaining to Ex and current Returned Service Personnel of the Australian Defence Forces.

5.12.2 MRC is only responsible for recording the death with the Registry of Births, Deaths and Marriages, once application on the approved form has been received by the Funeral Director.

5.12.3 If there are any further interments in a recognised Australian War Grave, MRC is to notify the Department of the details. No approval is required.

5.12.4 The Australian War Graves Commission is responsible for the maintenance and up-keep of any headstones/monuments on recognised war graves.

5.12.5 Any work to be done on a recognised war grave must have the approval of the Australian War Grave Commission.

5.13 Maintenance of Monuments – monuments on unpurchased graves.

5.13.1 *Prior to 1994*

Any person that has been maintaining a monument that was erected on an unpurchased gravesite prior to 1994, may carry out repairs or upgrades without the need to purchase the Burial Place.

5.13.2 *Post 1994*

Where a vacant/reserved Burial Place is determined not to have been purchased by a family and no deed has been issued, a fee will be payable at the time of a burial in that Burial Place and prior to the construction or maintenance of any monument/headstone on that Burial Place.

5.14 Application

The applicant is required to demonstrate the connection to the private land upon which the application for private burial is subject.

A written application addressed to the Chief Executive officer must be made meeting the following conditions before approval can be considered:

CORPORATE STANDARD

CEMETERIES

- The details of the Deceased. A Cemetery Application must be registered with MRC.
- Why the applicant wishes the burial to take place on private property.
- The owner of the private property must provide their written consent.
- The owner of the private property must state how long they have owned the property.
- A map with the exact location of the proposed Burial Place including GPS coordinates, is required by MRC in order to comply with State legislative requirements.
- The exact details of the Burial Place (i.e. depth and size of the grave).
- The grave must be dug to a depth so that a minimum of 900 mm of soil covers the top of the coffin.

Criteria for a private Burial Place (defined as 'Cemetery' under the planning scheme) where planning scheme assessment is not triggered and this Policy applies:

- A private Burial Place has a maximum of four (4) grave sites; and.
- A grave site/s must have the following minimum property boundary setbacks:
 - Side and rear boundaries – 10m;
 - Arterial road (front boundary) – 20m;
 - Sub-arterial, collector and access roads (front boundary) – 10m; and
 - A private Burial Place is only located on land zoned Rural.

A Burial Place not complying with the above criteria will trigger assessment (material change of use) against the planning scheme.

5.15 Approval

The Chief Executive Officer may approve or refuse applications. Insufficient reasons or evidence of timeframe of ownership of private property are valid reasons to refuse an application.

6.0 Review of Standard

This corporate standard will be reviewed when any of the following occur:

1. When any related policy documents are amended or replaced.
2. Other circumstances as determined from time to time.

Notwithstanding the above, this Corporate Standard is to be reviewed at intervals of no more than three (3) years.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New			



CEMETERY APPLICATION

EMAIL TO CEMETERY SUPERVISOR ON greg.walton@mackay.qld.gov.au AND
paul.sologinkin@mackay.qld.gov.au

ORIGINAL TO BE PROVIDED AT CEMETERY ON DAY OF FUNERAL

INSTRUCTIONS FOR COMPLETION OF THIS FORM	
Purpose:	Sections to Complete:
Burial and Ashes in New Grave	Section 1, 2, 4, 5 and 6
Burial in Existing Grave	Section 1, 2, 4 and 5
Burial in Reserve Grave	Section 1, 2, 4 and 5
Ashes Interment in Existing Grave	Section 1, 2, 4 and 5
Ashes Interment in Reserve Niche	Section 1, 2, 4, 5 and if new plaque is required - Section 7
Ashes Interment in New Niche	Section 1, 2, 4, 5, 6 and 7
Ashes Interment at Garden of Memories	Section 1, 2, 4, 5 and 7
Purchasing - Columbarium Wall - Niche	Section 5, 6 and if plaque is required at this stage - Section 7 (Columbarium Wall)
Purchasing - Garden of Memories	Section 5, 6 and if plaque is required at this stage - Section 7 (Garden of Memories)
Purchase of Vase for Columbarium Walls and Lawn Plots	Section 1, 5 and 8
Pre-Purchasing - Plot - Exceptional Circumstances Only	TO BE REFERRED TO CEMETERY SUPERVISOR IN FIRST INSTANCE. If approved, section 2, 5 and 6 to be completed
SECTION 1 (Deceased details)	
Full name of deceased: _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth: _____	
Date of death: _____	
Age of deceased: _____	
SECTION 2 (Funeral details)	
Date of funeral / burial: _____	
Time and Location of funeral: _____	
Cemetery: <input type="checkbox"/> Mt Bassett* <input type="checkbox"/> Walkerston* <input type="checkbox"/> Mackay City <input type="checkbox"/> Sarina* <input type="checkbox"/> Mirani* <input type="checkbox"/> Marian* <input type="checkbox"/> Columbarium Wall (please also choose cemetery*) <input type="checkbox"/> Garden of Memories (Mt Bassett)	
SECTION 3 (Cemetery Use ONLY)	
Grave/Burial No: _____ Section: _____ Line No: _____	
Plot No: _____	Size of Plot: <input type="checkbox"/> 8 X 4 <input type="checkbox"/> 8 X 8 <input type="checkbox"/> Niche <input type="checkbox"/> Garden of Memories (Mt Bassett)
Other Remarks: _____	

8 X	8 X	8 X	8 X	8 X	8 X	8 X
SECTION 4 (Preparation of grave details)						
Name of Undertaker: _____						
Please Tick: <input type="checkbox"/> COFFIN <input type="checkbox"/> CASKET <input type="checkbox"/> OVERSIZED <input type="checkbox"/> URN						
Length of coffin: _____			Width of Coffin (Widest Part): _____			
Type of Burial:			<input type="checkbox"/> Burial (single)		<input type="checkbox"/> Single Vault burial	
			<input type="checkbox"/> Double Vault burial			
<input type="checkbox"/> Ashes			<input type="checkbox"/> Mausoleum burial		<input type="checkbox"/> Other (specify) _____	
Remarks: _____						
(IF EXISTING GRAVE) I, (print full name) _____, certify that I am the Burial Rights Holder or have the permission of the Burial Rights Holder to re-open this grave.						
Family Representative's Signature.....Date...../...../.....						
<input type="checkbox"/> New Grave	<input type="checkbox"/> Existing Grave	<input type="checkbox"/> Beside	<input type="checkbox"/> On top		Is a Reserve Grave Required? <input type="checkbox"/> Yes	
				<input type="checkbox"/> No		
SECTION 5 (Applicant's details)						
Name of Applicant: _____						
Address of Applicant: _____						
Phone Numbers:		Home: _____		Work: _____		Mobile: _____
Email: _____						
Signature of Applicant: _____						
SECTION 6 (Purchase of burial rights)						
I hereby state that I am authorised to purchase the burial rights for this plot on behalf of the Estate of the Deceased person mentioned above, as I am (please tick / complete appropriate box):						
<input type="checkbox"/> An executor of the will of the deceased						
<input type="checkbox"/> Deceased's nearest surviving relative, namely, _____						
<input type="checkbox"/> Other person, namely, _____						
Deed to be issued in the name of: EITHER: "Estate of (deceased name)" care of (nominated representative) at (postal address) OR:						

Specify (full name and postal address)					
Section 6 continues next page					
I acknowledge that the Burial Rights Holder will have all rights and responsibilities in relation to further burials and / or construction of monuments on such piece of ground, as named above.					
I also acknowledge that I will abide by Council's <i>Policy No 67 Cemeteries</i> .					
Signature:		Date: / /			
PRIVACY DISCLAIMER					
<small>Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to impartial third parties such as funeral directors and stone masons. However under all other circumstances we will only disclose your personal information with your written authorisation or as we are required to by law.</small>					
OFFICE USE ONLY					
I have checked the above grave details. They are correct and the grave is currently unpurchased.					
Signature of council officer.....		Date...../...../.....			
SECTION 7 (Columbarium Wall and Garden of Memories Plaques)					
Application for:		<input type="checkbox"/> Single niche/s (Columbarium Wall) <input type="checkbox"/> Double Niche (Columbarium Wall)			
Inscription for Plaque:		Line 1			
Maximum of 8 lines except for: • Walkerston single niche – maximum 5 lines • Garden of Memories Formica plaque – maximum 5 lines		Line 2			
		Line 3			
		Line 4			
		Line 5			
		Line 6			
		Line 7			
		Line 8			
Columbarium Wall Plaque Sizes			Colour Plaque Details - Columbarium Wall and Garden of Memories (Complete if required)		
Mt Bassett	Single	200mm x 210mm	Colour:		
	Double	2 x single plaques			
Marian	Single	178mm x 229mm	Graphic No. & Colour	#	
	Double	2 x single plaques			
Mirani	Single	180mm x 150mm	Position of Graphic		
	Double	184mm x 229mm			
Walkerston	Single	137mm x 86mm	Note: Colour plaque only available in Garden of Memories if Other* is selected (below) and additional fee paid.		
	Double	180mm x 150mm			
Sarina		178mm x 152mm			
Ashes container should be:		200mm x 100mm x 80mm			
Council Use: Niche Number/s allocated:		#	#		
Garden of Memories Plaques Sizes and Information (choose one if applicable)					
Formica Only	<input type="checkbox"/>	Note: Included in fee for plot purchase, photo not available, colour plaque not available			75mm x 50mm
*Other	<input type="checkbox"/>	Note: Additional fee applies, photo available, brass or colour			150mm x 200mm
Note: Additional fee applies if burial of ashes is required in Garden of Memories is required.					

COUNCIL USE: Plot Number allocated:	#
Photo on Plaque (Complete if required)	
Photos may be added to all plaques except for Formica plaque at Garden of Memories. Contact a Stone Mason to arrange for preparation of the photo prior to installation on plaque.	
Would you like a photo to be added to the plaque? Yes <input type="checkbox"/> Complete details on following page No <input type="checkbox"/>	
If 'Yes' – Where?	
Dimension of Photo?	
SECTION 8 (PURCHASE A VASE)	
<input type="checkbox"/> Columbarium Vase <input type="checkbox"/> Mt Bassett <input type="checkbox"/> Walkerston <input type="checkbox"/> Sarina <input type="checkbox"/> Mirani <input type="checkbox"/> Marian <input type="checkbox"/> Inground Lawn Cemetery Vase - Mt Bassett Cemetery only <input type="checkbox"/> Replacement Inners - Mt Bassett Cemetery only	
Number required: (please state how many required)	
OFFICE USE ONLY (PLAQUES)	
Date Plaque ordered: _____	Requisition Number: _____
SEXTON: Notified and copy of form: _____ YES / NO	Notified by Whom: _____
Entered in Register: _____ YES / NO	Niche No. highlighted on plan _____ YES / NO
Date Plaque installed: _____ / _____ / _____	Date Applicant notified: _____ / _____ / _____
Final draft of plaque approved by applicant: <input type="checkbox"/> Yes / <input type="checkbox"/> No	Date: _____ / _____ / _____
Name of Council Officer: _____	
CASHIER USE ONLY	
Fee: \$.....	Receipt No.:
Date:	Cashier:
Receipt codes (Burial) – Mackay RC/MKYBUR, Marian RC/MARBUR, Mirani RC/MIRBUR, Mt Bassett RC/MTBB, Sarina RC/SARBUR, Walkerston RC/WALKB Receipt codes (Purchase of Burial Rights) – Mackay RC/MKYPL, Marian RC/MARPL, Mirani RC/MIRPL, Mt Bassett RC/MTBL, Sarina RC/SARPL, Walkerston RC/WALKP Receipt codes (Plaque/Columbarium) – Marian RC/MARPL, Mirani RC/MIRPL, Mt Bassett RC/MTBL, Sarina RC/SARPL, Walkerston RC/WALKP Receipt code (Plaque Garden of Memories Mt Bassett) – RC/MTBL Receipt code (Vase and inners) - Mt Bassett RC/MTBV, Mackay RC/MKYVAS, Walkerston RC/WALKV, Sarina RC/SARVAS, Marian RC/MARVAS, Mirani RC/MIRVAS	

COUNCIL POLICY**YOUTH**

Program: Community Lifestyle
Date of Adoption:
Resolution Number:
Review Date:

Scope

The Youth Policy of the Mackay Regional Council (MRC) applies to all young people living in the Mackay Region and MRC's operations that may impact on young people and their experience of life in the region.

Objective

To guide the MRC and its Staff in decision making and/or program delivery that affects young people of the region.

Policy Statement

MRC has a long history of delivering youth activities, providing youth related facilities, developing youth programs and working with young people throughout the region. MRC values young people and is committed to ensuring a positive, safe and inclusive experience for all young people living in our region.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

YOUTH

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COUNCIL POLICY

YOUTH

1.0 Principles

MRC acknowledges:

- That young people are active citizens in the community;
- The important role that young people play in the social, economic, environmental and cultural life of the community, now and into the future;
- That young people should be involved in local affairs and in the decision-making process;
- The diversity of strengths, needs, interest, and aspirations of young people given their differing social, economic and cultural backgrounds;
- The central role that skill development and social supports play in enabling young people to participate in community life;
- That it has a leadership role in understanding and responding to the needs of young people, and in representing their interests to other spheres of government and the broader community;
- That a local (and regional where relevant) approach must be taken when addressing the needs of young people.

1.1 MRC Supports

1.1.1 *A Youth-safe Region*

MRC will provide and maintain environments, spaces, venues and assemblies that are youth friendly, safe for young people and that invite youth participation and access. MRC promotes a safe community where young people are respected and valued members of our community.

1.1.2 *Representation*

Young people shall be provided with opportunities to be represented in and to participate in decision-making relevant to their experience of life. These opportunities shall assist young people to make informed decisions regarding their needs and issues and regarding the development of youth facilities, projects and activities.

1.1.3 *Consultation & Decision Making*

MRC listens to young people and provides them with avenues to showcase their strengths and voice their concerns, needs, aspirations and vision for their community.

MRC regularly consults with young people through a range of methods including, but not limited to, direct access, working groups, forums, surveys and social media.

1.1.4 *Youth projects and activities*

MRC provides a range of opportunities for young people to participate in MRC activities and programs that reflect and celebrate the diverse strengths, interest, needs and cultural backgrounds of young people.

COUNCIL POLICY

YOUTH

MRC values, supports and promotes projects and activities that are relevant to young people and that support their self determined cultural, social, recreational and community needs.

1.1.5 Youth Celebrations

MRC recognises and supports events and programs that celebrate and showcase the achievements of young people.

1.1.6 Access

MRC acknowledges that young people may be disadvantaged in their ability to access programs, opportunities and events. Where appropriate, MRC will remove barriers to young people being able to participate in MRC programs and activities.

2.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following MRC Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Human Rights Complaint shall mean a complaint about an alleged contravention of section 58-1 by a public entity in relation to an act or decision of the public entity. A

COUNCIL POLICY

YOUTH

human rights complaint will be in accordance with MRC's Administrative Action Complaint Policy.

MRC shall mean Mackay Regional Council.

Staff shall mean all persons employed by Mackay Regional Council on a permanent, temporary, or casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program.

The region shall mean the geographic area defined within the local government boundaries of the Mackay Regional Council.

Youth and young people shall mean residents of the Mackay region between the ages of 10 and 21.

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Community Services Act 2007*
- *Community Services Regulation 2008*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *Human Rights Act 2019*
- *United Nations Convention on the Rights of Children (1990)*
- *Child Safety Legislation Amendment Act 2005*
- MRC Policy 001 - Administrative Actions Complaints
- The Mackay Regional Council Corporate Plan
- Community Programs Strategy
- MRC Youth Services Client Charter
- Children or Young People Risk Management
- Human Services Quality Framework

COUNCIL POLICY**YOUTH**

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendments to Policy	Council – Attachment 11.6.9.2	22.01.2020
3	Review of Policy			

COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

Program: Water & Sewerage Infrastructure Planning
Date of Adoption:
Resolution Number:
Review Date:

Scope

This policy relates to sub-metering requirements for new Multiple *Unit* Premises (MUPs) and some non-residential premises and provides for the mandatory requirements described in Part B1.2 of the Queensland Plumbing and Wastewater Code 2019 (QPW Code).

Objective

To establish, in accordance with legislation, a formal Mackay Regional Council (MRC) position in relation to the requirement of *sub-meters* on a *meterable premises*. *Sub-meters* are required in all Multiple Unit Premises and some non-residential developments. These premises must be fitted with a device (water meter) to measure the amount of water supplied to the premises, as described in the QPW Code and the Mackay Regional Council's Guideline – Sub Metering (Potable Water Supply).

Policy Statement

The *water supply* to a *meterable premise* must be fitted with a device (*water meter*) to measure the amount of water supplied to the premises in accordance with the QPW Code and the Mackay Regional Council – Sub Metering (Potable Water Supply) Implementation Guideline.

This policy must be read in conjunction with MRC Guideline – Implementation Sub-Metering Installations (Potable Water Supply).

Council considers that to the extent this policy engages and limits, or potentially limits any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

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COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

1.0 Principles

The QPW Code (Version 1:2019) extends that all new meterable premises require sub-metering water metering requirements beyond Class 1 buildings to include all *meterable premises* (see definition).

Owners of *existing developments* which would have a *master meter* but not *sub-meters* may choose to comply with the new *sub-metering* requirements at their own costs however, the owners do not have to comply with the new requirements.

Queensland State legislation the *Standard Plumbing and Drainage Regulation 2019* Section 2 Part 11 'Complying with Queensland Plumbing Wastewater Code and prescribed PCA provision – Act, s 9' requires compliance with the QPW Code and states as follows:

- 1) For section 9(4) of the Act, plumbing or drainage work, or a plan for plumbing or drainage work—
 - (a) complies with the Queensland Plumbing and Wastewater Code only if the work complies with all relevant performance requirements for the work under the code; and
 - (b) complies with a prescribed PCA provision only if the work complies with all relevant performance requirements for the work under the provision.
- (2) Compliance of the work with a relevant performance requirement under the Queensland Plumbing and Wastewater Code or a prescribed PCA provision can be achieved by—
 - (a) a deemed-to-satisfy solution for the performance requirement under the code or provision; or
 - (b) a performance solution for the performance requirement under the code or provision; or
 - (c) a combination of the solutions mentioned in paragraphs (a) and (b).

In particular, the QPW Code, Part B1.2 'Water meters for new premises', Section P1 specifies the following criteria;

'The water supply to a meterable premise must be fitted with a device (water meter) to measure the amount of water supplied to the premises'.

Sections P2, P3 and P4 further define requirements relating to metering a meterable premise.

2.0 Complaints

Any complaints in relation to this service will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Classes 1 to 10 has the same meaning as provided in the National Construction Code (NCC)

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Existing Developments shall mean any development for which a Plumbing Compliance Certificate has been issued, or a request for such has been lodged, prior to 1 January 2008.

Integrated Meters shall mean a complete one part unit capable of measuring flow, on-board recording of water usage data, and wireless data transmission.

Master Meter shall mean a meter upstream of sub-meters and used to register the bulk consumption of the complex.

Meterable Premises shall mean:

- (a) all class 1 buildings and each unit duplex; and
- (b) each lot within a community title scheme, including the common property, in a Water Service Provider's area; and
- (c) the sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a Water Service Provider's area; and
- (d) each storey of a class 5 building in a water service provider's area where the building consists of more than one storey and sole-occupancy units are not identified at the time of the building's plumbing compliance assessment.

MRC shall mean Mackay Regional Council.

COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

Multiple Unit Premise (MUP) shall mean new developments with multiple units on the property.

Sub-metering shall mean the installation of individual water meters to measure water consumption to individual houses, units, flats or apartments that form part of a complex.

Unit shall mean a house, flat, lot of land or an apartment within a complex.

Water Meter shall mean a device, and related equipment for measuring the volume of water supplied to premises.

Water Supply shall mean the plumbing supplying water to *meterable premises* from a water service.

Water Service Provider for premises, means the person registered under the *Water Supply (Safety and Reliability) Act 2008*, Chapter 2, Part 3, as the Water Service Provider for retail water services for the premises.

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Water Act 2000*
- *Water Regulation 2016*
- *Water Supply (Safety and Reliability Act 2008*
- *Local Government Act 2009*
- *Building Act 1975*
- *Building Regulation 2021*
- *Planning Act 2016*
- *Plumbing and Drainage Act 2018*
- *Standard Plumbing and Drainage Regulations 2019*
- *Public Health Act 2005*
- *Water Efficiency Labelling and Standards Act 2005*
- Building Code of Australia
- Plumbing Code of Australia
- Queensland Plumbing and Wastewater Code
- Mackay Regional Council – Sub-Metering (Potable water Supply) Implementation Guideline.
- National Construction Code 2019

6.0 Attachments

COUNCIL POLICY

SUB-METERING (POTABLE WATER SUPPLY)

- 1. Mackay Regional Council – Sub-Metering (Potable water Supply) Implementation Guideline.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendment to Document	Council	11.11.15
3	Review of Policy	No amendments	Council	10.10.18
4	Review of Policy			



**IMPLEMENTATION GUIDELINE SUB-METERING
INSTALLATIONS
(Potable Water Supply)**

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1 INTRODUCTION

From 1 January 2008 the Queensland Plumbing and Wastewater Code (QPW Code) required *sub-meters* to be installed in all new *multi-unit properties (MUPs)*. The current QPW Code version is dated March 2019. This document provides guidelines and technical information relating to the processes and works required to fulfil the requirements of the Mackay Regional Council (MRC) Council Policy 055 - 'Sub-metering (Potable Water Supply)'.

Sub-meters to all applicable properties within the MRC area are to be installed in keeping with these guidelines.

2 DEFINITIONS

In this document the following terms shall have the corresponding meanings.

Accessible shall mean easily reached without having to overcome obstructions for water meter reading, maintenance and replacement purposes, within reasonable times (between 7 am and 5 pm), with the *sub-meters* where applicable being located in a non-locked enclosure requiring non-key access. For this purpose, conforming PIN access shall be considered non-key access as long as an access PIN has been formally supplied to the Water Service Provider.

Act shall mean the *Water Supply (Safety & Reliability) Act 2008*.

AMR shall mean Automatic Meter Reader device.

Billing Meter shall mean a *water meter* (whether a *master meter* or a *sub-meter*), the consumption recorded on which, is used to generate a *water notice* to the owner of the property. Billing meters will always be the property of the *Water Service Provider*.

Body Corporate shall mean a corporation or body of persons or even an individual, with a legal existence distinct from the individual person(s) making up the corporate entity, created under the Body Corporate and Community Management Act 1997 for a Community Titles Scheme.

Boundary shall mean the line demarcating the property from adjoining properties, external streets and pathways, or depicted by legal title.

Common Area shall mean an area available for use by many or all *sole-occupancy units* within a complex.

Common Property shall mean freehold land in a complex, forming part of the complex land, but not forming part of a lot/unit included in the scheme/complex.

Community Title Scheme (CTS) shall mean a single community management statement recorded by the registrar identifying land (the scheme land); and the scheme. See Section 10 of the *Body Corporate and Community Management Act 1997*.

Complex shall mean a Community Titles Schemes and multi *sole-occupancy units* of a class 2, 4, 5, 6, 7 or 8 building and each storey of a class 5 building.

Complying Valve shall mean a device incorporated as part of the *water meter*, installed upstream of the *water meter*, which a *Water Service Provider* can use to securely restrict the flow of water, either partially or fully, to the *meterable premises*.

Deed shall mean Community Title Scheme

Developer shall mean a person or entity, who builds a development in which the houses/units form part of a *complex* and can be rented or sold to individual *occupiers* or *owners*.

Horizontal Developments shall mean a development consisting of free standing or attached *sole-occupancy units*.

Integrated Meters shall mean a complete one-part unit capable of measuring flow, on-board recording of water usage data, and wireless data transmission.

Internal Master Meter shall mean a *water meter* which has its own set of *sub-meters*, but is downstream of the *master meter* to the overall property.

Lot shall mean a *sole-occupancy unit*, an area of exclusive use within the property.

Management shall mean person or entity managing a complex which can be a Body Corporate of a *Community Title Scheme* or a representative body of a multi *sole-occupancy unit*.

Master Meter shall mean a *water meter* upstream of *sub-meters* used to register the total consumption of a *complex* including the total sum consumption of all its *sub-meters*.

Meterable Premises means;

- (a) all class 1 buildings; and
- (b) each *lot* within a Community Title Scheme, including the common property, in a Water Service Provider's area; and
- (c) the sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a *Water Service Provider's* area; and
- (d) each storey of a class 5 building in a Water Service Provider's area where the building consists of more than one storey and sole-occupancy units are not identified at the time of the building's plumbing compliance assessment.

MPE shall mean a Maximum Permissible Error which a *water meter* is allowed to operate within.

MRC shall mean the Mackay Regional Council

Multi-unit Premises (MUP) shall mean a property with more than one occupancy unit.

Occupant shall mean the person(s) occupying a *sole-occupancy unit* within a complex, whether as a lessee, tenant or other occupier to the exclusion of any other occupier(s). An *occupant* may also be the *owner*.

Owner shall mean the person or entity owning a *sole-occupancy unit* within a complex. An *owner* may also be the *occupant*.

Private Meter shall mean a *water meter* that is not a *billing meter*. A *private meter* will provide information on the consumption for the applicable *meterable premises*.

QPW Code shall mean the Queensland Plumbing and Wastewater Code.

Sole-occupancy Unit

(a) a room or other part of the building for occupation by one or a joint owner, lessee, tenant, or other

occupier to the exclusion of any other owner, lessee, tenant, or other occupier, including:

- (i) a dwelling; or
- (ii) a room or suite of associated rooms in a building classified under the Building Code of Australia as a class 2, 4, 5, 6, 7 or 8 building; or

(b) any part of the building that is a common property.

Storey shall mean the space within a building which is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling or roof above, but not –

- (a) a space that contains only –
 - i. a lift shaft, stairway or meter room; or
 - ii. a bathroom, shower room, laundry, water closet, or sanitary compartment; or

-
- iii. accommodation intended for not more than 3 vehicles; or
 - iv. a combination of the above; or
- (b) a mezzanine

Sub-meter shall mean an individual water meter measuring the water supply to a meterable premises or a common area within a complex. The term also differentiates from master meter that measures the supply of water to a complex as a whole.

Sub-metering shall mean the installation of individual water meters to measure water consumption to meterable premises that form part of a complex.

Unit shall mean a dwelling, flat, lot of land or an apartment within a complex.

Water Meter means a device, and related equipment, for measuring the volume of water supplied to premises.

Water Notice shall mean the bill issued by Mackay Regional Council, in keeping with standard Mackay Regional Council billing practices, for the water consumption and/or other water related charges, to property owners.

Water Service Provider (WSP) for premises, means the person registered under the Water Supply (Safety and Reliability) Act 2008, Chapter 2, Part 3, as the water service provider for retail water services for the premises.

3 DOCUMENT REFERENCES

3.1 Queensland Legislation

- *Building Act 1975*
- *Building Regulation 2021*
- *Electrical Safety Act 2016*
- *Planning Act 2016*
- *Plumbing and Drainage Act 2002*
- *Public Health Act 2005*
- *Standard Plumbing and Drainage Regulations 2019*
- *Water Act 2000.*
- *Water Efficiency Labeling and Standards Act 2005*
- *Water Regulation 2016*
- *Water Supply (Safety & Reliability) Act 2008*
- *Work, Health and Safety Act 2011*

3.2 Australian Standards

All materials and equipment used for *water meters* shall be new and in accordance with the following Australian Standards.

Table 1 : Relevant Australian Standards

AS 2419.1- 2021	Fire Hydrant Installations - System Design, Installation and Commissioning
AS3000: 2018	Electrical Installations (known as the Australian/New Zealand Wiring Rules)
AS 3500.1: 2021	Plumbing and Drainage - Water Services
AS 3565.1:2010	Meter for cold and heated drinking and non-drinking water supplies – technical requirements (Reconfirmed 2021)

3.3 Codes of Practice

- *Queensland Plumbing and Wastewater Code*
- *Building Code Australia*
- *Plumbing Code of Australia*

4 QUEENSLAND PLUMBING AND WASTEWATER CODE

Part 4 'Water meters for new premises' of the *QPW Code* requires that *sub-meters* be installed in all new multi-unit properties (*MUPs*) within the *Water Service Provider's* area supplied with reticulated water. The requirement is that water use of each *meterable premises* must be metered based on the following performance criteria and corresponding acceptable solutions detailed in B1.2 of the Queensland Plumbing and Wastewater Code 2019 shown below.

B1.2 Water meters for new premises**Performance requirements**

P1 The water supply to a meterable premises must be fitted with a device (water meter) to measure the amount of water supplied to the premises.

P2 A water meter must be located so it is easy to read and maintain.

P3 A water meter must be properly maintained.

P4 The installation of a water meter includes a device which allows for the restriction of the flow of water from the water service to the water meter.

Deemed-to-satisfy solutions

D1 Each water supply to a meterable premises is to be fitted with a water meter which:

(a) measures only the water supplied by that water supply to that meterable premises; and

(b) is approved by the water service provider; and

(c) complies with relevant requirements of the water service provider that may be imposed under the Water Supply (Safety and Reliability) Act 2008.

5 PROPERTY & SUB-METERING CONFIGURATIONS

This section details the sub-metering configurations required for different land uses and types of developments.

5.1 Dual Occupancy Lots

Each sole occupancy dwelling/unit under the following building classes must be provided with a private sub-meter. The Lot will have a billing master meter.

- class 1 – residential
- class 2 – residential
- class 4 – residential
- class 5 – residential
- class 6 – commercial
- class 8 – industrial

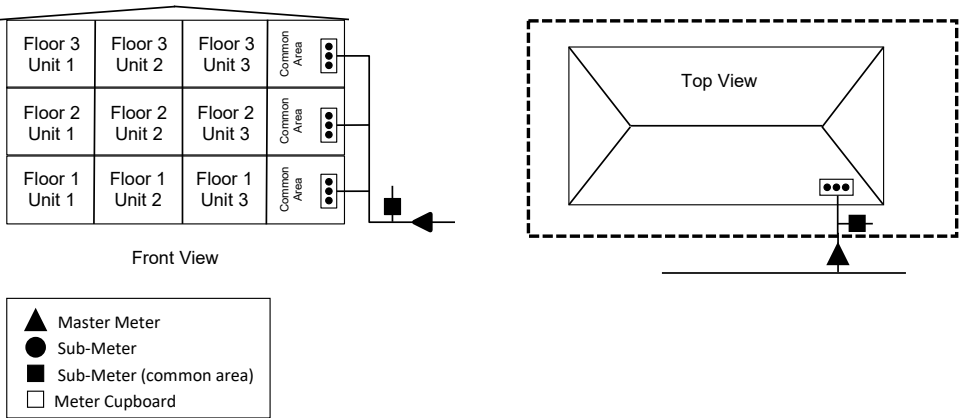
For full definitions of the different classes of building, please refer to the Building Code of Australia.

For properties subject to a material change of use, the requirements of the relevant building class will apply.

5.2 Apartment Buildings

Apartment building developments may consist of a number of meterable premises on each floor of a multistorey development. Each floor shall have a meter cupboard housing the sub-meters associated with each of the meterable premises on that storey. Refer to diagrams in Figure 5.1 below.

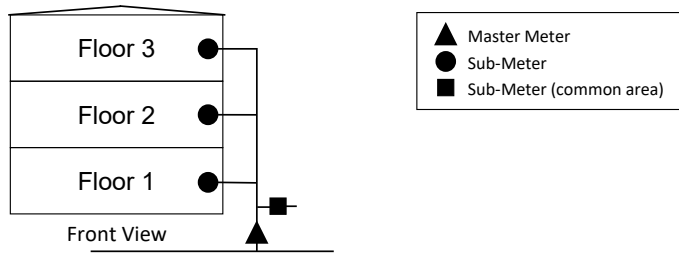
Figure 5.1 : Sub-metering Configuration for Apartment Buildings



5.3 Office Buildings

Office buildings will require at least one sub-meter per floor. If, at the time of design / construction, it is not possible to identify the areas of a class 5 multistorey building which are going to be leased out separately (i.e. Sole-occupancy Units), a sub-meter must be fitted to each storey of the building. Refer to Figure 5.2 below for one example of an office building sub-metering system.

Figure 5.2 : Sub-metering Configuration for Office Buildings



If at the time of design / construction, multiple *sole-occupancy units* are identified on a single *storey*, a *sub-meter* must be fitted for each such *sole-occupancy unit*, located in the cupboard housing the *sub-meters* on that *storey*. If this is the case, the meter configuration would be similar to that depicted in Figure 5.1, including the requirement for a meter cupboard in a common area.

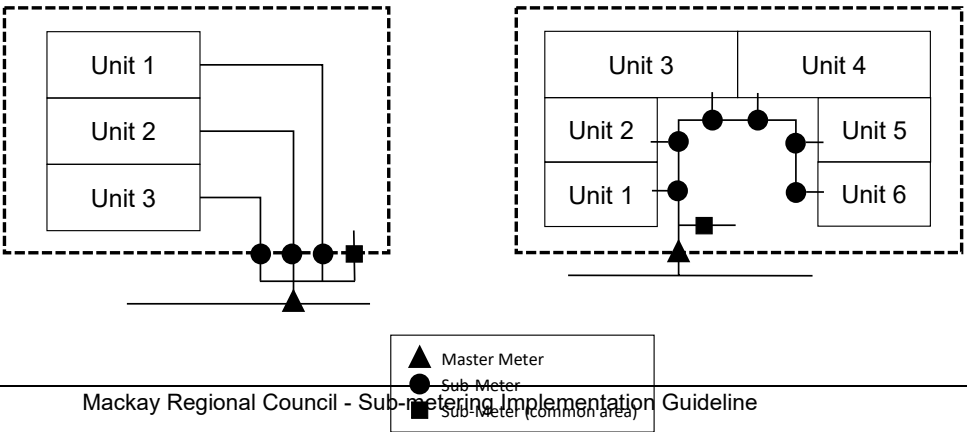
5.4 Duplex, Community Title Schemes / Body Corporate Developments

Submeters must be provided for each sole occupancy and any common property.

A development within a Community Titles Scheme requires all *lots* within the scheme to be metered. Therefore, a *master meter* at the boundary as well as an individual *sub-meter* for each unit and the common property (*meterable premises*) is required.

As illustrated in Figure 5.3 below, configurations may consist of *sub-meters* located either at the front property boundary in proximity to the *master meter* or closer to each *meterable premises*, as long as installation and access requirements are met.

Figure 5.3 : Sub-metering Configuration for Community Title Schemes



Short term accommodation uses such as motels do not require individual meters under the QPW Code. However, should the class of building change in the future and individual units be created then *sub-meters* will be required. Likewise, any restaurant or other facility within the motel that may be leased to another party will require a *sub-meter*. For these reasons, it is strongly recommended that *sub-meters* be installed, or allowances be made for future installations during construction, in order to not restrict the future use of the building.

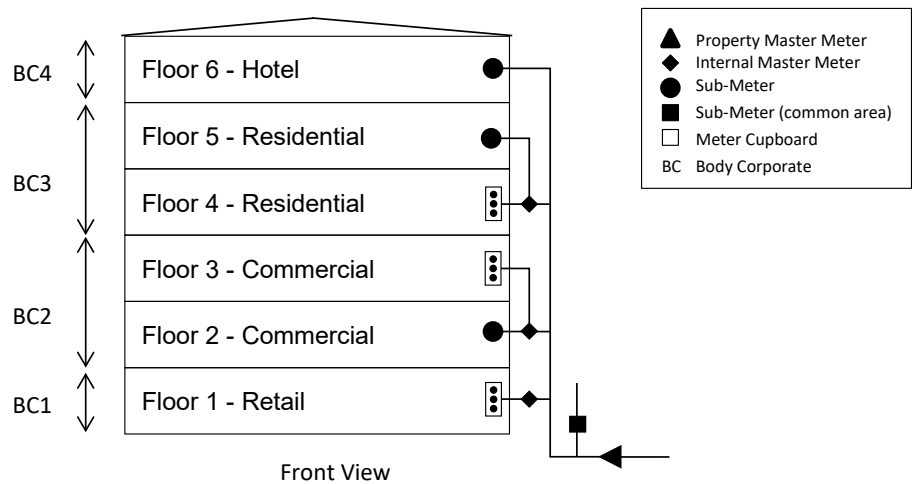
5.5 Mixed Use

If a development is mixed use, then each land use shall follow the relevant sub-metering requirements. For example, as illustrated in Figure 5.4, a high rise building with retail on the ground floor, offices on intermediate floors, residential floors above commercial floors and a hotel on the top floor, the development would require:

- each retail tenancy to be sub-metered individually;
- each floor of commercial space (or each identifiable sole-occupancy unit) be sub-metered in keeping with paragraph 5.3;
- each residential apartment to be sub-metered separately, in keeping with paragraph 5.2; and
- a single sub-meter for the hotel water usage.

A master meter would be required for the property as a whole. In addition, if the building is to be managed by multiple body corporates, say based on type of use, the total water supply to each body corporate would need to be monitored via an internal master meter, covering the supply to each body corporate area.

Figure 5.4 : Sub-Metering Configuration for Mixed Use Developments



Note – Floor 2 and Floor 5 is assuming 1 tenancy per floor.

As indicated in Figure 5.4: Sub-Metering Configuration for Mixed Used Development, in relation to Floor 6 - Hotel it would be strongly recommended that *sub-meters* be installed,

or allowances be made for future installations during construction, in order to not restrict the future use of the area.

5.6 Centralised Reticulated Hot Water Supply

For developments that are designed to have a centralised reticulated hot water supply, two sub-meters will be required each meterable premises, one monitoring the cold water supply and the other monitoring the hot water supply, thereby enabling the calculation of the total water consumption at each meterable premises. It is also strongly recommended that the cold water inlet to the hot water system has its own sub-meter.

Where a centralised hot water system is envisaged, it is strongly recommended that a discussion be initiated with MRC, prior to finalisation of plumbing plans, to ensure variations are not required at a later stage.

5.7 Private Meters and Billing Meters

The installation of a sub-meter does not necessarily mean that each such sub-meter will be used for purposes of issuing a water notice. For more details on the billing process please see paragraph 7.4.

Where a water meter (whether a master meter, internal master meter or a sub-meter), the consumption recorded on which is not used for issuance of Water Notices, such a meter would be considered a private meter. Any water meter, the consumption recorded on which, is used as the basis for generating a Water Notice to the property owner, will be considered a billing meter.

Billing meters will at all times remain the property of MRC and MRC will be responsible for their maintenance. Private meters will be owned by and be the responsibility of the property owner.

6 SUB-METERING PROCESS

The sub-metering process consists of the following steps:

1. Developer reviews Development Approval to determine specific development requirements. Sub-metering conditions will identify requirements for the design and installation of sub-meters.
2. An application to be made by property owner, using MRC form "Application for 20mm Water Meter Connection/Replacement (Above Ground)" for the installation of the master meter. On application, MRC will provide a quotation for the installation of the master meter.
3. Where the intention is to sell each meterable premises to a separate owner, in which case each sub-meter will end up as a billing meter, a separate application shall be made by the property owner(s) using MRC's form "Application for Water Connection" for each individual meterable premises. In most instances (but not necessarily), these will be for developments described in paragraph 5.4.
4. Where the intention is to maintain a single ownership of all meterable premises within the property, in which case the sub-meters will be private meters, a single application for sub-metering can be made by the property owner using MRC's form "Application for Private Metering Solution (Water)".
5. MRC reviews the application and communicates decision (approve or request for revision) to applicant.
6. Developer notifies Water Service Provider of the details of the Responsible Person who will perform/oversee the installation of the sub-metering system. Form 7 – "Notification of Responsible Person" to be submitted. Form 7 is available from the Queensland Governments Department of Local Government and Planning website.
7. Construction commences. Sub-meters installed as part of construction. Progressive plumbing inspections take place.
8. Developer informs MRC when infrastructure is ready for the installation of the communications base station. If required, MRC installs base station.
9. Construction completed and as-constructed information submitted to MRC. Information related to the sub-meters (meter numbers, AMR numbers, installation date time, stat read etc.) submitted to MRC as per MRC specified format.
10. Final plumbing inspection to include verification of the sub-meter installations. If issues/faults identified, rectification notice issued, else Plumbing Compliance Certificate issued.
11. Issuance of water notices, in keeping with standard billing practices of MRC, commences with the next billing cycle.

7 SUB-METERING REQUIREMENTS & SPECIFICATIONS

7.1 Supply

All *water meters* will be supplied by MRC, at the cost of the property owner. *Water meters* supplied by MRC will incorporate an *AMR* (either inbuilt into the meter or as an appended device) to facilitate remote reading of the meter.

MRC takes on the responsibility that *water meters* supplied comply with the dimensions described in Appendix D of AS3565.1.

All communications equipment required for the operation of the *AMR* devices will also be supplied by MRC.

7.2 Assembly

Each *sub-meter* shall be installed with barrel union on both sides and valve on upstream side for shutting off the water supply and the safe and convenient removal of the *sub-meter*. These items are referred to collectively as the 'sub-meter assembly'.

The *sub-meter* assembly shall connect to the property plumbing on the upstream side and the *meterable premises* plumbing on the downstream side, both with male iron adaptors. For *internal master meters*, the plumbing on both sides will be property/*Body Corporate* plumbing.

7.3 Installation

No water meters are to be installed until after an approval in response to the application(s). (See Section 2 of Part 6)

Installation of Water Connection & Master Meter

The property owner/developer to submit an "Application for Water Connection" to MRC, for the installation of a water connection from *WSP* infrastructure, which will include the *master meter*.

The installation of the *master meter* monitoring the flow of water from the *WSP* infrastructure to the property is the sole responsibility of the *WSP*. Any work carried out on the service connection or the said *master meter* by personnel other than MRC authorised personnel, will be considered as "tampering with *WSP* infrastructure", which is an offence under the Act.

On submission of an "Application for Water Connection", MRC will submit a quotation for the supply of material and installation of the water connection. On receipt of payment and the availability of downstream plumbing infrastructure (i.e. plumbing infrastructure within the property), MRC will make arrangements to make the cut in and installation. It is the responsibility of the applicant to inform MRC when site is ready for the installation of the connection, noting that lead times for such installation will vary depending on a variety of factors.

Installation of Sub-meters & AMR Devices

Depending on the type of development, the property owner/developer to submit multiple "Application for Water Connection" or an "Application for Private Metering Solution (Water)" to MRC for the installation of *sub-meters*, including *internal master meters* (if any).

All *water meters* and associated *AMR* devices shall be sourced from MRC. Any *water meters* and/or *AMR* devices/system installed that are not sourced from MRC will be considered unauthorised meters/devices, and will need to be replaced with MRC supplied *water meters* and *AMR* devices before a Plumbing Compliance Certificate is issued.

The property owner/developer may determine a party to install the *sub-meters*, including any *internal master meters* and the *AMR* devices. It is the responsibility of the property owner/developer to ensure appropriately qualified and licensed contractors are engaged. The owner developer may request MRC to carry out the installation work, which will be carried out as a commercial assignment for a separate fee. Whether or not to accept such an assignment will be at the sole discretion of MRC.

On receipt of the application(s) MRC will supply a quotation for the supply of *water meters* and *AMR* devices. Specifications and infrastructure requirements for the installation of the communications equipment for the operation of the *AMR* devices (where relevant) will accompany such quotation. If requested and agreed, the quotation will include installation.

Where the installation of the *water meters* and *AMR* devices is to be carried out by a third party arranged by the owner/developer, MRC will provide instructions for the installation of the *AMR* devices and capture of related data. Communications equipment will at all times be installed by MRC or an authorised contractor.

In addition to the costs associated with the supply of materials and installation (if any), the property owner will also be billed an ongoing annual fee, as per MRCs adopted Schedule of Fees and Charges”, for the supply of data related to the *sub-meters*.

A single *sub-meter* shall capture all cold water entering each *meterable premises*. These *sub-meters* shall capture only the water entering the premises for which they are assigned. Where a centralised hot water system is envisaged for a *MUP*, an additional sub-meter shall capture the hot water supply to each *meterable premises*, enabling the calculation of the total potable water supply to a *meterable premises*. All *sub-meters* must contain a durable label (usually a metal or plastic tag with an inscription) attached to the meter, which clearly identifies the *meterable premises* that is supplied by that *sub-meter*.

Where the installation of *sub-meters* and *AMR* devices is carried out by a third party, it will be the responsibility of the property owner/developer to provide to MRC the installation data, in the format as specified by MRC. The installation will not be considered completed until such data is supplied to MRC and validated by MRC. Any invalidated data will need to be corrected.

Location of Sub-meters

For *sub-meter* configurations detailed in paragraphs 5.2, 5.3, and 5.5 all sub-meters, including internal master meters, shall be located in a meter cupboard. The meter cupboards and the installation of *water meters* within the cupboards shall conform to the following requirements:

- conforms to and comply with all standards and regulations applicable to such meter cupboards, including standards and regulations applicable to enclosures housing other devices if the enclosure is a shared enclosure housing *water meters* and other devices (e.g. fire hose reel)
- installed above ground with installations in basements or individual meters in underground pits to be avoided

-
- be installed in a common area (i.e. not inside the *meterable premises*), either in a single location when practical or in a common location on each floor/section
 - clearly identified by the words “Water Sub-meters” on the outside of the door of the meter cupboard and where the meter cupboard is located in a separate room or structure, on the outside of the entry door to that room or structure
 - constructed of material that permits the free passing of radio waves (not be constructed of metal)¹
 - where meter cupboard is located in a utility room or a separate structure or enclosure (i.e. shed) such structure/enclosure, including its doors, also to be constructed of material that permits the free passing of radio waves (not be constructed of metal)
 - a minimum gap the size of the meter on either side of the meter
 - a minimum 150mm gap, perpendicular to the direction of the pipes, between sub-meters
 - a minimum 150mm gap between the outermost valves and the edges of the cupboard
 - if the cupboard also houses other devices (e.g. fire hose reels, gas meters), the fire rating not be compromised
 - the *water meters* are easily accessible and readable from floor level, unassisted by a ladder or other equipment
 - the cupboard (and where it is located within a separate room or structure, that room or structure) not be classifiable as a confined space for entry purposes
 - a minimum of two metres perpendicular to the meter cupboard doors, for the entire width of the meter cupboard or a width of one metre, whichever is greater, is available in front of the meter cupboard as free working space
 - such space in front of the meter cupboard is clearly identified as an area not be obstructed, by placing of materials/equipment, parking of vehicles (where applicable) or placement/planting of vegetation (where applicable)
 - adequate lighting is available at all times for manual reading of meters as well as carrying out maintenance work
 - sufficient room for the cupboard door(s) to swing open completely and provision for them to be held open without compromising the free working space in front of the meter cupboard
 - a minimum 100mm deep bund at the opening if the meter cupboard is located inside a building
 - sufficiently waterproof and drained to prevent seepage into the surrounding building structure in the event of a leak
 - fastened with a latch, but not be locked as to restrict access.
 - unrestricted access, from the property boundary to inside the meter cupboard to all *water meters* without having to use physical or electronic keys or make prior arrangements.
 - entry through a reasonable security process which is manned during normal work hours is not considered restricted access
 - entry using a personal identification number (PIN) of no more than four numbers that is customisable by MRC is not considered restricted access

For *sub-meter* configurations as detailed in paragraph 5.4, both the *master meter* and all *sub-meters* may be located at the front *boundary* of the property or alternatively, the master meter may be located at the front *boundary* of the property with the individual *sub-meters* located at the front *boundary* of each *lot* within the property. In such

¹ Metal enclosures inhibit the transmission of radio waves, which is used by the AMR devices for transmission of meter readings to the communications equipment.

instances all *water meters* to be installed above ground in keeping with relevant MRC standard drawings.

In exceptional circumstances, *sub-meters* no larger than 25mm in diameter, may be installed in an underground pit provided prior concurrence of WSP is obtained. Where water meters are installed in underground pits, such pits and enclosure to conform to following requirements:

- the pit to be no more than 500mm from the front boundary of the *lot*
- the pit to be in an open area, not inside a building or structure
- water meter to be installed within an enclosure made of plastic material
- the top of the water meter to be no deeper than 150mm from ground level
- the enclosure cover (top lid) to be also made of plastic material
- access to the pit/enclosure to be unobstructed by structures, vegetation, equipment or materials at all times
- pit cover not to be locked
- A minimum work area of 2 square meters be available around the pit/enclosure

Where the *water meter* is larger than 32mm in diameter, there must be 10 times the diameter of straight pipe upstream of the *water meter* and 5 times the diameter of straight pipe downstream of the *water meter*, with all required valves and joints outside these sections. Where the *water meter* is 32mm or smaller in diameter, there should be 5 times the diameter of straight pipe upstream of the *water meter* and 3 times the diameter of straight pipe downstream of the *water meter*, with all required valves and joints outside these sections.

Location of AMR System

Where dedicated communications equipment is required to be located on-site², the property owner will be required to provide the following at no initial or ongoing cost to MRC, to facilitate the automated capture of water meter reads from the *water meters* located on the property.

- location on a wall, out of direct sunlight and rain, for installation of the communications receiver station of a size no more than 500mm x 500mm x 250mm (depth), weighing no more than 20 Kg
- a dedicated, uninterruptable (on 24/7 with no switch that can be turned off by non MRC personnel) 240V AC power supply to the location of the receiver station
- a mounting pole (25mm NB medium duty steel pipe usually suffices), mounted in a manner conforming to all standards relevant to the Mackay region³ for the location of the communications antenna weighing no more than 2.5 Kg, that will provide three (3) metres clear above the highest point of the roof or surrounding trees, whichever is higher
- a water proofed (as required) cable path from antenna to communications receiver station.
- Distance of cable path from location of receiver station to the top of the antenna mounting pole to be no more than 30 meters

Suitable locations for both the equipment and the antenna are to be discussed and agreed upon with MRC. The receiver station typically requires 25 watts of power.

² The need for on-site equipment will depend on the number of *sub-meters*, location of *sub-meters* and the complexity of the development from a radio communications viewpoint.

³ It should be noted that the Mackay region is prone to cyclones and other forms of severe weather. Restoration of damages caused by weather events to the antenna and other communications equipment will be at the cost of the property owner.

Where dedicated equipment is required, the communications receiver station, the antenna, and the connecting cable(s) will be supplied by MRC, and included in the quotation supplied in response to the “Application for Private Metering Solution (Water)”.

The communications equipment will remain the property of MRC at all times. The property owner will be required to enter into a simple agreement with MRC for the location of the communications equipment on the property.

7.4 Billing (*Water Notices*)

MRC will issue a separate *water notice* for each individual assessment, for the water consumed by that assessment, in keeping with the rates contained within MRC’s Revenue Statement applicable to the period of the water notice. The *water notice* will be issued to the owner(s) of the property covered by the assessment number.

Where all *units* within a property fall under a single assessment with common ownership across the *units*, a single *water notice* will be issued based on the *master meter*.

Where the individual units within a property are not under common ownership (and have individual assessment numbers), separate *water notices* will be issued to the owner(s) of each unit. In such instances, the property will be required to register a *deed*, which determines the ratio in which water usage for common areas will be split between the owners of the *units*. Common consumption split between the owners, using the basis identified in the *deed* will consist of:

- water supplied to common areas within the property through a dedicated *sub-meter* or *sub-meters*
- residue calculated by deducting the sum consumption of all relevant *sub-meters* within the property from the consumption of the *master meter* of the property.

The *water notice* issued to owner(s) of each *unit* will be for the total consumption consisting of the specific consumption of the *unit* as determined by the *unit’s sub-meter(s)* and a share of the common consumption split between the units on the basis specified in the *deed*.

As a policy, all *water notices* for a given assessment is issued to the property owners. MRC does not issue *water notices*, including *water notices* for common consumption, to parties who are not property owners (e.g. body corporates).

The allocation of water consumption to individual *units*, for billing or information purposes, will be based on the *water meter* and *AMR* installation data provided by the property owner/developer to MRC, immediately after the installation. While MRC will take all reasonable steps to validate the data, liability for any billing errors due to data errors will be with the property owner/developer responsible for the supply of the installation data.

7.5 Maintenance Responsibilities

The plumbing infrastructure (excluding the water meters), within the property will always remain the property of the property owners. As such, all maintenance responsibilities for such infrastructure will lie with the property owner(s) and/or their agents (e.g. body corporate). The cost of water consumed as a result of any failures in such infrastructure will lie with the property owner(s).

The master meter monitoring water flow from the WSP infrastructure to the property plumbing infrastructure will always remain the property of the WSP, and therefore the

Mackay Regional Council - Sub-metering Implementation Guideline

maintenance responsibility of, the WSP. The WSP will also be responsible for ensuring that such water meters continue to operate within the MPE.

Billing meters, will always be the property of the WSP, and therefore the WSP will be responsible for their maintenance, including ensuring that such meters operate within the MPE. Decisions on the replacement of WSP owned meters will be at the sole discretion of the WSP. Interfering with WSP owned infrastructure, including meters, is an offence under the Water Supply (Safety and Reliability) Act 2008.

Maintenance of private meters, including ensuring that they operate within the MPE, will be the responsibility of the property owner and/or their agent.

Due to a change in property ownership, in instances where a private meter subsequently becomes a billing meter, subject to assessing the condition and suitability, the WSP will assume ownership and maintenance responsibility for that meter.

As the supplier of the AMR devices and the related communications equipment, MRC will be responsible for meeting all warranty requirements on such devices and equipment, even the devices installed on private meters.

COUNCIL POLICY**COMMUNITY ENGAGEMENT**

Program: Corporate Communications & Marketing
Date of Adoption:
Resolution Number:
Review Date:

Scope

The engagement of the community is an essential component in responsible governance and an important key to the development of a vibrant local democracy and applies to Council and all Staff of Mackay Regional Council (MRC).

Objective

MRC is committed to strengthening and engaging the Mackay community in democratic governance. Community engagement is seen by MRC and Council as imperative in building an involved community.

This Community Engagement Policy is a formal expression of Council's commitment to engage the Mackay community using appropriate, effective and inclusive practices.

Policy Statement

This policy confirms MRC's commitment to ensuring community engagement forms an integral component of informed decision-making and, as such, aims to ensure that as many people as possible who are affected by decisions of MRC and Council are consulted about their needs and concerns prior to decisions being made.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

COMMUNITY ENGAGEMENT

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COUNCIL POLICY

COMMUNITY ENGAGEMENT

1.0 Principles

Genuine and effective community engagement has benefits for Council, MRC and residents. Engagement allows Council and MRC to tap wider sources of information, perspectives and potential solutions. This, in turn, results in assistance and guidance in terms of decision-making and consequently better outcomes for the community.

Community engagement does not replace the decision-making functions of Council. Rather these processes are designed to ensure that Council has access to a broad range of information about community needs, opinions and options prior to decisions being made. It also increases the likelihood that Council decisions are understood and supported by the community.

MRC understands contemporary community engagement to contain the following basic elements as identified by the International Association for Public Participation (IAP2):

- **Information:** To provide key stakeholders and members of the community with objective and balanced information on policies, plans and strategies.
- **Consultation:** To obtain feedback from the community and key stakeholders to enable a broader understanding by Councillors and Staff of the local needs, concerns and priorities prior to decision-making.
- **Participation:** To enhance community ownership of decisions and resultant outcomes and commitment to the decisions made, through involvement in discussion of issues and options.

These elements form the basis of the IAP2 spectrum which underpins Mackay Regional Council's Community Engagement Guidelines. Each level along the spectrum represents an increased degree of community engagement in the decision-making process. The Community Engagement Spectrum provides a model for determining the level of engagement that is most appropriate for the objective.

Further, the community engagement activities will be guided by the core values and Code of Ethics identified by the International Association for Public Participation (IAP2):

- **Code of Ethics** - That we hold ourselves accountable to these principles and strive to hold all participants to the same standard.
- **Core Values** - that we adhere to these values for community engagement to be effective and of the highest quality.

2.0 Policy Statement

2.1 Objectives

1. To provide a framework that encourages a relationship with all facets of MRC's operations. It should be read in conjunction with

COUNCIL POLICY

COMMUNITY ENGAGEMENT

the Community Engagement Guidelines.

2. To encourage community engagement practices that draw on the skills and wisdom of residents to add value to decision-making processes, with emphasis that the Council will have ultimate responsibility for decision-making depending on the level of influence the community is being given per the IAP2 Spectrum.
3. To ensure that community engagement is clearly linked to the goals and objectives of the Corporate Plan.
4. To ensure that MRC activities within the community are inclusive of all members of that community.
5. To foster collaboration and cooperation between Council, MRC and the community, including businesses and other spheres of government, in the planning and implementation of programs and services for the Mackay area.
6. To increase the community's understanding of Council through improved relationships and communication.

2.2 Policy Principles

1. That MRC and Council will provide genuine opportunities for informed community engagement in decision-making in a framework of local democracy.
2. That MRC and Council will strive towards a deeper level of engagement regardless of the level of influence the community has and aim for a shared experience for the stakeholders.
3. That community engagement forms an integral part of the development, implementation and evaluation of policies, programs and services.
4. That MRC and Council will adopt open, accountable processes through which individuals and groups can exchange views and influence policy or decision- making.
5. That there is transparency and accountability in the process which is open, two-way and ongoing.
6. That Councillors and Staff play complementary roles in engaging with the community. Council will decide the high-level strategic issues on which it will engage the community. These issues will be linked to an identified Corporate Plan priority, or a significant emerging issue.
7. That opportunities will be provided to encourage and increase access by Aboriginal people, Torres Strait and South Sea Islanders and people from culturally and linguistically diverse

COUNCIL POLICY

COMMUNITY ENGAGEMENT

backgrounds to discussions about MRC initiatives which are likely to impact upon them.

8. That the day to day operations and administration of the MRC shall reflect the objectives of this policy.
9. That **all** Community Engagement activities are presented to Council via monthly reporting.

These policy principles provide consistency, cohesion and facilitate the alignment of our performance reporting requirements under the *Queensland Local Government Act 2009*. Each principle seeks to clarify the purpose of why MRC and Council engages with the community and provide a guide for that engagement to occur.

This policy confirms MRC's commitment to ensuring community engagement forms an integral component of informed decision-making and, as such, aims to ensure that as many people as possible who are affected by decisions of MRC and Council are consulted about their needs and concerns prior to decisions being made.

MRC will utilise the existing Connecting Mackay community engagement register on its website to record its current engagement activities. This will assist in developing a system that mitigates the risk of duplication and over consultation, records activities undertaken and methodologies, and allows the community to see at any time what consultation is being planned or is occurring. Establishment of this register will assist MRC in meeting its reporting obligations to State Government.

3.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

COUNCIL POLICY

COMMUNITY ENGAGEMENT

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Community Engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (IAP2).

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Councillors shall mean an elected representative including the Mayor of Mackay Regional Council.

IAP2 shall mean International Association for Public Participation.

MRC shall mean Mackay Regional Council.

Staff shall mean all persons employed by Mackay Regional Council on a permanent, temporary, or casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program.

5.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

6.0 Reference

- *Local Government Act 2009*
- Community Engagement Guidelines
- Human Rights Act 2019

COUNCIL POLICY

COMMUNITY ENGAGEMENT

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendments to Policy	Council	27.11.19

11.1.2. COUNCILLOR CONFERENCE ATTENDANCE - DEVELOPING NORTHERN AUSTRALIA CONFERENCE - CR MAY & CR ENGLERT

Author Councillor Support Officer – Pam Jaenke
Responsible Officer Executive Officer – David McKendry
File Reference Councillors General

Attachments

Purpose

The report is to request approval for Cr Karen May and Cr Justin Englert to attend the 2023 Developing Northern Australia Conference to be held in Darwin from 24 – 26 July 2023.

Related Parties

N/A

Corporate Plan Linkage

Invest and Work

Diversified Economy - We have a diversified economy that attracts new and emerging industries, such as sport, tertiary education, health, tourism, agribusiness, biofutures industry, and the Mining Equipment Technology and Services (METS) sector.

Background/Discussion

The Developing Northern Australia Conference is a platform to unite leaders, decision makers, industry representatives and community members to advance the northern regions of Australia.

Now in its ninth year, the Developing Northern Australia Conference is closely aligned with the 'Our North, Our Future: White Paper on Developing Northern Australia'. Released by the Australian Government in 2015, this 20-year plan was created to drive growth, investment and support in Northern Australia.

While a program is not available for the Conference at this time, an overview has been provided with this report being presented to Council in order to take advantage of early bird rates and early travel bookings.

Consultation and Communication

Mayor and Councillors

Resource Implications

The total cost for travel, accommodation and attendance at the Conference is estimated at \$3,800 per person.

Risk Management Implications

N/A

Conclusion

This is a great opportunity to network with professionals, government representatives, Members of Parliament, and in particular assist to promote the importance of, and opportunities for Mackay in the continuing development of Northern Australia.

Officer's Recommendation

THAT Council endorse the attendance of Cr Karen May and Cr Justin Englert at the 2023 Developing Northern Australia Conference in Darwin from 24 – 26 July 2023.

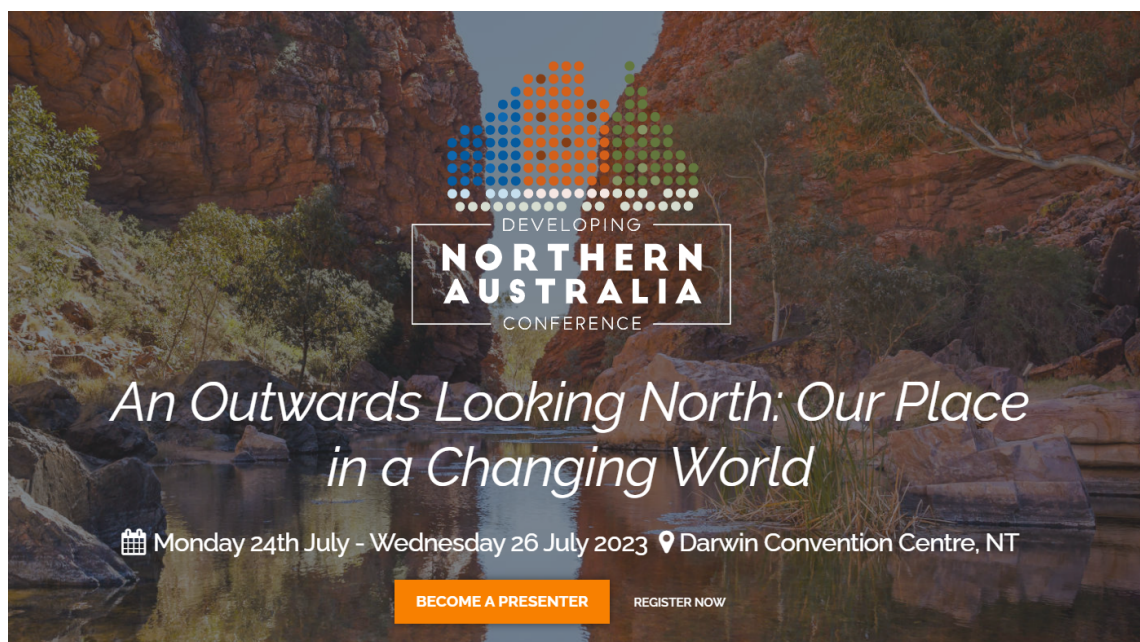
Council Resolution ORD-2023-64

THAT Council endorse the attendance of Cr Karen May and Cr Justin Englert at the 2023 Developing Northern Australia Conference in Darwin from 24 – 26 July 2023.

Moved Cr Englert

Seconded Cr Jones

CARRIED UNANIMOUSLY



400+ Key Decision Makers Working Together for Positive Solutions and Outcomes for Northern Australia

This is your chance to take action and drive Northern Australia to achieve its full potential

As costs of living soar and the fallout from COVID, climate change, population shifts and liveability factors continue to create impact in our region, we all feel it.

However, the variety of opportunities we have at our fingertips to propel the region towards its full economic, ecological and social potential is encouraging.

Highlighting Northern Australia as a true leader in the wider Indo-Pacific region by using innovation, Indigenous-led diplomacy, trade and solutions-focused policy to create a stronger tomorrow is where our attention needs to be.

The time for future-proofing Northern Australia is NOW.

DNA is the only conference to focus on Northern Australian core issues, policies, solutions and outcomes. The policy makers, decision makers, officials and leaders in the room represent the best collection of minds all working together for a stronger, healthier, more cohesive Northern Australia.

Join us and be part of the future.

Why Attend DNA23

- This is your chance to have real input and share your ideas and vision for progression in the region.
- The connections, friendships and opportunities forged over the three days are incredibly valuable and provide the building blocks for real change.
- Hear from key leaders as they share the challenges the region faces, and what can be done about them.
- Share stories from fellow northern Australians, Indigenous leaders, supporters from the south and leaders in both government and private business to understand the reality of our now and create a path for our future.
- It's where business (emerging and established), research, investment, problem-solving and solutions-based policy comes together to forge a new plan forward.

Who Should Attend DNA23?

This conference is suitable for anyone involved in developing and advancing Northern Australia.

Typically, we see delegates across:

- Managers and Departments
Heads of Federal, State and Local Governments.
- CEOs, Leaders and Managers
- Indigenous Community Corporations and Leaders.
- Local small business leaders.
- Local industry associations.
- Members from Chambers of business and commerce.
- Non-government funded and government-funded bodies.
- Leaders in both government departments and private sector industries attend, including:
 - Infrastructure and Trade
 - Mining and Resources
 - Defence
 - Agriculture
 - Tourism and Fisheries
 - International Relations
 - Manufacturing
 - Development Commissions
 - Treasury
 - Regional Development
 - Planning and Environment
 - Jobs and Employment
 - Housing and Water Management
 - Education, Health and Aged Care

11.1.3. COUNCILLOR CONFERENCE ATTENDANCE - DISABILITY IN LEADERSHIP CONFERENCE - CR BELLA

Author Councillor Support Officer – Pam Jaenke
Responsible Officer Executive Officer – David McKendry
File Reference Councillors General

Attachments Overview – Disability Leadership Summit 2023

Purpose

This report is to request Council approval for Cr Martin Bella to attend the Disability Leadership Summit 2023 to be held in Sydney on 13 – 16 June 2023.

Related Parties

N/A

Corporate Plan Linkage

Live and Visit

Live, Visit and Play – We have a diverse mix of accessible spaces to live, visit and play.

Invest and Work

Skills, Training and Education – The Mackay region offers world-class educational and vocational opportunities for current and future careers.

Background/Discussion

The Leadership Institute is hosting a Disability Leadership Summit in Sydney on 13 – 16 June 2023 with speakers from universities, government, workplace representatives, media and business.

The Summit brings together disabled leaders and inspiring individuals to focus on how organisations can empower disabled staff and leadership through their workplace, what disabled leaders have learned on their leadership journey and what advice they have for emerging leaders.

The event features keynotes, case studies and panel discussions from disabled leaders, VIPs and CEOs from a range of public and private sector organisations.

Consultation and Communication

Mayor and Councillors

Per Council's policy, a report on the Forum will be tabled at a future Council meeting by Cr Bella.

Resource Implications

The total cost for travel, accommodation and attendance at the Forum is estimated at \$5,700.

Risk Management Implications

N/A

Conclusion

The Disability Leadership Summit will provide an opportunity for Council to obtain information and knowledge on empowering disabled staff and leadership and learn from the experiences of disabled leaders.

Officer's Recommendation

THAT Council approve Cr Martin Bella's attendance at the Disability Leadership Summit in Sydney on 13-16 June 2023.

Council Resolution ORD-2023-65

THAT Council approve Cr Martin Bella's attendance at the Disability Leadership Summit in Sydney on 13-16 June 2023.

Moved Cr Jones

Seconded Cr Hassan

CARRIED UNANIMOUSLY



DISABILITY LEADERSHIP SUMMIT 2023

Take Action For Disability Leadership Empowerment

media partners:



INTERCONTINENTAL SYDNEY DOUBLE BAY
14th -15th June, 2023
Livestreamed + In Person Event



TIME TO TAKE ACTION FOR DISABILITY LEADERSHIP EMPOWERMENT!

If you cannot be what you cannot see, then we will never see a Disabled person become the CEO of a publicly listed company.

Or Secretary of a Department.

Or make their mark on the political stage.

2.1 million working aged Australians experience from some form of disability. That's one in five potential staff. Yet Disabled people make up less than 20% of the workforce and less than 5% of leadership positions.

Yet is well established that Disabled workers can uniquely transform and enrich Australian organisations, both public and private, and make them stand out on the global economy.

As Australia suffers from its worst skills and labour shortage in a generation, there is no better time to empower the leadership capabilities of our Disabled leaders so that workplaces can remain innovate, solve real-world problems more effectively and better compete on the global stage.

That's where the **Disability Leadership Summit** comes in.

The first event of its kind, this is a forum where Australia's top leaders can have brave, not safe, conversations and openly discuss tangible action to change the landscape of Disability careers, progression and integration. As we transform employment outcomes and socio-economic statuses of Indigenous people, we impact education, health and social outcomes across the board.

Now is the time to empower the next generation of Disabled Leaders!

Bringing together CEOs, Disability experts, Government leaders and prominent business and social leaders in the Disabled community to discuss tangible pathways to change, this forum aims to move beyond rhetoric and produce a roadmap for better outcomes – in the leadership space and beyond.

I look forward to seeing you there,



Dana Lightbody
Director | **The Leadership Institute**
T: 02 8294 2044 | E: dana@theleadershipintstitute.com.au



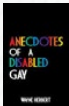


DISABILITY IN LEADERSHIP SUMMIT 2023

Your Incredible Speaker Line-Up.



WAYNE HERBERT
TEDX Speaker, Disability and
LGBTIQA+ Activist, Author
Anecdotes of a Disabled Gay



TIM FERGUSON
Film Director, Screenwriter, Author,
Screenwriting and Australian
Comedy Legend



DR. DINESH PALIPANA OAM
Emergency Doctor, Gold Coast
Hospital and Health Service and
Senior Lecturer
Griffith University



BEAU VERNON
Former AFL Coach and Director
Interact Australia



DOMINIQUE EVELE
Chief Executive Officer
Amber Aged Care



NAS CAMPANELLA
Journalist
ABC



DAVID ANTHONY
Partner
Corrs Chambers Westgarth



MAJELLA KNOBEL
Director, Access and Inclusion
Westpac Group



TRACEY GORDON-MATCHETT
CEO
Bus Stop Films





DISABILITY IN LEADERSHIP SUMMIT 2023

Your Incredible Speaker Line-Up.



PROF. JESSICA VANDERLELIE
Deputy Vice-Chancellor (Students)
La Trobe University



DANIELLA BIAGALI
Director, Business Services
BDO



MICHAEL NELSON
General Manager People
Services Australia



HELEN MOSSE
Head of Human Resources
Business Partnering
L'Oreal



ANDREA COMASTRI
CEO
Hotel Etico



DAN OSGOOD
Social Inclusion Manager
Ventia



LOES WESTERBEEK
Social Inclusion Manager
Ventia



YENN PURKIS
Inclusion Officer, Department of
Agriculture and Water Resources,
Autistic Author and Advocate

CONFERENCE LOGISTICS

Physical Attendance.**Social distancing**

Using Government guidance, we are implementing crowd flow signage measures to ensure distancing rules.

**Hygiene**

Hand sanitiser will be provided and we will ensure each venue adheres to hygiene standards.

**Catering & Food**

We're teaming up with each venue to ensure food is safe and served alongside social distancing etiquette.

**Spaced Seating**

We're working with venues to ensure that seating is provided with appropriate distance measures in mind.

Other Logistics.**PRE CONFERENCE WORKSHOP:**

27th March 2023

**POST CONFERENCE WORKSHOP:**

30th March 2023

**CONFERENCE DATES**

14 - 15 June

**SESSION DURATION**

50 minutes including discussion

**VENUE**

TBA, Sydney CBD

**EST. ATTENDANCE**

100 + 100 livestream

Livestream.**WHAT YOU'LL NEED:**

Computer and stable internet connection



Login details will be provided. **Compatible with all computers, smart phones, tablets and smart devices.**



Quiet room or office recommended for best experience



Interaction with delegates and speakers throughout the event via event app

Pricing:

Almost half the value of these events is meeting the speakers and networking with your peers. The other half is learning from our inspirational speakers. That's why your live streaming pass is 40% off your physical ticket. You can still learn from and be inspired by our amazing speakers – from the comfort of your office or home.

Just select "Livestream Pass" at checkout

What You Can Expect To Learn At Disability in Leadership SUMMIT 2023.



Reap the company-wide benefits of innovative Disability leadership programs



Adopt the mindset of a successful leader



Overcome obstacles and adapt to challenges throughout your journey



Understand what excellent employers are doing differently



Do not allow anything to limit your success



Implement innovative approaches to Disability inclusion for whole-of-business engagement



Create partnerships that increase accessibility



Empower yourself with the skills and mindset to achieve your goals

PLUS: Learn from the world's most innovative companies – handpicked from the Financial Review, Forbes and Boston Consulting Group's global innovative companies index

+ What Our Past Attendees Have To Say



"A very good cross-section of speakers with some thought-provoking content. Mind blown. very engaging presenters"

- Toyota Finance



"Very interesting, polished presentations. This is what Leadership in Innovation looks like - engaging, funny, and interesting!"

-Commonwealth Bank



"Interesting and really considered the current environment. showcased disruptive innovation so well."

- Dept. Premier and Cabinet



"Amazingly supported plus contextualized event for all levels. Engaging and supporting examples. interesting subject and well-presented."

- Woolworths Group

Meet Our Event Partners



Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.



Aspergers Victoria inspires, empowers and supports AspergersAutistics, and other neurodiverse profiles, to be themselves and realise their ambitions through social connection, employment inclusion and advocacy across their lives. Our purpose is to provide individuals, families, businesses and professionals with opportunities to connect, be part of communities and share knowhow – with a focus on inclusion, strengths and respect.

Why this event.

2.1 million working aged Australians experience some form of disability.

Yet Disabled people make up less than 20% of the workforce and less than 5% of leadership positions.

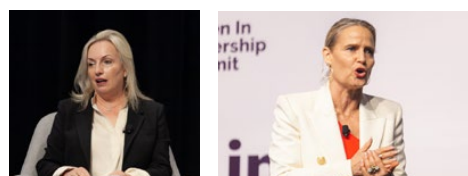
This event brings together Disabled leaders, inspiring individuals, government and industry leaders and stakeholders, as well as workplace representatives from across the country to create and nurture leadership opportunities for the Disabled workforce – for the betterment of everyone involved.

+ About the Program

The Disability Leadership Summit is a comprehensive and inclusive, educationally focused program over two summit days and two workshop days.

It will place particular focus on how organisations can empower Disabled staff and leadership throughout their workplace, what Disabled leaders have learned on their leadership journey and what advice they have for emerging leaders. It will also highlight what needs to be done to overcome institutional barriers to Disabled employment and inclusion throughout workplaces around Australia.

The event features keynotes, case studies and panel discussions from Disabled leaders, VIPs and CEOs from a range of public and private sector organisations.

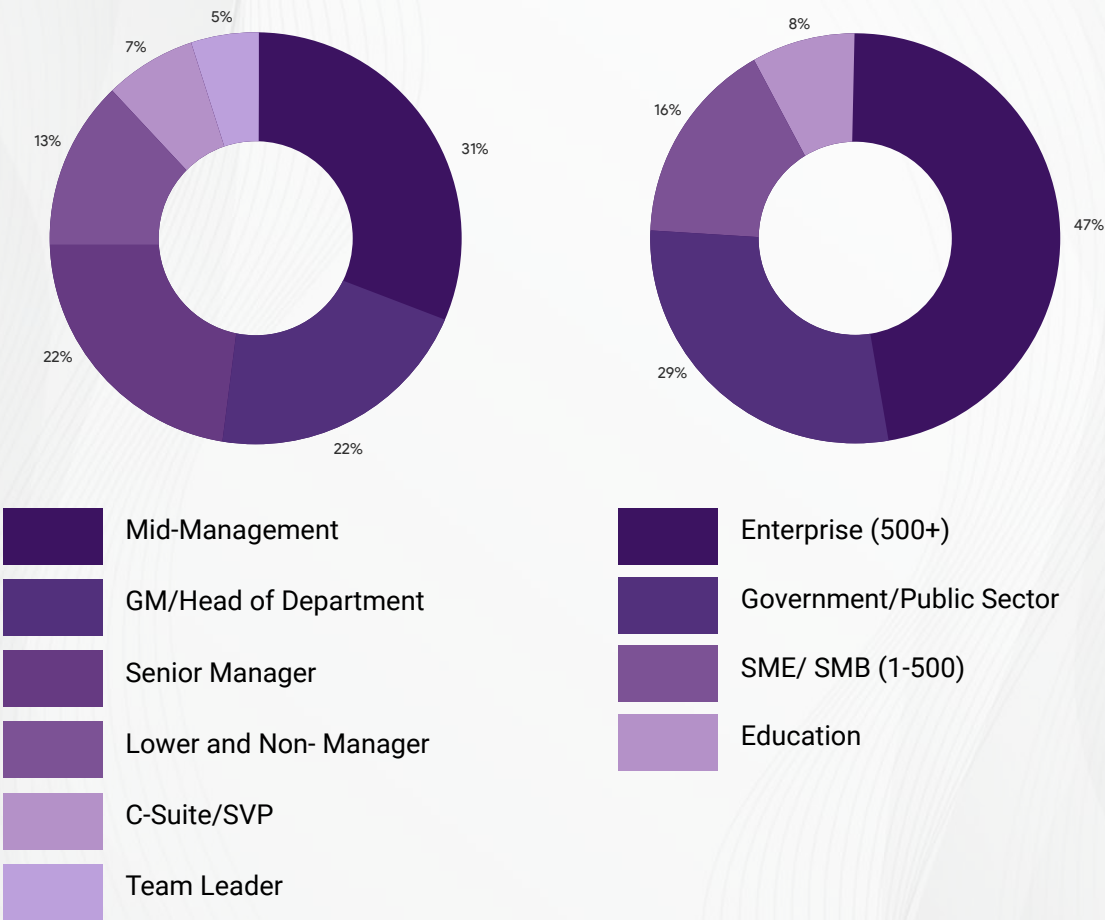




DISABILITY IN LEADERSHIP SUMMIT 2023

Disability in Leadership Summit 2023.

Here’s a snapshot of our past audience:



+ Who Should Attend?

- ✓ C-suite including CEO
- ✓ EGM, GM, MD of all functional areas
- ✓ Head of Strategy, Marketing, HR and Operations
- ✓ Middle Managers
- ✓ Directorship and Board



Summit Agenda.

DAY 1 - 14TH JUNE 2023

8:45 AM: OPENING REMARKS FROM THE CHAIR



Dana Lightbody
Director
The Leadership



Dana Lightbody is the CEO of The Leadership Institute. She is a staunch advocate of equality for women in business and believes women should be helping other women every chance they get. Dana established Konnect Learning in 2013 and the Leadership Institute in 2017. Since then she has advocated for equality for women in all aspects of her entrepreneurial and professional life – in particular by chairing and assisting the production team in the development of TL's *Women in Leadership* line of events.

9:00 AM: Welcome to Country



Uncle Allen Madden
Gadigal Elder
Aboriginal Land
Consultancy

TEAM BUILDING AND PERFORMANCE

9:10 AM: The mindset of an effective leader



David Anthony
Partner
Corrs Chambers
Westgarth



"I'm gay, I wear hearing aids and I have a speech impediment., I aspire to demonstrate that no matter what initial hurdles might be in your way, you can achieve anything." David Anthony has never let anything hold him back, not his disability, his sexuality or anyone's opinion of him. A successful commercial litigator, David is also an advocate for diversity and inclusion, David is the National Chair of Corrs' LGBTQ+ employee network, Pride@Corrs, Chair of the board of one of Australia's leading LGBTQ+ philanthropic organisations, GiveOUT, and a director of The Footpath Library.

In this session David shares how his mindset shaped his career and gave him the armour he needed to never let anything hold him back.

10:00 AM: Update on the NDIS into 2030 and employment pathways for people living with a disability



11:00 AM: MORNING TEA

11:15 AM: Networking

11:30 AM: The company-wide benefits of a disability leadership program and the role of leadership in making it a priority



Professor Jessica Vanderlille
Deputy Vice-Chancellor
(Students)
La Trobe University



Equitable employment and teaching are core to the offering of Flinders University for all staff and students. A robust plan to ensure that everyone is welcome and accepted is fundamental to a high functioning working and teaching environment.

You get out what you put in; and in this key session Jess shares some of the work they've done to ensure that they are actively employing, engaging and making safe environments for staff and students with a disability.



12:20 PM: A personal journey to overcoming obstacles and adapting to change



Tim Ferguson
Film Director, Screenwriter,
Author, Screenwriting and
Australian Comedy Legend

Tim Ferguson is a comedian, writer, actor, and disability activist who has dedicated his life to breaking down barriers for people with disabilities. He is the co-founder of the comedy group, The Doug Anthony All Stars, and has been a prominent figure in the entertainment industry for over 30 years. Tim also has MS and he has not let his diagnosis effect his attitude or his goals for his career.

In this personal session will share his personal journey as a person with a disability and how he has overcome the challenges he has faced. He will also talk about his experiences in the entertainment industry and how he has used his platform to raise awareness about disability issues.

1:20 PM: LUNCH

2:00 PM: PANEL DISCUSSION: What excellent employers are doing differently

The war on talent means big business are looking everywhere for exceptional talent and individuals with a disability are in that pool but truly excellent employers are trying to ensure they don't just hire outside the box, they're making sure the box fits the individuals so that they are inclusive. So, what are they doing differently?

PANELISTS:



Majella Knobel
Access and Inclusion
Director
Westpac



Helen Mosse
Head of Human
Resources Business
Partnering
L'Oreal



2:50 PM: Innovative Approaches to Disability Inclusion and employment



Andrea Comastri
CEO
Hotel Etico



Co-founded by Andrea Comastri in 2020, Hotel Etico Australia opened its doors to the public in November 2020, before kicking off the first training program for young people with disability in February 2021. In just two short years the hotel is supplying graduates to major industry partners including Sofitel Wentworth, Fairmont Resort Blue Mountains, The Fullerton Sydney, and Mercure Central. In this session, Andrea shares his vision for the hotel, the training program and for all individuals with a disability.

3:40 PM: AFTERNOON TEA

4:00 PM: Intersectionality stories from the disabled LGBTIQ+ sphere



Wayne Herbert
TEDX Speaker, Disability
and LGBTIQ+ Activist,
Author
Anecdotes of a Disabled Gay



Wayne has a unique, humorous, thought-provoking, and challenging insight into the issues facing people with disability. He too has a disability but is well-known for forgetting about it. 'Is it wrong that I forget I have a disability? I just get on with things; I've got sh*t to do. Wayne believes his parents won the diversity lottery, as he is a disabled, gay, aspiring drag queen! Wayne now embarks on the journey as a writer with his first book Anecdotes of a Disabled Gay. His book is a collection of the things people say to a thirty-something-year-old disabled gay man. You'll be thoroughly entertained whilst grasping the realities of intersectionality discrimination in Australia.

Wayne will have a book signing at the end of the day leading into Networking Drinks

5:00 PM: END OF DAY 1 & NETWORKING DRINKS



Summit Agenda.

DAY 2 - 15TH JUNE 2023

9:00 AM: OPENING REMARKS FROM THE CHAIR



Dana Lightbody
Director
The Leadership



9:05 AM: There's nothing holding you back: Disability doesn't limit success



Dr. Dinesh Palipana
OAM
Emergency Doctor, Gold Coast Hospital and Health Service and Senior Lecturer
Griffith University



Dr Dinesh Palipana practices emergency medicine at the Gold Coast University Hospital; is a senior lecturer at the Griffith University and adjunct research fellow at the Menzies Health Institute of Queensland; a research fellow at the Jamieson Trauma Institute; a researcher in spinal cord injury; and a doctor for the Gold Coast Titans physical disability rugby team. Dinesh is a senior advisor to the Disability Royal Commission and an ambassador to the Human Rights Commission's Includability program. He was a 2021 International Day of People with Disability ambassador. So, Dinesh has never let anything hold him back from success and in this session, he shares his journey through determination, commitment, strength and ultimately happiness and success.

9:55 AM: Coping with change and striving to be the best you can be



Beau Vernon
Former AFL Coach and Director
Interact Australia



In his last five years as an ALF coach, Beau Vernon has reached 5 Grand Finals, winning 3 Premierships in a row at 2 different clubs. A truly remarkable feat, especially when you consider that Beau is living with quadriplegia. At the height of his AFL career, Beau was left wheelchair-bound at just 23 after an unfortunate on-field tackle, leaving him without function of his fingers or with any movement from the chest down. During his 8 months of living in hospital and rehabilitation, Beau Vernon worked fearlessly to make the most of his limited upper body movement. His unwavering strength and courage kept him focussed on his new challenge, leading an exceptional life regardless of the disability.

10:55 AM: MORNING TEA

11:20 AM: Inclusion through the lens of Disability with the outcome of whole of business engagement



Majella Knobel
Access and Inclusion Director
Westpac



Westpac aren't giving lip service to their Accessibility and inclusion focus, neither internally or externally. They've been awarded most accessible Australian organisation in 2021-2022 and have been creating Access & Inclusion Action Plans for the past 2 decades – proudly reporting that over 60% of their current plan initiatives have been implemented. Majella heads up Access and Inclusion where she gives a real-world perspective to how Westpac embeds access and inclusion across Westpac Group whilst ensuring someone with lived experience ensures everyone is part of the conversation and isn't left behind.

In this key session, she shares the commitment she and the bank are putting into inclusion and the progress they've made.

TEAM BUILDING AND PERFORMANCE

12:00 PM: IT COMES FROM THE TOP: Reaping the company-wide benefits of a disability leadership program and the role of leadership in making it a priority



Michael Nelson
General Manager People
Services Australia



CROWNability is about ensuring people with disability are given every opportunity to gain employment and build meaningful careers. With a vision is to create an experience of access and inclusion for all – they have developed an Action Plan that is strategically focused on access and inclusion beyond employment and providing opportunities to build meaningful careers.

In this key session, Tony shares with us how that program is going and what it has meant for all staff not just those with a disability.

12:50 PM: LUNCH



1:50 PM: PANEL DISCUSSION: What individuals with a disability wish employers knew – from hiring to promotion

Most executives and hiring managers have no experience with disability and certainly no lived experience. Often an individual with a disabilities' needs, voice and empowerment are lost in the cogs of big business. Less likely to be employed, promoted and engaged in discussions that they are directly related to them, people with a disability are often disenfranchised and neglected in their workplaces. In this session we listen to the voices of those that are working in big companies as they share what they wish their employers knew.

PANELISTS:



Daniella Biagali
Director, Business
Services
BDO



Tracey Gordon-Matchett
CEO
Bus Stop Films



Yenn Purkis
Author
Advocate

2:40 PM: All roads lead to employment and empowerment



Dominique Evele
Chief Executive Officer
Amber Aged Care



Dominique lives with a physical disability everyday. She has ascended the ranks to become CEO of Amber Aged Care but she is aware of the inherent bias she faced and the difficulties she's experienced in her career. With that in mind she co-chaired the Road to Employment Aged Care working group whose trainee program employed 8 young people living with a disability.

In this key session, Dominique shares her personal experiences the road blocks and barricades which hampered her career progression and what she is doing to break them down for future generations.

3:00 PM: AFTERNOON TEA

3:20 PM: How an inclusive culture can foster talent



Nas Campanella
Journalist
ABC



Nas Campanello has been a journalist, newsreader, producer and radio presenter with the ABC for a decade. She's also blind. Yet this has never gotten in the way from achieving her goals. She's been told she would never make it as a journalist and had her ability and productivity questioned. When she applied for a role at the ABC, she thrived in an inclusive environment that supported her in the way she needed and allowed her to work towards her goals.

In this key session, Nas talks us through the difficulties disabled people face from the outset and what having productive, meaningful employment can bring to the individual and the employer.

4:10 PM: Creating partnerships that increase accessibility and disabled employment



Dan Osgood
Social Inclusion Manager
Ventia



Ventia have long supported inclusivity in all areas. Their partnership with Job Access has enabled Ventia to tap into their expertise, resources, and training, ensuring more people with a disability are the business. Once hired Ventia have a set program to ensure that person is included within the company, so their experience is both positive and productive.

In this session, Jodie will share how that partnership works and what Ventia are doing to ensure inclusion is achieved with every hire and promotion.



Loes Westerbeek
Social Inclusion Manager
Ventia



5:00 PM: END CONFERENCE



Pre-conference Workshop.



Post-conference Workshop.



DISABILITY IN LEADERSHIP SUMMIT 2023

Price List.

Please Note: Pricing Does Not Include GST

PHYSICAL PRICING

	First In Rates 24th March 2023	Early Bird Rates 5th May 2023	Standard Rates After 5th May 2023
Pre-Conference Wokshop Only	\$999	\$999	\$999
Post Conference Wokshop Only	\$999	\$999	\$999
Conference Only	\$1,799	\$1,999	\$2,199
Conference + Pre Workshop	\$2,499	\$2,699	\$2,899
Conference + Post Workshop	\$2,499	\$2,699	\$2,899
All Four Days	\$2,999	\$3,199	\$3,499
Corporate Table of 8 - Conference Only	\$9,999		
Company Table of 8 - Entire Event (all four days)	\$14,999		

ONLINE PRICING

	First In Rates 24th March 2023	Early Bird Rates 5th May 2023	Standard Rates After 5th May 2023
Conference Only	\$1,399 + GST		
Corporate Table of 8 - Conference Only	\$6,999.40		

+ Group Discounts

Looking to send more than 1 team member? Interested in bringing a colleague along?

Learning is always better when done in teams (and your company gains more value too!)

Take advantage of our group discounts:

- Register 3 attendees and get a **5% discount**
- Register 4-5 attendees and get a **10% discount**
- Register 6 or more and get a **15% discount**

+ Industry Packages

We appreciate that it's not always easy to get approval to attend training courses and events, so we have put together a variety of packages to assist. Take advantage of these savings:

Local government	10% Off
Non-for-Profit	20% Off

* Discounts do not apply to livestream passes

Please contact The Leadership Institute on (02) 8294 2044 if you have any issues.

DISABILITY IN LEADERSHIP SUMMIT 2023

Terms and Conditions.**> Live Streaming + COVID – 19**

There is a lot of confusion around corporate learning events and COVID – 19. We understand. We're all going through it. Given this, we want to make the following assurances:

- If you have booked onto a physical pass and can no longer attend an event, you will either be refunded the difference in your registration ticket, or be given access to an additional live streaming ticket for anyone within your organisation
- Should your circumstances change, we are happy to offer a full credit note for yourself or anyone within your organization to attend any one of our other excellent events
- Now that our events will be live streamed, they will also be recorded. If you cannot attend the event, whether it be live streamed or a physical pass, we are working hard to ensure everyone receives a recording of the event so you can have the same experience for all time

> Changes to Events (COVID – 19 & Beyond)

Many events this year have inevitably been postponed or cancelled due to State and Federal Government mandated shutdowns. We are doing our best to ensure that these events will go ahead on postponed dates and via livestreaming mechanisms. In the event that your registration or participation in an event has been postponed, The Leadership Institute offers flexible tickets and credit notes to all clients that have been impacted. Given the financial and economic impact of COVID – 19, TLI is unable to offer a financial refund for events that have been affected by COVID – 19.

A tremendous amount of effort is spent to ensure all of TLI events proceed as originally marketed. It is with regret that circumstances beyond TLI control can prevent this from happening. As such, TLI reserves the right to change the speaker and/or agenda details at any time throughout the marketing lifecycle of an event. TLI will diligently minimise the risks of changes to any event and will always ensure events deliver the content that is advertised. TLI will notify all participants of any changes in a timely manner leading up to an event.

> Cancellation Policy

If you are unable to attend an event, TLI accepts substituted attendees in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by TLI.

Cancelled registrations must be emailed to info@theleadershipinstitute.com.au as soon as possible. A credit note will be issued valid for use towards any future event within the following 12 months following date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$300.

The Leadership Institute does not provide refunds for cancellation.

It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. Please call or email us to arrange the details.

If an event is cancelled or rescheduled, TLI will ensure all stakeholders are contacted. If an event is cancelled or you are unable to attend the rescheduled event, you will be issued with a credit note valid for use towards any future TLI event held in the twelve months following date of issuance.

> Credit Notes

In the event of issuance of credit notes, holders are entitled to use this credit towards ANY TLI event which can accommodate additional delegates. Credit notes must be used within 12 months from the date of issue to avoid expiry.

> Customer Privacy

TLI takes diligent action to ensure all client details are protected. Furthermore, we respect our customer's right to 'opt out' of our various promotional activities for relevant, upcoming events. If you do not want to receive further information about our upcoming conferences, training courses and learning experiences, please email us at info@theleadershipinstitute.com.au

> Once You Are Registered, What Is The Next Step?

When you have registered for an event, and that registration has been received by TLI, you will be sent a confirmation email. This will include your invoice and any relevant information regarding the event you are registered for. TLI will regularly keep you updated regarding the events for which you have registered. If you require any further information visit our website at: info@theleadershipinstitute.com.au or call us on (02) 8294 2044.

11.1.4. COUNCILLOR CONFERENCE ATTENDANCE - DISASTER AND EMERGENCY MANAGEMENT CONFERENCE - MAYOR WILLIAMSON AND CR ENGLERT

Author	Councillor Support Officer – Pam Jaenke
Responsible Officer	Executive Officer – David McKendry
File Reference	Councillors General
Attachments	Overview – 2023 Disaster and Emergency Management Conference

Purpose

The report is to request approval for Mayor Williamson and Cr Justin Englert to attend the 2023 Disaster and Emergency Management Conference to be held at the Gold Coast from 11 - 12 July 2023.

Related Parties

N/A

Corporate Plan Linkage

Community and Environment

Safe, Healthy and Engaged Region – Our region is a safe and resilient community, with services that support high standards of public health, and extends friendship and support to each other through both good and challenging times.

Background/Discussion

The 2023 Disaster and Emergency Management Conference is being held at the Gold Coast from 11 – 12 July 2023 with speakers from State Government, Local Governments, disaster recovery organisations and more.

While a program is not available for the Conference at this time, an overview has been provided with this report being presented to Council in order to take advantage of early bird rates and early travel bookings.

Consultation and Communication

Mayor and Councillors

Resource Implications

The total cost for travel, accommodation and attendance at the Conference is estimated at \$2,600 per person.

Risk Management Implications

N/A

Conclusion

This Conference will provide an opportunity for Council to learn from the array of speakers and presentations, and obtain information and knowledge on disaster preparedness, communication, and the analysis of past events.

Officer's Recommendation

THAT Council approve Mayor Williamson and Cr Englert's attendance at the 2023 Disaster and Emergency Management Conference at the Gold Coast on 11 – 12 July 2023.

Council Resolution ORD-2023-66

THAT Council approve Mayor Williamson and Cr Englert's attendance at the 2023 Disaster and Emergency Management Conference at the Gold Coast on 11 – 12 July 2023.

Moved Cr Englert

Seconded Cr Hassan

CARRIED UNANIMOUSLY



Disaster and Emergency Management Conference

United in Prevention, Preparedness, Response & Recovery

□ 11th - 12th July 2023 □ RACV Royal Pines Resort Gold Coast

We must unite to face the challenges ahead of us

"A person living in the Asia-Pacific region is almost twice as likely to be affected by a disaster as a person living in Africa, almost six times as likely compared with Latin America and the Caribbean, and 30 times more likely than a person living in North America or Europe"

(source: unescap.org)

Natural disasters are expected to become more complex, more unpredictable, and more difficult to manage.

(Royal Commission into National Natural Disaster Arrangements)

The number of climate-related disasters, such as floods and storms has almost doubled in the last 20 years compared to the previous 20 years.

(Dfat.gov.au)

In 2020, worldwide there were 26 per cent more storms than the annual average, 23 per cent more floods than the annual average, and 18 per cent more flood deaths than the annual average.

(Centre for Research on the epidemiology of Disasters)

It's no surprise that the Asia-Pacific region is the most disaster-prone region in the world.

The last few years have highlighted that for us all. The Australian and New Zealand Disaster & Emergency teams, workers, managers and volunteers are amongst the most professional on the globe, **but we have our challenges.**

An under resourced, under-funded sector with inter-agency miscommunication coupled with an over-worked, burnout frontline is **the reality our sector faces.** Add to that the changing climate, severe weather events and their effects on our communities and we have a real threat on our hands.

What our sector needs now is unity.

The leaders of our sector must join forces to highlight gaps in current practices with open eyes, draw on the experience of our on-the-ground teams so that we can contribute to a holistic, national response to disasters and emergencies and create more cohesive, aligned and seamless real world solutions.





DEMC is the only Australian & New Zealand event which brings together a cross sector mix of defence, emergency services, business and community services at a leadership level to zone in on the current challenges and future predictions of the sector to promote inter-agency collaboration and unity.

This is your chance to gain practical tools and walk away with real-world strategies so that greater planning, preparation, response to emergencies, disasters and rescues can occur within our communities.

Over two full days, DEMC23 United in Prevention, Preparedness, Response & Recovery will explore topics of:

- Resilient Communities – Engagement, Participation, Partnering and Capacity Building.
- Applying the learnings from the past to create meaningful change for the future.
- Inter-agency and volunteer cooperation and knowledge sharing.
- Thriving leadership, Employees Wellbeing and Engagement.
- Risks of Disasters – Mitigation, Reduction, Management.
- First Nations cultural perspectives in disaster and emergency management.
- Beyond 2030: A climate challenged world.

You will hear the leaders in the field discuss these topics plus learn the latest innovations, research findings, current challenges and future predictions so that our prevention, preparedness, response and recovery strategies **are as strong as they need to be.**



Keynote Speakers



Rev Dr Stephen Robinson

National Disaster Recovery Officer with the Uniting Church in Australia and Senior Chaplain / Coordinator of the NSW Disaster Recovery Chaplaincy Network (DRCN)



Dr Mark Crossweller

Founder and Director, Ethical Intelligence Pty Ltd



Darren Hill

Behavioural Scientist, Pragmatic Thinking



Why You Should Attend

- **This is your chance to connect** with your peers, emergency management personnel from state and local governments, NGOs, and other recovery agencies.
- **Understand the current research and findings** around what the sector needs now, and what the immediate future means for you and your peers. Take this information back into your role, your organisation and your community.
- **Enjoy knowledge sharing** and network building with purpose.
- **You can explore and engage** with sponsor and exhibitor displays featuring the latest equipment, technologies, and agency services available.
- **You'll discover what's happening** across multi-sectors via a program of renowned keynote speakers, sector representatives and lived-experience presenters.
- **Walk away with practical tips**, techniques, and strategies to incorporate into your organisation to improve the way you approach disaster and emergency planning, response & prevention.
- **Enjoy a renewed enthusiasm** and energy for the sector, the people who make it possible and the teams working on the ground.
- **Take a few days away** from the busy-ness of your year to really connect with your sector peers, learn, share, grow and create new connections.

Who Should Attend

Anyone who is working in the Disaster and Emergency Management field, specifically with D & E frontline workers, teams and community. Typically, we see delegates range from:

- Senior management and leadership roles in all state fire and emergency agencies (SES, Fire, Search & Rescue, CFA, Ambulance)
- Senior managers in federal departments including Home Affairs, National Recovery and Resilience, Geoscience
- Leaders in Australia and New Zealand Defence forces
- Senior management and leaders in Disaster Planning, Response and Recovery
- Community Development and Community Recovery leaders
- CEOs and business owners and leaders (technology, communication, insurance)
- Director, Coordinators and Unit Managers of Disaster Management Teams and offices
- Economists, Futurists, Environmental Scientists



11.1.5. STANDING ORDERS (MEETINGS)

Author	Coordinator Corporate Governance (Kerri Verroen)
Responsible Officer	Executive Officer (David McKendry)
File Reference	102 - Standing Orders (Meetings)

Attachments

1. Standing Orders Meeting 2023 Councillors [11.1.5.1 - 24 pages]

Purpose

To present the Standing Orders (Meetings) 2023 to Council for consideration and adoption inclusive of changes related to Late Business and Public Participation.

Related Parties

There are no identified related parties.

Corporate Plan Linkage

Financial Strength

Ethical Decision-Making and Good Governance - We are committed to keeping our community informed about our activities and performance and employing robust governance policies and procedures to ensure legislative compliance and organisational integrity.

Background/Discussion

Mackay Regional Council (MRC) reviews policies to ensure they are relevant and up to date. Council policies are required to be formally adopted by Council. The Council adopted the current Standing Orders (Meeting) 2019 on 10 April 2019. A recent review has been completed of the Standing Orders with the following amendments being made:

- Clause 1.4.1 - Unsuitable Meeting Conduct by Members of the Local Government –
 - This clause has been amended simply in relation to alignment of terminology that reflects the current requirements around unsuitable meeting conduct in the *Local Government Act 2009*.
- Clause 1.7.2 – Late Business –
 - This clause provides parameters around what is considered late business and the process to be followed when a Councillor may seek to propose a motion.
 - Changes see a move more towards use for formal business decisions, with general updates or promotion of key items to be undertaken through Council's Corporate Communication and Marketing processes
- Clause 1.7.4 – Deputations –
 - This clause has been removed from the document and has merged with public participation area noted below.
- Clause 1.8.2 – Absence of Mover of Motion -
 - An additional paragraph regarding the lapse of a general motion has been included in this paragraph simply as a clarification point on process.
- Clause 1.8.4 – Amendment of Motion -

- Clause (e) has been removed as a clarification point on process noted as not currently correct.
- Clause 1.13.2 – Public Participation and Deputations at Meetings -
 - This clause has been reworded to guide public participation.
 - The major change being a requirement to apply, and be approved, for participation in or presentation to a formal Council meeting
 - Certain criteria listed to apply in guidance of such participation

Consultation and Communication

As part of the review process, consultation has been undertaken with the following:

- Mayor and Councillors
- Chief Executive Officer
- Executive Officer
- Coordinator Corporate Governance

Resource Implications

Implementing this Policy will not require additional resources beyond those currently budgeted.

Risk Management Implications

Communication of the changes will be undertaken to avoid any confusion within the community, especially for those used to attending Council meetings.

Adopting Standing Orders assists with management of risk regarding the reputation and governance functions of the Council.

Conclusion

It is recommended that the Council adopt the Standing Orders (Meetings) 2023, as amended.

Officer's Recommendation

THAT Council adopt the Standing Orders (Meetings) 2023.

Council Resolution ORD-2023-67

THAT Council adopt the Standing Orders (Meetings) 2023.

Moved Cr Englert

Seconded Cr Jones

CARRIED UNANIMOUSLY

COUNCIL POLICY**Standing Orders (Meetings) 2023**

Program: Office of the Mayor and Chief Executive Officer
Date of Adoption:
Resolution Number:
Review Date:

Scope

These Standing Orders apply to all Ordinary and Standing Committee meetings of Council.

Any provision of these Standing Orders may be suspended by resolution of any Ordinary or Standing Committee meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

Objective

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.

Policy Statement

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.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

COUNCIL POLICY

Standing Orders (Meetings) 2023

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COUNCIL POLICY

Standing Orders (Meetings) 2023

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COUNCIL POLICY

Standing Orders (Meetings) 2023

1.0 Principles

1.1 Procedures for Meetings

1.1.1 **Time of Meetings**

- (a) The local government may, by resolution, fix dates and times for its ordinary and committee meetings.

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.

- (b) 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.

1.1.2 **Special Meetings**

- (a) The Chief Executive Officer must call a special meeting of the local government if—
 - (i) the special meeting is required by a resolution of the local government; or
 - (ii) a written request for the special meeting is lodged with the Chief Executive Officer under section 1.1.2(b).
- (b) A written request for a special meeting of the local government must:
 - (i) be signed by the Mayor or three (3) or more Councillors; and
 - (ii) specify the business to be conducted at the special meeting; and
 - (iii) propose a day and time for the holding of the special meeting.
- (c) 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.

1.2 Agenda for Meetings of the Local Government

1.2.1 **Agenda for Meeting**

- (a) 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

COUNCIL POLICY

Standing Orders (Meetings) 2023

for inspection at the time the agenda for the meeting is made available to Councillors.

- (b) The agenda must include—
 - (i) items required under the Act to be included on the agenda; and
 - (ii) items that are by resolution of the local government to be included on the agenda; and
 - (iii) items whose inclusion on the agenda is requested by a Councillor.
- (c) 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.

1.3 Conduct of Meetings

1.3.1 **Presiding Officer**

- (a) The person who presides at a meeting of the local government is the Chairperson of the meeting
- (b) The Mayor must preside at an ordinary meeting of the local government.
- (c) If the Mayor is absent or unavailable to preside at an ordinary meeting, the deputy Mayor must preside.
- (d) 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.
- (e) A Councillor will be appointed as Chairperson for each committee at an ordinary meeting.
- (f) If a deputy Chairperson is appointed, they will preside at a committee meeting if the Chairperson is absent.
- (g) 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.

1.3.2 **Order of Business**

- (a) The local government must proceed with its business at a meeting in the order indicated on the agenda for the meeting.
- (b) However, the local government may, by resolution, alter the order in which it proceeds with the business for a particular meeting.
- (c) The minutes of a preceding meeting whether an ordinary or a

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special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed, and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

1.3.3 Procedure at Meetings

- (a) 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 in accordance with the Model Meeting Procedures.
- (b) 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.

1.3.4 Admission of non-members to debate etc

- (a) 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.
- (b) 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.

1.4 Maintenance of Good Order**1.4.1 Unsuitable Meeting Conduct by Members of the Local Government**

- (a) The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behaviour standard of the Code of Conduct for Councillors.
- (c) If unsuitable meeting 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:
 - (i) an order reprimanding the councillor for conduct;
 - (ii) an order requiring the councillor to leave the place at which the meeting is being held, including any area set aside for

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the public, and stay away from the place for the rest of the meeting;

- (iii) if the Councillor fails to comply with an order made under paragraph 1.4.1(c)(ii) to leave a place — an order that the Councillor be removed from the place.

1.4.2 **Maintenance of Good Order at Meeting**

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.

1.5 Recording of Meetings

1.5.1 **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.

1.5.2 **Recording of Meetings**

- (a) MRC will record, in both audio and video, its ordinary, special and committee meetings for the periods that they are open to the public. The recordings will be made available to the public live during the meeting and online at the earliest opportunity after the meeting has concluded. The recordings will also be used to assist in the accurate preparations of the official minute documents.
- (b) All participants at the meetings are reminded that parliamentary privileges do not apply to local government. Individuals must take responsibility for their own words and actions. MRC may, at the discretion of the CEO, remove any part of a recording for publication only where there is real concern that not to do so would expose Council to risk of an action for publishing defamatory material or releasing personal information contrary to legislation.
- (c) Right to Information (RTI) procedures should not be used to release copies of recordings of meetings as these will be freely available on MRC's Council's website. RTI or Information Privacy procedures may be used to seek material withheld from public release in accordance with paragraph 1.5.2. (b).
- (d) All participants will be made aware by way of signage that the meeting will be recorded and that anyone attending a public meeting of council will consent to their image, voice and comments being recorded and published.
- (e) 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. Any person publishing part or all of a recording of a meeting assumes full responsibility for the release

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of the information, including the risks associated with the publication of potentially defamatory material or personal information.

- (f) If a person fails to comply with section 1.5.1(e) the person may be directed by the Chairperson of the meeting to immediately withdraw from the meeting.
- (g) A person who fails to comply with a direction given under section 1.5.1(f) at a meeting may be removed from the meeting.
- (h) Recordings will be retained for a period no shorter than the statutory minimum for the retention of official records.

1.6 Standing Orders

1.6.1 **Application**

- (a) The standing orders in clause 1.6 provide rules for the conduct of:
 - (i) meetings of the local government (other than a post-election meeting); and
 - (ii) where applicable, committee meetings of the local government.
- (b) The standing orders shall apply to a post-election meeting of the local government as far as practicable.
- (c) Any provision of the standing orders may be suspended by resolution of a meeting of the local government.
- (d) A separate resolution is required for a suspension of a standing order.
- (e) A resolution to suspend a standing order must specify the application and duration of the suspension.
- (f) 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.
- (g) For the purposes of section 1.6.1(f), 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.

1.7 Procedures for Meetings of the Local Government

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1.7.1 **Order of Business**

- (a) The order of business must be determined by resolution of the local government from time to time.
- (b) The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
- (c) A motion to alter the order of business may be moved without notice.
- (d) Unless otherwise altered pursuant to section 1.7.1(b), 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 and deputations
 - Late Business
 - Confidential reports
 - Meeting Closure
 - For information only
- (e) Unless otherwise altered pursuant to section 1.7.1(b), 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 and deputations
 - Late Business
 - Confidential reports
 - Meeting Closure

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- For information only
- (f) The minutes of a preceding meeting (***previous minutes***) not previously confirmed may be taken into consideration as the first business of a 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 proceedings.
- (g) 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.
- (h) 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.
- (i) The time for receipt of petitions shall be at the discretion of the local government.

1.7.2 Late Business

A Councillor may seek to propose a motion as late business at a meeting. The Councillor must explain the nature of the late business and urgency and answer questions about the matter, after which the Chairperson will seek a resolution to allow the matter to proceed.

If the motion is lost, the matter will not proceed at the meeting. If the motion is carried, the Councillor proposing the motion will require another Councillor to second it before it is presented and debated.

Where possible, a Council must provide a copy of the proposed motion under late business to all other Councillors as soon as practical before the meeting.

1.7.3 Meeting Agenda

- (a) The Chief Executive Officer must prepare or have prepared a meeting agenda for each meeting.
- (b) The agenda must, where practicable, be made available to Councillors two (2) days prior to the meeting.
- (c) A meeting agenda shall include, but not be limited to:

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- (i) matters requiring attention from a previous meeting;
- (ii) officers' reports;
- (iii) matters or recommendations referred to the local government by a committee;
- (iv) any other business the local government or committee determines should be included in the meeting agenda.

1.7.4 ***Petitions (including e-Petitions)***

- (a) 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.
- (b) 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:
 - (i) state the nature of the petition; and
 - (ii) detail the issue at point; and
 - (iii) preferably indicate the outcome sought.
- (c) 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:
 - (i) the petition be received, and consideration stand as an order of the day for:
 - the meeting; or
 - a future meeting; or
 - (ii) the petition be received and referred to the Chief Executive Officer for consideration and a report to the local government; or
 - (iii) the petition not be received.
- (d) The Chief Executive Officer will respond to the Principal Petitioner in relation to all petitions deemed valid.

1.8 **Motions**1.8.1 ***Motions***

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- (a) 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.
- (b) 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.
- (c) 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.
- (d) An item on the meeting agenda must not be removed from the agenda where a Councillor at the meeting objects to its being removed.
- (f) 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.
- (g) Moving and seconding motions may be done by raising a hand while seated.

1.8.2 **Absence of Mover of Motion**

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.

Any general motion that is not moved will lapse; and the Chairperson may call for any alternative motions to be received and considered.

1.8.3 **Motion to be Seconded**

- (a) 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.
- (b) A motion or an amendment to a motion (other than a procedural motion) that is not seconded, lapses for want of a seconder.
- (c) Notwithstanding section 1.8.3(a), 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.

1.8.4 **Amendment of Motion**

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- (a) An amendment to a motion must:
 - (i) be in terms which retain the identity of the motion; and
 - (ii) not negate the motion.
- (b) Not more than 1 motion or 1 proposed amendment to a motion may be put before a meeting at any one time.
- (c) 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.
- (d) 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.

1.8.5 **Speaking to Motions and Amendments**

- (a) Subject to section 1.8.5(b), 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.
- (b) A Councillor may request further information from the Chairperson before or after the motion or the amendment to the motion is seconded.
- (c) 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.
- (d) The mover of a motion has the right of reply.
- (e) The mover of an amendment to a motion has no right of reply.
- (f) Each Councillor must speak not more than 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.
- (g) Each speaker is restricted to not more than five (5) minutes unless the Chairperson in his or her discretion rules otherwise.
- (h) Where two (2) or more Councillors attempt to speak at the same time, the Chairperson is to determine who is entitled to priority.
- (i) A Councillor must not speak to a motion unless the Councillor is:

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- (i) recognised by the Chairperson; and
- (ii) standing when speaking to the motion.

1.8.6 **Method of Taking Vote**

- (a) Before any matter is put to the vote, the Chairperson may direct that the motion or amendment be read again by the Chief Executive Officer.
- (b) 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.
- (c) The local government must vote by a show of hands or as otherwise directed by the Chairperson.
- (d) 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.
- (e) If a division is called for in accordance with section 1.8.6(d), the Chairperson shall first request those in favour of the motion to stand and then ask those against the motion to stand.
- (f) If a division is taken, the Chief Executive Officer must record:
 - (i) the names of the Councillors voting in the affirmative; and
 - (ii) the names of the Councillors voting in the negative.
- (g) The Chairperson must declare the result of a vote or a division as soon as it has been determined.
- (h) 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.

1.8.7 **Repealing or Amending Resolutions**

- (a) 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 Act¹(requiring five (5) days notice before the meeting).
- (b) 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.

¹ See section 262 (Repeal or amendment of resolutions) of the *Local Government Regulation 2012*.

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- (c) 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.
- (d) 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.

1.8.8 **Procedural Motions**

- (a) 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**):
 - (i) that the question/motion be now put to the vote; or
 - (ii) that the motion and amendment now before the meeting be adjourned; or
 - (iii) that the meeting proceeds to the next item of business; or
 - (iv) that the question/motion lie on the table; or
 - (v) a point of order; or
 - (vi) a motion of dissent against a ruling on a point of order; or
 - (vii) that a report or document be tabled; or
 - (viii) to suspend the rule requiring that ...; or
 - (ix) that the meeting stands adjourned.

1.8.9 **Motion that the Quest "Be Put"**

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.

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- (a) 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.
- (b) A motion under section 1.8.10(a) 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.

1.8.11 Motion to Proceed to next item of Business

- (a) 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.
- (b) 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.

1.8.12 Motion that the "Motion Lie on the Table"

- (a) 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.
- (b) Where a motion under section 1.8.12(a) is passed, the local government must proceed with the next matter on the agenda.
- (c) Where a motion under section 1.8.12(a) 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.

1.8.13 Points of Order

- (a) A Councillor may ask the Chairperson to decide a point of order where it is believed that another Councillor:
 - (i) has failed to comply with proper procedures; or
 - (ii) is in contravention of these standing orders or the Act; or
 - (iii) is beyond the jurisdictional power of the local government.
- (b) A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- (c) Where a point of order is raised, consideration of the matter about which the Councillor was speaking is suspended.

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- (d) The Chairperson must determine whether the point of order is upheld or not.
- (e) 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.
- (f) 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.

1.8.14 Motion of Dissent

- (a) A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order.
- (b) Where a motion is moved under section 1.8.14(a), further consideration of any matter must be suspended until after a ruling is made on the motion of dissent.
- (c) Where a motion of dissent is carried:
 - (i) the matter to which the ruling of the Chairperson was made must proceed as though that ruling had not been made; and
 - (ii) 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.

1.8.15 Motion to Suspend Requirements of a Rule

- (a) 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.
- (b) A motion under section 1.8.15(a) must specify the duration of the suspension.

1.8.16 Motion that Meeting Stands Adjourned

- (a) A procedural motion that a meeting stands adjourned² 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.

² See section 261 (Adjournment of meetings) of the *Local Government Regulation 2012*.

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- (b) A motion under section 1.8.16(a) 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.
- (c) Where a motion under section 1.8.16(a) is lost, the Chairperson must not accept a similar motion until the expiration of fifteen (15) minutes after the time the motion was lost.

1.9 Mayoral Minute1.9.1 **Mayoral Minute**

- (a) 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.
- (b) The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- (c) Despite section 1.9.1(d), the Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- (d) The motion comprising the Mayoral Minute may be put by the Mayor:
 - (i) to the ordinary meeting of the local government without being seconded; and
 - (ii) at any stage of the ordinary meeting of the local government considered appropriate by the Mayor.
- (e) If the motion comprising the Mayoral Minute is passed by the local government, the Mayoral Minute becomes a resolution of the local government.

1.10 Conduct During Meetings1.10.1 **Conduct During Meetings**

- (a) Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct and the Model Meeting Procedures. The Chairperson may observe or be made

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aware of instances of possible unsuitable meeting conduct.

- (b) A Councillor must address the Chairperson while:
 - (i) moving any motion or amendment; or
 - (ii) seconding any motion or amendment; or
 - (iii) taking part in any discussion; or
 - (iv) placing or replying to any question; or
 - (v) addressing the local government for any other purpose.
- (c) Councillors must address each other during a meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers must:
 - (i) designate them by their respective official or departmental title; and
 - (ii) confine their remarks to the matter then under consideration.
- (d) Councillors must remain seated and silent while a vote is being taken except when calling for a division or otherwise instructed.
- (e) A Councillor must not make personal reflections on or impute improper motives to another Councillor or any officer of the local government.
- (f) 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.
- (g) 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.

1.11 Questions

1.11.1 **Questions**

- (a) 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.
- (b) 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.
- (c) A Councillor or officer who is asked a question may request that

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the question be taken on notice for the next meeting or a specified future meeting.

- (d) 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.
- (e) The Chairperson may disallow a question which he or she considers is:
 - (i) inconsistent with good order; or
 - (ii) not relevant to the debate or matter under consideration.
- (f) A Councillor may move a motion that a ruling of the Chairperson under section 1.11.1(e) be disagreed with, and if such motion is carried, the Chairperson must allow the question.

1.12 Disorder and Business

1.12.1 **Disorder**

- (a) 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*.
- (b) On resumption of the meeting, the Chairperson must move a motion, which shall be put without debate, to determine whether the meeting shall proceed.
- (c) Where a motion under section 1.12.1(b) is lost, the Chairperson must declare the meeting closed, and any outstanding matters must be referred to a future meeting.

1.12.2 **Business of Objectionable Nature**

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.

1.13 Attendance and Non-Attendance

1.13.1 **Attendance of Public and Media at Meetings**

- (a) 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

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media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.

- (b) 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.
- (c) Each Councillor present at a meeting of the local government will have their names recorded by the Chief Executive Officer.
- (d) The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J *Local Government Regulation 2012*. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

1.13.2 **Public Participation and Deputations at Meetings**

- (a) Any person or group deputation may attend a meeting to address the local government on matters of public interest related to the local government's jurisdiction.
- (b) A person or group wishing to attend and address or provide a deputation at a local government meeting:
 - To ensure enough time to be listed on the Council meeting agenda, must make a written request at least seven days before the meeting, to the Chief Executive Officer setting out the matter to be raised by the presentation or deputation; and specifying their name and address and contact details of the person authorised to receive notices on behalf of the presentation or deputation; or
 - may be invited by the Chairperson to address the local government on a matter on the agenda for which they have an interest without notice.

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- (c) The Chief Executive Officer must inform the Chairperson immediately upon the receipt of the request. Following consideration of the request confirmation will be given if the matter is to be listed for the meeting agenda. If approved conditions considered appropriate will be applied. These conditions will generally include:

- (i) that the address must be local government specific;
- (ii) other appropriate channels within Council have been already utilised in furthering of the matter;
- (iii) a maximum of three speakers per matter;
- (iv) a maximum of three minutes per speaker.

Unless otherwise directed by the Chairperson, the Chief Executive Officer will list the presentation on the agenda of the next local government meeting and give to the person specified in the request notice of the time and date when the presentation will be heard.

- (d) Except when invited to do so by the Chairperson pursuant to sections 1.13.2(a) and 1.13.2(b), a member of the public must not take or attempt to take part in the proceedings of a meeting.
- (e) 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.
- (f) For any matter arising from a submission or comment from a member of the public, the local government may:
- (i) refer the matter to a committee; or
 - (ii) deal with the matter immediately; or
 - (iii) place the matter on notice for discussion at a future meeting; or
 - (iv) refer to the Chief Executive Officer or applicable director for action; or
 - (v) note the matter and take no further action; or
 - (vi) take no action.
- (g) Any person invited to address a meeting must:
- (i) State their name, address, and matter; and

COUNCIL POLICY

Standing Orders (Meetings) 2023

- (ii) stand, act and speak with decorum; and
- (iii) frame any remarks in respectful and courteous language; and
- (iv) keep to the timeframe given by the Chairperson, but ordinarily to a limit of three (3) minutes.
- (h) If a person is considered by the Chairperson to be unsuitably dressed, the person may be directed to immediately withdraw from the meeting.
- (i) 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.
- (j) If a person fails to comply with a direction given under this section 1.13.2, the person is deemed to obstruct the proper conduct of the meeting and may be removed from the meeting.

1.14 Committees1.14.1 ***Standing Orders for Meetings of Local Government Committees***

Subject to the Act and the *Local Government Regulation 2012*³, these standing orders apply to meetings of local government committees.

1.15 Procedure Not Provided For1.15.1 ***Procedure not Provided for***

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.

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Act shall mean the *Local Government Act 2009*.

³ See chapter 8-part 2 division 2 (Local government committees) of the *Local Government Regulation 2012*.

COUNCIL POLICY**Standing Orders (Meetings) 2023**

Chief Executive Officer shall mean the Chief Executive Officer of the local government.

Committee shall mean a committee of the local government appointed under section 264 of the *Local Government Regulation 2012*.

Council shall mean the Mayor and Councillors of Mackay Regional Council.

MRC shall mean Mackay Regional Council.

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Local Government Act 2009*
- *Local Government Regulation 2012*

6.0 Attachments

11.1.6. COUNCIL ORDINARY MEETING SCHEDULE CHANGE

Author	Executive Officer (David McKendry)
Responsible Officer	Chief Executive Officer (Scott Owen)
File Number	Council Meetings Ordinary
Attachments	Nil

Purpose

To confirm changes to the Council Ordinary Meeting schedule moving to one (1) Ordinary Meeting per month.

Related Parties

Nil

Corporate Plan Linkage

Operational Excellence

Process and Systems – We develop and continually improve and innovate to create efficient processes that deliver value for our community. Council will endeavour to make service levels more transparent and harness opportunities for existing and emerging technologies to aid this delivery.

Financial Strength

Ethical Decision-Making and Good Governance - We are committed to keeping our community informed about our activities and performance and employing robust governance policies and procedures to ensure legislative compliance and organisational integrity.

Background/Discussion

Council's current Ordinary Meeting Schedule sees meetings held on the 2nd and 4th Wednesday of each month.

Following a strategic review of Council meetings, items identified included a streamlining of reports presented to Council meetings (including a change to standard Departmental monthly reports), resulting in a recommendation that standard formal Council business requiring attention at an Ordinary Meeting could be addressed via a monthly meeting rather than bi-monthly.

In considering such a recommendation the following aspects were taken into consideration –

- Under the provisions of the *Local Government Regulation 2012 (Regulation)*, section 257 requires that a local government must meet at least once per month.
- The *Regulation* allows the calling of Special Meetings (defined as - a meeting of a local government at which the only business that may be conducted is the business stated in the notice of meeting), able to be utilised outside monthly meeting cycles.

Consultation and Communication

- Councillors Briefing – 15 March 2023
- Council Departments

Public advertisement related to Council meeting changes is required as per section 254B of the *Regulation*, with the exact method of advertisement left to Council's to decide with website and a conspicuous place at its public office (ie official notice board) required as a minimum.

Resource Implications

The reduction of one formal Council meeting per month will enable Mayor and Councillors the opportunity to utilise time for other priority matters including organisational Briefings, community involvement, key community meetings.

There will be some internal resource savings without the need for a formal meeting cycle, these resources able to be dedicated to other priority matters.

Risk Management Implications

Between set Council monthly meetings, decisions are still able to be made under appropriate delegation, plus Council retains the ability to call a Special Meetings out of cycle to address any specific item if required and as may come up.

Conclusion

It is recommended that commencing from May 2023 Council's Ordinary Meetings will be on a monthly schedule commencing at 10.00 am on the fourth (4th) Wednesday of the month (ie April meetings on 12 and 26 April to remain, with the meeting following to be 24 May).

In relation to advertising for Council meetings, it is proposed to undertake web-site notification and publishing at Council's public office (ie official notice board) as formal advice.

Given the change from standard, Corporate Communication and Marketing will undertake further promotion to the public as well as through local media outlets generally.

Officer's Recommendation

THAT Mackay Regional Council's Ordinary Meeting schedule be resolved as -

1. Commencing from May 2023 Council's Ordinary Meetings will be on a monthly schedule commencing at 10.00 am on the fourth (4th) Wednesday of the month cycle
2. All Ordinary Meetings to be held in the Council Chambers, Administration Building, 73 Gordon Street Mackay, unless otherwise notified.

FURTHER THAT per section 254B of the *Local Government Regulation 2012*, that public advertisement of Council meeting changes via the Councils' website and posting of notices on official notice boards at Council offices, be undertaken of the meeting changes, supported by a specific media release.

Council Resolution ORD-2023-68

THAT Mackay Regional Council's Ordinary Meeting schedule be resolved as -

- 1. Commencing from May 2023 Council's Ordinary Meetings will be on a monthly schedule commencing at 10.00 am on the fourth (4th) Wednesday of the month cycle**
- 2. All Ordinary Meetings to be held in the Council Chambers, Administration Building, 73 Gordon Street Mackay, unless otherwise notified.**

FURTHER THAT per section 254B of the *Local Government Regulation 2012*, that public advertisement of Council meeting changes via the Councils' website and posting of notices on official notice boards at Council offices, be undertaken of the meeting changes, supported by a specific media release.

Moved Cr Englert

Seconded Cr Townsend

CARRIED UNANIMOUSLY

11.2. CAPITAL WORKS

11.2.1. CAPITAL WORKS MONTHLY REVIEW REPORT - FEBRUARY 2023

Author	Director Capital Works (Jim Carless)
Responsible Officer	Director Capital Works (Jim Carless)
File Reference	Departmental Monthly Review Reports

Attachments

1. Capital Works Monthly Review Report - February 2023 - DRAFT [11.2.1.1 - 34 pages]

Purpose

To provide Council with the Capital Works Monthly Review Report for the month of February 2023.

Related Parties

Nil

Officer's Recommendation

THAT the Capital Works Monthly Review Report for the month of February 2023 be received.

Council Resolution ORD-2023-69

THAT the Capital Works Monthly Review Report for the month of February 2023 be received.

Moved Cr Englert

Seconded Cr Townsend

CARRIED UNANIMOUSLY



Capital Works Monthly Review Report

February 2023

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OVERVIEW

This report is for Capital Works Department activities during the month of February 2023. Significant items in this period include:

- Total Council projects expenditure as at 28 February is currently tracking \$0.7M over YTD budget. To date, \$57.9M has been expended in the delivery of these projects. This represents 101.2% of YTD forecast and 49.2% completion of the annual revised budget.
- Projects where construction was completed* includes:
 - ✓ Dudley Denny Library - replacement of eastern coils
 - ✓ The Dome - chiller compressor and controller replacement
 - ✓ Peak Downs Highway, Alexandria - 150mm DIA water main renewal
 - ✓ Mackay Entertainment and Convention Centre - Hall A and Hall B high bay lighting
 - ✓ Mackay Entertainment and Convention Centre - The Space house lighting
 - ✓ Pioneer River Northbank shared pathway, stage 1
 - ✓ Finch Hatton new bore
 - ✓ Kidston Parade, Rural View - park playground shade roof renewal
 - ✓ MECC - push up drape kit
 - ✓ Minor play equipment renewals, various sites
- Some projects where construction is in progress includes:
 - Footpath replacements - Tennyson and Victoria Streets, Mackay
 - 12 James St, Mackay - cluster housing footpath
 - Materials Recycling Facility - CCTV camera
 - Mirani liquid stream
 - River Street, Mackay - service road & riverside improvements, Mackay Waterfront
 - Stormwater relining
 - Pioneer River Northbank shared pathway, stage 2
 - Sewer renewals / replacement programme
 - Gorge Road and Boulder Road causeway, Finch Hatton
 - Marwood-Sunnyside Road, Sunnyside - shoulder widening
 - Pioneer Street, Glenella - shoulder restoration
 - Hume Street, West Mackay - water main renewal, Bridge Road to Lagoon Street
 - Mackay Entertainment and Convention Centre - vision mixer and switches
 - Mackay Entertainment and Convention Centre - stage resurface
 - Mackay Entertainment and Convention Centre - Allen and Heath QU16 Consoles
 - Mackay Entertainment and Convention Centre - North Foyer lighting renewal
 - Mackay Aquatic and Recreation Complex - pool pumps replacement
 - Council Libraries - replacement of furniture and shelving
 - Senior Citizens Hall – air conditioning, Hall B
 - Various fence renewals
 - Gordon White Library customer service point model

** Note: construction means practical works were completed however project accounts remain open to close out financials and to manage defects and maintenance periods, and as constructed/handover documents.*



Jim Carless
Director Capital Works

SAFETY

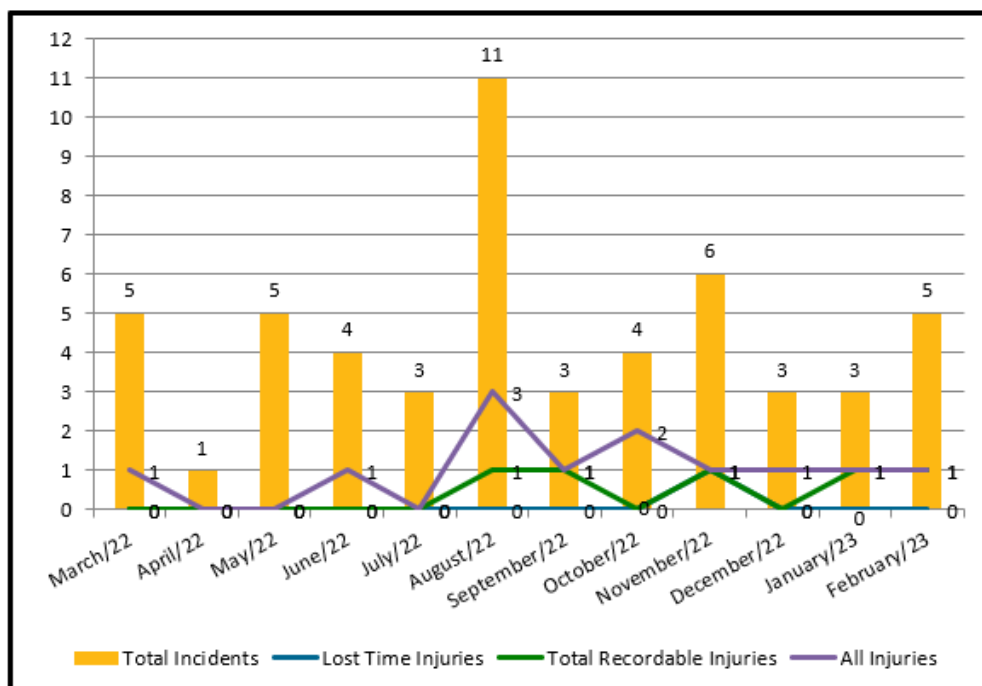
1.1. Summary

In February 2023:

- Twenty safety interactions were completed.
- Two site safety inspections were completed.
- 100% of monthly action plan activities were carried out.

Five incidents were reported in February, involving MRC employees or contractors.

1.2. Incidents and Injuries



The following injuries to MRC employees were reported in February:

- Medical treatment injury – while pushing length of pipe into fitting with crowbar, felt pain in shoulder.

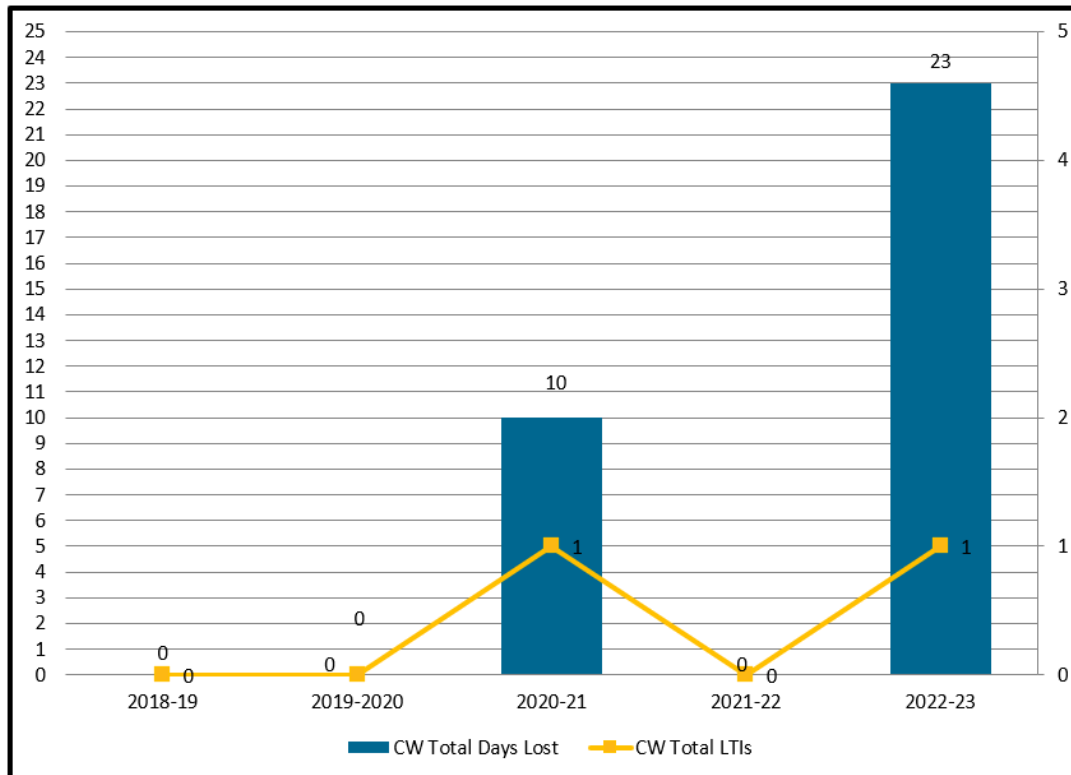
The following asset damage incidents were reported in February:

- While reversing scraped property fence, damaging bumper & taillight
- MRC vehicle reversed into non staff member vehicle while leaving work site.

The following incidents involving a contractor were reported in February:

- Reversed into non staff member vehicle when leaving site.
- Trapped fingers between two flanges while installing pipes.

Each incident is investigated and appropriate corrective measures implemented to reduce future risks.

1.3. Lost Time Injuries & Days Lost


Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Major Projects					1	10			1	23
Portfolio Management Office										
Field Services										
Contract Services										
Design Services										
Capital Works Total	0	0	0	0	1	10	0	0	1	23

For the 2022-23 year, there has been one lost time injury recorded:

- While attending a mountain bike related conference, employee has fallen from bike injuring hand. Resulting in 23 days lost as they recovered.

CAPITAL PROJECT UPDATES

2.1. Summary

Annual Revised Budget	YTD Actuals	Actuals vs Revised Budget
\$117.9M	\$57.9M	49.2%

Total Council projects expenditure as at 28 February is currently tracking \$0.7M over YTD budget. This includes associated operational expenditure in the delivery of these projects. To date, \$57.9M has been expended in the delivery of these projects. This represents 101.2% of YTD forecast and 49.2% completion of the annual revised budget.

The current annual approved budget is \$117.9M. Project delivery has been reviewed, with December budget review adopted by Council on 25th January 2023 and is included in this report.

Asset Class	Annual Revised Budget	YTD Actuals	Projects Commenced Status	August 2022	Current Month
Building	7.5M	4M			
Site Improvements	17.8M	5.9M	Business Case In Progress	59	72
Intangible	0.2M	0.1M	Business Case Complete	3	3
Land	0.2M	0M	Design In Progress	250	228
Plant & Equipment	14.1M	5.5M	Design Complete	14	34
Roads, Drainage & Network	51M	24.9M	Construction in Progress	295	282
Sewerage	11.5M	7M	Project Complete	49	84
Water	15.4M	10.6M	Cancelled	1	4
Total	\$117.9M	\$57.9M	Total Number Council Proje	671	707

Note: Total number council projects excludes administrative overhead projects and is per capital chart as at 28 February.

Council is responsible for a diverse range of services to meet community needs and expectations. A significant number of these services are provided through infrastructure and other assets. MRC manages the construction and acquisition of a number of projects to maintain and enhance our existing asset base with multi-year delivery periods.

2.2. YTD Variance

Top five project variances (underspend) between actuals and forecast for the period.

Project	Description	Comment	YTD \$ Variance	YTD % Variance
10390	Plant & Equipment - Replacement Program	Supplier indicated delivery expectation of February however they were unable to meet this deadline due to staff shortages and material delays. The tipper truck is due for delivery within March.	-191,300	-5%
14032	Endpoint Device FY22/23	\$101,343.00 was entered into the Accruals model for February 2023, however, didn't get applied. These goods are received.	-114,962	-18%
51709	Yakapari Seaforth Stage 2&3 Culverts for Creek Crossings	Awaiting requested Contractor information on variation claims to be able to finalise the variation.	-145,000	-80%

51783	Marwood Sunnyside Shoulder Widening Stage 1	Asphalt planned but delayed due to wet weather.	-129,263	-10%
63419	Mirani 3 - Reservoir Refurbishment	The high value works on site were delayed due to wet weather. Works on track now.	-212,638	-62%

2.3. Council Projects Expenditure Summary

Current Program Description	Annual Original Budget \$	Annual Revised Budget \$	Annual Budget Forecast \$	YTD Budget \$	YTD Actuals \$	YTD Variance \$	YTD Actuals / YTD Budget %
<u>Plant & Equipment Purchases</u>							
Strategic Planning	-	10,000	10,000	-	5,901	5,901	0%
Parks and Environment	49,725	102,669	93,854	93,854	103,704	9,850	110%
Procurement & Plant	7,842,035	9,928,626	9,213,695	3,693,196	3,501,896	191,300	95%
Information Services	1,587,748	2,373,446	2,380,053	1,413,897	1,258,040	155,857	89%
Property Services	-	29,972	29,972	17,972	17,972	-	100%
Local Roads & Community Infrastructure Program Fed-Phase 3	-	94,268	94,268	-	-	-	0%
Community Lifestyle	5,000	52,835	52,835	39,432	39,658	226	101%
MECC & Events	408,217	618,352	601,899	265,327	294,149	28,822	111%
Civil Operations	37,600	49,800	43,274	43,274	43,274	-	100%
Transport and Drainage Infrastructure Planning	30,000	26,975	26,975	26,975	26,975	-	100%
Water & Sewage Infrastructure Planning	40,000	264,518	264,518	157,554	144,460	13,094	92%
Waste Services	20,000	336,622	221,270	18,126	13,126	5,000	72%
Design Program	71,215	109,215	94,215	52,076	52,076	-	100%
Field Services	50,000	31,003	60,000	-	-	-	0%
Contract Services	-	93,662	93,662	6,970	7,248	278	104%
	10,141,540	14,121,961	13,280,489	5,828,652	5,508,477	320,174	95%
<u>Council Projects (Excluding Plant & Equipment)</u>							
Strategic Planning	73,000	91,800	53,081	45,581	73,903	28,322	162%
Economic Development & Tourism	-	49,000	49,000	49,000	24,957	24,043	51%
Parks and Environment	765,769	1,101,276	1,035,525	222,024	284,303	62,280	128%
Organisational Services Management	40,000	200,000	200,000	56,293	56,293	-	100%
Property Services	1,303,138	2,379,647	2,348,025	1,101,628	1,134,184	32,556	103%
W4Q & Fed's COVID Funding	20,000	792,476	673,995	501,730	501,671	59	100%
Works for Queensland Round 4	5,780,500	7,974,090	7,974,090	3,331,683	3,516,959	185,276	106%
Local Roads & Community Infrastructure Program Fed-Phase 3	5,551,958	6,313,616	6,311,102	976,372	1,193,779	217,407	122%
Community Lifestyle	286,750	441,109	335,066	158,168	149,769	8,399	95%
MECC & Events	30,000	201,395	157,368	62,473	65,010	2,536	104%
Emergency Management	-	16,315	16,315	16,315	16,514	199	101%
Civil Operations	602,808	301,435	263,958	70,044	31,921	38,123	46%
Transport and Drainage Infrastructure Planning	1,270,878	600,551	572,840	294,405	299,934	5,529	102%
NDRRA	-	-	206	206	719	513	349%
Water & Sewage Infrastructure Planning	3,094,536	4,872,973	4,985,589	3,434,312	3,802,348	368,036	111%
Waste Services	254,520	717,409	615,539	253,040	254,316	1,276	101%
Design Program	15,085,018	10,565,417	9,022,697	3,173,286	3,245,662	72,375	102%
Major Projects	20,430,708	17,320,417	19,014,916	9,620,418	9,266,606	353,812	96%
Field Services	8,716,701	10,492,662	10,860,104	8,783,314	8,888,486	105,172	101%
Contract Services	33,237,674	39,309,239	38,075,121	19,279,516	19,632,116	352,600	102%
Portfolio Management Office	80,000	-	-	-	-	-	0%
	96,623,958	103,740,827	102,564,539	51,430,009	52,439,449	1,009,440	102%
Total Council Projects	106,765,498	117,862,788	115,845,028	57,258,660	57,947,926	689,266	101%

2.4 **Key Contracts Approved - February 2023**

Contracts finalised and approved during February 2023 are valued at \$6,099,060.93.

Below is a listing of the key contracts awarded during the same period.

Contract	Design / Construction	Amount Award (ex GST)	Contractor
MRC 2023-021 Griffins Road – Owens Creek Culvert Replacement	Construction	\$588,349.18	Pentacon Pty Ltd
MRC 2023-022 Sewer Manhole Relining FY22/23	Construction	\$335,324.36	Infrastructure Rehabilitation Services Pty Ltd
MRC 2023-026 Footpath and Stormwater Drainage Construction Package	Construction	\$2,050,524.26	Vassallo Constructions Pty Ltd
MRC 2023-028 Sarina Northern Drainage – Stage 2	Construction	\$1,706,672.40	Pentacon Pty Ltd
MRC 2023-029 Griffin Street Park Upgrade	Construction	\$189,678.37	BH Building Pty Ltd
MRC 2023-040 Supply, Delivery and Unloading of Concrete Drainage Components	Construction	\$559,197.00	Concrete Products Australia
MRC 2023-043 Raw Water Bores Renewal	Construction	\$178,933.52	Dowdens Pumping and Water Treatment

PORTFOLIO MANAGEMENT OFFICE

3.1 Monthly Achievements – February 2023

Planning activities have commenced to compile the 2023/24 (Year 1) Capital Works master program, working with the Capital Works Management team by reviewing and gaining an understanding of the projects within the draft capital plan, so that Capital Works resource planning can be commenced.

The Portfolio Management Office are working with KPMG who are responsible for the rollout of actions associated with the Capital Review. A large focus this month has been on the review of the Responsible, Accountable, Consulted, Informed (RACI) matrix for capital project delivery, a significant refinement is underway so that all parties understand their level of involvement from end to end of a project.

A significant effort has been put in over the past few months identifying outstanding asset data capture documentation for capital projects, following up with the teams that have delivered the projects. This has aided with reducing the work in progress listing significantly.

Works continue on the change management plan for the roll-out of the Empower Software solution. We are continuing to refine the reporting contained within the software system, to enable capture of existing reporting, along with improvements of additional project reporting for greater visibility of the status of all Capital projects.

An engagement session with the Community and Client Services management team took place in February which concluded the upper management presentation rollout. Our next steps will be working with the Asset Owners along with their teams, who are responsible for delivering projects. Planning is underway for Empower to be linked up to go "live" with integration between Sharepoint online Portfolio Management System and Empower towards the end of March, a significant amount of work will follow to get all projects embedded into both software systems.

DESIGN SERVICES

4.1 Design Summary Report

Design Services has recommenced detailed design on the Reed Street extension southward across McCready Creek connecting to Norward Parade. This link is identified as strategic connectivity as part of the Northern Beaches Traffic Plan providing improved movement for all road users within the Rural View/Eimeo suburbs.

A high number of constructability meeting are being scheduled over the coming months as we approach the last quarter of the financial year to deliver on the commitments within our program.

Designs Completed

- ✓ Stevenson Street, South Mackay - water main replacement
- ✓ Forbes Road, Bloomsbury - concrete floodway restoration
- ✓ Paget Street, Mackay - culvert replacement
- ✓ Finch Hatton mountain bike trail (Trailhead)
- ✓ Carranya Road, Habana - culvert replacement
- ✓ Maurene Court, Glenella - rehabilitation and kerb and channel upgrade

Notable Designs in Progress:

- Sarina Youth Centre expansion
- Mirani Precinct frontage works
- Stages 1, 2 & 3 of Marwood-Sunnyside Road, Sunnyside shoulder widening (nine kilometres)
- Continuation of the stormwater and road design of the Phillip Street, Mount Pleasant extension through to Norris Road, North Mackay
- Camilleri Park upgrade stage 3
- Woodlands Park playground and track
- East Gordon Street and Goldsmith Street, South Mackay - watermain replacements
- Forbes Road causeway upgrade
- Shoal Point reservoir upgrade
- Bassett Street Sewerage pump station upgrade
- Hamilton Street sewerage rising main renewal
- Artspace facility upgrade
- Shakespeare Street water main renewal
- Various bus shelters within the Translink network
- Reed St road connection to Norwood Parade, Rural View
- Holts Road and Pioneer Street intersection upgrade
- Holts Road and Glenella-Richmond Road intersection upgrade.
- Archibald Street shared path between Paradise Street and Nebo Road
- Pioneer River Shared Path between Bruce Highway and Barnes Creek Road.
- Various culvert replacements within the region

4.2 Survey Office Summary Report

Overview

January's wet weather resulted in more work for the surveyors in February. Requests were made for survey of a bank failure at Plane Creek in Sarina and for continued monitoring of ground movement at Dalrymple Rd in Dalrymple Heights. The team also undertook measurements along the Ocean Av Esplanade at Slade Point. The surveyors are compiling the results of this survey which will then be assessed against Council's new policy regarding Encroachment on Public Land.

Surveys were completed for:

- ✓ Anzac Parade, Finch Hatton – rehabilitation
- ✓ Brewers Road, Sarina – bank protection
- ✓ Dalrymple Road, Dalrymple Heights – inclinometer monitoring
- ✓ Hart Street, East Mackay – sewer rising main renewal
- ✓ Koumala, Mirani, Walkerston – water tower inspections

- ✓ Ocean Avenue, Slade Point – esplanade survey/encroachment investigation
- ✓ Service locations for Kay Court, Mount Pleasant – water main upgrade
- ✓ Additional detail for Creek Street and Lorne Road, Walkerston – shoulder widening
- ✓ Setout for:
 - ✓ Stevenson Street, South Mackay – water main renewal
 - ✓ Northern Beaches Community Hub – civil works
- ✓ As Constructed surveys for:
 - ✓ Augusta Street, Mirani - *Disability Discrimination Act* Audit
 - ✓ Keelan Street, East Mackay - sewer rising main
 - ✓ Investigator Street, Andergrove - drainage installation at 42A
 - ✓ Northern Beaches Community Hub water main



Surveying along the Ocean Av Esplanade, Slade Point

4.3 Estimating and Specifications Summary Report

Overview

The Capital Works Estimating and Specifications (CWES) team have generated the project budget for Evans Avenue and Palmer Street Water Main Renewal works through newly developed cost estimate template which is exclusively for water projects.

The CWES team have also completed reviews of the following estimates to identify any rates that are below current market conditions

Estimates:

- 22130 - Woodlands District Park Development, Carpark, Phase 2
- 51861 - Various Bus Stops Upgrade Projects

CONTRACT SERVICES

5.1 Pioneer River North Bank Shared Path - Stage 1

Overview

This project is the first stage of the Pioneer River North Bank Shared Path project which will link major residential areas, commercial precincts, parks/recreational areas, principal activity centres, hospitals and the CBD, and is staged to be constructed over a number of years. Council was successful in obtaining 50% funding of the project estimated cost through the Cycle Network Local Government Grants Program 2019-2020.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Early August 2021	March 2022 Revised Date February 2023	\$2,997,510	Construction complete. Final documentation for 'As Constructed' has been submitted.

Recent Project Activities

- ✓ Defects inspections.
- ✓ As Constructed Documentation submission

5.2 Pioneer River North Bank Shared Path - Stage 2

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Early August 2022	January 2023 Revised Date Late March 2023	\$1,574,889	Installation of the Boardwalk continues with decking and rails underway.

Recent Project Activities

- ✓ Installation of the boardwalk frame nearing completion.
- ✓ Installation of boardwalk decking and handrails underway.



Boardwalk decking underway



Boardwalk preparation for decking

5.3 Kelsey Creek Water Pump Station - Stage 2

Overview

This project involves the installation of an in-line filtering treatment process plant (WTP) using granular pre-filters and iron and manganese removal filters to reduce the level of iron and manganese levels below the Australian Drinking Water Guidelines (ADWG).

This augmentation project is for the design, supply, installation, and commissioning of treatment units as part of upgrade to the existing Water Treatment Plant. The project includes the construction of associated civil, structural, mechanical, electrical and communication infrastructure.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	August 2022	May 2023 Revised Date June 2023	\$1,340,561	Construction works in progress with overall programme at 63% complete.

Recent Project Activities

- ✓ Delivery of first of two sets of Filter Media for pressure vessels arrived on site.
- ✓ Electrical Control panel, new communication systems including internal electrical cables verified, installed and commissioned.
- ✓ Polymer dosing system installation complete.
- ✓ Air Compressor system installation complete.
- ✓ All earthworks for pump station, filter train and geobag concrete slabs completed including obtaining survey levels.
- ✓ Installation of reinforcement and concrete placement for slabs progressing.



5.4 Pioneer Valley Culvert Replacement Works

Overview

Council has a significant network of road assets with over 2500 Km of local roads with associated drainage structures and has an ongoing inspection program undertaking condition assessments of rural culverts. Several culverts have been identified as requiring replacement due to damage that has occurred to structures or found to be at the end of their serviceable life, in need of renewal beyond regular maintenance.

This project is for the removal and replacement of stormwater culvert structures within the Pioneer Valley area as follows:

- Site 1 - Owens Creek Loop Road culvert, Owens Creek
- Site 2 - Owens Creek Loop Road culvert
- Site 3 - Mirani Bolden Road replacement drainage culvert, Mirani

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	September 2022	January 2023 Revised Date June 2023	\$1,132,763.33	Work at site 3 complete but works at sites 1 & 2 significantly impacted by recent flood event.

Recent Project Activities

- ✓ Clearing rocks and debris from the Owens Creek Loop Road culverts complete.
- ✓ Reinstatement of reinforcement for aprons for Owens Creek Loop Road culverts completed and concreting progressing.
- ✓ Flood damage recovery works will commence in March 2023.



Completion of concrete apron and headwall (51690)

5.5 Asphalt Resurfacing Program 2022/2023

Overview

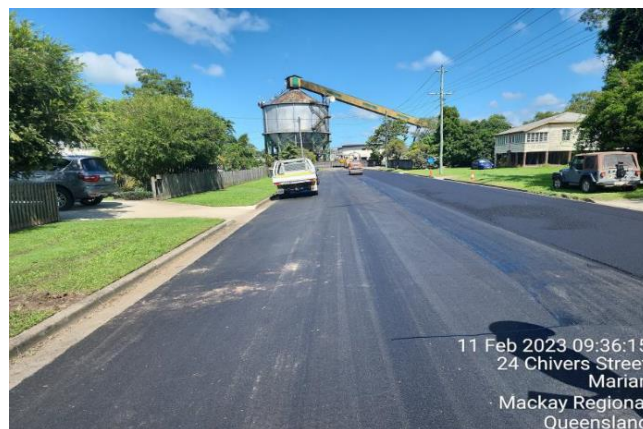
Council has a significant network of road assets which have a rolling maintenance program. The resurfacing and rehabilitation program comprises resurfacing works on various streets and roads around the region. Resurfacing works are carried out to protect the pavement and extend the road pavement life.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	January 2023	July 2023	\$3,500,000	Works Commenced early February 2023 and run into July 2023. The recent Wet weather has slowed works progress the last week.

Recent Project Activities

- ✓ Permits and plans submitted and approved.
- ✓ Works Commenced early February, intermittent wet weather impacting progress.



Chivers Street



Galasheils Street

5.6 Barton Street, West Mackay - Stormwater Upgrade

Overview

The Barton Street and the surrounding residential areas are subject to flooding even after moderate rainfall. Council is installing additional stormwater pipes to supplement the existing system in order to drain the area effectively and efficiently.

Works include tunnelling at 6m depth with a 1200mm diameter pipe boring and jacking machine under Lagoon Street to minimise traffic disruptions. Pipe sizes range from 350mm diameter upstream to 1050mm diameter at the lagoon outfall.

The Barton Street works (as shown) is phase one of a five phase stormwater improvement program.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	May 2023	September 2023	\$3,157,684	Works on site due to commence May 2023.

Recent Project Activities

- ✓ Contract awarded and procurement of long lead concrete pipe materials initiated.
- ✓ Prestart documentation preparation.
- ✓ Stakeholder consultation commenced.



5.7 Owen Jenkins - Shelters and Barbeques

Overview

The scope of the works was to demolish three existing electric barbeques and install two new matching picnic shelters, each to be fitted with a new double hotplate barbeque and standard picnic settings. The new shelters are located next to the existing shelters and will be connected via new concrete pathways. One disabled carpark will be created next to the first shelter and will include a *Disability Discrimination Act* compliant curb ramp.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	January 2023	End March 2023	\$160,283	Works Commenced mid-February 2023 and is expected to be completed in the last week of March weather permitting.

Recent Project Activities

- ✓ Contract award and Prestart meeting undertaken.
- ✓ Procurement of materials and installation of temporary fencing.
- ✓ Site works commenced mid- February and construction of first shelter progressing.



Owen Jenkins Park (shelter 1)

5.8 Habana Park and Penn Road Park - Amenities Upgrade

Overview

The project involves amenities upgrades at two locations, with the replacement of the aged public toilet in the Habana Park which also services the Habana Community Hall. The Penn Rd Park toilet located at Louisa Creek (Hay Point) was closed due to structural failures caused by ground movement.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Penn Rd March 2023 Habana Park April 2023	July 2023	\$436,686	Works commenced ahead of original program and is expected to be completed in May, weather permitting

Recent Project Activities

- ✓ Contract award and Prestart meeting undertaken.
- ✓ Possession of site issued, and temporary fencing installed.
- ✓ Existing toilet structures removed (except slab) and temporary toilets supplied on both sites.
- ✓ Plumbing application submitted- waiting on approval.



Habana Park



Penn Rd Park

5.9 Griffin Street Park Renewal

Overview

Griffin Street Park is a local park situated on the edge of Mackay's Central Business District. The landscaping, built infrastructure and play equipment in this park need renewal. Since install in 1997, pathways in this area have been damaged by roots, play equipment has degraded, the playground shade structure requires maintenance, and a tree has become unstable.

In addition to providing access to a children's playground and basketball facilities, Griffin Street Park functions as a connector allowing pedestrians and cyclists to move between Griffin and Grant Street with through connection to Shakespeare Street.

Project Status

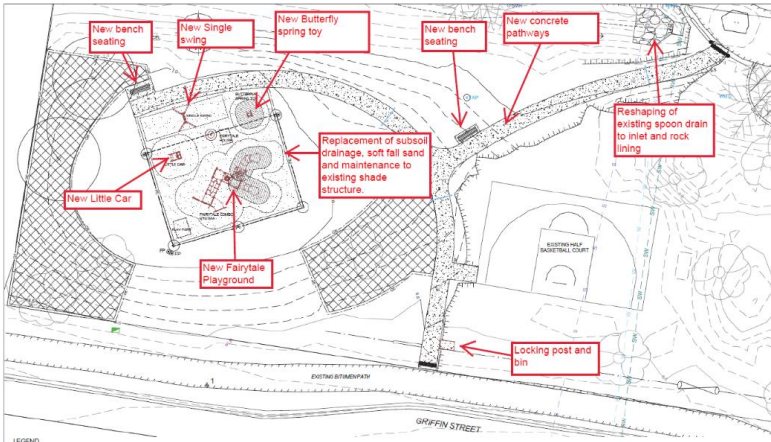
Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	March 2023	June 2023	\$315,306.00	Onsite works will commence in Mid-March 2023.

Recent Project Activities

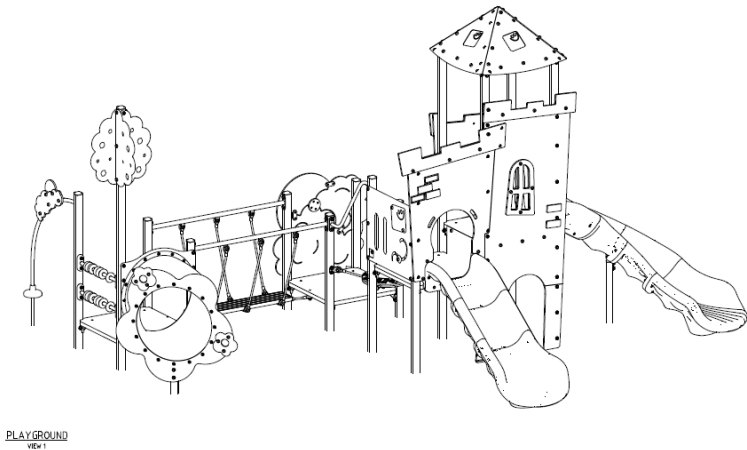
- ✓ Contract award and Prestart meeting undertaken.
- ✓ Procurement of long lead play equipment initiated.
- ✓ Permits and plans submitted and approved.
- ✓ Works to commence mid-March.



Aerial view of Griffin Street Park



Works to be undertaken



Fairytale Playground Equipment to be installed

5.10 Raw Water Bores Renewal – Calen, Gargett & Bally Keel
Overview

This project aims to refurbish two bores in Calen which currently supplies water to Calen- Kolijo areas, 2 bores in Gargett and another bore in Bally Keel. In June 2020 and May 2021, condition assessments were undertaken on these bores which have identified issues relating to the condition of pump, motor, casing, riser pipe, bore capping, surface pipework, flowmeters, electrical switchboards and telemetry equipment. To address these issues and to ensure continuous water supply to the water network, it has been identified that rectification works are to be carried out which will help maintain the bores in a reliable and efficiently working condition.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	Feb 2023	June 2023	\$239,960	Site investigation completed, design and scoping in progress.

Recent Project Activities

- ✓ Contract Awarded
- ✓ Site visit and inspection

5.11 Footpath and Stormwater Drainage Package – Webberley Street, Glenella Road, Heaths Road and Mansfield Drive
Overview

This package is for the construction of concrete footpaths, and stormwater drainage works at four sites within the Mackay Regional Council (Council) are as follows:

Site 1 – Webberley Street

Site 2 – Glenella Road

Site 3 – Heaths Road

Site 4 – Mansfield Drive

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	March 2023	June 2023	\$2,050,524.26	Works will commence first with Glenella and Heaths in March 2023.

Recent Project Activities

- ✓ Contract Awarded
- ✓ Prestart schedule for 14 March 2023

MAJOR PROJECTS

6.1 Northern Beaches Community Hub

Overview

The Northern Beaches Community Hub is a large multi-staged project that will ultimately provide a community facility for all of Mackay's resident's, visitors and businesses and is situated within the Northern Beaches area.

The project is currently broken into the following stages:

- **Stage 1 – Current Works**
 - **Civil Works (early works)** – J4 Road connecting Eimeo Road and Rosewood Drive.
 - **Stage 1A** – Covered Multipurpose & Play Area and Eastern Drainage
 - **Stage 1B** – Library & Community Hub
- Stage 2 – Aquatic Centre (future works)
- Stage 3 – Development Area (future works)

Stage 1A

In general terms, the scope comprises the new covered multi-purpose court with ball sports line marking, parking area, nature play spaces along the eastern edges of the site and adjoining the Library Hub, a picnic area and landscaping, pedestrian links and internal roads. The earthworks and drainage along the eastern side of the site will be included in the Stage 1A works delivery.

Stage 1B

In general terms, the scope comprises the library and various meeting, program and activity rooms, café, adult change rooms, town square and landscaping, pedestrian links and internal roads.

Stage 2

Future works comprises of the Aquatics Centre, Kick & Throw space adjoining the Centre.

Stage 3

Future works and final Stage comprise the development of the northern parcel.

Civil Works Status

The design of the J4 road component is finalised. The delivery of J4 Road will be completed by MRC Field Services and an external contractor will be procured to complete the associated soft landscaping works.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Multi-sports covered area (Stage 1A)	Design Phase	October 2022	July 2023	\$10.75M (\$6.5M funded)	Schematic Design phase in progress.
Community Hub – Main Building (Stage 1B)	Design Phase	October 2022	October 2023	\$37.25M	
Civil Works	Design Phase /	February 2022	March 2023 / January 2024	\$6.74M	J4 Road design completed excluding the landscaping works.

	Constructi on				Design of the eastern drain from Eimeo Road to Rosewood Dr and bulk earthworks in Stage 1A are being finalised. Budget allocation confirmation available at conclusion of entire design.
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Recent Project Activities

- ✓ Schematic Design Phase for Stage 1A and 1B progressing.
- ✓ The new Survey Plan SP336332 has now registered with Titles Queensland.
- ✓ J4 Road works progressing with water crew finalised works.
- ✓ The civil crew commenced works on site mid-February 2023.
- ✓ The Civil Design Documentation for earthworks, eastern drain and landscaping design is being finalised. The earthworks and drainage along the eastern side of the site will be included in the Stage 1A works delivery.



J4 Road Drainage being installed



Pipes & pits for drainage

6.2 Seaforth Esplanade

Overview

The Seaforth Esplanade Master Plan sets a vision for the continued development of the Seaforth Esplanade and identifies the community's priorities for delivering additional recreational infrastructure aimed at increasing the liveability of Seaforth and attracting visitors to the Hibiscus Coast.

Project Deliverables will include:

- Children's playground.
- Waterplay feature to replace the aged wading pool.
- New public amenities with change room facilities and external beach showers.
- Accessible adult change facility.
- Extension of the existing car park.
- Replacement of the existing picnic/BBQ facilities (shelters and furniture).
- New fencing and/or bollards to control unauthorised vehicle access to the Recreational Hub.
- Expansion of the path network.

Works for Queensland announced funding to the value of \$2.2M in conjunction with council's proposed contribution of \$6.45M bringing the total estimated project costs to \$8.65M.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	External	May 2022	December 2022	\$8.65M	Construction awarded and works commenced September 2022. Works in progress and on track for delivery.
		Revised Start Date August 2022	Revised Date September 2023		

Recent Project Activities

Contract was awarded during August 2022 to Vassallo Constructions Pty Ltd, project completion scheduled for September 2023:

- ✓ Installation of electrical conduiting underway.
- ✓ Footings for splashpad underway.
- ✓ Footings for shelters underway.
- ✓ Concrete slabs for shelters underway
- ✓ Building materials for shelters delivered



Boardwalk installed.



Concrete pad for shelters

6.3 Riverside Revitalisation

Overview

The Mackay Waterfront Priority Development Area was declared on 25 May 2018 to kick start a visionary project that will improve the tourism aesthetic, liveability and economic activity in Mackay's CBD and wider region.

The Mackay Waterfront Revitalisation project is being developed in three stages:

- Riverside Link
- Riverside Pontoon
- 8 River Street Improvements

The projects aim to enhance the public realm along the riverfront and allow the Mackay community to access and enjoy the amenity provided by the Pioneer River.

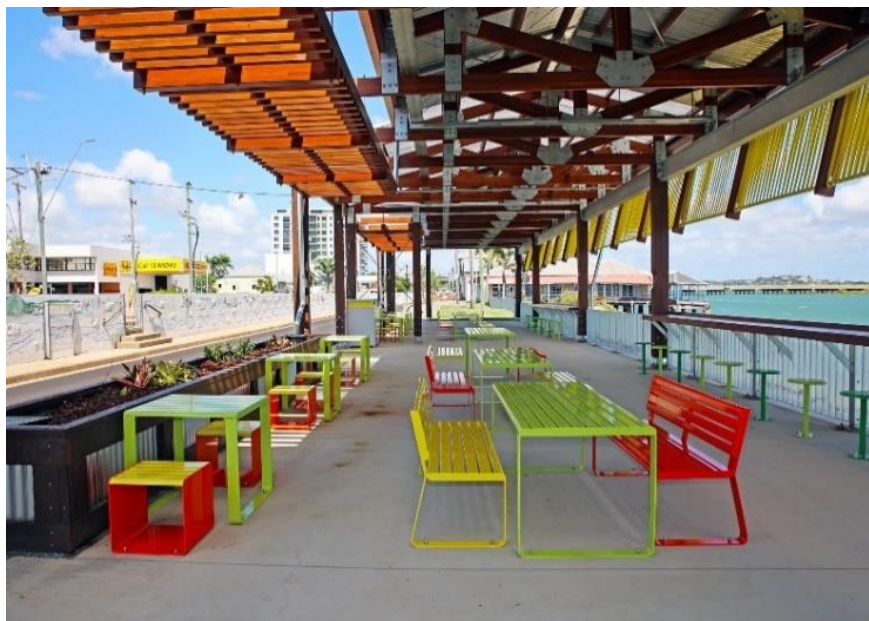
This project has received \$4.1M in funding from the Australian Government, Building Better Regions Fund.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Riverside Link	Construction (External)	March 2022	December 2022 Revised Date: March 2023	\$7.3M	Site is now open to the public with minor sealing and surfacing works to be completed once weather and pavement conditions allow.
Riverside Pontoon	Design and Construction	June 2022	December 2023	TBC	Design and Construct tender out to market to close 7 th March 2023
8 River Street Improvement	Design & Construction	June 2022	December 2023	TBC	Design and Construct Tender released December 2022. Closed 7 th February and in tender evaluation phase.

Recent Project Activities

- ✓ Riverside Link
 - Site works practically completed and open to the Public.
 - Minor sealing and surfacing work unable to be completed due to wet weather. This has now been rescheduled to be completed in March, weather dependent.
 - Defect rectification ongoing.
- ✓ Riverside Pontoon
 - Released to tender as a design and construct contract, due to close 7th March 2023.
- ✓ 8 River Street Improvements
 - Tender closed on 7th February 2023.
 - Currently in tender evaluation period.



6.4 Woodlands District Park

Overview

The Woodlands District Park project is being undertaken to address a critical shortage of district-level parks in the region. The park will cater to the recreational needs of residents living in the adjoining suburbs of Andergrove & Beaconsfield.

The 21-hectare Woodlands District Park will be created by the amalgamation of several existing parks including Broomdykes Drive Park, Schnapper Court Park, Woodlands Reserve, Domino Crescent Park and Council owned allotments.

In accordance with the Masterplan, the works to be included in the park have been broken into four stages. The first stage will include widening the drainage channel, new pathway connectivity, installation of BBQs and picnic settings, provision of amenities, lighting and landscaping improvements.

This project has received \$2M in funding from the State Government's, Works for Queensland (W4Q) funding.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Detailed Design of Stormwater, pathway and amenities	Internal / External	Commenced	January 2022 Revised Date June 2022	\$2M	Detailed design completed.
Construction of Stage 1 – Phase 1, stormwater, pathway and amenities	External	October 2022 Revised Date December 2022	March 2023 Revised Date July 2023		Tender awarded and construction underway

Recent Project Activities

- ✓ Concreting of footpaths underway.
- ✓ Installation of watermain to Sewerage Pump Station
- ✓ Excavation and reshaping of swale drains.
- ✓ Installation of electrical conduits and pits.
- ✓ Boardwalk footing installed.



Footing for boardwalk being installed



New footpaths through Woodlands Park

6.5 Pioneer Valley Mountain Bike Trails

Overview

The Pioneer Valley Mountain Bike Trail Project is currently in the procurement phase for Stage 1. Stage 1 includes construction of Finch Hatton Trailhead, Pump Track and 13.5km of Trails.

Development Assessment (DA) approval was granted at Council meeting held 25th January 2023.

Tenders for Stage 1 works have been advertised on the Queensland Government QTenders website. Anticipated award of Tenders in April 2023 with construction taking place late April / early May 2023.

Cultural Heritage Investigations

Council continues to work with Yuwi to develop a Cultural Heritage Management Plan and discussions with Widi are ongoing.

Council aims to complete the construction of the Finch Hatton trailhead, pump track and Stage 1 trails by the end of 2023.

Activity	Delivery	Original Scheduled Start Date	Scheduled Completion Date	Budget	Comments
Stage 1 Trailhead Civil Works	Internal	February 2023	May 2023	\$6.9M	Internal Field Services crews to commence on site February 2023.
Remaining Stage 1 Works (Trailhead, Pump Track and Trail Network)	External	April 2023	December 2023		Tenders were advertised for Stage 1 works in late January 2023 and anticipate award in April 2023.



Mountain Bike Project Stall at the Sports Expo

FIELD SERVICES

7.1 Lorne Road & Creek Street – Stage 3 Reconstruction

Overview

The final reconstruction stage on Creek St, this road is a primary traffic distributor for all traffic entering Walkerston from the south. This road is used by farmers and school traffic so it has high peak periods and required proper pavement widening. The project entails widening the sealed pavement to 3m traffic lanes and 1m shoulder on each side, with improved roadside drainage. This treatment improves safety and longevity of the asset.

Project Status

Activity	Delivery	Original Scheduled Start Date	Original Scheduled Completion Date	Budget	Comments
Construction	Internal	Early Nov 2022	Late March 2023	\$1,382,000	Wet Weather events have delayed progress, planning for late March completion

Recent Project Activities

- ✓ Cross road drainage pipework completed.
- ✓ Subbase cement stabilisation completed.
- ✓ Base course being constructed currently.
- ✓ Driveway accesses to be installed.
- ✓ Concrete drain invert underway for Stage 2 section.



Looking West from Lorne Road direction – Base Pavement Placement



Looking East from Creek St direction – Base Pavement Placement

11.3. DEVELOPMENT SERVICES

11.3.1. DEVELOPMENT SERVICES MONTHLY REVIEW REPORT - FEBRUARY 2023

Author	Director Development Services (Aletta Nugent)
Responsible Officer	Director Development Services (Aletta Nugent)
File Reference	DMRR

Attachments

1. Development Services Monthly Review Report - February 2023 [**11.3.1.1** - 21 pages]

Purpose

To provide Council with the Development Services Monthly Review Report for the month of January 2023.

Related Parties

Nil

Officer's Recommendation

THAT the Development Services Monthly Review Report for January 2023 be received.

Council Resolution ORD-2023-70

THAT the Development Services Monthly Review Report for January 2023 be received.

Moved Cr Jones

Seconded Cr Green

CARRIED UNANIMOUSLY



Development Services

Monthly Review Report

February 2023

Executive Summary

DEVELOPMENT SERVICES

This report is for Development Services for February 2023. Some highlights from this period are as follows:

- Community engagement in relation to potential adaptation actions to form part of Council's Coastal Hazard Adaptation Study was undertaken in February. Engagement activities included a survey released to the public and a series of community workshops being held in various locations.
- The tender for the design and construction of improvements to the building at 8 River Street closed in February. Assessment of the tender submissions is currently underway. The tender for the new pontoon adjacent to Bluewater Quay was released in February.
- Works have begun at Sunset Boulevard Park with the decommissioning of the existing seesaw and swing set. A new two-post swing set is in the process of being installed. Concrete edging and new sand soft fall will also be installed.
- Native Plants Queensland/Society for Growing Australian Plants Mackay have recommenced the supply of native plants from Visitor Information at the Mackay Regional Botanic Gardens, with a wide selection of plants available for sale in February.
- The Pioneer Valley Mountain Bike Trail Destination Marketing Plan and Brand Guide project is underway following the successful appointment of consultants, Destination Marketing Store and Swell Design Group in February.
- Community and stakeholder engagement was undertaken to inform the Mackay Region Recreational Vehicle Strategy. The consultants for the project, Otium Planning, were in the region to gather information and input into the development of the Strategy. An online survey was also released for the project through Connecting Mackay.



Aletta Nugent
Director Development Services



Gold Coast Suns AFLW players Lauren Bella and Wallis Randell and WBBL player Georgia Redmayne taking part in the JET Maintenance Services Sports Expo on 12 February 2023.

Development News February 2023

Updates on significant developments currently being assessed by Council

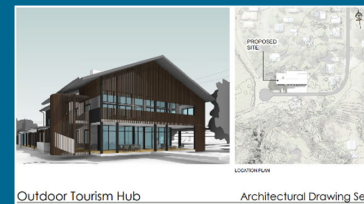
APPLICATION LODGED

DA-2023-17

Lodged 16 February 2023

18 Drew Street, Finch Hatton

Material Change of Use - Short-Term Accommodation



APPLICATION LODGED

DA-2023-30

Lodged 28 February 2023

Lot 710 Cutler Drive, Andergrove

Material Change of Use - Childcare Centre

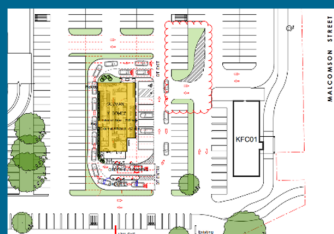
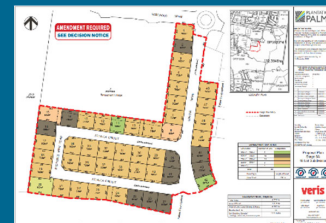
APPLICATION DECIDED

DA-2022-21

Approved 21 February 2023

Lot 981 Rosewood Drive, Rural View

Reconfiguration of a Lot - 1 Lot into 48 Lots (Stage 6A Plantation Palms)



APPLICATION DECIDED

DA-2022-213

Approved 2 February 2023

Mount Pleasant Centre, 54A Phillip Street, Mount Pleasant

Material Change of Use - Food and Drink Outlet


THINK SAFE, STAY SAFE.

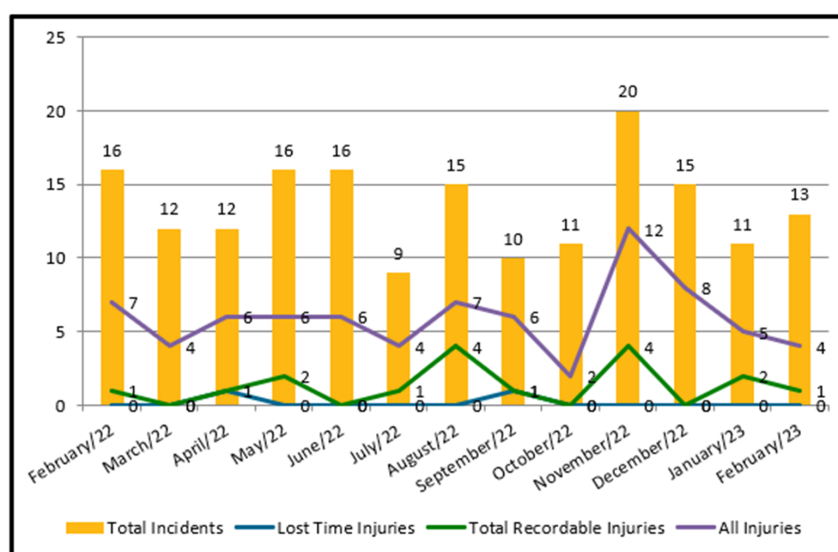

Monthly Safety Review Summary

In February 2023:

- Eight safety interactions were undertaken.
- Four site safety inspections were undertaken.
- 83% of monthly action plans activities were carried out.

Thirteen incidents were reported in February, involving MRC employees, members of the public or contractors.

Incidents and Injuries



The following injuries to MRC employees were reported in February:

- While spraying, hose caught on object jarring operator and aggravating existing injury.
- Felt pain in back when bending to pick up an object.
- Slipped on Spider Lilly plant while pruning palms and felt pain in hamstring.
- Staff member was verbally abused by member of public when undertaking grass maintenance.

The following asset damage incidents involving MRC employees were reported in February:

- Rock flicked up from slasher and broke NSM window.
- While whipper snipping received report of rock hitting NSM car window.
- Truck and trailer reversing out of compound, was struck by NSM vehicle.
- While travelling to work, collided with wallaby resulting in damage.
- Damage to NSM vehicle window while whipper snipping.

The following near miss incident was reported in February:

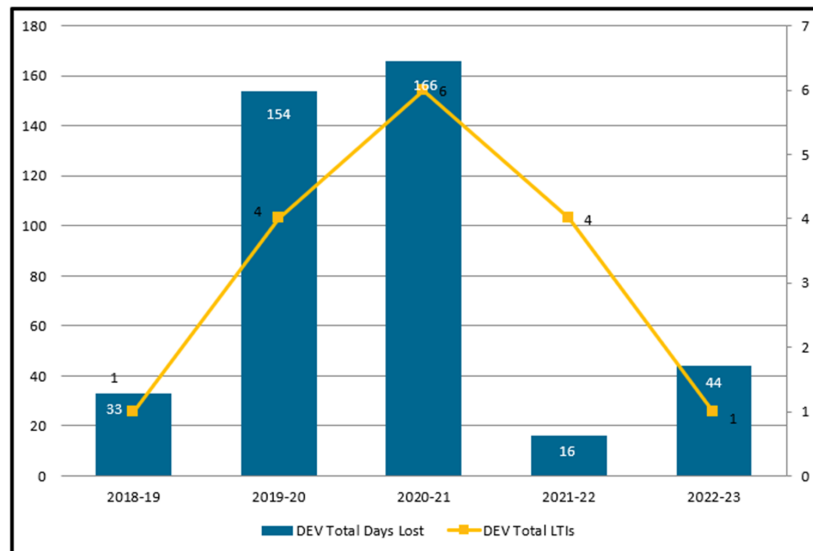
- Green waste (small stick) fell from truck.

The following incident involving a contractor was reported in February:

- While mowing, damaged poly water pipe.
- Suspected heat stress after working in gardens.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

Lost Time Injuries & Days Lost



Program	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Development Planning & Engineering										
Parks & Environment	1	33	1	154	6	166	4	16	1	44
Strategic Planning										
Economic Development & Tourism										
Development Services Total	1	33	1	154	6	166	4	16	1	44

For the 2022-23-year, one lost time injury has been recorded.

- Worker suffered psychological injury, 44 days have been lost as they recover.

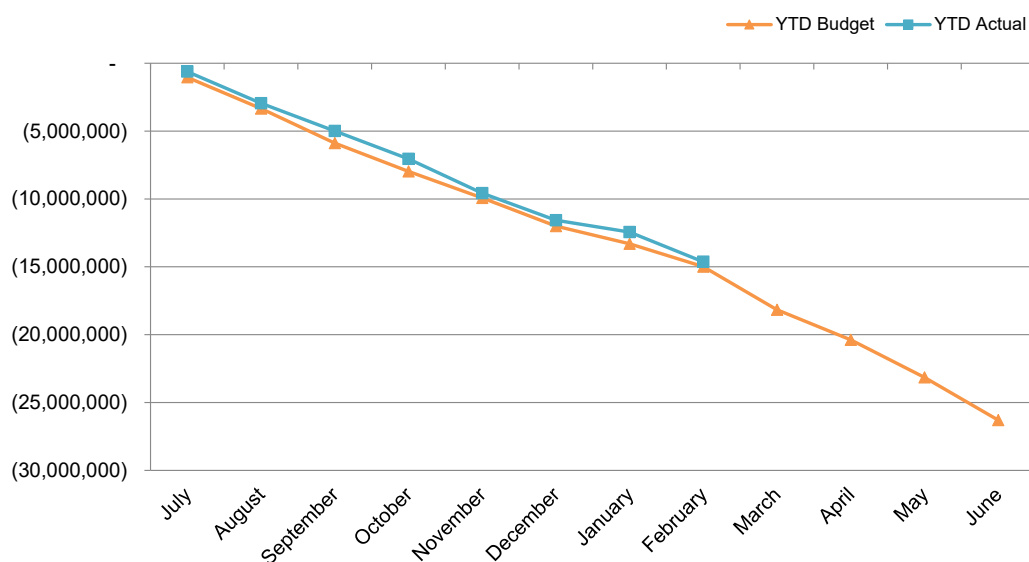
Financial Report

Operating Results

% YTD Variance from YTD Budget

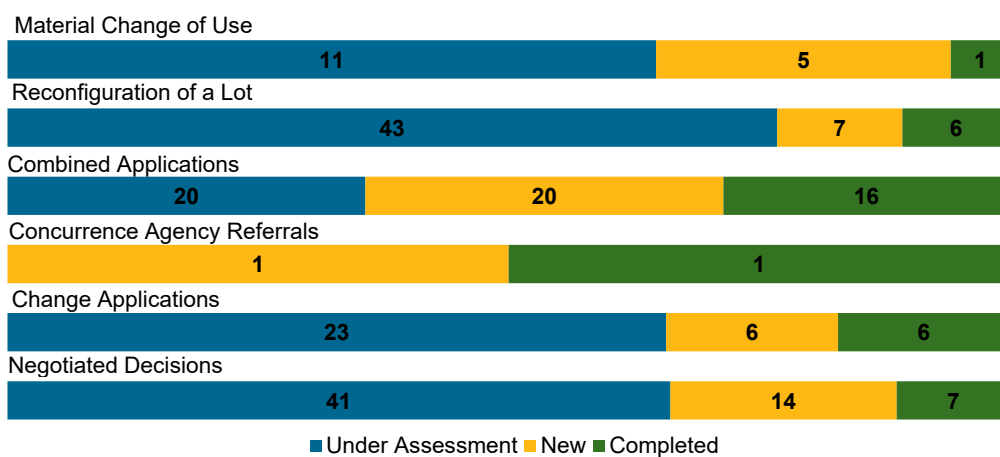
YTD Variance favourable of budget	<div></div>
YTD Variance unfavourable, between 0% and 5% of YTD Budget	<div></div>
YTD Variance unfavourable, more than 5% of YTD Budget	<div></div>

	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance		
	\$000	\$000	\$000	\$000	\$000		
2.01 - Development Services Management	(1,100)	(1,037)	(662)	(542)	120	(18.13%)	Minor delays in expenditure resulting in positive variance
2.02 - Strategic Planning	(2,686)	(2,694)	(1,808)	(1,208)	600	(33.19%)	Savings in wages and delays in expenditure on a number of projects resulting in a positive variance
2.07 - Economic Development & Tourism	(3,419)	(3,694)	(2,205)	(1,910)	295	(13.38%)	Minor delays in expenditure and increased revenue from Sugar Shed resulting in positive variance
2.08 - Parks and Environment	(18,934)	(18,991)	(10,803)	(11,305)	(502)	4.65%	Minor over expenditure in a number of areas resulting in negative variance. Increased expenditure on coconut de-nutting program
2.09 - Development Planning & Engineering	(367)	123	497	338	(158)	(31.79%)	Negative variance caused by revenue from development applications tracking below budget
Operating Surplus / (Deficit)	(26,506)	(26,293)	(14,981)	(14,627)	355	(2.37%)	

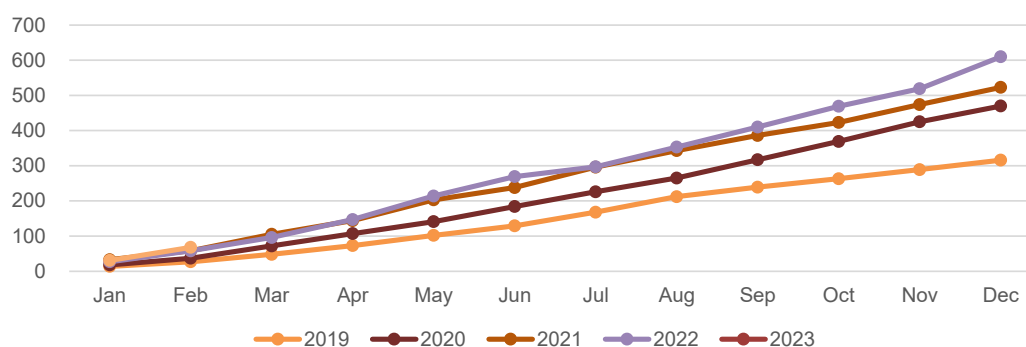


Review of Operations

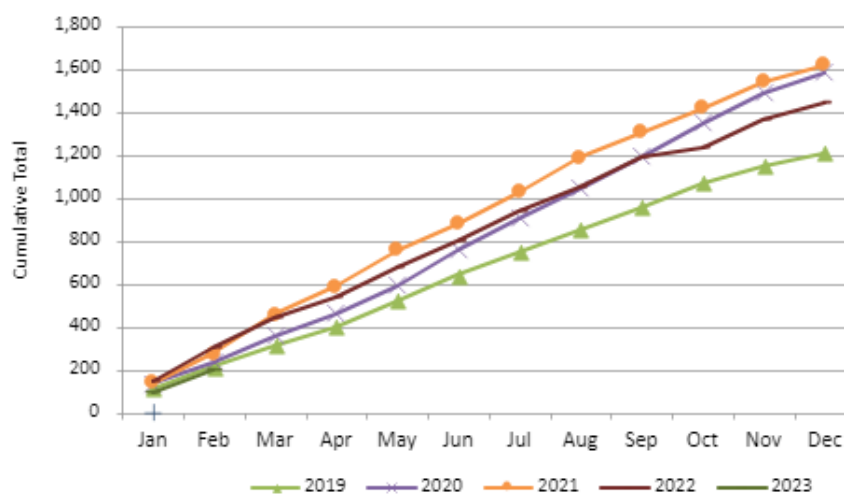
DEVELOPMENT ASSESSMENT

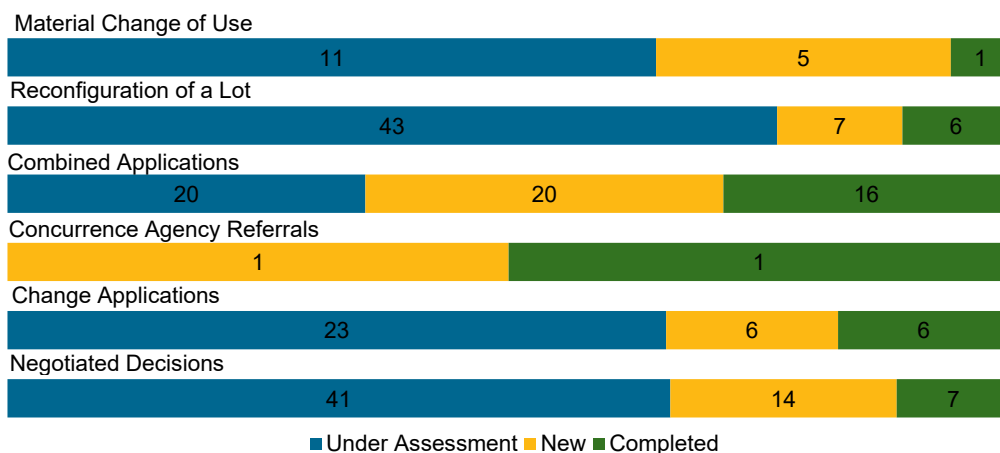
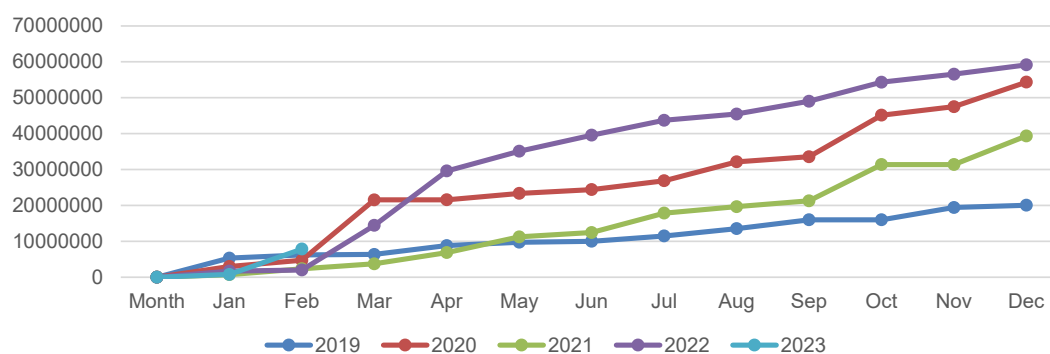


Cumulative Number of Approved Development Assessment Application



Cumulative Number of Planning Enquiries Received



DEVELOPMENT ENGINEERING**Value of Approved Construction Works**

The cumulative value of approved Operational Works totaled \$7,831,235 in February 2023.

Performance Against Legislative Timeframes

Application	Status	% Decided
MCU (85% decided in 35 days)	✖	71% decided in 35 days *Seven applications decided with two outside of the KPI due to negotiations with the applicant to ensure an approval.
ROL (85% decided in 35 days)	✖	66% decided in 35 days *Six applications decided with two outside of the KPI due to negotiations with the applicant to ensure an approval.
Concurrence Agency (85% decided in 10 days)	✔	100% decided in 10 days
Minor Works (85% decided in <20 days)	✔	100% decided in <20 days
Signage Applications (85% decided in <20 days)	✔	100% decided in <20 days
Operational Works (85% decided in 35 days)	✔	100% decided in 35 days
Plan Sealing (85% decided in 20 days)	✔	100% decided in <20 days

STRATEGIC PLANNING

Regional and Local Area Planning		
Projects	Status	Description / Update of Project
Mackay Region Planning Scheme – Planning Scheme Policy (PSP) review		<p>In 2022/23 the review of the following Planning Scheme Policies (PSPs) continues to progress through a governance process implemented by relevant internal programs.</p> <p>In relation to PSP – operational works application and construction requirements, the draft policy document has been prepared and development of the forms is underway.</p> <p>The drafting of PSP – healthy waters is nearing finalisation.</p>
Mackay Region Planning Scheme – Major amendment 3		<p>The state interest review for proposed Major amendment 3 is underway. Consultation of the proposed amendment will occur after completion of the state interest review.</p> <p>The purpose and general effect of the proposed amendment is to:</p> <ul style="list-style-type: none"> Facilitate commercial and other specific non-residential uses within designated precincts and through appropriate provisions under the Township zone in the Finch Hatton and Eungella townships. Encourage a wider range of uses or adaptive re-use by changing the zone of a small number of lots to Township zone in the Finch Hatton and Eungella townships. Reduce the levels of assessment for certain uses to facilitate appropriate development outcomes for the Finch Hatton and Eungella townships in support of the Pioneer Valley Mountain Bike Trails Project.
Mackay Waterfront PDA development scheme – proposed amendment 1		<p>The state interest review of the proposed amendment to the Mackay Waterfront PDA development scheme is underway with Economic Development Queensland and relevant state agencies. The amendment will proceed to formal public notification once the state interest review is completed.</p> <p>The purpose and general effect of the proposed amendment is:</p> <ul style="list-style-type: none"> improve the 'line of sight' between the strategic framework and the PDA development requirements improve the use of the strategic framework in development assessment improve the legibility and workability of development requirements facilitate new opportunities to ensure the Mackay Waterfront PDA remains competitive and attractive to development, which align with recent amendments to the Mackay Region Planning Scheme ensure PDA accepted development categories are workable and align with other regulatory instruments update the implementation strategy remove repetitive and redundant content.
Finch Hatton and Eungella Township local planning		<p>The first public realm, placemaking and wayfinding project to support the Pioneer Valley Mountain Bike Project has commenced.</p> <p>Phase 1 of the 'Finch Hatton town centre infrastructure upgrades' project will provide concept plans for the improvement of safety and connectivity for pedestrians and cyclists moving throughout the township between high activity areas. The project focuses on</p>

		Mackay-Eungella Road and Anzac Parade and will include public realm activation initiatives. Community consultation on the concept plans is anticipated to occur in the second half of 2023.
Northern Beaches Community Hub	●	<p>The master plan for the Northern Beaches Community Hub site was endorsed by Council in December 2021.</p> <p>The detailed design of Stage 1A and 1B are being progressed with the assistance of consultants and are expected to be completed by the end of the 2023 calendar year.</p>

Transport & Infrastructure Planning		
Projects	Status	Description / Update of Project
Local Government Infrastructure Plan Review	●	The review of the current Local Government Infrastructure Plan has commenced with internal stakeholders. A briefing is scheduled with Council in March.
Northern Beaches Area Transport Planning	●	<p>The Northern Beaches Road Traffic Model and report has been finalised. The findings of the traffic model report will form part of the Northern Beaches Area Transport Plan currently being prepared.</p> <p>A briefing on the project is scheduled with Council in March.</p>

Stormwater		
Projects	Status	Description / Update of Project
Mackay Coast Our Future - Coastal Hazard Adaptation Study	●	<p>Council has received funding through the QCoast2100 Program to complete a coastal hazard adaptation study. The study will provide a strategic approach to managing coastal hazards in the Mackay Region.</p> <p>Community consultation to explore potential adaptation actions was undertaken in February, with a survey released to the public and a series of community workshops being held.</p>
McCreadys Creek Flood Study	●	<p>Council received funding through the 2019-2020 Resilience and Risk Reduction Fund to deliver a Flood and Stormwater Study for the McCreadys Creek Catchment.</p> <p>The Study has progressed to the development of a flood model, to provide an understanding of flood hazards across the catchment. The model will ultimately be used to inform planning and development within the catchment and assist with the assessment of mitigation options to target any high flood risk locations identified.</p>

MACKAY CITY AND WATERFRONT

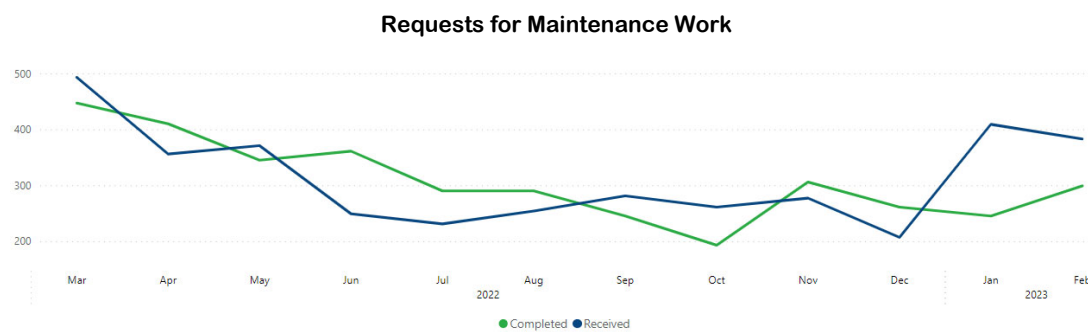
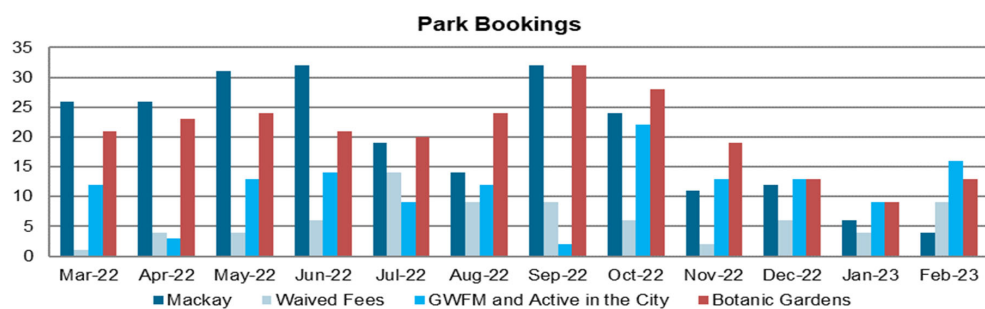
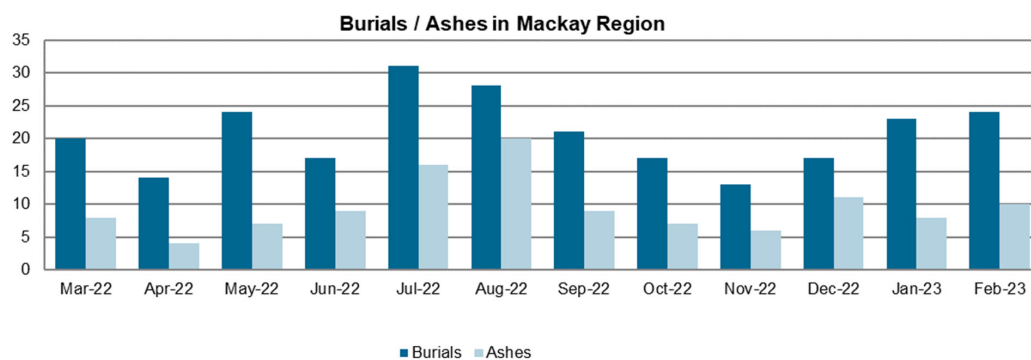
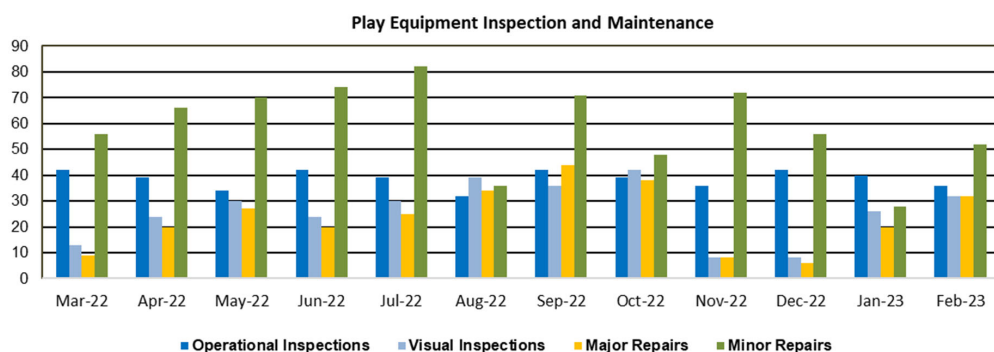
Mackay City and Waterfront		
Projects	Status	Description / Update of Project
Council Land Tender	●	<p>Council continues to work with ReNew Mackay Pty Ltd in relation to the development rights for six Council owned sites.</p> <p>Council is meeting with Renew Mackay on a regular basis to discuss their development proposal, staging and design approach. Council officers are working with Renew Mackay to refine the project pack which outlines the proposed staging and timelines as part of the Development Agreement.</p>
Riverside Revitalisation Project	●	<p>The three stage Riverside Revitalisation Project was successful in receiving funding under the Federal Government Building Better Regions Fund. The contribution from the Federal Government will be \$4.12M towards a total project cost of \$10M.</p> <p>River Wharves, the first stage of the Riverside Revitalisation project, was opened to the public in December 2022. Minor works to complete the project are currently being undertaken by Woollam Constructions.</p> <p>The tender for the next stage, being the design and construction of the former riverfront restaurant building at 8 River Street, was released in December and closed in February. Assessment of the tender submissions is currently underway.</p> <p>The tender for the new pontoon, which will be adjacent to Bluewater Quay, was also released in February.</p>
River and Sydney Street Intersection upgrade	●	<p>Council continues to meet regularly with the Department of Transport and Main Roads (TMR) to progress the design of the intersection upgrade at River Street and Sydney Street to improve pedestrian and cycling safety along the Bluewater Trail. The project is listed on the TMR Queensland Transport and Roads Investment Program (QTRIP) successful grants list.</p> <p>Detailed design is being finalised so that the tender for the works can be released following receipt of the signed funding agreement.</p>
Activate Mackay City Centre	●	<p><u>Signage and Wayfinding</u> Manufacturing of the signage for River Wharves is underway. The wayfinding and interpretive signage will be installed in the project area in early months of 2023.</p> <p><u>Placemaking</u> 'City Heart Fridays' will return in March 2023 as a monthly activation, held on the first Friday of each month. Council's Mackay City & Waterfront Partnerships Coordinator liaises with businesses to create a schedule of interesting activities for each month.</p> <p><u>Make Your Place Grant</u> The new Make Your Place Grant opened in November 2022 and closed on 18 January 2023. The Make Your Place Grant program will support projects and activities that promote activation and visitation to the Mackay Waterfront.</p> <p>Thirteen grant applications were received and assessed in the final weeks of January. Applicants were notified if their submission was successful/unsuccessful in February. Nine projects successfully received funding, including:</p>





		<ul style="list-style-type: none"> • 'Parts. Of the mind and of the self' by Cynthia Gregg • The Artist Place at Queens Park • Mudskippa's Community Fishing Clinics • Artists in the City by Artists Connect • Old Town Hall Placemaking Project by Bonnie McCarthy • Latin Inspired Street Party by Coco Cubano and Coffee Club • Mackay Community Waterfront by Teen Shed Mackay • Mackay River Wharves Festival by Red Dog Brewery • Mackay CALD Community Cultural Connection Tour by George Street Neighbourhood Centre <p>All activations will be programmed between March and June 2023 and will be promoted on the What's On calendar available on the Mackay City & Waterfront website and via social media channels.</p>
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e-Statistics

Subscribers	Aug 22	Sep 22	Oct 22	Dec 22	Jan 23	Feb 23
City Centre Facebook Likes	6,751	6,918	6,966	7,126	7,368	7,459
City Centre Instagram Followers	1,486	1,497	1,517	1,544	1,553	1,575

N.B. No separate report prepared for November 2022. Statistics for November are included in December 2022.



PARKS & ENVIRONMENT



Regional Services Projects & Works		
Project	Status	Description / Update of Project
Minor Play Equipment Replacement		Works have begun at Sunset Boulevard Park with the decommissioning of the existing seesaw and swing set. Work is in progress on the installation of a two-post swing set. Concrete edging and new sand soft fall will also be installed.
Botanic Areas - Desilting trial project		<p>The desilting trial aims to find a solution to create a usable product out of the silt which needs to be removed from the Lagoons at the Botanic Gardens.</p> <p>A final report was provided in June 2022 and a council briefing was held in July 2022 to discuss the options available for desilting the lagoons.</p> <p>A project proposal has been submitted for consideration as part of the 23/24 budget.</p>
Botanic Areas - Stakeholder Activities		<p>In the lead up to the Mackay Region Botanic Gardens 20th Birthday celebrations, the Garden Friends held a special walk on 25 February focusing on 20 trees in the collection that were planted 20 years ago. They also held a welcome BBQ for members following the walk. A 'weed and feed' event was also held by the group in February, as was a committee meeting. The Garden Friends Sunday roster started again in February, with the friends opening Visitor Information and the Tropical Shade Garden on a Sunday.</p> <p>The 'Heritage Gardeners' held their first working bee of the year in mid-February.</p> <p>The Botanic Art Interest Group met twice in February.</p> <p>The Photo Walkabout group met on 4 February and the theme was 'From the Ground up – Discovering Secrets of Fungi and Leaf Litter'.</p> <p>Native Plants Queensland/Society for Growing Australian Plants Mackay (NPQ) held a committee meeting, a general meeting and two nursery sessions in February. NPQ have also recommenced the supply of native plants at Visitor Information, with a wide selection of interesting plants available for sale in February.</p> <p>NPQ members held a very productive Herbarium session, with many fruiting or flowering specimens from the gardens collected and pressed, prior to being mounted and sent to the Queensland Herbarium.</p>
Botanic Areas - Activities in the Gardens		<p>Regular activities in the gardens have included yoga classes, Park Run and Falun Gong.</p> <p>Weed control, mowing, snipping, pruning, hedging, mulching and garden bed maintenance have been the main activities undertaken across the Gardens. Irrigation repairs have also been undertaken, paths have been pressure washed and signage cleaned.</p> <p>Several collections including the Gymnosperm collection, carpark hedge and the Heritage Garden have received significant maintenance attention.</p> <p>The photographic exhibition in the Lagoons Gallery during February featured works from the Photo Walkabout group.</p>









		<p>The curator and visitor experience staff have been busy with several signage and brochure projects to help interpret the collections, and with plans for the Garden's 20th Birthday celebrations in May.</p> <p>A range of activities were on offer for World Wetland Day.</p> <p>A walk and talk focusing on Platypus was held by Platypus Watch.</p>
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Parks Planning		
Project	Status	Description / Update of Project
Stinger Signage Installation	●	The rollout of upgraded information/warning signs at high-risk locations is progressing according to the project schedule, with signs installed at Eimeo Beach, Bucasia Beach, Lamberts Beach, Harbour Beach, Sarina Beach and Blacks Beach.
Langfords Park Playground, Eton	●	The play equipment at Langford Park, Eton is coming to the end of its design life. Engagement with the community and key stakeholders (Eton District Association, Eton State School and the Mackay & District Hack and Pony Club) occurred in November to obtain community input into the project. Based on this engagement, designs for the park renewal project are progressing.
Shoreline Erosion Management Plan	●	The brief for the Regional Shoreline Erosion Management Plan is complete. Engagement of consultants for the project is anticipated in March/April 2023.
Sarina Beach Local Coastal Plan	●	The Sarina Beach Local Coastal Plan is being finalised based on community feedback by consultants, Reef Catchments.

ECONOMIC DEVELOPMENT & TOURISM

Economic Development and Tourism		
Team Priority	Status	Action
Regional Growth Facilitating sustainable and diversified jobs and investment in the Mackay Region		<p><u>Facilitating Development in the Mackay Region Policy</u> Council officers are currently reviewing the Policy and engaging with key stakeholders on proposed amendments. The adoption of the new Policy is expected in April.</p> <p><u>Pioneer Valley Mountain Bike Trail</u> The tender for the Pioneer Valley Mountain Bike Trail Destination Marketing Plan and Brand Guide is underway following the successful appointment of consultants, Destination Marketing Store (DMS) and Swell Design Group (Swell) in February.</p> <p>The consultant is developing a Mountain Bike Destination Brand and Marketing Plan for the Pioneer Valley Mountain Bike Trails Project, Stages 1 and 2.</p> <p>The consultant will complete the project from February to July 2023. The main deliverable will be a Plan that informs ideas, design concepts and branding guidelines to create, represent and promote the Trails as a world-class tourism facility.</p> <p><u>Small Business Support</u> Work has commenced on a program of activities to coincide with Small Business Month in May. The Economic Development team will be working closely with the Mackay Chamber of Commerce to celebrate small business in Mackay.</p> <p><u>Regional Digital Connectivity</u> Economic Development Officers continue to participate in the Regional Digital Connectivity Forum and engage with QCN Fibre on the Pioneer Valley wireless upgrade, funded under the Round 2 of the Australian Government Regional Connectivity Program.</p> <p><u>Beam E-scooters Hire Business</u> Beam provided a briefing to Council on 8 February. At the briefing, Councillors received an update on the trial to date, and were provided with key insights, trip trends and movement of riders throughout the operating area.</p>
Visitor Attraction Developing the Mackay region as a leading tourism and events destination		<p><u>Invest Mackay Events and Conference Attraction Program</u> Four events and one conference were approved for funding in February:</p> <ul style="list-style-type: none"> • Round 3 Central QLD MX Series Mackay • Pirtek & IMS Mackay Motor Show • 2023 Lawn Bowls QLD State Champion of Club Champion • Barrier Reef Congress 2024 • Australasian Society for Historical Archaeology Annual Conference. <p><u>The Mackay Region Events & Conference Connect</u> Planning is underway for the Mackay Region Events Connect update and networking function which will be held at the MECC on 16 March from 5pm-7pm. This is a networking evening to provide information on the 2023 events calendar.</p>

		<p><u>Mackay Region Recreational Vehicle (RV) Strategy</u> The consultants for the project, Otium Planning, were in the region during February to conduct stakeholder workshops and complete a regional audit of sites. Further community engagement was undertaken by the Economic Development team during an open day held at the Harbour Road Discovery Park.</p> <p>The Connecting Mackay public online survey closed on 8 February, with a total of 240 responses received. Results are currently being tabulated and the stakeholder engagement outcomes will be presented by Otium Planning at a Council briefing on 15 March.</p> <p><u>Mackay Region Recreational Fishing Strategy</u> The recreational fishing Ambassador Program is progressing well, with online content on the Hooked on Mackay social media platforms receiving strong engagement.</p> <p>The new, regular and interesting content is resulting in steady growth in followers on these platforms. New content is scheduled to be uploaded on these social pages through to March 2023.</p> <p><u>New tourism opportunities</u> Economic Development officers are supporting new tourism initiatives including a potential art trail. The art trail will be a fringe event in this year's Mackay Festival of Arts.</p> <p><u>Cruise ships</u> A representative from the Economic Development team was invited to attend a preliminary meeting facilitated by Mackay Isaac Tourism to investigate the opportunities around a cruise ship strategy for the region.</p>
<p>Liveability and Innovation</p> <p>Creating a vibrant region that is a great place to live and do business</p>		<p><u>Building Improvement Rebate Program</u> Nine recipients of the Building Improvement Rebate have finalised their projects, while work continues for two recipients due to contractor shortages and scale of projects.</p> <p><u>Activate My Place Program</u> The Keswick Island Art Trail project has now been finalised. Proponents of the Maltese Corner project are still sourcing additional funding.</p> <p>A review of the grant programs was conducted by officers and a Council briefing was held on 15 February to update Councillors on amendments to the guidelines.</p> <p><u>Skills Attraction and Retention</u> The Economic Development team is continuing to work with partners on investigating the need for a Dedicated Area Migration Agreement (DAMA) for the Mackay, Whitsunday and Isaac region. A survey company will undertake a survey during February to identify the demand from businesses and industry sectors across the region.</p>
<p>Partnerships and Connections</p> <p>Working collaboratively with our partners to generate economic outcomes for our community</p>		<p><u>Gold Coast Suns</u> The Gold Coast Suns provided two AFLW players, Lauren Bella and Wallis Randell, to participate in the JET Maintenance Services Sports Expo on 12 February.</p> <p><u>Queensland Cricket</u> Queensland Cricket sent one WBBL player, Georgia Redmayne, and General Manager Sales & Partnership Adam Dale to Mackay to take part in the JET Maintenance Services Sports Expo on 12 February.</p>

Sarina Sugar Shed					
Strategy / Project	Status	Description / Update of Project			
Operational Performance Operate a successful tourism facility which meets its performance targets		<p><u>Overview</u> February is traditionally a slower month for the Sugar Shed, however sales and visitation was similar to that in February 2022.</p> <p>The Rum Distillery tour ensured the paid visitation numbers stayed steady despite a quiet month. A cocktail masterclass was fully booked as the numbers for this monthly event continue to grow.</p> <p>Touring bus companies and school groups have recommenced Sugar Shed visits, with two bus and lunch tours booked in February. The Sugar Shed team have commenced contacting schools to get this program up and running again and back to its pre-COVID numbers.</p> <p><u>Media</u> The Sugar Shed participated in the Bonza inaugural flight pool party at the Ibis Airport hotel, welcoming guests and showcasing Sugar Shed tour offerings.</p> <p><u>Facility Improvements</u> An outdoor fan was installed in the café area, and an ice machine was purchased and installed.</p>			
Business Operations (excl. accruals)		Item	Feb 23	YTD	Revised Annual Targets
		Tour Visitation (Paid)	403	8,987	12,000
		Visitation (Total)	1,365	30,150	35,000
		Volunteer Hours	123.50	1219.25	NA
		Item	Feb 23	YTD	Annual Budget
		Ticket Sales	9,952	189,448	300,000
		Retail Sales	25,919	490,169	707,483
		Total Income (incl. Ticket income)	35,511	679,617	1,007,483
		Total Expenses	50,281	803,957	1,256,445

Economic Indicators (Quarterly)

Indicator	Sep 21	Dec 21	Mar 22	Jun 22	Sep 22	Dec 22
Employment						
Unemployment rate	3.5%	2.6%	2.5%	2.7%	2.7%	NA
Employed persons	62,966	63,202	63,635	64,142	65,915	NA
Real Estate						
Median house sale	\$400,000	\$410,000	\$415,000	\$425,000	\$440,000	NA
Median rent 3 bed house (12 month ending)	\$400	\$400	\$420	\$425	\$450	\$450
Median rent 2 bed unit (12 month ending)	\$300	\$320	\$320	\$325	\$340	\$350
Res vacancy rate	0.7%	0.7%	0.6%	0.5%	0.6%	1.0%
Residential Lot Supply						
Lots Approved^	84	116	110	10	NA	NA
Lots Registered	55	78	99	44	56	NA

Data relates to the Mackay Local Government Area and is updated on a quarterly basis as it is received by Council.

There is often a 3-6 month lag from the receipt of data for a previous quarter.

The 'employed persons' data does get adjusted retrospectively by the source. This may see quarterly figures change but is a valuable indicator for recognising trends.

PLEASE NOTE: The employed persons data has been updated as at 9/02/23 with adjusted figures.

^ Queensland Government data (QLD Treasury).

NA = data not yet released.

e-Statistics

	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Mackay Region Joblink Analytic Report	159 active users	176 active users	346 active users	188 active users	282 active users	485 active users
	195 sessions	198 sessions	410 sessions	238 sessions	375 sessions	592 sessions
	1m 59 average duration	2m 10 average duration	2m 18 average duration	1m 24 average duration	1m 38 average duration	58sec average duration
Internet Vacancy Index (Central Qld)	4,456	4,614	4,555	4,103	4123	NA
SEEK Advertised Jobs**	1,657	1,799	1,594	1,027	1,552	1,608
Sarina Field of Dreams Website Visitation	358 active users	320 active users	270 active users	262 active users	285 active users	119 active users
	400 sessions	364 sessions	301 sessions	289 sessions	328 sessions	406 sessions
Hooked on Mackay Facebook Hooked on Mackay Instagram	5,591	5,631	5,729	5,767	5,837	5,889
	838	853	868	889	892	904
Hooked on Mackay Youtube Subscribers	263	270	302	312	323	330
Net Free Zone Voluntary Code Sign-ups	716	716	716	716	716	716
Mackay Region Event Organisers Connect Facebook Group Members	119	121	122	124	134	146
Invested in Mackay Subscribers	585	587	586	591	594	594

*The Internet Vacancy Index (IVI) is the only publicly available source of detailed data on online vacancies, including for around 350 occupations (at all skill levels), as well as for all states/territories and 37 regions. The IVI is based on a count of online job advertisements newly lodged on SEEK, CareerOne and Australian JobSearch during the month. As such, the IVI does not reflect the total number of job advertisements in the labour market as it does not include jobs advertised through other online job boards, employer websites, word of mouth, in newspapers, and advertisements in shop windows. The IVI also does not take account of multiple positions being advertised in a single job advertisement. The data available is broken down as far as Central QLD which includes 9 local Government areas and is calculated on a 3-month moving average.

**SEEK data is captured on the 1st Tuesday of each month.

***As of 1 Dec 2022 Wi-Fi usage data at the Field of Dreams is no longer available.

UPCOMING EVENTS

Date	Event	Location
2 March 2023	Networking Event – Mackay Region Chamber of Commerce	River Wharves, Mackay City
3 March 2023	Mackay Airport Twilight City Run	Bluewater Quay
4 March 2023	City Heart Fridays	City Heart incl. locations along Wood, Victoria and Macalister Streets.
6 March 2023	Zonta International Womens Day Lunch	Mackay Entertainment and Convention Centre
10 March 2023	Dittmann Bullpit Country Fest	Dittmann Ranch Bloomsbury
16 March 2023	MRC Mackay Region Events & Conf. Briefing*	Mackay Entertainment and Convention Centre
18 March 2023	Party in the Park	Great Barrier Reef Arena
30 March 2023	Masters Swimming QLD State Championships*	Mackay Aquatic Recreation Complex and Pioneer River
14 April 2023	City Heart Fridays	City Heart incl. locations along Wood, Victoria and Macalister Streets.
19 April 2023	Reef Catchments Innovative Grazing Forum	Mackay Entertainment and Convention Centre
20 April 2023	Dinner with the Distiller in partnership with Flackyard Dining	Sarina Sugar Shed
29-30 April 2023	INDT 2023 World Sooty Championship	Eungella Dam
2 May 2023	Chamber of Commerce B2B Coffee and launch of Small Business Month	TBC
6 May 2023	Zach Mack Adventure Challenge	Pinnacle Pioneer Valley
6 May 2023	Round 3 Central QLD MX Series*	Mackay Junior Motor Cross
13 May 2023	Jayco Italian Street Party*	Wood Street, Mackay
19 May 2023	PGA Mackay Golf Pro AM*	Assorted Golf Clubs
20 May 2023	Legends on the Lawn*	Great Barrier Reef Arena
4 June 2023	BMA Mackay Marina Run*	Mackay Marina
14 June 2023	Whitsunday Festival of STEM Challenge	Mackay Entertainment and Convention Centre
1 July 2023	Pirtek & IMS Mackay Motor Show*	Mackay Showgrounds
15 July 2023	Wisely Food & Wine Festival	Queens Park

*Invest Mackay Events and Conference Attraction Program

11.4. ENGINEERING AND COMMERCIAL INFRASTRUCTURE

11.4.1. ECI - TRANSPORT & DRAINAGE MONTHLY REVIEW - FEBRUARY 2023

Author	Executive Assistant (Robyn Smith)
Responsible Officer	Director Engineering & Commercial Infrastructure (Jason Devitt)
File Reference	MRR - T & D

Attachments

1. ECI - Transport Drainage Monthly Review - February 2023 [11.4.1.1 - 16 pages]

Purpose

Attached is a copy of the Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review Report for the month of February 2023.

Related Parties

N/A

Officer's Recommendation

THAT the Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review Report for the month of February 2023 be received.

Council Resolution ORD-2023-71

THAT the Engineering & Commercial Infrastructure – Transport & Drainage Monthly Review Report for the month of February 2023 be received.

Moved Cr Englert

Seconded Cr Bella

CARRIED UNANIMOUSLY



Engineering and Commercial Infrastructure - Transport & Drainage Monthly Review

February 2023

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OVERVIEW

This report is for Transport and Drainage activities during the month of February 2023. Significant items in this period include:

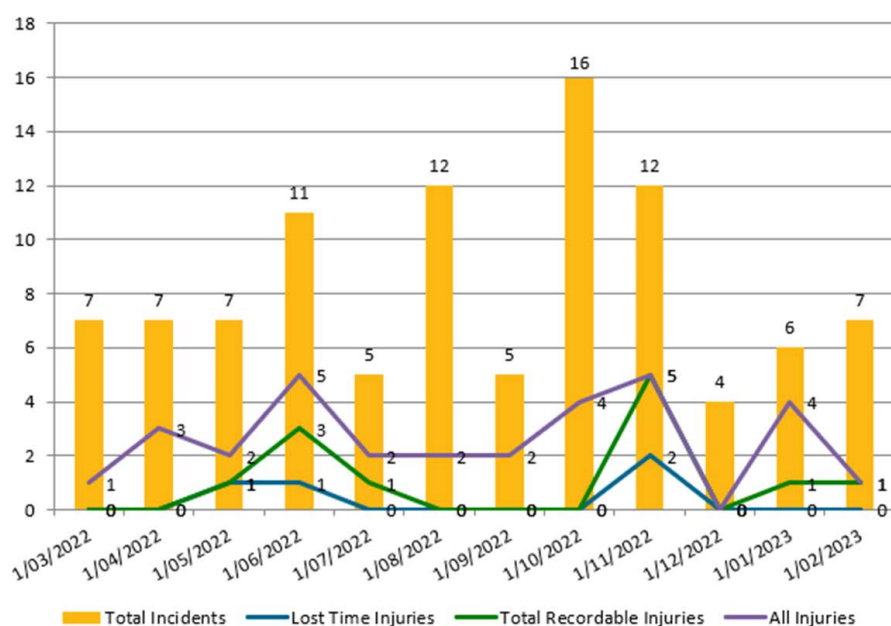
- Seven safety incidents were reported during February 2023. These included five vehicle incidents, one exposure to heat incident (medically treated heat stress) and one incident where a beacon fell from an item of plant hitting a passing vehicle.
- Disaster Recovery Funding Arrangements/Queensland Reconstruction Authority (DRFA/QRA) future claims are still being assessed and the claim will largely be associated with re-sheeting/gravel loss as well as some rural road culverts which had been impacted by the rain event, bolstered with capital project reworks. Works are now returning to normal programmed maintenance activities.
- The budget position needs further review taking into account issues such as charges against DRFA, delay in electricity invoices and wages from vacancies. This will be reviewed as part of the March 2023 budget review process.
- Civil Operations is still carrying a considerable number of vacancies (29 vacancies), however, are continuing to meet service levels as best they can whilst utilising external contactors where possible.
- The Asset Management Program is continuing to deliver project work and drive down the outstanding Work in Progress (WIP), Donated Assets and Work Order backlogs, however, ongoing vacancies cause progress to be slow.
- Asset Management is continuing to work with the Development Services and Capital Works Directorates to improve the process for As-Constructed information capture and transfer to reduce the risk of asset information not being captured in a timely manner.

Director Engineering & Commercial Infrastructure

SAFETY

1.1. Incidents and Injuries

The incident statistic details a summary of the Transport and Drainage safety incident performance. Transport and Drainage aspires to achieve zero harm with a stretch target of zero injuries.



February 2023 Summary:

- Six safety interactions were undertaken.
- Seven site safety inspections were undertaken.
- 92% of monthly action plans activities were carried out.

Seven incidents were reported during February.

The following injuries involving MRC employees were reported during February:

- MTI – Ambulance called to site for suspected heat illness.

The following asset damage incidents involving MRC employees were reported during February:

- While slashing drain, hit and damaged fence panel.
- Beacon light on the backhoe has rusted off and fallen onto a car that was passing the backhoe.
- While slashing rock has flicked up into tractors back window, breaking it.
- Damaged unmarked sewage manhole lid, while slashing long grass.
- Damage to NSM fence, occurred while undertaking slashing of drain.
- While changing lanes, was hit by NSM vehicle from behind.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

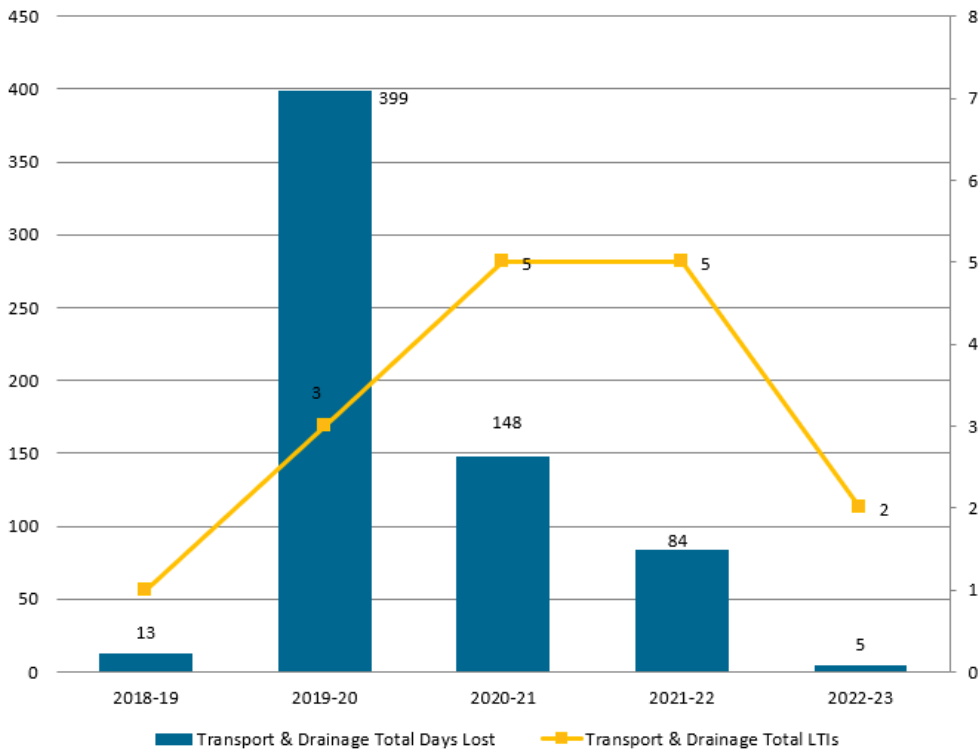


Glossary

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)
NTI	Non-Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury
Incident	Any unplanned event resulting in or having a potential for injury or ill health

1.2. Lost Time Injuries & Days Lost

Transport and Drainage aspires to achieve zero Lost Time Injuries by improving safety performance by developing a proactive safety culture and implementing best practice safety management across all business areas.



Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Civil Operations	1	13	3	399	5	148	5	84	2	5
Transport & Infrastructure Projects (Field Services/Civil Projects)	0	0	0	0	0	0	0	0	0	0
Transport & Drainage Infrastructure Planning	0	0	0	0	0	0	0	0	0	0
Asset Management	0	0	0	0	0	0	0	0	0	0
Transport & Drainage	1	13	3	399	5	148	5	84	2	5

For the 2022-23-year, there have been two lost time injuries recorded:

- While inspecting drain, dogs have rushed from property, causing inspector to trip and fall, injuring their arm and hands. One day was lost as they recovered.
- Driver lost control of utility on unsealed road and vehicle rolled, resulting in fractured ribs. Four days have been lost as they recover.

FINANCE

2.1. Operational Financial Report – February 2023

Operating Result for D005
For the period ending 28 February 2023

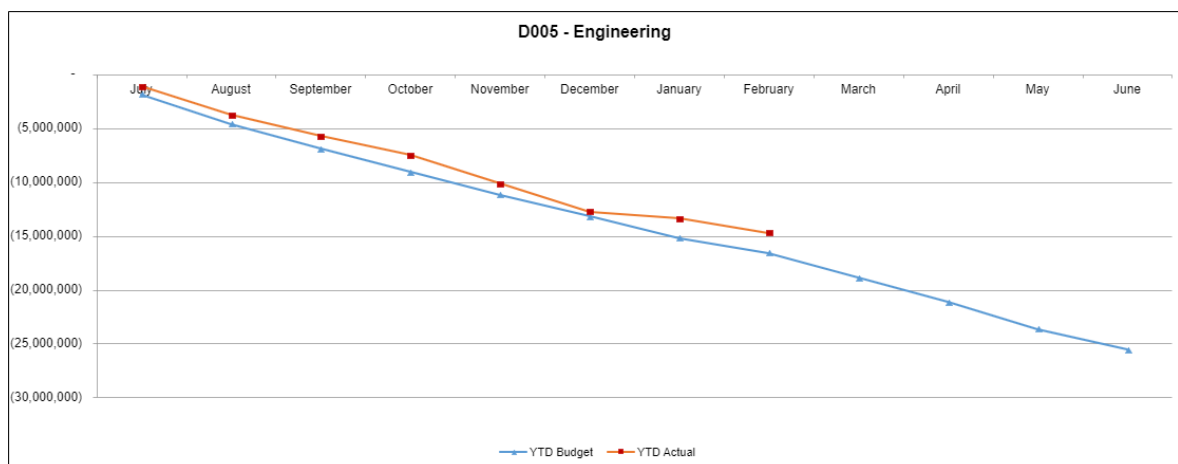
	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	Program Manager Comments
	\$000	\$000	\$000	\$000	\$000	
D005 - Engineering						
5.01 - Engineering Management	881	885	988	972	(16)	(1.62 %)
5.02 - Civil Operations	(20,067)	(19,986)	(13,210)	(12,138)	1,072	(8.12 %)
5.03 - Transport and Drainage Infrastructure Planning	(4,885)	(4,865)	(3,505)	(2,770)	734	(20.94 %)
5.04 - Asset Management	(1,616)	(1,606)	(876)	(784)	92	(10.50 %)
Operating Surplus / (Deficit)	(25,687)	(25,572)	(16,603)	(14,720)	1,882	(11.34 %)

% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and ± 2.99%

YTD Variance between ± 3% and ± 4.99%

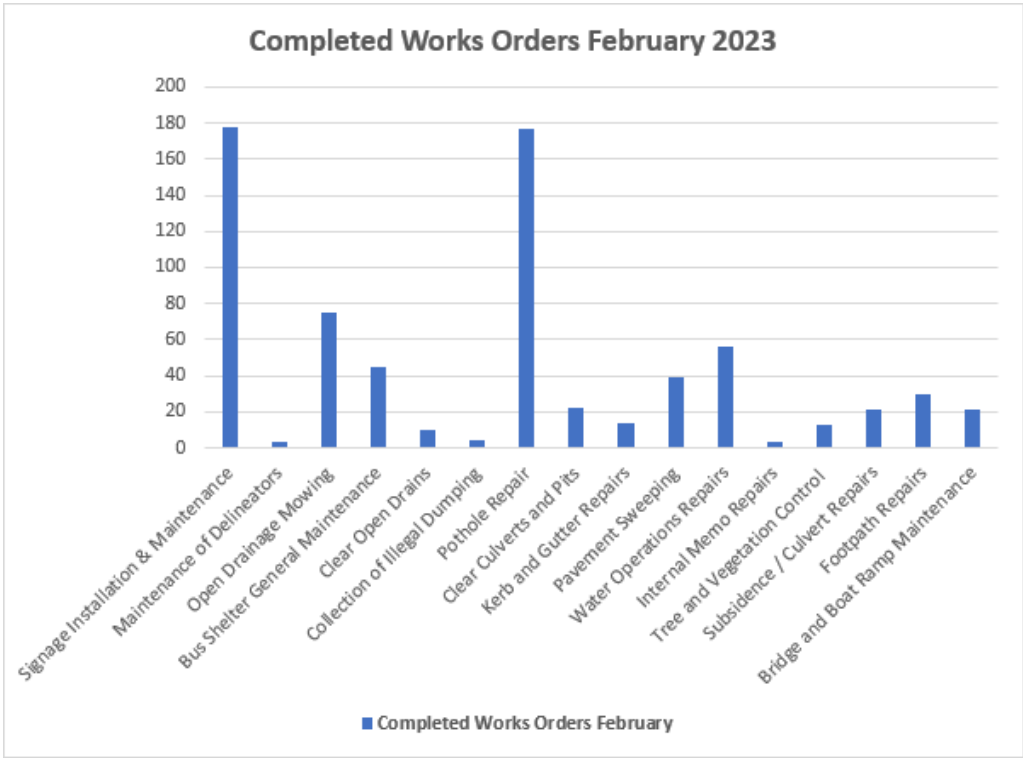
YTD Variance equal to or greater than ± 5%



MAINTENANCE ACTIVITIES

3.1. Road and Drainage Maintenance Activities

The following chart details maintenance activities completed during the period as recorded in our Assetic Maintenance Management System (MMS), together with the monthly average.



All emergent works associated with the declared Disaster Recovery Funding Arrangements (DRFA) Northern and Central Queensland Monsoon and Flooding Event have been completed.

Contract street sweepers were retained to maintain levels of service and provided good efficiencies in productivity throughout this period. We continue to retain the service of one contractor (effective 3 March 2023) until such time as the internal sweeper positions have been filled. It is proving difficult to attract/recruit these positions. We successfully acquired one new operator during this period who commenced on 6 February 2023.

Linemarking will be moving into Mount Pleasant and North Mackay areas as programmed and further night works are also programmed in various locations to reduce interaction with road users through peak periods.

Ongoing mowing and cleaning of bus shelters as per the Program cycle continues to meet levels of service.

Roadside mowing is ongoing throughout this heavy growth season and has been complemented with contractors. Council has received a significant volume of requests/complaints relating to both Parks and Civil Operations over the last two reporting periods. Whilst Civil Operations may struggle with resourcing, the timing of planned works, encompassing the broad geographical footprint, is always communicated. Customer Requests have dropped significantly now that regular cycles have resumed.

3.2. Unsealed Road Maintenance Activities

Unsealed Maintenance Crews have worked hard to re-establish access/connection for residents affected by the rain event in January 2023 including restoring access via Okuloo crossing at Netherdale. The majority of Grading Teams are now returning to programmed works/general maintenance and re-sheeting works except for the Eungella Grading Team who will be undertaking the emergent restoration works to roads in the top end of the Pioneer Valley.

Disaster Recovery Funding Arrangements/Queensland Reconstruction Authority (DRFA/QRA) future claims are still being assessed and the claim will largely be associated with re-sheeting/gravel loss together with some rural road culverts which had been impacted by the rain event.

3.3. Open Drainage Maintenance

Maintenance Teams, combined with contract resources, are focusing on reducing the backlog from the last period. It is anticipated that contract resources will continue to be utilised throughout the March 2023 reporting period.

3.4. Bridge Maintenance

Handrail repairs to the pedestrian bridge at Magpies have been completed. Only minor maintenance has been required during the reporting period and this remains ongoing as per level 1 Inspections.

4.1. Requests for Maintenance Work

Customer survey results have not been finalised for this period.

ASSET MANAGEMENT

5.1. Asset Management Program – Strategic Goals

The Asset Management Program is continuing to deliver project work and drive down the outstanding Work in Progress (WIP), Donated Assets and Work Order backlogs, however, ongoing vacancies cause progress to be slow. Asset Management is continuing to work with the Development Services and Capital Works Directorates to improve the process for As-Constructed information capture and transfer to reduce the risk of asset information not being captured in a timely manner. This is an ongoing focus of the Audit Committee and meetings have been scheduled with asset owners, Financial Services, Development Services and Capital Works Teams to understand the current status and to drive accountability around providing sufficient information to the Asset Management Team to allow asset capture of WIP projects.

The Asset Management Program is also continuing to work with asset owners in developing new and updated Asset Management Plans and will be commencing the next tranche of Digital Asset Management Plans with Waste Services, Water Network and Water & Sewerage Infrastructure Planning in the coming months. At the same time, work will be commencing on an update to Council's Strategic Asset Management Plan.

Finally, the findings from the completion of the recent Asset Acquisition Audit, coupled with the findings of earlier Audits, are prompting a drive to review and update Council's existing Asset Management Governance arrangements.

Recruitment

Recruitment remains a challenge with several roles currently out for recruitment and the Program still experiencing internal turnover of staff.

Performance and Governance

In line with the Internal Audit recommendations, the Asset Management Program will review all Terms of Reference of the Governance Groups that have been created ensuring that they are functioning effectively and are reporting to their higher Groups.

Meeting Held	Attendance 2022				Actions	
	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	New	Outstanding
Asset Valuation Reporting Working Group (AVRG) Roads	68%	61%	-		1	8
Asset Valuation Reporting Working Group (AVRG) Water, Sewer, and Waste	80%	77%	50%		2	3
Asset Valuation Reporting Working Group (AVRG) Parks and Environment	73%	-	-		0	2

Roads AVRГ rescheduled to March 2023 due to stakeholder availability.
 Water, Sewer and Waste AVRГ to be rescheduled as Quorum was not met.
 Parks and Environment AVRГ previously scheduled for February 2023 to be rescheduled as Quorum was not met.

Asset Valuations

Asset Valuations are completed by Asset Class on a rolling three-year basis. Asset Valuations are delivered between Financial Services and Asset Management with ownership of the Corporate Risks around Asset Valuations residing between the Manager Financial Services and Manager Asset Management.

Revaluations for Site Improvements, Buildings and Land Financial Asset Classes are currently underway with draft unit rate information provided to asset owners in late February. The current program for draft valuation deliverables is early March. The valuation deliverables will be used to inform the development of updated asset management plans for Property Services, Waste Services and Parks and Environment.

5.2. Asset Management Projects Update

The current Asset Management Projects have progressed as per the below table.

Laboratory Maintenance Rollout

Project Status			
Overall Status	On Hold	Schedule	On Hold
Project Update		Risks	
<ul style="list-style-type: none"> Re-engagement will occur in May/June 2023 due to resourcing issues. 		<p>Availability of Resources</p> <p>Resourcing for the Project is dependent on resources in both Asset Management and the Laboratory. Existing workloads and staff availability (leave, COVID, etc) may impact project delivery.</p> <p>Assets Not Cleansed</p> <p>Many assets have been identified as missing and these will require cleansing/capture prior to the maintenance rollout commencing. This will impact the schedule.</p>	

Assetic – Maintenance Module Review

Project Status			
Overall Status	On Track	Schedule	On Track
Project Update		Risks	
<ul style="list-style-type: none"> The Assetic Maintenance Module Review has identified enhancement options for Assetic and will be provided to Assetic as a package. The enhancements will provide efficiencies to the users of Assetic who use the Maintenance Module. Support Tickets have been raised for assessment by Brightly and to advise which will be accepted for implementation in the next quarter. Council will be advised at the end of March 2023. 		The enhancements that are suggested are not a priority for Assetic or will not be implemented.	

Parks and Environment – Data Structure Creation

Project Status			
Overall Status	At Risk	Schedule	At Risk
Project Update		Risks	
<ul style="list-style-type: none"> Data Structure Workshops have been conducted for approximately 30% of required Data Structures. 		A Key staff member is being seconded into a new role this is likely to impact on project delivery.	

Sport, Recreation and Event Facilities Audit Project

Project Status			
Overall Status	On Track	Schedule	On Track
Project Update		Risks	
<ul style="list-style-type: none"> It was identified that the Sports Facility Audit Tool will provide more information than Assetic can store. Asset Management is to participate in an advisory role only. 		N/A	

5.3. Asset Maturity Targets

There has been no meaningful change to the Asset Maturity state for February 2023.

5.4. Work in Progress (WIP)

During February 2023, Asset Management completed the asset capture of **31** completed WIP Projects with a total Capital Value of **\$4.6M**. Asset Management is prioritising projects greater than 365 days together with projects of the highest value.

The total value of Capital projects to be capitalised is **\$50 million** across **127** projects. This is a decrease of **28%** in the total number of projects.

5.4.2 Work in Progress (WIP) – Priority 1

Priority 1 (>365 days old)		Gateway Status					
Total Priority 1 Backlog	Total Number	As cons	Number	Asset Technical	Number	Accounting	Number
\$10M	28	\$3.12M	11	\$3.92M	12	\$3.55M	5

5.4.3 Work in Progress (WIP) – Priority 2

Priority 2 (>90 days old)		Gateway Status					
Total Priority 2 Backlog	Total Number	As cons	Number	Asset Technical	Number	Accounting	Number
\$30M	76	\$22.5M	44	\$6.3M	16	\$2.4M	16

The increase in the number of projects recognised, over those recognised during the previous month, is due to the availability of an additional skilled resource within the Asset Management Team and the clearing of less complex projects where all essential information has been provided.

5.5. Donated Assets

The following table outlines the applications received and completed for Donated Assets.

Donated Assets	Number Completed February 2023	Number Outstanding
Subdivisions	1	3
Other Donated	2	2
Non-Developer Donated	0	2

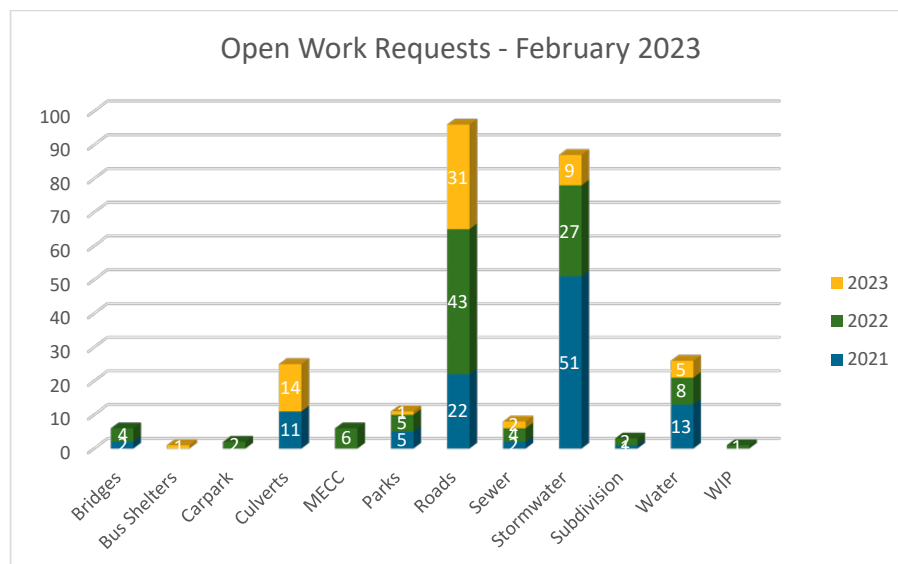
The additional seven Development Planning & Engineering (DPE) Applications mentioned in the previous month have been confirmed as Private Assets with no Council recognition required.

5.6 Work Requests / Work Orders

The current total of Outstanding Work Requests is **272**. In February 2023 Asset Management has cleared **10% (26)** of the Work Requests from the 2021 and 2022 backlog.

A total of **46** new Work Requests were received during February 2023. This is an increase of **28%** over those received the previous month.

The graph below displays the Open Work Requests by type and the year the request was logged.





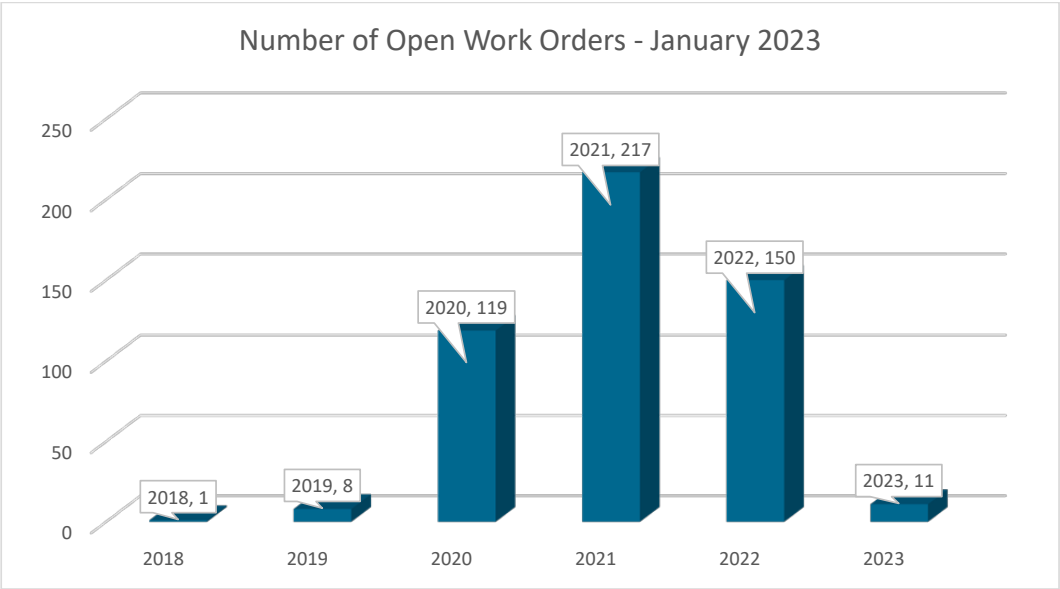
The total of Outstanding Work Orders is **895**. This is a decrease of **11%** (January 2023 total of Outstanding Work Orders was 1,010) and includes:

- **436** Open Work Orders created from a Work Request
- **459** Open Work Orders created for internal Asset Management, Financial Services or GIS work processes.

The decrease in Work Orders is due to the significant review and cleanse of the Work Order statuses undertaken with a focus on outstanding Transport and Drainage Work Orders.

A total number of **31** Work Orders have been completed with the majority from the 2020 and 2021 backlogs.

The graph below displays the total number of Work Orders that are outstanding and the year the Work Request was logged. Please note, this only includes Work Orders that were created from a Work Request.



The 2018 Work Order remains open for further spatial mapping and financial changes to be completed.

The 2019 Work Orders are requests for changes and investigations across various asset categories. These Work Orders will be prioritised in the coming month.

5.7 Asset Data Capture System

- **ESRI / Assetic Integration**

Asset Management is in the process of engaging Brightly to develop the integration of ESRI and Assetic. The integration will improve the quality of the data and efficiency of the asset recognition process.

- **Templates (Database)**

The Open Drain and Culvert Template is under development. The Feature Manipulation Engine (FME) Consultant is ready to test the configuration once the templates have been finalised.

Financial Services has outlined the business requirements and engagement with the Template Consultant is scheduled for March 2023.

- **ADAC**

The ADACX Licence has been received and is awaiting installation. User Instruction session to be scheduled for March 2023.

11.4.2. ECI - WASTE SERVICES MONTHLY REVIEW - FEBRUARY 2023

Author	Executive Assistant (Robyn Smith)
Responsible Officer	Director Engineering & Commercial Infrastructure (Jason Devitt)
File Reference	MRR - Waste

Attachments

1. ECI - Waste Services Monthly Review February 2023 [**11.4.2.1** - 15 pages]

Purpose

Attached is a copy of the Engineering & Commercial Infrastructure – Waste Services Monthly Review Report for the month of February 2023.

Related Parties

N/A

Officer's Recommendation

THAT the Engineering & Commercial Infrastructure – Waste Services Monthly Review Report for the month of February 2023 be received.

Council Resolution ORD-2023-72

THAT the Engineering & Commercial Infrastructure – Waste Services Monthly Review Report for the month of February 2023 be received.

Moved Cr Hassan

Seconded Cr Townsend

CARRIED UNANIMOUSLY



Engineering and Commercial Infrastructure - Waste Services

Monthly Review

February 2023

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OVERVIEW

This report is for Waste Services activities for the February 2023 period.

Significant items in this period include:

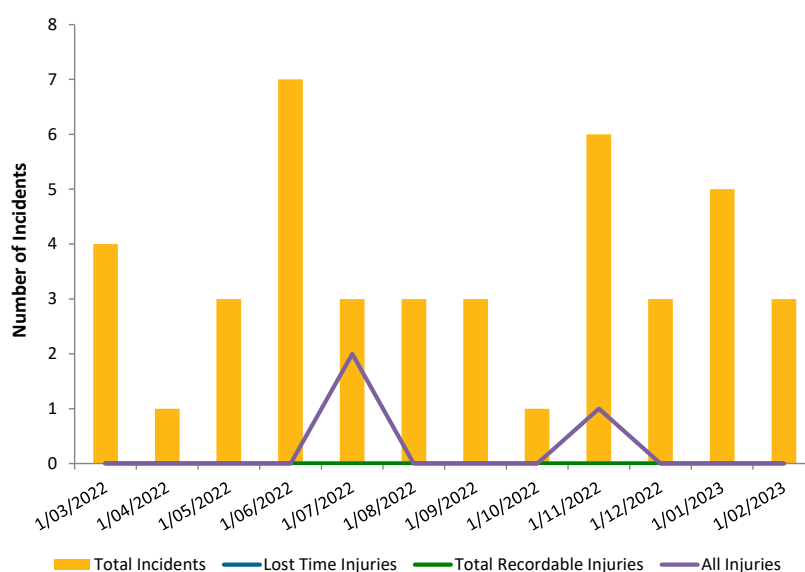
- There were three safety incidents recorded during the February 2023 period with two being contractor related and one relating to a staff member.
- Tonnages received at Hogan's Pocket Landfill for February 2023 (7,418 tonnes) were lower than those received in January 2023 (7,981 tonnes).
- 909 tonnes of green waste were received in February 2023 which is a 52-tonne increase over the previous month.
- The Dump Voucher Redemption Rate for Season 22B was 25.2% for the rating period with 38,200 vouchers redeemed out of 151,743 (available vouchers) as at the end of February 2023.
- Mackay Regional Council hosted the quarterly Local Authority Waste Management Advisory Committee (LAWMAC) Meeting at the MECC over Thursday, 16 February 2023 and Friday, 17 February 2023.

Director Engineering & Commercial Infrastructure

SAFETY

1.1 Safety Incidents and Lost Time Injuries

Waste Services aspires to achieve zero harm with a stretch target of zero injuries. The following incident graph details a summary of the Waste Services safety incident performance.



February 2023 Summary:

- Two safety interactions were undertaken.
- 41% of Monthly Action Plans (MAPs) were completed in February due to staff absences.

There were three incidents reported during February.

The following near miss incident was reported during February:

- Stepped out of vehicle and nearly stood on snake.

The following incidents involving a contractor or member of the public were reported during February:

- Small fire occurred in domestic pit.
- Heat source detected after hours in waste facility, security accessed footage and confirmed no fire.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

Glossary

Incident

Lost Time Injury (LTI)

Total Recordable Injuries (TRI)

NTI

FAI

MTI

SDI

LTI

Any unplanned event resulting in or having a potential for injury or ill health.

Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more

Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)

Non-Treatment Injury

First Aid Injury

Medical Treatment Injury

Suitable Duties Injury

Lost Time Injury

1.2 Lost Time Injuries

Waste Services aspires to achieve zero Lost Time Injuries by improving safety performance and developing a proactive safety culture while implementing the best practice of safety management across the whole of Waste Services.

Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Waste Services	0	0	0	0	0	0	0	0	0	0

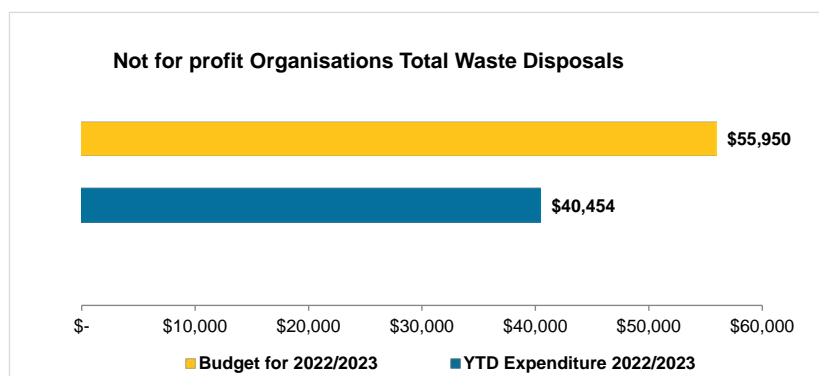
FINANCE

2.1 Community Service Obligations – Fee Waivers

The graph and the table below show the Charities' and Organisations' expenditure to 28 February 2023. Tonnage rates apply however minimum gate charges will override when applicable.

Expenditure for the Period:

Charity/Organisation	Feb-23		YTD Expenditure 2022/2023		Budget for 2022/2023
	Tonnage	\$ (excl gst)	Tonnage	\$ (excl gst)	\$ (excl gst)
Adopt-a-Spot			0.00	\$0.00	\$80.00
Bolzys Go4 Services			0.08	\$57.08	\$900.00
Community Accommodation & Support			0.00	\$0.00	\$80.00
Iona West Mens Shed			0.00	\$0.00	\$80.00
Kidney Support Network Inc			0.80	\$117.10	\$800.00
Lifeline Mackay	18.82	\$2,754.55	166.66	\$24,393.00	\$28,000.00
Mackay Coloured Co-op.	0.80	\$130.71	2.78	\$526.64	\$1,400.00
Mackay & District Spinal Injuries Assoc Inc			0.00	\$0.00	\$80.00
Mackay Regional Housing Company			0.00	\$0.00	\$700.00
New Life Christian Church	0.36	\$58.18	2.10	\$312.85	\$700.00
RSL Pioneer - Fitzroy District			0.08	\$19.05	\$550.00
Sarina Landcare Catchment Support			0.00	\$0.00	\$110.00
Society of St Vincent De Paul	9.46	\$1,384.61	69.26	\$10,137.12	\$11,500.00
St Vincent De Paul Society - Sarina	0.00	\$0.00	5.24	\$766.94	\$860.00
The Salvation Army	3.10	\$459.23	27.28	\$4,048.45	\$10,000.00
The Samaritan House	0.02	\$14.27	0.22	\$76.13	\$110.00
TOTAL	32.56	4801.55	274.50	\$40,454.36	\$55,950.00



February 2023 Summary:

Year to date expenditure for Not-for-Profit Organisations is reported on a calendar month basis. Lifeline Mackay and Society of St Vincent De Paul spend are being closely monitored.

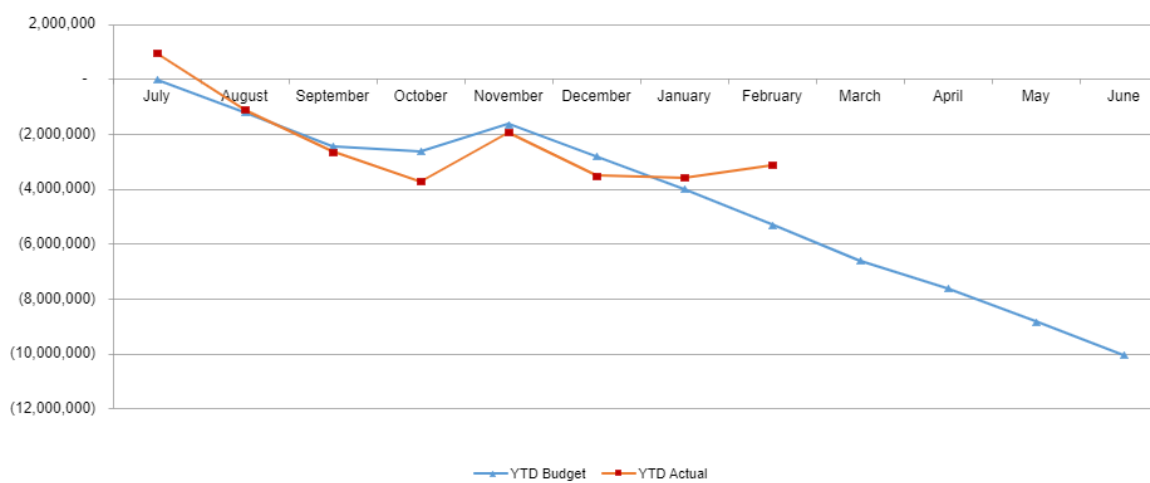
2.2 Waste Financial Report
Operating Result for D006 - Waste Fund
 For the period ending 28 February 2023

	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	Program Manager Comments
	\$000	\$000	\$000	\$000	\$000	
Waste Fund						
6.01 - Commercial Infrastructure Management	(103)	(100)	(61)	(39)	22	Net rates and utilities charges are higher than budget and employee costs are down
6.05 - Waste Services						Underspend incorrectly stated due to accrual errors. Position is \$1,108,152 over primarily due to \$596k less YTD gatefees and \$443k over for additional levy costs for residential wastes and Hogan's Pocket Landfill operational costs for leachate.
	(9,403)	(9,755)	(5,167)	(3,009)	2,158	
6.07 - Water Treatment	(182)	(191)	(92)	(92)	(1)	Budget on track
Total Waste Fund	(9,688)	(10,046)	(5,320)	(3,140)	2,179	Mainly driven by waste levy over expenditure and gate fees for waste disposal less than forecast.
Operating Surplus / (Deficit)	(9,688)	(10,046)	(5,320)	(3,140)	2,179	

% YTD Variance from YTD Budget (KPI)

 YTD Variance between 0% and $\pm 2.99\%$

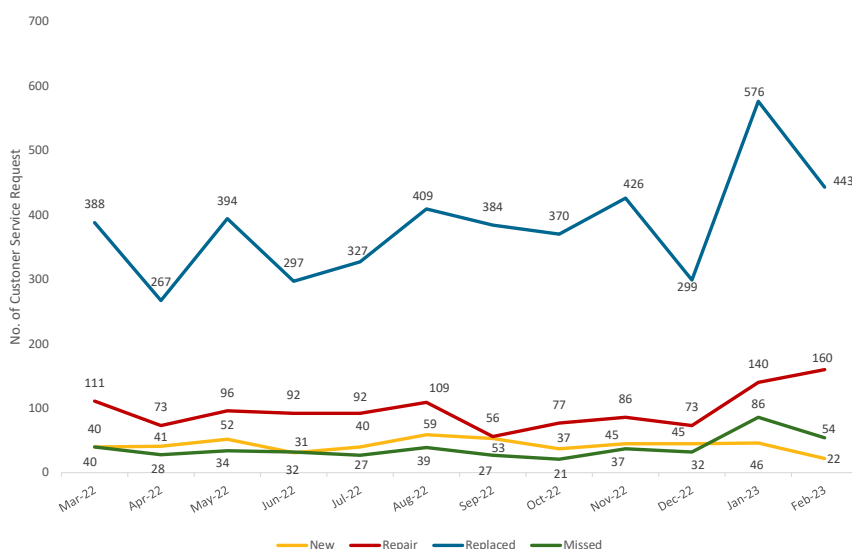
 YTD Variance between $\pm 3\%$ and $\pm 4.99\%$

 YTD Variance equal to or greater than $\pm 5\%$
2.3 Operating Result for Waste Fund
D006 - Waste Fund


CLIENT SERVICE

3.1 Number of Bin Requests Actioned by Bin Contractors

The following graph shows the number of bin requests actioned by Bin Contractors for February 2023.



February 2023 Summary:

The statistics for the reporting period are as follows:

- 22 New Bin Services – Annual Median of 43
- 160 Repaired Bins – Annual Median of 97
- 443 Replaced Bins – Annual Median of 382
- 54 Missed Bins – Annual Median of 38

Approximately 417,031 bin lifts were completed during the month of February 2023 of which 22 were New Bin Services. A total of 657 Bin Maintenance Requests were received of which 54 were Missed Bins, 160 were Bin Repairs and 443 were Bin Replacements.

There were 54 Missed Bins by the Contractor which represents 0.01295% of the total number of bins collected. Of the bins missed, 25 were general waste bins and 29 were recycling bins. Repaired and replacement bins are slightly higher when compared to this same time last year. The number of requests for replacement bins has reduced from last month's peak to an expected level of demand and the contractor is back to the normal service arrangements.

For clarity, Waste Services reporting on New Bin Request numbers is for New Bin Services. A standard New Bin Service includes one general waste wheelie bin and one recycling wheelie bin.

3.2 Dump Vouchers

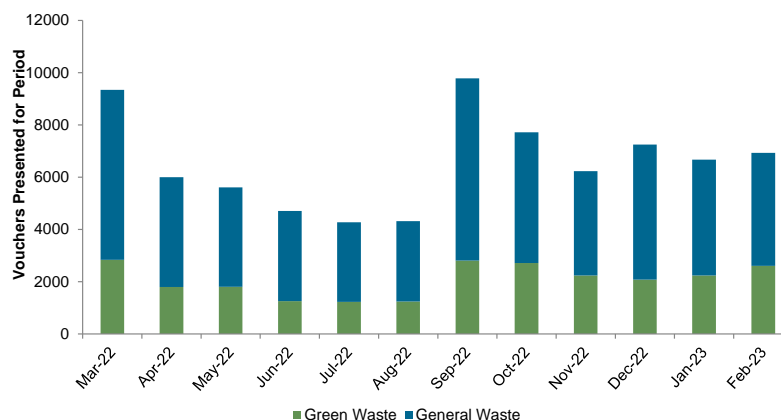
Vouchers are valid for the relevant 6-month rating period (A= April – September and B= October – March)

	No Vouchers issued	No Vouchers used	%
15' (valid to 31 March 2015)	145,344	34,494	23.7%
15A (valid to 30 September 2015)	146,313	32,414	22.2%
15B (valid to 31 March 2016)	146,790	38,080	25.9%
16A (valid to 30 September 2016)	147,456	36,739	24.9%
16B (valid to 31 March 2017)	147,411	41,977	28.5%
17A (valid to 30 September 2017)	147,411	35,564	24.1%
17B (valid to 31 March 2018)	147,555	40,119	27.2%
18A (valid to 30 September 2018)	147,693	35,546	24.1%
18B (valid to 31 March 2019)	147,984	41,772	28.2%
19A (valid to 30 September 2019)	148,416	38,731	26.1%
19B (valid to 31 March 2020)	148,647	44,898	30.2%
20A (valid to 30 September 2020)	148,905	41,573	27.9%
20B (valid to 31 March 2021)	149,175	38,997	26.1%
21A (valid to 30 September 2021)	150,000	36,585	24.4%
21B (valid to 31 March 2022)	150,657	38,819	25.8%
22A (valid to 30 September 2022)	151,428	38,306	25.3%
22B (valid to 31 March 2023)	151,743	38,200	25.2%

February 2023 Summary:

The redemption rate for February 2023 was 25.2%. The voucher usage during the reporting period was similar to the reported usage for the same period last year.

Total number and \$ value of vouchers presented to date:		
2014/2015 Financial Year (to 30.06.2015)	58,276	\$419,227
2015/2016 Financial Year (to 30.06.2016)	75,459	\$553,204
2016/2017 Financial Year (to 30.06.2017)	76,790	\$542,853
2017/2018 Financial Year (to 30.06.2018)	72,685	\$558,552
2018/2019 Financial Year (to 30.06.2019)	77,218	\$639,860
2019/2020 Financial Year (to 30.06.2020)	85,258	\$643,421
2020/2021 Financial Year (to 30.06.2021)	83,013	\$618,756
2021/2022 Financial Year (to 30.06.2022)	84,527	\$579,211
2022/2023 Financial Year (to 30.06.2023)	53,307	\$458,492



3.3 Community Engagement – Education

A Workshop was held at the Walkerston State School for Year 1 on recycling, composting and worm farming.

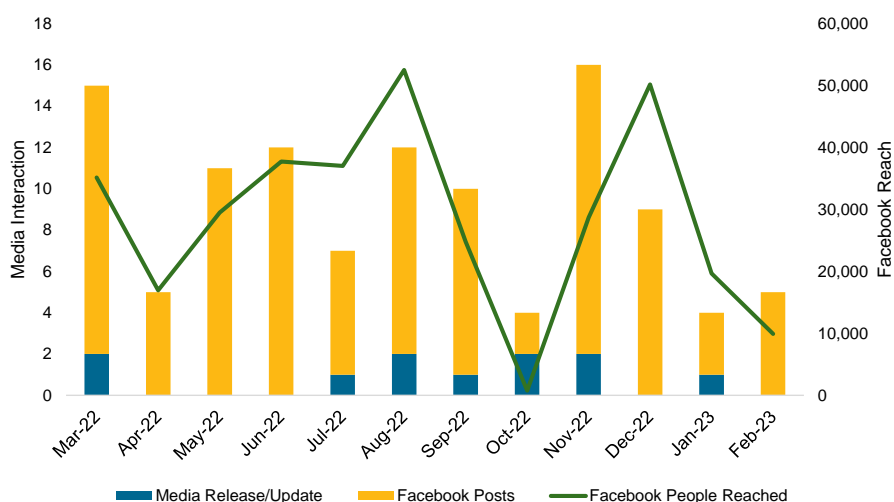
Water and Waste Services' staff toured Hogan's Pocket Landfill for professional development.

3.4 Material Recovery Facility (MRF)

No bookings were received.

3.5 Education Programs in the Community

- A Dehydration Workshop was conducted at the Gordon White Library for 15 residents.
- Bio paper and edible coffee cups were highlighted at LAWMAC to educate delegates on the importance of undertaking conversations with their communities regarding the alternative and recyclable materials available with a view to reducing waste to landfill.
- Attended Conservation Volunteers National Day of Action and their clean-up of Bucasia Beach and delivered a presentation to 20 community volunteers.
- A Presentation was provided to the Total Environment Centre's AUSMAP Microplastics Training Day at the Harbour Beach Surf Club to 22 participants including the Whitsunday Isaac Mackay (WIM) Region Conservation Group delegates and Central Queensland University (CQU) students.

3.6 Community Engagement – Social Media**February 2023 Summary:**

There were no Media Releases or Media Updates:

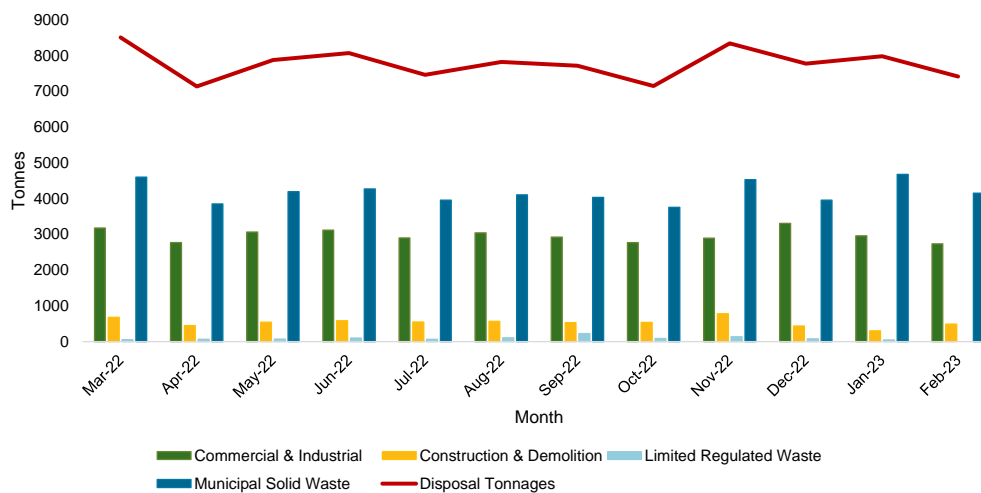
Four Facebook Posts completed for the reporting period:

- *Don't miss your chance to win this weekend!*
- *Beach protectors called to action.*
- *Recycling. It's not rubbish.*
- *How do we reduce recycling going to landfill?*

ASSET MANAGEMENT

4.1 Hogan's Pocket Landfill Waste Disposal Tonnages

The chart shows the continued variability in waste disposal tonnages for the region.



February 2023 Summary:

The total waste received at Hogan's Pocket Landfill for February 2023 was 7,418 tonnes which is a decrease of 563 tonnes when compared to the previous month.

There were decreases of:

- 226 tonnes in Commercial and Industrial Waste
- 4 tonnes in Limited Regulated Waste
- 524 tonnes in Municipal Solid Waste

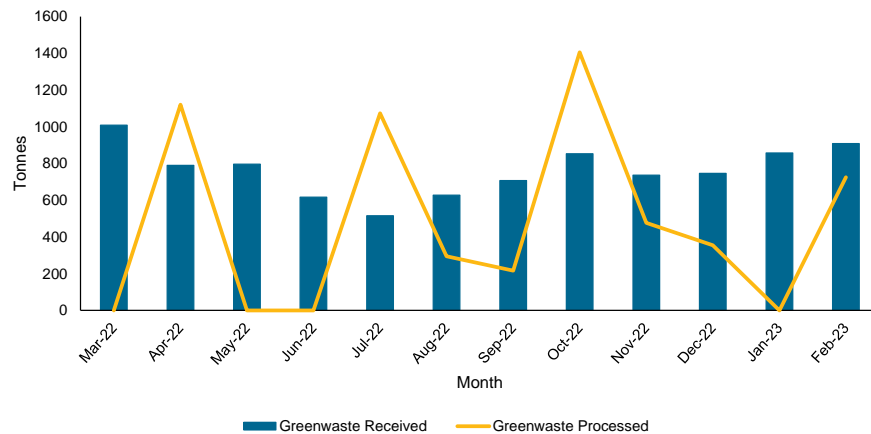
However, 490 tonnes in Construction and Demolition Waste were received which was an increase of 191 tonnes when compared to the previous month.

The reductions are reflective of February 2023 being a shorter reporting period.

Tonnages received will continue to be monitored.

4.2 Green Waste Management

The following graph illustrates the tonnage for green waste received and processed for past 12 months.

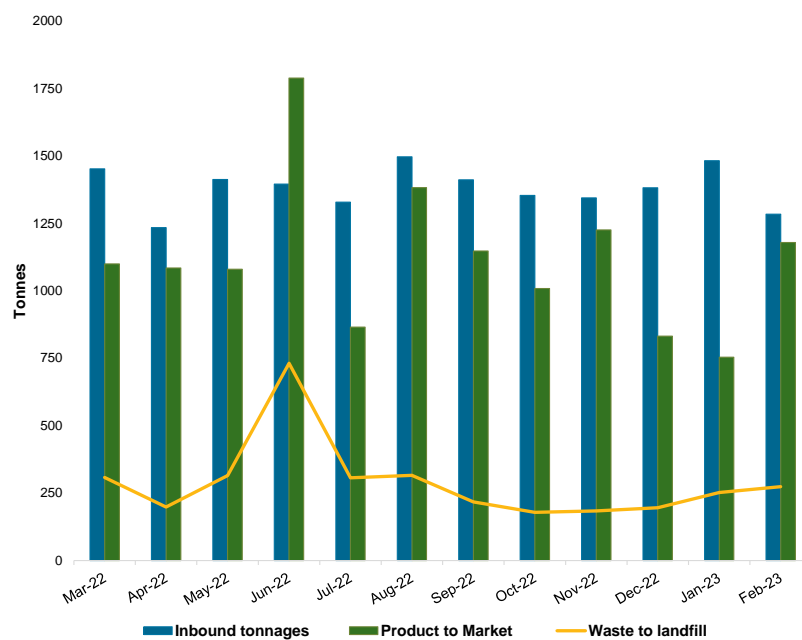


February 2023 Summary:

909 tonnes of green waste were received for the reporting period which is an increase of 52 tonnes over the previous month. Tonnages received are slightly higher than for the same reporting period last year. The amount of material processed for the month was 725 tonnes.

4.3 Material Recovery Facility Operations

The following graph shows tonnages of materials received and processed at the Materials Recovery Facility (MRF) for the past 12 months.





February 2023 Summary:

Inbound and Product to Market tonnages continued to remain stable during the reporting period.

Transport News

Transport costs remain the same with minimal change from last month.

Market News

The weak Recycling Market prices continue. Paper and cardboard prices remain low and aluminium pricing has recovered slightly.

Plant News

As part of the glass recovery process, the MRF Plant had a new cyclone installed and we are waiting for specialist re-wiring before it is operational.

4.4 Resource Recovery Facility – Tonnages

The below graph shows the total tonnages sold at the Resource Recovery Facility and the amount of residual waste sent to landfill over the 12-month period.



February 2023 Summary:

There was a slight decrease in tonnage sales and tonnes of material transported to landfill during this reporting period when compared to January 2023.

REGULATORY COMPLIANCE

5.1 Surface Water Discharge Management

During the period there were two uncontrolled releases from the sediment dam of 30.76ML and 26.845ML. The releases occurred on 3 February 2023 and 16 February 2023.

5.2 Waste Facility Audits

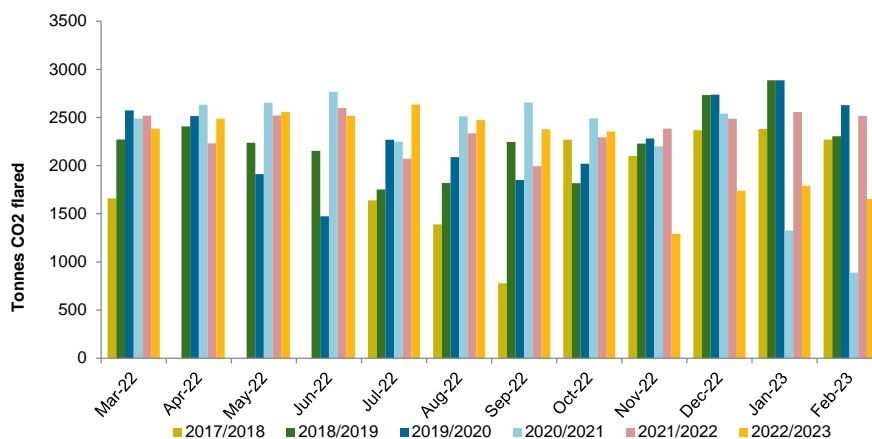
Inspection Frequency	Number required	% Complete	Completed/ Carryover	Comments
Bi-Monthly	20	0%	28/32	January - Seaforth, Bloomsbury, Kolijo, Paget Transfer Stations, Paget RR and Seaforth, Bloomsbury, Kolijo former landfills February – no inspections (20) were completed

February 2023 Summary:

No inspections were completed during February 2023 out due to limited site access being available and resourcing issues.

5.3 Landfill Biogas Safety

The graph below displays five years of monthly gas destruction in real time.



February 2023 Summary:

The bio-gas flare operated with 1,655.29 tonnes of CO₂-e (195,199 LFG volume Nm³) being flared for the period which is within the expected range.

MANAGEMENT INITIATIVES

6.1 COVID-19 – Waste Services Status

Waste Services continues to implement relevant parts of its Business Continuity Plan and has continued to apply all Council, State and Australian Government directives where necessary.

In terms of operations:

- The Waste Services Team has seen some impacts due to COVID19, however, core operations have continued to be delivered.
- Collection Services currently operate as per normal operations; and
- Some Consultancies have been impacted and have implemented working from home protocols.

As the current situation evolves, Waste Services will continuously monitor any impacts and, with approval, modify and respond in accordance with the local circumstances.

6.2 Current Waste Services Management Improvements

Waste Services has been working on several initiatives this month to improve our business. Some of the business improvements currently in progress include:

- **Operational Project - Asset Management Project**

The Project is in the Asset Maintenance Phase.

Project Update:

Waste services had vacancies within the Team during the month with resources being reallocated resulting in the Asset Project being placed on hold.

- **Operational Project - Closed Landfill Review**

Project Background

The "Closed Landfill Project" is a review of Council's closed landfills to determine the extent of work and or monitoring that Council is required to undertake to minimise impacts to the environment because of legacy landfills.

Project Update:

Waste Services has received a Draft Environmental Investigations Report for one of the two sites. This draft Report is currently being reviewed. The second site Report is due to be received in March 2023. Preliminary environmental investigation work for a third site commenced recently. It is expected that the on-site works will be completed in May 2023.

- **Operational Project - Hogan's Pocket Gas Flare - Preparation of Emissions Reduction Fund Offsets Report**

Project Background

NDEVR Environmental has been appointed to undertake an analysis of the abatement potential for the Hogans Pocket Gas Plant and to apply to register the gas project under the Emissions Reduction Fund. This will enable the establishment of a baseline for abatement potential to develop and submit future Offset Reports.

Project Update

With the Project now approved by the Clean Energy Regulator (CER), Waste Services is working on the Business Case for additional gas wells to be installed in Waste Cells 1 and 2 together with an additional

[Page 14 of 15](#)

Business Case to install gas collection infrastructure in Cell 3. This is a priority for Waste Services as additional gas will now be eligible for Council to claim Australian Carbon Credit Units (ACCU).

- **Operational Project - Hogan's Pocket Ground Water Monitoring Assessment**

The Consultant provided Council with the Draft Investigation Report during February 2023. The Report was reviewed internally with feedback provided for the Consultant to consider. The final Report is likely to be provided to Council during March 2023.

- **Operational Project - Waste Management and Resource Recovery Strategy Review**

Project Background

The Waste Management and Resource Recovery Strategy is currently being developed by Waste Services. This Strategy will demonstrate key focus areas for waste management within the Mackay Region.

Project Update

Strategy will be progressed in March 2023 aiming for receipt of a draft Report in April 2023.

- **Operational Project – Regional Waste Management Plan**

Project Background

The Queensland Government has requested that Waste Management Plans be developed for all Regions by December 2022. These Plans will be used to model future investment needs for the Region, in relation to waste management, resource recovery and waste diversion requirements. The Regional Plans will be a vehicle to help articulate priorities for each Region to the Government.

Project Update

The Consultant is working through the data and met with Regional Councils in October, November, and December 2022 to workshop the initial draft documents. The Consultant previously advised the participating Councils that they would provide a Draft Plan in late February 2023 for consideration, however, the draft has not been provided to date. The expectation is that this will now be provided in March 2023.

11.4.3. ECI - WATER SERVICES MONTHLY REVIEW - FEBRUARY 2023

Author	Executive Assistant (Robyn Smith)
Responsible Officer	Director Engineering & Commercial Infrastructure (Jason Devitt)
File Reference	MRR - Water

Attachments

1. ECI - Water Services Monthly Review - February 2023 [11.4.3.1 - 20 pages]

Purpose

Attached is a copy of the Engineering & Commercial Infrastructure – Water Services Monthly Review Report for the month of February 2023.

Related Parties

N/A

Officer's Recommendation

THAT the Engineering & Commercial Infrastructure – Water Services Monthly Review Report for the month of February 2023 be received.

Council Resolution ORD-2023-73

THAT the Engineering & Commercial Infrastructure – Water Services Monthly Review Report for the month of February 2023 be received.

Moved Cr Englert

Seconded Cr Townsend

CARRIED UNANIMOUSLY



Engineering and Commercial Infrastructure - Water Services

Monthly Review
February 2023

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OVERVIEW

This report is for Water Services activities for the February 2023 period.

Significant items in this period include:

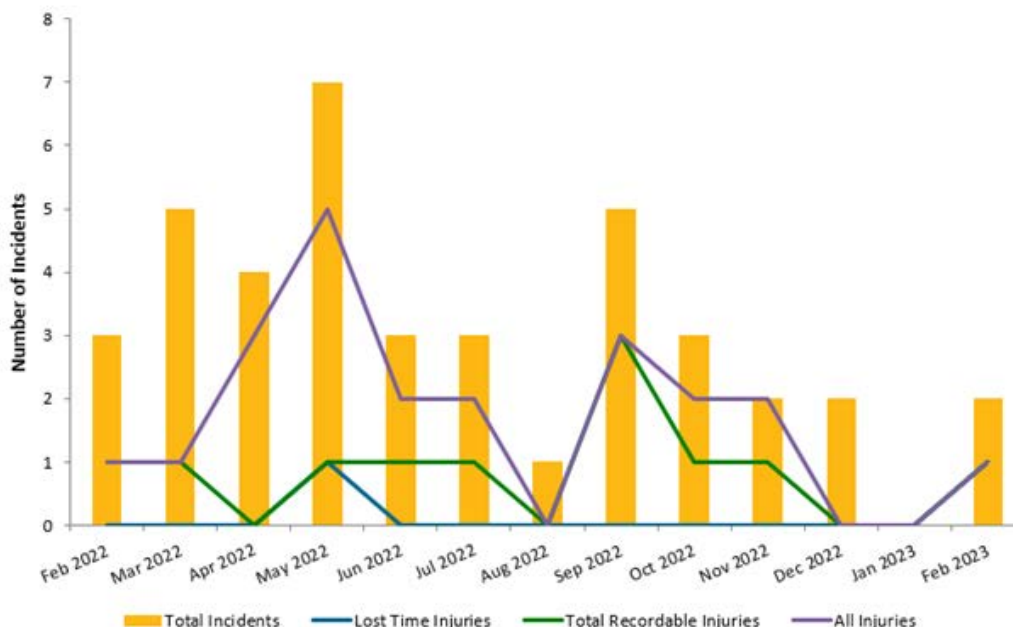
- Ten Safety Interactions and three Safety Inspections were completed during the month. One Lost Time Injury was recorded resulting in nine lost days within the reporting period.
- Water consumption increased slightly for the Mackay and Sarina communities and decreased for the Marian/Mirani communities from January 2023 to February 2023 with all communities under the Daily Residential Water Consumption Target of 200 l/p/d. February 2023 was the first month that the Marian/Mirani communities were under this daily target since May 2022.
- A total of 349 Work Requests were received to 28 February 2023 resulting in 246 Work Orders relating to Water and 31 Work Orders relating to Sewer.
- There were 1,015 Leak Notifications issued for non myh2o members and 5,397 Leak Notifications issued for registered myh2o members during February 2023.
- Council hosted the Australian Water Association (AWA) Queensland Industry Breakfast (livestreamed from Brisbane) on Wednesday, 22 February 2023.
- The Whitsunday Isaac Mackay (WIM) Water Alliance met at the Resource Centre of Excellence (RCOE) on Friday, 24 February 2023 for their Annual Forum.

Director Engineering & Commercial Infrastructure

SAFETY

1.1. Incident Statistics

The incident statistic details a summary of the Water Services safety incident performance. Water Services aspires to achieve zero harm with a stretch target of zero injuries.



February 2023 Summary:

- Ten safety interactions were undertaken.
- Three safety inspection were undertaken.
- 94% of Monthly Action Plans (MAPs) activities were carried out.

There were two incidents reported during February 2023.

The following injuries involving MRC employees were reported during February:

- LTI – Felt pain in arm after using siphon pump.

The following incidents involving a contractor or member of the public were reported during February:

- Vehicle window damaged from stone while whipper snipping.

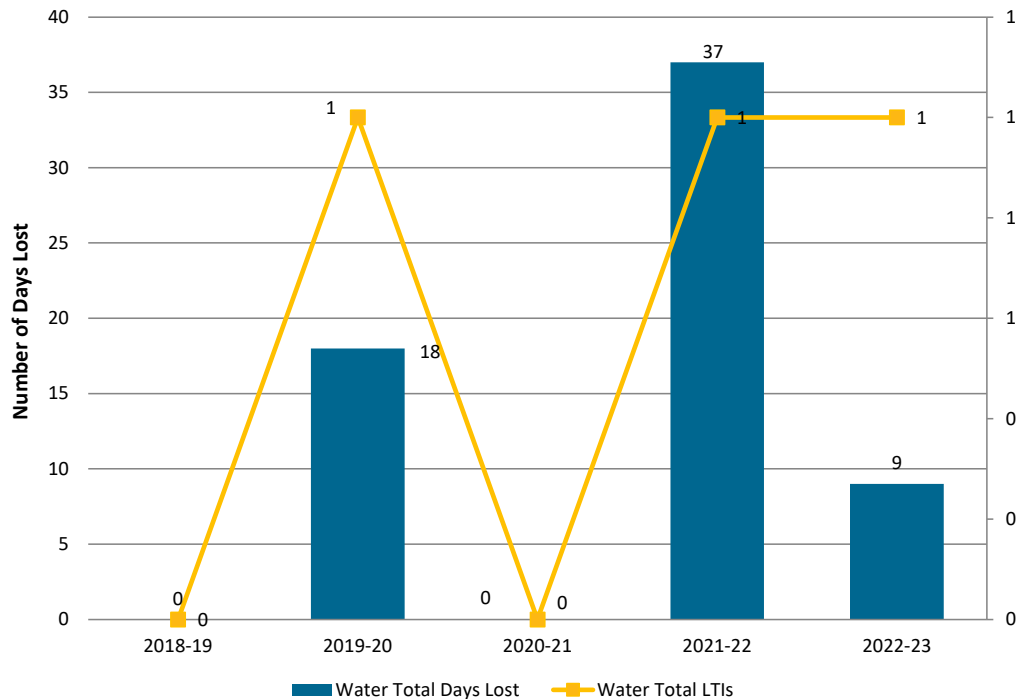
Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

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)
NTI	Non-Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury

1.2. Lost Time Injuries

Water Services aspires to achieve zero Lost Time Injuries (LTI) by improving safety performance through developing a proactive safety culture and implementing best practice safety management across all business areas.



Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
ECI Management	0	0	0	0	0	0	0	0	0	0
Water & Sewerage Infrastructure Planning	0	0	0	0	0	0	0	0	0	0
Water Network	0	0	1	18	0	0	1	37	0	0
Water Treatment	0	0	0	0	0	0	0	0	1	9
Infrastructure Delivery	0	0	0	0	0	0	0	0	0	0
Water Services	0	0	1	18	0	0	1	37	1	9

FINANCE

2.1. Water and Wastewater Financial Report

Operating Result for D006 - Water Fund and Sewerage Fund

For the period ending 28 February 2023

	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	Program Manager Comments
	\$000	\$000	\$000	\$000	\$000	
Water Fund						
6.01 - Commercial Infrastructure Management	678	678	632	651	19	Net rates and utilities charges are higher than budget and employee costs are down
6.02 - Water & Sewage Infrastructure Planning	(1,005)	(1,058)	(729)	(647)	82	Reflects delay in Regional Water Strategy. Collection of additional data for model verification underway to allow strategy project to continue.
6.04 - Water Networks	(6,978)	(6,842)	(4,408)	(4,878)	(470)	Water maintenance supervision and water service maintenance has pushed this number up due to the ground movement from weather events
6.07 - Water Treatment	(5,989)	(6,255)	(4,046)	(4,456)	(410)	Rental Income ahead by \$4,099 (131%) Sales – Contracts & Recoverable Works ahead by \$67,313 (125%) Employee Costs over by \$168,514 (106%) Plant Hire over by \$20,413 (113%) Internal Transfers behind by \$82,741 (92%)
Total Water Fund	(13,294)	(13,477)	(8,551)	(9,330)	(779)	
Sewerage Fund						
6.01 - Commercial Infrastructure Management	907	905	379	425	46	Net rates and utilities charges are higher than budget and employee costs are down
6.02 - Water & Sewage Infrastructure Planning	(1,007)	(929)	(544)	(608)	(64)	Reflects costs of additional works to verify model for Sewerage Strategy project. Offset by underspend in water fund.
6.04 - Water Networks	(6,273)	(6,208)	(3,545)	(3,144)	401	Ordinary Permanent and allowance permanent are under due to vacancy. There is no vacancy now.
6.07 - Water Treatment	(7,213)	(7,159)	(4,442)	(3,872)	570	Rental Income ahead by \$4,099 (131%) Sales – Contracts & Recoverable Works ahead by \$67,313 (125%) Employee Costs over by \$168,514 (106%) Plant Hire over by \$20,413 (113%) Internal Transfers behind by \$82,741 (92%)
Total Sewerage Fund	(13,586)	(13,391)	(8,152)	(7,199)	953	
Operating Surplus / (Deficit)	(26,880)	(26,868)	(16,703)	(16,529)	174	

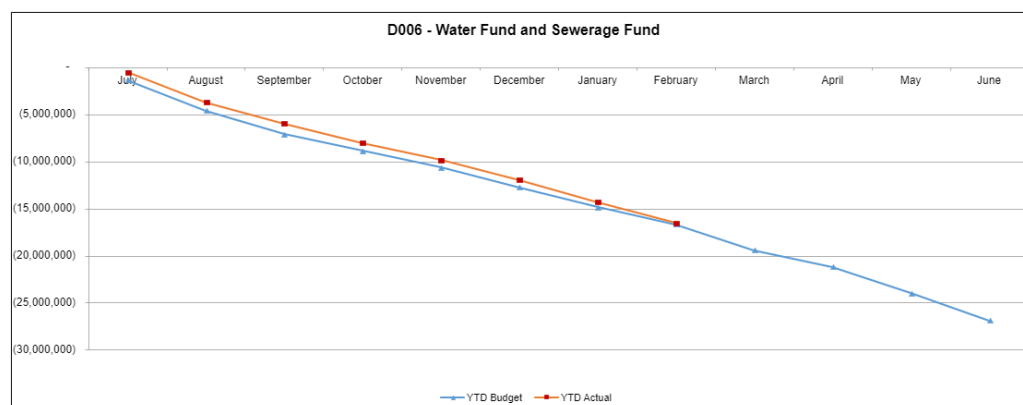
% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and ± 2.99%

YTD Variance between ± 3% and ± 4.99%

YTD Variance equal to or greater than ± 5%

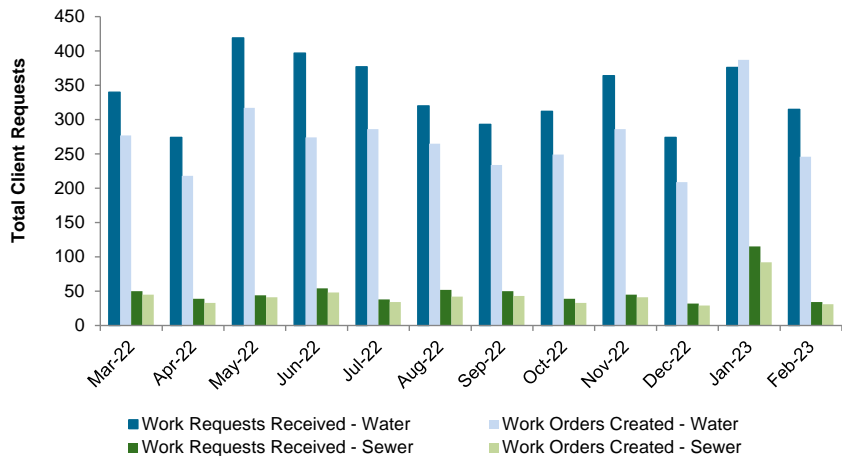
2.2. Operating Result for Water and Sewerage Fund



CUSTOMER SERVICES

3.1. Work Requests Received

The following Chart details the number of Customer Requests received during the reporting period that relate to both Water and Sewer requests. The associated Work Orders created from the Work Requests are also displayed.



February 2023 Summary:

A total of 349 Work Requests were received to 28 February 2023; i.e., 315 Work Requests related to Water and 34 Work Requests related to Sewer. From these Work Requests, 246 Work Orders were generated for Water and 31 Work Orders were generated for Sewer.

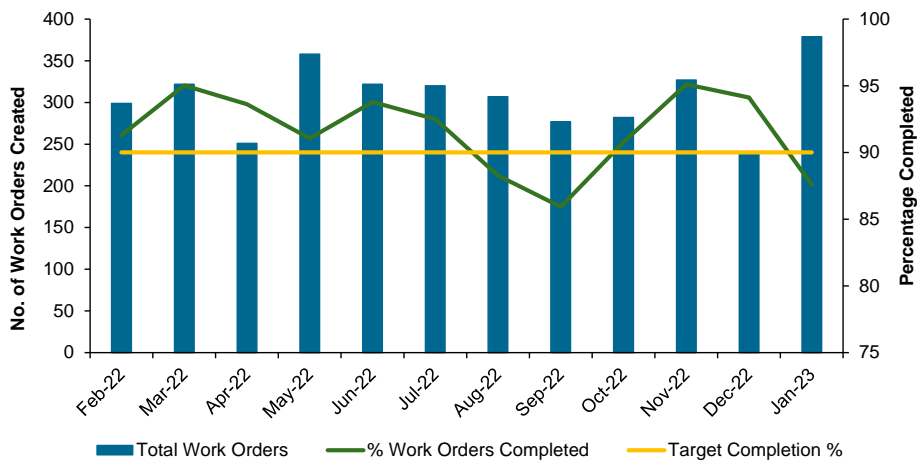
3.2. Work Orders Completed

The following Chart displays the number of Work Orders created during the previous reporting period. The target is to have 90% of all customer requests closed. A summary of the performance and percentage of Work Orders completed within that month is detailed below.

Please note, results are one month in arrears to allow for accurate reporting due the timing of completed work (i.e., a request received at the end of one month being actioned at the start of the next month).



Engineering & Commercial Infrastructure -
Water Services Monthly Review > February 2023



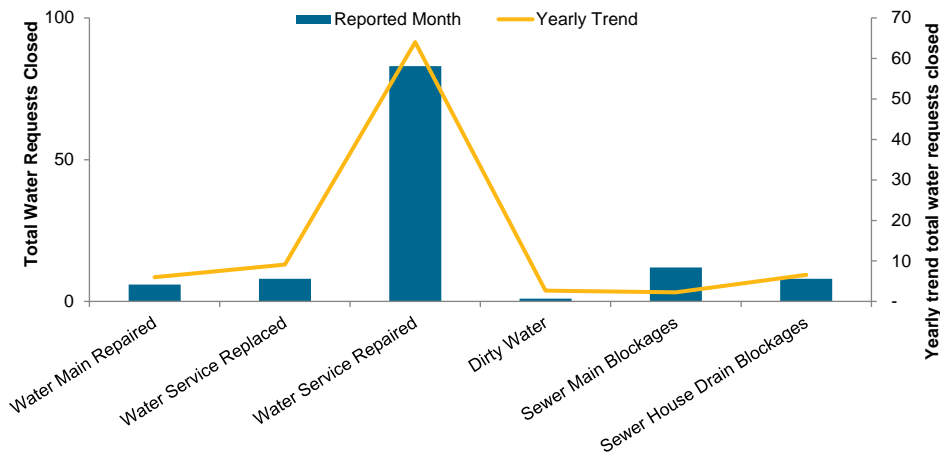
January 2023 Summary:

The number of Work Orders generated from Pathway Requests to 31 January 2023 was 332. 95% of these Work Orders were completed within the specified time which is above the 90% target. The number of Customer Requests will not always match the number of actions undertaken mostly due to multiple customers reporting the one issue and the timing of completed work (i.e., a request received at the end of one month being actioned at the start of the next month).

3.3. Water Requests Closed

When a customer lodges a request via the Call Centre, it is sometimes not reflective of the actual problem. Therefore, the following graph shows the actual work undertaken and completed. The numbers of Customer Requests will not always match the number of actions undertaken mainly due to multiple customers reporting the one issue.

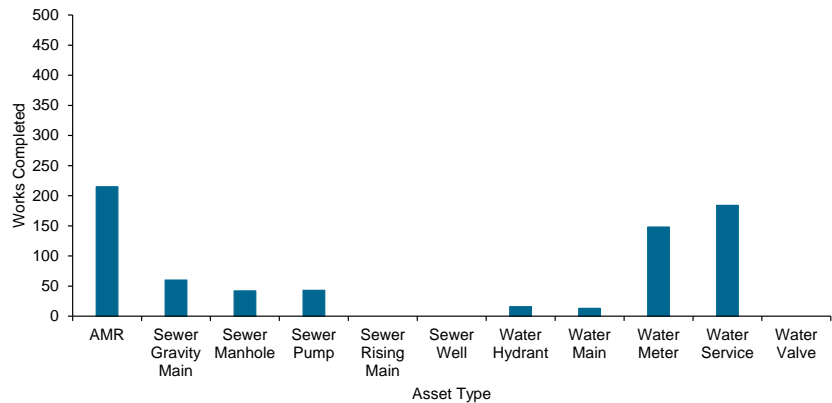
Please note, results are one month in arrears to allow for accurate reporting due to the timing of completed work (i.e., a request received at the end of one month being actioned at the start of the next month).





3.4. Works Completed by Asset Type

The following Chart displays the work that was completed for each asset type during the reporting period. The work that was completed includes Corrective Maintenance (reactive) works, along with Preventative Maintenance Works.



February 2023 Summary:

The number of Work Orders completed for the reporting period was 721. This includes 215 Water Meter replacements or new installations.

3.5. Estimated Works

Water Services receives requests from customers for quotations to connect to Council's infrastructure (Estimates). It is important to note that many Estimates are requested by Developers as part of pre-planning for future development stages. As a result, many of the Estimates completed do not result in requests for immediate work to be undertaken. Also, of note is the fact that often requests are received for two block subdivisions where clients seek to understand the total costs involved with subdivision before determining their final course of action.

In the instance where a client does not accept our initial estimate provided, they can request a further breakdown of the fees and charges involved. On some occasions, clients may be able to undertake certain aspects of the work themselves, however, Council always stipulates that any live works undertaken on Council's water or sewerage infrastructure is undertaken by Council. These requests range from large subdivision development connections to a single service connection for a property.

The following Chart displays the number of Estimates processed for customers for the reporting period and the average time taken to complete. The Chart also shows the number of Estimated Works completed and the average time taken for Water Services to complete the Estimated Works.

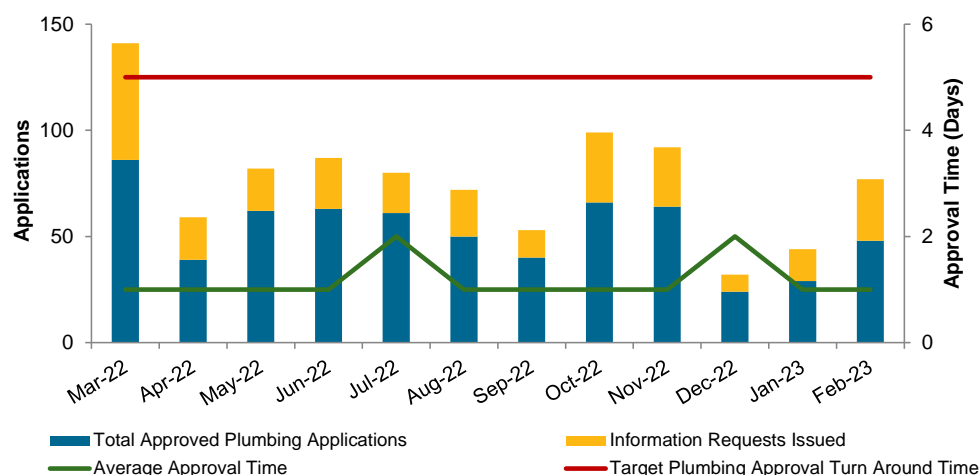

February 2023 Summary:

The number of Estimates processed for customers during the reporting period was 81 with the average time taken to process requests being 47 days which is outside the 21 working day target. During the month, work was undertaken on several incomplete estimate requests received during 2022 and just prior to the Christmas period and this has contributed to the average time taken to complete estimate requests.

The number of Estimated Works Completed during the reporting period was 13 with an average time taken to complete works in the field of eight days which is within the 14-working day target.

3.6. Plumbing Applications:

In accordance with the Plumbing and Drainage Act, a plumbing application is required for all new or modifications to plumbing installations. A plumbing application must be lodged to Local Government. Water Services have a regulatory time frame of 20 business days to assess a plumbing application. An internal target of five business days has been set for all residential plumbing applications.





February 2023 Summary:

The number of Plumbing Applications approved for the period was 48 which is an increase of 65% over the previous month. The Approval Turnaround Time was one day which remains well within the five-day target.

3.7. Trade Waste Approvals

There is an ongoing program for undertaking trade waste assessment and licensing applicable businesses that discharge trade waste. As part of the trade waste assessment process a temporary Trade Waste Approval is established while the formal approval process is undertaken. The table below summarises the number of Trade Waste Approvals for the Mackay region.

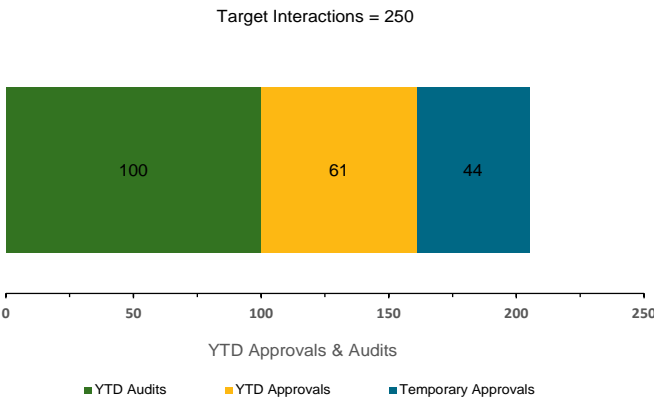
	Total Approved Businesses	Temporary Approvals in Place	New Approved Businesses for the Month
Mackay South	830	40	10
Mackay North	93	1	1
Sarina	56	2	3
Mirani/Marian	36	1	1
Total	1,015	44	15

February 2023 Summary:

15 new Trade Waste Approvals were provided to new businesses after completion of their Trade Waste requirements: eight for new businesses, six for change of ownership and one for existing business with upgrade.

3.8. Annual Trade Waste Activity

Annual targets are set for the Trade Waste Team with respect to licensing trade waste businesses. A combined target of 250 has been set for both new licensed businesses and audits to be completed by July 2022. The following Chart shows the actual approvals, temporary approvals and audits achieved for the year to date.

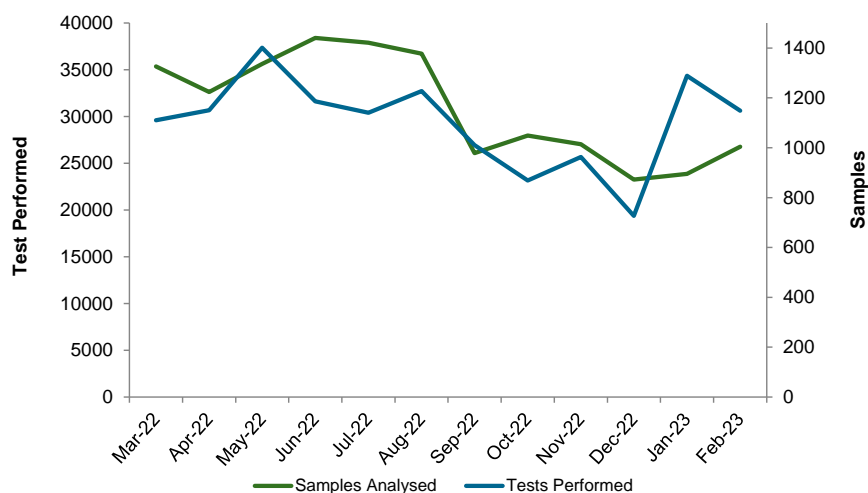


February 2023 Summary:

15 approvals were issued and 19 Audits were conducted.

3.9. Scientific and Analytical Services

Scientific and Analytical Services (MRC Laboratory) is National Association of Testing Authorities (NATA) accredited (ISO 17025) to provide sampling and laboratory analysis to both Mackay Regional Council and external customers. A summary of the laboratory activities is detailed below.

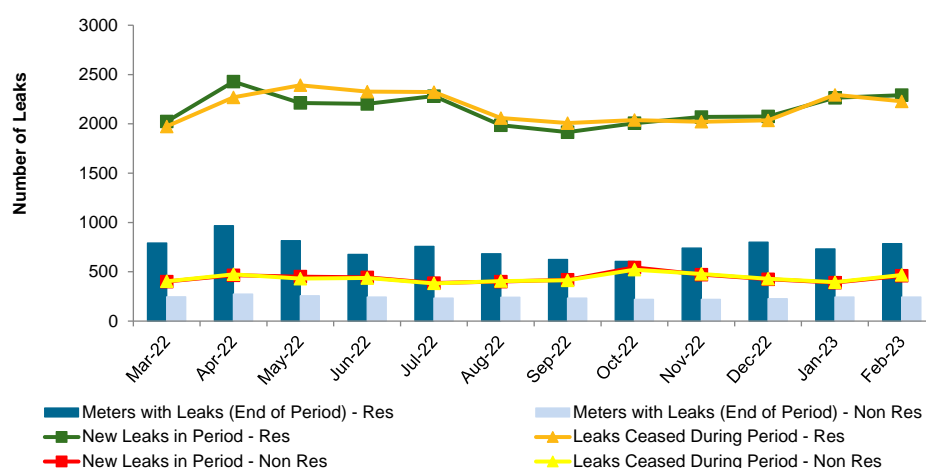


February 2023 Summary:

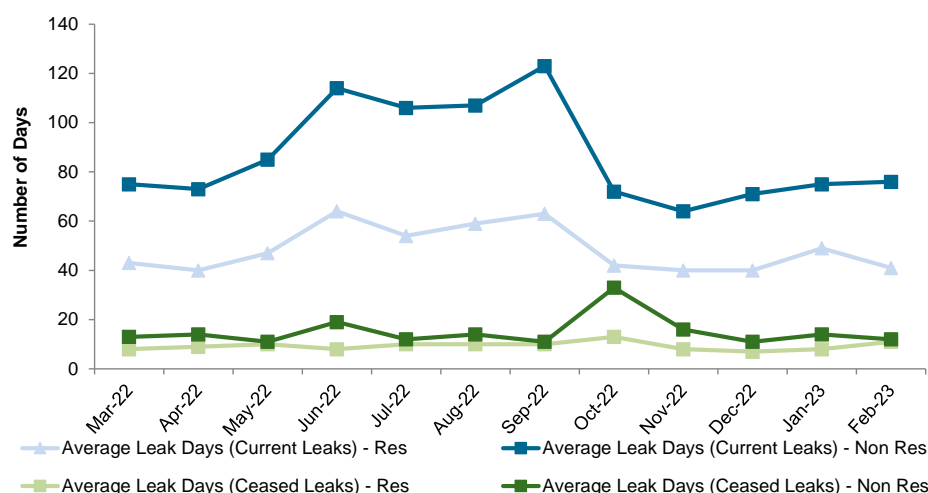
The number of sample batches registered during this period was 458 with 1,004 samples analysed. The total number of tests performed for the month was 30,621 which is a slight decrease from the previous month.

3.10. Leak Detection Notifications

Potential leak notifications are sent to customers when the leak is identified as greater than 10 litres per hour (L/h). Notifications are sent by email, SMS and by post to those owners who have not signed up to the myh2o portal and cease after three consecutive months of notification. Property owners signed up to myh2o also receive notifications by email and/or SMS.



Potential Leak Notifications Sent			
Via Aqualus (those not registered to myh2o)			Via myh2o
Email	SMS	Letters	Email & SMS
496	128	391	5,397


February 2023 Summary (25 January 2023 – 25 February 2023):

2,228 leaks ceased for residential properties during the reporting period with an average of 11 days for the leak to cease (i.e., for the leak to be addressed by the property owner). However, there have been leaks that commenced prior to 25 January 2023 that are still ongoing with an average of 41 leak days.

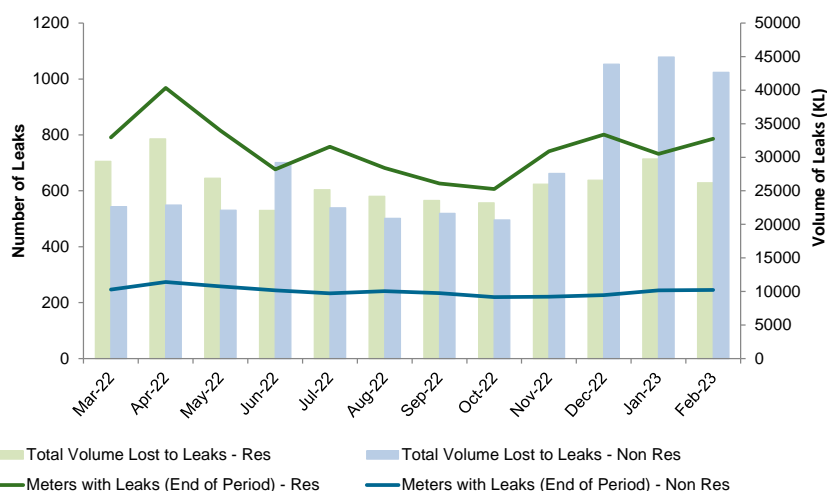
2,291 residential property leaks commenced during the period.

The number of average leak days for residential properties increased to 41 in February 2023. The number of Automated Meter Readers (AMRs) replaced during the month was 215. This will continue to impact reported leaks as data is now being received for these replaced meters whereas data was not being received previously and leaks were not being identified/reported.

460 leaks ceased for non-residential properties during the reporting period with an average of 12 days for the leak to cease (i.e., for the leak to be repaired by the property owner). However, there have been leaks that commenced prior to 25 January 2023 that are still ongoing with an average of 76 leak days.

468 non-residential property leaks commenced during the period.

Considerable effort is devoted towards encouraging non-residential customers to fix the identified leaks, however, some of these leaks are difficult to track down due to the size and complexity of the property.

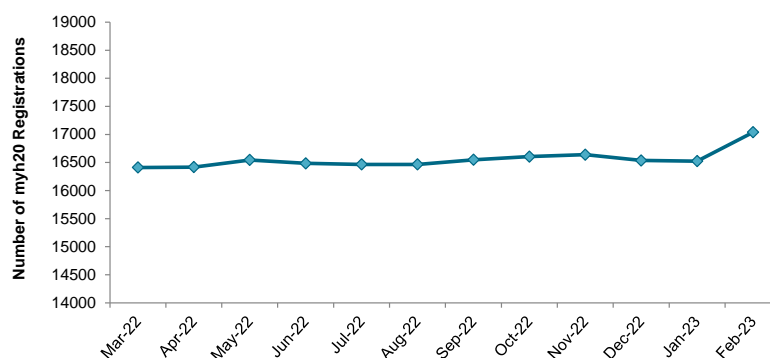

February 2023 Summary (25 January 2023 – 25 February 2023):

This graph highlights the actual total volume of water lost due to leaks for residential and non-residential property owners. For residential, a total of 26,197kL of water was lost due to leaks and for non-residential the total water lost was 42,657kL. These amounts have decreased since the previous month.

3.11. Myh2o Registrations

The following chart shows the cumulative number of myh2o registrations for the reporting period. If a property changes ownership, this property will automatically be removed from the previous owner profile within the myh2o portal.

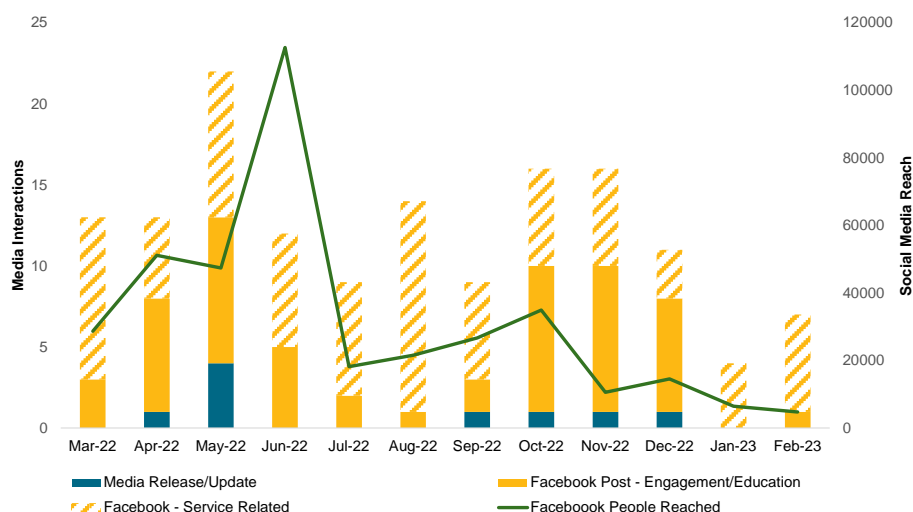
Please note: MiWater relaunched as Aqualus in May 2020, with a new user interface – there has been no change to the public portal name 'myh2o'.


February 2023 Summary:

There were 583 new registrations for the reporting period and 72 de-registrations bringing the total number of myh2o registrations to 17,039 including property owners (15,693), tenants (981) and real-estate agents (365). Data cleansing has occurred in the background that has contributed to the increase in the total number of registrations.

3.12. Community Engagement – Social Media

Water Services engagement with the community is monitored; the following chart shows the number of Media Releases/Updates, informative Facebook posts, and the number of people reached through this social media platform.



February 2023 Summary:

There were no Media Releases or Media Updates for the period and a total of seven Facebook Posts. Six posts were service related, i.e., notices of water supply interruptions, and one engagement post.

- *Water interruption > Buoro Street, Ball Bay*
- *Water interruption > Smalleys Beach Road*
- *Water interruption > Erakala*
- *Water interruption > Ridgewood Dr, Farleigh*
- *Water interruption > Mercy Drive*
- *Water interruption > Slade Point Road*
- MRC Field Services team defeats Isaac RC team in Water Main tapping competition.

3.13. Community Engagement – Education and Information

Water Education Sessions generally cover "Water Wise" content together with other topical issues such as the 3 Ps' message: what can and cannot be flushed down the toilet.

The Mackay Regional Council website also continues to provide a vast array of Water information to residents covering 22 important topics with the information updated as and when required. A sample of the topics covered are listed below:

- "Choose Tap"
- "Portable and Permanent Water Refill Stations"
- "Backflow Prevention"
- "Building Over Sewers"

The following Water Education Sessions were delivered to 40 students at the following schools during February 2023:

- Goodstart Kindy, Shakespeare Street - 22 children
- Kutta Mulla Gorinna Special Assistance Secondary School - 8 students

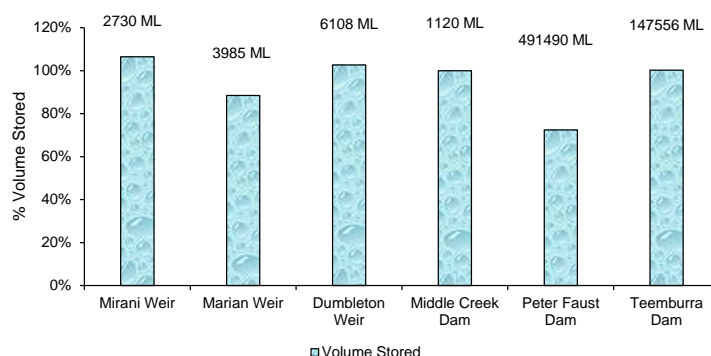
3.14. Customer Survey Results

The January/February 2023 Customer Survey Results will be finalised for the March 2023 Monthly Review.

ASSET MANAGEMENT

4.1. Surface Water Raw Water Storage Capacities

Water is sourced from a combination of surface and groundwater sources. With the exception of Middle Creek Dam, the storage facilities are owned and operated by SunWater. Middle Creek Dam is under Council's control. The water stored in each of the storages is detailed below.

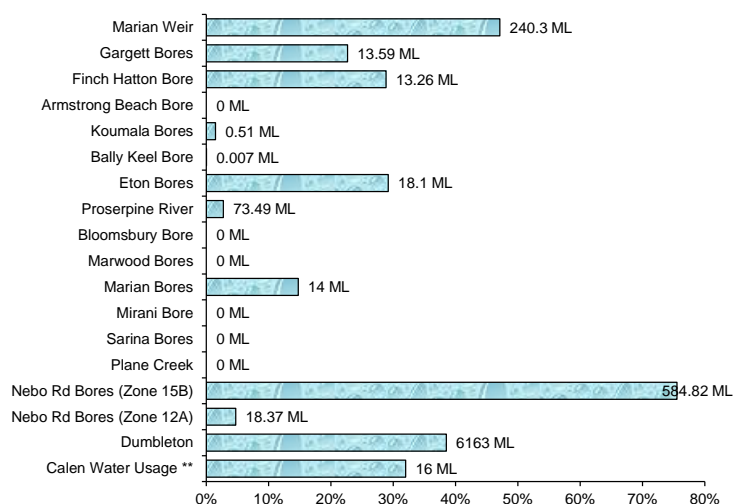


February 2023 Summary:

Middle Creek and Teemburra Dams and Dumbleton and Mirani Weirs are all at or above 100% capacity. Marian Weir is at 88% capacity and Peter Faust Dam remains at 72% capacity.

4.2. Annual Water Consumption vs Allocation by Source

Water Services has an annual water allocation or water license for each water source. The water allocation and year to date water consumption for each of the water source is detailed below.

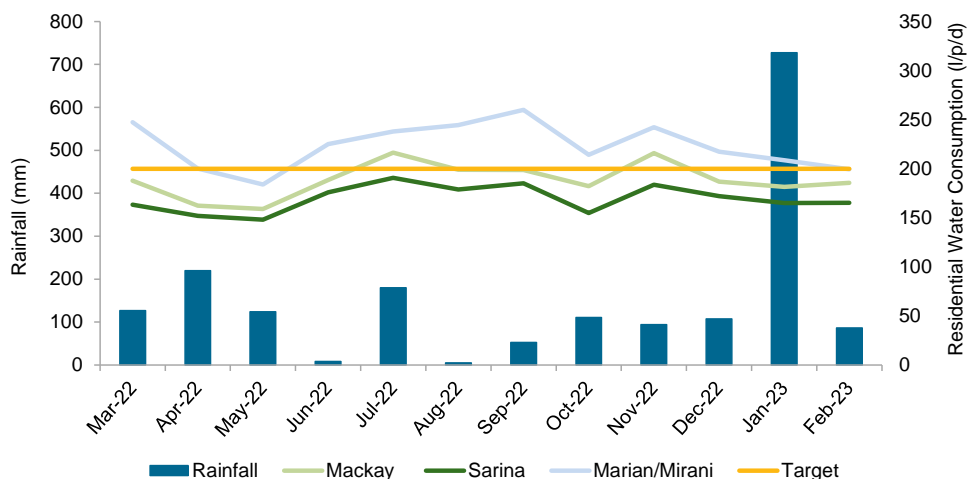


*Calen Water Usage figures are not based on Water Allocation but show the amount of water usage for the area to date.

** Please note no current flowmeter reading is available for Koumala. Estimated values are represented above.

4.3. Water Consumption by Locality – Residential Customers Only

Water Services supplies potable water to both residential and non-residential customers throughout the Mackay region. The average water consumption in each of the three major community centres is detailed below for residential customers only. The water consumption is presented as litres per equivalent person per day (L/p/d).



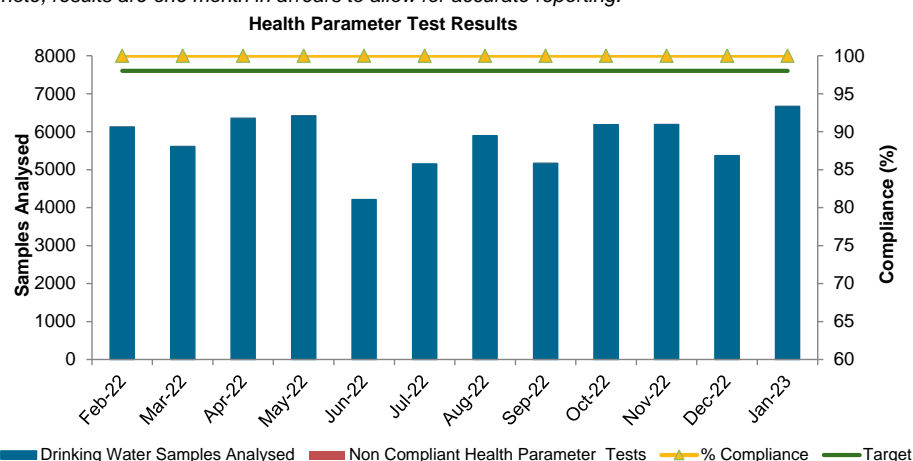
February 2023 Summary:

Water consumption has increased slightly for the Mackay and Sarina communities and has decreased for the Marian/Mirani communities from January 2023 to February 2023. The Mackay, Sarina and Marian/Mirani communities are all under the Daily Residential Water Consumption Target of 200 l/p/d. The Marian/Mirani communities are under the daily target for the first time since May 2022. Rainfall decreased in February 2023 (87.4mm) when compared to January 2023 (727.2mm).

REGULATORY COMPLIANCE

5.1. Drinking Water Compliance

Potable water is provided in accordance with the requirements of the *Water Supply Safety and Reliability Act*, measured against the *Australian Drinking Water Guidelines (ADWG)*. Drinking Water samples are taken at the outlet of Water Treatment Plants and at various locations within the reticulation network. Please note, results are one month in arrears to allow for accurate reporting.

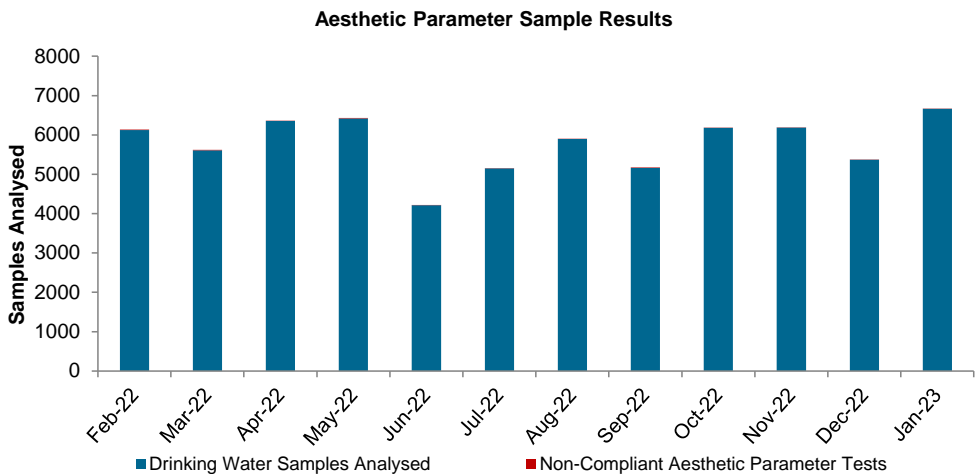




January 2023 Summary:

There were three drinking water verification monitoring results from sampling undertaken on 10 January 2023 which did not comply with the ADWG Health Guideline Value.

All three exceedances relate to the Total Trihalomethane (THM) recorded in samples from the Midge Point Water Supply Scheme. The results of 274, 269 and 279 ug/L exceeded the ADWG Guideline Limit of 250 ug/L. The exceedances are attributed to the impacts resulting from changes in the raw water quality. The current treatment plant upgrade at Kelsey Creek will address the THM exceedances once it has been completed.



January 2023 Summary:

There were nine Drinking Water Verification Monitoring Sample Results which breached the corresponding ADWG Aesthetic Guideline Value in January 2023.

There were four Drinking Water Verification Monitoring Sample Results which exceeded the ADWG Sodium Aesthetic Guideline Value of 180 mg/L. The results of 229 mg/L, 230 mg/L, 195 mg/L and 231 mg/L were recorded in the Eton Water Supply Scheme (WSS). As seen in previous months, this result is only marginally above the Aesthetic Guideline Value and is related to the plant's softening process. No follow up or action is deemed warranted at this stage as the results are within the operating range of the Water Softening Plant.

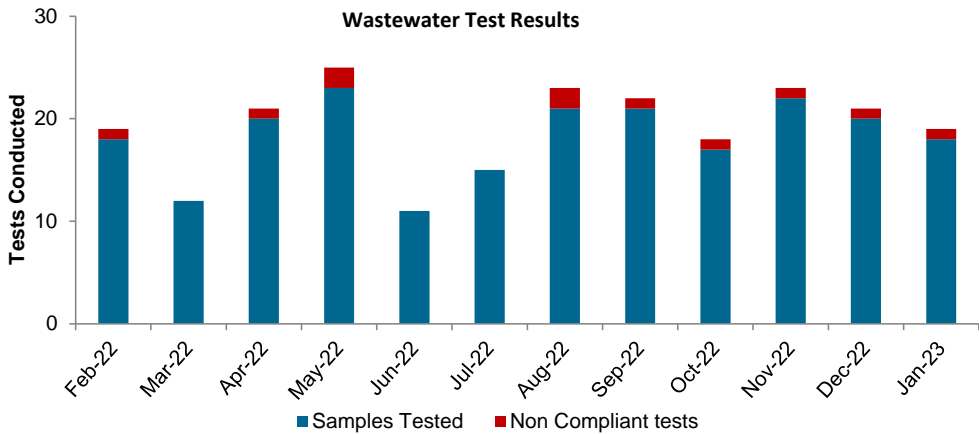
There were four Drinking Water Verification Monitoring Sample Results which exceeded the ADWG Hardness Aesthetic Guideline Value of 200 mg/L. The results of 271 mg/L, 258 mg/L, 259 mg/L and 265 mg/L were recorded in the Calen Water Supply Scheme (WSS). No follow up or action is deemed warranted at this stage as the results are within the operating range of the Water Treatment Plant.

There was one Drinking Water Verification Monitoring Sample Result which exceeded the ADWG Manganese Aesthetic Guideline Value of 100 mg/L. The exceedance of 180 mg/L was reported in the Midge Point Water Supply Scheme (WSS).



5.2. Wastewater Compliance

The discharges from wastewater treatment facilities are regulated by Development Approvals issued by the Department of Environment and Science (DES). The licence requirements differ based on the year the Development Approval was issued and the receiving environment associated with discharges.
Please note results are one month in arrears to allow for accurate reporting.



January 2023 Summary:

In January 2023 there were two non-compliant wastewater test results.

A release of Wastewater from the Nebo Road Water Treatment Plant exceeded the Total Suspended Solids (TSS) Limit. This is considered a minor water quality breach due to the background TSS levels of the receiving water and the duration of the exceedance of approximately 2 hours.

A Thermotolerant Coliform exceedance was recorded at the Mackay South Water Recycling Facility (MSWRF) for an effluent discharge from the Recycled Water Storage 2 (RWS2) into Bakers Creek. This is considered a minor water quality breach as the Thermotolerant Coliform level only just exceeded the relevant limit in Council's Environmental Authority.

Glossary
cfu/ml: colony forming unit per millilitre
µg/L: micrograms per Litre
mg/L: milligrams per Litre

5.3. Regulator Reporting:

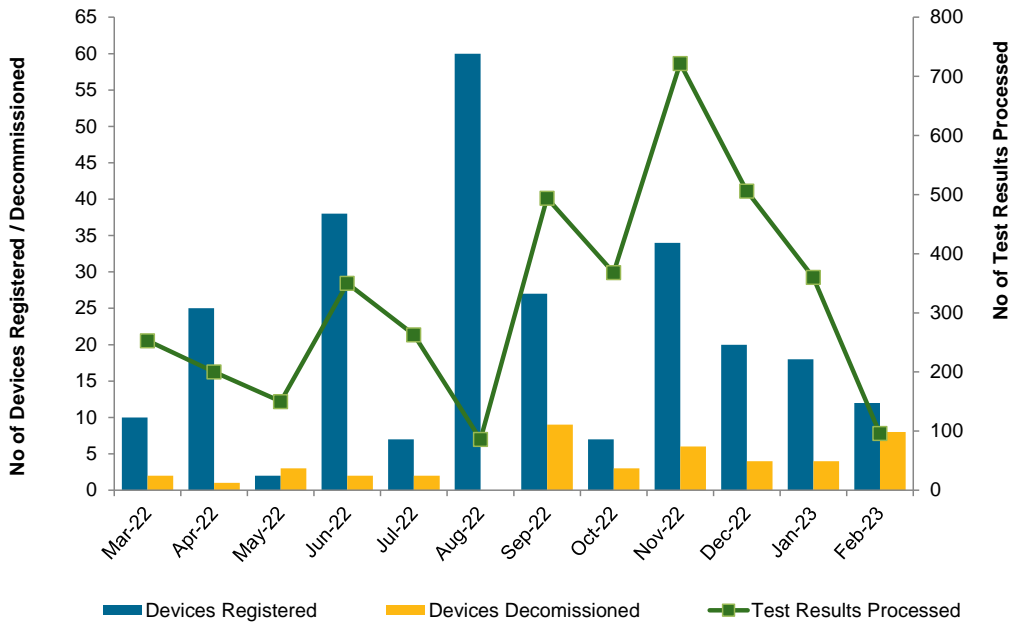
There was one incident that required reporting to the Department of Environment and Science (DES), the Environmental Regulator, during February 2023.

This incident related to a high Total Suspended Solids (TSS) result for the wastewater (Supernatant) released from the Nebo Road Water Treatment Plant (WTP). This breach was reported to DES on 7 February 2023 with the Part B Investigation Report submitted on 21 February 2023.



5.4. Backflow Prevention Device Register

Backflow prevention devices are designed to protect the town’s drinking water supply from contamination by acting as a barrier, keeping contaminated water separate from the drinking water supply. Local Governments have a legislative requirement in accordance with the *Plumbing and Drainage Regulation 2019* to implement and maintain a register of all devices in the municipality.



February 2023 Summary:

12 new devices were registered, eight devices were decommissioned and 96 tests were processed on backflow devices for January 2023.

11.5. ORGANISATIONAL SERVICES

11.5.1. ORGANISATIONAL SERVICES MONTHLY REVIEW REPORT - FEBRUARY 2023

Author	Director Organisational Services (Angela Hays)
Responsible Officer	Director Organisational Services (Angela Hays)
File Reference	Departmental Monthly Review Reports

Attachments	1. Organisational Services Monthly Review Report - February 2023 [11.5.1.1 - 24 pages]
--------------------	-------------------------------------------------------------------------------------------

Purpose

To provide Council with the Organisational Services Monthly Review Report for the month of February 2023.

Related Parties

Nil

Corporate Plan Linkage

Operational Excellence

Process and Systems - We develop and continually improve and innovate to create efficient processes that deliver value for our community. Council will endeavour to make service levels more transparent and harness opportunities for existing and emerging technologies to aid this delivery.

Officer's Recommendation

THAT the Organisational Services Monthly Review Report for the month of February 2023 be received.

Council Resolution ORD-2023-74

THAT the Organisational Services Monthly Review Report for the month of February 2023 be received.

Moved Cr Jones

Seconded Cr Green

CARRIED UNANIMOUSLY



Organisational Services

Monthly Review
> February 2023

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1. EXECUTIVE SUMMARY

This report is for the Organisational Services Department for the month of February 2023.

Some items of note for the month include:

- \$12,780,380 (77%) of Councils spend in February was within the Mackay Region.
- External satisfaction with our Customer Service team remained high during the month, with 97% satisfaction rating achieved whilst managing staffing and call volume pressures.
- 34 vacant positions were successfully recruited for. We also onboarded 7 new trainees across 7 different areas of Council during the month.
- MARC aquatic attendance is at a 12-month high, with 12,167 people visiting the facility during February.
- Leaders across MRC had opportunity to attend 2 important learning opportunities during the month.
 - Human Rights Training develops an understanding of everyone's common responsibility to make human rights a reality in each community.
 - Domestic Family Violence Training, delivered by Challenge DV, as part of our education and awareness in alignment to our White Ribbon Accreditation.



Angela Hays
Director Organisational Services

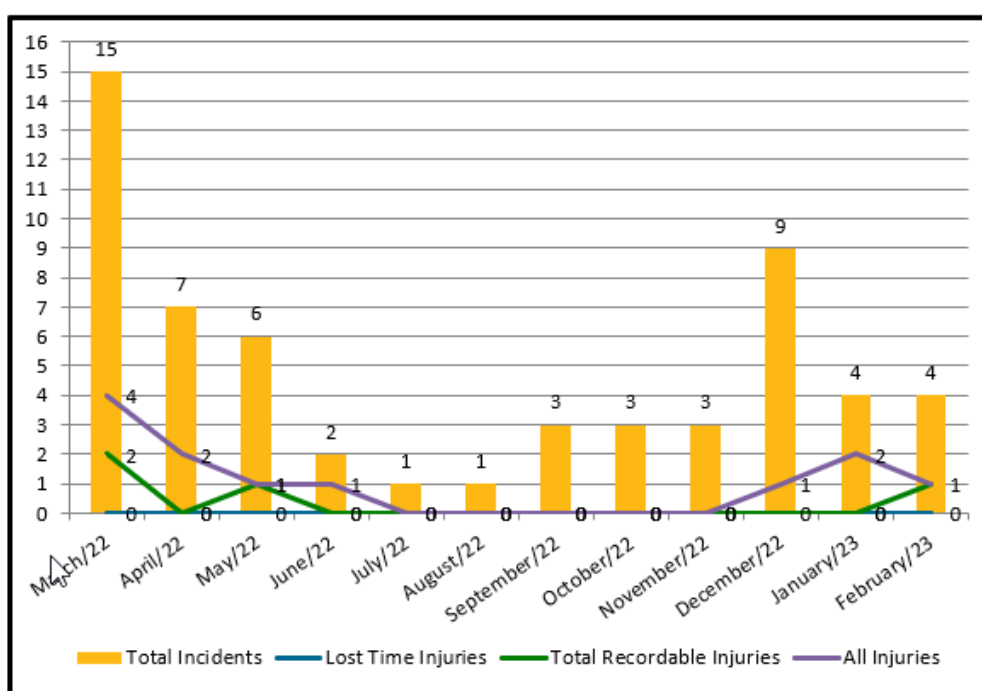
2.SAFETY

2.1 Incidents and Injuries

In February 2023:

- Fifty-three safety interactions were completed.
- Two site safety inspections were completed.
- 92% of monthly action plans activities were carried out.

Four incidents were reported in February, involving MRC employees, members of the public or contractors.



The following injury was reported in February:

- MTI – Suffered swelling and discoloration to thumb from unknown cause, suspected spider bite.

The following near miss incident was reported in February:

- While exiting driveway, stopped for sudden appearance of scooter.

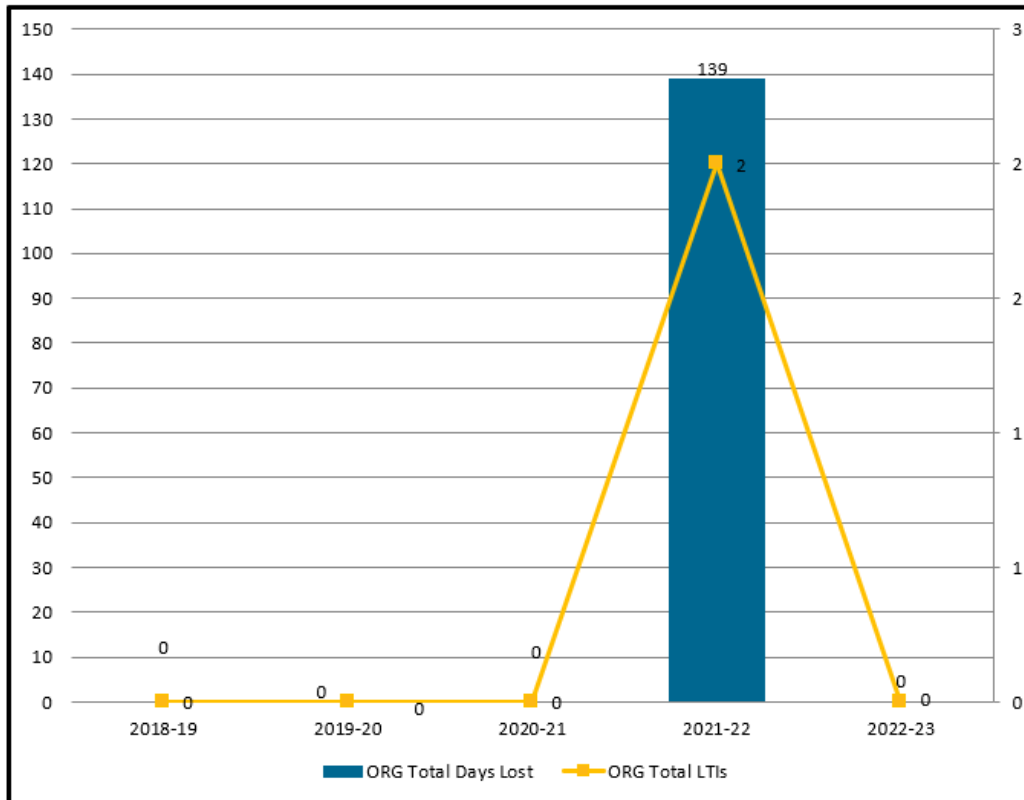
The following incidents involving a member of the public or contractor were reported in February:

- Lifeguard entered water to assist unattended child.
- Minor uncontrolled release of chemical, drain to sodium hypochlorite tank and also chemical dosing pump weeping product.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

2.2 Lost Time Injuries & Days Lost

For the 2022-23 year, there has been no lost time injuries recorded.



Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Finance										
Information Services										
Shared Services							1	3		
People & Culture										
Procurement & Plant							1	104		
Property Services										
Governance & Safety										
Office of the Mayor & CEO										
Organisational Services Total	0	0	0	0	0	0	2	107	0	0

3.FINANCIAL POSITION



Operating Result for D003
For the period ending 28 February 2023

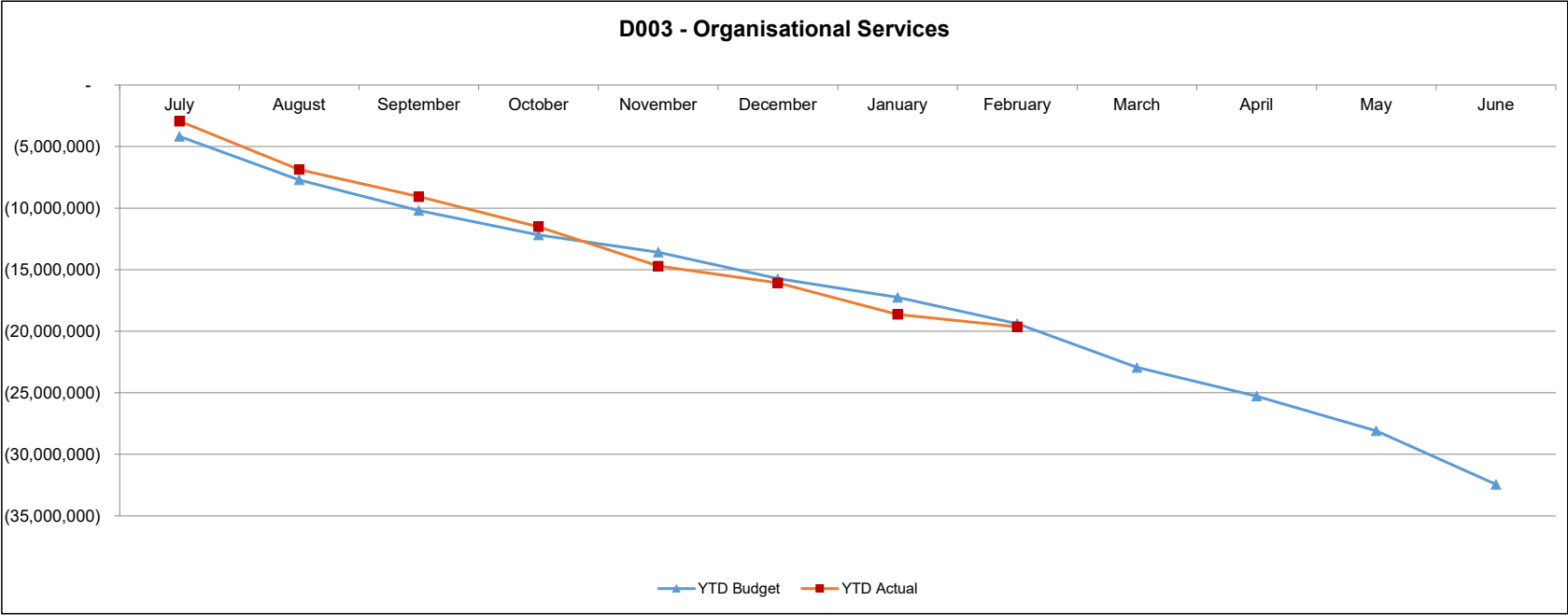
	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	Program Manager Comments
	\$000	\$000	\$000	\$000	\$000	
D003 - Organisational Services						
3.01 - Organisational Services Management	(1,605)	(1,389)	(540)	(456)	84	Underspend in consultants and services, budget allocation will be reduced via March Budget Review process.
3.02 - People & Culture	(3,224)	(3,802)	(2,367)	(1,937)	430	Vacant roles (x5) not yet filled. Delay in consultant contracting.
3.03 - Financial Services	(3,780)	(3,539)	(1,535)	(1,573)	(38)	Increase in collection costs incurred from sale of land process
3.04 - Procurement & Plant	4,578	4,562	3,114	2,014	(1,099)	Significant short fall in plant hire recovery of \$991,000. Over spend in employee costs and materials and services - primarily fuel
3.05 - Information Services	(10,190)	(9,993)	(6,923)	(7,154)	(231)	The overspend is as a result of timing of invoices in relation to application support and maintenance and forecast spreading.
3.09 - Shared Services	(7,181)	(7,110)	(4,328)	(4,220)	109	Budget on track
3.11 - Property Services	(10,714)	(11,087)	(6,897)	(6,409)	488	Spreading, accrual, (now rectified) 2 vacant positions, lack of contractors to execute works expected
3.17 - W4Q & Fed's COVID Funding	-	(31)	(5)	(3)	2	Forecast expenditure ahead of expectations
3.18 - Works for Queensland Round 4	(152)	(48)	99	97	(1)	On track
3.19 - Local Roads & Community Infrastructure Program Fed-Pf	-	-	(1)	(1)	-	n/a
Operating Surplus / (Deficit)	(32,268)	(32,437)	(19,383)	(19,642)	(256)	

% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and ± 2.99%

YTD Variance between ± 3% and ± 4.99%

YTD Variance equal to or greater than ± 5%



4. SHARED SERVICES

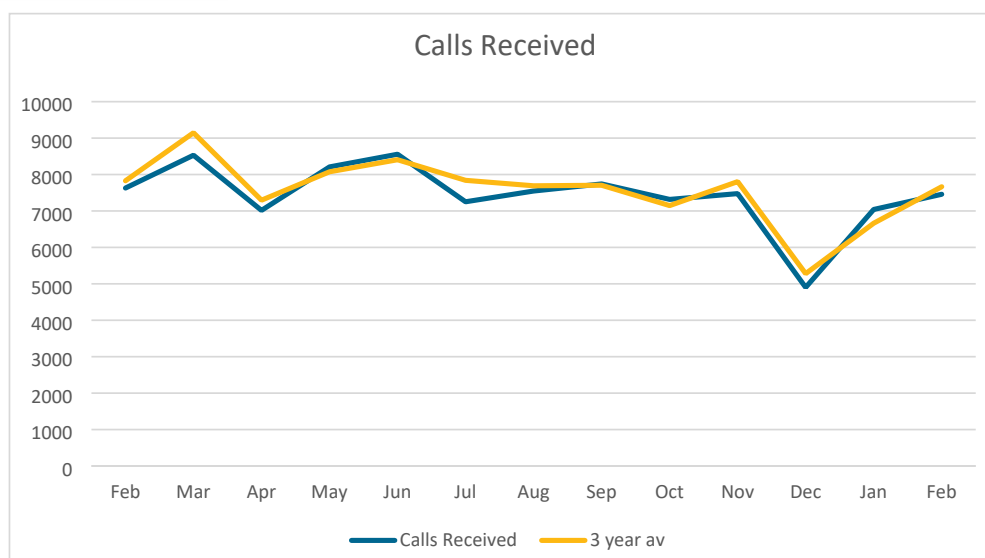
4.1 Overview of External Customer Services

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%	53%
Abandoned Calls	The percentage of customers that abandon their call before being served.	> 6%	4.5-6%	< 4.5%	14%
Customer Satisfaction	A measure of customer satisfaction as reported by the end of call survey	< 80%	80-85%	> 85%	97%
Customer Request Completion*	Service requests resolved within corporate standard timeframes	< 80%	80-85%	> 85%	86%

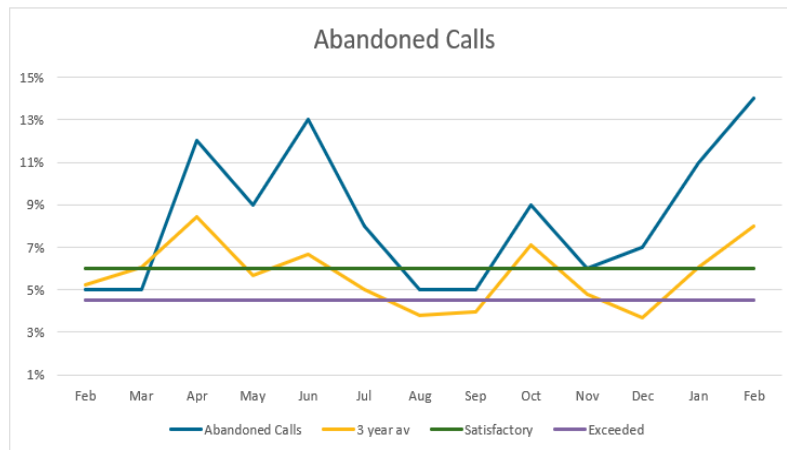
Notes:

Abandoned Calls: Impacted by vacancies and staff absences.

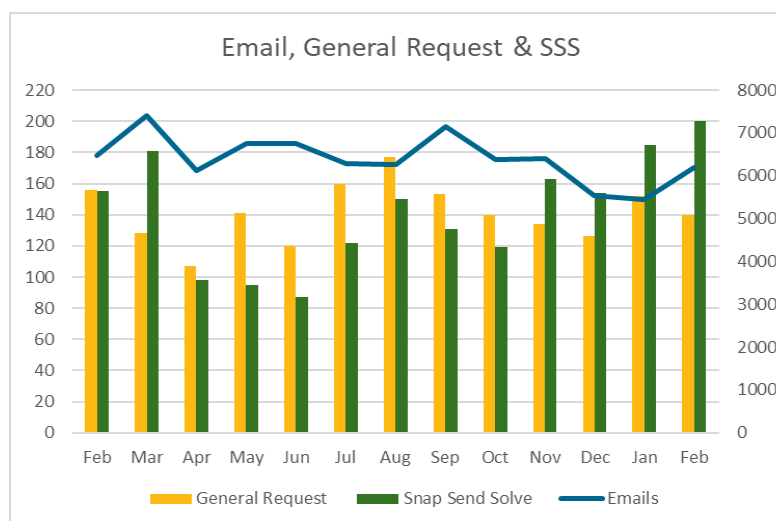
KPI Graphs and Commentary



Calls Received: A total of 7458 calls were received in the February reporting period, averaging 267 calls per day. Total calls received are slightly above the 3-year average for the reporting period.

Abandoned Calls:


Abandoned Calls: Abandoned Calls were 14% for February (906 calls). Of these abandoned calls, 637 were abandoned after waiting on hold for less than 2 minutes. The average time to answer a call was 2 minutes and 13 seconds. 12% of callers (798 calls) took up the call-back option.

Emails and Online Services:


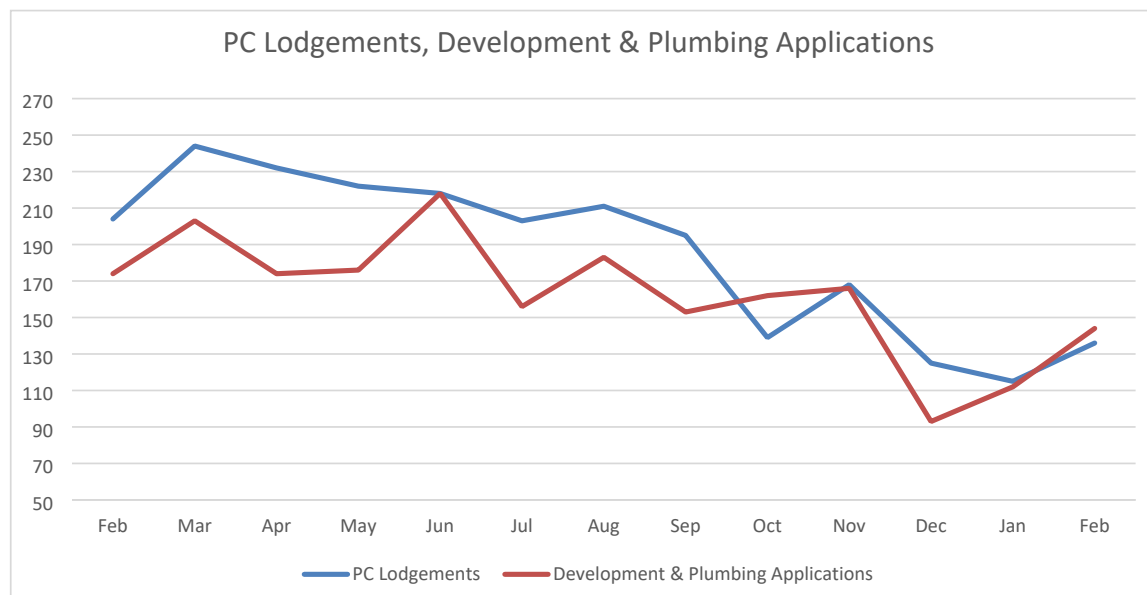
Emails and Online Services: A total of 6183 emails were received in February, along with 340 online requests.

Customer Requests – Top 5:

MRC Top 5 Pathway requests Lodged in February 2023	Volume	% of total requests
Replace wheelie bin	564	13.2%
Phone message	311	7.3%
Repair Wheelie Bin	201	4.7%
Mowing & Weeds Maintenance	198	4.6%
Water – Leak (Public area)	139	3.3%

4.2 Development Services Business Support

PC Lodgments and Development/Plumbing Applications:



PC Lodgments and Development/Plumbing Applications: 136 building approvals were lodged by private certifiers (PC) in February, together with 144 development/plumbing applications. 100% KPI was achieved by the team.

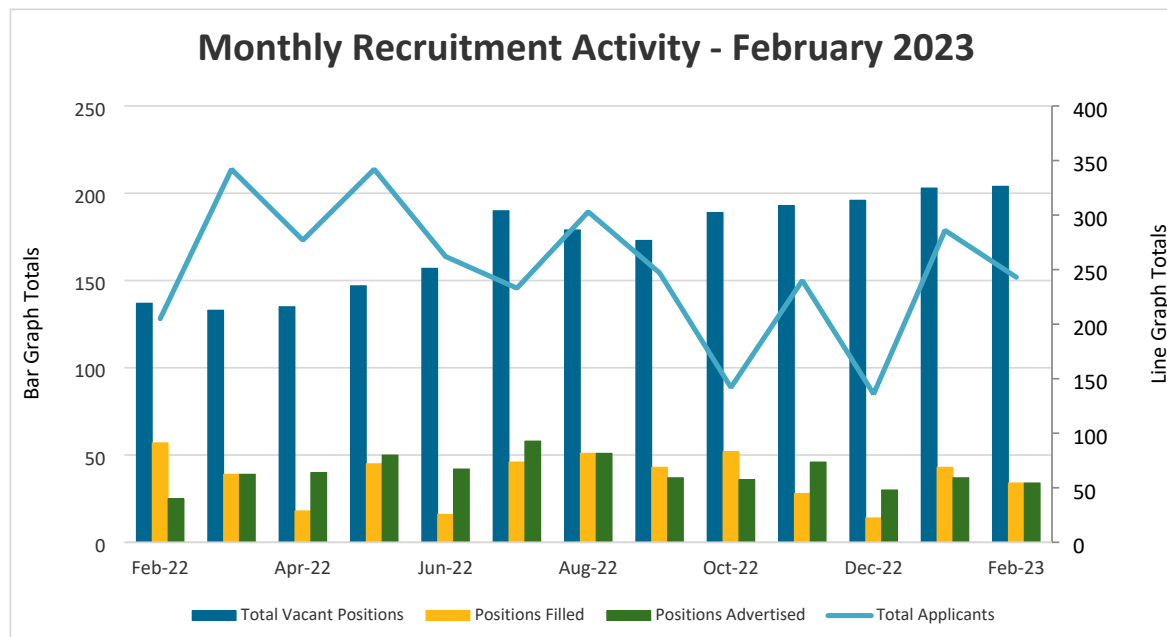
4.3 Employee Services

Staff Contingent:

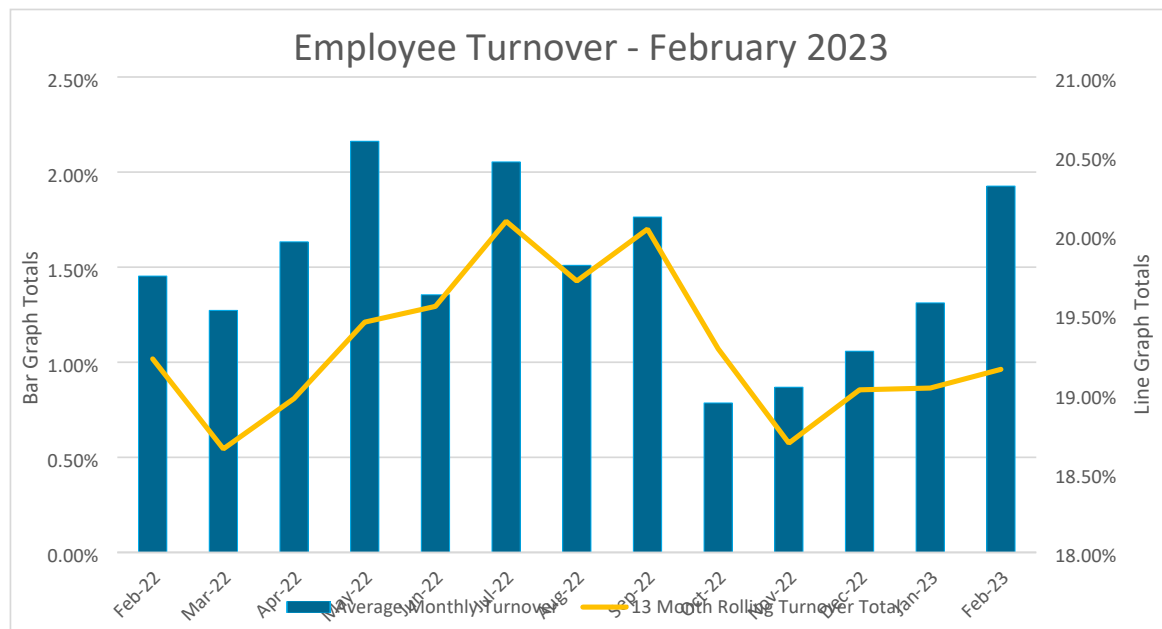
	CW	CCS	DS	ECI	OM & CEO	OS	TOTAL	Prev. Month
Casual	1	76	7	1	1	0	86	84
Contract	4	5	3	8	3	6	29	29
Job Share	0	6	0	1	0	3	10	11
Permanent Full Time	81	115	176	295	24	156	847	855
Permanent Part Time	4	25	7	5	1	36	78	76
Temporary Full Time	6	18	19	10	0	25	78	72
Temporary Part Time	0	6	1	1	0	6	14	16
TOTAL EMPLOYEES *	96	251	213	321	29	232	1142	1143
TOTAL ACTIVE VACANCIES **	16	26	17	45	3	28	135	138

* Total employees excludes Councillors, Mayor & Deputy Mayor

** Total active vacancies are defined as vacant positions which have been approved for and are undergoing recruitment

Monthly Recruitment:

Monthly Recruitment: For the month of February there were 204 total vacant positions, 34 positions were advertised resulting in 243 applicants and 34 positions filled.

Staff Turnover:

Staff Turnover: 12 month rolling average turnover was 19.16%. The monthly turnover for February was 1.93%

[The HR Industry Benchmark Survey](#) conducted by the Australian Human Resource Institute (AHRI) in 2021 found the overall average employee turnover rate in Australia, across all sectors, is 17%. This is inline with findings for 2019 (also 17%) and up from 15% in 2020

5. INFORMATION SERVICES

5.1 IT Support

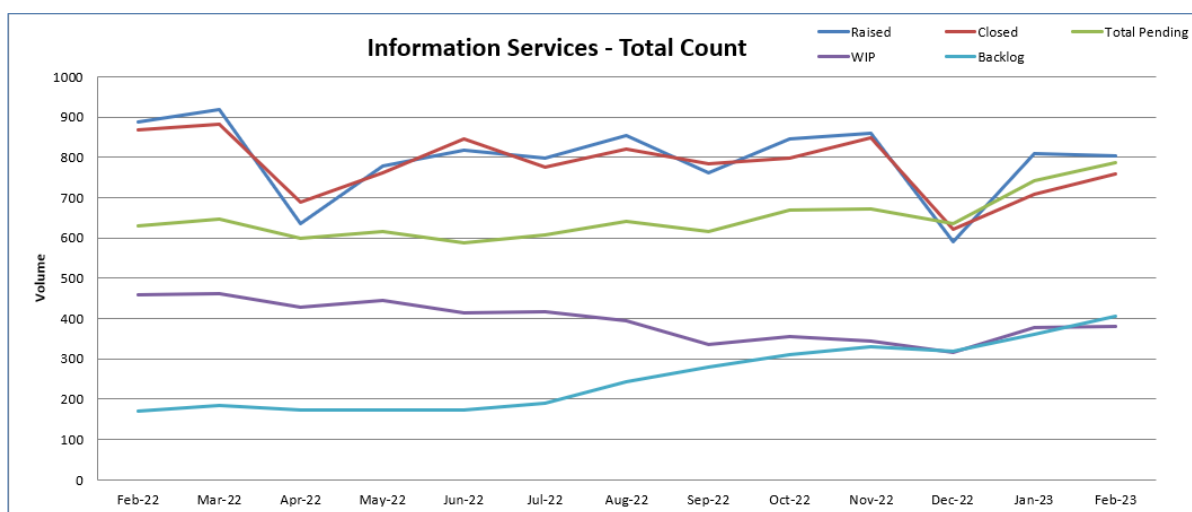
Internal Service Metrics:

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%	75%
Service Request Resolution	Percentage of service requests resolved within corporate standard timeframes	<80%	80-85%	>85%	81%
Internal Customer Satisfaction Survey	IT email survey - % of customers whose experience met or exceeded expectations	<75%	75-85%	>85%	99%

Notes: Incident resolution fell short of KPI this month with resolutions focused on closing backlog requests that had already breached SLA's. Due to resource constraints with leave (scheduled and unscheduled) this has resulted in this shortfall as unable to fulfil work in progress at the same time as backlog. Recruitment activity underway and return of resources should see this return to meeting KPI in future months.

KPI Commentary:

Incident and Service Request Metrics: The volume of incident and service requests decreased from 810 in January to 804 in February. Information Services continues to deliver significant infrastructure and application improvements (both functional and technical including security) whilst maintaining quality. The below graph identifies the Raised Vs Closed and Pending requests, along with WIP and backlog.



Definitions:

WIP: complex requests that are within service level agreements and simple requests open on day of raising.

Backlog: complex requests that have exceeded service level agreements and simple requests remaining unresolved after day of raising.

Information Services Satisfaction Survey – February 2023

February 2023 Survey		Rating %
1	How would you rate the level of customer service received? (Timely updates, follow through, helpfulness, communication skills)	89%
2	Was your request completed within a reasonable timeframe? (If not please state expectation in comments section please.)	86%
3	Was your support request completed to your satisfaction?	86%

February 2023 Survey Results	Below Expectations	Met Expectations	Exceeding Expectations	Not Assigned	Totals	
# of Responses	11	255	445	0	711	* Not assigned excluded
Overall Rating	1%	36%	63%	N/A	99%	

5.2 Cyber Security

The update below is aligned to work streams conducted under the Cyber Security @ Council (CS@C) Governance and Controls plan.

- **Sustainable cultural and behavioural change**
 - February 2023 as follows (inclusive employee and contractor):-
 - 13 new enrolments notified to conduct training.
 - 15 enrolments successfully completed training.
 - 14 enrolments awaiting completion of training.
 - Distribution of Cyber Security Bulletin – February 2023.
- **Advancing Cyber Security – Industry Alignment**
 - Continuation of plan as follows:
 - Activities included within plan required to increase maturity level of the organisation to the ASD Essential Eight as part of the ACSC Information Security Manual (ISM)
 - Blocking of legacy authentication protocols.
 - Incorporation of additional corporate access and applications currently non-federated to federated.
 - Multi Factor Authentication implementation rollout throughout the organisation.
 - Implementation and operationalisation of Security Information and Event Management (SIEM) system.
 - Implementation and operationalisation of Vulnerability Assessment System (VAS).

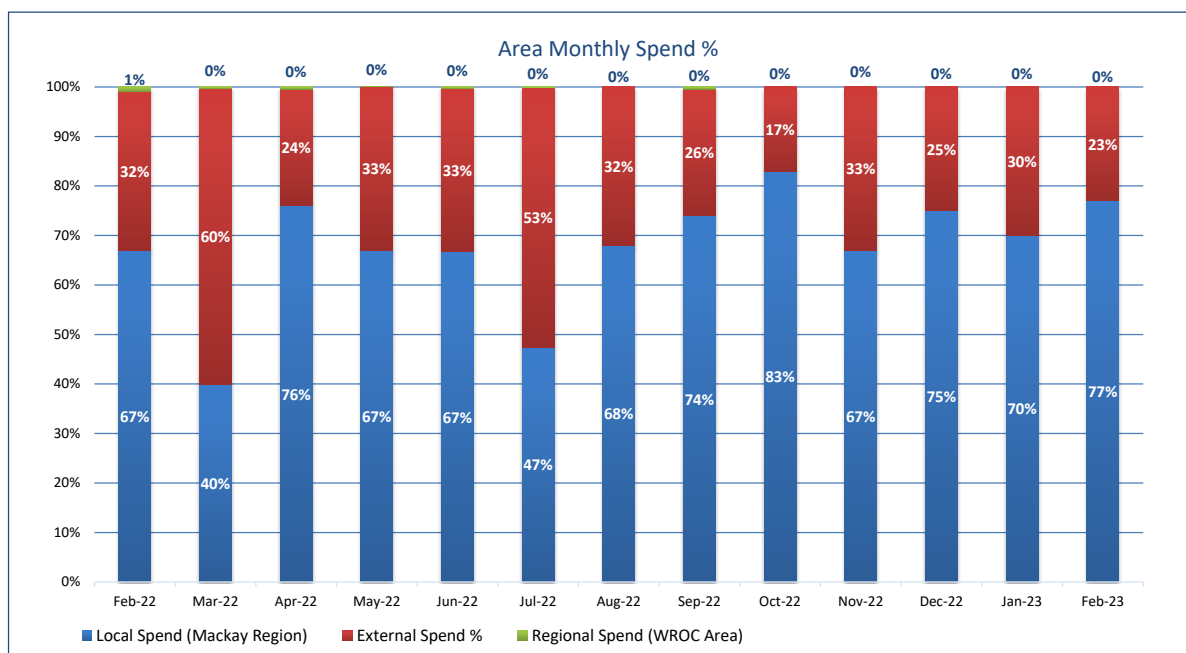
6. PROCUREMENT & PLANT

6.1 Procurement Services

Activity	February 2022	February 2023
Purchase Orders (PO) Raised	1197	1411
Line Items in POs	3432	3388
POs Received	892	2622
Line Items in POs Received	3364	5584
Invoices Processed	3204	2223

Request for Quotes Issued	2	1
Request for Tenders Issued	4	1
Tenders Awarded	6	8
Quotes Awarded	4	4

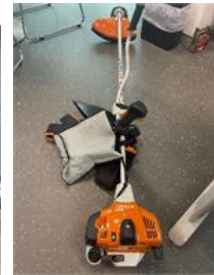
Area	Monthly Amount February 2023	Monthly % February 2023	FYTD Amount	FYTD %
Local Spend (Mackay region)	\$12,780,380	76.96	\$89,142,101	73.31
Regional Spend (WROC area)	\$ 36,388	0.21	\$ 413,438	.34
External Spend	\$ 3,791,312	22.83	\$32,039,417	26.35



6.2 Fleet

Recent updates from suppliers has again highlighted the continuing delays in availability of stock items.

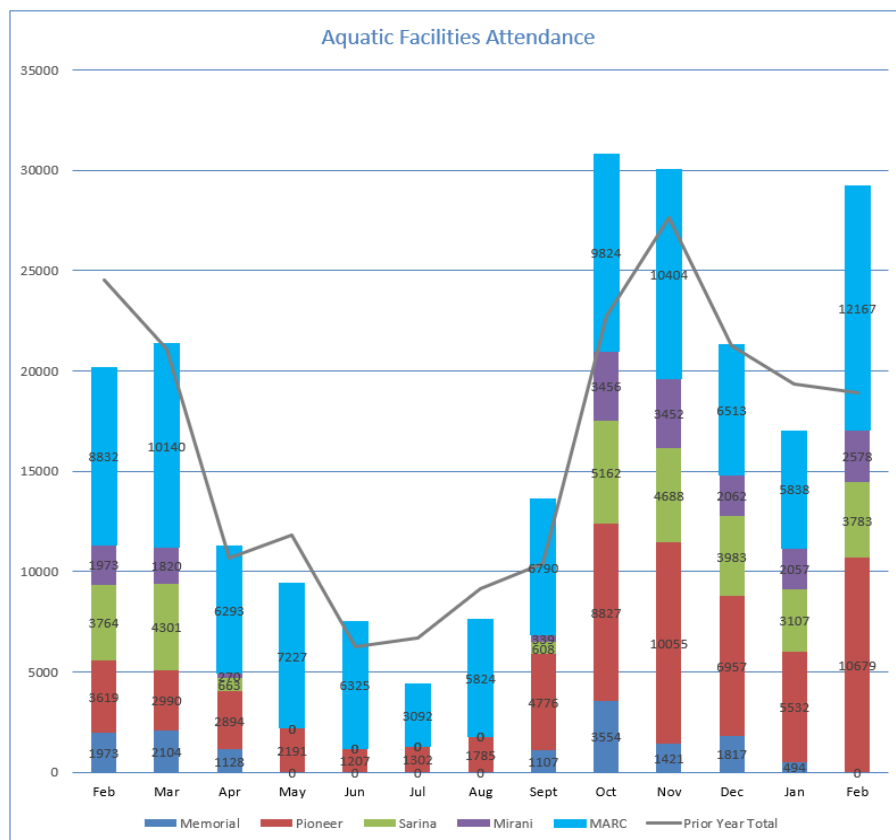
The Fleet Team took delivery of new items in February, including workshop hoist, John Deere mower and a range of small plant items.



7.PROPERTY SERVICES

7.1 Aquatic Facilities

Aquatic Facilities Attendance February 2022 to February 2023 - Monthly Comparison



Aquatic Facility Attendance Figures

Facility	February 2022	February 2023
Memorial Pool	1,973	0
Pioneer Pool	3,619	10,679
Mirani Pool	1,973	2,578
Sarina Pool	3,764	3,783
Mackay Athletic and Recreation Complex (MARC)	8,832	12,167

Notes:

Memorial Pool - closed from 14 January 2023 for roof repairs

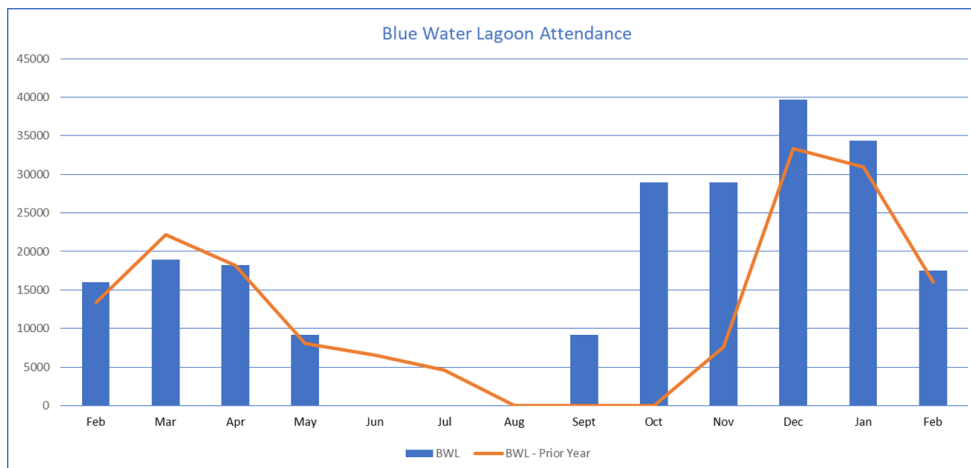
Pioneer Pool – GOswim enrolments – 100. Hosted 2 x school swim carnivals & various swimming lessons & HPE lessons.

MARC – GOswim enrolments – 900. Hosted 2 x school swim carnivals & various training sessions & school swimming lessons.

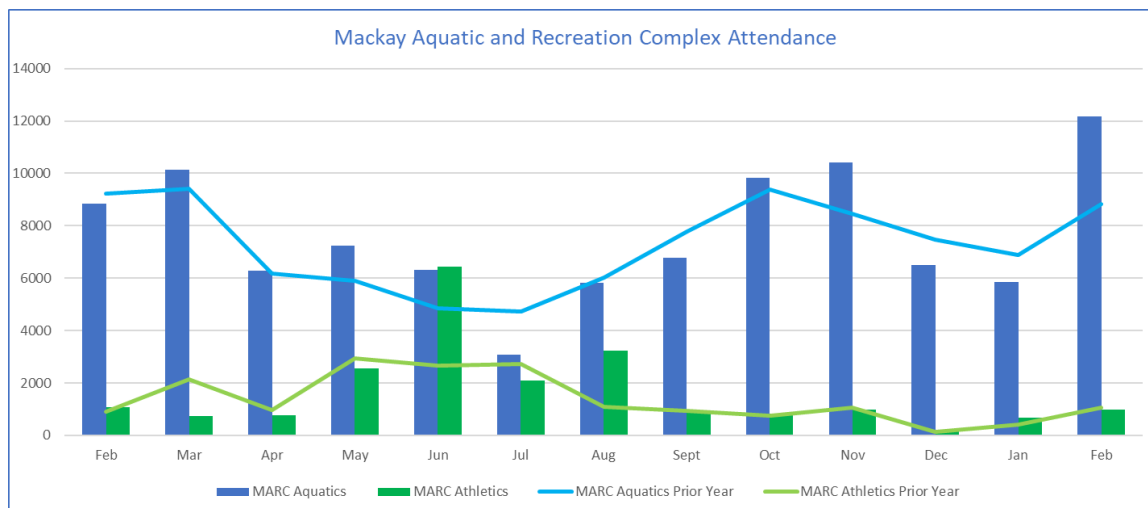
Bluewater Lagoon Attendance Figures

Facility	February 2022	February 2023
Bluewater Lagoon	16,039	17,500

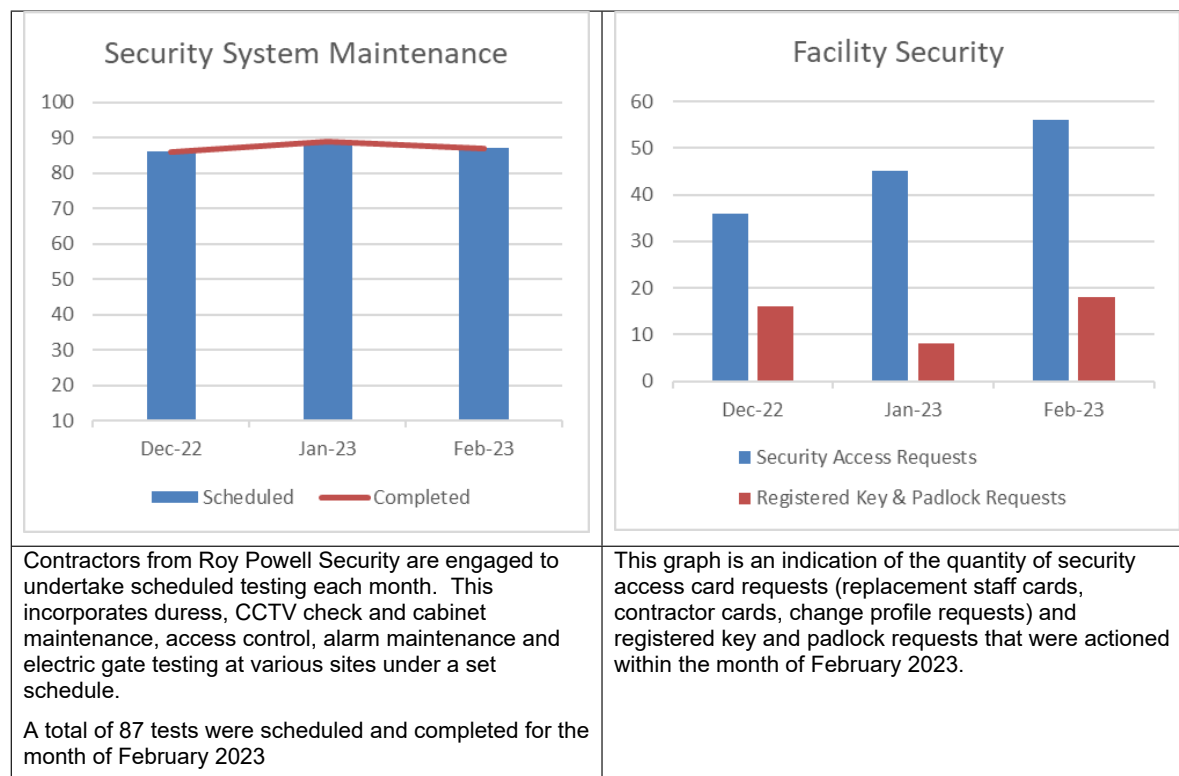
Notes: *Bluewater Lagoon* – data compiled by operator for February 2023, as counter at facility not operational after electrical storm 01 February 2023.

Bluewater Lagoon Attendance – February 2022 to February 2023 – Monthly Comparison

MARC Attendance Figures

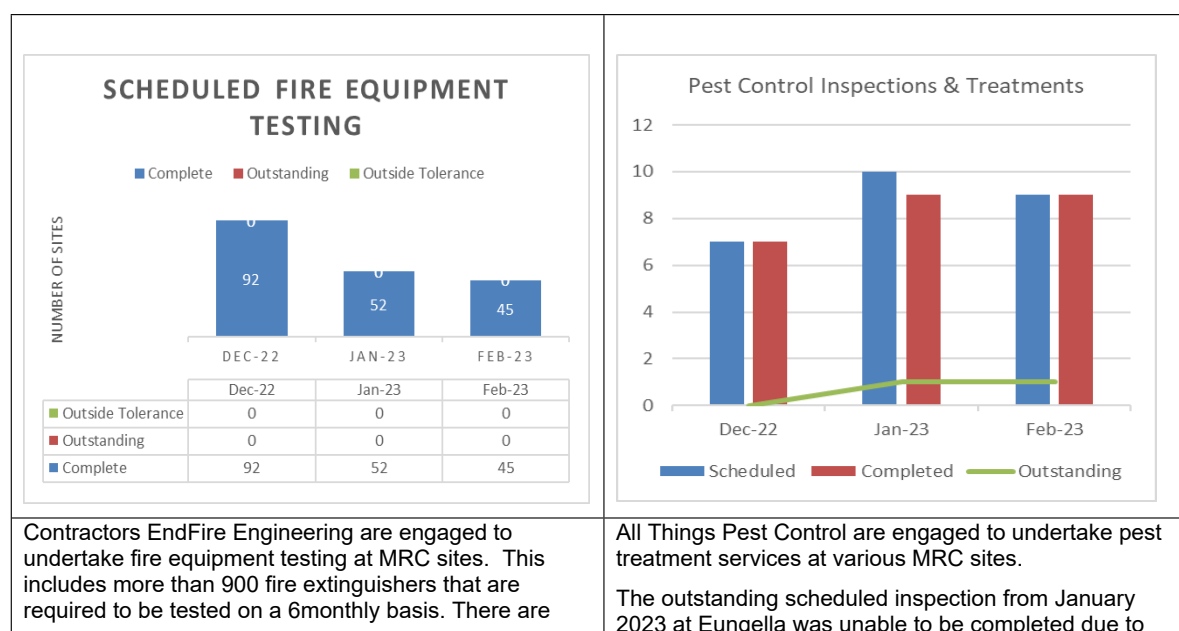
	February 2022	February 2023
MARC Aquatic Attendances	8,832	12,167
MARC Athletic Attendances	1,070	993
MARC Total Attendances (Aquatics and Athletics)	9,902	13,160

MARC Attendance – February 2022 to February 2023 Monthly Comparison


7.2 Security



7.3 Scheduled Maintenance



also 19 fire panels which are tested monthly with 13 of them being connected directly to QFES.

This is the last month that Endfire have the fire contract with the new contract being awarded to PyroDynamics, commencing on 03/04/2023.

accessibility factors. The range has been reopened and the work is scheduled for March 2023.

7.4 Land & Tenure

Description:	
Leases	
Lease Renewals	11
New Leases	6
New Lease Enquiries	5
General Lease Matters	30
Lease Compliance	5
The Dome	1 x lease enquiry 1 x general matter
Land Matters	
Fencing	3
Current negotiations for sale of Council freehold land	5
Enquiries to purchase freehold land	1
Encroachments	1
Land Maintenance	4
Land & Road Use Committee	0 x land matters 1 x road matter
Miscellaneous	24

8. PEOPLE AND CULTURE

8.1 Key Projects and Initiatives

Description	Comments
Workforce Capability	<ul style="list-style-type: none"> Workforce planning has continued in alignment with the business planning process as well as the staffing aspect of the budgeting process for FY23-24.
Volunteers	<ul style="list-style-type: none"> The Volunteer Management audit is continuing with results expected in March 2023.

Description	Comments
Water Industry Worker (WIW) Pilot Program	<ul style="list-style-type: none"> A steady flow of enquiries are being received for the next round of WIW. Discussions and planning will commence in March, with the potential of expansion to further regional councils. The Learning and Development Project Coordinator (LDPC) attended a meeting with Government and private stakeholders to discuss the withdrawal of TAFE Qld from the training market in mid-2022 and how that has impacted regional councils access to training. The LDPC was invited to present to the VET Coordinators Group in Mackay, promoting the essential services that the water industry offers the community and how the next generation of school leavers can seek a career path in the water sector. The last meeting of the month for the LDPC was the Whitsunday, Isaac, Mackay Water Alliance (WIMWA) where the annual tapping completion was held and won by Mackay Regional Council. The Department of Regional Development Manufacturing and Water spoke on the strategic priorities for the Qld Water Regional Alliance Program (QWRAP).
Organisational Development	<p>Career</p> <ul style="list-style-type: none"> Apprentice and Trainee Onboarding – seven (7) new trainees started with MRC across seven (7) different programs and a broad range of qualifications. Onboarding is continuing, inductions taking place with chosen training organisations and initial review meetings are scheduled for March. Disability services groups – P&C Manager met with local providers to supply recruitment and talent pathways at MRC to attract diverse applicants and be able to successfully provide a safe and inclusive workplace with a range of abilities. Resource Industry Network have collaborated with the Mackay Manufacturing Hub and CQU in 2023 to provide the Mackay region with 'The Supervisors Course' which is underpinned by a Certificate IV in Leadership and Management. Mackay Regional Council support employees to develop their leadership capability at an industry level and build their individual leadership styles as well as a broader understanding of legislative requirements and expectations. This year we will support one of our emerging leaders to complete this training. <p>Employee Experience</p> <ul style="list-style-type: none"> <u>Australian Workplace Equity Index (AWEI) Benchmark Report</u>. The AWEI now stands as the definitive national benchmark on LGBTQ workplace inclusion and comprises the largest and only national employee survey. The AWEI survey closes March 31st, 2023. MRC is currently collating evidence to form part of its 2023 submission to achieve bronze accreditation. To date we have received 75 responses. MRC Corporate Toastmasters club welcomed 3 new members this month. Our club's original cohort will depart after completing 12-18 months as members and on the executive committee. Several members are thinking of joining external community-based Toastmasters clubs to continue their public speaking and presentation development. Several employees have gone on to take on higher duties, present to leadership and in public forums with the confidence learned within our program. Contact Officers and members of People & Culture recently undertook 3 yearly accreditation training. Our Officers were able to learn about legislation around discrimination and harassment, understand our workplace policies and become familiar with workplace procedures for dealing with these behaviours, convey this information to colleagues, and help them decide how to deal with problems they are experiencing. Our contact officers provide non-judgmental support to MRC's diverse workforce in a variety of locations. <p>Health & Wellbeing</p>

Description	Comments
	<ul style="list-style-type: none"> The MRC Internal Happy Body Happy Mind Challenge is underway, with the three topics covered thus far being: Movement, Nutrition and Mindfulness. The HBHM Challenge is a great opportunity to bring teams and individuals together within the business and really focus on overall Health and Wellbeing habits. With International Women's Day coming up in the next month, a call for nominations were sent out to attend the locally run Women's Day Luncheon. An inundation of very worthy candidates was received, and 10 successful attendees were announced. The MRC internal Zest4Life Wellbeing Platform has been undergoing customisation. New Booking systems, resources, and educational content has been added to align with the current MRC values and initiatives. Salary packaging Australia, Bupa and RemServ have conducted 1:1 visits to our employees to provide education and assistance on their current offers. These 1:1 appointments have been very popular and are conducted during work time. Expression of Interests have been sent out to providers for the MRC Annual Health and Wellbeing Expo.
	<p>Leadership, Coaching and Mentoring</p> <ul style="list-style-type: none"> MRC are supporting employees to develop themselves within the LGMA (Local government Managers Association) this year with one employee registered to attend the six workshops in the Ignite program throughout the year. The Mackay Mentoring Network program closed applications in January and now matching pool process will begin. Participants answer a range of questions based on the outcomes and development support they are seeking throughout the program. Matches are identified based on suitability by a matching algorithm. Matches will be communicated to all applicants this week, with our launch event on March 14th for our 8-month program. MRC provided mandatory Human Rights Training to our leaders and risk-based roles. Human rights education promotes values, beliefs and attitudes that encourage all individuals to uphold their own rights and those of others. It develops an understanding of everyone's common responsibility to make human rights a reality in each community. This meets an element of the obligation, under the Act, to create a culture of human rights. MRC Leaders attended specialist Domestic Family Violence Training with Challenge DV, face to face and via webinar, as part of our education and awareness in alignment to our White Ribbon Accreditation.

8.2 Organisational Development Metrics

LEARNING & DEVELOPMENT

The following table summarises key learning and development data achieved across the organisation for the month.

Learning and Development Activities for February	Total Number
Inductees <i>The number of employees inducted in the month.</i>	18

Trainees <i>The number of trainees currently progressing through their traineeship.</i>	11
Apprentices <i>The number of apprentices currently progressing through their apprenticeship.</i>	9
Active Accredited Training Contracts (existing Workers) <i>The number of employees actively undertaking AQTF accredited professional development.</i>	19
Active Education Assistance Employee Development and Further Study <i>The number of current Education Assistance recipients</i>	27
Active Leadership Development <i>The number of employees currently progressing through leadership training via the Elev8 Leadership Series</i>	137
eLearning: MRC Compliance Modules Completed <i>Number of compliance-based MRC eLearning modules completed in the month.</i>	1258
eLearning: Professional Development Completed <i>Number of self-paced professional development eLearning courses completed in the month.</i>	58

9. FINANCIAL SERVICES

9.1 Key Activities

Activity	Comments
External Audit	Preliminary testing has commenced on half year QAO audit. Key areas of focus for external audit are Valuation of Property Plant and Equipment; Procurement and classification of expenditures; Provision of restoration costs. Management overrides of internal controls and risk of fraud is a common theme of these audits and all areas of council have items requested for review (on a random basis) Review of information systems forms part of the interim testing of the external audit team. Feedback on interim audit is expected to be provided to MRC during the month of March.

December Budget Review	Completed and all changes are now reflected in internal and external reporting. Next budget review is planned for month ending March and team is preparing packs for manager inputs. Adoption of March budget review will frame the estimated actual position of MRCs financial position for use within the new budget period reports.
Comprehensive Revaluation – Land, Buildings and Site improvements	This project is currently on track with all site inspections completed. During the month unit rate data was returned to MRC for internal review and validation with feedback used in final reports.

11.5.2. STRATEGIC FINANCIAL REPORT - FEBRUARY 2023

Author	Manager Financial Services (Justin Rule)
Responsible Officer	Director Organisational Services (Angela Hays)
File Reference	Strategic Financial Report

Attachments	1. February 2023 Strategic Financial Report [11.5.2.1 - 21 pages]
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Purpose

To adopt Mackay Regional Council's (MRC) Strategic Financial Report for the month of February 2023.

Related Parties

Nil

Corporate Plan Linkage

Financial Strength

Ethical Decision-Making and Good Governance - We are committed to keeping our community informed about our activities and performance and employing robust governance policies and procedures to ensure legislative compliance and organisational integrity.

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

MRC is forecasting an operating surplus of \$1.0M for the 2022/23 financial year, following adoption of the December budget review by Council on 25 January 2023. The actual operating result for February 2023 is a favourable variance of \$4.9M against YTD budget.

Risk Management Implications

Variances will be closely reviewed and considered in future budget processes if required.

Conclusion

For the period ending February 2023, MRC reported a favourable operating variance of \$4.9M against YTD budget. Operating expenditure is reporting below YTD budget, primarily in materials and services (\$5.6M) where delays in the delivery and recognition of forecast expenditure for contractors and consultants has been experienced. Revenue is also reporting slightly below current month forecast for the reporting period.

To date, \$57.9M has been expended in the delivery of Council Projects; \$56.6M capital expenditure and \$1.4M operational expenditure. Council projects includes accrued expenditure for works in progress and associated operational costs expended in the delivery of these works.

Officer's Recommendation

THAT the Strategic Financial Report for February 2023 be received.

Council Resolution ORD-2023-75

THAT the Strategic Financial Report for February 2023 be received.

Moved Cr Jones

Seconded Cr Hassan

CARRIED UNANIMOUSLY



Strategic Financial Report

> February 2023

Executive summary

Council is forecasting an operating surplus of \$1.0M at the end the current financial year, following adoption of the December budget review by Council on 25 January 2023.

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Total operating revenue	278,056	281,385	256,514	255,628	(886)
Total operating expenses	277,327	280,405	181,533	175,721	(5,811)
Operating surplus / (deficit)	729	980	74,981	79,907	4,926

% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and $\pm 2.99\%$

YTD Variance between $\pm 3\%$ and $\pm 4.99\%$

YTD Variance equal to or greater than $\pm 5\%$

For the month ended 28 February, a favourable operating variance of \$4.9M against YTD budget is reported.

Total operating revenue is reporting an unfavourable variance of \$0.9M against YTD budget, as income from fees and charges achieved lower than forecast. Operating expenditure is also reporting \$5.8M below YTD budget, where delay in the delivery and recognition of forecast expenditure for contractors and consultants has been experienced.

To date, \$57.9M has been expended on council projects, including associated operational expenditure in the delivery of these projects; representing 49.2% of the annual revised budget. Ongoing risk in project delivery remains present with tightened local labour market conditions and elevated lead times for some critical components being experienced.

MRC will continue to closely monitor emerging trends for the rest of the financial year, with variances considered as part of future budget review processes.



Justin Rule

Manager Financial Services



Angela Hays

Director Organisational Services

Figures provided are accurate as at the date of publication and are cumulative year to date. Amounts disclosed are rounded to the nearest thousand (\$000) unless otherwise stated. Consequently, rounded balances in the categories may not exactly add to the reported totals.

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1 Significant risks

Risk	Likelihood	Consequence	Treatment	Financial impact
Nil to report				

2 Areas of concern for noting

Area/issue of Concern	Comment
COVID-19	Council continues to monitor the impacts of COVID-19 on business operations, recognising any financial impacts via budget review processes.
Asset data cleansing	MRC continues to undertake significant multi-year asset data improvement initiatives, intended to validate, standardise and enhance the classification and attribute accurate of assets recorded on corporate asset registers. Any resulting financial impacts will be recognised once known.
Council projects expenditure	Product and service price increases are being observed due to tightened market conditions. This reflects resource shortages across local building and civil construction firms and difficulties in sourcing some construction material and equipment due to supply chain issues. This is likely to negatively impact delivery of the capital program and may create variances in future forecast expenditure.
Australian Inflation Rate	Australia's inflation rate forecast is noted for consideration in ongoing budget review processes, due to its direct impact on MRC expenditure.
Operational expenditure	Market influences within the Mackay region are negatively impacting MRC's employee retention. Employee benefits and materials and services (including consultants and contractors) will continue to be monitored. Variance is likely to be observed as the financial year continues.

3 Budget analysis – Consolidated

3.1 Income Statement

Income Statement For the period ending 28 February 2023

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Rates and charges	232,683	232,873	226,218	226,061	(157)
Fees and charges	19,555	19,570	14,258	13,218	(1,040)
Rental income	1,436	1,456	1,084	892	(193)
Interest income	1,992	4,267	3,178	3,265	87
Sales contracts and recoverable works	7,948	8,069	4,116	3,810	(306)
Other recurrent income	4,462	4,724	3,234	3,781	547
Grants, subsidies, contributions and donations	9,980	10,426	4,425	4,601	176
Total operating revenue	278,056	281,385	256,514	255,628	(886)
Employee benefits	94,563	91,776	58,998	58,772	(226)
Materials and services	98,742	102,550	66,573	60,924	(5,649)
Finance costs	4,520	4,520	2,152	2,191	39
Depreciation and amortisation	79,502	81,559	53,810	53,835	25
Total operating expenses	277,327	280,405	181,533	175,721	(5,811)
Operating surplus / (deficit)	729	980	74,981	79,907	4,926
Grants, subsidies, contributions and donations	40,512	33,137	13,160	15,255	2,096
Other capital revenue	0	0	0	11	11
Capital expenses	2,740	2,740	1,620	2,028	408
Total capital revenue and expenses	37,772	30,397	11,540	13,238	1,698
Net result	38,501	31,377	86,521	93,145	6,624

% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and ± 2.99%

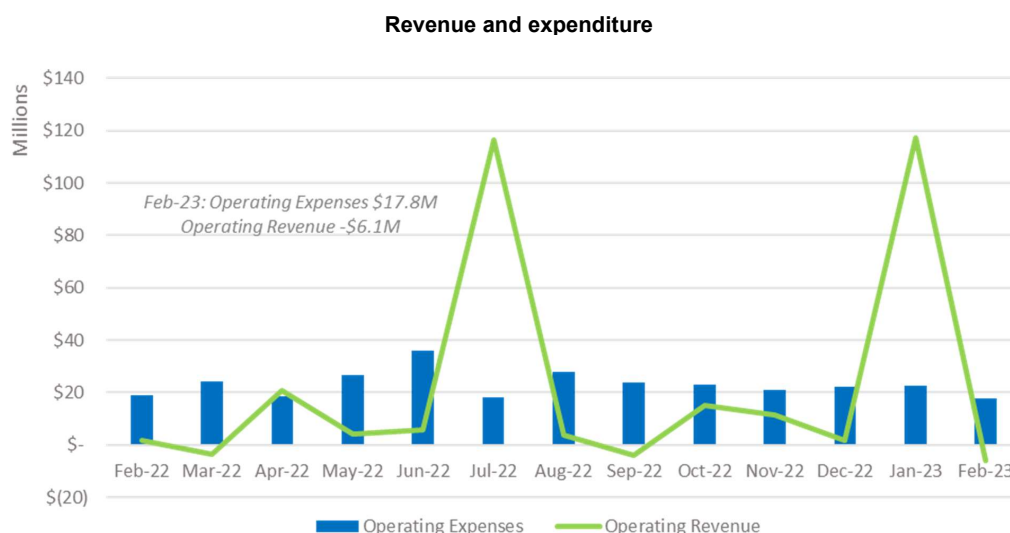
YTD Variance between ± 3% and ± 4.99%

YTD Variance equal to or greater than ± 5%

3.2 Revenue and expenditure

Council is currently reporting a favourable operating variance of \$4.9M against YTD budget for the period ending February 2023.

MRC will continue to closely monitor emerging trends with variances considered as part of future budget review processes.



Revenue

Total operating revenue reports an unfavourable variance of \$0.9M against YTD budget for the month.

Unfavourable variances continue to be reported in fees and charges due to lower than anticipated waste disposal fees. Property vacancies are resulting in lower than forecast rental income, while job delays have also resulted in an unfavourable result against budget for sales contracts and recoverable works income.

Interest income, other recurrent income and grants, subsidies and contributions are reporting favourable balances consistent with higher than forecast term deposit returns, increased MECC ticket sales and grant monies being received earlier than expected.

Expenses

Total operating expenses reports a favourable variance of \$5.8M against YTD budget for the month.

Materials and services accounts for much of the variance, where a \$5.6M underspend is largely attributable to delays in recognition of forecast expenditure for consultants' fees and contract payments. It is however noted that variances are observed across all material and service categories. MRC will continue to closely monitor emerging trends with variances considered as part of future budget review processes.

Employee benefits is reporting a small favourable variance to YTD budget, with finance costs and depreciation reporting small unfavourable variances to YTD budget.

Capital revenue and expenses




Total capital revenue and expenses is reporting a favourable variance of \$1.7M against YTD budget, largely resulting from the recognition of an increased number of developer donated assets.

3.3 Council projects expenditure

MRC is responsible for the provision of a diverse range of services to meet community needs and expectations. A significant number of these services are provided through infrastructure assets and other property, plant and equipment. Council manages the construction, upgrade and renewal of community assets as part of its capital works program.

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Capital expenditure ^	104,649	114,732	55,911	56,562	651
Operational expenditure	2,117	3,131	1,348	1,386	38
Total council projects expenditure	106,766	117,863	57,259	57,948	689

^ as depicted in the below graph

% YTD Variance from YTD Budget (KPI)	
YTD Variance between 0% and ± 2.99%	
YTD Variance between ± 3% and ± 4.99%	
YTD Variance equal to or greater than ± 5%	

Total council projects expenditure is currently tracking \$0.7M above YTD forecast, with \$57.9M expended to date in the delivery of these projects, representing 49.2% of the annual revised budget including remediation expenditure.

Ongoing risk in project delivery is still present with tightened local labour market conditions and the elevated lead times of some critical components. Impacts from recent wet weather have also been observed.

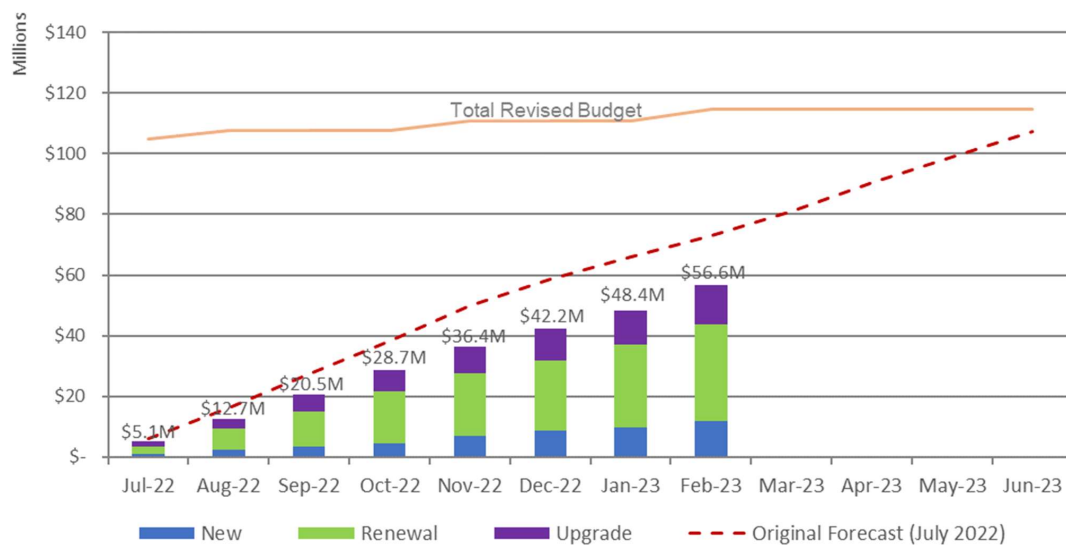
Project delivery has been reviewed and considered as part of the December budget review. The outcome of this review has been included within this report as part of the annual revised budget and detailed below.

Movement between original budget and annual revised budget

	Carryover	Project Adjustments	New Works	Deferred Works	Total Budget Movement
	\$000	\$000	\$000	\$000	\$000
Budget adjustments adopted 24th August	14,076	10,637	-	(21,113)	3,600
Budget adjustments adopted 9th November	-	6,859	1,681	(5,051)	3,488
Budget adjustments adopted 25th January	-	14,484	282	(10,757)	4,009
Total budget adjustments adopted	14,076	31,979	1,963	(36,921)	11,097

3.3.1 Capital expenditure

Capital expenditure is currently tracking \$0.04M above YTD forecasts and includes accrued expenditure for work completed during the month.

Cumulative capital expenditure

4 Balance Sheet

4.1 Statement of financial position

Statement of Financial Position For the period ending 28 February 2023

	Annual Original Budget \$000	Annual Revised Budget \$000	Actual \$000
Current assets			
Cash and cash equivalents	117,698	133,538	115,159
Investments	0	0	50,000
Trade and other receivables	20,421	20,468	97,376
Contract Assets	3,500	3,500	621
Other assets	2,710	3,216	1,013
Inventories	2,745	2,988	1,580
Non-current assets classified as held for sale	79	79	79
Total current assets	147,153	163,789	265,827
Non-current assets			
Investments	5,102	5,277	5,277
Trade and other receivables	0	0	1,676
Property, plant and equipment	3,471,822	3,704,248	3,673,667 ^
Right of use assets	741	1,236	1,250
Intangible assets	4,202	3,561	3,982
Total non-current assets	3,481,867	3,714,322	3,685,852
Total assets	3,629,020	3,878,111	3,951,679
Current liabilities			
Trade and other payables	10,002	8,501	12,184
Employee entitlements	11,572	1,760	22,309
Borrowings	14,049	14,048	6,831
Lease liabilities	25	66	36
Provisions	50,886	62,652	51,203
Contract Liabilities	3,500	3,500	9,853
Other liabilities	12,654	19,572	5,345
Total current liabilities	102,688	110,099	107,760

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Non-current liabilities			
Employee entitlements	1,775	1,699	1,699
Borrowings	38,848	38,848	52,770
Lease liabilities	750	1,258	1,298
Provisions	14,971	13,269	13,268
Other liabilities	1,163	11,691	11,691
Total non-current liabilities	57,507	66,765	80,728
Total liabilities	160,195	176,864	188,488
Net community assets	3,468,825	3,701,247	3,763,192
Community equity			
Retained surplus	2,299,637	2,311,833	2,373,776
Asset revaluation surplus	1,169,188	1,389,416	1,389,416
Total community equity	3,468,825	3,701,249	3,763,192

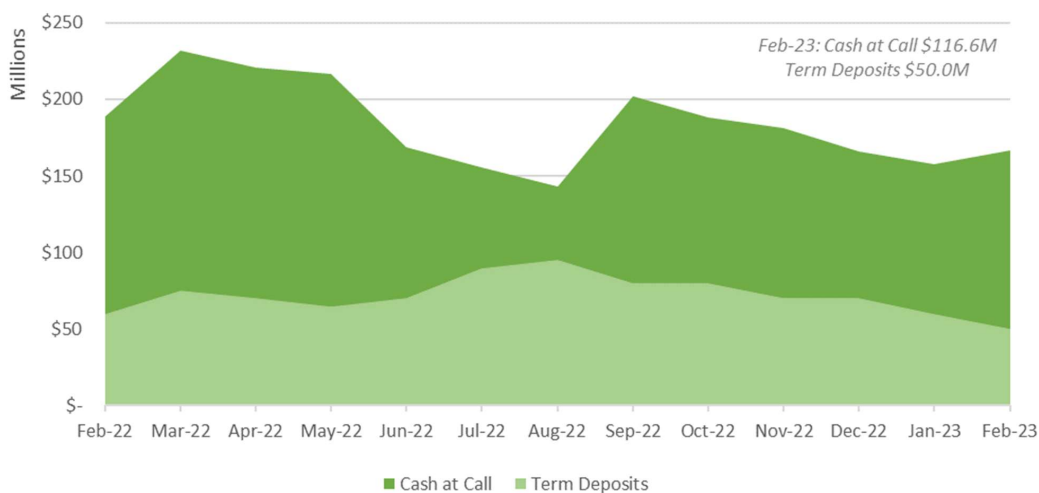
4.2 Cash and Investment Portfolio

4.2.1 Total Cash and Investment Portfolio

The total balance of MRC's cash at call and investments, at the end of the reporting period, is shown in the graph below. The balance of cash at call will vary from the reported balance of cash and cash equivalents on the statement of financial position due to unbanked cheques and other uncleared amounts.

68% of the total investment portfolio is currently deposited with Queensland Treasury Corporation (QTC), in accordance with MRC's Investment Policy. Cash held at call with QTC continues to be reviewed for yield and liquidity requirements. The market is monitored during the month for investment opportunities that will deliver comparable or better than what can be achieved via the QTC at call account.

Closing investment portfolio balance



Portfolio diversification

	Actual \$000	Percentage of Portfolio	Weighted Average Rate of Return
A1	25,000	15%	
A2	25,000	15%	
Total investments in term deposits	50,000	30%	3.58%
QTC	113,506	68%	
Other financial institution	3,113	2%	
Total cash at call	116,618	70%	3.27%
Total investment portfolio	166,618	100%	

Note: All investment categories referenced are in accordance with Mackay Regional Council's adopted investment policy. This is available for viewing via the Mackay Regional Council website.

4.2.2 Cash and cash equivalents

MRC's cash and cash equivalents are subject to internal and external restrictions that limit amounts available for discretionary or future use. At the end of the reporting period, approximately \$113M was maintained in various reserves.

A significant amount of the reserve balances relates to funds received as contributions for future capital trunk infrastructure. MRC regularly conducts reviews on reserve balances to confirm the validity of restrictions.

4.2.3 Investments

MRC maintains an investment portfolio diversified across various institutions and terms to maturity, which is reviewed regularly to maximise performance and minimise risk. MRC currently has \$50M invested with financial institutions other than QTC. Maturity of these investments is scheduled between March 2023 and January 2024.

The MRC portfolio return continues to exceed the benchmark of Ausbond Bank Bill Index. Financial indicators and other available data suggests an ongoing increase in interest rate yields is likely. MRC will continue to investigate investment opportunities to maximise returns where possible.

MRC's forecast interest income budget will continue to be monitored. Where any adjustment is required, it will be recognised in a future budget review.

	February	12 Month Comparative
MRC Portfolio	3.14%	2.06%
AusBond Bank Bill Index	1.52%	0.52%

4.3 Current Receivables

Revenue is recognised at the amounts due at the time of sale or service delivery. Mackay Regional Council's standard settlement terms for trade receivables are 30 days from invoice date.

	Actual \$000	Actual %
Trade and other receivables		
Rates and utility charges	86,450	89%
Development contributions	6,368	7%
Other debtors	4,557	5%
Total	97,375	100%

4.3.1 Rates Receivables

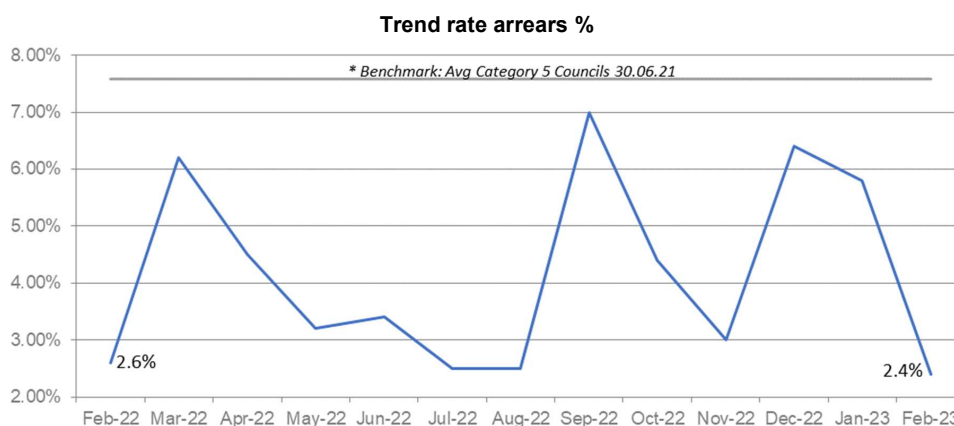
Rates and charges revenue represent ~83% of MRC's original operating revenue budget for the financial year.

MRC frequently reviews its collection process to ensure rates are collected efficiently and effectively, whilst being cognisant of individual circumstances. Collection action is continuing, both with our external collection agency and monitoring of in-house payment schedules. In-house collection methods include the use of SMS reminders for ratepayers. When arrears balances exceed three years aging, Council reviews parcels for inclusion in sale of land process. A public auction of these properties occurred 7 February 2023.

	Total Overdue \$000	Current year 2022/2023 \$000	1 year 2021/2022 \$000	2 years 2020/2021 \$000	> 3 years \$000
Total rate arrears	5,494	2,732	1,574	558	630

	Issue date of notice	Due date for payment
Rates notice	13/02/2023	15/03/2023
Pensioner rates notice	13/02/2023	01/06/2023
Rates reminder notice	10/04/2023	24/04/2023

The rates arrears percentage at month end, is consistent with the previous reporting period, noting rates notices are issued twice a financial year. The current arrears balance is anticipated to increase next month when rates notices fall due for payment.



* Each year the Department of State Development, Infrastructure, Local Government and Planning collects information from local governments about the key services they provide and publishes it in the Queensland local government comparative information report. The report includes a suite of efficiency, effectiveness and quality-of-service indicators covering key functional and financial areas of local government, including rates arrears performance indicators. The benchmark reported above represents the average rates arrears of like councils (category 5) for comparative years 30 June 2021 – 7.58%.

4.4 Property, plant and equipment

	Annual Original Budget \$000	Annual Revised Budget \$000	Actual \$000
Opening balance as at 1 July	3,444,352	3,669,813	3,669,726
Opening balance adjustment	0	0	175
Net additions (including WIP) and contributed assets	107,995	117,954	60,315
Depreciation	(78,395)	(81,123)	(53,787)
Write off / disposed	(1,997)	(2,349)	(2,762)
Transfers to other asset classes	(133)	(47)	0
Property, plant and equipment closing balance	3,471,822	3,704,248	3,673,667

A majority of MRC's assets are in the form of infrastructure; such as roads, drainage, water, sewerage and waste assets. Significant parts of MRC's long-term financial forecast are focused on the construction, upgrade and renewal of these assets, with the associated capital expenditure recognised as work in progress (WIP) until projects are complete and assets are ready for their intended use.

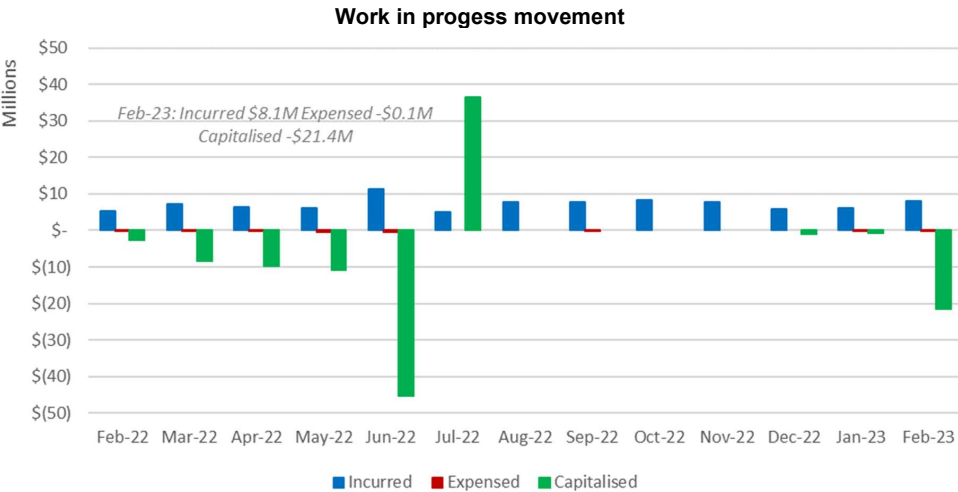
Refer to section 3.3 Council Projects Expenditure for current year budget estimates.

Total WIP as at the end of January represents \$171.2M, inclusive of current year additions and accruals. Of this, \$50.8M relates to projects complete, with assets in use. MRC employs a 90-day target from project completion through to capitalisation of detailed assets within the corporate asset register.

Project Phase	Actual \$000
Business case	3,333
Design	22,435
Construction	94,628
Projects Complete	50,788
Total WIP	171,184

Total Projects Complete \$000	Aged			
	> 90 days \$000	> 60 days \$000	> 30 days \$000	< 30 days \$000
50,788	41,972	4,758	1,008	3,050

Where required, accounting adjustments are performed at 30 June to ensure that assets in use at the end of the reporting period are recognised in the correct financial year. These adjustments are subsequently reversed on 1 July, and true asset capitalisation follows. The below graph detailing movement in WIP by period is inclusive of these adjustments.



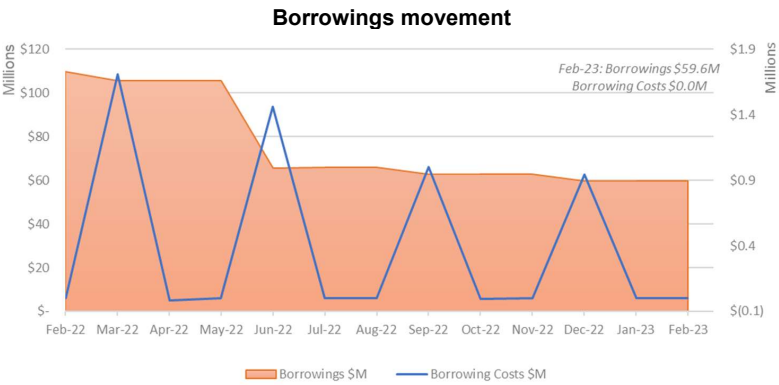
Note: Incurred; represents capital expenditure for the construction or acquisition of assets. These assets are incomplete and are non-depreciating. Capitalised; refers to the recognition of property, plant and equipment in Mackay Regional Council's asset register. Expended; relates to costs transferred from WIP that will not be capitalised, with expenditure recognised in the Income Statement.

4.5 Borrowings

Loan borrowings are an important funding source for local government; reflecting that the full cost of infrastructure should not be borne entirely by present-day ratepayers alone, rather by all those who benefit from the infrastructure over its lifetime.

Borrowing costs associated with the debt balance are recognised when the principal repayments are made, on a quarterly basis. At the end of February, MRC had \$59.6M in total loan borrowings outstanding. In line with the MRC's Debt Policy, no new borrowings are forecast in the current financial year.

The June 2022 movement in the graph below includes early repayment of a sewerage loan, to realise a significant financial benefit for the community.



5 Cash Flow

5.1 Statement of cash flows

Statement of Cash Flows
For the period ending 28 February 2023

	Annual Original Budget \$000	Annual Revised Budget \$000	Actual \$000
Cash flows from operating activities			
Receipts from customers	265,823	270,003	161,552
Payments to suppliers and employees	(195,026)	(212,263)	(120,589)
Interest income	1,992	4,267	3,265
Non-capital grants, subsidies, contributions and donations	9,981	10,303	4,601
Borrowing costs	(3,640)	(3,641)	(1,943)
Net cash inflow from operating activities	79,130	68,669	46,886
Cash flows from investing activities			
Payments for property, plant and equipment	(103,996)	(113,943)	(56,375)
Payments for intangibles	0	(12)	(9)
Payments for investments	0	0	20,000
Other capital income	0	1,676	11
Other capital expenses	(2,000)	(2,000)	(81)
Proceeds from sale of property, plant and equipment	1,257	1,609	814
Capital grants, subsidies, contributions and donations	36,512	21,643	11,317
Net cash outflow from investing activities	(68,227)	(91,027)	(24,323)
Cash flows from financing activities			
Repayment of borrowings	(13,168)	(13,167)	(6,462)
Repayments made on leases (principal only)	(41)	(41)	(47)
New cash outflow form financing activities	(13,209)	(13,208)	(6,509)
Net increase / (decrease) in cash and cash equivalents	(2,306)	(35,566)	16,054
Cash and cash equivalents at beginning of the period	120,004	169,104	99,104
Cash and cash equivalents at end of the period	117,698	133,538	115,159

6 Financial analysis

6.1 Key performance indicators

Ratio	Description	Target	FY2021	FY2022	Amended Budget FY2023	February FY2023
Operating surplus ratio (%)	Extent to which operating revenues covers operating expenses (excludes capital items)	0% - 10%	2.2%	0.2%	0.3%	31.3%
Interest coverage ratio (%)	Extent to which operating revenues cover net interest expense	0% - 5%	2.4%	3.4%	0.1%	(0.4%)
Net financial liabilities ratio (%)	Extent to which net financial liabilities can be serviced by operating revenues	< 60%	6.1%	4.3%	4.6%	(30.3%)
Current ratio	Extent to which current assets cover current liabilities	Between 1 and 4	1.8	1.5	1.5	2.5
Asset sustainability ratio (%)	Extent to which the infrastructure assets are being replaced/renewed	> 90%	82.2%	65.4%	78.1%	59.1%
Capital expenditure ratio (times)	Extent to which capital expenditure exceeds depreciation.	> 1.1 times	1.2	1.3	1.5	1.1

Year to date results are largely indicative of current timing in the delivery of the annual budget. It should be considered that some targets are set to be achieved on average over the longer term and therefore not expected to be met on a monthly basis. It is anticipated that these ratios align with budget at year end.

The actual asset sustainability ratio is consistently below target as MRC boasts a relatively new asset base. Significant investment in new assets over prior years has reduced the immediate need for renewal of those assets. MRC continues to invest adequately in asset renewals to ensure continued services to the community over the long-term as well optimising operating and maintenance costs of the assets over their useful life.

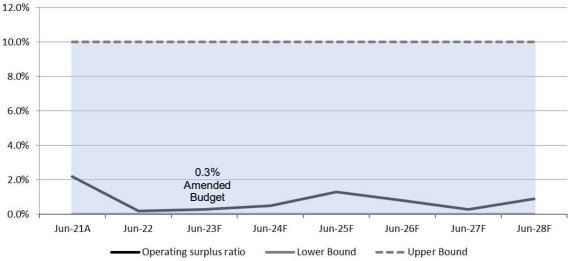
The key performance indicator trends are observed in the following graphs. Historical financial years are represented on the axis using actual (a) results, with revised budget forecasts (f) applied in future financial periods.



Strategic Financial Report > February 2023

Operating surplus ratio %

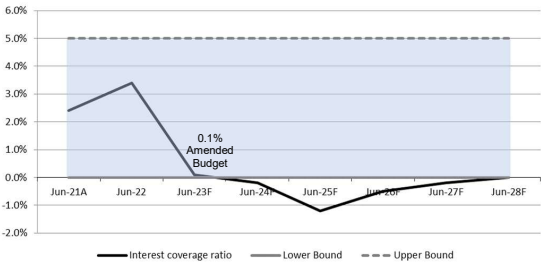
A percentage between 0% and 10% over the long term means Council is expecting to generate healthy levels of revenue with an ability to fund proposed capital expenditure and / or debt repayments.



Interest coverage ratio %

This ratio measures the extent to which operating revenues are committed to funding net interest expense.

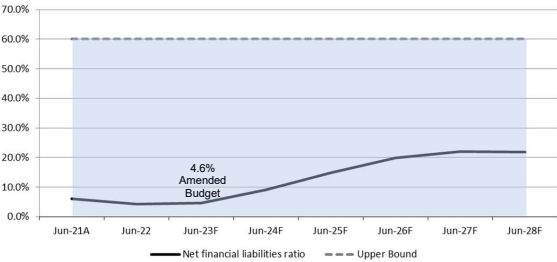
The interest coverage ratio is negative in years where interest revenue exceeds interest expense. MRC remains confident that financial risk is being effectively managed throughout the life of the forecast.



Net financial liabilities ratio %

This ratio measures Council's ability to fund its net financial liabilities from recurrent revenue.

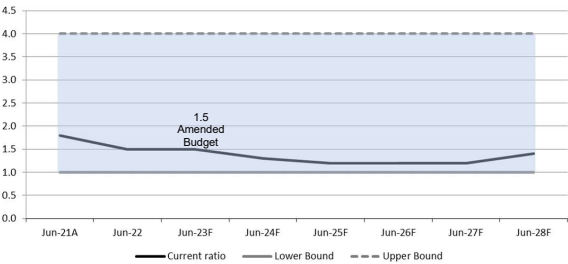
It is noted that Mackay Regional Council is expected to remain within target bounds indicative that the financial risk is being effectively managed.



Current ratio

The current ratio is a good indicator of Council's liquidity and ability to meet short term obligations.

If the current ratio is too high over a sustained period, this may indicate that council may not be efficiently using its current assets or its short-term financing facilities and may also indicate problems in working capital management.





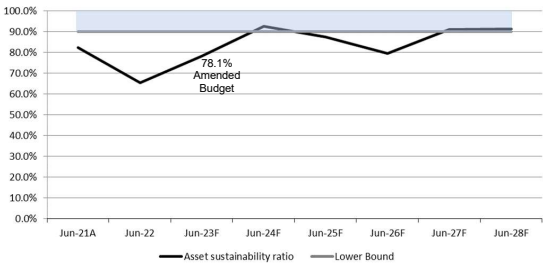
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Asset sustainability ratio %

This ratio is calculated based on the planned capital expenditure on the renewal of assets.

MRC is confident that although it does not reach the set target in the first few years of the Long Term Financial Forecast, it does contribute to sustainable asset replacement over the long term.

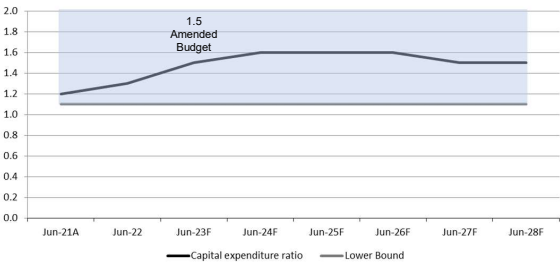
This ratio is also reflective of the relative new age of MRC’s asset base following a period of high growth and investment in new assets. This means the requirement to spend significant funds on renewals at this stage is relatively low but will be monitored to ensure future spend is sufficient.



Capital expenditure ratio (times)

This ratio measures the extent to which annual capital expenditure is covered by annual depreciation. A ratio above 1.1 indicates investment in long term asset growth beyond current existing levels.

This ratio indicates that council is willing to invest more than depreciation into expanding its assets base for the life of the adopted Long Term Financial Forecast.



7 Budget analysis - Commercial businesses

7.1 Mackay Water Services

Income Statement For the period ending 28 February 2023

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Operating revenue	100,670	101,436	88,683	88,141	(542)
Operating expenses	40,587	40,615	26,428	25,692	(736)
Earnings before interest, depreciation, dividend and tax	60,083	60,821	62,255	62,449	194
Finance costs	1,459	1,459	717	732	15
Depreciation	28,417	30,170	19,931	20,344	413
Earnings before dividend and tax	30,207	29,192	41,607	41,373	(234)
Dividend and tax	25,266	25,267	16,844	16,844	0
Operating surplus / (deficit)	4,941	3,925	24,763	24,529	(234)
Total capital revenue	3,950	3,950	1,371	1,183	(188)
Total capital expenses	600	600	500	626	126
Net result	8,291	7,275	25,634	25,086	(548)

% YTD Variance from YTD Budget (KPI)

YTD Variance between ± 0% and ± 2.99%

YTD Variance between ± 3% and ± 4.99%

YTD Variance equal to or greater than ± 5%

Mackay Water Services is reporting an operating surplus of \$24.5M for the month of February, which is a \$0.2M unfavourable variance against YTD budget.

Operating revenue is \$0.5M under YTD budget at period end. All revenue categories are reporting below YTD budget with exception of interest income and other recurrent income.

Total expenses (operating expenses, finance costs and depreciation) are reporting a favourable variance of \$0.3M against YTD budget at period end. Materials and services accounts for much of the variance, which is largely attributable to delays in recognition of forecast expenditure. Offsetting this favourable variance is employee benefits, depreciation and finance costs reporting slightly above YTD budget.

Total capital revenue and expenses is reporting an unfavourable variance against YTD budget due to higher than anticipated non-current asset disposals and recognition of waived infrastructure charges.

7.2 Mackay Waste Services

Income Statement For the period ending 28 February 2023

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Operating revenue	30,943	31,902	29,264	28,424	(840)
Operating expenses	19,861	20,224	11,964	9,005	(2,959)
Earnings before interest, depreciation, dividend and tax	11,082	11,678	17,300	19,419	2,119
Finance costs	816	816	314	330	16
Depreciation	2,435	2,298	1,432	1,241	(191)
Earnings before dividend and tax	7,831	8,564	15,554	17,848	2,294
Dividend and tax	4,887	4,887	3,258	3,258	0
Operating surplus / (deficit)	2,944	3,677	12,296	14,590	2,294
Total capital revenue	0	290	0	0	0
Total capital expenses	100	100	67	0	(67)
Net result	2,844	3,867	12,229	14,590	2,361

% YTD Variance from YTD Budget (KPI)

YTD Variance between 0% and ± 2.99%

YTD Variance between ± 3% and ± 4.99%

YTD Variance equal to or greater than ± 5%

Mackay Waste Services is reporting an operating surplus of \$14.6M for the month of February, which is a \$2.3M favourable variance against YTD budget.

Operating revenue is \$0.8M under YTD budget at period end. All revenue categories are reporting below YTD budget with exception of interest income. Lower than anticipated waste disposal fees are observed as well as a decline in revenue share with Mackay Materials Recovery Facility.

Total expenses (operating expenses, finance costs and depreciation) is reporting a favourable variance of \$3.1M against YTD budget at period end. Materials and services accounts for much of the variance, which is largely attributable to delays in recognition of forecast expenditure. Depreciation and employee costs are also reporting below YTD budget with finance costs reporting above YTD budget.

Total capital revenue and expenses has seen no activity, while a non-current asset disposal budget of \$67K was allocated. It is expected that this expense will be realised in a future period.

12. RECEIPT OF PETITIONS

Nil

13. TENDERS

Nil

14. CONSIDERATION OF NOTIFIED MOTIONS

Nil

15. PUBLIC PARTICIPATION

Ms Rhonda Marriage addressed Council in relation to chemtrails.

Ms Christine McDonald addressed Council in relation to smart cities and other matters.

Ms Libby Ward addressed Council in relation to overgrown grass in the region and bins in Parks.

16. LATE BUSINESS

Nil

17. CONFIDENTIAL REPORTS

The meeting did not close to the public.

17.1. LEGAL SERVICES MONTHLY REVIEW REPORT - FEBRUARY 2023

Confidential

Confidential Report to be forwarded separately.

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (e) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter relating to **legal advice obtained by Council or legal proceedings involving Council including for example, legal proceedings that may be taken by or against Council.**

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (g) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter relating to **negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council.**

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (h) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter **relating to negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*.**

Council Resolution ORD-2023-76

THAT the Legal Services Monthly Report for February 2023 be accepted.

Moved Cr Jones

Seconded Cr Bonaventura

CARRIED UNANIMOUSLY

17.2. APPROVED CONCESSIONS UNDER THE FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY - FEBRUARY 2023

Confidential

Confidential Report to be forwarded separately.

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (c) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter **relating to Council's budget**.

Council Resolution ORD-2023-77

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

Moved Cr Hassan

Seconded Cr Jones

CARRIED UNANIMOUSLY

17.3. APPROVED SPONSORSHIP UNDER THE INVEST MACKAY EVENTS AND CONFERENCE ATTRACTION PROGRAM - FEBRUARY 2023

Confidential

Confidential Report to be forwarded separately.

This report is **CONFIDENTIAL** in accordance with the Section 254J (3) (c) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public to discuss a matter **relating to Council's budget**.

Council Resolution ORD-2023-78

THAT the sponsorship approved under the Invest Mackay events and Conference Attraction Program are noted.

Moved Cr Green

Seconded Cr Englert

CARRIED UNANIMOUSLY

18. MEETING CLOSURE

Meeting closed at 11:03 am.

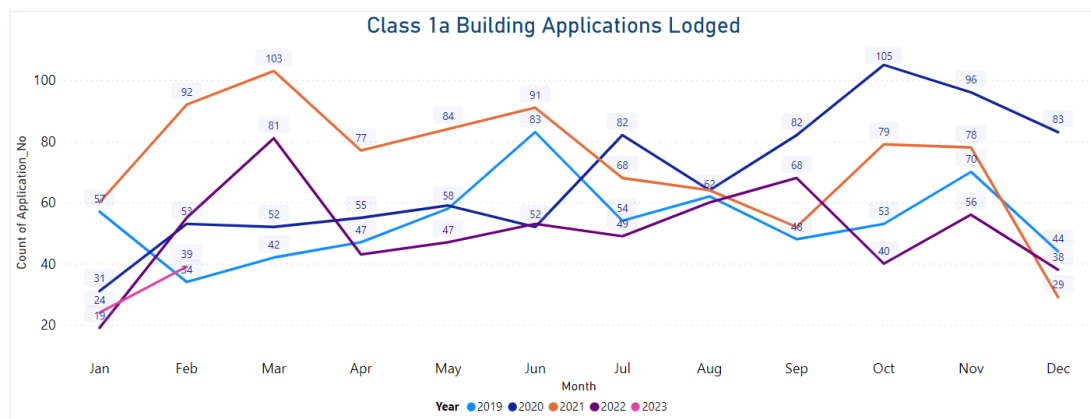
19. FOR INFORMATION ONLY

19.1. BUILDING WORKS STATISTICS - FEBRUARY 2023

Class	Description	Total February 2023	Total Value of Proposed Works	Average Proposed Floor Area (m2)	Total February 2022	YTD
Class 1A	A single dwelling being a detached house, or one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit	39	\$8,082,605	91	55	63
Class 1B	A boarding house, guest house, hostel or the like with a total area of all floors not exceeding 300m2, and where not more than 12 people reside, and is not located above or below another dwelling or another Class of building other than a private garage	0			0	1
Class 2	A building containing 2 or more sole-occupancy units each being a separate dwelling	0			0	0
Class 3	A residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons. Example: boarding-house, hostel, backpackers accommodation or residential part of a hotel, motel, school or detention centre	0			0	0
Class 4	A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building	0			0	0
Class 5	An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9	1	\$316,010	180	1	1
Class 6	A shop or other building for the sale of goods by retail or the supply of services direct to the public. Example: café, restaurant, kiosk, hairdressers, showroom or service station	2	\$340,560	183	5	5
Class 7A	A building which is a car park	0			0	0
Class 7B	A building which is for storage or display of goods or produce for sale by wholesale	3	\$1,368	4,103	1	3
Class 8	A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain	1	\$150,000	0	0	1
Class 9A	A health care building, including those parts of the building set aside as a laboratory	0			0	0
Class 9B	An assembly building, including a trade workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class	0			0	2

Class 9C	An aged care building	0			0	0
Class 10A	A private garage, carport, shed or the like	71	\$3,219,237	110	98	135
Class 10B	A structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like	24	\$1,437,168	8	21	33
Class 10C	A private bushfire shelter	0			5	0
Sundry	Demolition residential/commercial/industrial, class n/a, class s/s	1	\$350,000	N/A	1	1
Totals		142	\$13,896,948	4,673	187	245

Description	Total February 2023	Total Value of Proposed Works	Average Proposed Floor Area (m2)	Total February 2022	YTD
New building or structure	94	\$10,856,766	130	137	174
Change of building classification	1	\$54,000	0	2	2
Demolition	5	\$553,800	N/A	8	8
Repairs, alterations, additions	27	\$6,513,268	155	19	42
Swimming pool and/or pool fence	24	\$1,800,296	N/A	14	33
Relocation or removal	1	\$35,000	0	1	1
Totals	152	\$19,813,130	283	181	260



19.2. DEVELOPMENT APPLICATIONS - FEBRUARY 2023

Applications Received

App No.	Code / Impact	Address	Applicant	Description	Officer
DA-2009-402/C	Code	Lot 1 Horse & Jockey Road RACECOURSE	Woodman Property Pty Ltd	Extension of Currency Period (6 years) - Material Change of Use - General Industry Premises (Stage 1)	Rachel O'Brien
DA-2011-40/A	Code	87-93 Boundary Road East PAGET	Sacca Investments Pty Ltd	Change Application (Other) - General Industry - Transport Depot	Patrick Hobson
DA-2013-389/B	Code	Lot 701 Beaconsfield Road East ANDERGROVE	Aldi Stores (A Limited Partnership)	Generally In Accordance - Material Change of Use - Commercial Precinct (Lots 703 and 704 GFA of 1760sqm) over 3 Stages including Service Station, Catering Shop, Shop, Gym as defined in Preliminary Approval DA-2007-286/C	Brogan Jones
DA-2018-135/A	Code	23-25 Schmidtkes Road OORALEA	Ooralea Farming Pty Ltd A.C.N. 624 473 178	Extension of Currency Period - Reconfiguring a Lot - 1 Split Zoned Lot into 12 lots and Balance Lot (Ooralea Gardens - Stage 1A)	Brogan Jones
DA-2020-117/A	Code	36 George Street MACKAY	Jeremy B Chapman and Katie L Chapman	Change Application (Minor) - Amended Plans Dwelling House (Neighbour Character Overlay)	Renee Andrea
DA-2022-201/A	Code	Lot 601 Diesel Drive PAGET	Hastings Deering (Australia) Limited	Change Application (Minor) - Amendment to Plans	Lachlan Deon
DA-2022-56/A	Code	90 Ellwoods Road MOUNT JUKES	Deakins Investments (QLD) Pty Ltd	Change Application (Minor) - Material Change of Use for Nature Based Tourism	Renee Andrea
DA-2023-11	Code	226 Miran Khan Drive ARMSTRONG BEACH	AAA Building Consultants	Material Change of Use - Dwelling (Domestic Outbuilding)	Renee Andrea
DA-2023-12	Code	1039 Gargett-Mia Mia Road SEPTIMUS	John W Head and Mavis E Head and Maxwell G Head	Reconfiguration of Lot - Boundary Realignment – 2 Lots into 2 Lots	Patrick Hobson
DA-2023-13	Code	2 Dalrymple Street PINNACLE	Michael J Jewell and Darcy S McEwen	Material Change of Use – Dual Occupancy	Patrick Hobson
DA-2023-14	Code	2 Harvison Street EAST MACKAY	AAA Building Consultants	Material Change of Use - Dwelling House (Relocation, Raise & Renovation within Neighbourhood Character Overlay)	Teagan Darvill
DA-2023-15	Code	Lot 9 Courtney Gap Road SARINA	AAA Building Consultants	Material Change of Use - Dwelling (Bushfire Hazard Overlay - Very High Area)	Lachlan Deon
DA-2023-16	Code	289 West Plane Creek Road SARINA	Darryl K Josey and Janelle E Josey	Material Change of Use - Low Impact Industry (Distillery)	Patrick Hobson
DA-2023-17	Code	18 Drew Street FINCH HATTON	Fishing Pty Ltd	Material Change of Use - Short-Term Accommodation	Lachlan Deon
DA-2023-18	Code	18 Andrew Fordyce Road MOUNT JUKES	Robert J Prins and Victoria J Prins	Reconfiguration of a Lot - Tradeable Development Rights Boundary Realignment - 4 Lots into 4 Lots	Patrick Hobson
DA-2023-20	Impact	86 Balnagowan Mandarana Road THE LEAP	Lc Quarry Materials Pty Ltd	Material Change of Use - Extractive Industry - Extraction Amount	Darryl Bibay
DA-2023-21	Code	175 Jensens Road HABANA	John Wright	Reconfiguration of Lot - Boundary Realignment - 3 Lots into 3 Lots - Tradeable Development Rights	Patrick Hobson
DA-2023-22	Code	Lot 981 Rosewood Drive RURAL VIEW	Gemini Homes (QLD) Pty Ltd	Material Change of Use - Dwelling House (Flood and Coastal hazards Overlay) and Secondary Road Frontage Setback	Teagan Darvill
DA-2023-23	Code	37 Temples Lane BAKERS CREEK	David R Byrnes	Material Change of Use - Caretaker's Accommodation	Rachel O'Brien
DA-2023-24	Code	18A Manaways Road FARLEIGH	Peter P Haber	Reconfiguration of a Lot - Proposed Easement	Rachel O'Brien
DA-2023-25	Code	8 Brandon Street SARINA	The Bobbermein Family Trust and The Hawkins Family	Material Change of Use - Childcare Centre	Darryl Bibay
DA-2023-26	Code	448 Kuttatubul Mount Jukes Road KUTTABUL	Desrae J Ellwood	Development Permit for Reconfiguration of a Lot (Boundary Realignment) - 2 lots into 2 lots	Renee Andrea
DA-2023-27	Code	217 Slade Point Road SLADE POINT	Allison M Collen	Development Permit for Reconfiguring a Lot (Subdivision) - 1 Lot into 2 Lots	Renee Andrea
DA-2023-28	Code	14 James Street MACKAY	James Residences Unit Trust	Material Change of Use - Multiple Dwelling (6 Units)	Rachel O'Brien
DA-2023-29	Code	35 Meadow Street NORTH MACKAY	Adam J Hull	Combined Application - Reconfiguration of a Lot (Boundary Realignment and Subdivision (2 Lots into 3 Lots)) and Material Change of Use (Dual Occupancy)	Renee Andrea
DA-2023-30	Code	Lot 710 Cutler Drive ANDERGROVE	Ink Developments Pty Ltd	Material Change of Use - Childcare Centre	Brogan Jones
DA-2023-9	Code	122 Lanes Road HAMPDEN	Andrew M Krajc	Material Change of Use - Dwelling in Bushfire Overlay	Lachlan Deon

PDA-2023-2	Code	10C River Street MACKAY	Mackay Regional Council	Request for Exemption Certificate - Reconfiguration by Lease	Teagan Darvill
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Applications Entering Decision Making Period

App No.	Code / Impact	Address	Applicant	Description	Officer
DA-2022-114	Code	Lot 900 Bedford Road ANDERGROVE	SCCASP Holdings Pty Ltd	Reconfiguring of a Lot 1 into 40 Lots	Lachlan Deon
DA-2022-134	Code	Lot 1 Pinevale Road PINEVALE	Wayne D Dean	Boundary Realignment – 3 Rural Lots into 3 Rural Lots	Lachlan Deon
DA-2022-162	Code	14 Byron Street MACKAY	Kangmin Lu	Material Change of Use - Multiple Dwellings (3 Units)	Kate Large
DA-2022-184	Impact	40-42 Caterpillar Drive PAGET	Hastings Deering (Australia) Ltd	Material Change of Use - Warehouse, Low Impact Industry and Outdoor Sales	Lachlan Deon
DA-2022-209	Code	175 Stony Creek Road ETON	Bradley J Cameron	Reconfiguration of Lot - Boundary Alignment - 3 Rural Lots into 3 Lots and Access Easement	Lachlan Deon
DA-2022-210	Code	401 Bridge Road WEST MACKAY	AAA Building Consultants	Material Change of Use - Carport Shade Sail (Neighbourhood Character Overlay)	Teagan Darvill
DA-2022-237	Code	14 Commercial Avenue PAGET	WHF Group Pty Ltd	Material Change of Use - Medium Impact Industry (Wash Down Facility)	Kate Large
DA-2022-244	Code	130 Rocky Waterholes-Wollingford Road GREENMOUNT	AAA Building Consultants	Material Change of Use - Proposed Dwelling House and Secondary Dwelling (Bushfire Hazard and Extractive Resources & High Impact Activities Overlays)	Lachlan Deon
DA-2023-10	Code	762 Mackay-Eungella Road PLEYSTOWE	Austin W Evans	Material Change of Use - Dwelling House (Proposed Shed Encroaching Front Boundary Setback)	Patrick Hobson
DA-2023-5	Code	207 Mackay-Eungella Road WALKERSTON	Andrew Barfield	Boundary Realignment – 2 Lots into 2 Lots	Teagan Darvill
DA-2023-9	Code	122 Lanes Road HAMPDEN	Andrew M Krajc	Material Change of Use - Dwelling in Bushfire Overlay	Lachlan Deon

Applications Finalised

App No.	Code / Impact	Address	Applicant	Description	Officer
Approved Subject to Conditions					
DA-2005-332/C	Impact	17 Ambrose Way NORTH MACKAY	Mackay Christian Colleges Ltd	Change Application (Minor) - Amended Plans - Material Change of Use for an Educational Establishment (Primary School) and Place of Worship and Reconfiguration of a Lot to create 20 Urban Residential lots	Kadon Howell
DA-2006-168/D	Impact	Lot 44 Midge Point Road MIDGE POINT	Carlisle Coast Developments Pty Ltd	Change Application (Other) from Material Change of Use and Reconfiguration of a Lot to create 103 Village lots and common property AND Material Change of Use for Environmentally Relevant Activity (ERA No 15(b)) to Material Change of Use and Reconfiguration of a Lot to create 86 Residential Lots, 2 Drainage Lots & 1 Balance Lot.	Lachlan Deon
DA-2017-58/C	Code	17 Holts Road BEACONSFIELD	Northern Australian Conference of The Seventh-Day	Change Application (Minor) Educational Establishment - Extensions (Stages 2 & 3)	Kadon Howell
DA-2018-82	Code	26 Andergrove Road ANDERGROVE	QLD United Earthworks Pty Ltd	2 Urban Residential Lots into 60 Lots (Superseded Planning Scheme)	Lachlan Deon
DA-2018-84	Code	9 Cooney Street ANDERGROVE	QLD United Earthworks Pty Ltd	1 Urban Residential Lot into 52 Lots (Superseded Planning Scheme)	Lachlan Deon
DA-2019-106/B	Impact	239-245 Nebo Road WEST MACKAY	The Roman Catholic Trust Corporation	Change Application (Minor) - Amended Plans - Educational Establishment	Darryl Bibay
DA-2020-117/A	Code	36 George Street MACKAY	Jeremy B Chapman and Katie L Chapman	Change Application (Minor) - Amended Plans Dwelling House (Neighbour Character Overlay)	Renee Andrea
DA-2020-122/A	Code	34-38 Gateway Drive PAGET	Sentinel Growth Fund Pty Ltd	Minor Change Application - Change Conditions 1 and 8 and update Approved Plans - Medium Impact Industry	Patrick Hobson
DA-2022-100	Code	Lot 241 Slater Avenue BLACKS BEACH	Corella Property Investment Trust No2	Material Change of Use - Childcare Centre & Reconfiguration of Lot - 1 Lot into 3 Lots and Access Easement	Brogan Jones
DA-2022-200	Impact	49-51 Central Park Drive PAGET	NJB Holding Co Pty Ltd	Material Change of Use – Medium Impact Industry	Kate Large

DA-2022-201	Code	Lot 601 Diesel Drive PAGET	Hastings Deering (Australia) Limited	Material Change of Use - Warehouse (Outdoor Storage)	Lachlan Deon
DA-2022-206	Code	249 Slade Point Road SLADE POINT	Beau A Hargrave	Reconfiguring of Lot - Boundary Realignment of 2 Lots	Rachel O'Brien
DA-2022-21	Code	Lot 981 Rosewood Drive RURAL VIEW	Plantation Palms Properties Pty Ltd	Reconfiguration of a Lot - 1 Lot into 48 Lots (Stage 6A Plantation Palms)	Dennis O'Reily
DA-2022-213	Code	54A Phillip Street MOUNT PLEASANT	Guzman Y Gomez	Material Change of Use - Food and Drink Outlet	Lachlan Deon
DA-2022-223	Code	Lot 25 Mackay-Eungella Road GARGETT	John A Harvison	Reconfiguration of a Lot - 2 Lots into 3 Lots	Lachlan Deon
DA-2022-230	Code	Lot 3 Kinchant Dam Road NORTH ETON	Thomas V Deguara and Gerard J Deguara	Reconfiguring a Lot – Development Permit for a Boundary Realignment - 15 Lots into 15 Lots under Tradeable Development Rights Policy	Patrick Hobson
DA-2022-232	Code	Lot 29 Holts Road RICHMOND	AAA Building Consultants	Material Change of Use - Proposed Dwelling with Bushfire Hazard	Lachlan Deon
DA-2022-235	Code	1 Elizabeth Street NORTH MACKAY	Lesley M Keegan	Reconfiguring a Lot - Development Permit for Boundary Realignment of 2 Lots	Teagan Darvill
DA-2022-246	Code	75 McColl Street WALKERSTON	AAA Building Consultants	Material Change of Use - Dwelling House (Rural Residential)	Lee Griffith
DA-2023-22	Code	Lot 981 Rosewood Drive RURAL VIEW	Gemini Homes (QLD) Pty Ltd	Material Change of Use - Dwelling House (Flood and Coastal hazards Overlay) and Secondary Road Frontage Setback	Teagan Darvill
Approved					
DA-2011-205	Code	38-40 Downie Avenue BUCASIA	R & T Jenvey Partnership	1 Rural Lot into 28 Lots	Julie Brook
DA-2022-199	Code	33 Brisbane Street MACKAY	Chad's Dream Pty Ltd	Material Change of Use - Health Care Services & Short-Term Accommodation Units x2	Lachlan Deon
Application Refused					
DA-2021-177	Code	23-25 Schmidtkes Road OORALEA	Ooralea Farming Pty Ltd	Reconfiguring a Lot - 1 Specialised Centre Lot into 21 Lots, 1 Drainage Lot and 1 Balance Lot	Brogan Jones
Negotiated Decision					
DA-2022-161	Code	18 Byron Street MACKAY	Kangmin Lu	Material Change of Use - Multiple Dwellings (3 Units)	Kate Large
Application Withdrawn					
DA-2022-174/A	Code	2 Elle Court ARMSTRONG BEACH	Shelley A Smith	Change Application (Minor) - Change to Condition 1 Material Change of Use - Dwelling & Domestic Outbuilding (Flooding and Coastal Hazards Overlay and Setback)	Renee Andrea

Confirmed on Wednesday 12 April 2023.

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MAYOR