



## **MINUTES**

### **Ordinary Meeting**

**Held at the  
Mackay Entertainment and Convention Centre  
258 Alfred Street, Mackay**

**On Wednesday 10 June 2020**

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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 and advised that because of COVID-19 regulations, no members of the public were able to be in attendance. Mayor Williamson welcomed members of the public who were viewing the live streaming of the Meeting.

## **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 C Doyle (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), Ms A Hays (Director - Community & Client Services), Ms K Lamb (Director - Organisational Services) and Mr M Sleeman (Manager - Corporate Communications & Marketing).

The meeting commenced at 10:00 am.

## **2. OPENING PRAYER**

Pastor Ragoso Tagaloa from the Seventh Day Adventist Church led those present in Prayer.

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

Nil

## **4. APOLOGIES**

Nil

## **5. CONDOLENCES**

Mayor Williamson noted that today marked the 60th anniversary of the tragic loss of life which occurred as a result of the crash of the Fokker Friendship at Far Beach. Mayor Williamson thanked those Councillors that joined him this morning at Far Beach to mark the occasion.

## **6. CONFLICT OF INTEREST**

Cr Bonaventura and Cr Hassan declared a Perceived Conflict of Interest for Item 11.3.3.

## **7. CONFIRMATION OF MINUTES**

### **7.1. CONFIRMATION OF MINUTES - 27 MAY 2020**

#### **Council Resolution ORD-2020-104**

THAT the Ordinary Meeting Minutes dated 27 May 2020 be adopted.

**Moved Cr Englert**

**Seconded Cr Mann**

**CARRIED**

**8. BUSINESS ARISING OUT OF PREVIOUS MINUTES**

Nil

**9. MAYORAL MINUTES**

Nil

**10. CONSIDERATION OF COMMITTEE REPORTS & RECOMMENDATIONS**

Nil

## 11. CORRESPONDENCE AND OFFICER'S REPORTS

### 11.1. OFFICE OF THE MAYOR AND CEO

#### 11.1.1. THE OFFICE OF THE MAYOR AND CEO MONTHLY REVIEW REPORT - MAY 2020

<b>Author</b>	Chief Executive Officer (Craig Doyle)
<b>Responsible Officer</b>	Chief Executive Officer (Craig Doyle)
<b>File Reference</b>	DMRR
<b>Attachments</b>	1. Report for Office of Mayor CE Os - Monthly Review - May 20 - FINAL [11.1.1.1 - 19 pages]

#### **Purpose**

To provide Council with the Office of the Mayor and Chief Executive Officer's Monthly Report for month of May 2020.

#### **Related Parties**

Nil

#### **Officer's Recommendation**

THAT the Office of the Mayor and Chief Executive Officers Monthly Report for May 2020 be received.

The Chief Executive Officer (CEO) spoke to the report and provided an overview and highlights of the Office of the Mayor and CEO Monthly Review Report for May 2020.

Cr Bonaventura noted that the State Government funded beach restoration project was still awaiting acquittal by the QRA and queried if this would occur soon.

The CEO advised that there are very small amounts outstanding and he is confident that this acquittal will occur before the end of the financial year.

Cr May requested an update on the crushed glass trials and queried how Council is evaluating the progress of the trial.

The CEO advised that he was aware that a significant amount of crushed glass stock had been sold and referred the query to the Director for Engineering and Commercial Infrastructure, Jason Devitt.

The Director advised that he would take the evaluation process query on notice but that the trial on Hogan Pockets Road was going very well and external developers were continuing to use the crushed glass.

#### **Council Resolution ORD-2020-105**

**THAT the Office of the Mayor and Chief Executive Officers Monthly Report for May 2020 be received.**

**Moved Cr May**

**Seconded Cr Hassan**

Cr May noted the development of the people and culture strategy, the implementation of the business training needs analysis, the progress of asset management including the commencement of the parks pilot program and the storm water and road data cleansing. Cr May noted that the Officers had been working hard on

updating Council's disaster preparedness and is looking forward to the new animal management facility being tendered and built in the near future. Cr May also noted the ongoing work of the CEO, Directors and Officers in relation to their rapid reaction to changes due to COVID-19.

**CARRIED**



# Office of Mayor and CEO

Monthly Review

Period - May 2020



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## OVERVIEW

This report is for the Office of the Mayor and CEO for May 2020.

- Council operations during the COVID 19 have maintained all critical services with minimal to no interruption for the community. With restrictions now being slowly lifted we are adjusting our service offerings to match.
- COVID 19 has impacted our full financial year budget expected result and we are now forecasting a deficit of approximately \$500,000 however due to the uncertainty around the pandemic restrictions and year there is still some uncertainty during June on the final result.
- The unfavourable weather for some periods of May have impacted some of our capital projects however the Resources Centre of Excellence stage 1 will be complete by mid-June, the shared path on Ron Searle Drive will be complete by end of June and Queens Park remains on track for completion by early July. These three projects total nearly \$20m of investment.
- The 2020/21 Budget process is nearing finalisation and will be submitted for approval to the 24 June Council meeting. The budget will include considerable relief initiatives for those most affected by the COVID 19 pandemic while maintaining council's investment into core and community infrastructure.



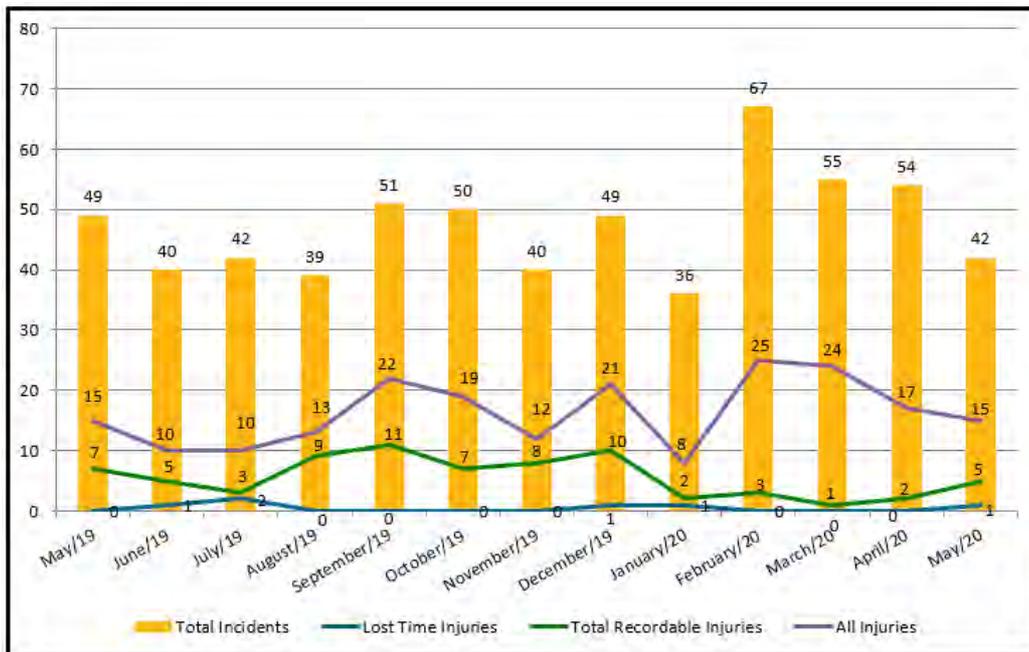
## SAFETY

### 1.1. Overview

Forty-two incidents were reported involving MRC employees, contractors, and members of the public.

During the month, one lost time injury was recorded:

- An ankle injury after a person tripped on an uneven surface.



Forty-two incidents were reported involving MRC employees, contractors, and members of the public, including the following 15 injuries to MRC employees.

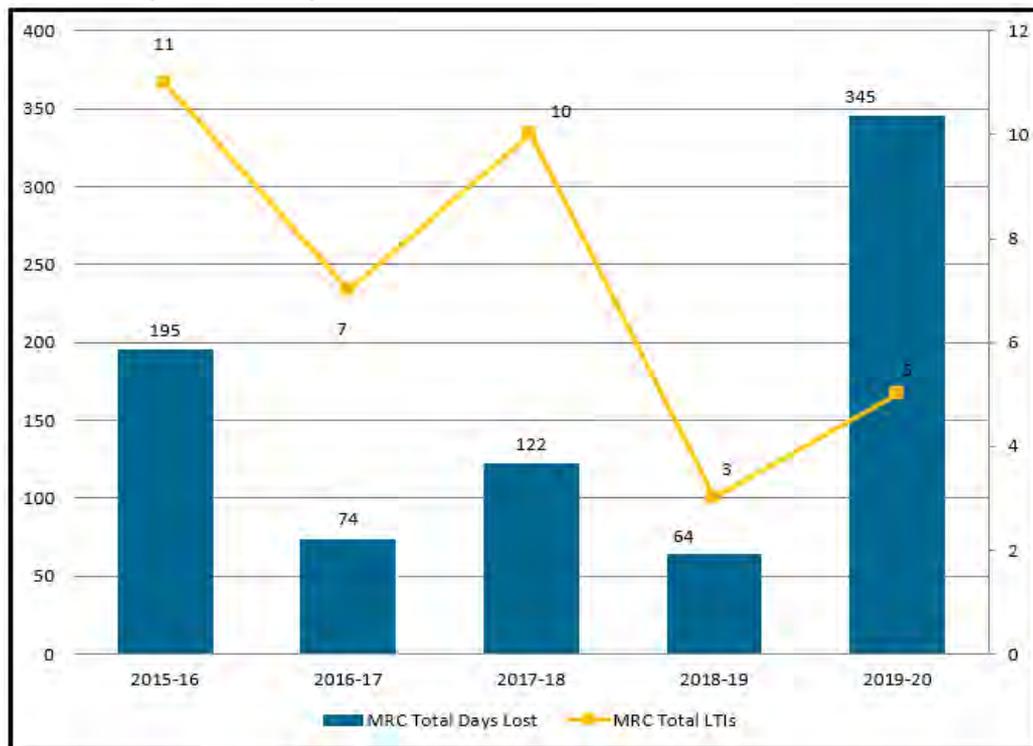
- A staff member was distressed after being verbally abused by a member of the public.
- Wrist pain after prolonged time at workstation without a break.
- Report of skin irritations after conducting fieldwork.
- Neck pain whilst tightening straps to secure a load to a vehicle.
- Ankle sprain after slipping whilst walking over an uneven surface in the field (lost time injury).
- While mowing, a minor laceration above the eye after being struck by a ricocheting object.
- Lower back strain whilst sitting into chair.
- Lower back strain after minor vehicle incident.
- Elbow and lower arm pain after lifting heavy object from trailer.
- Small cut to finger while pruning trees.
- Shoulder pain after lifting equipment from work vehicle.



- Skin irritation after suspected exposure to insects.
- Lower back strain after lifting equipment from vehicle.
- Graze to forehead after hitting head whilst working underneath truck during a service.
- Shoulder and back pain after changing workstation locations.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

**Lost Time Injuries and Days Lost**



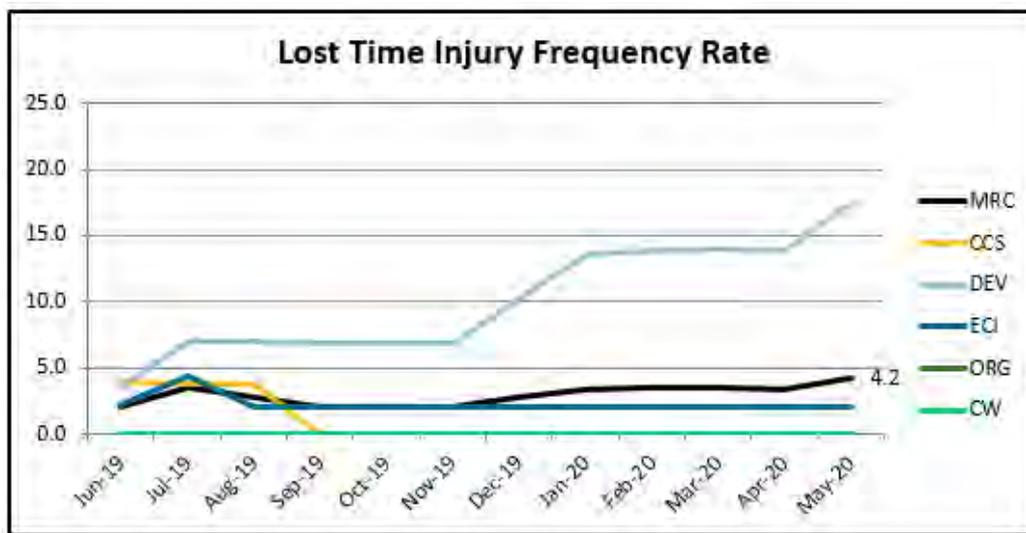
Department	2015-16		2016-17		2017-18		2018-19		2019-20	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works										
Community & Client Services	2	4	3	6	1	1	1	18		
Organisational Services	1	4			2	25				
Development Services	3	29	3	55	1	13	1	33	4	154
Engineering & Commercial Infrastructure	5	158	1	13	6	83	1	13	1	191
<b>Mackay Regional Council</b>	<b>11</b>	<b>195</b>	<b>7</b>	<b>74</b>	<b>10</b>	<b>122</b>	<b>3</b>	<b>64</b>	<b>5</b>	<b>345</b>



For the 2019-20-year, five lost time injuries have been recorded:

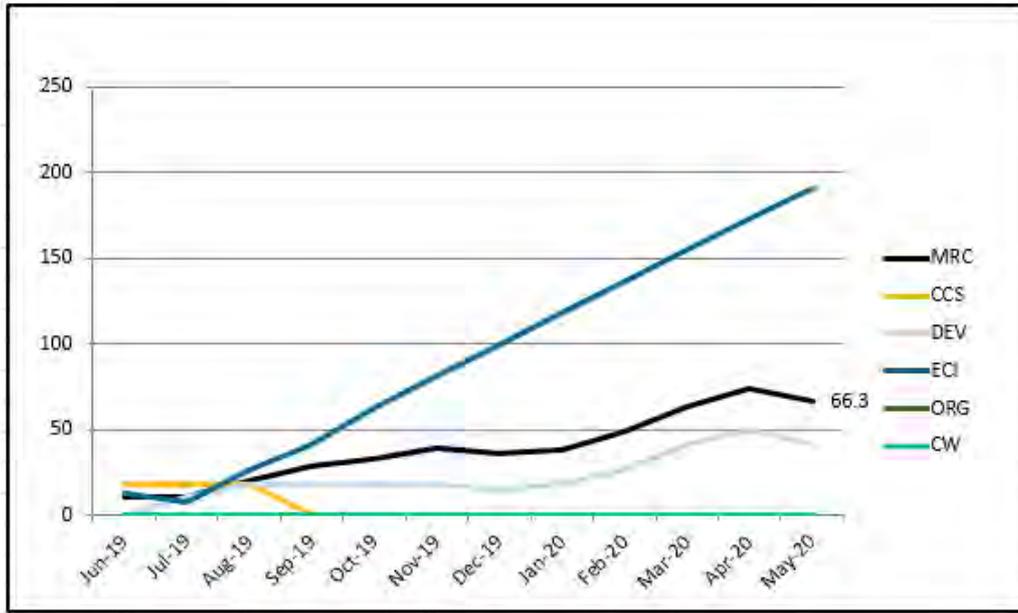
1. While standing up from a crouching position an employee felt severe back pain. Three days were lost as the worker recovered.
2. In late July 2019, an employee fell as they were alighting from mobile plant, suffering from concussion. 191 days have been lost to-date as the worker continues to undergo rehabilitation.
3. While alighting from mobile plant an employee suffered a shoulder strain. 82 days were lost.
4. An employee suffered an ankle injury whilst alighting from a vehicle. Sixty-six days were lost as the worker continues to recover.
5. Whilst walking over an uneven surface in the field an employee slipped and suffered an ankle sprain. Three days were lost as the worker recovered.

**Injury Frequency Rates 12 month rolling average**



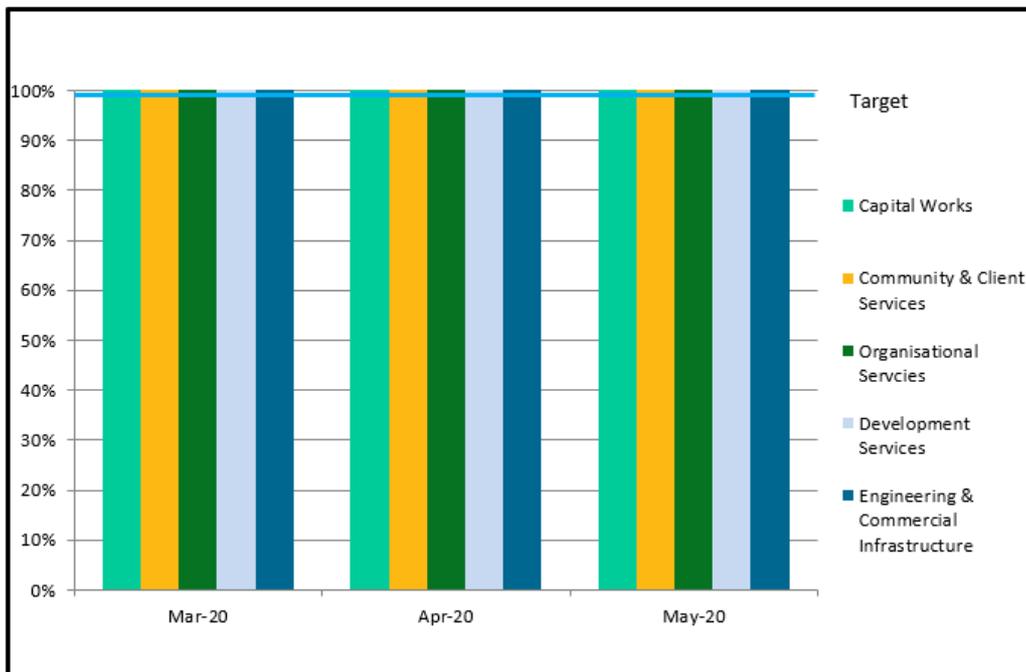
There have been five LTIs for the 2019-20 year. One in May resulted in an increase in MRC's LTIFR.

**Duration Rates 12 month rolling average**



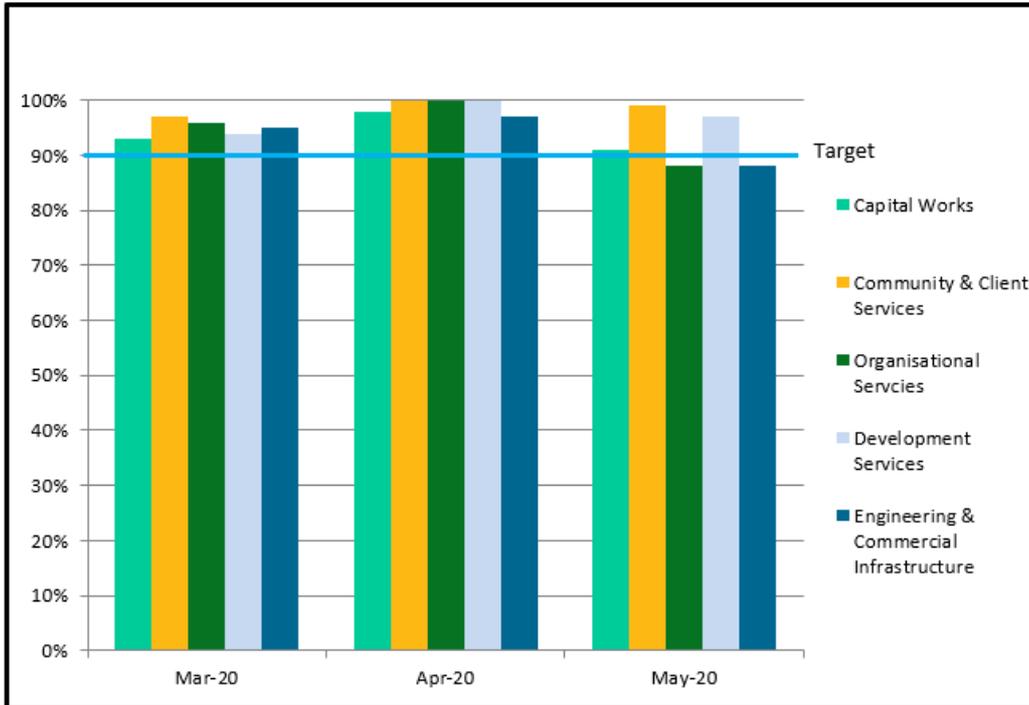
This graph shows the average severity of lost time injuries which is based on the number of days lost divided by the number of lost time injuries.

**Site Safety Inspection Checklists**



All inspections have been completed.

**Monthly Action Plans**



Monthly Action Plans (MAP) are planned safety-related actions allocated to work groups over a 12-month schedule and are developed in response to identified risks. Incomplete MAP actions relate to outstanding eLearning activities and incomplete spot checks. These will be completed during June.

**Glossary** Group E

<p>Incident</p> <p>Lost Time Injury (LTI)</p> <p>Lost time incident frequency rate (LTIFR)</p> <p>Duration rate</p> <p>Reportable Injuries (RI)</p>	<p>Councils with wages greater than \$50 million</p> <p>Any unplanned event resulting in or having a potential for injury or ill health.</p> <p>Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more</p> <p>The number of lost-time injuries per million hours worked.</p> <p>Calculated as follows:  <math display="block">\frac{\text{No of LTI} \times 1,000,000}{\text{total hours worked during period}}</math> </p> <p>Days Lost                      # of LTIs</p> <p>Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)</p>
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## KEY INITIATIVES

### 2.1. Summary of key projects and initiatives

This section provides a summary of key initiatives linked directly to the Office of the Mayor and CEO for 2019/20. Many of these initiatives utilise staff and resources from key areas of the business however are not necessarily reported through Standing Committee reports.

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Safety in the workplace</b> Practise a “safety first” attitude to ensure the safety and wellbeing of council employees, contractors and volunteers.	Implement the actions contained in the 2019-2020 Safety Action Plan	Percentage of actions completed in accordance with the Safety Action Plan	Jul 19	Jun 20	●	Actions on track and being implemented in accordance with the Safety Action Plan
<b>Our culture</b> Foster a culture where staff willingly engage in council's values and expected service delivery outcomes for our community.	Implement new Employee Value Proposition framework: <ul style="list-style-type: none"> <li>• new marketing aspects of public recruitment activities;</li> <li>• revised new starter packs;</li> <li>• tailored inductions to job families; and</li> <li>• new employee effectiveness survey regime.</li> </ul>	Increased new employee engagement and satisfaction	Jul 19	Dec 20	●	A business case for the alteration of timeframes of the People & Culture action plan was approved by SLPT in November 2019. Due to adjustments in priorities, this key initiative will now be completed by 31 December 2020. It is necessary for a number of other initiatives to be completed first as they contribute to this activity.
<b>Our people</b> Implement industry-leading people management practices including recruitment, training and development, performance management, and workforce planning.	Develop the 2020-2025 People and Culture Strategy	Strategy approved by SLPT	Jul 19	Jun 20	●	The due date of this initiative was adjusted to 30 June 2020 in the SLPT business case referred to above. Slight delays in progress with this initiative have been incurred with planning continuing. However significant advancement in

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
						research of contemporary people management strategies have been undertaken.
	Implement a whole of business training needs analysis (TNA) system inclusive of cost analysis at strategic and operational levels	Whole of business TNA system implemented	Jun 19	Jun 20	●	This initiative is on schedule. The organisational learning needs is an integral element of the Job Evaluation major project which will elevate Council's job analysis, job size & levels, learning, and position description processes to best practice.
	Undertake 2020 Enterprise Agreement negotiations	Complete EA negotiations by deadline with a fair and responsible outcome for employees and council	Aug 19	Jun 20	●	At April meeting of the bargaining unit it was agreed to suspend negotiations due to COVID 19
<b>Governance and performance</b> 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.	Deliver an internal audit program targeting areas of highest risk and greatest potential for business improvement gains  Improve fraud control through the development and implementation of the Fraud Corruption and	Audits completed in accordance with the approved Internal Audit Plan  Percentage of actions completed in accordance with the Fraud and Corruption	Jul 19	Jun 20	●	All internal audits on track to have already been completed or be completed by end of financial year.  The 2019/20 Fraud and Corruption Prevention Action Plan implementation progressing in



Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
	Prevention Action Plan	Prevention Action Plan				accordance with the plan
	Annual review of Corporate Register of Strategies	Register reviewed and alignment with Business Plans/Action Plans complete				Strategies status regularly reviewed with briefings planned for new Council
	Provide efficient and cost-effective legal services to all MRC departments and functions	Proportion of legal services provided in-house in 2019-2020 is greater than 2018-2019				On target
<b>Financial Governance</b>		Meet business budget target. Stretch target to achieve/exceed full year budget	Jul 19	Jun 20	●	Full year budget now expected to be a small deficit solely as a result of COVID 19 impacts.
Meet or better 19/20 budget targets for operational and capital. Ensure LTFF data and information is sustainable and accurate.		Implement new processes to ensure all capital projects and inputs into LTFF are consistent applied across Council and fully implemented by Jul 20	Jul 19	Jun 20	●	A significant amount of work is being undertaken around processes/procedure for the LTFF.
<b>Capital Delivery</b>	Deliver the capital works program for 19/20 as planned and introduce future years planning structure and review.	Percentage of the capital works program including carry-overs completed against the original budget including carry-overs considering scope changes, contingency and	Jul 19	Jun 20	●	After March reforecast, expecting delivery for full year to be ~ 90% of reforecast total
Improve capital delivery and associated planning outcomes efficiency						

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
		<p>project savings and new or deferred projects ~95%</p> <ul style="list-style-type: none"> <li>- Business case identification process embedded for projects 2 years out form current</li> <li>- Pre-design works projects approved and set for &gt; 70% of total works one year out</li> </ul>	<p>Jul 19</p> <p>Jul 19</p>	<p>Mar 20</p> <p>Jan 20</p>	<p>●</p> <p>●</p>	<p>Review of Business cases completed</p> <p>Final list of design projects has been finalised and will be discussed with Council in mid-June</p>
<p><b>Asset management</b></p> <p>Ensure that asset management aligns to the council's strategic direction and that effective asset management practices are in place to optimise the use of council's assets required to deliver services to the community.</p>	<p>Update Asset Management Development Plan to include actions relevant until June 2022</p> <p>The corporate maintenance management system is used for the majority of works completed for the following asset classes:</p> <ul style="list-style-type: none"> <li>• roads;</li> <li>• drainage;</li> <li>• water;</li> <li>• waste water; and</li> <li>• parks.</li> </ul>	<p>Asset Management Development Plan is updated and endorsed by the Asset Management Working Group</p> <p>Maintenance management reports are generated from the corporate system, demonstrating that work orders have been completed</p>	<p>Apr 19</p>	<p>Jun 20</p>	<p>●</p>	<p>Asset Management Development Plan has been endorsed by the Asset Management Working Group with scheduled works for FY2020.</p> <p>Civil Operations Mobile Maintenance Management System implementation complete for sealed roads</p> <p>Parks pilot project has commenced</p> <p>Stormwater and Roads data cleanse under way</p>
<p><b>Environment</b></p>	<p>Increase recycling and reuse by diverting waste from landfill and raising community awareness to reduce the costs of providing waste services, gain the economic advantages pf producing material</p>	<p>Monitor and report the impacts of the current change to markets and government policy on MRC's recycling service. Develop and agreed strategy on way forward.</p>	<p>Jul 19</p>	<p>Ongoing</p>	<p>●</p>	<p>Report on MIRF performance monthly through Department report and continue to work on possible future waste to energy and other options. Alternative uses for crushed glass in unsealed road maintenance works being trailed.</p>

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
	for reuse and reducing the impact on the environment					
<b>Disaster preparedness</b> Build community preparedness and responsiveness to emergencies and natural disasters.	Monitor existing disaster preparedness arrangements across all MRC programs and identify opportunities for improvement	Emergency management response is reviewed after all significant events or if there is a change in State policy or legislation	Jul 19	Ongoing	●	Disaster readiness key documents, including business continuity plans, have been regularly reviewed during the recent unprecedented COVID 19 event.

## 2.2 Summary of key projects and initiatives – Key Capital Projects

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Economy – Activation of the Mackay Waterfront</b>	Work in Partnership with the community, government agencies and other stakeholders to deliver an urban waterfront Priority Development Area (PDA)	Finalise key projects within PDA that will be focus for next 2-3 years. Commence those projects to concept/detailed design phase  Seek external investment through marketing of PDA and placemaking initiatives	Jul 19	Jun 20	●	Initial PDA public realm projects being designed now for planned construction in next 18-24 months.  Continue to field some interest from private sector on investment in the PDA. Plan to issue an EOI for interest in some land areas in PDA in next month
	Enhance the aesthetic and recreational aspects of the Pioneer River and Binnington Esplanade.	Complete Queens Park and BWL State funding (\$8.8M) project	Jul 19	Jul 20	●	Works well advanced at Queens Park and on track for completion by mid-2020.
<b>Camilleri Street Park Upgrade</b>	Advocate, seek funding, commence works and complete key projects linked to the promotion and liveability of the Mackay region	Complete all works at Park by Jan 20	Jul 18	Jan 20	●	Complete.



Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Qantas Regional Pilot Academy</b>	Finalise detail with Qantas and other stakeholders for the new pilot academy for Mackay	Finalise agreements with key stakeholders by June 2020	Jul 19	Jun 20	✖	Qantas has announced that whilst still committed to the 2 <sup>nd</sup> Australian site in Mackay that due to COVID 19 impacts they have postponed any planning until the end of 2020.
<b>Resource Centre of Excellence</b>	Advocate, seek funding, commence works and complete key projects linked to the promotion and liveability of the Mackay region	Complete Stage 1 of project by April 2020.	Mar 18	Apr 20	✔	Construction is well underway and on schedule.
		Commence discussions on future stages with key stakeholders	Jul 19	Jul 20	✔	Discussions commenced with RIN, GW3 and external parties re future stages.
<b>Works for Queensland</b>	Plan for delivery of public infrastructure and services to match the needs of our changing population	Complete identified and approved projects under the Works for Queensland (W4Q) Round 3	Jul 19	Jun 21	✔	Round 3 projects on track and new Special COVID 19 funding for 20/21 being reviewed for submission by 12 June.
<b>Shovel ready Projects</b>  <b>Community facilities</b> Provide community facilities to improve the liveability of the region ensuring equitable focus.	<b>Northern Beaches Community Hub</b>	Acquire site for Hub and commence detailed design in 19/20	Jul 19	Jun 20	✔	Land has now been acquired in Rural View and master panning of the site is progressing.
	<b>Sarina CBD Revitalisation</b>	Seek external funding for project	Jul 19	Jun 20	✔	Business case draft focus with aim to look for external funding opportunities as they arise.
	<b>Mountain Biking</b>	Complete feasibility study and if agreeable move into concept/detailed design phase by Jun 20	Jul 19	Jul 20	✔	Design of ~ 100 kilometres of track is continuing along with land tenure issues and private land approaches almost finalised.

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
	<b>New Mackay Animal Facility</b>	Complete detailed design and finalise funding for project	Jul 19	Jun 20	●	External funding for \$1.27M was announced in May 2020. Land tenure issue with State now finalised. Detailed design underway.
	<b>Mirani Heritage Precinct</b>	Complete masterplan and feasibility and make decision on concept design phase and seek funding	Jul 19	Jun 20	●	External Funding was announced in May 2020 for \$292K to complete detailed design for this project.
	<b>Sarina Sugar Shed Business Analysis</b>	Complete business case analysis	Jul 19	Jul 20	●	Briefing held with Council in May with strategy development agreed as next step.
	<b>Brewers park Masterplan</b>	Update masterplan and complete key infrastructure drainage and other projects as first priority.	Jul 19	Jun 20	●	Review of previous masterplan commenced with drainage projects the major priority as part of 19/20 budget.

### 2.3 Summary of key projects and initiatives – Key Economic Stimulus/Liveability Initiatives

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Prioritise the promotion of the Mackay Region</b> Promote the Mackay Region through the development of a shared brand.	Provide funding support to Mackay Tourism Ltd for destination marketing and delivery of visitor information services	Destination marketing and visitor information services delivery actions are completed, in accordance with the Mackay Tourism Ltd Funding Agreement 2017-2020	Jul 19	Jun 20	●	On track



Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Sustainability</b> Promote sustainable practices and respond to climate change in council operations.	Implement the Environmental Sustainability Strategy (2017-2022)	Environmental Sustainability Strategy actions for 2019/20 are completed or initiated	Jul 19	Jun 20	●	Actions on track to be completed as per the plan
	Continue implementation of energy efficiency initiatives at MRC facilities to reduce energy costs and improve energy productivity, including: <ul style="list-style-type: none"> <li>replace existing lighting with LED lighting as part of the scheduled maintenance program; and</li> <li>replace air conditioning systems at various MRC buildings and facilities</li> </ul>	Scheduled energy efficiency initiatives are completed on time and on budget	Jul 19	Jun 20	●	On track
<b>Libraries, museums and art</b> Enhance lifelong learning opportunities that improve literacy and public access to information and knowledge, history and art.	Develop a Museum Strategy	Adopted Museum Strategy	Jul 19	Jun 20	●	Briefing held with Council in May re the Museum Strategy with strategy finalisation now underway.
<b>Partnerships for a diversified economy</b> Champion the growth of globally competitive local industries by working with industry stakeholders. Support the economic development and viability of the Region by implementing the Mackay Regional Council Economic	Implement the Mackay Region Economic Development Strategy (2020-2025)	Economic Development Strategy funded actions for 2019-2020 are delivered	Jul 19	Jun 20	●	Economic Development Strategy now approved and working through actions
	Manage and promote the Facilitating Development in	Undertake review of policy and monitor applications	Jul 19	Jun 20	●	Review approved by Council on 27 November.

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
Development Strategy 2015 -2020 (EDS) in partnership with key stakeholders including GW3, Mackay Tourism, RIN, Mackay Region Chamber of Commerce, Regional Development Australia, Urban Development Institute of Australia, universities, state and federal government agencies, and other business and industry groups.	Mackay Region Policy  Implement Mackay Region Mountain Bike Strategy actions for which Economic Development & Tourism is lead program	2019-2020 funded actions are delivered	Jul 19	Jun 20	●	Council has approved the establishment of a Regional Mountain Bike Alliance to support the delivery of the Mackay Region Mountain Bike Strategy
<b>Strong local businesses with a global reach</b> Support stakeholder groups to assist Mackay and Regional business and industry to become export-ready and extend the global reach of their products and services. Develop networks that capitalise on the government's trading relationships and free trade agreements.	Develop relationships with key international trade related stakeholders in collaboration with Trade and Investment Queensland (TIQ), GW3 and Regional Development Australia	Number of international trade related activities completed	Jul 19	Jun 20	●	On-going however lower priority as a result of COVID 19
<b>Facilitate development</b> Utilising the Planning Scheme to deliver an integrated approach to the facilitation of development and sustainable growth. Facilitate catalytic land and infrastructure developments by attracting investment through joint ventures and partnerships with the private sector, and by working with State and Federal governments on joint initiatives.	Facilitate catalytic land and infrastructure development by <ul style="list-style-type: none"> <li>attracting investment through joint ventures and partnerships with the private sector; and</li> </ul> by working with state and federal governments on joint initiatives	Minimum of four advocacy activities undertaken for identified opportunities	Jul 19	Jun 20	●	Identification of opportunities ongoing

Strategy	Action	Measure	Start Date	Est Complete Date	Status	Comments
<b>Mackay Ring Road</b> Support the construction of Mackay's Ring Road network	Advocate for delivery of Stage 2 of the Mackay Ring Road which will connect the Bruce Highway north of Mackay to Harbour Road and the Mackay Port	Advocacy for State and Federal Government Stage 2 Mackay Ring Road funding is completed	Jul 19	Jun 20	🟢	Ongoing advocacy to finalise full funding commitments for this project
<b>Bowen Basin Service Link</b> Support the implementation of the proposed Bowen Basin Service Link	Support Department of Transport and Main Roads in the design and construction phases of the Mackay to Bowen Basin Service Link	Preliminary design commenced	Jul 19	Jun 20	🟢	We understand from the State this project is on track and an announcement of project commencement has now been formally issued.
<b>Northern Australia Alliance</b> Participate as a strategic and active partner in the Northern Australia Alliance ensuring the Mackay Region maximises these opportunities to advocate for, and influence, government policies for the benefit of the Region.	Assist Greater Whitsunday Alliance (GW3) to participate as a strategic and active regional partner, ensuring the Mackay Region maximises opportunities to advocate for, and influence, government policies for the benefit of the region	Number of Mackay Regional issues that GW3 advocate on behalf of the region	Jul 19	Jun 20	🟢	Working with GW3 on regional priorities and economic support as a result of COVID 19

🟢 On Track    
 🟡 Potential Issues    
 🔴 Definite Issue

## 2.4 Cyclone Debbie and NQ & FNQ Monsoon Trough Update

### Cyclone Debbie - Beach Restoration (Category D & Resilience)

All restoration works have been completed. The defects period for the St Helens Beach Groyne project has ended. The contractor undertook a metal detector sweep of the adjacent beach and only found several pieces of the old wire groynes.

The State Government funded beach restoration projects are still awaiting acquittal by QRA.

### **NQ & FNQ Monsoon Trough – Road Restoration Works**

The sealing of the approaches to the Boundary Creek Causeway on Doughertys Road has been completed. The fishway works including the completion removal of the old causeway will be completed in June.

The Dalrymple Road Landslips roadworks are progressing although wet weather has delayed completion until late June. The micro piling contractor will commence once the roadworks is finished and will be completed in September.

Gravelling works are progressing and will be completed in late 2020.

The minor works project at Staffords Road will be completed by early June. Other projects are being scheduled for completion over the next three months. The largest project, Armstrong Beach Road pavement repairs (\$200k), is being documented so that quotes can be called.

## **GREATER WHITSUNDAY COUNCILS OF MAYORS (GWCoM'S)**

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

Joint group in conjunction with the Councils of Isaac and Whitsunday.

Membership involves the Mayor and CEO of each of the three (3) Councils, supported by various staff.

A CEO's Group has been established as part of the GWCoM's. The intent of this group is to handle the 'business' matters and look for possible synergies between Councils at CEO level and allowing focus on higher level and strategic issues for the region by the wider group.

Two(2) videoconference meetings have been held in May around regional project lists for COVID-19 recovery funding. Meetings continue with a view to developing a listing for promotion.

The last GWCoM's meeting was last held on 30 April 2020 and reported on in last month's Council report, with the next planned meeting Thursday 11 June 2020 at 10am to be held in Mackay, subject to future travel restrictions (or to be undertaken by videoconference).

## **11.2. CAPITAL WORKS**

### **11.2.1. CAPITAL WORKS MONTHLY REVIEW REPORT - MAY 2020**

<b>Author</b>	Director Capital Works (Jim Carless)
<b>Responsible Officer</b>	Director Capital Works (Jim Carless)
<b>File Reference</b>	Departmental Monthly Review Reports
<b>Attachments</b>	1. Capital Works Monthly Review - May 2020 [11.2.1.1 - 19 pages]

#### **Purpose**

To provide Council with the Capital Works Monthly Review for the period of 1 May to 31 May 2020.

#### **Related Parties**

Nil.

#### **Officer's Recommendation**

THAT the Capital Works Monthly Review for the period of 1 May to 31 May 2020 be received.

The Director of Capital Works, Jim Carless spoke to the report and provided an overview and highlights of the Capital Works Monthly Review Report for May 2020.

Cr Mann sought clarification of foam bitumen stabilisation.

The Director advised that he was unsure what foam referred to however bitumen stabilisation refers to pavement being combined with bitumen in order to keep the bitumen flexible and bound.

Cr May noted that the financial performance in some smaller areas such as Organisational Services and Community and Client Services is low and queried if there was a delay in the delivery of some projects.

The Director advised that he would take the question on advisement and provide a response to Councillors however, most of those projects aren't typical capital projects but are capital spends that sit within those particular departments.

Cr Bonaventura queried when Ergon may be able to undertake their work at the North Mackay Rotary Lookout and if because of the delay, there will be a cost to Council and whether there is a time-frame for completion.

Mayor Williamson advised that he had spoken to Ergon and understood the reason for the delay.

The Director advised that Ergon have made significant changes to their teams due to COVID-19 restrictions but the work at the Lookout cannot be done until Stage 3 restrictions are lifted in Queensland. The Director advised that there will be a significant delay to the project and there will be a cost to Council. The Director advised that Council was working with the contractor to have access available from Pollock Street to High Street.

Cr Bonaventura expressed concern that Ergon will have many jobs and this project may not be prioritised.

The Director advised that Ergon continues to work through their other work however, the work Ergon need to do for Council is quite unique and there is unfortunately no way it can be done until the restrictions are lifted.

**Council Resolution ORD-2020-106**

**THAT the Capital Works Monthly Review for the period of 1 May to 31 May 2020 be received.**

**Moved Cr Mann**

**Seconded Cr Jones**

Cr Mann noted the slight increase in incidents and the extensive work the Directorate is undertaking and thanked staff for this work. Cr Mann noted the interesting work being done by the survey team to be ready when the Australian coordinates change as the country has moved 1.5m to the northeast in the last 20 years. Cr Mann also noted the excellent work being done on the Ron Searle Harbour Road shared footpath and is looking forward to the final result.

Cr Bonaventura expressed how pleased he was to have had the opportunity to visit the Resource Centre of Excellence and Queens Park to view the progress of these projects. He thanked the Director for the explanation given as to the work that would be completed by 30th June at Queens Park and the work that would be additional after that date. Cr Bonaventura noted how pleased he was to see the completion of the traffic lights at the corner of Milton and George Streets.

**CARRIED**



# Capital Works Monthly Review

May 2020



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## OVERVIEW

This report is for Capital Works Department activities during the month of May 2020. Significant items in this period include:

- Projects where construction was completed during the month included:
  - Hospital Bridge Fishing Platform
  - Old Shoal Point Road Footpath
  - Rhaps Court, Andergrove Sewer Replacement
  - Pleystowe School Road, Pleystowe Shoulder Widening
  - Paradise Street, Mackay - George Street to Henman Street Intersection Upgrade
  - Dawson Street, Sarina Culvert Replacements
  - Hoey Street, Sarina Culvert Replacement
  - Phillip Street, Sarina Reinforced Concrete Box Culvert Replacement
  - Bally Keel Road, Alligator Creek Shoulder Widening
  - PCYC Traffic Calming near Sugarbowl precinct
  - Coyne Street, Marian Water Main Renewal
  - Staffords Road, Bloomsbury Causeway (*National Disaster Relief and Recovery Arrangements*)
  - Hague Street, East Mackay Replacement of Drainage Culvert
  - Jensens Road, Farleigh Crest Lowering and Culvert Upgrade
  - Paul Street, West Mackay Drainage

A handwritten signature in black ink, appearing to read "Jim Carless".

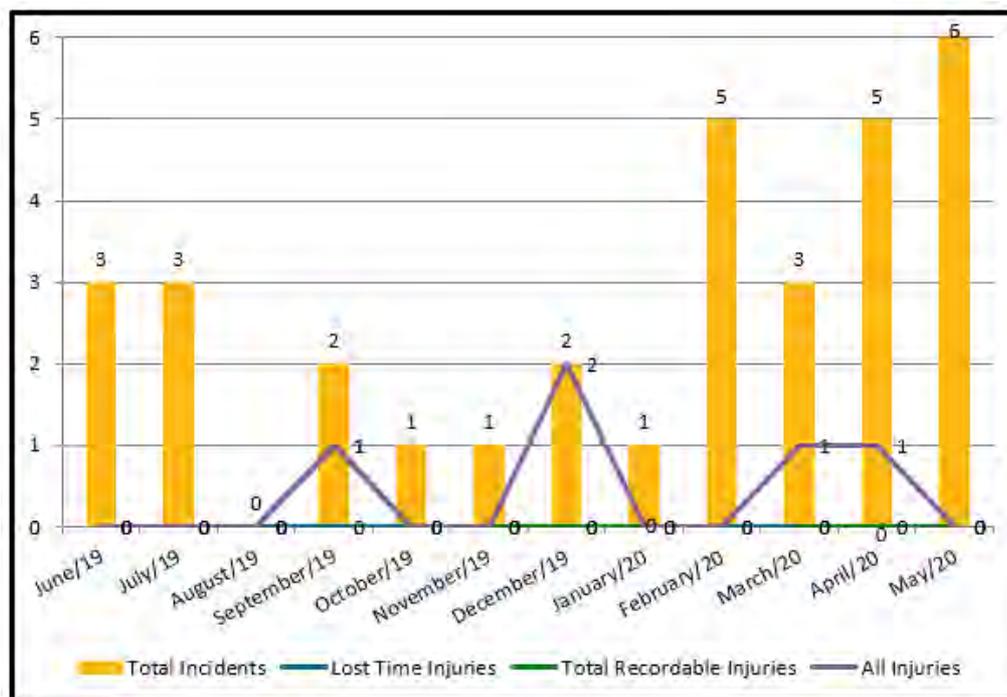
Jim Carless  
**Director Capital Works**

## SAFETY

### 1.1. Incidents and Injuries

Below is a summary of the Capital Works safety incident performance. Capital Works aspires to achieve zero harm with a stretch target of zero injuries.

#### May 2020 Summary:



The following asset damage incidents were reported in May:

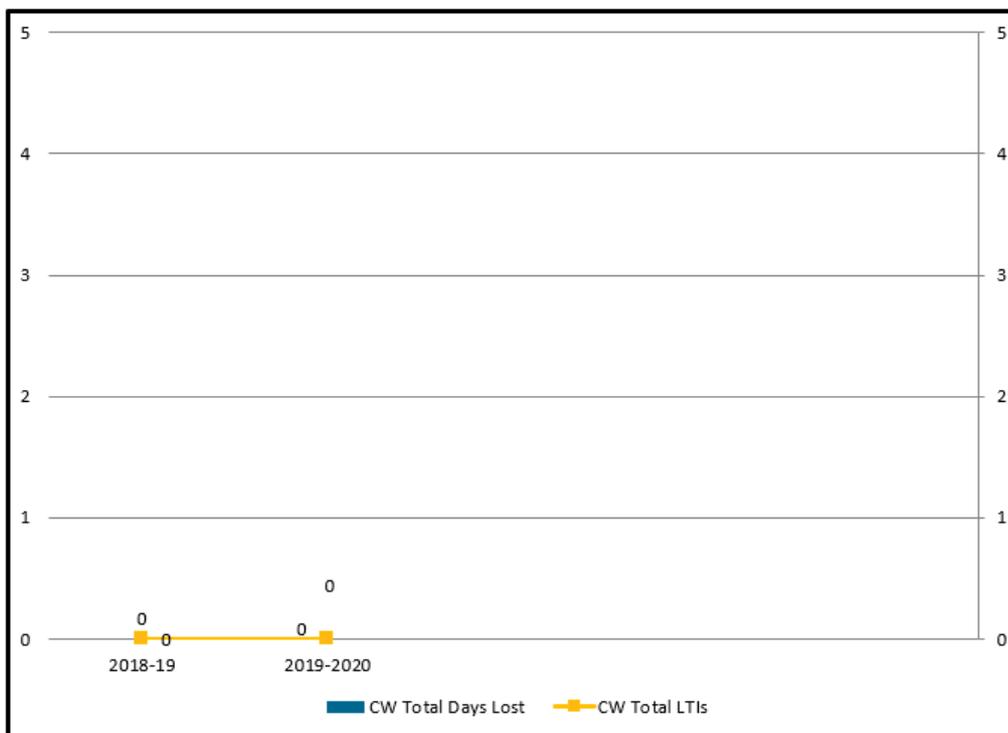
- While turning, a vehicle struck an unseen rock in long grass
- While parking, a vehicle rolled forward and hit an adjacent parked vehicle.

The following incidents involving contractors were reported in May:

- Struck a sewer main while under boring.
- An underground cable was damaged whilst removing bollards with an excavator.
- While cleaning sewer lines with high pressure, a minor blowback occurred in resident's toilet.
- Workers on roof without appropriate edge protection.



**1.2. Lost Time Injuries & Days Lost**



Department	2018-19		2019-20	
	LTI	Days Lost	LTI	Days Lost
Contract Services	0	0	0	0
Design Services	0	0	0	0
Field Services	0	0	0	0
Major Projects	0	0	0	0
Portfolio Management Office	0	0	0	0
<b>Capital Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL PROJECT UPDATES

### 2.1. Capital Summary Report

Following is the capital financial summary for the YTD delivery to end of May 2020.

The approved 2019/20 amended budget is \$119.7M.

The YTD capital spend is \$87.8M approximately \$6.1M below the YTD forecast of \$93.9M (approximately 93.5%). The top five projects underspent account for \$3.0M of this variance. Context and comments on each variance can be found on page 8 of this the report.

The project spend to the end of May is \$87.8M, approximately \$31.9M below the 19/20 Amended Budget of \$119.7M (73.3% delivered against 19/20 Amended Budget).

Note: The current forecast is approximately \$8.0M under the approved Amended Budget for 2019/20.

### 2.2. Financial Performance

The table below summarises the year to date financial summary for the 2019/20 Capital program at the end of May 2020.

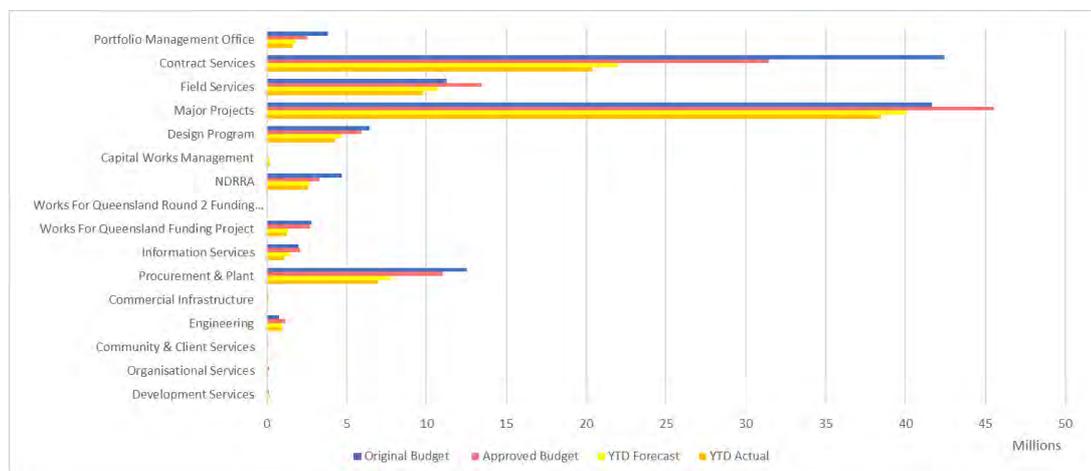
### Capital Projects Expenditure 2019/20

May 2020

Department	Original Budget	Approved Budget	Current Forecast	YTD Forecast	YTD Actual	% Spent of YTD		% Spent of Approved Budget
						Forecast	Actual	
Development Services	55,085	140,531	137,619	117,619	75,554	64.24%	54%	
Organisational Services	0	120,000	73,076	40,031	23,861	59.61%	20%	
Community & Client Services	0	70,018	66,947	51,947	31,947	61.50%	46%	
Engineering	764,286	1,176,684	1,124,019	931,904	936,529	100.50%	80%	
Commercial Infrastructure	50,000	106,068	106,441	104,339	104,339	100.00%	98%	
Procurement & Plant	12,498,051	11,029,643	9,504,001	7,715,276	6,962,186	90.24%	63%	
Information Services	1,975,178	2,067,945	2,067,560	1,459,716	1,133,498	77.65%	55%	
Works For Queensland Funding Project	2,801,406	2,717,634	2,008,639	1,352,975	1,223,757	90.45%	45%	
Works For Queensland Round 2 Funding Project	27,244	49,151	45,068	23,262	23,262	100.00%	47%	
NDRRA	4,687,399	3,300,342	3,335,544	2,670,544	2,567,605	96.15%	78%	
Capital Works Management	0	0	173,459	173,459	189,180	109.06%	0%	
Design Program	6,430,686	5,922,404	5,641,935	4,671,000	4,241,160	90.80%	72%	
Major Projects	41,649,069	45,534,867	44,854,006	40,066,416	38,460,137	95.99%	84%	
Field Services	11,265,245	13,473,482	12,553,728	10,695,972	9,794,699	91.57%	73%	
Contract Services	42,416,692	31,426,549	27,747,270	22,019,651	20,384,917	92.58%	65%	
Portfolio Management Office	3,837,902	2,536,244	2,250,641	1,797,865	1,638,584	91.14%	65%	
<b>Total</b>	<b>\$ 128,458,242</b>	<b>\$ 119,671,561</b>	<b>\$ 111,689,954</b>	<b>\$ 93,891,977</b>	<b>\$ 87,791,216</b>	<b>93.50%</b>	<b>73.36%</b>	
Capital Expenditure	124,073,467	114,514,735	107,022,742	90,294,453	84,111,286	93.15%	73.45%	
Operational Expenditure	4,384,775	5,156,826	4,667,212	3,597,524	3,679,930	102.29%	71.36%	



**Capital Spend by Department for May 2020**



**Capital Expenditure Forecast 2019/20**

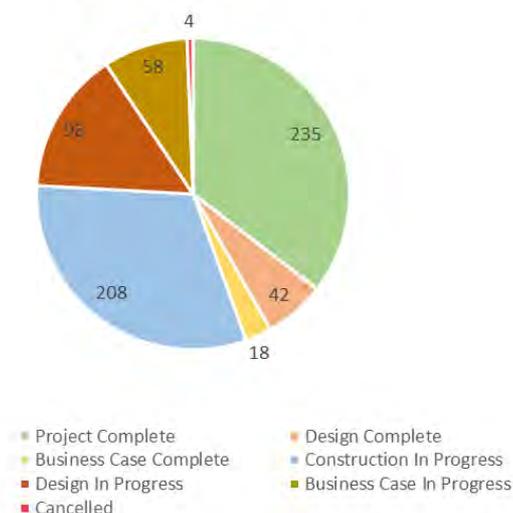
The top five variances (underspend) between actuals and forecast for the month of May are:

Project	Description	Comments	Variance
22161	Queens Park Redevelopment - QRA Resilience	Variance attributed to progress hindered with some works due to wet weather. Identification of some savings may be realised from contingency allowed for in the contract.	-\$499,538
10390	Plant & Equipment - Replacement Program	Delivery details are hard to ascertain due to overseas freighting issues.	-\$753,190
52260	Asphalt Resurfacing Works – FY19/20	Delay in carrying out works due to week of wet weather impacting prior booked work commitments of the Contractor, flowed on to delay MRC programmed works.	-\$193,824
90116	Resource Centre of Excellence	Completion of ground works have been affected by wet weather. This delayed the sealing of the carpark, fencing, landscaping and linemarking works. P.C date for ground floor works delayed to 5th June.	-\$506,775
73326	SLP-Sewer Renewals \ Replacement Programme - FY19/20	Contractor was unable to gather the evidences for all of the works that are completed due to the technical issues with their CCTV Camera and hence couldn't claim for all the completed works.	-\$1,014,078

**2.3. Capital Projects Status for May**

The below graph shows the status of capital projects as at the end of May 2020.

### Capital Project Status



#### 2.4. Key Contracts Approved for May

A list of key contracts that have been finalised and approved for the month is given below. In total these contracts are valued at ~\$1,594,133 for May 2020. There are smaller packages of works (not included below) and ancillary contracts that have also been awarded for the month of May linked to capital.

Contract	Design / Construction	Amount Award (ex GST)	Contractor
MRC 2020-024 Victor Creek Boat Ramp Carpark Extension	Construction	\$952,794	Australian Marine & Civil Pty Ltd
MRC 2020-046 Critical Bridge Repair	Construction	\$141,148	DGH Engineering Pty Ltd
Quote 2020-035 Seaforth Esplanade Master Plan	Design	\$20,460	JFP Urban Consultants Pty Ltd
Quote 2020-073 WPS Booster Station Upgrades	Construction	\$172,529	Dowdens Group Pty Ltd T/As Dowdens Pumping & Water Treatment
Quote 2020-074 Mackay Waterfront Bluewater Quay – Engineering Design Brief	Design	\$62,165	Premise Mackay Pty Ltd
Quote 2020-075 Mackay Waterfront Bluewater Quay – Urban & Landscaping Design Brief	Design	\$61,820	CUSP (Qld) Pty Ltd
SQ 2020-027 Ball Bay Road Precast Concrete Components	Construction	\$77,507	Concrete Products Australia
SQ 2020-029 Foam Bitumen Stabilisation Crichtons Road	Construction	\$90,981	Ellis Consolidated
SQ 2020-030 Blacks Beach Road Concrete Works	Construction	\$14,729	Seaforth Civil Pty Ltd
<b>Total</b>		<b>\$1,594,133</b>	

## PORTFOLIO MANAGEMENT OFFICE

### 3.1 Monthly Achievements

Portfolio Management Office (PMO) are progressing on the stages of delivery of “The System”, further training has been conducted with the Design team so that all members of the team know how to workflow the for-construction design sets.

Field Services team undertook training on their use of “The System” and they are all systems go. We have had a catch up with the Quality team so that they understand their involvement in the use of the program in conjunction with our Field Services teams.

We will be conducting training with Contract Services this week and catching up with the Contracts team so that they get an understanding of their involvement and use of “The System” for overall project delivery.

PMO have met with the Corporate Communications team to assist with information gathering of Capital Projects in delivery, to be displayed on the council website as part of our visual media.

More work has been completed refining the draft 20/21 Capital Works program, based around further updates from SLPT.

We continue to work through monthly updates with all Project Managers for the current 19/20 Capital Works program, the data in the overall program informs many teams throughout the organisation of the status of the projects and how they are tracking.

PMO are working through the Enterprise Project Management Framework body of work in conjunction with the Long Term Financial Forecast group. This is happening in line with a larger body of work, we are currently working through amendments to the Business Case documentation and will progress stages and documentation in line with the framework.

## DESIGN SERVICES

### 4.1 Design Summary Report

#### Overview

Design Services worked on a variety of smaller design projects this month and continued design on two major Alfred St intersection upgrades and two major water main upgrade projects in the Mackay CBD and Marian township. Forward planning is 90% complete for the preparation of the 20/21 and 21/22 design program.

#### Significant Projects Overview

Design was carried out for several projects during May being:

- McGinn Street drainage upgrade works at Simpson Street intersection. These works are designed to improve the flood immunity in this residential precinct being part of ongoing projects planned in this West Mackay catchment.
- Evans Avenue shared path upgrade between Harbour Road and Grendon Street. This forms part of the North Mackay bicycle and pedestrian strategy and provides part of the connectivity to this commercial hub.
- Nell Baker, Ron Anderson and Busuttin Dr parks improvement projects began this month, with these local parks receiving remedial works after being earmarked for equipment replacement.

#### Recent Project Activities

- ✓ Yakapari-Seaforth Road shared path.
- ✓ Cowleys Road/Boundary Road intersection improvements.
- ✓ Archibald St design between Connors Road and Milton Street.
- ✓ Mackay Eungella Shared Path Stage 2.

### 4.2 Survey Office Summary Report

#### Overview

Utility services locations were completed for upcoming projects and as constructed surveys were completed for finished projects including the Sarina culvert replacements.

#### Significant Projects Overview

The system that underlies Australia's coordinates is changing. Our surveying team is working with other departments to make sure MRC is ready to make the change in line with the Queensland Government on 1 July 2020. The new system is known as the Geocentric Datum of Australia 2020 (GDA2020) and in our region coordinates will shift about 1.5 metres to the north-east of where they are now. This shift is due to movement of the Australian continent that has occurred since the last coordinate change 20 years ago.

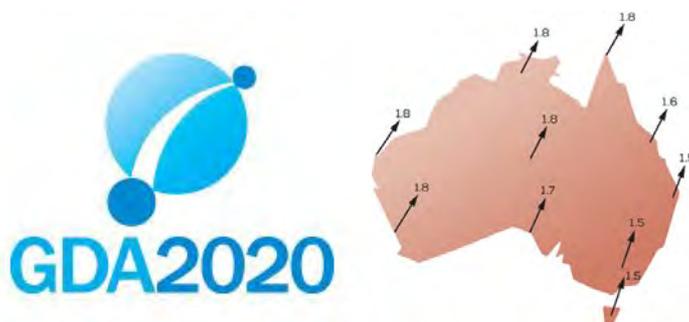


Figure 1: The system that underlies Australia's coordinates is changing.  
 Image source: [Intergovernmental Committee on Surveying and Mapping](#)



### Recent Project Activities

Work continued on our ongoing project to upgrade the Digital Cadastral Database (DCDB) accuracy. The DCDB contains the electronic boundaries used in our Geographic Information System (MiMaps). The relationship between the boundaries and the aerial photography can be metres out of position due to the way the paper maps were first converted into digital linework.

#### 4.3 Estimating and Specifications

It has been a very busy month here in the Services Team, we have successfully created an individualised program for 20/21 workforce management. This program has expanded on previous years programs incorporating delays such as service locations, land acquisition and development application approvals.

The first draft of the Project Cost Report has been circulated and we expect there to be a few minor tweaks required. Hopefully we will soon have a robust periodic report for our Project Managers to use to assist in controlling project costs. This will be rolled out across all Project Managers as soon as it is available.

Task number reconciliations are continuing with the removal of some survey tasks and further detail sent out to Managers to pass down their teams. This will allow us to capture Survey costs in a more robust way moving forward. Further, meetings with water and sewer planning teams are underway to expand their list of tasks to be used during estimating.

Standard drawing updates are ongoing, and these will take some time to complete.

## CONTRACT SERVICES

### 5.1 Mackay Tourism Kiosk

#### Overview

With the construction of the new Mackay Tourism office at the Field of Dreams in Sarina, Mackay Tourism will be closing their current office at Nebo Rd and Council has agreed to construct a new Tourism Kiosk at the Blue Water Lagoon. This kiosk is designed to capture visitors to Mackay that have already booked into local accommodation and are after more information on local attractions. The facility will include accommodation for six staff, two volunteers and the General Manager of Tourism Mackay.

#### Project Overview

Activity	Delivery	Start Date	Completion Date	Budget	Actual	% Complete
Project Management & Supervision	Internal	04/03/2019	30/06/2020	\$304,285 + \$177,000 extra budget. Total: \$481,285	\$17,905	60%
Design	External	04/03/2019	02/08/2019		\$1,750	100%
Procurement	Internal	05/08/2019	12/11/2019		-	100%
Construction	External	26/03/2020	12/06/2020		\$90,821	40%

#### Recent Project Activities

- ✓ Walls have been constructed and roof framing has been completed on both structures.
- ✓ Plasterers will commence week ending 29<sup>th</sup> May.
- ✓ First fix electrical will be completed week ending 29<sup>th</sup> May.



Figure 2: Walls and roof framing installed

### 5.2 Sewer Relining and Rehabilitation Works

#### Overview

This project includes Relining, Repair and CCTV condition inspection of sewer mains. MRC undertakes ongoing condition assessment by CCTV of the sewer networks. CCTV work identifies sewer mains requiring rehabilitation by relining.



The cost-effective approach to sewer main renewals is to insert a structural liner into the existing sewer mains. Relining of sewer mains strengthens the structure, prevents entry of foreign debris including infestation of tree roots and greatly reduces inflow and infiltration of ground water.

Repairing of sewer mains includes plugging infiltration from behind the existing liner at the maintenance hole, junction sealings and structural patch repair. The 19/20 FY package of works includes relining 137 sewer mains totalling 8.76km and a patch repair program of 21 sewer mains totalling 1.4km. The CCTV program for 2019/20 includes older AC, VC and RCP reticulation mains which have no asset condition data. This program includes CCTV of 483 sewer mains totalling 27.1km

The key Project Drivers are:

- Rehabilitation of deteriorating sewer mains before structural failure.
- Identifying deteriorating sewer mains before failure.
- Increasing knowledge of sewer main asset condition and rate of degradation.

#### Project Overview

Activity	Delivery	Start Date	Completion Date	Budget	Actual	% Complete
Relining and repair of sewer mains	External	01/07/2019	30/06/2020	\$2,831,028 \$471,116	\$618,961	40%
CCTV Inspections of sewer mains	Internal	15/10/2019	30/06/2020		\$104,432	60%

#### Recent Project Activities

- ✓ Sewer mains relining and rehabilitation work progressing well with majority of pre-install pipe cleaning and preparation of sewer mains for relining and small diameter mains reline completed.
- ✓ Contractor has mobilised a second crew and work commenced on larger pipes (>300mm)
- ✓ CCTV inspections of sewer mains are currently being undertaken by MRC CCTV Crew.

### 5.3 2019/2020 - Resurfacing Reseal Program

#### Overview

The 2019/2020 Resurfacing and Rehabilitation Program comprises resurfacing works on various streets and roads around the Region. Resurfacing includes two types of treatments, one being Asphalt on urban streets and roads, the other Bitumen Spray Resealing on rural roads. Resurfacing works are carried out to protect the pavement and extend the road pavement life.

#### Project Overview

Activity	Delivery	Start Date	End Date	Budget	Actual	% Complete
<b>Asphalt Surfacing Program</b>						
Develop Scope of Works	Internal	13/03/2019	18/10/2019	\$3,400,000	\$44,589	100%
Tender & Award (1 package)	Internal	05/11/2019	14/02/2020			100%
Asphalting Works	External	25/05/2020	28/07/2020			3%
Project Finalisation	Internal/ External	29/07/2020	29/08/2020			0%
<b>Spray Reseal Program Package A</b>						
Develop Scope of Works	Internal	13/03/2019	19/08/2019	\$3,200,000	\$1,089,229	100%
Tender & Award	Internal	08/10/2019	04/11/2019			100%
Resealing Works	External	14/01/2020	17/04/2020			100%
Project Finalisation	Internal/ External	20/04/2020	31/05/2020			95%

<b>Package B</b>						
Develop Scope of Works	Internal	13/03/2019	23/09/2019			100%
Tender & Award	Internal	11/10/2019	22/11/2019			100%
Resealing Works	External	21/01/2020	17/04/2020			100%
Project Finalisation	Internal/ External	20/04/2020	31/05/2020			95%
<b>Package C</b>						
Develop Scope of Works	Internal	13/03/2019	08/05/2020			95%
Tender & Award	Internal	29/05/2020	26/06/2020			40%
Resealing Works	External	16/07/2020	08/09/2020			0%
Project Finalisation	Internal/ External	09/09/20	13/10/20			0%
<b>Total Program</b>				\$6,600,000	\$1,133,818	

#### Recent Project Activities

- ✓ Bitumen Reseal Package A (Southern), resealing works completed, project finalisation pending submission of final as constructed information.
- ✓ Bitumen Reseal Package B (Northern), resealing works completed, project finalisation pending submission of final as constructed information.
- ✓ Asphalt Re-surfacing Package, site works commenced 25 May 2020, works expected to be complete at the end of July 2020, weather permitting.
- ✓ Bitumen Reseal Package C tender documents being compiled ready for tender in May 2020. Reviewing tender package to incorporate preparation activities in contracted works.

#### 5.4 Ron Searle Drive and Harbour Road Shared Footpath

##### Overview

Following review to meet the Council's Desired Standards of Service (DSS) and Walking & Cycling Network Plan, and to provide improved network connections between community suburbs filling in missing links between existing infrastructure, it was identified that the Ron Searle Drive and Harbour Road shared pathway projects will improve overall network connectivity and increase community usage of our Walking & Cycling Network.

The proposed 2.7 kilometre off-road, arterial level shared path will provide connection to the broader walking and cycling network. The proposed route is often used in Council run events and are well utilised by the community.

The majority (75%) of the project is funded by the Transport & Main Roads (TMR) and a quarter of the project funded through Council's Capital Works budget.

Construction has commenced at the Vine's Creek Bridge on Harbour Road (south bound side) and continue along to Ron Searle Drive, with the shared path consisting of concrete and elevated boardwalk (to preserve mangrove habitats).

Once completed, this project will provide a continuous footpath from the Mackay Harbour into the City Centre connecting to the existing Bluewater Trail.

##### Project Overview

Activity	Delivery	Start Date	End Date	Budget	Actual	% Complete
Project Management & Supervision	Internal	1/11/2018	30/06/2020	19/20 FY: \$3,205,891	19/20 FY: \$2,181,515	85%
Design	Internal	15/11/2018	21/05/2019			100%
Procurement	Internal	4/06/2019	06/09/2019			100%

Construction	External	11/11/2019	30/06/2020			85%
Finalisation	Internal	30/05/2020	30/06/2020			0%

**Recent Project Activities**

**Harbour Road**

- ✓ Composite boardwalk installation on Harbour Road roundabout is complete.
- ✓ Retaining walls to Harbour Road section is completed with all drainage structures now installed.
- ✓ Concrete footpaths are completed with over 1400 linear metres having been installed.
- ✓ Topsoiling, turfing, line-marking and signage remain to be installed to finalise this part of the project.

**Ron Searle Drive**

- ✓ All drainage structures have been completed.
- ✓ Concrete footpaths have been completed with over 400 linear metres installed.
- ✓ Installation of piles under the boardwalk including rectification of ‘out of tolerance” piles has been completed.
- ✓ Boardwalk deck installation is 50% completed.
- ✓ Installation of the prefabricated truss bridge has been completed.
- ✓ Works continues on foundations and retaining wall construction
- ✓ Upon completion of retaining walls, pavement and Asphalt surfacing to pathways will be undertaken.
- ✓ Completion expected by end of June 2020.



Figure 3: Ron Searle Drive roundabout



Figure 4: Harbour Road



Figure 5: Truss composite bridge complete.



Figure 6: Ron Searle Drv composite bridge complete.

## MAJOR PROJECTS

### 6.1 North Mackay Rotary Lookout

#### Overview

Construction of the Rotary Lookout is now underway. The North Mackay Rotary Lookout Upgrade is a \$1.38m project jointly funded by the Mackay Regional Council and Queensland Government as part of a Building Our Regions funding agreement.

The upgrade will modernise the presentation of the lookout, promoting the area as a tourist destination. The upgraded lookout will include a directional marker floor design with brass plaques highlighting key visible landmarks and identifying some of the regions 'hot spots'.

The improved presentation will be complemented by the upgraded practical aspects of the design including improved landscaping, seating, drinking facilities, car parking and street lighting. The upgrade will include a shade structure that will be illuminated at night with led lighting.

The project, whilst scheduled to be complete by May 2020, has been delayed due to COVID-19. A key aspect of the design is to remove the existing overhead powerlines and replace with underground cabling. Ergon Energy's current policy relating to social distancing has resulted in the delay of these works. The overhead lines present a true eyesore to the site and conflict with the proposed structure.

The project team are working closely with Ergon Energy to determine a suitable timeframe to proceed and are progressing with aspects of the project unaffected by this delay.

#### Project Overview

Activity	Delivery	Start Date	Completion Date	% Complete
Detailed Design	Internal	April 2019	September 2019	100%
Construction Procurement	Contracts	September 2019	October 2019	100%
Construction	External	February 2020	August 2020	45%
Finalisation	Contracts	July 2020	October 2020	0%

#### Recent Project Activities

- ✓ Demolition works complete
- ✓ Underbore works complete
- ✓ Stormwater complete
- ✓ Masonry Brickwork complete
- ✓ Concreting works ongoing
- ✓ Piers and footwork ongoing
- ✓ Ongoing stakeholder engagement



Figure 7: Lookout viewing platform

**6.2 Paget Depot Fire Pump Shed Extension**

**Overview**

The extension to the existing Paget Depot fire pump shed is now underway. This project is a result of the Paget Depot workshop extension. The increase in footprint of the Paget Depot workshop resulted in a requirement to increase the fire system to include an additional fire hydrant pump.

The extension to the existing fire pump shed includes extending the slab, the building, an additional roller door, an additional fire hydrant with 20 litres per second compacity, alterations to existing pump connections and any associated plumbing, building and QFES approvals.

The project is currently 75% complete with the construction expected to be completed in June.

**Project Overview**

Activity	Delivery	Start Date	Completion Date	% Complete
Construction Procurement	Contracts	September 2019	October 2019	100%
Construction	External	April 2020	June 2020	75%
Finalisation	Contracts	July 2020	August 2020	0%

**Recent Project Activities**

- ✓ Slab complete
- ✓ Masonry brick work complete
- ✓ Roller door installed
- ✓ Additional fire hydrant installation ongoing



*Figure 8: Fire Hydrant installation within extended building*

## FIELD SERVICES

### 7.1 Paradise Street Upgrade Stage 2A (Milton/George Street Intersection Upgrade)

#### Overview

The project scope consists of the upgrade of the intersection at Milton Street and George Street to a signalised intersection. Works also include provision of car parking spaces on Evan Street, upgrading stormwater drainage in Kemmis Park and construction of new footpath and concrete islands in a number of locations.

#### Project Overview

Activity	Delivery	Start Date	Completion Date	Budget	Actual	% Complete
Construction	External	9/12/2019	5/6/2020	\$1,456,267	\$1,296,832	97%

#### Recent Project Activities

- ✓ Line-marking has been completed.
- ✓ Ergon have energised the traffic signals and they have now been made operational.
- ✓ Telecommunication items are still to be installed and commissioned for traffic signals.
- ✓ Street lighting installation is still to be completed by Ergon.
- ✓ Way-finding signage to be installed early June – final positioning needed to be confirmed with designers.



Figure 9: Traffic signals up and running

### 7.2 Shakespeare Street, Moore St to Goldsmith St Subsurface Drainage & Kerb and Channel

#### Overview

This project includes the upgrade of the northern Shakespeare Street shoulder, with additional inlet gully pits feeding into the existing stormwater infrastructure, between Goldsmith Street and Moore Street. As well as the increased subsurface drainage capacity, the project also addresses safety and functionality issues associated with the steep grade within the on-street parking lane by raising the level in this area to allow for a standard profile.

**Project Overview**

Activity	Delivery	Start Date	Completion Date	Budget	Actual	% Complete
Construction	Internal	06/01/2020	02/06/2020	\$558,826	\$319,116	90%

**Recent Project Activities**

- ✓ Asphalt completed
- ✓ Slight delay due to availability of linemarking contractor - completion now expected early June 2020.



*Figure 10: Site ready, awaiting asphalt*

### **11.3. COMMUNITY AND CLIENT SERVICES**

#### **11.3.1. COMMUNITY AND CLIENT SERVICES MONTHLY REVIEW MAY 2020**

**Author** Director Community & Client Services  
**Responsible Officer** Director Community & Client Services (Angela Hays)  
**File Reference** DMRR

**Attachments** 1. CCS MONTHLY REVIEW MAY 2020 [11.3.1.1 - 47 pages]

#### **Purpose**

Attached is a copy of the Community and Client Services Monthly Review for the month of May 2020.

#### **Related Parties**

N/A

#### **Officer's Recommendation**

THAT the Community and Client Services Monthly Review covering 1-31 May 2020 be received.

The Director of Community and Client Services, Angela Hays spoke to the report and provided an overview of the Community and Client Services Monthly Review Report for May 2020.

Cr Mann sought clarification on the item 'clean and reorganise hospital' which was a completed action in the MECC technical services report.

The Director advised that the 'hospital' is a room used by the technicians to diagnose and repair electronic equipment such theatre audio and lighting equipment.

Cr Hassan queried if the 35% non compliance rate of the 29 food licensing inspections carried out, was higher than average.

The Director advised that she would circulate average monthly statistics.

Cr Bonaventura queried the severity of the invasive weed find and wondered if Council needed to undertake a media campaign to advise residents to be on the lookout for invasive weeds.

The Director advised that the weed has only been found in two locations and is confident it can be controlled. She advised that there is still investigation to determine if there has been any impact on private properties and does not feel media is required at the moment.

Cr Bonaventura queried if spraying appeared to be effective.

The Director advised that spraying was proving effective and there will be continual assessment. She also advised that the bio-security plan would be reviewed in 2021 with new weed species added to that.

Cr May raised Council's engagement processes and queried how it is determined that Councillors be included in consultation.

The Director advised that there is a process that triggers consultation and will provide this information to Councillors.

Cr Bella queried Council's relationship with Bio-security Queensland.

The Director advised that should would seek advise from Officers on this and provide the information to Councillors.

**Council Resolution ORD-2020-107**

**THAT the Community and Client Services Monthly Review covering 1-31 May 2020 be received.**

**Moved Cr Jones**

**Seconded Cr Bonaventura**

Cr Jones noted that Council's online applications such as libraries and young people's services have gone from strength to strength, a COVID-19 survey has been undertaken on behalf of Council and expressed how pleased she was to see Council undertaking consultation with the Midge Point community about re-establishing their SES volunteer rescue.

Cr Bella congratulated the MECC on their outstanding work in tripling sales with the very popular "Bun Wednesday". Cr Bella further congratulated the MECC kitchen staff on their consistency of performance and excellent standard of meals. Cr Bella noted the fatberg work undertaken recently in the sewer by Council staff and suggested to people who criticise Council staff, that they might not be willing to undertake the work that Council staff do. Cr Bella also noted the comprehensive amount of consultation undertaken by the department.

Cr Mann noted the reduction in incidents and thanked the Director and staff for their focus on safety. Cr Mann noted that Artspace have been installing new exhibitions and have been using social media to promote, entertain and educate the community and expressed her appreciation for the additional information provided in the report.

Cr Bonaventura congratulated Community Engagement on the work they do and noted that when Mackay loses the Daily Mercury, they will become increasingly important as a source of information for the community about Council activities. Cr Bonaventura advised that his young grandsons had asked him to thank staff for bringing the Chicken Divas, part of the national simulcast story time promoted by Council's library staff, to their lounge room.

Cr Townsend expressed congratulations to Council staff who have been innovative, through the use of technology, in meeting the needs of our community since the onset of COVID-19 by working out ways to deliver the programs in virtual capacity allowing residents to access the services they enjoyed pre-COVID.

**CARRIED**



Community and Client Services Monthly Review 1-31 May 2020



# Community and Client Services

## Monthly Review

### May 2020



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# 1. Highlights of the Month

Highlights from the month of May included:

- Replacing our cancelled Volunteers Expo (scheduled for Sunday 24 May), a 'Volunteers- we thank you' campaign was run across a variety of media during National Volunteers Week. On the Mackay Regional Council Facebook page alone, the video was viewed by 6,470 people.
- An MRC Acknowledgment of Country video was developed to be shared on all online platforms during National Reconciliation Week. The Acknowledgement kicked off a week of virtual activities providing a platform for community to come together and learn about shared histories, cultures and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia.
- The latest rounds of 2 of our most popular grant programs – Community Grants and Regional Arts Development Fund grants – have closed with applications assessed and recommendations on funding made to Council. Through these programs, we will be providing more than \$335,000 to 35 applicants.
- Our virtual library programs remain very popular, with programs and online events reaching well over 30,000 people this month.
- With Stage 1 lifting of COVID-19 restrictions brought forward to 15 May, we have been able to welcome back customers to our library service and have plans in place to reopen other community facilities as further stages are introduced.
- The MECC team have been using online platforms to engage with Mackay audiences. As a result, the MECC's Facebook page has increased reach by 64% when compared to the previous month with post engagement increasing by 250%.
- An independent COVID-19 Community Pulse Survey to assess the impact of coronavirus and its social distancing restrictions on the Mackay community was completed, with analysis of these results currently underway.
- Our Emergency Management team has developed a new Pandemic Sub Plan, presented to the Local Disaster Management Group (LDMG) for consultation and feedback. The Draft 2020 Recovery Sub Plan has also undergone a full re-write, along with the 2020 Public Information & Warnings Sub Plan.
- Our Health and Regulatory team have seen a reduction in workload in some areas due to reduced demand for parking in the city centre and some temporary business closures. Staff have taken this opportunity to divert focus to working with food businesses to improve their food safety ratings, and driving a campaign targeting illegal dumping across our region, encouraging residents to dispose of waste appropriately.
- Sagittaria, a restricted invasive plant, has been identified for the first time in our region at Plantation Palms Estate and along a drain on Victoria Plains Road. A spraying program has commenced to remove it.



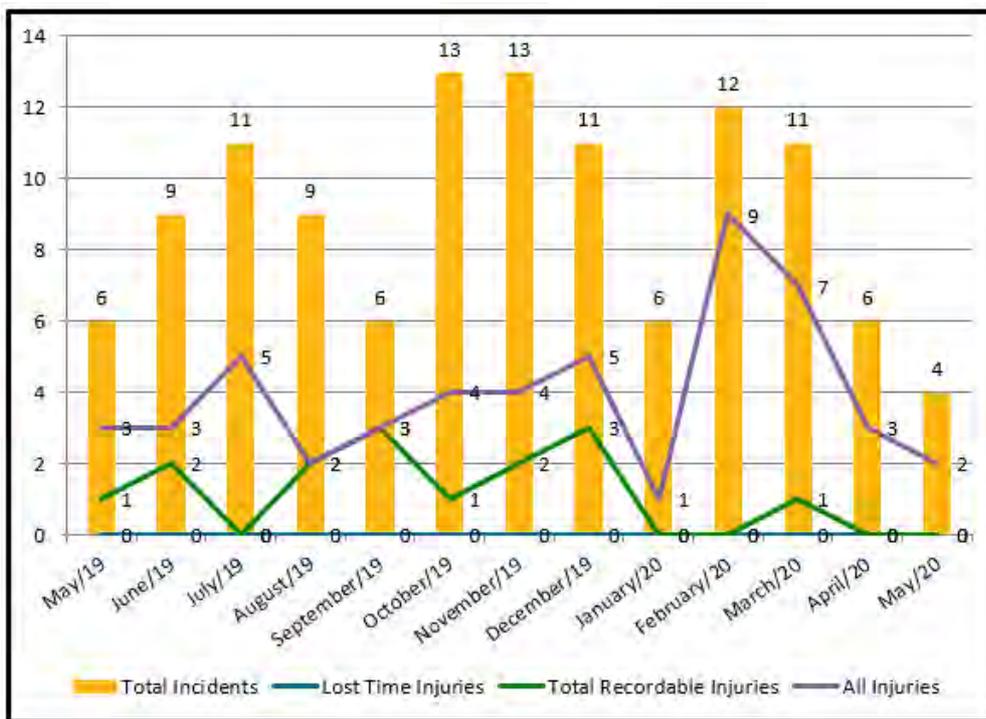
Angela Hays  
Director Community & Client Services.

## 2. Workplace Health & Safety

### Summary

Four incidents were reported involving MRC employees and members of the public.

### Incidents and Injuries



The following injuries to an MRC employee were reported in May:

- A staff member was distressed after being verbally abused by a member of the public.
- Wrist pain after prolonged time at workstation without a break.

The following asset damage incident was reported in May:

- While driving the all-terrain vehicle through swampland the roof and windshield hit a tree branch resulting in minor damage.

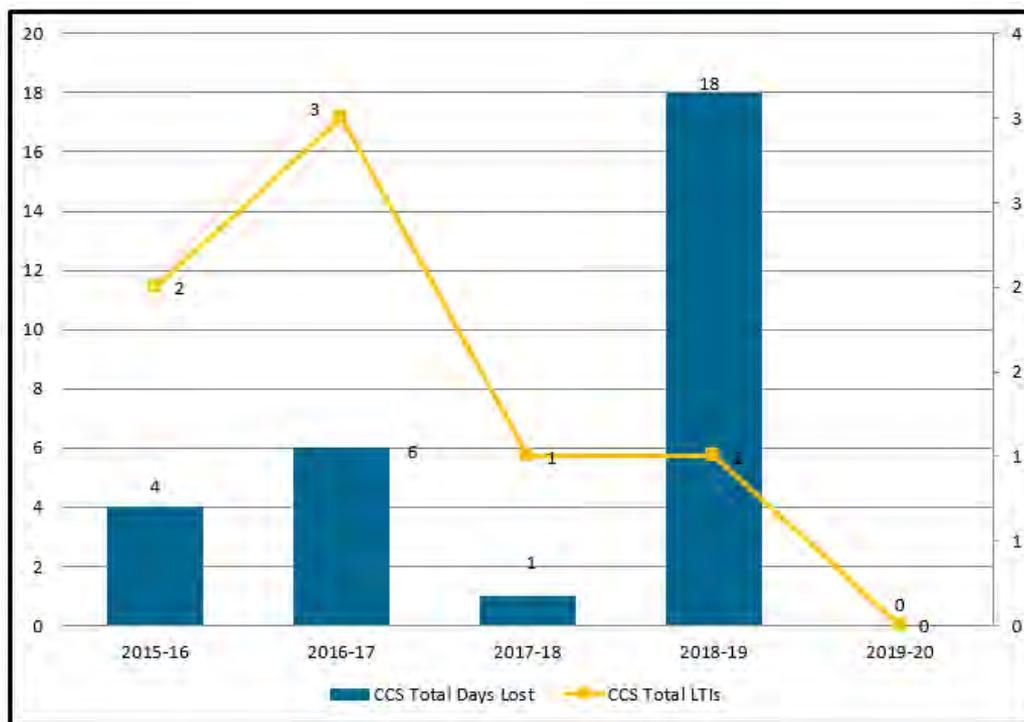
The following near miss events was reported in May:

- Driver reported concerns over trailer brakes whilst towing trailer.

Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.



**Lost Time Injuries & Days Lost**



Department	2015-16		2016-17		2017-18		2018-19		2019-20	
	LTI	Days Lost								
Corporate Communications										
Community Lifestyle	2	4								
MECC & Events			2	4			1	18		
Emergency Management										
Health & Regulatory Services			1	2	1	1				
<b>Community &amp; Client Services</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>18</b>	<b>0</b>	<b>0</b>

**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)

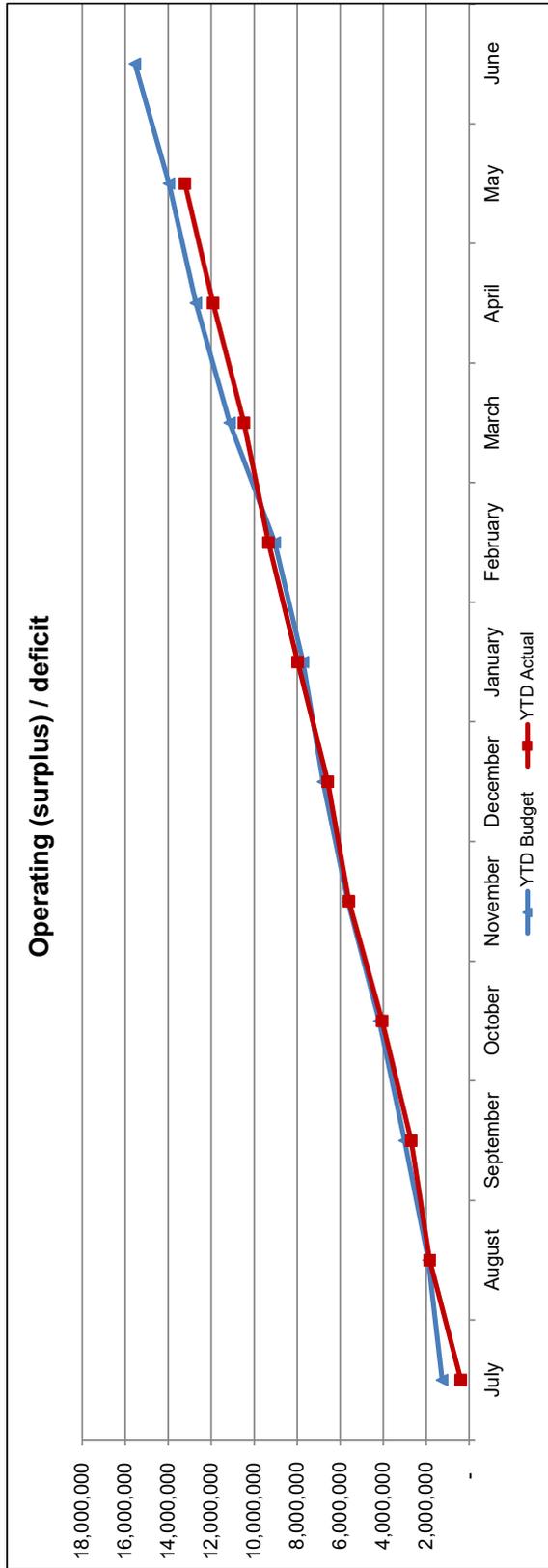


Community and Client Services Monthly Review 1 - 31 May 2020

## 3. Financial Performance - May 2020

Financial Performance Report		Community & Client Services		% YTD Variance of YTD Budget		
Period Covered: 1 July 2019 to 31 May 2020		Revised Budget	YTD Budget	Actual	YTD Variance	Comments
4.01 - Community & Client Services Management		344,081	337,470	354,626	17,156	Variance due to timing of staff leave.
4.03 - Community Lifestyle		7,110,897	6,575,695	6,336,874	(238,821)	On track.
4.04 - MECC & Events		3,547,375	3,165,736	2,733,895	(431,842)	On track. Reducing costs as much as possible.
4.05 - Corporate Communication & Marketing		1,618,903	1,438,089	1,462,864	24,775	Small variance due to timing of staff leave and livestreaming costs.
4.07 - Health & Regulatory Services		2,983,558	2,564,858	2,449,031	(115,827)	On track.
4.08 - Emergency Management		(60,739)	(118,812)	(116,913)	1,899	Small variance, largely on track.
<b>Operating (surplus) / deficit</b>		<b>15,544,075</b>	<b>13,963,037</b>	<b>13,220,378</b>	<b>(742,659)</b>	

While the financial report shows a positive variance as at the end of May, the full year result is anticipated to be slightly unfavourable, within 1% of budget.



# 4. Community Lifestyle

## 4.1 Community Programs

Number of Community Enquiries – 254  
 Number of Emergency Relief Assistance Packages provided – 0  
 Sarina Neighbourhood Centre meeting rooms utilisation – 1  
 Occasions of JP Services provided to community – 13  
 Number of external bookings in Jubilee Community Centre for the month – 0  
 Total Jubilee Community Centre usage (internal/external) – 201

### Community Development

Activity	Comments
<p><b>Migrant Voice</b></p>	<p>As COVID-19 has encouraged us to embrace the virtual world, we have taken Migrant Voice online, with the former multicultural newsletter now set up as a Facebook group. Taking the publication digital allows us to have a greater reach across the community and to a broader viewership. The group has seen steady growth with 126 members currently. Community Programs will continue to share exciting and informative content to the group and encourage our multicultural community to share their information and connect directly to one another through the group.</p> 
<p><b>National Reconciliation Week</b></p>	<p>National Reconciliation Week (NRW) is celebrated from 27 May – 3 June. NRW is a time for all Australians to come together and learn about shared histories, cultures and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia. NRW celebrations this year have been taken online with an MRC Acknowledgment of Country video developed to be shared on all online platforms. The Acknowledgement kicks off a week of activities including movies available online in partnership with our libraries and a virtual Walk for Reconciliation with the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP).</p>

<p><b>Valley District Youth Council</b></p>	<p>Valley District Youth Council (VDYC) have continued to meet online while school has been online and COVID-19 restrictions are in place. The group meets weekly using the Microsoft Teams platform. They haven't let social distancing slow them down with several exciting projects in the works including Connecting Mackay Youth Truths virtual exhibition and the beginning developments of an online dramatic performance.</p> 
<p><b>Sarina Youth Centre</b></p>	<p>Sarina Youth Centre is gearing up to re-open its doors to groups starting during the June/July school holidays. Due to social distancing requirements the capacity of the centre remains limited, however we are excited to be welcoming young people back in to our new programming model. The school holiday program will open to 6 young people per day with after school programming to commence upon return of school. The centre will be offering 4 programs from Monday-Thursday afternoon for up to 6 participants. More information about the programs on offer will be available via social media from mid-June.</p>
<p><b>RADF</b></p>	<p>Round 3 of the Regional Arts Development Fund closed on April 29 with 18 applications received with a total ask of \$189,513.30. The RADF assessment committee held a virtual meeting on Monday 25 May and had the hard task of assessing that huge ask against the available funds of \$59,038. The committee recommendations will be tabled for ratification at the 10 June Ordinary Council meeting.</p>
<p><b>National Volunteers Week</b></p>	<p>National Volunteers Week was celebrated from Monday 18 May through to Sunday 24 May. Due to COVID-19 restrictions our Volunteers Expo scheduled for Sunday 24 May had to be cancelled, however that didn't stop us recognising and celebrating our volunteers with a 'Volunteers- we thank you' campaign run across a variety of media during the week. On the Mackay Regional Council Facebook page alone, the video was viewed by 6,470 people with 196 reactions, comments and shares.</p> 

	The Sport and Recreation team took the opportunity to invite clubs to nominate volunteers within their organisation, who were then profiled on the Sport and Recreation Facebook page. The initiative attracted an online reach of 2,400.
<b>Community Action for A Multicultural Society (CAMS)</b>	CAMS Australian South Sea Islander (ASSI) worker is working with Kutta Mulla Gorinna (KMG) Special Assistance School to deliver a 14-week 'Working with Uncle' program. Two indigenous elders will teach the students the art of making a cast net, and how to throw it to catch fish.
<b>Community Grants</b>	33 applications requesting \$520,460.86 were received in the last round of funding for 2019/20. The Grants Committee met on 28 May and approved 25 applications, for full or partial funding. The committee recommendations will be tabled for ratification at the 10 June Ordinary Council meeting.

### Community Meetings / Events / Interagency Meetings.

142 meetings and events were held, highlights included:

<b>General Interagency</b>	The General Interagency meeting was held via Microsoft Teams on Wednesday, 13 May. The virtual meeting saw our highest attendance to date with 31 participants from 26 organisations linking in to share the latest information on their services.
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### Sport and Recreation

Activity	Comments
<b>Virtual Clubs Connect</b>	Initiating a virtual club connect through Facebook as a means to maintain community interaction in this current environment. The initiative aims to feature profiles of different sporting clubs throughout the region, with the intent of engaging the community virtually.
<b>Return to Play</b>	Sport and Recreation are heavily involved in the State Government's Return to Play Plan for sporting groups and organisations. The team are assisting clubs with their Return to Play plans, along with granting approvals for the clubs to commence their activities again in a safe and hygienic manner.

## Museums

Pioneer Valley, Sarina and Mackay Museums all remained closed throughout May, due to impacts of COVID-19 restrictions.

Activity	Comments
<b>General Activities</b>	<ul style="list-style-type: none"> <li>• Meeting with Pioneer Valley Museum volunteers and Mackay Museum volunteers to assess running of museum and identify support requirements.</li> <li>• Creation of new training documents for volunteers re: social media, collections care, manual handling policies.</li> <li>• 4 x site safety inspections.</li> <li>• Installation of new PCs at Sarina, Mackay, and Greenmount to provide better tech resources to volunteers</li> <li>• Working with consultant on museums strategy.</li> <li>• Installation of new curtains at Sarina Museum to help with light control.</li> </ul>
<b>Greenmount Homestead</b>	<ul style="list-style-type: none"> <li>• Ongoing textile conservation.</li> <li>• Research into archives to inform Greenmount garden restorations and outbuilding restoration project.</li> <li>• Audit of site with Parks staff to identify invasive plants for removal.</li> <li>• Tree pruning at Greenmount.</li> <li>• Research and creation of new guide materials at Greenmount Homestead.</li> <li>• Review of recent Preservation Needs Assessment and commencement of some recommended actions.</li> <li>• Conducted investigations into environmental conditions in homestead and archive room.</li> <li>• Run-through Greenmount housekeeping plan with Dr Melanie Piddocke to better care for collection.</li> </ul>

## InKind Assistance requests

No InKind assistance requests were processed for the month.



*The JCC Foyer currently displays images from the Artspace/Museum collection.*

## Junior Sporting and Arts and Culture Grant

No junior sporting grants were processed this month.

**Better Community Building Fund**

Organisation	Amount	Status	Comments
Mackay Basketball Incorporated  <i>Grandstand – Court 4</i>	\$100,000	In progress	<p>Chair rails are currently being installed. Painting has been completed, and the partitioning of rooms and storage areas under the grandstand is underway.</p>  

## 4.2 Libraries

### Library Highlights

Activity	Comments
<b>Radio Frequency Identification (RFID) equipment replacement</b>	Planned radio frequency identification equipment replacement took place in the Mirani, Sarina, Walkerston and Gordon White Libraries from 25 to 29 May,
<b>Click &amp; Collect service</b>	Mirani, Sarina, Walkerston and Gordon White Libraries implemented a <b>Click &amp; Collect</b> service during closure times, which involved phoning customers with reserved items to arrange a suitable pick up time from any of these locations, along with staff selection of specific genres based on customers completing an online form. In the two weeks of operation 71 customers have opted to access Click & Collect via the online form, with 3,320 customers phoning and attending these branches to pick up their reserved items.
<b>Gordon White Library Refurbishment project</b>	<p>Gordon White Library remains closed until mid-June as part of the planned maintenance and 20<sup>th</sup> birthday refurbishment. This branch has undergone the largest change with works commencing 1 June to replace twenty-year-old carpet throughout the entire branch. Work is also wrapping up on new radio frequency identification equipment and shelving components, new public computer area, new painting throughout together with new booth seating and a revised layout. The projects at each branch have involved library staff physically handling more than 120,000 items across all locations, with more than 2,900 shelves cleared, removed, cleaned, dried, disinfected, replaced and re-shelved. At Gordon White Library, staff physically handled 37,000 items up to three times during the conversion and cleaning of shelving.</p>  <p><i>Gordon White Library with the carpet pulled up.</i></p>
<b>Young People's Services and First 5 Forever</b>	<p>We conducted 15 <b>online</b> programs (through Council TV, Facebook and Instagram platforms) for children aged 5 years and under across 5 branches during May. These sessions are designed to encourage early language and literacy in children and their families and provide an opportunity for socialisation.</p> <ul style="list-style-type: none"> <li>• <b>Baby Bounce: 4 online</b> sessions had a <b>reach</b> of 6,511 with 463 <b>engagements</b></li> </ul>

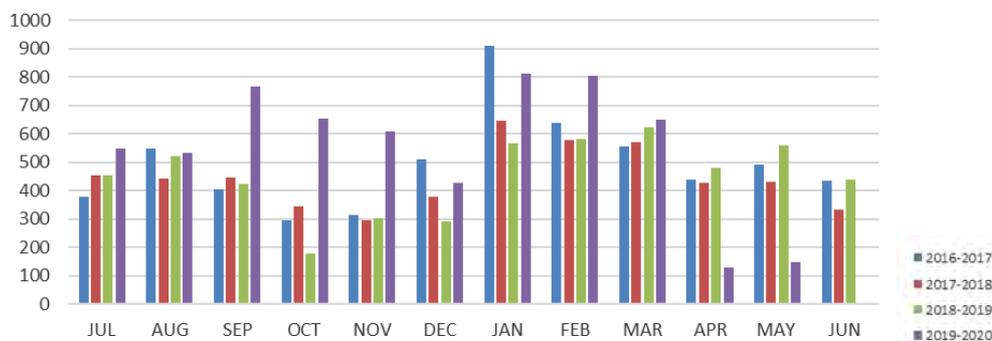
	<ul style="list-style-type: none"> <li>• <b>Toddler Time: 4 online</b> sessions had a <b>reach</b> of 4,662 with 333 <b>engagements</b> (at time of report only 3 Toddler Times had been posted)</li> <li>• <b>Story Time: 5 online</b> sessions had a <b>reach</b> of 11,217 with 708 <b>engagements</b></li> <li>• <b>STEAM: 2 online</b> sessions had a <b>reach</b> of 2,242 with 124 <b>engagements</b></li> <li>• <b>National Simultaneous Story Time: 1 online</b> session had a <b>reach</b> of 5,699 and 291 <b>engagements</b></li> </ul> <p>Total Reach: 30,331; Total Engagements: 1919; Comments: 42</p> <p><i>"Thanks to you and the wonderful team at Mackay for so generously sharing your tips for online delivery – it is always great to share tips from our public library colleagues through this weekly tip of the week."</i>                  Laura Landmann – Manager Early Literacy Programs, Queensland State Library.</p>  <p><i>Freya enjoying Baby Bounce from home</i></p>
<p><b>National Simultaneous Story Time</b></p>	<p>On Wednesday 27 May at 11am, a virtual story time was held to celebrate this event team. It was promoted and posted on both Instagram and Face book – it had a reach of 5,699 with 291 engagements.</p>  <p><i>The chicken divas preparing for National Simultaneous Story Time</i></p>
<p><b>Digital Literacy</b></p>	<p>Social media posts reached <b>13,225</b> viewers and had <b>587</b> engagements during the month of May. Posts included 8 Virtual Tech Talks covering topics such as the Accessibility settings on an Apple device, and 4 poetry reading posts highlighting the libraries literature resources proved quite popular.</p>



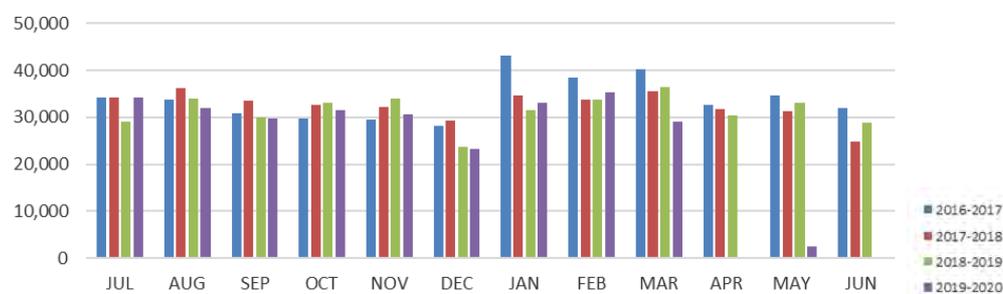
	Total Reach: 13,225; Total Engagements: 587; Comments: 9
<b>Community Outreach</b>	The Community Outreach Team conducted 14 programs and provided 7 online resources for community residents including: Mackay Reads Challenge (29 attendees); 150 home library/home delivery services; Library Information Week; and National Reconciliation Week to name a few. Our engagement opportunities during the month of May resulted with a total of 1,637 shares, engagements and views with community members. Additionally, during this same period, we engaged with local human service providers, government agencies and community groups. We engaged with 28 people at 3 outreach meetings.
<b>Heritage Collection</b>	<ul style="list-style-type: none"> <li>• Staff conducted 11 hours of information research and referral activities for 12 local and interstate clients during May.</li> <li>• Staff provided further research and information on capital works projects such as Queens Park.</li> <li>• Staff continue to provide ongoing support and research activities to Strategic Planning's Heritage Trail Project</li> <li>• To date 555 new items (predominately images) have been digitised as part of an Internal digitisation project being undertaken the past 6 weeks.</li> </ul>

**Statistics**

**New Library Members**

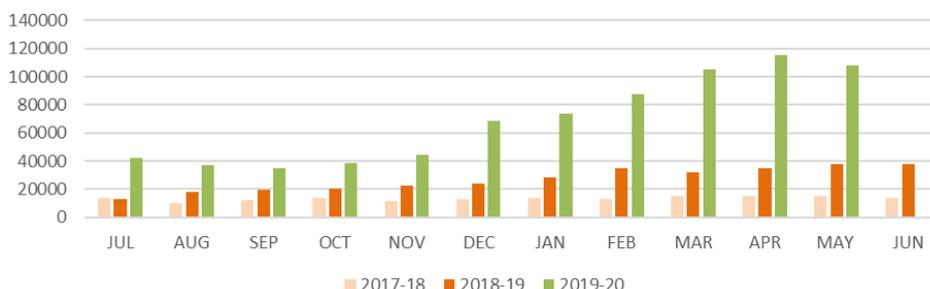


**Library Visitors**





Digital Loans by Month 2017-2020



Print Loans by Month 2017-2020



**KPI Update**

Service / Activity	Annual KPI	YTD	Status	Comments
<i>Library Loans</i>	680,000	1,205,767	●	Well exceeding target already due to increasing popularity of digital loans. These have increased by 174% since 1 July 2019.
<i>NEW Click &amp; Collect Service</i>	N/A	71 customers	●	Implemented 18 <sup>th</sup> May to assist in providing pick up services where branches remained closed due to scheduled maintenance and COVID-19 social distancing restrictions.
<i>NEW Print &amp; Post Service</i>	N/A	2 customers	●	Implemented in April to assist customers requiring important documents printed.
<i>Database Hits</i>	20,000	99,689	●	KPI well exceeded for the financial year, due to updating available content and current high demand.

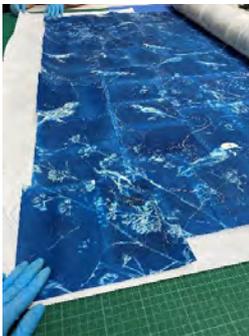
<i>Social Media Followers</i>	5,500	Instagram: 1,370 Facebook: 6,273	●	Exceeding target
<i>eNewsletter subscribers</i>	N/A	14,346	●	Subscriber numbers remain consistently high.
<i>In Person Visits</i>	400,000	281,918	●	Represents 70% of annual target. This was 95% as at March when the libraries had to close.
<i>Web Visits</i>	300,000	262,979	●	96% of YTD target.
<i>Volunteer Hours</i>	N/A	1,670 hours	●	Volunteer activity ceased in early March due to COVID-19 impacts.
<i>Programs / Events Participants</i>	30,000	42,169	●	This attendance is across 822 programs/classes, and 75 outreach events so far this year.
<i>New Virtual Programs * Outcomes</i>	N/A	178,213 reached 11,499 engaged 253 comments	●	Introduced to remain connected to our community and continue provision of service – highly successful to date.

\* Note: The virtual program events will be continued for the foreseeable future.

## 4.3 Artspace Mackay

### Exhibitions

Artspace staff continue to install new exhibitions, and work behind the scenes to promote, entertain and educate the community taking inspiration from the exhibitions, artists, artworks and the MRC collection. We've been extending online communications, developing art projects, delivering artist's talks and offering 'behind the scenes' access through Facebook, Instagram, Connecting Mackay, websites and eNewsletters.

Activity	Comments
<b>CQUniversity Wall: Elysha Rei</b>	<p>Presented this year in partnership with CQUniversity, <i>The Wall</i> is an artist-in-residence exhibition program offering Australian artists an opportunity to create a site-specific artwork directly onto the gallery's Foyer wall. Elysha Rei is a Japanese-Australian visual artist whose work draws upon her mixed heritage and lived experiences between places, cultures and communities. During her residency, Rei drew upon historical and environmental research of the region to create a large-scale piece.</p>
<b>Michelle Vine: Contested biography</b>	<p>Contested Biography installation is complete and on show in Gallery Three. Michelle Vine is a Brisbane based interdisciplinary artist. This exhibition looks to her focus on the site of knowledge formation in biological science - in particular her research on German naturalist</p>  <p>Amalie Dietrich who travelled through Australia in the 1860s collecting botanical, zoological and ethnographic specimens. In 2016, Vine retraced Dietrich's journey in central and northern Queensland, which also led her back to Hamburg Germany to investigate Dietrich's original collection specimens. A cumulation of discovery and response, the works show Vine's experience of the Dietrich story, exploring intersections between science, history and art.</p>
<b>Libris Awards: Australian Artists' Book Prize</b>	<p>Now well underway, with 118 entries received for the competition, whittled down to 60 finalists by our Libris Awards Judges, Robert Heather and Des Cowley, artworks have now arrived onsite in readiness for the exhibition.</p> <p>Since opening its doors in 2003, the gallery has been dedicated in its exploration and support of the artists' book medium. The Libris Awards play a significant role in showcasing the very latest and best in contemporary artists' book practice in Australia, returning in 2020 with \$14,500 in prizes. Entries opened from 18 February 2020.</p> <p>CATEGORY 1 Dalrymple Bay Coal Terminal National Artists' Book Award (acquisitive)</p>

	<p>Overall winner \$7,000 Highly commended \$3,000</p> <p>CATEGORY 2 Mackay Regional Council Regional Artists' Book Award (non-acquisitive) \$2,500</p> <p>CATEGORY 3 Artspace Mackay Foundation Tertiary Artists' Book Award (non-acquisitive) \$2,000</p>
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### Collection

Activity	Comments
<b>Online access to MRC Art Collection</b>	<p>Phase 1 of the Mackay Regional Council Art Collection database upgrade is underway with the migration over to a new database software Vernon commencing late this month. This is part of the long term project to provide online access to the Mackay Regional Council Art Collection. Curatorial staff have been working behind the scenes with database specialists to collate data for the new system which will be installed in June.</p> <p><b>In-house training:</b></p> <p>Staff have undertaken in-house training in archival framing techniques this month. These skills will be used when delivering coming exhibition <i>Focus on the Collection: Michael Cook</i> which draws from the Mackay Regional Council Art Collection.</p>

### Public Programs

Activity	Comments
<b>My Backyard &amp; Beyond! All-ages community art project</b>	<p>An Artspace Mackay #stayhomestayconnected art project, which will run until 12 June. For this project, local residents, artists and students have been invited to create works on paper (max size A3) responding to the theme 'My backyard &amp; beyond'. All submitted works will be displayed in the Foyer Gallery entrance wall visible through the front entrance glass doors of Artspace Mackay.</p> <p>Because the gallery is still closed to the public, a temporary post box has been installed at the front doors of the gallery Monday to Friday 10am - 4pm, so finished artwork can be delivered in the box, which staff have then been adding to the foyer wall as well as posting images on Artspace's Facebook page.</p> <p>The project has been very positively received and to-date the gallery has received 61 artworks including submission from 2 local schools. Twelve social media posts (Facebook) have been made since the launch of the program on May 12 these collectively reached 17,307 people, received 998 engagements</p>

<p><b>All Ages Art! with local artist Jan Ward!</b></p>	<p>Until 12 June, community members of all ages will be invited to join in art making activities with local artist Jan Ward.</p> <p>Inspired by Artspace Mackay's current exhibition <i>JamFactory Icon Catherine Truman: no surface holds</i>, local artist Jan Ward has come up with a fun and easy 'collection' based art activity that people of all ages and abilities can enjoy at home. The program is being promoted via a Facebook event, an ENews bulletin, the Connecting Mackay web page and also the #StayHomeStayConected portal.</p> 
<p><b>Online information programs</b></p>	<p>With the public no longer being able to participate in face-to-face gallery/ exhibition tours, the Artspace team have been continuing to develop new and innovative ways to provide local art enthusiasts, teachers and students with insights and behind-the-scenes information on current exhibitions.</p> <p>This has included the repurposing and redesigning of the Artspace Mackay website 'News Items' to exhibition 'Spotlight Pages' as well as an increase in 'behind-the-scenes' social media posts on FB and Instagram.</p> <p>This month there have been 5 posts providing insight into the current exhibition by Catherine Truman. They have reached over 3,706 people with 122 interactions and the upcoming 2020 Libris Awards exhibition has also been heavily promoted and seen large numbers of engagement from across Australia.</p>

## Monthly KPI Update

Service / Activity	Annual KPI	YTD May 2020	May 2020	Comments
Visitors: Artspace	28,000	19,023	0	Still on target to exceed annual KPI. However, we expect this to be heavily affected in the coming months due to COVID 19. The gallery closed its doors to the public on 26 March.
Web Visits	14,000	14,659	1892	Above target, increase due to online programming
Total Number of e-Newsletter Subscribers	1,800	1,874	+35	E-newsletter subscribers in the month of April decreased by 1 subscriber.
Facebook Subscribers	6,600	6,867	+43	Combined total for Artspace and Rock Paper Scissors Facebook pages.
Exhibitions	12	15	3	In addition to <i>CQUniversity Wall: Elysha Rei</i> on the Foyer wall and JamFactory touring exhibition <i>Catherine Truman: No surface holds</i> in the FIELD Engineers Gallery which opened on Friday 6 March. <i>Michelle Vine: Contested Biography</i> has now been installed in Gallery Three and will be on display until 20 September 2020
Public Program Participants	7,400	8,714	1,598	This number is very big due to an online delivery of 3 public programs: Artspace My Backyard and Beyond has reached 17,307 people and received 998 engagements. # Online BMA Kidspage reached over 12,000 people and received 600 engagements.
Public programs ( <i>inc. tours, BMA Kidspage, workshops, exhibition openings, markets, etc.</i> )	140	93	4	On target and expect to continue recording public programs that (during Covid closure) are being delivered online instead of face to face, online Ros Jones interview & Share your collection program– BMA Online program; Artspace Online papercut Project.
Volunteer hours	2,800	1,983	0	Gallery closure to public and the subsequent standing down of volunteers on 26 March – 15 June will affect numbers for year.

# 5. Mackay Entertainment & Convention Centre and Events

## Overview

The MECC has been making great progress throughout May with several internal projects, record trade days at Foodspace Café as well as the ongoing successful delivery of Council Ordinary meetings.

The development of *Bao Bun Wednesday* has proven to be a huge drawcard for Foodspace patrons, seeing new and regular customers take up the special once a week offer. The MECC Kitchen, front of house Foodspace staff and the MECC marketing teams have teamed up to bring this idea to life, resulting in a record day of trade for Foodspace, eclipsing pre-COVID daily sales and tripling daily sales compared to non *Bao Bun Wednesdays*.

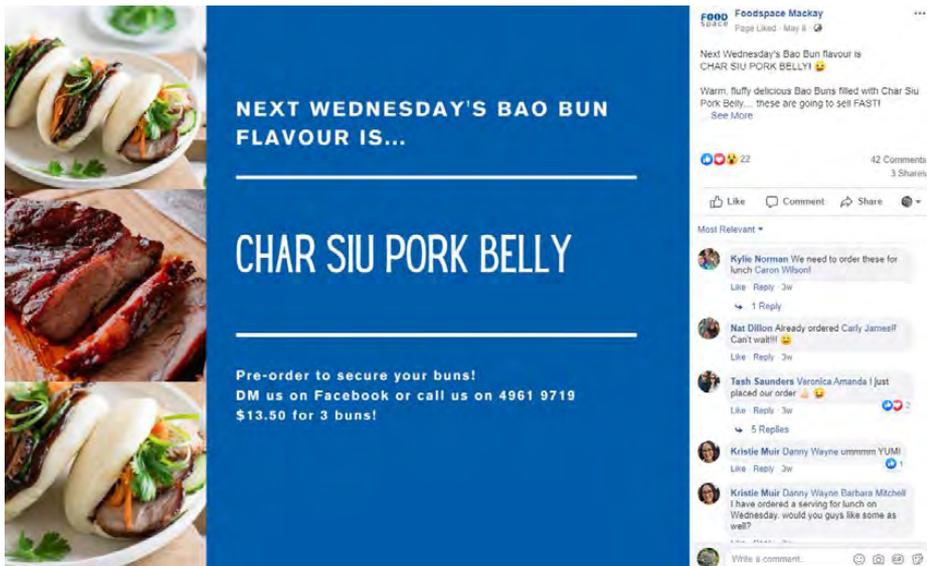
The Marketing & Engagement team have been using online platforms to engage with Mackay audiences. Thinking outside of the box, looking for original content the team has been able to share content from several performing arts producers and companies from around the country.

The hashtag #MeetTheTeamAtTheMECC has also emerged. MECC employees were asked to answer a simple Q&A. These answers, alongside a photo of the staff members were used to give our followers an insight into the people behind the scenes.

This has resulted in high levels of Facebook engagement, with many followers wanting to share their thoughts and experiences. For the last month, the MECC's Facebook page has increased reach by 64% when compared to the previous month and our post engagement has increased 250%.

During May there was a dramatic increase in activity on Foodspace Facebook page due to the Marketing team continuing to promote weekly food initiatives:

- 951 page views (increase of 119%)
- 148 new page likes (increase of 24%)
- Post engagement has increased 112%



The Showtime Program is now underway for MECC staff with the completion of briefings, playbooks and resources for supervisors. An e-learning unit - Forging Ahead with Perseverance and Resilience was assigned to staff as part of this month's training. The first monthly award was announced on this month. The Showtime Committee were thrilled to receive 23 applications for the month of May for 13 individuals.

This month's Showtime Winner was Samantha White. Samantha's nomination stated: *"Sam is the smiling face of Foodspace. Over the past months, Sam has grown in this role and has stepped up – providing great customer service to patrons at Foodspace."*



**Festivals & Events**

With the official cancellation of the Mackay Festival of Arts and Global Grooves for 2020, the Festival team has begun the challenging task of recontracting 2020 programming into the 2021 events. This includes a large amount of grants funding that had been awarded for this year's Mackay Festival of Arts.

Plans are being developed and the team is investigating options to deliver alternative events. The MECC hopes to be able to engage those local performers, businesses and stakeholders who were to be involved in this year's event and provide opportunities to increase revenue.

Looking to the future of our events and to social distancing restrictions at outdoor events, staff are beginning to develop new layouts and plans for our regular Festival sites and evaluating what these events could look like in the future.

The team has been taking advantage of every opportunity to learn and build skills to improve our events in the future, to stay up-to-date with all information relevant to us regarding COVID-19, and to develop the skills to help bring the arts and events industry in Mackay through this unprecedented time. Including, taking part in webinars with Council and Mackay Tourism, Stage Queensland and My Community Diary.

Team	Actions Completed
<p><b>Kitchen &amp; Catering</b></p>	<ul style="list-style-type: none"> <li>• The catering and kitchen teams continue to deliver services at Foodspace Café adhering to COVID-19 restrictions.</li> <li>• Record trade days at Foodspace</li> <li>• Kitchen Recipe System completion</li> <li>• Review of HACCP Food Safety System.</li> <li>• Completion of COVID SAFE Work Training for Dining In</li> <li>• Completion of Showtime Training – E-Learning and briefings</li> <li>• Written procedure updates – catering.</li> </ul>
<p><b>Operations</b></p>	<ul style="list-style-type: none"> <li>• Promapp Project – Continuation. Process mapping activities - Liaison with teams, revision of standard operating procedures, updates on new Promapp system (corporate system that houses all process maps).</li> <li>• Ongoing venue cleaning and maintenance.</li> <li>• COVID Safe Sanitization Checklists</li> <li>• Completion of COVID SAFE Work Training for Dining In</li> <li>• Completion of Showtime Training – E-Learning and briefings</li> </ul>

<b>Technical Services</b>	<ul style="list-style-type: none"> <li>• Recable Coms racks</li> <li>• Rebuild and cable PS Void rack</li> <li>• Refoam and paint halls subs</li> <li>• Clean and reorganise hospital</li> <li>• Clean fast fold screens</li> <li>• Build, paint and install cable racks</li> <li>• Room Theming Strip out, Clean, Recable</li> <li>• Clean lighting storage areas</li> <li>• Construct patch leads</li> <li>• Sico Staging Deck vac, scrub &amp; repair</li> <li>• Switch out 15kg weights for 12kg weights on LX Bars</li> <li>• Completion of Showtime Training – E-Learning and briefings</li> </ul>
<b>Sales &amp; Marketing (incl. box office)</b>	<ul style="list-style-type: none"> <li>• Day to day operations including processing refunds, exchanges, phone enquiries, serving patrons at box office, daily receipting.</li> <li>• Managing social media and website.</li> <li>• Handling cancellations and postponements as they come in.</li> <li>• Completing 2020 current confirmed bookings + plans.</li> <li>• 2021 bookings &gt; script/contract.</li> <li>• Completion of 13 proposals - new potential conferences from 2021 onwards.</li> <li>• Review of Venue Hire Agreement in consultation with MRC Legal</li> <li>• Completion of Showtime Training – E-Learning and briefings</li> <li>• Completion of COVID SAFE Work Training for Dining In</li> </ul>
<b>Festivals &amp; Events</b>	<ul style="list-style-type: none"> <li>• Contacting all stakeholders regarding the postponement of Festival of Arts 2020.</li> <li>• Proposal and budget for Livestream concert series to replace 2020 Festival.</li> <li>• Completion of Showtime Training – E-Learning and briefings</li> </ul>



## KPI Update

	Target	as at MAY 2020		Comments
Number of Performances fully cost recovered	50%	60%	🟢	Reached Target
Minimum number of catered functions (excluding performances)	140	123	🟡	Under Target
Average attendance at events <i>(does not include COVID-19 shutdown)</i>	Auditorium 550	Auditorium 770	🟢	Reached Target
	Foyer/space 100	Foyer/space 161	🟢	Reached Target
	Halls 600	Halls 707	🟢	Reached Target
	One Hall only 200	One Hall only 128	🟡	Under Target
Number of non-utilised days	90	145	🔴	Exceeded Target
Number of Performances at the MECC	200	169	🟡	Under Target
Number of Conferences/Expos	20	14	🟡	Under Target
Number of Events with Attendance from outside Mackay Region LG area (Post Code Data)	40	40	🟢	Reached Target
#Events at BB Print Stadium	-	10	🟢	New KPI
#in Attendance at BB Print Stadium	-	9196	🟢	New KPI
Number of Student Attendances	2,000	2,703	🟢	Reached Target
Number of workshops > Youth	6	11	🟢	Reached Target
Number of engagement workshops/activities	5	24	🟢	Reached Target
Yearly occupancy of facility	155,000	112,502	🟡	Under Target
Customer Hire Satisfaction	80%	95%	🟢	Reached Target
Number of regional events assisted through either financial or in-kind assistance	6	3	🟡	Under Target
Number of regional events ticketed	8	4	🟡	Under Target
Friends of the MECC Volunteer Hours	N/A	5380	🟢	On Track

## 6. Corporate Communications and Marketing

### Survey assesses impacts of COVID-19 pandemic in Mackay

An independent COVID-19 Community Pulse Survey to assess the impact of coronavirus and its social distancing restrictions on the Mackay community was undertaken last month.

The survey included a random phone poll of residents, as well as the option for people to respond online via our [www.mackay.qld.com.au](http://www.mackay.qld.com.au) website.

It was undertaken by IRIS Research on behalf of council. IRIS Research has conducted Community Attitude Surveys for council dating back to 2009.

Promotion of the poll on our social media channels made residents aware they may receive a phone call from IRIS Research on behalf of council.

It also helped attract 134 online responses, which was a great result. As a comparison, the online component of the last Community Attitude Survey in 2018 received about 50 responses.



### Videos toast Sugar Shed rum

The Corporate Communications and Sarina Sugar Shed teams have been busy creating new videos for social media. The first video showed viewers how the award-winning Sugar Shed Rum is made from start to finish. The second video focussed on the Colonial Rum. Both videos have performed well on social media with a combined reach of 15,700 people and more than 1,000 engagements (likes, comments, shares etc). Watch this space as there are also several Sugar Shed cocktail-making videos in the works!



**Enormous ‘ragbergs’ pulled from sewers**

There was plenty of media and community interest when than three tonnes of solid waste material – or a “ragberg” – was pulled from our Mackay City No. 1 pump station at Sydney Street last month. When items, such as paper towel and wet wipes, are flushed down the toilet they become a solid, which has the potential to choke the sewer network.

More than 12 loads were extracted in a four-hour operation and Corporate Communications were on hand to take photos and produce a video for social media.

It was the perfect opportunity to remind residents to only flush the three Ps down the toilet: Pee, poo and (toilet) paper.

Despite the nature of the subject, there was a huge “appetite” from the media and those on social media for the story.



**Video pays tribute to volunteers**

It was a very different National Volunteer Week this year with the Volunteer Expo being a notable absence.

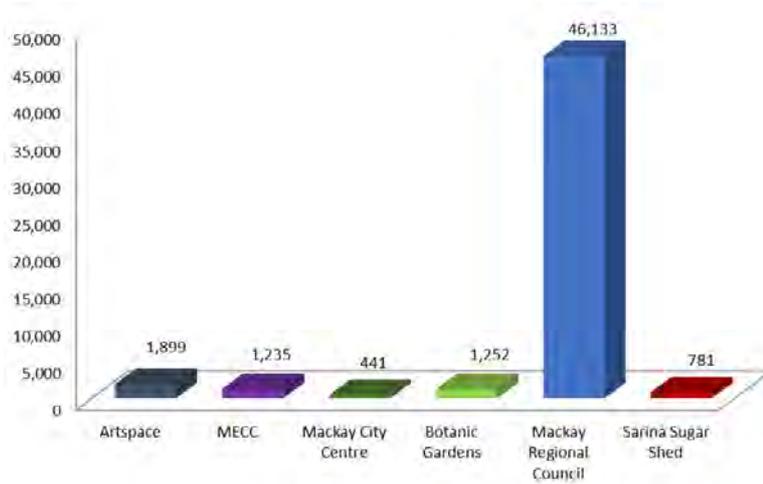
But Corporate Communications helped pay tribute to Mackay’s volunteers by joining with Community Development to produce a video for social media. It thanked all volunteers in our community and let those in isolation know that they are missed.

The video featured the Mackay SES, Habana Rural Fire Brigade and HeadSpace Mackay volunteers. Our digital billboards also helping to spread the “thank you” message.

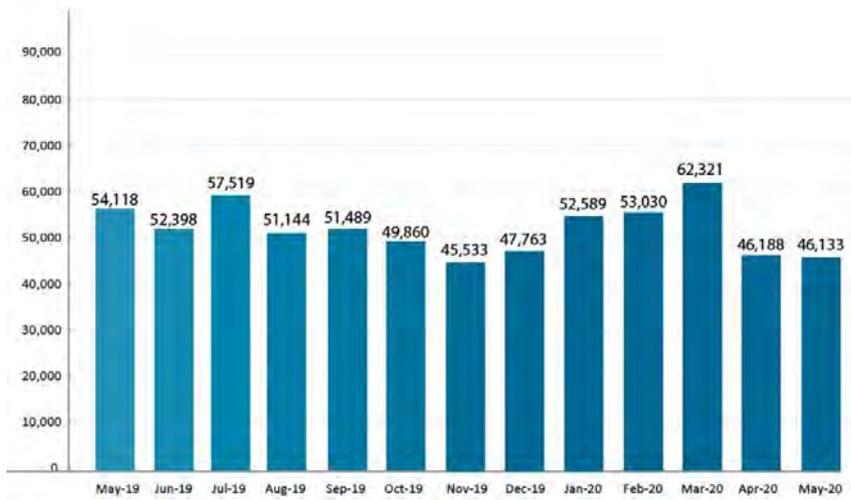
**VOLUNTEERS**



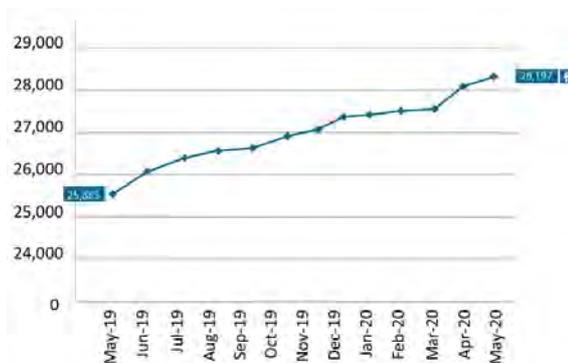
**All website visits for May 2020**



**Trend of MRC website (mackay.qld.gov.au) visits**

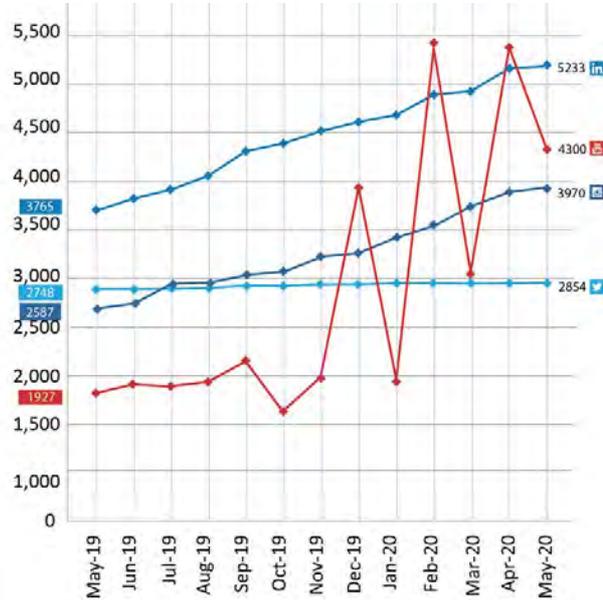


**MRC Facebook followers for May 2020**

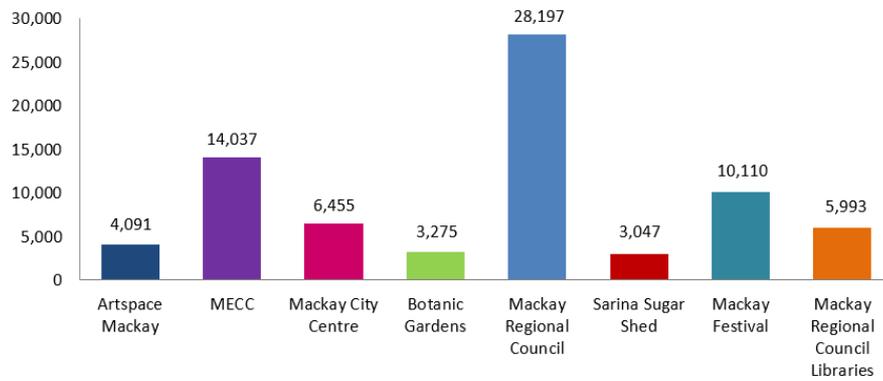




**MRC Social media for May 2020**



**Facebook facilities May2020**

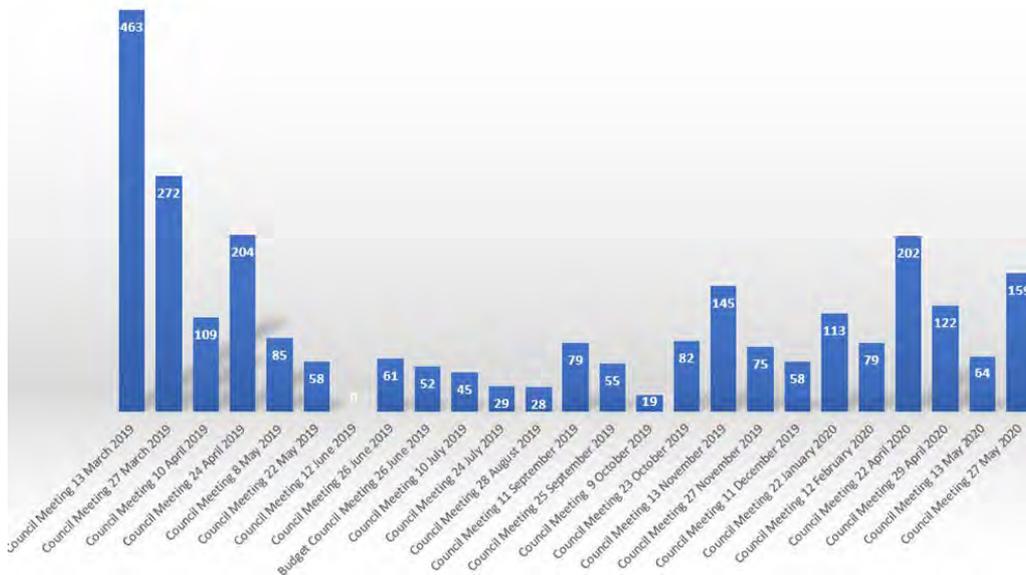


**eNewsletter subscribers**

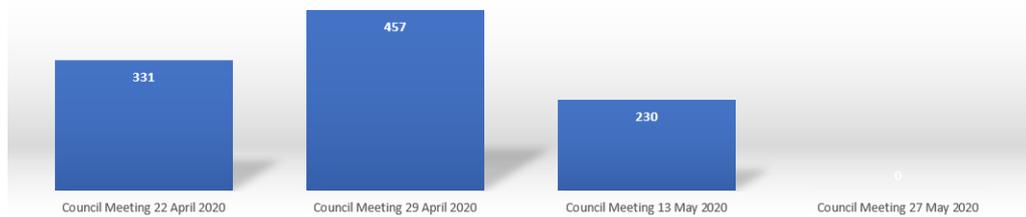
Artspace: 1836 (Last month: 1839)  
 Botanic Gardens: 1183 (Last month: 1187)  
 Council Connect: 3365 (Last month: 3381)  
 Library: 13,928 (Last month: 14,052)  
 Recreation Services: 1124 (Last month: 1123)  
 MyMackay 1218 (Last month 1217)

**Council Meeting Live Stream – May 2020**

**YouTube**

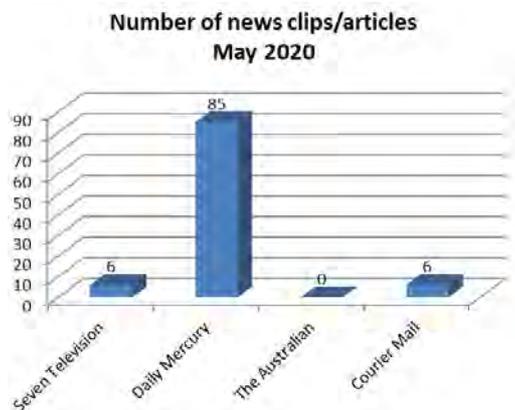


**Facebook**



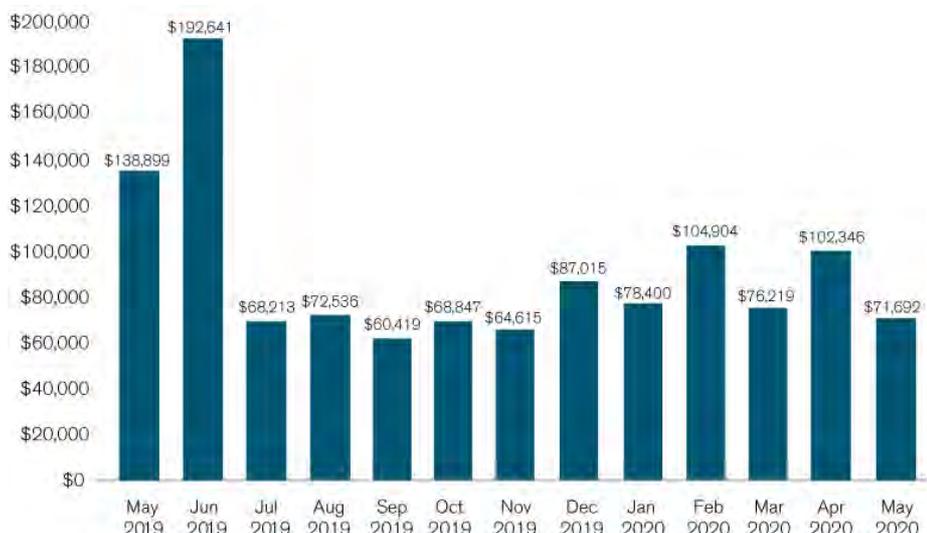
*Note: Facebook Live had a technical glitch on May 27, 2020*

**Council featured in 97 news stories during May**





**Advertising spend across council**



**Community Engagement**

**Brownsey Court Park upgrade**

A flyer to residents and corflute signage to place in the park prior to works starting in July are being prepared. Social media and updates to Connecting Mackay will also be completed.

**Blacks Beach water main renewal**

Works are ongoing, with driveway concreting works and some asphaltting under way. Residents have received notification of asphalt works via letter and those impacted by driveway works have been doorknocked.

**Smith-Cross Road culvert upgrade**

Residents have been contacted to complete a vehicle access survey and are aware of upcoming works. A letter has been drafted detailing the works and inviting residents to an onsite information session on Thursday, July 2. Once approved by the State Government, it will be mailed to affected stakeholders. Some individual engagement is required due to reshaping of private accesses and location of vehicular side tracks.

**Boundary/Cowley intersection upgrade**

Correspondence is being drafted to inform nearby residents of the chosen design and upcoming works (in the next 12 months). Some individual engagement is required due to relocation of private access.

**Sandy Creek fishway**

Letters have been sent to inform residents of the tender and upcoming works. Once the tender is awarded, Community Engagement will follow up with a second letter to residents detailing the successful contractor, as well as hours and day of work. A small number of farmers have expressed interest in receiving more information about the proposed side track to be installed during construction. A meeting will be held with them onsite.

**Koumala Water Treatment Plant**

A fact sheet detailing the planned Koumala Water Treatment Plant is being prepared. Once complete, the local progress association, school, and community hall will be engaged to help distribute copies with their newsletters. A letterbox drop will also take place. Social media and a media release will also be organised closer to the time of construction.

**Meadowlands Connectivity Pathway**

Corflutes, flyers and a Connecting Mackay webpage have been prepared. Social media posts and a media release are also planned.

**Shakespeare Street shoulder upgrade**

Crews have reached the final stages of the works. Once asphaltting is complete, Community Engagement will “close the loop” with directly impacted residents by sending out a final letter and uploading images of the completed works to social media and the Connecting Mackay page.

**Stay Home, Stay Connected projects**

Community Engagement continues to support the Stay Home, Stay Connected program. The program is currently being rebranded to Stay Safe, Stay Connected and highlights that social distancing does not mean social isolation. A “My Library, My COVID-19 Story” page is being developed to offer the community an opportunity to contribute photos and stories to council’s Heritage Collection. An exhibition is to occur in the future. An “Artspace Talks: page is currently being built, which offers a Q&A directly with artists.

**Seaforth Esplanade Master Plan**

This major Parks project is under way and consultants are currently developing a draft master plan. The consultation period will be from August 7 through to September 6. A consultation session with the community may be included during this period if social distancing restrictions allow.

**Pioneer River Northbank Shared Footpath**

Community Engagement continued to liaise with the design team on this project. A second meeting with City Auto group Mackay was conducted to update them on the plans and line of sight into their business once the footpath/boardwalk is complete. A flyer has been approved and is now awaiting project start date.

**Palmer Street upgrade**

Flyer was approved and sent to project team for letterbox drop distribution ahead of works starting in late May.

**Delchantos Road Park upgrade**

Signage and flyers to be distributed to residents have been prepared. Currently awaiting update on contractor timing before notices are distributed. Once update received will also contact Hampden Valley Progress Association.

**Leap View Park improvements**

Flyers and corflute signage have been prepared and will be distributed to residents once the contractor has confirmed the construction timeline.

**Blewater Trail (Alligator Creek Bridge) repair works**

Corflute signage has been placed along the trail letting users know of the temporary closure of a section of the trail while repair works are taking place. This information has also been sent to Mackay Base Hospital for internal distribution so that those who use the trail for commuting to work are aware.

**Wellington Street footpath upgrade**

Flyers for residents have been prepared and have been sent for State Government approval. Once received will letterbox drop.

**Nelson and Gordon Street footpath reconstruction**

Flyers for residents have been prepared and have been sent for State Government approval. Once approved flyers will be letterbox dropped. Corflute signage is also being developed and will be placed onsite.

**Ball Bay Road reconstruction**

As part of the planned Ball Bay Road reconstruction project, the road is to be widened and sealed with an improved drainage component. Residents have received letters advising them of the upcoming project. Corflute signage and media has been sent for State Government approval. Construction is to start promptly once approval has been received.

**Gorge Road upgrade**

Works to improve the road are expected to begin mid-July. The final design plans have included concrete which was requested by residents rather than bitumen. The state of the road was brought to attention by a resident's complaint in the local newspaper. Two consultations sessions followed with residents to gain their input of which sections of the road they believed were a priority to be upgraded. The resident who made the initial complaint has been presented the final design plans face-to-face.

**Hume Street water realignment**

Letters to residents have been sent. The project includes four nights of night works. The start date of this project was delayed due to poor weather and was due to start June 4. The project's duration is an expected five weeks. Works will occur in two locations. A water valve will be replaced opposite the Base Hospital in Bridge Road and the realignment works will take place at the Bridge Road/Hume Street intersection. Traffic control will be in place and the community have been assured there will be no delay to ambulances.

**Sydney Street water main realignment**

Night works to investigate an aged water main along Sydney Street from River to Shakespeare Streets are under way. Letters have been received by businesses. Businesses impacted by the loss of car parking during night shift have been directly contacted and will receive 24-hours' notice prior to work in front of their business takes place. Consultation with stakeholders who will be impacted by their property access being affected during the construction phase of this project will take place in the coming weeks - well in advance of any disruptions to their businesses.

**Schaefer Street Park/Corella Way Park play equipment renewals**

Letters have been distributed to residents and corflute signage erected in both parks. Play equipment renewal is underway at both Schaefer Street Park and Corella Way Park. Schaefer Park residents originally presented council a petition for a half basketball court which was not supported. The play equipment in Corella Way Park was completely removed approximately eighteen months ago.



Please see below an overview of current Community Engagement projects.

Project Name	Activity	Department	Plans and activities	Level of Engagement
Ball Bay Road Reconstruction	Immediate	Capital Works	Letters have been sent to residents and marketing material is awaiting approval by Qld Government. The start date is to be confirmed.	Inform
Blacks Beach Water Main renewal	Ongoing	Engineering and Commercial Infrastructure	Ongoing – most recent letter to residents on 26.5.20 advised of upcoming asphalt works on June 1 & 2.	Inform
Bluewater Trail (Alligator Creek Bridge repair works)	Immediate	Capital Works	Corflute signage erected on the trail to advise users of upcoming works. Facebook posts also done. Hospital have been advised of works so they can make staff who use the trail for commuting aware.	
Campwin Beach Boat Ramp Upgrade	Ongoing	Capital Works	Attending prestart meeting 28/05/2020.	Inform
Corella Way Park Renewal	Ongoing	Capital Works	Construction is underway.	Inform
Crichtons Road Pavement Upgrade	Immediate	Capital Works	Flyers have been distributed to business and facilities. The start date is 2/6/20.	Inform
Denton Street upgrade works	Immediate	Capital Works	Combination of water main replacement followed by road reconstruction. Flyer written, awaiting approval and will be letterbox dropped w/c 27/04/20.	Inform
Gordon White Library Refurbishment	Ongoing	Community & Client Services	Construction underway. Project update emails sent regularly to project followers.	Inform
Gorge Rd Concrete Pavements	Upcoming	Capital Works	Queensland Government funding approvals have been received for communications material This project is to begin mid-July.	Inform

Project Name	Activity	Department	Plans and activities	Level of Engagement
Hume St Water Realignment	Immediate	Capital Works	The project is to start 4/6/20. Letters have been distributed to residents.	Inform
Koumala Water Treatment Plant	Upcoming	Capital Works	A factsheet is being prepared for distribution prior to construction.	Inform
Marzan Street and George Fordyce Drive Traffic Calming	Immediate	Capital Works	Letter distributed. Received three inquiries regarding the project. One negative- not supportive of the project at all. Has contacted a Councillor also to complain.	Inform/Consult
Meadowlands Connectivity Pathway	Upcoming	Capital Works	Signage developed, awaiting start date.	Inform
Milton and George St Traffic Lights	Completed	Capital Works	This project has been completed.	Inform
North Mackay Rotary Lookout	Ongoing	Capital Works	Construction delays due to Ergon Energy availability. Will update residents after meeting with Ergon Energy next week.	Inform
Northview Park Playground	Ongoing	Development Services	Construction started 20/4/20 and comms material has been distributed.	Inform
Palmer Street upgrade	Immediate	Capital works	Flyer approved and given to project team to distribute on 21/05/2020.	Inform
Pioneer River Northbank Shared Footpath	Upcoming	Major Projects	Conducted second meeting with City Auto group. Flyer finalised and ready to send to BB print (1000) flyers to be printed.	Inform
Queens Park	Ongoing - Progressed to next stage of the project- construction commenced	Major Projects	Working through signage plan. COVID-19 has caused several issues with approvals/input from Traditional Custodians. Starting to prepare a newsletter update- requires site visit with project manager.	Inform/Consult

Project Name	Activity	Department	Plans and activities	Level of Engagement
Resources Centre of Excellence	Ongoing	Capital Works	Ongoing – nearing completion.	Inform
Schaefer Street Park Renewal	Ongoing	Capital Works	Construction is underway.	Inform
Seaforth Esplanade Master Plan	Ongoing	Parks, Environment and Sustainability	Developing communication materials.	Consult
Shakespeare Street Kerb and Channel Upgrade	Ongoing	Capital Works	Ongoing – nearing completion.	Inform
Shoal Point Park retrofit shade structure	Upcoming	Capital Works	Communications material is being developed. The start date is expected to be August.	Inform
Smith-Cross Road culvert upgrade	Upcoming	Capital Works	A letter to residents has been drafted and is awaiting approval. Tentative information session set on July 2, 2020.	Inform
Stay Safe, Stay Connected	Ongoing	Community & Client Services	Liaising with various programs to develop online engagement projects.	Inform
Tourism Kiosk (Bluewater Lagoon)	Upcoming	Major Projects	Signage erected at site. Connecting Mackay page created.	Inform
Victor Creek Boat Ramp	Ongoing	Capital Works	Attending prestart meeting 28/05/2020.	Inform
Walz Lane drainage outlet	Ongoing	Capital Works	Ongoing – in regular contact with directly affected resident.	Consult

# 7. Emergency Management

## Overview

The Emergency Management (EM) program has been busy participating in the region’s rapid response planning with the District Disaster Management Group. This plan is designed to be activated quickly at the district level in the event of a significant outbreak of COVID-19 in the Mackay Disaster District. Running alongside this work is more localised planning for unlikely chance a concurrent disaster event during COVID-19.

While COVID-19 may still be in the response phase, there have been a number of learnings already identified and the Emergency Management team have used these learnings to inform some of the new processes in a number of new and existing sub plans. The team has developed a new Pandemic Sub Plan which is designed to provide solid mechanisms to ensure that the Local Disaster Communications Centre (LDCC) maintains a full level of situational awareness, roles and responsibilities, communications lines between local and district groups and the continuing coordination of local agencies. The Sub Plan has been presented to the Local Disaster Management Group (LDMG) for consultation and feedback.

The Draft 2020 Recovery Sub Plan has undergone a full re-write and can now be used as a template for event specific recovery considerations and activities regardless of the disaster type.

The 2020 Public Information & Warnings Sub Plan has also undergone a full re-write. The 2020 plan provides step by step instructions on the different types of messaging, instructions and use of the Standard Emergency Warning Signal (SEWS) messaging system and general warning message construction in line with national best practice.



These plans will all be presented at the next Local Disaster Management Group meeting for adoption.

## Disaster Dashboard Opt-in Notifications

Our disaster dashboard has had a new opt-in notification section added. This feature allows people to sign up to receive near real time notification emails and text messages for emergency news, local road conditions, and weather warning for our region.





Through our new Guardian IMS, we can send out bulk emails and texts to the community and even allow for two way messages between the community and LDCC if a request was made for an update on local conditions or damage during and event.

Community members are encouraged to visit <http://disaster.mackay.qld.gov.au/> and follow the prompts to sign up to receive these notifications.

**Suite of Mental Health Training**

To support local organisations and the many changes and challenges they are facing while conducting business, servicing clients and ensuring the safety of staff due to COVID-19 the team have put together a variety of free Mental Health Sessions to share strategies and techniques in this new environment.

The sessions include:

- Supervision and Leadership in Challenging Times
- Emotional Wellbeing in Challenging Times
- safeTALK Training
- Psychological First Aid – A Whole Person Approach

**Business Continuity Planning**

In partnership with the Regional Social Development Coalition (RSDC), a Business Continuity Planning 101 session for Community Development Officers and staff was conducted in preparation for the role out of these sessions to local groups such as progress associations and not for profit organisations. The need for business continuity planning support was flagged during our non-government organisations impact mapping. These sessions will be offered to groups or organisations who flagged minimal or no business continuity planning along with those wanting to improve and strength their current plans.

**Emergency Liaison Officer Network**

The Emergency Management team would like to publicly thank our Emergency Liaison Officers (ELO's) for their ongoing work and efforts they have provided to council during COVID-19. These volunteers played a vital role in being our eyes and ears in their community allowing for more informed local decisions during this difficult time.

The Emergency Liaison network now consists of 21 dedicated volunteers in our region who have a genuine desire to help those in their community.

It's a pleasure work along side amazing people #mackayregionalcouncil #mackay  
 #volunteerweek  
 Obviously my passion lies within assisting others in times of need, working and assisting within our local community, community spirit and assisting in the health sector.  
 #emergencyliasonofficer #ELO #giveback #bucketlist Bruce Campbell  
 (Thank you Bruza for the push 12 months ago ... do more, give more, be more than surviving)



### SES Operations

Activity	Event	Comments
Activation		Nil Activations this month
Activation	Storm Damage	One Storm damage Jobs Sarina
Activation	Assisting Queensland Police Service (QPS)	Nil Activations this month
Activation	Land Search	Nil Activations this month
Exercise	Unit Exercise	Mackay Mirani Groups have been using video calls for training which has been successful. Also, Radio testing to advance our knowledge of dead spots and low transmission's in preparation for activations.

### SES Operational Capability

The Mackay Regional SES Unit currently has the capability to provide operators in all core SES functions throughout the Mackay local government area.

Function	Members / teams available	Notes
Flood boat	15 teams	1 team = 2 members
Storm damage	111 members	Teams usually 2-4 members
Chainsaw	16 teams	1 team = 2 members
Working at heights Roof	24 teams	1 team = 4 members
Working at heights ground	27 teams	1 team = 4 members
Vertical rescue	10 members	Team size varies on task parameters. Operational performance target is 10 members per team
Land search	74 members	Team size varies on task parameters
Traffic control	38 members	Team size varies on task parameters, but usually 2-4 members
Incident management	37 members	Team size varies on task parameters

All Mackay regional SES Unit vehicles and equipment are up to date with servicing and ready for any activations. The Mackay group have been busy preparing for the recommencement of training and normal activities, the Ness street Complex has been cleaned and organized Stores sorted and arranged for easy access during activations. A new volunteer “stores manager” position has been appointed within the group to assist the Group Leader keep track on what has been used and needs replacing.



On a recent trip To Midge Point, the Local Controller asking locals about their levels of interest getting the Midge Point SES re-established with new and existing members. So far there have been positive responses and work has commenced with council officers to hold a series of sessions at Midge Point to further promote the unit.

#### SES Membership – Active Groups

Group	April 20	May 20	Membership notes
Armstrong Beach	4	4	
Calen	4	4	
Mackay	90	90	Two of the old members have returned.
Mirani	32	32	
Sarina	15	16	One new member
<b>TOTAL</b>	<b>143</b>	<b>144</b>	New member intake all year round.

#### SES Membership – Non- Active Groups

Meetings with the Local Controller and existing members are being held to try and reinvigorate these groups membership.

Group	Members	Vehicles	Equipped Trailer	Notes
Campwin Beach	2	1	2	Vehicle currently being garaged and utilised by Mackay Group
Koumala	0	1	1	Trailer currently being garaged and utilised by Sarina Group Vehicle is utilised by Mackay Group.
Midge Point	0	1	2	Vehicle currently being utilised by Sarina Group
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>5</b>	

# 8. Health & Regulatory Services

## Overview

Health and Regulatory Services has been busy over the past months. All service areas, including environmental health, environmental protection, pest management, vector control, development compliance, animal management, regulated parking and local laws have actively been responding to requests for service and assistance from the community and taking action to ensure public health, safety, order, equity and environmental values are being maintained.

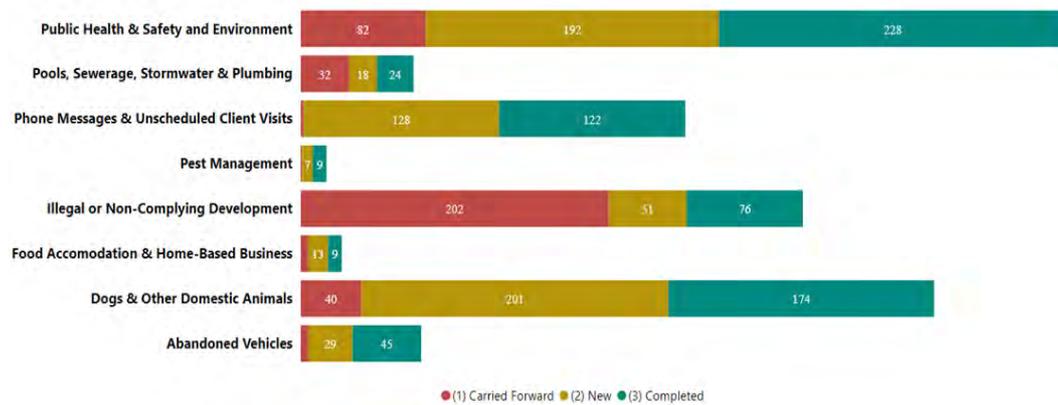
## Customer Requests

Throughout May 2020, 668 requests for service were received, compared with 881 requests for May 2019, with 81% completed in nominated timeframes for this month.

Health and Regulatory Services aim to complete 85% of requests for service within nominated timeframes, however, depending on the circumstances of each individual matter and the speed at which compliance can be achieved using compliance processes, timeframes for completion can be influenced.



## Customer Request Status Tracking



### Animal Registrations - Number of Dogs & Cats Registered

Animal Type	May 2020	May 2019
Cat	34	31
Dog	138	101

### Proactive Patrols

Proactive Patrols are conducted at times when dog owners are most likely to be walking with their pets.

Animal Patrols						
Date	Suburb	Dogs on lead	Dogs impounded	Cautions issued	Educations issued	Infringements issued
2/05/2020	BUCASIA	18	0	0.00	4.00	0
2/05/2020	North Mackay	15	0	0.00	2.00	0
2/05/2020	RURAL VIEW	16	0	1.00	3.00	0
2/05/2020	Shoal Point	2	0	0.00	0.00	0
5/05/2020	West Mackay	9	0	0.00	0.00	0
11/05/2020	Hay Point	0	0	0.00	0.00	0
13/05/2020	West Mackay	29	0	0.00	5.00	0
14/05/2020	Shoal Point	7	0	0.00	0.00	0
14/05/2020	West Mackay - Botanical Gardens	18	0	0.00	4.00	0
15/05/2020	West Mackay - Botanical Gardens	22	0	0.00	5.00	0
24/05/2020	bucasia, Shoal Point, Blacks Beach, beaconsfield Andergrove	12	0	0.00	0.00	0
26/05/2020	East Mackay	16	0	2.00	2.00	0
27/05/2020	East Mackay	8	0	1.00	0.00	0
28/05/2020	East Mackay	17	0	2.00	3.00	0
30/05/2020	Bakers Creek	0	0	0.00	0.00	0
30/05/2020	SOUTH MACKAY KINDERMAR AND NAPIER STREETS	1	0	0.00	0.00	0
30/05/2020	WEST MACKAY BOTANIC GARDENS	6	0	0.00	0.00	0
31/05/2020	Andergrove	6	1	0.00	0.00	0
31/05/2020	EAST MACKAY TOWN BEACH	5	0	1.00	0.00	0
31/05/2020	Gooseponds	10	0	0.00	0.00	0
31/05/2020	Shoal Point	5	0	0.00	0.00	0
31/05/2020	Slade Point	8	0	1.00	1.00	0
31/05/2020	WEST MACKAY BOTANIC GARDENS	3	0	0.00	0.00	0
<b>Total</b>		<b>233</b>	<b>1</b>	<b>8.00</b>	<b>29.00</b>	<b>0</b>

### Licensing and Approvals Summary for May 2020

Premises	Premises Inspected	% Compliant	% Non - compliant	New and Renewal Applications Approved
Skin Penetration	1	100%		6
Caravan Park				5
Accommodation	1		100%	25
Swimming Pools	1	100%		
Vending	1		100%	3
Temporary Home				1
Footpath Dining	2		100%	5
<b>Total</b>	<b>6</b>			<b>45</b>

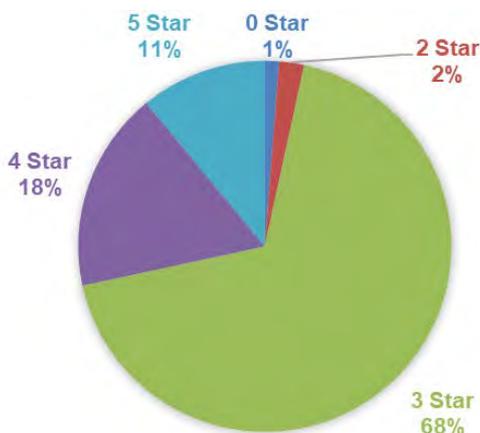
Premises	Premises Inspected	5 Star	4 Star	3 Star	2 Star	0 Star	New and Renewal Applications Approved
Food Business	19	0	0	15	3	1	7

Basic summary of star rating meanings:

 <b>5 Star</b>	<b>Excellent performer</b> – Excellent record keeping, procedures, cleanliness and sustainable food safety practices.
 <b>4 Star</b>	<b>Very good performer</b> – Very good cleanliness, food safety practices and some records and procedures.
 <b>3 Star</b>	<b>Good performer</b> – Good level of compliance and overall acceptable standard. Clean and meeting legislation.
 <b>2 Star</b>	<b>Poor performer</b> – Low level of compliance, more effort required. I.e. Very unclean premises, poor hygiene practices.
<b>NO STAR</b>	<b>Non-compliant performer</b> – A general failure to comply, with major effort required to rectify issues. Critical non-compliances. I.e. Very unclean premises, poor hygiene practices, incorrect temperatures and presence of pests and vermin.

*Note – Officers actively work with business operators to achieve compliance using appropriate regulatory tools.*

**Current Star Rating Summary for Mackay region businesses**



Routine Inspections have recommenced with Stages introduced for COVID-19. Education and support have been provided to businesses for dining in and beauty therapy.

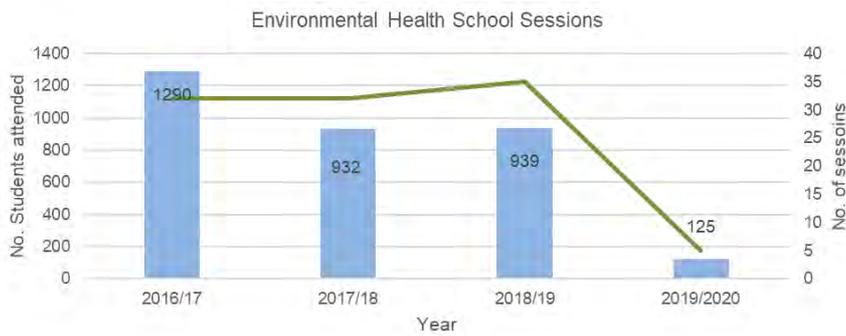
358 emails were sent out with latest COVID-19 information, 29 inspections conducted regarding COVID-19 following enquiries and complaints. 35% businesses inspected were non-compliant and Officers are educating and working with these businesses.

**Education and Training Sessions**

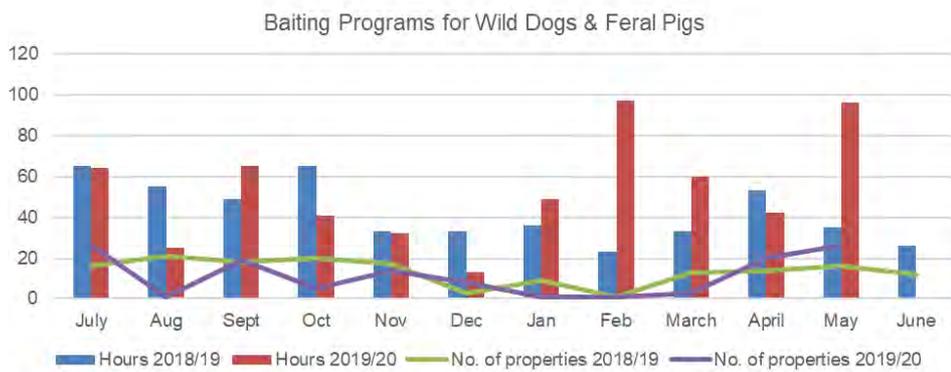
Food training sessions are conducted for non-profit organisations and for festival and events. Summary of sessions conducted:



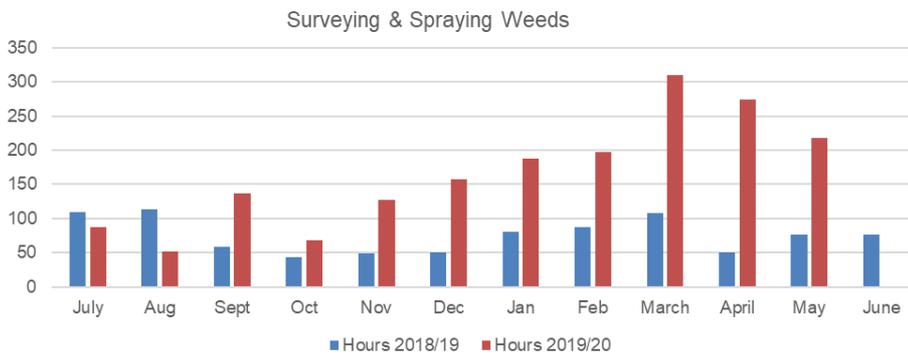
School education includes responsible pet ownership and dengue fever awareness.



**Pest Management**



The hours noted above include preparation activities and conducting baiting sessions. Baiting is not conducted in wet weather due to the ineffectiveness.



Surveying and spraying are conducted on roads. Surveying is also conducted on private property throughout the region.

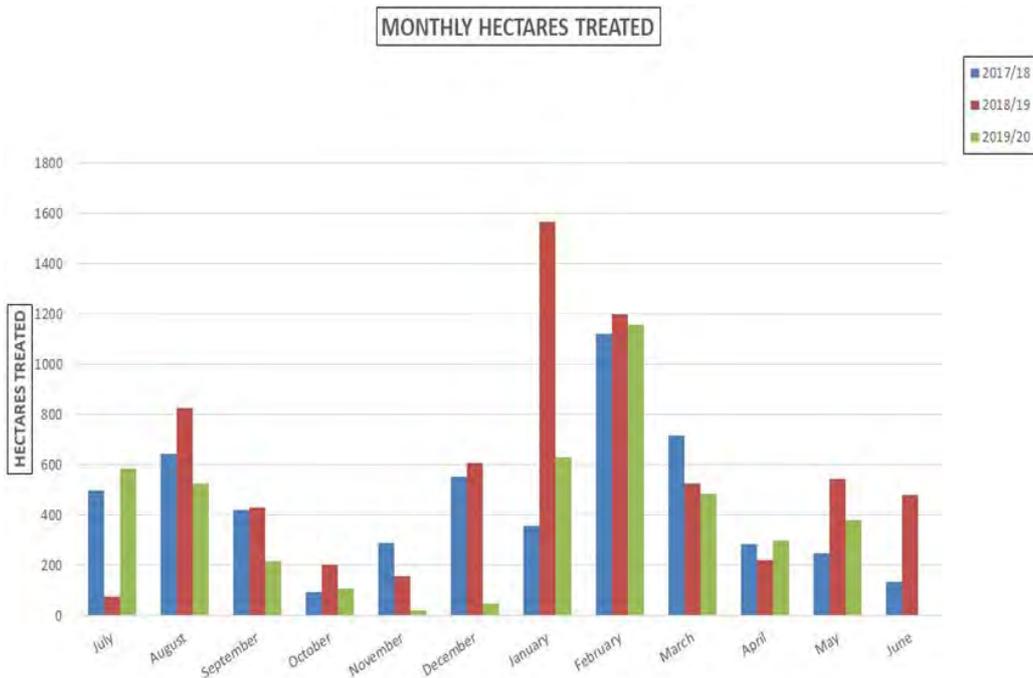
Emerging Issues:

- Large Thunbergia infestation discovered in Pleystowe.
- Sagittaria – new restricted invasive plant identified in our region at Plantation Palms Estate and drain on Victoria Plains Road. Spraying program commenced.

Vector Control

The table below represents the mosquito control work carried out by the Vector Control team May 2020

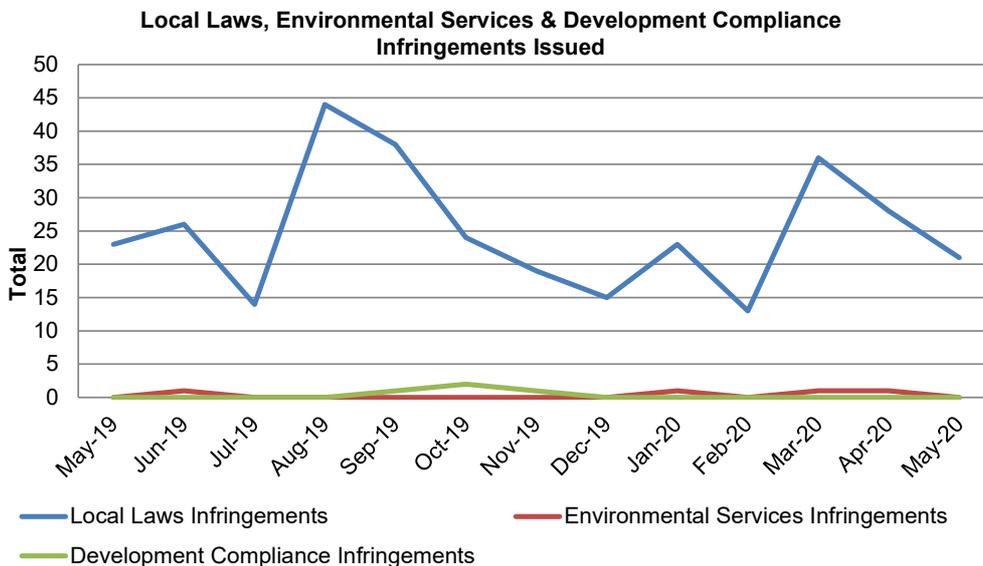
SITES INSPECTED	SITES TREATED	HECTARES TREATED
189	114	379 Ha





**Monthly Infringements Activity**

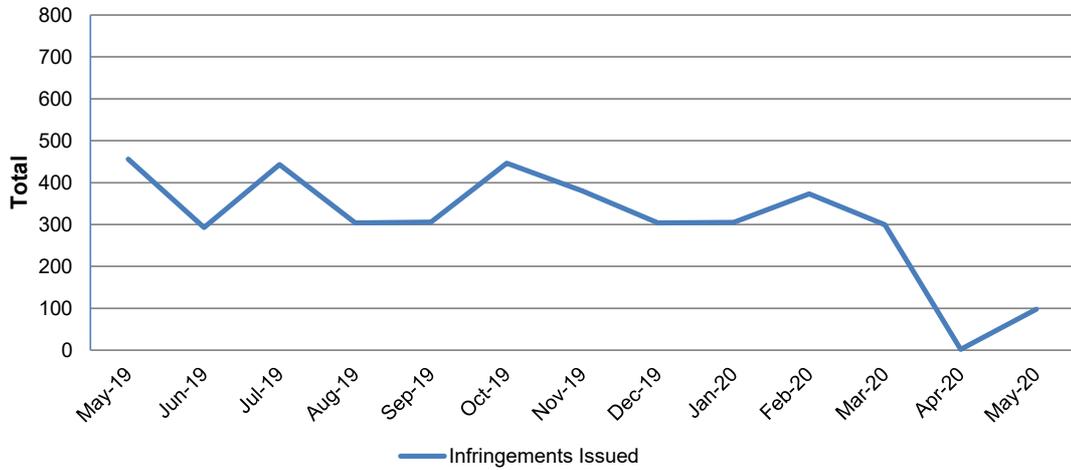
The graphs below provide a summary of infringement activity for Health & Regulatory Services over the past 12 months.



**May 2020 detail:**

Local Laws Infringements	Environmental Services Infringements	Development Compliance Infringements
<ul style="list-style-type: none"> <li>Animal not registered within 14 days (5)</li> <li>Animal wandering at large (6)</li> <li>Fail to comply with compliance notice (6)</li> <li>Fail to comply with menacing dog conditions (2)</li> <li>Fail to comply with dangerous dog conditions (1)</li> <li>Overgrown allotment more than once in a 12-month period (1)</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

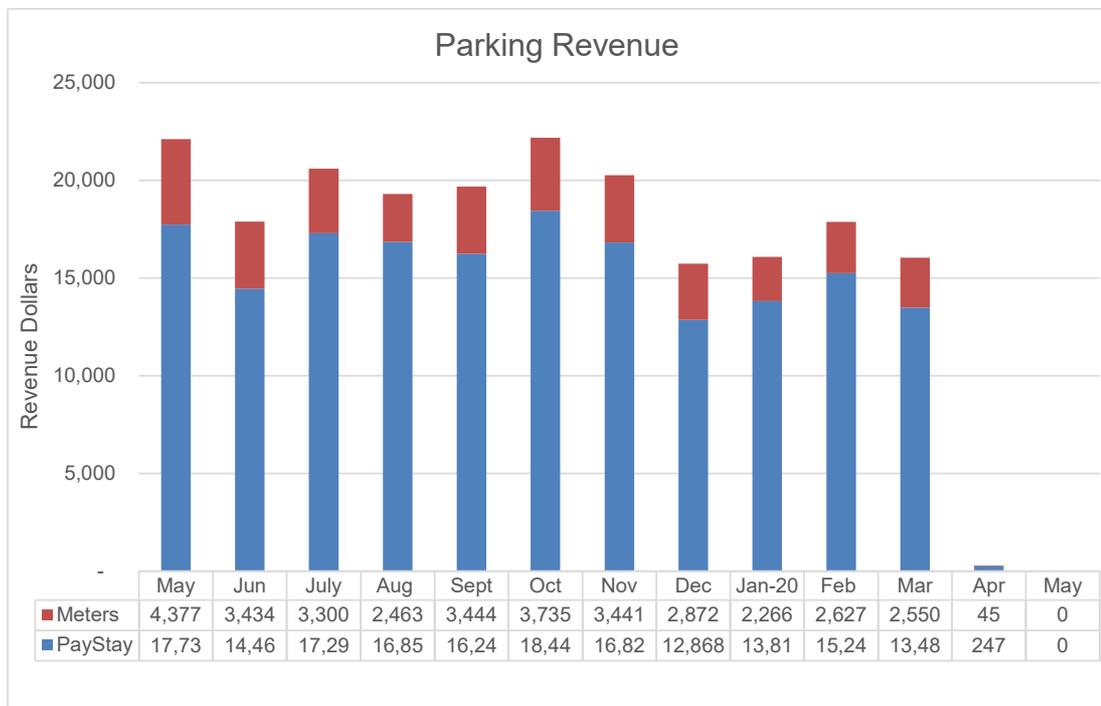
### Regulated Parking Infringements Issued



Officers normally regulate 2,525 on street car parks, off street car parks, loading zones and car parks designated for disabled people, daily.

Numbers of vehicles in the Mackay City Centre increased throughout May and only on street parking, loading zones and car parks designated for disabled people were regulated.

### Off Street Car Parking – PayStay



All paid parking remains free from 3 April 2020 due to COVID-19 business support measures.

### **11.3.2. REGIONAL ARTS DEVELOPMENT FUND (RADF) APPLICATIONS ROUND 3 MAY 2020**

**Author** Director Community & Client Services  
**Responsible Officer** Director Community & Client Services (Angela Hays)  
**File Number** RADF Meetings

**Attachments** 1. RADF R 3 19.20 Minutes Meeting 25 May 2020 [11.3.2.1 - 11 pages]

#### **Purpose**

To ratify RADF committee recommendations from 25 May 2020 Committee Meeting.

#### **Related Parties**

Bella Fenlon  
Valley Spinners and Craft Group  
Tracey Robb  
Fiona Flohr  
Celese Heward  
Kathleen Campbell  
Janet Ambrose  
Donna Maree Robinson  
Reef Catchments  
Kucom Theatre Inc

#### **Corporate Plan Linkage**

The Regional Arts Development Fund is a joint Queensland Government (Arts Queensland) and Mackay Regional Council partnership that supports local arts and culture. This program supports council's operational plan through:

#### **Corporate Plan Strategies:**

**1: Community Pride** - A community that creates a supportive environment for people of all ages, nationalities, cultures and beliefs.

- Cultural Diversity
- Engaging young people in the region
- Regional and Community Events

**2: Regional Identity** - Develop a strong regional voice to promote and facilitate growth to become a leading community in Northern Australia. Recognise that our satellite towns have and cherish their own identities.

- Working together with neighbouring councils

**3: Community Health & Wellbeing**- Deliver a safe, healthy and accessible community that offers a diverse range of services and facilities.

- Active and healthy community

#### **Background/Discussion**

This is the third round of grants assessed by the RADF Committee this financial year under the current Regional Arts Development Fund guidelines. Twenty-one (21) applications were received to a total value of \$189,514.

#### **Consultation and Communication**

The RADF Chair and MRC Councillors (Cr Fran Mann, Cr Karen May and Cr Michelle Green) and ten (10) community representatives: (Jade McAuley; Traci Lietzke; Philip Kemp; Jan Ward; Rhiannon Minniecon; Leonie Wood; Glenda Hobdell; Janet Ambrose; Kristy Gostelow; Peter McKenzie.) met using Microsoft Teams to assess applications supported by the Arts Development Officer (Lara Russel); Director Community and Client Services (Angela Hays) and Team Leader Community Programs (Cara Gjuzi).

#### Declarations of a Conflict of Interest

Janet Ambrose has an application in this round to be assessed. Janet delayed joining the Microsoft Teams meeting until after her application was assessed. Janet joined the meeting at 6:15pm.

Glenda Hobdell. Glenda is the lead artist in the (re)action states of change project which the applicant Donna Robinson is applying for RADF funds to collaborate on. Glenda left her room during the assessment of Donna's application and returned when the application had been assessed.

#### **Resource Implications**

The budget available for the RADF program for the 2019/2020 financial year is \$255,400. This total comprises three community funding rounds of \$45,000, one green arts category of \$30,000 available to community applicants, one community resilience category of \$20,000, five council led initiatives with a total allocation of \$67,400 and \$3,000 toward training of RADF committee members, RADF Promotion and Community Engagement.

The total amount available for Round Two is \$59,088: \$47,000 available for General Categories; \$12,038 surplus carried over from Round 1 and 2 available for Green Arts Category and \$50 available for PLATFORM Category.

Additional funds were directed from the general categories fund to Green arts as the Committee strongly supported several Green Arts applications.

#### **Risk Management Implications**

The risks associated with the approving of grants to successful applicants is managed through the use of a rigorous application, assessment and acquittal process managed by the Arts Development Officer.

#### **Conclusion**

Following the assessment process, the committee is recommending that ten (10) of the twenty-one (21) applications be supported to the total value of \$59,088. Applicants are encouraged to contact the Arts Development Officer for specific feedback on their applications.

#### **Officer's Recommendation**

THAT the minutes of the RADF Advisory committee be adopted.

AND THAT funding to the following applicants for the amounts stated to a total of \$59,088 be approved.

	<b>Name</b>	<b>Category</b>	<b>Requested Amount</b>	<b>Approved amount</b>
1	Bella Fenlon	PLATFORM and Projects/Programs	\$2,500	\$1,541
2	Valley Spinners and Craft Group	Projects/Programs	\$3,000	\$3,000

3	Tracey Robb	Green Arts	\$8,000	\$8,000
4	Fiona Flohr	Concept Development	\$10,800	\$5,400
5	Celese Heward	Concept Development	\$7,215	\$7,215
6	Kathleen Campbell	Projects/Programs	\$10,000	\$6,435
7	Janet Ambrose	Projects/Programs	\$7,000	\$7,000
8	Donna Maree Robinson	Green Arts	\$5,000	\$5,000
9	Reef Catchments	Greens Arts	\$7,649	\$7,649
10	Kucom Theatre	Projects/Programs	\$7,848	\$7,848

**Council Resolution ORD-2020-108**

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9	Reef Catchments	Greens Arts	\$7,649	\$7,649
10	Kucom Theatre	Projects/Programs	\$7,848	\$7,848

**Moved Cr Mann****Seconded Cr May**

Cr Mann summarised some of the applications received, noting the excellence of the applications and expressing how difficult it was to assess who would be funded. Cr Mann acknowledged retiring committee members Jade McCawley and Jan Ward and thanked them for their contribution and commitment to the Regional Arts Development Fund over the last four years.

Cr May highlighted the enormous amount of work that goes on behind the scenes by Council staff and committee members and thanked the Chair for her contribution.

**CARRIED**



## REGIONAL ARTS DEVELOPMENT FUND (RADF) ADVISORY COMMITTEE

**Monday 25 May – from 5pm for a 5.30pm start  
Jubilee Community Centre – Training Room  
Minutes**

The meeting commenced at 5.30 pm.

### 1. **ATTENDANCE:**

Committee Attendance:

Cr Mann (Chair); Cr May (Deputy Chair); Cr Michelle Green; Jade McAuley; Traci Lietzke; Philip Kemp; Jan Ward; Rhiannon Minniecon; Leonie Wood; Glenda Hobdell; Janet Ambrose; Kristy Gostelow; Tony Moore; Peter McKenzie.

Other Attendance:

Angela Hays (Director Community and Client Services); Cara Gjuzi (Team Leader Community Programs); Lara Russell (Arts Development Officer Community Programs); Sue Gosses (Deaf Services Interpreter); Philippe Richards (Deaf Services Interpreter).

### **APOLOGIES:**

Tony Moore (left the meeting early due to technical issues).

### **ACKNOWLEDGEMENT TRADITIONAL CUSTODIANS**

Acknowledgement provided by Cr Fran Mann

### 2. **MINUTES OF PREVIOUS MEETING 30 SEPTEMBER, 2019.**

Ratified at Council Meeting Wednesday 23 October 2019

### 3. **MATTERS ARISING**

- Group introductions – new RADF Committee Members:
  - o Peter McKenzie (not present at previous meeting) musician and educator at CQCM, and previous RADF committee member.
  - o Leonie Wood, visual artist, festivals, community cultural development
  - o Glenda Hobdell, visual artist, festivals, design, multimedia

### **Date Claimers:**

#### **Rounds for 2020/2021 are yet to be confirmed**

Awaiting outcome from Mackay Regional Councils' bid to Arts Queensland for funding. Anticipating Round 1 to roll out around September.

#### ***RADF Committee Refresher Training & Inductions of new members***

PENDING ACTION (ADO): Look into date for refresher training post Covid-19 restrictions.



#### 4. **GENERAL AGENDA ITEMS**

- Funded Project Updates - RADF Committee Mentors  
None supplied.
- Council Led Initiatives Update –
  - COMMUNITY RESILIENCE Category - EXPENDED
  - PLATFORM category - EXPENDED
  - Let's keep painting the Town REaD: Placemaking in Mackay Libraries – pending
  - Our Journey Cross Regional Tour – Will need to redirect funds due to inability to deliver final workshops. Currently ADO in communication with CQRASN Officers to negotiate alternate project delivery/redirection of funds.
  - Yarning Circle & Story Trail: Placemaking in Queens Park in process;
  - Review of Arts & Cultural Plan – delayed until 2021 due to Covid-19 restrictions, the current Arts & Culture Plan will be extended to cover until the end of 2021.
- The 2020/2021 RADF Program bid has been submitted.
- Acquittals: Acquittals Received - ADO (LR).
  - Mandy Brown
  - Fiona Flohr
  - Janet Ambrose
  - Judy Rose
  - Owen Burns and Kerry McNeill
  - Margaret Burgess
  - Jennifer Bee
  - Eungella Community Development Association Incorporated (Festival of Small Halls).
  - Jessica Sanga
  - Donnielle Fatnowna
  - Sensory Circus

#### 5. **DECLARATION OF CONFLICTS OF INTEREST**

Janet Ambrose has an application in this round to be assessed. Janet delayed joining the Microsoft Teams meeting until after her application was assessed. Janet joined the meeting at 6:15pm.

Glenda Hobdell. Glenda is the lead artist in the (re)action states of change project which the applicant Donna Robinson is applying for RADF funds to collaborate on. Glenda left her room during the assessment of Donna's application and returned when the application had been assessed.

#### 6. **ASSESSMENT OF APPLICATIONS**

**Total Amount requested/available:**

- 21 applications received to a total value of \$189,514.



- \$47,000 available for general categories PLUS surplus of \$12,038 Green Arts Category carried over from Round Two.

### **Green Arts Category**

**Total Amount requested:** \$26,432

**Amount available for this category:** \$12,038

### **Green Arts Committee recommendation:**

Additional funds were directed from the general categories fund to Greens Arts as the Committee strongly supported several Green Arts applications.

**Name:** Reef Catchments

**Category:** Green Arts

**Amount Requested:** \$7,649

**Project Name:** Stormwater drain artwork for marine debris reduction

**Project Description:** Installing artworks on storm water drains to promote environmental responsibility with regard to the impacts of pollution in storm water drains.

**Conflict of interest:** NIL

**Recommendation:** This application be supported in full.

**Approved Amount:** \$7,649

**Comments:** The Committee were fully supportive of this application and appreciate the use of art linking with educational outcomes.

***This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 4. PLACEMAKING***

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Philip Kemp

**Name:** Donna Maree Robinson

**Category:** Green Arts

**Amount Requested:** \$5,000

**Project Name:** (re)action:states of change

**Project Description:** (re)action:states of change is collaborative, cross-regional, transmedia exhibition project that highlights the beauty of and threats to our marine environments.

**Conflict of interest:** Glenda Hobdell was excused during the assessment of this application.

**Recommendation:** This application be supported in full.

**Approved Amount:** \$5,000

**Comments:** The committee were fully supportive of this project and recognized the exceptional collaboration between local artists. The application was well written and the Committee were happy with the overall project concept.

***This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 4. PLACEMAKING; 5. LIFELONG LEARNING and 7. TECH TOOLS.***

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Leonie Wood



**Name:** Eva Browne-Paterson  
**Category:** Green Arts  
**Amount Requested:** \$5,783  
**Project Name:** Island Critters Audio Book Series  
**Project Description:** Creation of 4 audio books for Island Critters book series to be distributed online.  
**Conflict of interest:** Nil.  
**Recommendation:** That this application not be funded at this time.  
**Approved Amount:** Nil  
**Comments:** The Committee commended this application and see value in projects such as this being locally produced and highlighting the uniqueness of our region. Due to the highly competitive nature of this particular funding round the Committee recommends to not fund this project at this time.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Name:** Tracey Robb  
**Category:** Green Arts  
**Amount Requested:** \$8,000  
**Project Name:** Lichen Garden Exhibition  
**Project Description:** Production of crochet lichens for exhibition at Artspace Mackay July 2021 and delivery of 2 sculptural crochet workshops.  
**Conflict of interest:** Nil.  
**Recommendation:** That this application be funded in full.  
**Approved Amount:** \$8,000  
**Comments:** The Committee commends Tracey on her commitment to her arts practice. The Committee looks forward to Tracey's first solo exhibition at Artspace Mackay. The Committee would like Tracey to explore opportunities to combine some educational experiences with the exhibition such as workshop components and educational tools to increase general knowledge of lichens.

***This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 4.PLACEMAKING; and 5. LIFELONG LEARNING***

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Leonie Wood

#### **General Categories**

**Total Amount requested:** \$160,582  
**Amount available for this category:** \$47,000  
**General Categories Committee recommendation:** That seven (7) of the remaining seventeen (17) applications be supported to the total value of \$47,050.

**Name:** AZURE Glass  
**Category:** Professional Development  
**Amount Requested:** \$16,510  
**Project Name:** Creative Glass Techniques  
**Project Description:** Make glass confetti, glass cane, Murrini, how to make pulled



glass in the vitrograph kiln, glass stringers.

**Conflict of interest:** Nil.

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Whilst the Committee see value in supporting professional development opportunities the Committee felt that at this time with the restrictions in place due to Covid-19 it was deemed unsuitable to fund this project at this time. The Committee also raised questions around the need for eight local artists to attend the training at one time, is there capacity for Blue Dog to deliver the training locally and offer the training to other glass artists within the region.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Name:** Brooke Ferguson

**Category:** Concept Development

**Amount Requested:** \$3,097

**Project Name:** Antoine Wiertz and the Daily Mercury

**Project Description:** The production of an artwork that brings Antoine Wiertz to audiences via Mackay's Daily Mercury newspaper

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

**Name:** Bella Fenlon

**Category:** PLATFORM

**Amount Requested:** \$2,500

**Project Name:** Bella Mackenzie - Music Single Release

**Project Description:** Bella will be writing, recording and releasing her second single.

**Conflict of interest:** Nil

**Recommendation:** That this application be offered partial funding.

**Approved Amount:** \$1,541

**Comments:** The Committee commended Bella on her application but encourage her to ensure that future applications include letters of support and examples of her work – this assists the Committee to see demonstrated community support. The Committee wish Bella all the best with her project.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 5. LIFELONG LEARNING and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Peter McKenzie

**Name:** Lian Meaney

**Category:** Concept Development

**Amount Requested:** \$4,950

**Project Name:** No Rein



**Project Description:** Funds from this grant will go towards developing a new body of large scale paintings and sculptural works for my first solo exhibition "No Rein" to be held in 2021.

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is able to reapply in a future round and advised to contact the Arts Development Officer if further feedback is required.

**Name:** Valley Spinners and Crafts Group Inc

**Category:** Projects/Programs

**Amount Requested:** \$3000

**Project Name:** Weaving Workshop with Felicity Chapman from Deadly Weavers

**Project Description:** Preserving ancient cultural knowledge of Traditional Aboriginal weaving - sharing these skills through a workshop with the Valley Spinners.

**Conflict of interest:** Nil

**Recommendation:** That this application be supported in full.

**Approved Amount:** \$3,000

**Comments:** The Committee commend the Valley Spinners on all that they do in promoting art in all it's forms. The Committee are fully supportive of the engagement of Deadly Weavers and wish the Valley Spinners and Crafts Group all the best with this project.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 4. PLACEMAKING and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Cr Fran Mann

**Name:** Christopher Beazley

**Category:** Professional Development (move to Projects/Programs)

**Amount Requested:** \$5,016

**Project Name:** Getting my book edited

**Project Description:** I have written a book over the last 4 years, I now need help with the final edit to get it ready for publishing.

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is able to reapply in a future round and advised to contact the Arts Development Officer if further feedback is required.

**Name:** Fiona Flohr

**Category:** Community Wellbeing



**Amount Requested:** \$10,800

**Project Name:** Earth Connections

**Project Description:** Required

Helping our communities health and well being by coming together and connecting via live online fibre art workshops (macramé, weaving, raffia, dreamers). Support participants build technical skills for future use.

**Conflict of interest:** Nil

**Recommendation:** That this application be partially funded.

**Approved Amount:** \$5,400

**Comments:** Due to the highly competitive nature of this round the Committee were able to offer partial funding for this project. The Committee commended Fiona in her ability to adapt her practice to be presented in an online format. The Committee wish Fiona all the best with this project.

**This application links to the RADF priorities: 5. LIFELONG LEARNING and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Glenda Hobdell

**Name:** Celese Heward

**Category:** Concept Development

**Amount Requested:** \$7,215

**Project Name:** Never Enough - Documentary Concept

**Project Description:** Concept development for a documentary presenting the idea that society's decline in mental health can be attributed in part to believing we aren't good enough, parenting and increasing technology use.

**Conflict of interest:** Nil

**Recommendation:** That this application be funded in full.

**Approved Amount:** \$7,215

**Comments:** The Committee were encouraged to see an application exploring the arts practice of film making. The Committee also commend Celese in providing this unique opportunity to showcase some significant local stories. The Committee wish Celese all the best with this project.

This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 4. PLACEMAKING; 5. LIFELONG LEARNING and 6. TELLING OUR STORIES.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentors Appointed:** Rhiannon Minniecon

**Name:** Folks Like Us (Kathleen Campbell)

**Category:** Projects/Programs

**Amount Requested:** \$10,000

**Project Name:** Folks Like Us Album

**Project Description:** To record and design the debut album for Mackay band, Folks Like Us, comprising of 10 original music tracks by Kathleen Campbell, Sarah Rozekrans and Brendan Smith.

**Conflict of interest:** Nil

**Recommendation:** That this application be partially funded.



**Approved Amount:** \$6,435

**Comments:** The Committee commended the applicants on their application. The Committee were also pleased to see this collaboration of local musicians. The Committee wish Folk Like Us all the best with their project.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 5. LIFELONG LEARNING and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Cr Karen May

**Name:** Janet Ambrose

**Category:** Professional Development (should be Projects/Programs)

**Amount Requested:** \$7,000

**Project Name:** Conversations with Australian South Sea Islanders: a part of Australian history

**Project Description:** Portraits and conversations of our Australian South Sea Islander community, a solo exhibition at Artspace, Mackay. Portraits will be charcoal on paper and a story/conversation will sit beside each portrait.

**Conflict of interest:** Janet Ambrose. This application was assessed prior to Janet logging on to the meeting.

**Recommendation:** That this application be supported in full.

**Approved Amount:** \$7,000

**Comments:** The Committee commend Janet and the journey her arts practice has taken. The Committee wish Janet all the best with this project.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 5. LIFELONG LEARNING and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Traci Lietzke

**Name:** Sarah Purnell

**Category:** Professional Development (should be Projects/Programs)

**Amount Requested:** \$13,000

**Project Name:** Investigating the effects of personalised training programs upon elite dance performance

**Project Description:** Development, implementation and refinement of a personalised 9-month holistic training program to support elite dance performance at the 2021 World Irish Dancing Championships and develop high quality dance teaching practice

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Due to the highly competitive nature of this round the Committee were unable to recommend supporting this application. The Committee also provided comment that perhaps the application would have been considered more favourably if there were additional financial partnership opportunities presented.

The applicant is advised to contact the Arts Development Officer if further feedback



is required.

**Name:** Karen Collyer  
**Category:** Projects/Programs  
**Amount Requested:** \$30,300  
**Project Name:** Finch Hatton Art Trail:Stage3  
**Project Description:** Retaining the history of our town; (6 aluminium poles) 225Diameter x 2 each; 2mtr, 2.2mtr. 2.4mtr  
**Conflict of interest:** Nil  
**Recommendation:** That this application not be supported.  
**Approved Amount:** Nil  
**Comments:** The Committee commend the commitment shown by the Finch Hatton Community to use arts practices to promote their locality, unfortunately due to the highly competitive nature of this round the Committee were unable to recommend supporting this application. The Committee also provided comments that the RADF would perhaps have more capacity to fund this project if it was a financial partnership, also that the applicant could consider reapplying for RADF for a Concept Development grant to explore other funding opportunities, further development of the design process and ensuring that all required approvals are obtained prior to project commencement.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT; 3. ARTS AND HEALTH and 6. TELLING OUR STORIES.**

The applicant is advised to contact the Arts Development Officer if any further feedback is required.

**Name:** The Base Coats  
**Category:** Projects/Programs  
**Amount Requested:** \$9,240  
**Project Name:** The Base Coats Album  
**Project Description:** Create an album of original music that can be shared among a growing fan base.  
**Conflict of interest:** Nil  
**Recommendation:** That this application not be supported.  
**Approved Amount:** Nil  
**Comments:** Whilst the Committee commended The Base Coats on their application, unfortunately due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Name:** Kucom Theatre Inc  
**Category:** Projects/Programs  
**Amount Requested:** \$7,848  
**Project Name:** Community Pantomime Project  
**Project Description:** Using the Pantomime genre, Kucom Youth Drama Group plans to combine with the youth choir, Treble Trouble, to present a production that will involve as many community groups/people as possible.  
**Conflict of interest:** Nil  
**Recommendation:** That this application be supported in full.  
**Approved Amount:** \$7,848



**Comments:** The Committee commended Kucom Theatre on their RADF application and were supportive to see a project engaging young people and also a project that will hopefully bring joy to the community post Covid-19 restrictions.

**This application links to the RADF priorities: 2. LOCAL CONTENT / LOCAL PRODUCT and 5. LIFELONG LEARNING and 6. PLACEMAKING.**

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Mentor Appointed:** Jade McAuley

**Name:** Ally Blines

**Category:** Community Wellbeing

**Amount Requested:** \$3,363

**Project Name:** Fitting Together - Community Puzzle Gallery

**Project Description:** Community Puzzle Gallery to bring together the work of individuals in Covid-19 isolation in a communal project that looks to the future after isolation resulting in an art installation

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Whilst the Committee saw the value of this project, unfortunately due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is advised to contact the Arts Development Officer if assistance or any further feedback is required.

**Mentor Appointed:**

**Name:** The Creativity Window

**Category:** Projects/Programs

**Amount Requested:** \$12,112

**Project Name:** Art 2 U

**Project Description:** Art 2 U, Mackay and Sarina surrounds. Art materials delivered, with a two-weekly program to those isolated due to the Corona Virus, for All Abilities weekly contact and support.

**Conflict of interest:** Nil.

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Whilst the Committee saw the value of this project, unfortunately due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

**Name:** Scott Netuschil - T/A Sugar Town Music

**Category:** Community Wellbeing

**Amount Requested:** \$17,131

**Project Name:** COVID 4740

**Project Description:** Develop an album to showcase the best and diversity of the Mackay music community offering a proactive platform to galvanize community



resilience, spirit and inclusiveness.

**Conflict of interest:** Nil

**Recommendation:** That this application not be supported.

**Approved Amount:** Nil

**Comments:** Whilst the Committee saw the value of this project, unfortunately due to the highly competitive nature of this round the Committee were unable to recommend supporting this application.

The applicant is advised to contact the Arts Development Officer if further feedback is required.

5. **DATE OF UPCOMING MEETINGS:**

Round 1 Assessment Meeting

TBC

Jubilee Community Centre, Training Room.

The meeting closed at 6:35pm

### **11.3.3. COMMUNITY GRANT APPLICATIONS ROUND 2 2019-2020**

**Author** Director Community & Client Services  
**Responsible Officer** Director Community & Client Services (Angela Hays)  
**File Reference** Community Arts and Culture Grant 2019-2020

**Attachments** 1. Minutes - Community Grants Assessment Meeting 28 May 2020 [11.3.3.1 - 10 pages]

#### **Purpose**

The Community Grants Committee assessed applications on 28 May 2020 for the second round of grants in the 2019/20 financial year. This report contains details of applications received and the Committee's recommendations for funding.

#### **Related Parties**

Grant applicants as detailed in attached minutes

#### **Corporate Plan Linkage**

Priority: Community Pride

Strategy: Regional and Community Events - In partnership with other stakeholders, support the development and delivery of significant regional and community events that stimulate the economy, and promote civic pride and community enjoyment.

Priority: Community Health and Wellbeing

Strategy: Active and Healthy Community - Promote active and healthy lifestyles by providing equitable access and encouraging sporting, recreational and outdoor activities throughout the region.

#### **Background/Discussion**

33 applications, requesting a total of \$520,460.86 were received by 1 May 2020, the closing date for this round of the grants program. Members of the grants committee individually assessed applications prior to the meeting. Assessment panel members declared the following conflicts of interest:

Cr Laurence Bonaventura Habana and District Progress Association  
Member/Life Member of the Group

Assessments are done electronically through SmartyGrants and once a conflict of interest is declared, assessment on that application cannot be proceeded with, and Cr Bonaventura did not participate in discussions around this application.

At the assessment meeting, members shared further information, which was available, applications were prioritised and funding levels determined. (Please see attachment for details of applications.)

General enquiries were undertaken to ensure that applicants were not requesting funding for a service/project/event which was already available to the community as a whole. Further research into specific groups, content of applications and acquittals of previous grants was undertaken to provide additional information requested by members of the Grants Committee.

### Consultation and Communication

The grants assessment committee for this round consisted of: Cr Laurence Bonaventura, Cr Alison Jones, Cr Russell Seymour and Cr Pauline Townsend, along with Director Community and Client Services and Manager Finance.

### Resource Implications

The budget available for the 2019/20 grants program is \$560,000.00 excluding GST.

	<b>Committed Funds Ex GST</b>	<b>Balance Available</b>
<b>Total Community Grants Budget 19/20</b>		<b>\$560,000.00</b>
Committee Recommendations from Round 1	\$283,081.36	
Committee Recommendations from Round 2	\$276,917.75	
<b>Balance Remaining</b>		<b>\$0.89</b>

### Risk Management Implications

There is minimal risk for Council in the allocation of funds from the community grants budget to the approved organisations. The risk is mitigated by the required acquittal process, only incorporated bodies can apply, and the provision of applicants' financial statements. This level of mitigation is in keeping with the grant amounts involved. Should any of the successful applicant organisations fail to appropriately acquit the approved funds, they will be ineligible to receive future funding

### Conclusion

The request for financial assistance from not-for-profit community organisations continues to far exceed the funds available through Council's Community Grants Program. As a result, this round, like many others, continues to be competitive and challenging for the grants assessment committee.

### Officer's Recommendation

THAT funding be approved through the Grants Program for the following groups for the stated amounts.

App	Organisation Name	Amount
5	Mackay Advocacy Inc	\$3,500.00
6	Mackay Veteran Golfers Association Inc	\$1,805.00
8	Starlet Royales Baton Twirling Assoc Inc	\$1,466.00
10	Mackay Women's Centre	\$25,000.00
15	Magpies Netball Club Mackay	\$4,000.00
21	Birdlife Mackay	\$1,500.00
27	Spinal Life Australia	\$7,500.00
28	Finch Hatton Primary P&C Association	\$10,000.00
30	International Men's Day Mackay Inc	\$2,700.00
33	Mackay Lions Soccer Club	\$30,000.00
36	Mackay Kart Club	\$17,500.00
37	Mackay Gymnastics Club Inc	\$12,500.00
39	Bakers Creek AFL Club	\$18,000.00
40	Cancer Patients Foundation	\$7,000.00
41	The Pioneer Community Kindergarten and Pre-School Inc	\$20,000.00
42	Pioneer Valley Agricultural Show Society Incorporated	\$20,516.00
43	Brothers Cricket Club Mackay Inc	\$29,850.00
45	Sarina Crocs Touch Football Alliance	\$3,245.00
48	Volunteer Marine Rescue Midge Point Inc	\$4,500.00
49	Brothers Bulldogs Junior Rugby League (Mackay) Inc	\$15,000.00
50	Habana and Districts Progress Association Inc	\$7,017.00
51	Southern Suburbs Cricket Club Inc	\$9,645.00
54	Pioneer Tennis Inc	\$14,550.00
58	Mackay Area Fish Stocking Association Inc	\$9,100.00
61	Mackay Host Lions Club	\$1,023.75
	<b>TOTAL</b>	<b>\$276,917.75</b>

Cr Hassan declared a perceived conflict of interest (as per Section 175E of the *Local Government Act 2009*) on this matter due to being the Treasurer of the Mackay Women's Centre and left the room at 10:42 am taking no part in the debate or decision of the meeting. Voting then recorded as per usual.

Cr Bonaventura declared a perceived conflict of interest (as per Section 175E of the *Local Government Act 2009*) on this matter due to being the Vice President of the Habana and Districts Progress Association Inc and left the room at 10:42 am taking no part in the debate or decision of the meeting. Voting then recorded as per usual.

### Council Resolution ORD-2020-109

#### Officer's Recommendation

THAT funding be approved through the Grants Program for the following groups for the stated amounts.

App	Organisation Name	Amount
10	Mackay Women's Centre	\$25,000.00

50	Habana and Districts Progress Association Inc	\$7,017.00
	<b>TOTAL</b>	<b>\$32,017.00</b>

**Moved Cr Jones**

**Seconded Cr Mann**

Cr Jones noted that both projects were very worthy to receive the grant funding.

**CARRIED**

Cr Hassan and Cr Bonaventura returned at 10:44 am.

### **Council Resolution ORD-2020-110**

#### **Officer's Recommendation**

THAT funding be approved through the Grants Program for the following groups for the stated amounts.

<b>App</b>	<b>Organisation Name</b>	<b>Amount</b>
5	Mackay Advocacy Inc	\$3,500.00
6	Mackay Veteran Golfers Association Inc	\$1,805.00
8	Starlet Royales Baton Twirling Assoc Inc	\$1,466.00
15	Magpies Netball Club Mackay	\$4,000.00
21	Birdlife Mackay	\$1,500.00
27	Spinal Life Australia	\$7,500.00
28	Finch Hatton Primary P&C Association	\$10,000.00
30	International Men's Day Mackay Inc	\$2,700.00
33	Mackay Lions Soccer Club	\$30,000.00
36	Mackay Kart Club	\$17,500.00
37	Mackay Gymnastics Club Inc	\$12,500.00
39	Bakers Creek AFL Club	\$18,000.00
40	Cancer Patients Foundation	\$7,000.00
41	The Pioneer Community Kindergarten and Pre-School Inc	\$20,000.00
42	Pioneer Valley Agricultural Show Society Incorporated	\$20,516.00
43	Brothers Cricket Club Mackay Inc	\$29,850.00
45	Sarina Crocs Touch Football Alliance	\$3,245.00
48	Volunteer Marine Rescue Midge Point Inc	\$4,500.00
49	Brothers Bulldogs Junior Rugby League (Mackay) Inc	\$15,000.00
51	Southern Suburbs Cricket Club Inc	\$9,645.00
54	Pioneer Tennis Inc	\$14,550.00
58	Mackay Area Fish Stocking Association Inc	\$6,500.00
61	Mackay Host Lions Club	\$1,023.75

<b>TOTAL</b>	<b>\$242,300.75</b>
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**Moved Cr Bonaventura**

**Seconded Cr Seymour**

Cr Bonaventura noted that 33 applications had been received with a total funding request of over \$500,000 which unfortunately meant that not all applications were able to be funded. Cr Bonaventura thanked Crs Jones, Seymour and Townsend for their comprehensive analysis of the applications, noted how important it was that Councillors recognise how much work went into each and every application and provided an example of some of the successful applications.

Cr Townsend advised that she was very pleased to be part of the Community Grant Scheme and now has a greater insight into the process and distribution of the grants. Cr Townsend noted that every group is worthy and the process of application assessment is robust and in-depth. Cr Townsend looks further to future grant rounds and thanked her fellow committee members and staff for their work.

Cr Jones noted that she was pleased to be on this committee and was very happy that Council was able to assist so many not for profit community groups.

Cr Williamson congratulated the committee and staff involved in the Community Grant Application Scheme and was pleased to see the funds being distributed to so many organisations.

**CARRIED**



## COMMUNITY GRANTS ASSESMENT MEETING

Thursday 28 May Jubilee Community Centre – Training Room  
Round 2 19/20 Minutes

The meeting commenced at 10.55am.

1. **ATTENDANCE:**

Cr Bonaventura (Chair); Cr Jones; Cr Townsend; Cr Seymour; Angela Hays (Director Community and Client Services); Christopher Ruggeri (Manager Financial Services), Leah Chambers (Team Leader Community Programs); Shona Norris (Community Programs Assistant)

2. **APOLOGIES:**

NA

3. **MATTERS ARISING:**

1<sup>st</sup> matter:

Angela Hays opened the meeting, as this is the first meeting of the new committee. A Chair is needed and must be a Councillor. Cr Jones said that she felt that Cr Bonaventura should be Chair as he has been a long-standing committee member and has more experience than the other committee members due to this. The committee unanimously agreed. Cr Bonaventura accepted the Chair position.

2<sup>nd</sup> matter:

Cr Bonaventura advised he wants to have open discussions in these assessment meetings, as the committee and staff have all put in the hours to assess and score each application. It is also important to remember that Community Groups have also put considerable time into completing the application to the best of their abilities and expect us to consider every application on its merits. The scored averages were explained to the committee, the ranking and colour coding used to differentiate the different grants applied for.

3<sup>rd</sup> matter:

Cr Bonaventura introduced Shona Norris as the minute taker for the committee meetings. He would like more visibility with minutes and the ability to give community groups feedback on their applications. Confidentiality would still be maintained with sensitive material.

4. **DECLARATION OF CONFLICTS OF INTEREST**

Cr Bonaventura declared a conflict of interest due to being part of the Habana & District Progress Association Inc committee. Cr Bonaventura did not assess this application. Cr Bonaventura left the room when the application was to be assessed and was asked to join once discussions were finished.



## 5. ASSESSMENT OF APPLICATIONS

### **Total amount requested/available:**

- 33 applications received to a total value of \$517,860.86.
- Total available \$274,317.75
- Balance remaining \$2,600.89

### **Small Equipment Grant**

**Total amount requested:** \$1,466.00

**Name:** Starlet Royales Baton Twirling Assoc Inc

**Category:** Small Equipment Grant

**Amount Requested:** \$1,466.00

**Project Description:** Funding for acromats and wedges to increase performance of athletes to remain competitive.

**Conflict of interest:** NIL

**Recommendation:** This application be funded in full.

**Approved Amount:** \$1,466.00

**Comments:** The Committee were fully supportive of this application and appreciate that it is a relatively small purchase that will enhance the ability of the club to improve athlete performance and attract new membership.

### **Community Grant**

**Total amount requested:** \$33,923.75

**Name:** International Men's Day Inc

**Category:** Community Grant

**Amount Requested:** \$2,700.00

**Project Description:** Contribution towards International Men's Day 2020 (IMD20) Celebratory Breakfast on Thursday 19 Nov 20 at Souths Leagues Club.

**Conflict of interest:** NIL

**Recommendation:** This application be funded in full.

**Approved Amount:** \$2,700.00

**Comments:** The committee were supportive of funding for this as it is a fledgling group. IMD 20 breakfast will focus on the role men play in their families.

**Name:** Volunteer Marine Rescue Midge Point Inc

**Category:** Community Grant

**Amount Requested:** \$5,356.00

**Project Description:** Purchase of furniture following construction of a new room at 1481 Midge Point Road.

**Conflict of interest:** NIL

**Recommendation:** This application be part funded.

**Approved Amount:** \$4,500

**Comments:** The committee were supportive of funding this request as it will provide a venue for community to use the space as well as the group. Great to see that they had applied for other grants and were successful. Feel that part funding will not affect their ability to complete this project.

**Name: Sarina Crocs Touch Football Alliance****Category:** Community Grant**Amount Requested:** \$3,244.96**Project Description:** Contribution towards a social Touch Football competition for the Sarina and surrounding communities.**Conflict of interest:** NIL**Recommendation:** This application be funded in full.**Approved Amount:** \$3,245.00**Comments:** The committee were supportive of funding this project as it will ensure the local community of Sarina and surrounding areas is provided with a social activity where all levels of skill is catered for and will reduce the cost for families not needing to travel into Mackay.**Name: Spinal Life Australia****Category:** Community Grant**Amount Requested:** \$7,500.00**Project Description:** Contribution towards conducting a capacity review to provide accessibility information.**Conflict of interest:** NIL**Recommendation:** This application be funded in full.**Approved Amount:** \$7,500.00**Comments:** The committee were supportive of funding this project as it has the potential to encourage tourism for those seeking accessible destinations creating a larger share of the tourism market for Mackay and our tourist attractions. This project will also highlight our accessible attractions for our locals and this would certainly help in disseminating information to the wider community.**Name: Mackay Advocacy Inc****Category:** Community Grant**Amount Requested:** \$5,940.65**Project Description:** Funding to assist with upgrade of office equipment/furniture**Conflict of interest:** NIL**Recommendation:** This application be part funded.**Approved Amount:** \$3,500.00**Comments:** The committee were supportive of funding this project for such a worthy cause while noting that the organisation is spread over three regions, with Mackay being the largest area.**Name: Mackay Host Lions Club****Category:** Community Grant**Amount Requested:** \$1,023.75**Project Description:** Purchase of a replacement canopy top for the catering van.**Conflict of interest:** NIL**Recommendation:** This application be funded in full.**Approved Amount:** \$1,023.75**Comments:** The committee were supportive of funding this project due to the strong community contributions made by the organisation. The organisation is encouraged to source locally when purchasing the canopy.

**Name: Magpies Netball Club Mackay****Category:** Community Grant**Amount Requested:** \$7,500.00**Project Description:** Assistance with supporting the overall skills and social development of volunteer coaches, officials, umpires and players.**Conflict of interest:** NIL**Recommendation:** This application be part funded.**Approved Amount:** \$4,000**Comments:** The committee were supportive of part funding to support a coaching clinic and similar skills development opportunities but were not supportive of funding conference attendance and individual accreditation costs.**Name: Mackay Veteran Golfers Association Inc****Category:** Community Grant**Amount Requested:** \$2,782.00**Project Description:** Contribution towards the Open Veterans' Competition to be held at the Mackay Golf Course on 10 and 11 August 2020.**Conflict of interest:** Nil.**Recommendation:** That this application be part funded.**Approved Amount:** \$1,805.00**Comments:** The committee were supportive of part funding this event, but the group need to look at other avenues for funding as this has been a re-occurring request.**Name: Cancer Patients Foundation****Category:** Community Grant**Amount Requested:** \$7,000**Project Description:** Contribution towards Home Delivered Confidence Kits and Virtual Workshops.**Conflict of interest:** Nil.**Recommendation:** That this application be funded in full.**Approved Amount:** \$7,000**Comments:** The committee were supportive of full funding as the program has a profound impact on the women undergoing cancer treatment within our region. It is the only charity that supports cancer patients to overcome the appearance related side effects of their treatment while also helping with mental wellbeing and support for patient's family.**Name: Birdlife Mackay****Category:** Community Grant**Amount Requested:** \$3,750.00**Project Description:** Contribution towards Eungella Birdweek from 14-28 September 2020.**Conflict of interest:** Nil.**Recommendation:** This application be part funded.**Approved Amount:** \$1,500.00**Comments:** The committee were supportive of part funding this event, but due to no mention of numbers of people expected it was difficult to gauge the full value of this event for the community. Great opportunity to generate revenue to the small community of Eungella. Concerned that Covid-19 restrictions may affect this event.

**Name: Hunters Inc****Category:** Community Grant**Amount Requested:** \$7,500.00**Project Description:** Funding of the 'Boot It Up Challenge'**Conflict of interest:** Nil**Approved Amount:** \$0.00**Recommendation:** That this application not be funded.**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.**Name: Parkrun Inc****Category:** Community Grant**Amount Requested:** \$7,000.00**Project Description:** Establishment of a new parkrun event in the Mackay area**Conflict of interest:** Nil**Recommendation:** That this application not be funded.**Approved Amount:** \$0.00**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.**Minor Asset Grants****Total amount requested:** \$61,517.00**Name: Kidney Support Network Inc****Category:** Minor Asset Grant**Amount Requested:** \$25,650.00**Project Description:** Purchase of two new Nissan X Trails.**Recommendation:** This application was not assessed due to ineligibility. The organisation has already received funding for the current 19/20 financial year making them ineligible.**Approved Amount:** \$0.00**Name: Habana & District Progress Association Inc****Category:** Minor Asset Grant**Amount Requested:** \$7,017.00**Project Description:** Purchase of Zero turn mower, brush cutter, and modifications to storage shed to accommodate mower.**Conflict of interest:** Cr Bonaventura did not assess this application. Cr Bonaventura left the room prior to the application being assessed and was asked to join once discussions were finished. Cr Jones chaired in his absence.**Recommendation:** That this application be funded in full.**Approved Amount:** \$7,017.00**Comments:** The committee were supportive of funding this request. This will benefit many community groups that use the same facilities.

**Name: Bakers Creek AFL Club****Category:** Minor Asset Grant**Amount Requested:** \$18,000.00**Project Description:** Replacement of 30 year old mower.**Conflict of interest:** Nil**Recommendation:** That this application be funded in full.**Approved Amount:** \$18,000.00**Comments:** The committee were supportive of funding this request. This will benefit the local club's and schools that also use the grounds.**Name: Mackay Gymnastics Club Inc****Category:** Minor Asset Grant**Amount Requested:** \$25,000.00**Project Description:** Purchase of two industrial large-scale fans.**Conflict of interest:** Nil**Recommendation:** That this application be part funded.**Approved Amount:** \$12,500.00**Comments:** The committee were supportive of partial funding of this request and appreciate the challenge the club would go through during the hot summer months. The installation of fans will bring the club up to the standard of other regional cities and may increase the opportunity or the potential to host event championships, which will draw visitors to our region.**Name: Mackay Kart Club****Category:** Minor Asset Grant**Amount Requested:** \$24,999.00**Project Description:** Replacement of ride on mower.**Conflict of interest:** Nil**Recommendation:** That this application be part funded.**Approved Amount:** \$17,500.00**Comments:** The committee were supportive of partial funding of this request as it offers variety to the community, newcomers do not need to have a kart to participate and they hold an open day to welcome in the general community. It is encouraged that more care be taken with the budget submissions in the future.**Name: Mackay Area Fish Stocking Association Inc****Category:** Minor Asset Grant**Amount Requested:** \$6,500.00**Project Description:** Purchase of a tandem axle trailer and 800 litre trailer mount tank.**Conflict of interest:** Nil**Recommendation:** That this application be funded in full.**Approved Amount:** \$6,500.00**Comments:** The committee were supportive of funding for this request and acknowledge the importance of fish stocking as fishing competitions attract visitors to the region. A bigger trailer and tank will save on freighting costs and will be a long serving piece of equipment.

**Name: Mackay Turf Club Inc****Category:** Minor Asset Grant**Amount Requested:** \$18,395.00**Project Description:** Purchase of umbrellas with wind ratings to provide required shade.**Conflict of interest:** Nil**Recommendation:** That this application not be funded.**Approved Amount:** \$0.00**Comments:** Due to the round being heavily oversubscribed, the committee were unable to support this application.**Minor Infrastructure Grants****Total amount requested:** \$174,561.00**Name: Pioneer Valley Agricultural Show Society Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$20,516.00**Project Description:** Replacement of the Show Hall ceiling and roof at 1 People's Street**Conflict of interest:** Nil**Recommendation:** That this application be funded in full.**Approved Amount:** \$20,516.00**Comments:** The committee were supportive of funding for this request. Due to the show being cancelled this year they will have limited avenues to raise funding required as repairing the roof now will stop the escalation of repair costs. The committee noted that funds will need to be returned to MRC in 12 months if no other funding sourced to complete this project.**Name: Pioneer Tennis Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$14,550.00**Project Description:** Installation of LED court lighting at 6 Leisure Court.**Conflict of interest:** Nil**Recommendation:** That this application be funded in full.**Approved Amount:** \$14,550.00**Comments:** The committee were supportive of funding for this request, this was a good application with an extensive development plan. A large number of community members use the courts and improved lighting may have the potential to attract future competitions and ongoing operational cost savings.**Name: Brothers Cricket Club Mackay Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$29,850.00**Project Description:** Construction of a four lane cricket training facility at the Bridge Road Vigoro Grounds.**Conflict of interest:** Nil**Recommendation:** That this application be funded in full.**Approved Amount:** \$29,850.00**Comments:** The committee were supportive of funding this request as this project will also benefit other clubs and schools. The committee have requested that there



be some discussion with the club in relation to location of nets. Director Community and Client Services to follow up.

**Name: Mackay Lions Soccer Club**

**Category:** Minor Infrastructure Grant

**Amount Requested:** \$30,000.00

**Project Description:** Construction of an equipment and machinery storage shed, cnr Glenpark Street and Beaconsfield Road.

**Conflict of interest:** Nil

**Recommendation:** That this application be funded in full.

**Approved Amount:** \$30,000.00

**Comments:** The committee were supportive of funding this request as this project will also be well used by other groups and community members.

**Name: Southern Suburbs Cricket Club Inc**

**Category:** Minor Infrastructure Grant

**Amount Requested:** \$9,645.00

**Project Description:** Refurbishment of the Cricket Net Facility at Abbott Park.

**Conflict of interest:** Nil

**Recommendation:** That this application be funded in full.

**Approved Amount:** \$9,645.00

**Comments:** The committee were impressed that the club have acquired funding from other sources and note it was a good application. Improvement of facilities will result in more member numbers.

**Name: Sarina Leagues Club Inc**

**Category:** Minor Infrastructure Grant

**Amount Requested:** \$30,000.00

**Project Description:** Installation of an outdoor playground at cnr of Brewers Road and Broad Street.

**Conflict of interest:** Nil.

**Recommendation:** That this application not be funded.

**Approved Amount:** \$0.00

**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.

**Name: Mackay Women's Centre Inc**

**Category:** Minor Infrastructure Grant

**Amount Requested:** \$30,000.00

**Project Description:** Kitchen and carpark renovations at 418A Shakespeare Street. **Conflict of interest:** Nil

**Recommendation:** That this application be partly funded.

**Approved Amount:** \$25,000.00

**Comments:** The committee were supportive of this request and feel it is important to provide funding towards disabled carparking space and kitchen renovations.

**Name: Brothers Bulldogs Junior Rugby League (Mackay) Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$30,000.00**Project Description:** Top dressing of 2 Rugby League Fields at Beaconsfield Road.**Conflict of interest:** Nil**Recommendation:** That this application be partly funded.**Approved Amount:** \$15,000.00**Comments:** The committee were supportive of this request and feel it is important to provide funding towards top dressing 1 field.**Name: Finch Hatton Emergency Airstrip Association Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$30,000.00**Project Description:** Continuation of upgrading the Finch Hatton Emergency Airstrip at 5025 Eungella Road.**Conflict of interest:** Nil**Recommendation:** That this application not be funded.**Approved Amount:** \$0.00**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.**Name: The Pioneer Community Kindergarten and Pre-School Inc****Category:** Minor Infrastructure Grant**Amount Requested:** \$30,000.00**Project Description:** Replacement of the fort at 10 High Street**Conflict of interest:** Nil**Recommendation:** That this application be partly funded.**Approved Amount:** \$20,000.00**Comments:** The committee were supportive of this request and feel it is a worthy project. The application would have been strengthened by an indication of numbers of children currently impacted by the lack of accessibility.**Name: Mackay Surf Life Saving Club****Category:** Minor Infrastructure Grant**Amount Requested:** \$15,000.00**Project Description:** Installation of Energy Efficient Air Conditioners at Lot 67 East Point Drive.**Conflict of interest:** Nil**Recommendation:** That this application not be funded.**Approved Amount:** \$0.00**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.**Name: Finch Hatton Primary P&C Association****Category:** Minor Infrastructure Grant**Amount Requested:** \$23,185.50**Project Description:** Finch Hatton Playgroup Upgrade, Eungella Road



**Conflict of interest:** Nil

**Recommendation:** That this application be partly funded.

**Approved Amount:** \$10,000.00

**Comments:** The committee were supportive of this request noting that limited use of the facility led to reduced funding.

**Name:** Castle Hill Spinney Ltd T/As Ronald McDonald House

**Category:** Minor Infrastructure Grant

**Amount Requested:** \$30,000.00

**Project Description:** Construction of a Ronald McDonald Family Room at Mackay Base Hospital.

**Conflict of interest:** Nil

**Recommendation:** That this application not be funded.

**Approved Amount:** \$0.00

**Comments:** The committee acknowledged the worthiness of this application, however due to the round being heavily oversubscribed, were unable to support this application.

## 11.4. DEVELOPMENT SERVICES

### **11.4.1. ACTIVATE MY PLACE - APPLICATION REVIEW AND RECOMMENDATIONS**

<b>Author</b>	Economic Development Officer (Ashley Black)
<b>Responsible Officer</b>	Director Development Services (Aletta Nugent)
<b>File Reference</b>	Activate My Place - Round 2
<b>Attachments</b>	Nil

#### **Purpose**

To ratify the Activate My Place Grant (AMP Grant) Round 2 recommendations.

#### **Related Parties**

Finch Hatton Progress Association Incorporated  
Mackay Hospital Foundation  
Famcott Pty Ltd

#### **Corporate Plan Linkage**

Priority: Regional Identity

*Strategy: Place management of suburbs and localities across the region* - Implement place management principles and an integrated approach in particular suburbs and localities to achieve social, economic, environmental potential and activate places through targeted services, facilities and events.

#### **Background/Discussion**

The Mackay region is comprised of a mix of urban and rural areas each with a unique character and community. These places are drivers of economic development, a source of community pride and can encourage people to live, work, play and visit a location.

The AMP Grant Round 2 offered grants of up to 80% of the project budget to individuals or organisations to deliver programs, projects and/or events that enhance the amenity, activity and/or appearance of a place. The AMP Grant seeks to support the enhancement of a place to enable social and economic returns through approved projects. The AMP Grant was introduced for the first time in 2018.

Round 2 of the AMP Grant was opened for applications from 10 February 2020 until 30 March 2020. The original closing date was extended to 13 April due to low numbers of applications and feedback from applicants that advised they were struggling to receive quotes from suppliers due to COVID-19 impacts.

A total of three applications requesting \$34,462 were received.

The assessment panel, consisting of the Manager Economic Development and Tourism, Principal Economic Development Officer and Economic Development Officer, reviewed the applications against the grant criteria on the 17 April 2020. The AMP Grant assessment criteria are as follows:

1. The project is proposed in a publicly accessible location in the Mackay Region Local Government Area.
2. Ability to demonstrate social, economic and cultural benefits which deliver place activation and/or increased amenity or safety.
3. Ability to demonstrate how the proposal encourages more people to visit, invest, live, work, play and spend time in a place.
4. Demonstrated engagement with communities and business stakeholders.

5. Demonstrated ability to deliver the project to a high standard within six months of date of approval.
6. Ability to obtain all development approvals, permits and licenses.
7. Ability to obtain public liability insurance to a minimum of \$20,000,000.
8. Applications that provide co-contribution (in-kind and/or financial) are viewed favourably.
9. The received applications and assessment panel recommendations are provided below:

**Applicant Name:** Finch Hatton Progress Association Incorporated - Stage 2 Finch Hatton Flood Wall

**Amount Request:** \$4,362.00 excl. GST

**Project Description:** The Finch Hatton Progress Association is seeking funding to start Stage 2 of the Finch Hatton Flood Wall. Stage 2 of the project involves installing large sepia photographs to the already painted flood wall near the entry to the showgrounds. A local artist has sourced images from pioneering families in the immediate area showcasing various historical scenes involving the cane industry. The association has advised the design will consist of a central image measuring H 750cm x W 3029cm with 3 images either side measuring H 750 x W 1125cm. The financial contribution of an AMP Grant will assist in enlarging and editing the images, printing and affixing onto the wall.

**Recommendation:** That the application is approved for partial funding. As stated in the AMP guidelines the program can fund up to 80% of a project's total budget. Officers recommend funding 80% of the project equating to \$3,490.00 ex GST, dependent on appropriate approvals being received for the installation of the images.

**Comment:** The assessing officers support this project and believes that it delivers a positive opportunity to showcase our region's cane history. With the completion of this project, officers believe that it will add a point of interest for visitors to the region. The project will also create a stronger sense of place and connection between the community and the Finch Hatton township.

**Applicant Name:** Mackay Hospital Foundation - Indigenous Meeting Place & Healing Garden

**Amount Request:** \$5,000.00 excl. GST

**Project Description:** The Mackay Hospital Foundation is proposing to establish an Indigenous Meeting Place & Healing Garden at Mackay Base Hospital that will support and preserve Aboriginal and Torres Strait Islander language, arts and culture within our local hospital. The Foundation believes this project will provide a tranquil, culturally appropriate healing garden where patients and their families can enjoy a short walk, a chat or simply just a breakout to enjoy the natural outdoor environment. The funds sought for this grant application are to be used towards the artist fees for the development of the Indigenous mural concept and the artists' time to paint the mural during NAIDOC week. This project will create employment opportunities for Aboriginal and Torres Strait Islander artists, job seekers and other community members through the establishment and ongoing maintenance of the native gardens.

**Recommendation:** That the application is approved and funded in full (\$5,000.00). The total budget for the project is \$33,000.00 with the Mackay Hospital Foundation committing \$15,000.00 towards the project. Other options for donors and sponsorship is also being explored.

**Comment:** Once the project is completed the Mackay Hospital Foundation has outlined ongoing engagement projects including development of short films focusing on Indigenous health, along with facilitation and delivery of language and cultural education for healthcare staff.

**Applicant Name:** Fancott Pty Ltd – Mobile Community Entertainment

**Amount Request:** \$25,100.00 excl. GST

**Project Description:** The applicant is proposing a mobile live music platform in the form of a truck with flatbed tray presenting a selection of the popular Mackay based live music bands/duos/solo acts. Travelling around the suburbs on request, regular or random routes, 12 shows are included in the budget and the applicant is proposing three days of performance over a two-week period. Shows would run twice per day for two hours per performance and a maximum of three musicians on stage at any time. The amount requested will contribute to the expense of hiring a truck, driver, PA system, musicians, consumables and a small administration fee for organising the logistics and schedules for the mobile events.

**Recommendation:** That the application is declined.

**Comment:** Although this project has the potential to activate our region's localities, Officers were not confident that the applicant would have the ability to manage the logistics of the project. Based on the information provided in the application and the project budget, there appears to be a need to build the applicant's capacity in relation

to event management and logistics. Key items that would require additional information include a marketing plan, traffic management, park bookings and temporary entertainment permits. Officers will continue to engage with the applicant and provide support through Council's online Events Toolkit prior to submitting future funding applications.

### **Business and Regional Benefits**

The AMP Grant was first introduced in 2018, providing over \$25,000 funding to four projects supported through Round 1. The projects recommended for approval for Round 2 have been assessed to demonstrate social, economic and/or cultural benefits which deliver place activation and increased opportunity for economic activity.

As the program matures, opportunities to achieve greater regional benefits by further developing and refining the grant program will be expected. Options such as targeting funding towards certain regional localities or increasing the available funding will be explored to ensure that grant is successful in forthcoming funding rounds.

### **Consultation and Communication**

The AMP Grant received ongoing promotion via media releases, Council Connect, social media, newsletter promotion targeting regional localities, businesses, arts and community groups.

Given the low number of applications received in Round 2, officers will review the grant program prior to future rounds in 2020/21.

### **Resource Implications**

The recommended projects are within the budget available for the AMP Grant for the 2019/2020 financial year.

### **Risk Management Implications**

The risks associated with the approving of grants to successful applicants is managed through the use of a rigorous application, assessment and acquittal process managed by the Economic Development Program.

### **Conclusion**

Following the assessment process, the panel is recommending two of the three applications received be approved totalling \$8,490.00 (excl. GST).

### **Officer's Recommendation**

THAT funding to the following applicants for the amounts stated to a total of \$8,490.00 (excl. GST) be approved:

<b>Applicant</b>	<b>Project Name</b>	<b>Funding Requested (excl. GST)</b>	<b>Recommendation approval amount (excl. GST)</b>
Finch Hatton Progress Association Incorporated	Stage 2 Finch Hatton Flood Wall	\$4,362.00	\$3,490.00
Mackay Hospital Foundation	Indigenous Meeting Place & Healing Garden	\$5,000.00	\$5,000.00
Famcott Pty Ltd	Mobile Community Entertainment	\$25,100.00	\$0.00
	<b>Total</b>	<b>\$34,462.00</b>	<b>\$8,490.00</b>

**Council Resolution ORD-2020-111**

**THAT funding to the following applicants for the amounts stated to a total of \$8,490.00 (excl. GST) be approved:**

<b>Applicant</b>	<b>Project Name</b>	<b>Funding Requested (excl. GST)</b>	<b>Recommendation approval amount (excl. GST)</b>
Finch Hatton Progress Association Incorporated	Stage 2 Finch Hatton Flood Wall	\$4,362.00	\$3,490.00
Mackay Hospital Foundation	Indigenous Meeting Place & Healing Garden	\$5,000.00	\$5,000.00
Famcott Pty Ltd	Mobile Community Entertainment	\$25,100.00	{resolution}.00
	<b>Total</b>	\$34,462.00	\$8,490.00

**Moved Cr May**

**Seconded Cr Jones**

Cr May noted that this was a very good program undertaken by Council and is all about activating places throughout our Council region. Cr May provided an overview of the two successful applicants and encouraged staff to work with the unsuccessful applicant to possibly reapply in a future round and is looking forward to the projects delivery.

Cr Jones noted that the Finch Hatton project will show points of interest and a strong sense of place and the Mackay Hospital project will enable the establishment of a culturally appropriate space.

**CARRIED**

**11.4.2. VEGETATION VANDALISM - EXTREMELY SIGNIFICANT CASE AT HALIDAY BAY**

**Author** Jennifer Bailey (Environmental Ranger)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Reference** 013 - Tree and/or Vegetation Vandalism Policy

**Attachments** 1. Vegetation Vandalism adjacent to 195 Haliday Bay Road, HALIDAY BAY [11.4.2.1 - 7 pages]

**Purpose**

To inform Council of a recent vegetation vandalism incident at Haliday Bay that is in the ‘Extremely Significant’ category, and the actions taken or proposed in line with the Tree and/or Vegetation Vandalism Policy.

**Related Parties**

Nil.

**Corporate Plan Linkage**

Priority: Environment

*Strategy: Coastal management* - Manage the beaches and coastal areas of the region in order to improve resilience against coastal erosion, increase biodiversity, improve amenity and access, and promote eco-tourism.

*Strategy: Natural environment* - Work in partnership with the community to protect and enhance the Mackay Region’s natural assets and its biodiversity.

**Background/Discussion**

Council adopted the Tree and/or Vegetation Vandalism Policy in August 2017 and made minor amendments in October 2019. The Policy outlines a transparent investigation and decision-making framework when responding to tree and vegetation vandalism events. The Policy provides a consistent approach to deterring and responding to the loss of trees or vegetation arising from deliberate vandalism on Council-managed land.

This report has been prepared in response to an incident of vegetation vandalism which was reported to Council on 16 January 2020 which scored Extremely Significant on the assessment scale. The incident was investigated by Council’s Environmental Ranger and an Investigation Report was completed.

The matter is summarised in the table below, and a location map and photographs are provided in Attachment 1.

Date first reported	Location	Details of vandalism	Details of investigation	Action to be taken in line with the Policy
16 January 2020	Foreshore vegetation area in front of 195 Haliday Bay Road	Continuous damage to vegetation. An informal access track has been established through the area. History of vegetation damage dating back to 2013.	Site inspection carried out on 21 January 2020 and photographic evidence taken. Phone call made to property owner of 195 Haliday Bay Road on 23 January, no evidence obtained. Second inspection carried out on 12 February 2020 and	<ul style="list-style-type: none"> <li>• Replanting at a density of three for one (15 plants)</li> <li>• Install one large billboard sign</li> <li>• Media release to community</li> <li>• Continue to monitor the site</li> </ul>

		Ocean views obtained. At least 5 trees damaged in January 2020.	additional photographic evidence taken.	
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This case of vegetation vandalism is classified as Extremely Significant in accordance with the Policy, and therefore the following actions have been undertaken or are proposed:

- Site assessment, information gathering, and door knocking local residents (completed)
- Undertake media about the vandalism (proposed)
- Leave vegetation in place (completed)
- Installation of an 1800 x 3600 mm billboard sign (proposed)
- Replanting at the rate of 3:1 (15 plants) (proposed)
- Monitoring of site with regular site inspections (ongoing)

It has not been possible to gather evidence proving the identity of the person responsible for the vandalism. Therefore, enforcement/court action is not recommended in this case, however this will be reassessed should further evidence be obtained.

Council records show that vegetation vandalism also occurred at this site in 2013. None of the plants planted in response to the vandalism in 2013 remain, and it appears that they have all been removed/destroyed.

### **Consultation and Communication**

Consultation has been undertaken with Parks, Environment and Sustainability staff, and contractors about this incident, and discussions have been held with members of the public as part of the investigation.

### **Resource Implications**

Funds are available for restoration works and signage installation within Council's Parks, Environment and Sustainability operational budget.

### **Risk Management Implications**

The Tree and/or Vegetation Vandalism Policy provides a framework for assessing the significance of damage to trees or vegetation and specifies the action to be taken. Implementation of this policy demonstrates sound risk management in that it ensures Council has a consistent and transparent approach to responding to vegetation vandalism across the region.

### **Conclusion**

This report provides details of the Extremely Significant tree and vegetation vandalism incident at Holiday Bay that was reported on 16 January 2020. It provides information on the action taken or proposed in line with the revised Tree and/or Vegetation Vandalism Policy adopted by Council in October 2019.

### **Officer's Recommendation**

THAT Council notes the extremely significant tree and vegetation vandalism that has occurred recently at Holiday Bay and notes the following actions proposed to be taken in line with Tree and/or Vegetation Vandalism Policy:

- Undertake media about the vandalism;
- Leave damaged vegetation in place;
- Install an 1800 x 3600mm billboard sign;

- Replant at the rate of 3:1 (15 plants); and
- Monitor of site with regular site inspections.

**Council Resolution ORD-2020-112**

**THAT Council notes the extremely significant tree and vegetation vandalism that has occurred recently at Haliday Bay and notes the following actions proposed to be taken in line with Tree and/or Vegetation Vandalism Policy:**

- **Undertake media about the vandalism;**
- **Leave damaged vegetation in place;**
- **Install an 1800 x 3600mm billboard sign;**
- **Replant at the rate of 3:1 (15 plants); and**
- **Monitor of site with regular site inspections.**

**Moved Cr May**

**Seconded Cr Mann**

Cr May expressed disappointment that Council was again dealing with a vegetation vandalism case, stressed the importance of our environment and reiterated that the cutting down of trees to create a view or a path is not acceptable. Cr May encouraged the public to report vegetation vandalism so that action can be taken.

Cr Jones fully supports this resolution and the process outlined in the report and also reiterated that vandalism of this type would not be tolerated.

Cr Englert noted that people must not be aware of Council's policy which states that three trees will be planted for every one tree removed.

**CARRIED**

**Vegetation Vandalism adjacent to 195 Haliday Bay Road, HALIDAY BAY – January 2020**

Map of area of vegetation in front of 195 Haliday Bay Road (Lot 17 SP728762) on Council Esplanade



Current damage to area – January/February 2020



Previous replanted area in 2013 which suffered damage end of 2013. No revegetation has survived in this area

**Photos of damage - Damaged trees**







**View obtained**



Existing Signage



**Proposed billboard signage - placed to block informal access track**



**11.4.3. FACILITATING DEVELOPMENT IN THE MACKAY REGION POLICY – 86 ON ANDERGROVE – RECONFIGURATION OF A LOT – ANDERGROVE, ROAD, ANDERGROVE**

**Author** Principal Economic Development Officer (Nadine Connolly)  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Reference** Facilitating Development in the Mackay Region Policy Applications

**Attachments** 1. DA-2019-129 - Approved Plan [11.4.3.1 - 1 page]

**Purpose**

To assess an application under the Facilitating Development in the Mackay Region Policy.

**Related Parties**

Palmbild Pty Ltd (Owner/Applicant)  
Palmview Homes (Registered Trading Name)  
Veris Pty Ltd (Town Planning Consultant)

**Corporate Plan Linkage**

Priority: Economy

*Strategy: Facilitate development* - Utilising the Planning Scheme to deliver an integrated approach to the facilitation of development and sustainable growth.

Facilitate catalytic land and infrastructure developments by attracting investment through joint ventures and partnerships with the private sector, and by working with State and Federal governments on joint initiatives.

**Background/Discussion**

The proposed development is a residential subdivision, 86 On Andergrove, located at 86 Andergrove Road, Andergrove (Lot 1 on RP714373).

The initial Expression of Interest for Facilitating Development in Mackay Region was submitted by the applicant under development application DA-2012-322 which comprised 26 lots, including some multiple dwelling lots. The applicant has since revised his marketing strategy and amended his proposal to reduce lot density to 22 lots. The new proposal received development approval on 9 March 2020 (DA-2019-129).

The applicant has advised that 86 On Andergrove has been specifically designed to target baby boomers, retirees and the 50+ age group by providing housing options that bridge the gap between retirement villages and traditional subdivisions. The development comprises a gated community consisting of 22 standalone dwellings, some of which will accommodate parking for recreational vehicles. The estate will consist of the 22 freehold allotments with roads, verge, services and open space contained in 'common property' to be maintained by a body corporate. This means that the internal services and infrastructure will be private with Council not responsible for maintenance or repairs.

Palmbild, trading as Palmview Homes, will build the dwellings. Palmview Homes is part of the Palmview Group which is experienced in building "mature age living" developments, having previously constructed Palmview Village in Mackay.

**Incentive Requests**

The applicant requested concessions under Schedule 7 (Residential development in urban areas) of the Facilitating Development in the Mackay Region Policy (Policy) on 28 February 2019. Schedule 7 was removed

from Version 5 of the Policy which was adopted by Council on 28 November 2018, however, as the application was lodged during the three-month transitional period (28 November 2018 to 1 March 2019), assessment has been undertaken against Version 4 which was in effect at the time. The following concessions have been requested:

- 20% concession on infrastructure charges:
  - Infrastructure Charges = \$564,492.94
  - Requested concession = \$112,898.59
- Service connection fee refund = \$1,000
- Delayed payment of infrastructure charges

Council may consider reductions in infrastructure charges beyond these rates for applications that can demonstrate that they will generate significant long-term economic benefits, job creation and have transformative outcomes that will diversify the existing economic base of the region. The Policy is discretionary and seeks to support projects that will deliver the greatest economic benefits to the region.

### General Eligibility Criteria

The Policy seeks to attract investment in qualifying development to stimulate growth, diversify and add value to the economy of the Mackay region.

Based on information provided by the applicant, the proposal satisfies the requirements under the General Eligibility Criteria in Schedule 7 of the Policy.

Criteria	Eligibility
<b>Timing of development</b> Lots are registered within 2 years.	Commencement of construction – March 2021 Commencement of use – Late September 2021
<b>Non-Government Development</b>	Yes
<b>Infrastructure capacity</b>	In accordance with the Infrastructure Charges Notice, offsets are in place for DA-2019-129.  A Stormwater Offset as per Deed of Agreement dated 29 August 2012 of 8% of Total Levied Charge has been applied to the development. This equates to an offset of \$51,637.61, which has been applied as a credit against the Gross Levied Charge Amount (\$645,470.10).  It is proposed that any infrastructure charge concession only be applied to the net charge amount calculated following the subtraction of any offsets.  The use of this methodology will ensure that the granting of concessions does not introduce any additional infrastructure costs to Council.

### Location Specific Eligibility Criteria – Stage 2

Based on information provided by the applicant, the proposal satisfies the requirements under the Location Specific Eligibility Criteria in Schedule 7 of the Policy:

Criteria	Eligibility

<p><b>Economic Investment</b> For a reconfiguration of a lot development, the development must create a minimum of 5 additional saleable lots on the same Survey Plan.</p>	<ul style="list-style-type: none"> <li>• 22 residential allotments.</li> <li>• Estimated construction cost of development is \$1.5 M.</li> <li>• Based on Council’s economic modelling, a direct injection of \$1.5M (construction costs) will result in a flow-on economic output of \$1.7630M, totalling \$3.263M economic impact.</li> <li>• The applicant has advised that a further \$7.04M (22 homes at \$320,000 each) will be invested in future housing construction. Based on Council’s economic modelling, a direct injection of \$7.04M (housing costs) will result in a flow-on economic output of \$9.185M, totally \$16.224M economic impact.</li> <li>• The applicant has committed to utilising local contractors and suppliers during construction of the development and during construction of residential housing.</li> </ul>
<p><b>Employment Generation</b></p>	<ul style="list-style-type: none"> <li>• Economic modelling indicates the project will generate three direct and five indirect jobs, totalling eight jobs during construction.</li> <li>• The applicant has committed to utilising local contractors and suppliers.</li> </ul>
<p><b>Applicable Area</b> Appropriately zoned land located within the Priority Infrastructure Area.</p>	<p>The development is on appropriately zoned land.</p>
<p><b>Applicable Land Uses</b> The Policy applies to the Reconfiguration of a Lot or a Material Change of Use for uses that are consistent with the “applicable land uses” listed in the Policy as defined by the relevant planning schemes in effect at the time of application.</p>	<p>The development is for the reconfiguration of a lot.</p>

**Business and Regional Benefits**

Based on the information provided by the applicant, the new residential development supports increased business activity within the local construction industry, manufacturers and suppliers, and provides additional employment opportunities across various industry sectors.

The applicant has proposed that the development will deliver immediate benefits to the Mackay region’s economy:

- The project involves the delivery of 22 new residential allotments to Mackay’s property market.
- The development targets the needs of the growing baby boomer and “empty nesters” demographic. The development features a gated community, owner occupied dwellings, facilities nearby, low maintenance dwellings, and dwelling designs incorporating room for recreational vehicles and caravans, etc.
- The development will increase land sales and rateable properties in the region.
- The development will establish a community of like-minded people.
- The development will result in value-add to the local economy through new dwelling construction.
- The developer is a local resident and all material and equipment will be sourced/maintained locally.

**Consultation and Communication**

Development Assessment has considered the development application through the statutory assessment provisions provided by the Planning Act 2016. As part of this assessment process Development Assessment consulted with the other relevant sections of Council.

The Director of Development Services has also considered this application and provided approval for the Expression of Interest to progress to a Stage 2 application.

**Resource Implications**

In accordance with the Infrastructure Charges Notice, the development gives rise to infrastructure charges of \$564,492.94 (+ annual adjustments).

The Infrastructure Charges Notice identifies that offsets have been provided in accordance with a Deed of Agreement from 2012 in relation to stormwater contributions. The applicable offsets are calculated as 8% of the calculated infrastructure charge, which equates to an offset of \$51,637.61 to be applied as a credit against the Gross Charge Amount.

It is proposed that any infrastructure charge concessions only be applied to the net charge amount calculated following the subtraction of any offsets and credits (\$564,492.94). The application of this methodology will ensure that the granting of concessions does not introduce any additional infrastructure costs to Council. Concessions in accordance with this methodology are shown below:

<b>Net Infrastructure Charge (IC)</b>	<b>Offset (8% of IC)</b>	<b>Credit (existing lot)</b>	<b>IC minus Offset and Credit</b>	<b>Concession (%)</b>	<b>Concession (\$)</b>	<b>Charges Payable</b>
\$645,470.10	\$51,637.61	\$29,339.55	\$564,492.94	20%	\$112,898.59	\$451,594.35

The further requested concessions would result in the additional incentives:

- Service connection fee refund – reduction in water and sewer service connection fees (50% discount up to a maximum of \$500 for each service, reducing fees by \$1,000), applied at the time when the fees would be payable for the activity.

Delayed payment of infrastructure charges, payable at the sale of each lot, subject to entering an infrastructure agreement with Council.

**Risk Management Implications**

There is a risk that granting significant concessions can leave Council exposed to similar claims in the future and that a potential infrastructure funding gap could present. These risks are sufficiently mitigated through the following measures:

- An existing development approval is in place and on-site infrastructure requirements have been reviewed as part of the assessment process;
- A condition has been included as part of the officer’s recommendation stating that the approved concessions are dependent on Council not incurring any additional infrastructure costs (including ‘bring forward costs’) to service the development;
- Strict timeframes are placed on claiming approved concessions. If the lots are not registered within the recommended timeframe, the concessions will no longer be applicable and 100% of the applicable Infrastructure Charges will be applicable to the development;
- Council can review the application of the Policy at any time.

**Conclusion**

The Policy provides incentives for development that will deliver economic development and growth outcomes in alignment with Council's policy and planning objectives.

The proposed application supports the desired outcomes of Schedule 7 of the Policy and the provision of concessions will facilitate the delivery of the project and the delivery of construction jobs and increased economic output.

### **Officer's Recommendation**

THAT the following Specific Incentives are approved under the Facilitating Development in the Mackay Region Policy for 86 On Andergrove, DA-2019-129, located at 86 Andergrove Road, Andergrove (Lot 1 RP714373):

- a) Concessions of 20% (estimated at \$112,898.59) to be applied against the net charge amount calculated following the subtraction of any offsets/credits (+ annual adjustments), identified on the Infrastructure Charges Notice for DA-2019-129.
- b) Reduction in water and sewer service connection fees (50% discount up to a maximum of \$500 for each service, reducing fees by a total of \$1,000), applied at the time when the fees would be payable for the activity.
- c) Delayed payment of infrastructure charges, payable at the sale of each lot, subject to entering an infrastructure agreement with Council.

AND THAT the approval of the concessions is dependent on:

- a) The lots being registered by 10 June 2022.
- b) No additional infrastructure costs incurred by Council (including establishment and bring forward costs).
- c) The developer utilising local contractors and suppliers.

The Chief Executive Officer (CEO) provided an overview of application process.

### **Council Resolution ORD-2020-113**

THAT the following Specific Incentives are approved under the Facilitating Development in the Mackay Region Policy for 86 On Andergrove, DA-2019-129, located at 86 Andergrove Road, Andergrove (Lot 1 RP714373):

- a) **Concessions of 20% (estimated at \$112,898.59) to be applied against the net charge amount calculated following the subtraction of any offsets/credits (+ annual adjustments), identified on the Infrastructure Charges Notice for DA-2019-129.**
- b) **Reduction in water and sewer service connection fees (50% discount up to a maximum of \$500 for each service, reducing fees by a total of \$1,000), applied at the time when the fees would be payable for the activity.**
- c) **Delayed payment of infrastructure charges, payable at the sale of each lot, subject to entering an infrastructure agreement with Council.**

AND THAT the approval of the concessions is dependent on:

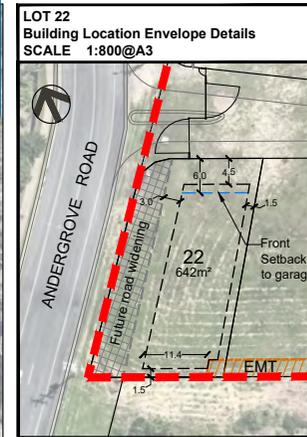
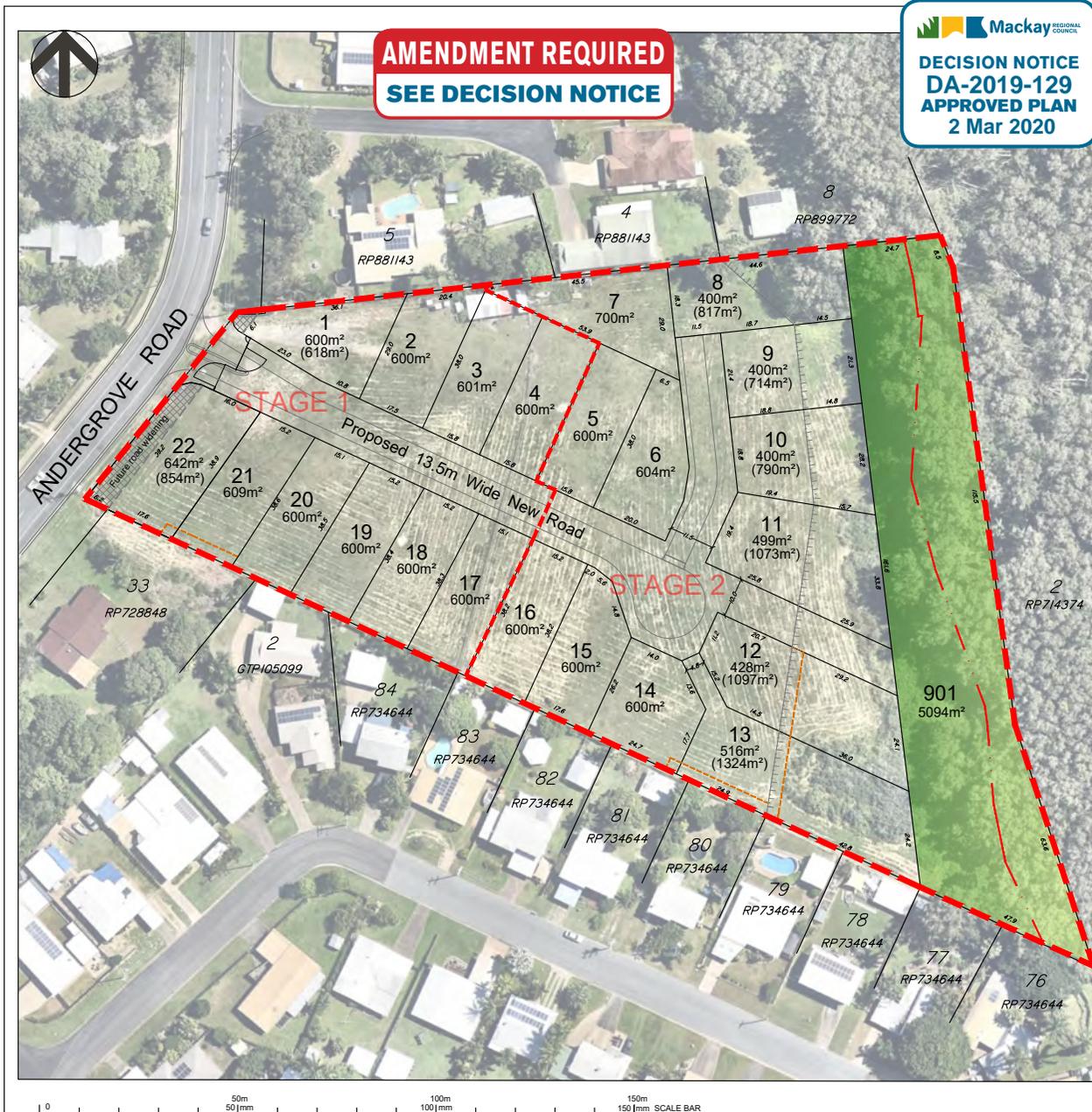
- a) The lots being registered by 10 June 2022.
- b) No additional infrastructure costs incurred by Council (including establishment and bring forward costs).
- c) The developer utilising local contractors and suppliers.

**Moved Cr Englert**

**Seconded Cr Hassan**

Cr Englert noted the application included twenty-two lots and was pleased to see applicants coming forward in view of the current climate.

**CARRIED**



**LEGEND**

Site Boundary	[Red dashed line symbol]
Veg Setback RARP 2012/ 006932 (Note coordinates listed on plan RARP 2012/006932 had Eastings & Northings reversed)	[Red dashed line with green hatching symbol]
Proposed top of the hill	[Dotted line symbol]
Possible 3m wide sewer easement	[Orange dashed line symbol]
Lot 901 to be dedicated to Council as a Reserve in accordance with condition 43 on DA-2012-332	[Green shaded area symbol]
Land dedication of Andergrove Road to comply with condition 17 on DA-2012-332	[Cross-hatched area symbol]

**DEVELOPMENT SUMMARY**

Total Site Area	2.429ha
Developable Area	2.4284ha
Area of Lots	1.5801ha
Total Number of Residential Lots	22
Average Lot Area	718m <sup>2</sup>
Total Area of Road reserve	3.395m <sup>2</sup>
Reserve Area	5.094m <sup>2</sup>
<hr/>	
Number of lots - Stage 1	10 43.5%
Number of lots - Stage 2	12 52.2%
Balance lot - Reserve	1 4.3%
Total Number of Lots	23 100%

**86 Andergrove**

**IMPORTANT NOTES:**  
This plan was prepared to support a Reconfiguration of Lot application for the land situated at Andergrove. The Contours, boundaries, creek line, flood line, building footprints have all been scaled and should not have any reliance based on them as they are only intended as a general guide. The configuration of allotments shown on this plan is subject to Local Authority (and relevant State Government Authority) approval, detailed design, final survey, and registration of survey plans. Any comments contained on this plan should be confirmed by the relevant authorities. The dimensions, areas and total number of lots shown herein are subject to field survey and also to the requirements of Council and any other authority which may have requirements under any relevant legislation. In particular, no reliance should be placed on the information on this plan for any financial dealings involving the land.  
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**Data Sources**

Cadastral Boundaries	140122 12620P04 Rev M
Engineering Design	19-1-3-SK002- Rev B by Tetra Consulting
Aerial Images	Nearmap

N	Add BLE detail for lot 22	29.11.2019.	SI
M	Amended lot boundaries	06.06.2019.	SI
Issue	Revisions	Date	Drawn

Locality: Andergrove  
Local Authority: Mackay Regional  
Scale: 1:1,000 A3  
Drawn: SI  
Checked: MF  
Plot Date: 29 Nov, 2019  
Computer File Ref: 190530 12620P04 Rev N.dwg

**Proposal Plan for 22 Lots + 1 Balance Lot (Gated Community) Lot 1 on RP714373 Andergrove Road**

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Drawing No: 12620- P04 Issue: N

Document Set ID: 7939747  
Version: 1, Version Date: 09/03/2020

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**11.4.4. EXPRESSION OF INTEREST (EOI) MACKAY WATERFRONT DEVELOPMENT OPPORTUNITY**

**Author** Mackay Waterfront Design Manager - Kylie Rogers  
**Responsible Officer** Director Development Services (Aletta Nugent)  
**File Reference** 1 Gregory Street, 14-18 Wood Street, 1-5 Wood Street, 29A River Street, 6 River Street, 8 River Street

**Attachments** 1. Council report - 10-6-20 - Mackay Waterfront Development Opportunities EOI Attachment [11.4.4.1 - 1 page]

**Purpose**

To present to Council a report demonstrating the benefit of calling Expressions of Interest (EOIs) for development opportunities on Council owned freehold land, as per section 228 (3) of the *Local Government Regulation 2012* and seeking endorsement to proceed.

**Related Parties**

There are no related parties.

**Corporate Plan Linkage**

Strategy: Activation of the Mackay Waterfront - Work in partnership with the community, government agencies and other stakeholders to deliver an urban waterfront Priority Development Area (PDA).

Facilitate Development - Facilitate catalytic land and infrastructure developments by attracting investment through joint ventures and partnerships with the private sector, and by working with State and Federal governments on joint initiatives.

**Background/Discussion**

The Mackay Waterfront aims to be a nationally recognised waterfront destination that will significantly increase the liveability, economic diversity and tourism appeal of the city and the region. It will deliver an active and engaging range of spaces that will unlock the character and true value of Mackay’s Pioneer River and Binnington Esplanade.

A key outcome of the Mackay Waterfront project is to facilitate new investment, development, business and community opportunities which will in turn, diversify and activate their surrounds. Council owns a number of freehold sites within the Mackay Waterfront area and seeks to understand through an expression of interest (EOI) process what opportunities the market may be able to deliver or catalyse for these sites. There are six sites offered for consideration, including three in the Mackay City Centre Precinct and three in the Riverside Precinct of the Priority Development Area (PDA). Council is currently focusing upgrades to public realm and complementary place-making activations in close vicinity to these sites. The site details are as follows:

<b><u>Address</u></b>	<b><u>Current Use</u></b>	<b><u>Size</u></b>	<b><u>Parcels</u></b>
Corner Gregory/ River Street (Gregory Street Carpark)	Carpark	Approx 5,800 sqm	<ul style="list-style-type: none"> <li>• Lot 1 on RP719317</li> <li>• Lot 1 on RP706666</li> <li>• Lot 2 on RP706666</li> </ul>

			<ul style="list-style-type: none"> <li>• Lot 1 on RP708028</li> <li>• Lot 3 on RP900898</li> </ul>
14-18 Wood Street	Vacant Building – Ex Retravision Building	Approx 2,052 sqm	<ul style="list-style-type: none"> <li>• Lot 88 on M912</li> <li>• Lot 89 on M912</li> </ul>
1-5 Wood Street	Former Pioneer Shire Council Building, and surrounding vacant land and access ways	Approx 1,470 sqm	<ul style="list-style-type: none"> <li>• Lot 1 on RP702093</li> <li>• Lot 2 on RP702093</li> <li>• Lot 3 on RP702093</li> <li>• Lot 1 on RP712139</li> <li>• Lot 4 on RP702093</li> <li>• Plus associated benefited access easements</li> </ul>
Corner Brisbane/ River Street (Brisbane Street Carpark)	Carpark	Approx 4,300 sqm	<ul style="list-style-type: none"> <li>• Lot 159 on M912</li> <li>• Lot 160 on M912</li> <li>• Lot 161 on M912</li> <li>• Lot 1 on RP700875</li> <li>• Lot 2 on RP700875</li> </ul>
8 River Street	Current building with lessees	Approx 2,065 sqm	<ul style="list-style-type: none"> <li>• Lot 3 on RP735475</li> <li>• Lot 204 on M912</li> </ul>
6 River Street	Current vacant building	Approx 4,273 sqm	<ul style="list-style-type: none"> <li>• Lot 221 on M912</li> <li>• Lot 222 on M912</li> <li>• Lot 223 on M912</li> <li>• Lot 224 on M912</li> </ul>

Submissions in response to the EOI may be for individual or consolidated sites, are to reflect the Mackay Waterfront PDA Development Scheme, and proposed uses may include, but not be limited to:

- Commercial activities providing opportunities for business, administration and professional service providers;
- Accommodation activities offering a diverse range of short- and long-term residential offerings;
- Food and drink activities (restaurant), craft brewery, distillery, function centre or major entertainment activities overlooking the Pioneer River;
- Health care and community support services;
- Mixed use tourist development or unique regional attraction supporting both land and water-based tourism opportunities; or
- A combination of any of the above.

In considering making these properties available for development opportunities and in keeping with the Mackay Waterfront project objectives, a public procurement process is required with an EOI process being recommended.

The EOI process, as prescribed under the *Local Government Regulation 2012(Regulation)*, provides Council with the opportunity to call an EOI and then to invite tenders to be submitted from the shortlisted EOI

respondents. This enables a very high level and broad consideration to be given to all options, which would then be narrowed following a review of the EOI submissions based upon EOI assessment criteria such as;

**1. Appropriateness of development proposal to meet Mackay Waterfront PDA objectives**

- a. Development proposal reflects the intent of the Development Scheme and Mackay Waterfront Master Plan
- b. Cognisant of, and complementary to, adjacent properties and public realm
- c. Stimulates new economic development / business investment opportunities or development for community purposes
- d. Realistic proposal – eg market needs analysis, staging options
- e. Catalytic or iconic opportunity for the Mackay Waterfront
- f. No change to existing level of service for carparking
- g. Reason for chosen location and site suitability
- h. Land tenure and conditions sought (eg, freehold or lease) with clear assumptions on reasoning provided

**2. Capacities and capabilities of the Respondent to deliver**

- a. Respondents are to provide details of past experience and proven track record with similar projects
- b. Capacity to deliver in a short timeframe or staged manner
- c. Project expected timeframe including development approval, design and construction
- d. Financial statements

**3. Financial sustainability of the development proposal or business model**

- a. Approximate capital cost of proposal inclusive of land and all ancillary services such as parking and other key infrastructure, including assumptions on Council input (if considered applicable to proposal)
- b. Ongoing operational costs for Council (if considered applicable to proposal) including suggested operating model and clear expectations or assumptions on Council input

There is no requirement or commitment for Council to continue to the tender phase. If Council chooses to proceed, the details for the tender phase will be well considered with specific detail dependent on the submission proposals.

With regard to timing, it is intended that the EOI will be advertised by the end of June 2020, with shortlisting and a recommendation report provided to Council for consideration by early August 2020.

The calling of EOIs would be in the public interest as it is considered the most cost-effective way to identify the most appropriate options for development of various Council owned lots, especially when Council has no fixed view on possible arrangements. It is also a good way of attracting potential private sector investment without major resource implications for both the Council and the respondents.

Undertaking the EOI process is a publicly advertised process, and therefore meets all of the legislative procurement requirements under the Regulation.

The Regulation requires Council to decide by resolution that it is in the public interest to invite EOI's before subsequently inviting written tenders, and also to record the reasons why the EOI process has been endorsed.

It is important to note that by inviting the EOIs for possible development opportunities on Council owned properties, Council is simply looking to facilitate private development. Further, the EOI process provides an opportunity to test the market appetite for development and may provide a valuable insight on viable forms of development under current local market conditions.

It is also important to note that whilst the former Pioneer Shire Council parcel (including the existing building) is being included, the focus is on the available vacant land within these parcels and not the building itself which is registered as a state heritage place.

### **Consultation and Communication**

- Council Briefing – 13 May 2020
- Priority Development Area Advisory Committee (PDAAC)

### **Resource Implications**

There are no material resource implications for the EOI phase (excluding minor advertising and document development costs).

Calling of the EOI itself, and the assessment of submissions, will be undertaken in-house.

Should Council decide, following assessment of the EOI submissions, to progress to the tender stage, there may be a requirement to allow for costs within future budgets associated with legal and other reviews.

### **Risk Management Implications**

The EOI process in itself poses no financial risk to Council as it does not commit the Council to any future funding, nor a commitment to proceed with any proposal.

The issuing of the EOI will assist Council in ensuring only those respondents who have the experience and capacity to deliver for the Mackay region will be shortlisted.

### **Conclusion**

The calling of EOIs would be in the public interest as it is considered the most cost-effective way to identify the appropriate options for development of various Council owned freehold lots, especially when Council has no fixed view on possible arrangements. It is also a good way of attracting potential private sector investment without major resource implications for both the Council and the respondents in a clear and transparent manner.

### **Officer's Recommendation**

THAT Expressions of Interest are called for EOI – MRC 2021-001 – Mackay Waterfront Development Opportunities as per section 228 (3) of the *Local Government Regulation 2012*, noting that doing so is considered to be in the public interest as it is able to be undertaken with minimal resource implications for both the Council and the respondents, and is considered the most cost-effective way to identify the appropriate options for development of various Council freehold owned lots, when Council has no fixed view on possible arrangements.

The Chief Executive Officer (CEO) provided an overview of the Expression of Interest (EOI) noting that the Mackay Waterfront Priority Development Area (PDA) has been a priority of Council for some years and the EOI was being put out to determine if there is interest in the six parcels and land and what format that interest may take.

Cr Bonaventura queried the inclusion of the old Pioneer Shire building and surrounding land in the EOI.

Mayor Williamson advised that the building site is not included.

The CEO advised that the heritage building is not included, the only inclusion is the vacant land.

**Council Resolution ORD-2020-114**

**THAT Expressions of Interest are called for EOI – MRC 2021-001 – Mackay Waterfront Development Opportunities as per section 228 (3) of the *Local Government Regulation 2012*, noting that doing so is considered to be in the public interest as it is able to be undertaken with minimal resource implications for both the Council and the respondents, and is considered the most cost-effective way to identify the appropriate options for development of various Council freehold owned lots, when Council has no fixed view on possible arrangements.**

**Moved Cr May**

**Seconded Cr Bonaventura**

Cr May noted that the EOI is part of the process that the previous Council had worked upon, the PDA is integral to the development of the Mackay region and will be very interested to see the interest in the project.

Cr Bonaventura expressed the view that the EOI was all about gaining interest from our community and beyond but would also give valuable feedback to the PDA committee about whether Council was heading in the right direction with the project.

Mayor Williamson highlighted this as a landmark decision of Council and acknowledged the enormous administrative process that has been undertaken in order to deliver Council to this point and thanked the Officers involved. Mayor Williamson thanked this Council for its deliberations and also thanked the past Council for its work. Mayor Williamson looks forward to seeing the response from the development community.

**CARRIED**

Attachment 1 – Plan of Identified Properties



## 11.5. ENGINEERING AND COMMERCIAL INFRASTRUCTURE

### 11.6. ORGANISATIONAL SERVICES

#### 11.6.1. ADOPTION OF COUNCIL POLICIES

**Author** Manager Governance & Safety (Joe Pappalardo)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Number** Policies

**Attachments**

1. 070 - Shade for Playgrounds Policy [**11.6.1.1** - 4 pages]
2. 001 - Administrative Action Complaints Policy [**11.6.1.2** - 7 pages]
3. 051 - Arts and Cultural Development Policy [**11.6.1.3** - 3 pages]

#### **Purpose**

To present the following Council Policies for consideration and adoption:

1. 070 – Shade for Playgrounds Policy; and
2. 001 – Administrative Action Complaint Policy.

And to rescind the following Council Policy:

1. 051 – Arts and Cultural Development Policy.

#### **Related Parties**

There are no identified related parties.

#### **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**

Mackay Regional Council (MRC) has a process of reviewing policies 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 Strategy, Leadership & Performance Team (SLPT) for endorsement, prior to presenting to Council for adoption.

##### 070 – Shade for Playgrounds Policy

This policy relates to the provision of shade facilities to playgrounds within the MRC area to ensure a uniform approach to the provision of the most suitable form of shade for playgrounds.

The policy was reviewed as part of MRC's policy review process.

##### 001 – Administrative Action Complaint Policy

This policy outlines the approach taken by MRC to effectively manage complaints in accordance with its regulatory requirements, and guidelines set out by the Queensland Ombudsman.

The policy was reviewed as part of MRC's policy review process.

#### 051 – Arts and Cultural Development Policy

This policy has been reviewed as per the 3-year review process with the recommendation that it be rescinded as the Arts and Culture Plan 2016-2020 has made it redundant.

#### **Consultation and Communication**

As part of the review process consultation has been undertaken with relevant stakeholders including the responsible program manager, Director and as applicable the Joint Consultative Committee.

#### **Resource Implications**

The implementation of the 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:

1. 070 – Shade for Playgrounds Policy; and
2. 001 – Administrative Action Complaint Policy.

And that the following Policy be rescinded:

1. 051 – Arts and Cultural Development Policy.

#### **Officer's Recommendation**

That Council adopt the following policies:

1. 070 – Shade for Playgrounds Policy; and
2. 001 – Administrative Action Complaint Policy.

AND THAT Council rescind the following Policy:

1. 051 – Arts and Cultural Development Policy.

#### **Council Resolution ORD-2020-115**

**That Council adopt the following policies:**

- 1. 070 – Shade for Playgrounds Policy; and**
- 2. 001 – Administrative Action Complaint Policy.**

**AND THAT Council rescind the following Policy:**

- 1. 051 – Arts and Cultural Development Policy.**

**Moved Cr Mann**

**Seconded Cr Hassan**

**CARRIED**

	<b>COUNCIL POLICY</b>	
	<b>Shade for Playgrounds</b>	
	POLICY NO	070
	DEPARTMENT	Development Services
	PROGRAM	Parks, Environment and Sustainability
APPROVED BY COUNCIL	[DATE], [Recommendation No]	

### 1.0 Scope

This policy relates to the provision of shade facilities to playgrounds within the Mackay Regional Council (MRC) area. Copies of the policy should be made available to those groups, associations or developers seeking to install shade facilities on playgrounds which will ultimately become MRC's responsibility to maintain.

### 2.0 Purpose

To ensure a uniform approach and direction to the provision of the most suitable form of shade for playgrounds to existing and future playgrounds across the region.

### 3.0 Reference

- Creating Shade at Public Facilities, Policy and Guidelines Edition 2 Australian Queensland Government, Institute of Environmental Health.
- SunSmart Policy Guidelines, Cancer Council Queensland.
- SunSmart - Council Events (Policy No 074)

### 4.0 Definitions

To assist in interpretation the following definitions shall apply:

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

**MRC** shall mean Mackay Regional Council.

**Shade Sail** shall mean any shade cloth whether mounted over a portal frame or suspended between columns.

**Solid Roofed Shade Structure** shall mean a roof usually steel (e.g. Colorbond) or aluminium which is waterproof and provides maximum protection against UVR penetration and reflected UVR.

**UVR** shall mean ultraviolet radiation.

### 5.0 Background

MRC provides a range of parks, community facilities and events and has a responsibility to ensure that those facilities and events are utilised by the community in a safe manner.

Skin cancer is the most common form of cancer in Australia, with 80 per cent of all cancers diagnosed in Australia being skin cancer. Queensland has the highest rate of skin cancer in the world. More than 430,000 Australians are treated a year for skin cancers. Each year there are around 1600 deaths from melanoma and non-melanoma skin cancer.

Thankfully, almost all of these cancers are preventable, and MRC is determined to ensure that we play our part in ensuring the safety of our community. The major cause of skin cancer is too much exposure to ultraviolet (UV) radiation from the sun.

In a tropical climate, such as Mackay's, skin can burn in as little as 15 minutes, so it is important to provide opportunities for residents to protect their skin from UV radiation.

In the past, natural shade (e.g. trees) was the most common form of shade for most playgrounds, however many had no shade at all. While natural shade is the best option, it is difficult to provide in playgrounds where mature trees do not already exist. Faced with the need to provide shade to playgrounds, the next best option is for built shade; this comes in many forms, including solid roof structures and shade sail structures.

While shade sails have become popular and can provide a very colourful addition to a playground, they are the least effective material for protection from UVR. They do not provide protection from reflected UVR anywhere near as well as natural shade or solid roofs. They have a short life span, are susceptible to vandalism and are highly maintenance intensive.

Solid roofed structures provide a much higher level of sun protection, do not need to be removed and replaced when the wind exceeds 35 knots, are much more resistant to vandalism, have a much longer life span and require far less maintenance. They also provide a greater degree of protection to the play equipment and soft fall under them which results in a much lower maintenance requirement and longer life span for these items.

## **6.0 Policy Statement**

Sun Safety and protection is a key part of MRC's overall responsibility. MRC is determined to ensure that the facilities it provides allow the community to recreate in a safe and enjoyable manner.

### **6.1 Forward Planning: Parks and Environment**

MRC will develop and maintain a Playgrounds Shade Master Plan which:

- (a) Describes and lists all playgrounds across the region;
- (b) Determines whether shade trees and/or built shade structures are appropriate at each location;

- (c) Specifies the location of built shade structures if they exist;
- (d) Determines preferred tree species for each location should shade trees be the preferred mode of shade;
- (e) Determines preferred built structures for each location;
- (f) Is subject to periodic review.

#### 6.2 Forward Planning: Development Assessment and Development Engineering

With the transfer to MRC of new parkland through the subdivisional process, developers are to be made aware of this Policy and advised that only solid roof shade structures are allowable for the provision of shade over play facilities in new subdivisions.

A landscape master plan is to be provided from a qualified landscape architect for each park and play location where shade provision over play facilities is to be provided.

#### 6.3 New Trees

All plantings are to be carried out under the direction of Parks, Environment & Sustainability (PES) staff and are to conform to approved standards.

#### 6.4 New Shade Structures

All new solid roof shade structures are to be designed with architectural merit and are to adhere to the Parks Materials Palette in terms of appropriateness of design, materials and colour selection. Relevant staff in the Parks, Environment & Sustainability program are to be consulted through this process.

All new structures are to be built to conform to approved standards. Hold points at specified stages of the construction are to be monitored by Development Assessment or PES Building Services.

Under this Policy lightweight portal frame shade-sail structures are not to be installed on new playgrounds within the MRC area.

Any existing shade-sail structures are to be progressively phased out and replaced in accordance with the Playgrounds Shade Master Plan subject to the availability of funding.

### **7.0 Review of Policy**

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

1. The related documents are amended or replaced.
2. 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.

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Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	Review of Policy	No amendments	Council	22.03.17
2	Review of Policy	Minor amendments		

	<b>COUNCIL POLICY</b>	
	<b>Administrative Action Complaints</b>	
	POLICY NO	001
	DEPARTMENT	ORGANISATIONAL SERVICES
	PROGRAM	GOVERNANCE AND SAFETY
ENDORSED BY COUNCIL	[ ]	Recommendation [ ]

### 1.0 Scope

This policy details the administrative action complaints procedure of Mackay Regional Council (MRC).

This policy has been developed in accordance with section 268 of the *Local Government Act 2009* and includes the requirements under section 306 of the *Local Government Regulation 2012* for resolving complaints made by affected persons about an administrative action of MRC.

MRC recognises that effective complaints management is integral to good customer service and therefore values all complaints. Whilst MRC encourages a proactive approach to complaints management, the objective of the administrative action complaints procedure is to ensure that the correct legislation, policies and procedures have been followed to make a lawful and reasonable decision.

In addition, some types of complaints will generally be managed separately. These include:

- Competitive neutrality complaints
- Corruption complaints that are required to be dealt with under the *Crime and Corruption Act 2001*
- Human Rights Complaints
- Public Interest Disclosures (PIDS) made under the *Public Interest Disclosure Act 2010*
- Internal complaints relating to staff conduct (i.e. Code of Conduct matters) will be referred to People and Culture to be dealt with under the relevant policies.
- Complaints about Councillor conduct which will be dealt with in accordance with the processes outlined in the *Local Government Act 2009*
- Matters currently being dealt with or have been previously dealt with by a court, tribunal or external complaints agency
- Disputes about legal liability
- Social media comments
- Customer requests
- Complaints about the Chief Executive Officer will be managed in accordance with *MRC Policy No. 100 - Complaints against the CEO* but will be recorded and reported as an administrative action complaint.

## 2.0 Purpose

The purpose of this policy is to direct the approach taken by Council and MRC employees in managing administrative action complaints.

## 3.0 References

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Human Rights Act 2019*
- Australian Standard AS-NZS10002:2014 *Guidelines for complaint management in organisations*;
- MRC Policy No. 100 - Complaints against the CEO
- MRC Policy No. 095 - Competitive Neutrality Complaints
- Administrative Action Complaints Procedure

## 4.0 Definitions

To assist in interpretation the following definitions shall apply:

**Administrative action complaint** shall mean a request for review of an administrative action made by MRC based on an expression of dissatisfaction by an affected person. An administrative action includes:

- (a) a decision or an act
- (b) a failure to make a decision or do an act
- (c) the formulation of a proposal or intention
- (d) the making of a recommendation

In determining if a complaint is an administrative action complaint, it is irrelevant—

- (a) how quickly the complaint was resolved; or
- (b) to which area of a local government the complaint was made; or
- (c) whether the complaint was a written or verbal complaint; or
- (d) whether or not the complaint was made anonymously.

**Affected person** shall mean a person who is directly affected by an administrative action of MRC.

**CEO** shall mean the Chief Executive Officer of MRC.

**Complainant** shall mean the affected person or organisation making a complaint.

**Complaint** shall mean an administrative action complaint.

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

**Customer request** shall mean a request for MRC to take action in relation to a service it provides to satisfy the needs of a customer or ratepayer, for example a request to fill a pothole or to collect a stray dog, or a request for information.

**Frivolous complaints** shall mean a complaint which is considered to be either minor, lacking in substance or without merit.

**MRC** shall mean Mackay Regional Council.

**MRC officer** shall mean a volunteer or a permanent, temporary, casual or contracted employee of MRC.

**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.

**Strategy, Leadership and Performance Team (SLPT)** shall mean the CEO and all directors.

**The Act** shall mean the *Local Government Act 2009*.

**Vexatious complaints** shall mean a complaint, which is considered to be made maliciously, regardless of its merits, primarily to embarrass, annoy or place an unreasonable burden on a respondent.

## 5.0 Background

MRC recognises the need for an open and responsive administrative action complaints procedure. The *Local Government Act 2009* and *Local Government Regulation 2012* require that MRC adopts a procedure for resolving administrative action complaints. This policy is to be read in conjunction with the Administrative Action Complaints Procedure.

Human Rights have been considered when preparing this Policy.

## 6.0 Policy Statement

MRC is committed to providing a high level of service to its customers and the community, and also acknowledges the right of persons to provide feedback, both positive and negative, and/or to lodge a complaint about an MRC decision or action.

The Administrative Action Complaints Policy and Procedure have been developed to ensure that MRC will respond to administrative action complaints fairly, promptly, professionally, confidentially (subject to any legal requirements) and in a manner respectful to the complainant.

To this end, MRC will endeavor to ensure that:

- Initial complaints that can be resolved quickly via contacting the relevant officer and communicating to the customer by phone are resolved in this informal manner;
- All complaints are treated with appropriate respect for the confidentiality and privacy of the parties involved;
- Anyone who is dissatisfied with a decision or action of MRC can easily lodge a complaint;

- Complainants are provided with information on the complaint's procedure via the MRC website including information about how to make a complaint and how complaints are managed;
- All complainants will be offered assistance in lodging a complaint;
- Each complaint is recorded and initially assessed in terms of its priority, complexity and degree of urgency;
- An acknowledgement receipt of the complaint is provided to the complainant within 3 business days which will include reference and contact details;
- Complaints will be responded to as quickly as possible and in accordance with the timeframes set out in the administrative action complaints procedure;
- Complainants will be informed of the complaint outcome, decision and reasons for the decision. The complainant will also be provided information about available review options;
- Complainants will not suffer any reprisal from MRC;
- Complaints are properly monitored with a view to continuous improvement of MRC services and processes.

#### 6.1 Objectives

The following objectives have been established for processing administrative action complaints:

- The fair, efficient and consistent treatment of complaints about decisions and other administrative actions of MRC;
- An Administrative Action Complaints Policy and Procedure that is easy to understand and is readily accessible to all;
- Detection and rectification, where appropriate, of administrative errors;
- Identification of areas for improvement in MRC's administrative practices;
- Increase in awareness of the Administrative Action Complaints Policy and Procedure for MRC staff and the community;
- Enhancement of the community's confidence in the complaint's process and of the reputation of MRC as being accountable and transparent;
- Building the capacity of MRC employees to effectively manage complaints in an environment of continuous improvement.

#### 6.2 Frivolous or vexatious complaints

In assessing a complaint, consideration can be given to whether the complaint should be deemed frivolous or vexatious.

Where an MRC officer recommends there be no further action or investigation, the officer must advise the CEO of the recommendation including the implications of, and rationale for, the recommendation. If the CEO is in agreement and is satisfied with the reasons presented, a decision can be made to take no further action on the matter.

Complainants will be informed of this decision and reasons for the decision. The complainant will also be provided information about available review options.

#### 6.3 Anonymous complaints

Complaints received anonymously are to be accepted and are to be processed in accordance with this policy as far as possible.

#### 6.4 Administrative Action Complaints Procedure

The Administrative Action Complaints Procedure is a three-stage process, as outlined below:

##### 6.4.1 **Stage 1 - Initial Complaint**

Complainants are encouraged (where appropriate) to contact the relevant MRC service area in an attempt to resolve the complaint.

The initial complaint will be investigated by an MRC officer and may include talking to those involved and auditing documentation.

Once the investigation is completed a decision, reasons for the decision and available review options will be provided to the complainant and advice of any remedy.

##### 6.4.2 **Stage 2 - Internal Review**

If the complainant is not satisfied with the outcome of Stage 1 they may request a review.

The nature of the complaint will be assessed in accordance with the complaint criteria and a reviewer will be appointed.

The reviewer will be equal to or senior in position to the previous decision makers involved in the matter. The reviewer should have had no previous involvement in the subject matter and be completely independent of both the original decision made and the *Stage 1 Initial Complaint* decision.

The internal review may be undertaken by an officer of MRC or a suitably qualified person external to MRC. This person will be appointed on the basis that he/she has the appropriate knowledge, qualifications, skill and experience to successfully resolve a complaint.

Once the review is completed the complainant will be provided a decision and reason/s for the decision in writing. The complainant will also be provided information about available review options.

##### 6.4.3 **Stage 3 - External Review**

If the complainant remains dissatisfied after progressing through Stages 1 and 2, they can pursue external options - e.g. alternative dispute resolution; complaints agencies such as the Queensland Ombudsman, Queensland Civil and Administrative Tribunal (QCAT) or other avenues of appeal or review.

All complaints must be entered into the MRC electronic complaints management system.

It is the responsibility of all Program Managers to ensure complaints are actioned in accordance with this policy.

## 7.0 Administrative Action Complaint Types and Service Delivery Standards

The Corporate Governance team, in consultation with the relevant program, will assess each complaint received and determine the appropriate complexity according to the criteria outlined in the table below in order to establish the service delivery standard for processing time against which performance will be measured:

Type of complaint	Criteria	Decision Timeframe
<b>Low Complexity Complaints</b>	Low complexity complaints require no investigation and can be easily addressed through the provision of information, or through negotiating a desired outcome, perhaps through face-to-face or over the phone - a written response may not be required. Low complexity complaints should be managed at the program level.	Up to 10 business days
<b>Medium Complexity Complaints</b>	Medium complexity complaints may require some research into the matter; it might also require some negotiation/facilitated discussion with the complainants or consultation with other areas of MRC. They are rated a medium complexity and typically include issues that relate to a single incident or a decision. Some investigation or fact finding of the complaint issues may be required. Typically, medium complexity complaints contain a small number of issues. A written response is required.	Up to 30 business days
<b>High Complexity Complaints</b>	High Complexity Complaints are matters where there are a large number of complaint issues; or where the complaint issues may refer to possible systemic concerns. These matters will typically involve complainants providing very detailed and lengthy background information that requires time to address.  The matters can be of a very complex nature which may involve working with a number of programs in order to reach an outcome. Formal investigation may be required, involving assessment of information, and may involve interviews or discussions with staff and other relevant persons, including external consultation.	Up to 45 business Days
<b>Human Right Complaints</b>	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.	45 Business Days

If necessary, the Manager Governance and Safety may extend the timeframe for processing an administrative action complaint to 60 business days. If an extension is granted, the complainant is required to be notified before the expiry of the initial timeframe.

## 8.0 Reporting

A report detailing the performance of the administrative action complaints procedure will be made available through the MRC Annual Report which is published each year.

Regular reports will also be made available to SLPT for analysis to identify trends, systemic issues and potential improvements.

## 9.0 Review and Auditing

MRC is committed to continually improving its services and will monitor agreed system improvements resulting from the review of complaints.

Periodic reviews and self-audits of the effectiveness of the administrative action complaints procedure will occur and include an evaluation of the major elements including; compliance with the policy, procedure and guidelines including complaints capture, recording and internal reporting, time taken to manage complaints, correctness of complaint outcomes.

## 10.0 Review of Policy

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

1. The related documents are amended or replaced.
2. 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 years.

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Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	Review of Policy		Endorsed by Council	25/01/2017
2	Follow Up Audit	Administrative changes to definitions	Council	24/10/2017
3	Review of Policy	Amendments to Policy	Council	

	<b>COUNCIL POLICY</b>	
	<b>Arts and Cultural Development</b>	
	POLICY NO	051
	DEPARTMENT	COMMUNITY & CLIENT SERVICES
	PROGRAM	COMMUNITY PROGRAMS
ENDORSED BY COUNCIL 22 <sup>nd</sup> February 2017 - Folio 42514		

### 1.0 Scope

The Arts and Cultural Development Policy applies to all programs within Mackay Regional Council (MRC) operations that work with, or seek to develop, the capacity of the arts, cultural and heritage sector in the Mackay region.

### 2.0 Purpose

The purpose of this policy is to guide MRC and its employees in decision-making and/or program delivery that affects the development of the arts, cultural and heritage sector in the Mackay region.

### 3.0 Reference

- Mackay Regional Council Corporate Plan 2015-2020
- Mackay Regional Council Economic Development Strategy 2015-2020
- Queensland Arts and Cultural Investment Framework
- Arts Queensland Arts for all Queenslanders Strategy 2014-2018

### 4.0 Definitions

To assist in interpretation the following definitions shall apply:

**Art** refers to essentially creative aspects of culture and includes activities such as live music, theatre, literature, visual art, craft, film-making, design, dance, new media, architecture and popular culture.

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

**Culture** refers to the ways members of the community interact; particularly those interactions which influence how people experience being part of their community. Culture is about identity, history and a sense of place; the things which society considers to connect the past, present and future.

**MRC** shall mean Mackay Regional Council.

**Heritage** refers to the people, experiences, objects and environment (built and natural) that have contributed collectively to the community's understanding of the Mackay region.

## 5.0 Background

Arts and cultural activity benefits the whole community. It contributes greatly to the social, economic and cultural vibrancy of place, and engenders a sense of identity and belonging. Art and culture are vital to the Mackay region's livability and cultural expression. Culture and cultural expression play a crucial role in reflecting and articulating community ideals, aspirations and identity. Local performances, festivals and celebrations are important ways of generating continuity and a sense of shared identity in communities, as well as providing recreational activities, and a sense of pride in the Mackay region.

Mackay is a vibrant and culturally rich region that supports a diverse, robust and creative community and strives to make the arts collaborative, accessible and inclusive of all.

## 6.0 Policy Statement

The Arts and Cultural Development Policy provides a framework to guide Council in making timely decisions regarding financial and human resource investments for the development of all forms of arts, culture and heritage, as well as the broader cultural engagement and enrichment of community life.

Mackay Regional Council will endeavor to:

### Vibrant Places and Spaces

- Provide open, inviting, engaging and vibrant cultural facilities;
- Raise the profile of Council's unique art and heritage collections;
- Provide accessible community spaces for creating, rehearsing and showcasing;
- Present vibrant festivals and events which support local, creative capacity-building.

### Celebrate our Diversity & Enhance Community Pride

- Celebrate and recognise our diverse cultural community;
- Increase understanding and appreciation of Mackay's Indigenous culture and history;
- Build Mackay's reputation as a place of cultural and heritage significance and develop a confidently-expressed identity.

### Encourage Partnerships & Collaboration

- Increase communication and collaboration between internal cultural services;
- Develop relationships with neighbouring councils;
- Build and diversify the local economy by value-adding through arts and culture;
- Develop cultural tourism initiatives in partnership with Mackay Tourism;
- Investigate collaborative opportunities between the arts sector and local health service providers.

### Lifelong Learning

- Value, encourage and support Council and community volunteers;
- Support the professional development of local creatives to increase employment opportunities;
- Continue to support professional development opportunities for internal cultural staff;
- Encourage young audiences to engage with museums and heritage facilities.

### Enhance Advocacy & Promotion

- Evaluate and measure arts, culture and heritage activities;
- Promote the social, health and economic benefits of arts and culture;
- Embrace the use of technology to promote arts and cultural activities;
- Improve and provide adequate signage for cultural facilities.

## 7.0 Review of Policy

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

1. The related documents are amended or replaced.
2. 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.

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Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendments to Policy	Council	22/02/2017

### **11.6.2. ADOPTION OF THE OPERATIONAL PLAN 2020-2021**

**Author** Manager Governance and Safety (Joe Pappalardo)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Reference** Operational Plan 2020/21 - Build

**Attachments** 1. Operational Plan 2020-2021 [11.6.2.1 - 24 pages]

#### **Purpose**

To submit the Operational Plan 2020-2021 for adoption.

#### **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**

Sections 174 and 175 *Local Government Regulation 2012* mandate that a local government prepare and adopt an operational plan that states how it will implement its 5-year corporate plan during the year. The operational plan must be consistent with the annual budget, set out how operational risk will be managed and include an annual performance plan for each commercial business unit.

The Operational Plan 2020-2021 includes actions against Corporate Plan priorities and strategies. Each action includes a responsible program and an evaluation measure to assess performance.

The Operational Plan 2020-2021 is informed by actions identified in programs' annual Action Plans. Program Action Plans are developed to support the implementation of priorities identified in Department and Program 3-year Business Plans.

#### **Consultation and Communication**

The Operational Plan 2020-2021 was developed through an extensive engagement process with the Chief Executive Officer, Directors and Program Managers.

Once received by the Mayor and Councillors, the Plan will be published on the MRC website for access by the community.

#### **Resource Implications**

There are no resource implications directly related to preparation of the operational plan.

The Operational Plan 2020-2021 has been prepared prior to Council's adoption of the annual budget, however Program Managers have been consulted to confirm that all actions are funded in the proposed 2020-2021 Budget.

### **Risk Management Implications**

The operational plan minimises risk to Council by ensuring performance is planned, monitored, and managed.

### **Conclusion**

It is recommended that the Operational Plan 2020-2021 for the third quarter of 2019/20 be adopted as tabled.

### **Officer's Recommendation**

THAT Council adopt the Operational Plan 2020-2021 in accordance with Section 174 of the *Local Government Regulation 2012*.

The Chief Executive Officer (CEO) spoke to the Operational Plan noting that it provided a comprehensive summary of the Council's priorities for the next year.

### **Council Resolution ORD-2020-116**

**THAT Council adopt the Operational Plan 2020-2021 in accordance with Section 174 of the *Local Government Regulation 2012*.**

**Moved Cr Englert**

**Seconded Cr Mann**

Cr Englert highlighted several shovel-ready projects and noted the information contained in the plan mapped out Council's objectives over the next twelve months.

**CARRIED**

# Operational Plan 2020-2021



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## Introduction

The Operational Plan 2020-2021 outlines how we will progress implementation of our Corporate Plan 2016 - 2021 during the financial year.

Our Corporate Plan 2016-2021 sets our strategic direction over the five-year period to 2021 with eight key priorities (shown in **Figure 1**), supported by a range of strategies.



**Figure 1:** Mackay Regional Council Corporate Plan 2016 - 2021 Key themes

The Operational Plan details programs, projects and services that we will deliver in 2020-2021 to achieve our strategic vision. Each action has a lead Mackay Regional Council (MRC) program and an evaluation measure that we will use to monitor and report on our performance.

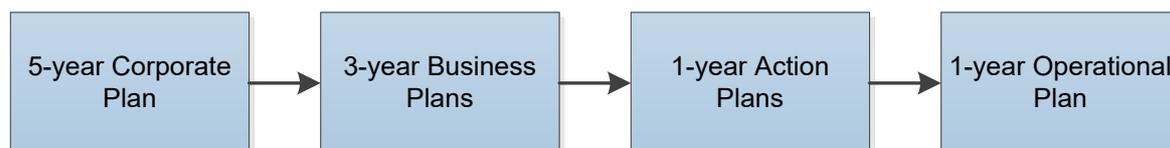
Preparation of an operational plan is a requirement under s.174(1) *Local Government Regulation 2012*. An annual operational plan for a local government must be consistent with its annual budget, include an annual performance plan for each commercial business unit, state how the local government will manage operational risks and how it will progress implementation of the 5-year corporate plan during the period of the annual operational plan.

Our Operational Plan 2020-2021 is consistent with our Mackay Regional Council Budget 2020-2021, which allocates funding for projects, programs and services that will be delivered during the financial year.



## Corporate Performance, Planning and Reporting Framework

Our Corporate Performance, Planning and Reporting Framework (**Figure 2**) cascades from our five-year Corporate Plan.



**Figure 2:** Corporate Performance Planning and Reporting Framework

Each MRC department or program (or cluster of like programs) has a Business Plan aligned to the corporate priorities. The Business Plans, which have a three-year outlook from 2020-2021, outline each program's business priorities.

The actions which will be delivered in 2020-2021 to achieve these business priorities are detailed in programs' annual action trackers. Every 2020-2021 action has a target and a key performance indicator to measure performance.

This operational plan is made up of actions which are of major corporate or community significance drawn from MRCS programs 2020-2021 action trackers.



## Monitoring and Review

We will review our progress in completing the actions contained in the Operational Plan 2020-2021, on a quarterly basis. The outcome of this review will be documented in a quarterly Operational Plan report, which will include a status report on each action. The status of each action will be categorised as 'on target', 'below target' or 'complete', while actions that will be reported in a later quarter will be reported as 'not required to be reported on this quarter'.

This reporting meets the requirements of s.174(3) *Local Government Regulation 2012*, which requires that a written assessment of progress towards implementing the operational plan is presented at a council meeting held at regular intervals of not more than three months.

Acknowledging the impacts of the coronavirus pandemic, a further review of the 2020-2021 Operational Plan will be undertaken in the first half of 2020-2021.

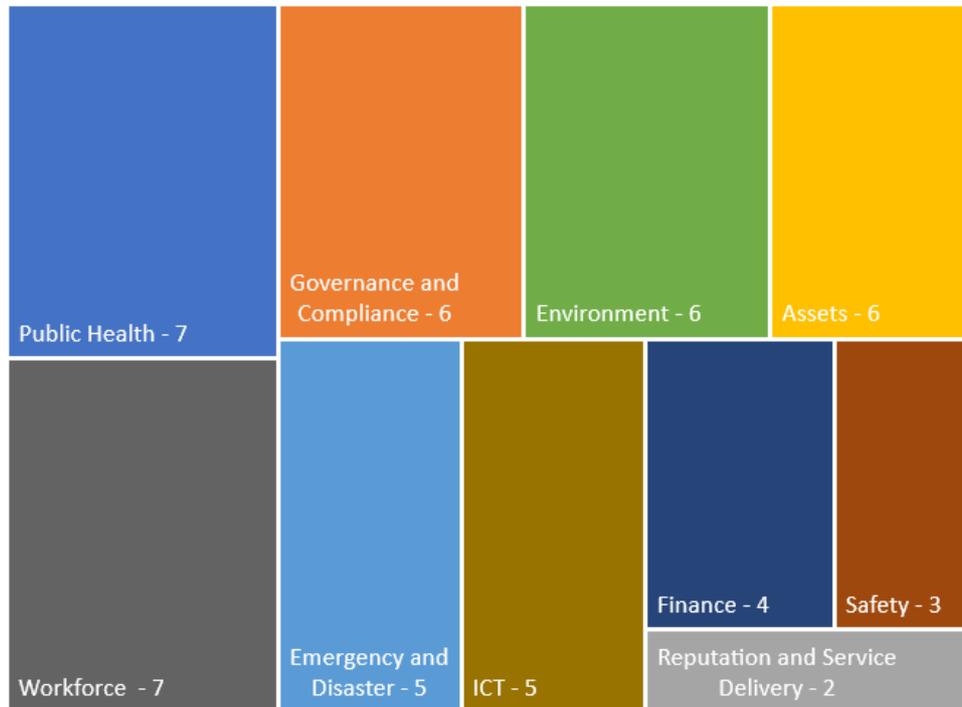
## Risk Management

The *Local Government Regulation 2012* requires that the Operational Plan states how the local government will manage operational risk.

Mackay Regional Council's approach to risk management is based on the Australian/New Zealand Standard ISO 31000:2018 Risk Management – Principles and Guidelines.

Our Enterprise Risk Management Framework guides the identification, assessment and management of strategic risks across the organisation. We undertake annual risk assessments, where risks are reviewed and assessed, and control actions are identified to mitigate risks. **Figure 3** shows the spread of our strategic risks by risk category.

OPERATIONAL PLAN 2020/21



**Figure 3:** Mackay Regional Council's Strategic Risks per category

We review and report on implementation of risk control actions on a quarterly basis. The risk report is presented to our Strategy, Leadership and Performance Team and the Audit Committee.

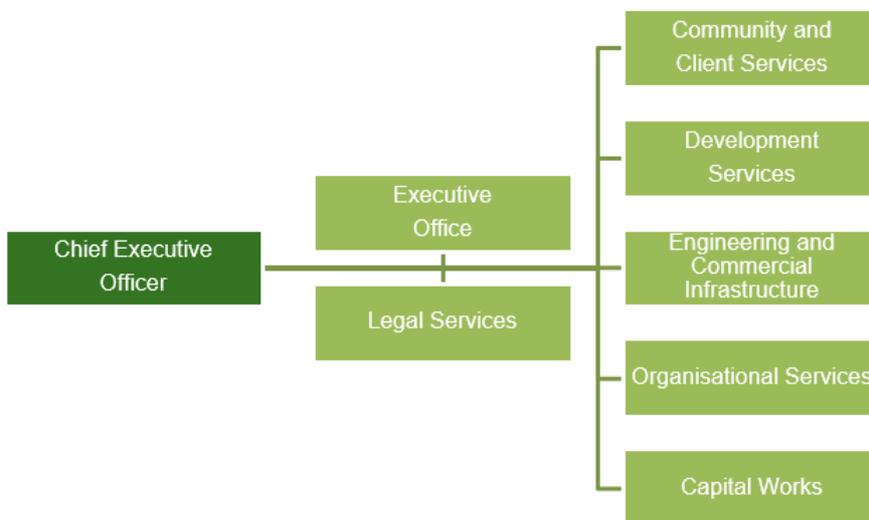
OPERATIONAL PLAN 2020/21



### Our Corporate Structure

Mackay Regional Council’s structure includes departments through which it delivers its programs, projects and services. Each MRC department includes programs which are responsible for delivering actions in the annual operational plan.

Our corporate structure is outlined below:



**Figure 4: Mackay Regional Council corporate structure**

### Commercial Business Units

The annual operational plan for a local government must include an annual performance plan for each commercial business unit (in accordance with s.175(1)(c) *Local Government Regulation 2012*).

We have two commercial business units, MRC Waste Services and MRC Water Services. Each has a 5-year performance plan, which satisfies the legislative requirements for an annual performance plan. The MRC Waste Services and MRC Water Services Performance Plans for 2019-2025 are published on our website at: [www.mackay.qld.gov.au](http://www.mackay.qld.gov.au) or are available by contacting us on 1300 MACKAY (622 529).

We update the performance plans for our commercial business annually and they are adopted by council at its Special Budget Meeting.



**COMMUNITY PRIDE** - a community that creates a supportive environment for people of all ages, nationalities, cultures and beliefs.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Cultural diversity</b> Support cultural activities and pursuits which seek to recognise and celebrate diverse backgrounds within our community</p>	Contribute to the delivery of a suite of programmed events, including the Global Grooves multicultural festival, and assist with other community festivals and civic events.	Event key performance indicators are met	Community Lifestyle
	Ensure local heritage protection in planning instruments and promotion and education of heritage in the region.	Local heritage promoted.	Strategic Planning
	Prepare Masterplan for the Northern Beaches Community Hub to get project 'shovel-ready'	Masterplan and concept design completed.	Strategic Planning
	Undertake region-wide demographic analysis, audit of social and community infrastructure to inform actions within prioritised precincts	Demographic analysis completed.	Strategic Planning
	Develop a conservation management plan/asset management sub-plan to guide future investment in Greenmount Homestead and its collection	Plan developed and exemption certificates obtained	Community Lifestyle
<p><b>Engaging young people in the region</b> Attract and retain young people in the region. This includes leveraging the tertiary education sector; improving liveability through expanding job opportunities and providing affordable accommodation; recreational and sporting opportunities.</p>	Co-lead and support the ongoing region-wide youth project YOL1000 to effect positive change for young people aged 10-21 within our region.	Establish working groups focused on engagement of key stakeholders and record outcomes.	Community Lifestyle
<p><b>Regional and community events</b> In partnership with other stakeholders, support the development and delivery of significant regional and community events that stimulate the economy, and promote civic pride and community enjoyment.</p>	Deliver the suite of programmed events, including the Mackay Festival of Arts, and assist with community festivals and civic events	Event key performance indicators are met	MECC & Events
	Prioritise Events (and event development) which increases levels of domestic tourism visitation and/or increases the length	Delivery of Invest Mackay Events and Conference Attraction Program	Economic Development & Tourism

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	of stay of international visitor.		
	Develop mechanism for not-for-profit community groups impacted by COVID-19 to access grant funding.	Regime implemented	Community Lifestyle
	Enhance livestream capabilities at the MECC to support hosting of remote events.	Livestream capabilities enhanced	MECC & Events
<p><b>Strategic volunteer program</b></p> <p>Provide a strategic volunteer program delivering a range of opportunities for residents to contribute to the development of their community through volunteering.</p>	<p>With the development of the Volunteer Management Strategy throughout 2019-2022, this Corporate Plan Strategy is complete with no further action required for 2020-2021</p>		



**REGIONAL IDENTITY** - develop a strong regional voice to promote and facilitate growth to become a leading community in Northern Australia. Recognise that our satellite towns have and cherish their own identities.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Northern Australia Alliance</b></p> <p>Participate as a strategic and active partner in the Northern Australia Alliance ensuring the Mackay Region maximises these opportunities to advocate for, and influence, government policies for the benefit of the Region.</p>	<p>Assist Greater Whitsunday Alliance (GW3) to participate as a strategic and active regional partner, ensuring the Mackay Region maximises opportunities to advocate for, and influence, government policies for the benefit of the region.</p>	<p>Number of Mackay Regional issues that GW3 advocate on behalf of the region.</p>	<p>Office of the Mayor &amp; CEO</p>
<p><b>Working together with neighbouring councils</b></p> <p>Maximise the opportunities through active participation in the Greater Whitsunday Council of Mayors (formerly the Whitsunday ROC); build strategic alliances; advocate on regional priorities and collaborate to capitalise on opportunities for joint cost savings and improved service delivery.</p>	<p>Promote collaborative ventures by the Greater Whitsunday Council of Mayors.</p>	<p>Number of active ventures.</p>	<p>Office of the Mayor &amp; CEO</p>
<p><b>Place management of suburbs and localities across the region</b></p> <p>Implement place management principles and an integrated approach in particular suburbs and localities to achieve social, economic, environmental potential and activate places through targeted services, facilities and events.</p>	<p>Continue placemaking efforts across Mackay and other townships and centres</p>	<p>Number of projects</p>	<p>Economic Development &amp; Tourism</p>
<p><b>Prioritise the promotion of the Mackay Region</b></p> <p>Promote the Mackay Region through the development of a shared brand.</p>	<p>Provide funding support to Mackay Tourism Ltd for destination marketing and delivery of visitor information services.</p>	<p>Destination marketing and visitor information services delivery actions are completed, in accordance with the Destination Tourism Plan.</p>	<p>Economic Development &amp; Tourism</p>
	<p>Together with partners, conduct a regional marketing campaign in key interstate workforce markets regarding the benefits of moving to Mackay.</p>	<p>Campaign developed.</p>	<p>Economic Development &amp; Tourism</p>



**COMMUNITY HEALTH AND WELLBEING** - deliver a safe, healthy and accessible community that offers a diverse range of services and facilities.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Active and healthy community</b> Promote active and healthy lifestyles by providing equitable access and encouraging sporting, recreational and outdoor activities throughout the region.</p>	Implement the Clubs Connect Program, as per the Mackay Sport and Recreation Strategy.	Clubs Connect Program is implemented.	Community Lifestyle
<p><b>Parks and open spaces</b> Provide well designed and maintained parks and open space networks which cater for the changing needs of the community, to promote outdoor social and recreational activities.</p>	Maintain parks and high profile public open space areas in line with adopted service standards and to protect public safety.	Parks and high-profile open spaces are maintained, in accordance with levels of services.	Parks, Environment & Sustainability
	Customer requests receive a personal response, where capacity allows.	Average 4-star customer satisfaction rating received per year.	Parks, Environment & Sustainability
	Plan for the sustainable management of parks, and natural areas in line with community needs.	Develop Open Space Management Plans for all parks within an individual precinct.	Parks, Environment & Sustainability
	Plan for the development of parks that meet community needs and achieve minimum parks service levels.	Review and update the Open Space Strategy	Parks, Environment & Sustainability
<p><b>Environmental health</b> Implement a range of public information and education programs and other measures to prevent, control and reduce risks to public health.</p>	Licence, audit and inspect businesses that are required to hold licenses, registrations or approvals under relevant legislation.	Routine compliance inspections are completed for all regulated premises.	Health & Regulatory
<p><b>Disaster preparedness</b> Build community preparedness and responsiveness to emergencies and natural disasters.</p>	Train staff in accordance with the QDTMF Queensland Disaster Management Arrangements (QDMA).	All staff have been suitably trained in accordance with the QDTMF.	Emergency Management
	Enhance the community's resilience by assisting in the preparation and review of evacuation management plans, disaster preparedness and associated plans	Emergency action guide updated to reflect riverine flood hazards	Emergency Management & Strategic Planning



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Further develop the storm smart strategy.	The Storm Smart Strategy is further developed.	Strategic Planning.
	Work with the Local Disaster Management Group to enact the pandemic disaster recovery sub plan.	Pandemic disaster recovery sub plan enacted	Emergency Management



**ENVIRONMENT** - minimise our environmental impact by adopting best practice; to achieve a well-managed and healthy environment that provides a balance between built infrastructure and the conservation of our natural and cultural resources.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Sustainability</b> Promote sustainable practices and respond to climate change in council operations.</p>	Implement the Environmental Sustainability Strategy (2017-2022).	Review sustainability targets for the remainder of the Environmental Sustainability Strategy	Parks, Environment & Sustainability
<p><b>Coastal management</b> Manage the beaches and coastal areas of the region in order to improve resilience against coastal erosion, increase biodiversity, improve amenity and access, and promote eco-tourism.</p>	Develop a beach unit prioritisation formula for future Local Coastal Plan development or review	Prioritisation formula endorsed	Parks, Environment & Sustainability
<p><b>Recycling and reuse</b> Increase recycling and reuse by diverting waste from landfill and raising community awareness, in order to reduce the costs of providing waste services, gain the economic advantages of producing material for reuse, and reducing the impact on the environment.</p>	Monitor and report the impacts of the current change to markets on MRC's recycling service.	Reports to council, in the Engineering and Commercial Infrastructure Waste Services Monthly Review, on the performance of the service.	Waste Services
<p><b>Natural environment</b> Work in partnership with the community to protect and enhance the Mackay Region's natural assets and its biodiversity.</p>	Environmental and waterway activities are undertaken with the active involvement of local communities.	Develop a framework for future community group engagement and involvement in the natural environment	Parks, Environment & Sustainability



**LIFELONG LEARNING** - build an informed, involved and digitally connected community that retains and attracts knowledge. We will work with local universities and educational institutions to improve the percentage of people completing tertiary and vocational education courses.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b><i>Tapping into the experience of seniors</i></b> Utilise the skills and experience of older residents to support early childhood learning and to transfer sporting skills and knowledge.</p>	Plan and deliver a Volunteers Week Expo.	Volunteers Expo participation target met.	Community Lifestyle
<p>Deliver a program of activities that encourages community usage of Artspace Mackay, libraries and MRC halls.</p>	Increase library membership, including membership options.	5% net increase in library membership, based on the baseline recorded 30/06/20.	Community Lifestyle
	Develop a Museum Strategy for the Mackay Region	Adoption of the Museum Strategy.	Community Lifestyle
<p><b><i>Resource Centre of Excellence (previously Mining Centre of Excellence)</i></b> Work with GW3 and industry to establish a world-class resource centre of excellence. This includes supporting the tertiary education sector to deliver new integrated service delivery models capitalising on local resources, facilities and knowledge to enhance mining and engineering related courses.</p>	Support the operation of the Resource Centre of Excellence.	Successful operation of Resource Centre of Excellence in 2020/21.	Economic Development & Tourism



**ECONOMY** - we will encourage a buoyant, diverse economy that creates opportunities and employment and builds on our strengths so that we are a key player in the regional, state and global economy.

A key foundation to the Mackay region's long-term prosperity and lifestyle is a strong and resilient economic base, supported by the resource sector, service industries, agricultural industries, education and tourism.

Recognising that our outlying areas are major contributors to our economy - we will adopt strategies to enhance the lifestyles and business opportunities in our regional areas which benefit the entire region.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Partnerships for a diversified economy</b> Champion the growth of globally competitive local industries by working with industry stakeholders.</p> <p>Support the economic development and viability of the Region by implementing the Mackay Regional Council Economic Development Strategy 2015 -2020 (EDS) in partnership with key stakeholders including GW3, Mackay Tourism, RIN, Mackay Region Chamber of Commerce, Regional Development Australia, Urban Development Institute of Australia, universities, state and federal government agencies, and other business and industry groups.</p>	Work with stakeholders to deliver the MIW Digital Infrastructure Study and other initiatives to support the region's digital growth and transformations towards smart technologies.	Number of actions supported.	Economic Development & Tourism
	Work with partners to proactively identify and engage with prospective investors/businesses in identified targeted sectors.	Number of businesses engaged.	Economic Development & Tourism
	Maximise external funding opportunities. Identify opportunities to attract co-investment in regional priorities and strategies from State and Federal Governments and the private sector through strategic partnerships.	40 grant applications submitted	Office of the Mayor & CEO
	Partner with stakeholders to support local business impacted by COVID-19.	Joint initiatives undertaken.	Economic Development & Tourism
<p><b>Enhance regional centres</b> Focus on regional centres to enhance identity and local economies.</p>	Progress the development of the Pioneer Valley Mountain Bike Park.	Project is design finalised and 'shovel-ready'.	Office of the Mayor and CEO
	Undertake preliminary design works for Mirani Community Precinct, including development of full scope of works.	Project concept design finalised and 'shovel-ready'.	Strategic Planning
	Undertake a local area planning project for Finch Hatton and Eungella to	Completed local area planning	Strategic Planning



Corporate Plan Strategy	Action	Evaluation	Responsibility
	support the Pioneer Valley Mountain Bike Park project.	project endorsed by Council.	
	Continue to provide support to Mackay City Centre and regional business centres through the Façade Improvement Program.	Number of Projects and investment value.	Economic Development & Tourism
<p><b>Strong local businesses with a global reach</b></p> <p>Support stakeholder groups to assist Mackay and Regional business and industry to become export-ready and extend the global reach of their products and services.</p> <p>Develop networks that capitalise on the government's trading relationships and free trade agreements.</p>	Support establishment and operation of the Mackay Isaac Whitsunday Small-medium Enterprise METS Export Hub.	Number of projects supported.	Economic Development & Tourism
	Support Study Greater Whitsunday to expand international education opportunities.	Number of opportunities identified.	Economic Development & Tourism
<p><b>Activation of the Mackay Waterfront</b></p> <p>Work in partnership with the community, government agencies and other stakeholders to deliver an urban waterfront Priority Development Area (PDA).</p> <p>Enhance the aesthetic and recreational aspects of the Pioneer River system and Binnington Esplanade.</p>	Prepare a design guideline for the Mackay Waterfront.	Completed design guideline.	Strategic Planning
	Deliver the strategies highlighted in the Implementation Strategy of the Development Scheme and ensure all designs and initiatives reflect the Master Plan vision.	Strategies implemented.	Strategic Planning
	Undertake concept designs and place making initiatives for priorities to increase activation of key locations.	Concept designs completed and place making initiatives implemented.	Strategic Planning
<p><b>Facilitate development</b></p> <p>Utilising the Planning Scheme to deliver an integrated approach to the facilitation of development and sustainable growth.</p> <p>Facilitate catalytic land and infrastructure developments by attracting investment through joint ventures and partnerships with the private sector, and by working with State and Federal governments on joint initiatives.</p>	Facilitate catalytic land and infrastructure development by <ul style="list-style-type: none"> <li>attracting investment through joint ventures and partnerships with the private sector; and</li> <li>by working with state and federal governments on joint initiatives.</li> </ul>	Four advocacy activities undertaken for identified opportunities.	Office of the Mayor & CEO
	Conduct a regular review of the Mackay Region Planning Scheme and policies and make appropriate amendments.	Number of planning scheme amendments adopted by council based on reviews.	Strategic Planning
	Assist in implementation and interpretation of the Local Government Infrastructure Plan.	Assistance provided.	Strategic Planning

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Attend and arrange meetings with consultants and development industry bodies to ensure MRC is aware of emerging issues and projects.	Project/emerging issue meetings held with industry stakeholders, as per schedule.	Development Assessment
	Ensure all actions at various phases of operational works application are compliant with legislated timeframes.	Actual timeframes meet key performance indicator (KPI) timeframes.	Development Engineering
	Continue to implement, monitor and evaluate the Facilitating Development Policy.	Number of applications received.	Economic Development & Tourism
	Prepare Independent Report on Industrial Land Supply in Mackay Region, and monitor industry land take-up.	Report completed, and industry land take-up updated.	Strategic Planning
<b>Supports local business</b> Ensure that MRC's procurement activities support local businesses where possible.	Deliver an annual information session to the Mackay public.	Information session delivered.	Procurement & Plant
	Support local businesses and business associations to understand and support business needs and priorities.	Number of engagements.	Economic Development & Tourism
	Provide fees and charges relief measures for those businesses impacted by COVID-19.	Relief measures applied.	Office of the Mayor & CEO
	Monitor the impacts of COVID-19 on the local economy and implement initiatives to promote economic recovery.	Initiatives developed.	Economic Development & Tourism



**INFRASTRUCTURE AND TRANSPORT** - develop and maintain regional infrastructure that will support a high standard of living. Council will have robust strategic asset management practices to optimise the planning, delivery and maintenance of public assets.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<b>Better roads</b> Maintain and improve council's sealed and unsealed network.	Prepare 20-year Capital Works Program (CWP) and submission for adoption by council within corporate timeframes.	Draft CWP prepared and submitted.	Transport & Drainage Infrastructure Planning
	Develop a 3-year CWP schedule, for council approval.	Rolling 3-year CWP completed for review by council for indicative approval.	Transport & Drainage Infrastructure Planning
	Complete asset defect inspections on time and in line with the inspection schedule.	95% of asset defect inspections are completed on time.	Civil Operations
	Respond to client requests in line with agreed timelines.	90% client requests are responded to within agreed timelines.	Civil Operations
	Conduct Client Satisfaction Surveys to assess satisfaction rating on a bi-monthly basis and achieve target satisfaction rating.	Maintain client satisfaction star rating at > 4, average over the 12-month period.	Civil Operations
<b>Mackay Ring Road</b> Support the construction of Mackay's Ring Road network.	Advocate for delivery of Stage 2 of the Mackay Ring Road which will connect the Bruce Highway north of Mackay to Harbour Road and the Mackay Port.	Advocacy for State and Federal Government Stage 2 Mackay Ring Road funding is completed.	Office of the Mayor & CEO
<b>Bowen Basin Service Link</b> Support the implementation of the proposed Bowen Basin Service Link.	Support Department of Transport and Main Roads in the design and construction phases of the Mackay to Bowen Basin Service Link.	Preliminary design commenced.	Office of the Mayor & CEO
<b>Drainage Networks</b> Maintain and improve council's drainage networks by delivering priority drainage capital works; and by developing more efficient delivery mechanisms.	Implement actions in the 10-year Flood and Stormwater Strategy.	Continue preparation of the strategy to plan for coastal and inland flood hazard adaptation.	Strategic Planning

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Develop a capital program to maintain required services over the next 10 years at optimal investment, with business cases developed for projects identified for the first year.	Indicative 2020-2021 drainage capital works program endorsed by council.	Transport & Drainage Infrastructure Planning
	Ensure coastal and inland flood hazard studies remain current and planning scheme updated.	Planning Scheme reflects best information on coastal hazards (erosion prone and storm tide) and risk management controls.	Strategic Planning
	Finalise the Mackay Floodplain Management Plan for council adoption.	Mackay Floodplain Management Plan adopted by Council.	Strategic Planning
	Undertake continuous improvement to eliminate or reduce risks identified in the stormwater strategy, floodplain management plan and other flood studies.	Strategies implemented according to implementation plans.	Strategic Planning
	Undertake flood hazard studies in line with priorities of Flood and Stormwater Management Plan.	Flood studies (storm tide, riverine and overland) are kept updated and in line with industry standards.	Strategic Planning
<b>Water and sewerage networks</b> Maintain and improve council's water and sewerage networks by optimising the useful life of assets and by adopting more efficient service delivery mechanisms in consultation with the community.	Provide safe, reliable and high-quality water services to the community.	99% compliance with Health Guidelines of Australian Drinking Water Guidelines.	Water Treatment
	Use planning optimisation to devise the capital program, developed within the Governance Framework, in line with the MRC budget schedule.	Provide a rolling three-year capital program by February each year and ensure 100% of projects are delivered with a robust business case and prioritised using the Capital Prioritisation Guidelines.	Water & Sewage Infrastructure Planning

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Develop a capital program to maintain required services over the next 10 years at optimal investment, with business cases developed for projects identified for the first year.	Indicative 2020-2021 water and sewerage capital works program supported by the Water and Waste Advisory Board and endorsed by council.	Water & Sewage Infrastructure Planning
	Work with the Department of Natural Resources, Mines and Energy and Department of Environment and Science to ensure the meeting of all regulatory obligations.	Nil regulatory enforcement notices.	Water Treatment
	Optimise the quality of effluent (treated sewage) released into the environment.	95% regulatory compliance with licence requirements for treated sewage.	Water Treatment
<b>Waste services</b> Maintain and improve council's waste facilities and services by adopting improved practices and service delivery.	Review and publish the Waste Management Strategic Plan (WMSP).	Draft WMSP completed for internal discussion.	Waste Services
<b>Planning for growth</b> Plan for the delivery of public infrastructure and services to match the needs of our changing population.	Complete identified and approved projects under the Works for Queensland (W4Q) 2019-2021 funding program.	Completion of identified projects to funding level.	Office of the Mayor & CEO
	Review the Mackay Growth Allocation Modelling based on updated data to inform land use and infrastructure planning.	Model reviewed and updated.	Strategic Planning
	Prepare and monitor a set of development indicators to monitor market conditions and growth trends.	An available set of quarterly updated development indicators.	Strategic Planning
<b>Asset management</b> Ensure that asset management aligns to the council's strategic direction and that effective asset management practices are in place to optimise the use of council's	Update Asset Management Development Plan to include actions relevant until June 2022.	Asset Management Development Plan is updated and endorsed by the Asset Management Working Group.	Asset Management



Corporate Plan Strategy	Action	Evaluation	Responsibility
assets required to deliver services to the community.	<p>The corporate maintenance management system is used for the majority of works completed for the following asset classes:</p> <ul style="list-style-type: none"> <li>• roads;</li> <li>• drainage;</li> <li>• water;</li> <li>• waste water; and</li> <li>• parks.</li> </ul>	Maintenance management reports are generated from the corporate system, demonstrating that work orders have been completed.	Asset Management
<p><b>Advocacy for better public transport</b></p> <p>Work closely with the state government to secure funding to increase the frequency and number of public transport services in the Mackay Local Government Area.</p>	Prepare the new Mackay Region Transport Strategy to address all modes of transport.	Completion of the draft Mackay Region Transport Strategy.	Strategic Planning



**ORGANISATIONAL PERFORMANCE** - we are an innovative and responsive council that strives for excellence to achieve for our customers and the community. We operate efficiently and effectively to develop strong partnerships with all stakeholders providing value for money services.

Corporate Plan Strategy	Action	Evaluation	Responsibility
<p><b>Shared Services Centre</b> Support a Shared Services Centre as an industry-leading service delivery unit.</p>	Develop business process management framework that includes continuous improvement within Shared Services.	Framework to support operational process review and continuous improvement is embedded.	Shared Services
<p><b>Financial sustainability and efficiencies</b> Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.</p>	Deliver and track progress of capital works program each month.	90% delivery of the capital works against the original budget - allowing for change control.	Capital Works Directorate
	Share financial information and concepts via knowledge shares to allow staff to improve the accuracy of data inputs into the financial system.	Accurate financial reporting and minimal issues arising from audit.	Financial Services
	Prepare draft financial statements on or prior to planned date.	Draft statements should be of sufficient quality for management approval, without any material errors or adjustments.	Financial Services
<p><b>Safety in the workplace</b> Practise a "safety first" attitude to ensure the safety and wellbeing of council employees, contractors and volunteers.</p>	Implement the actions contained in the 2020-2021 Safety Action Plan.	Percentage of actions completed in accordance with the Safety Action Plan.	Governance & Safety
<p><b>Our culture</b> Foster a culture where staff willingly engage in council's values and expected service delivery outcomes for our community.</p>	Create high-performance teams-focused organisational culture leveraging previous values-based culture initiatives.	Design high performance culture and supporting tools.	People & Culture
		Communicate intention of culture change and baseline data established.	People & Culture
		Roll out culture education.	People & Culture
<p><b>Community engagement</b> Ensure that council officers and elected members have the tools and skills to effectively communicate with our customers to enable a positive interaction with council.</p>	Community Engagement officers attend staff meetings of relevant programs and brief councillors to provide an overview if IAP2, council's	Relevant programs are briefed.	Corporate Communications & Marketing

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Community Engagement processes and portal.		
<b>Smarter technologies</b> Optimise the use of information and communication technologies (ICT) and other innovations to improve service delivery and operate more efficiently.	Review the MRC ICT Strategy 2020-2023.	Review of the MRC ICT Strategy 2020-2023 is completed, and an updated Strategy is prepared and approved by SLPT.	Information Services
	Procure and implement new HRIS with advanced functionality.	Scoped & project team appointed.	People & Culture
<b>Our people</b> Implement industry-leading people management practices including recruitment, training and development, performance management, and workforce planning.	Determine flexible approaches to recruitment & selection processes without compromising system objectivity.	Flexible approaches identified and documented.	People & Culture
	Implement a position profiling process.	Position profiling process implemented.	People & Culture
	Implement a succession planning framework.	Framework implemented.	People & Culture
<b>Governance and performance</b> 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.	Deliver an internal audit program targeting areas of highest risk and greatest potential for business improvement gains.	Audits completed in accordance with the approved Internal Audit Plan.	Governance & Safety
	Improve fraud control through the development and implementation of the Fraud Corruption and Prevention Action Plan.	Percentage of actions completed in accordance with the Fraud and Corruption Prevention Action Plan.	Governance & Safety
	Complete quarterly risk reports.	Prepare and submit quarterly strategic risk reports to SLPT and the Audit Committee.	Governance & Safety
	Facilitate the annual review of Business Plans.	Business Plans organisation wide are complete and endorsed by SLPT.	Governance & Safety

## OPERATIONAL PLAN 2020/21



Corporate Plan Strategy	Action	Evaluation	Responsibility
	Annual report on council strategies (method of implementation, key outcomes of the strategy).	Council strategy report complete & endorsed by SLPT.	Governance & Safety
	Continue development of tools that support the strategy layer of the Corporate Performance, Planning and Reporting framework.	Tools developed and implemented.	Governance & Safety
	Provide efficient and cost-effective legal services to all MRC departments and functions.	Proportion of legal services provided in-house in 2020-2021 is greater than 2019-2020.	Office of the Mayor & CEO
	Provide legal training and education programs in-house to increase the capacity of MRC officers to understand and coordinate legal matters.	At least four in-house legal training sessions each year.	Office of the Mayor & CEO
	Review MRC's response to the coronavirus pandemic.	Review undertaken implementation plan of recommendations developed.	Office of the Mayor & CEO
<b>Promote council's services</b> Raise community awareness about council's services and initiatives.	Deliver local promotion in October 2020 and MRC Mackay Show stand in June 2021.	Two marketing campaigns are delivered.	Corporate Communications & Marketing
	Undertake a quarterly review of digital media operations and continue to investigate effective monitoring platforms.	Visits to MRC's digital media platforms are maintained.	Corporate Communications & Marketing

### **11.6.3. QUEENSLAND AUDIT OFFICE 2020 INTERIM REPORT**

**Author** Manager Financial Services (Chris Ruggeri)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Reference** External Audit

**Attachments** 1. 2020 Queensland Audit Office Interim Report [**11.6.3.1** - 10 pages]

#### **Purpose**

The purpose of this report is to present the 2020 Interim Report completed by Council's external auditors on behalf of the Queensland Audit Office.

#### **Related Parties**

Nil.

#### **Corporate Plan Linkage**

Priority: Organisational Performance

*Strategy: Financial sustainability and efficiencies* - Maintain the financial sustainability of the council by implementing rigorous financial management practices across all council programs.

#### **Background/Discussion**

Under section 213 of the *Local Government Regulation 2012* a copy of the auditor general's observation report of a local government's financial statements is to be presented to Council.

The interim audit of Mackay Regional Council for the year ended 30 June 2020 has been completed. As part of this process the audit team assess the design and implementation of internal controls and whether they are operating effectively.

The attached report provides details of audit matters and other information related to the audited financial statements, noting to date no significant deficiencies in internal controls have been identified.

This report was presented to the Audit Committee at its meeting on 21 May 2020.

#### **Consultation and Communication**

Mayor, Chief Executive Officer, Director Organisational Services, Manager Financial Services, Audit Committee.

#### **Resource Implications**

No issues have been identified.

#### **Risk Management Implications**

No internal control issues, financial reporting issues or other matters have been raised by the Queensland Audit Office and all prior year issues have been resolved by management.

**Conclusion**

In accordance with section 213 of the *Local Government Regulation 2012*, the 2020 Interim Report is now presented to Council.

**Officer's Recommendation**

THAT the Queensland Audit Office 2020 Interim Report be received.

Mayor Williamson noted how great it was to read the Queensland Audit Report which indicated that there was nothing of note found in their audit. He expressed his pleasure that there were no internal control issues, no financial reporting issues or other matters raised by the Queensland Audit Office. Mayor Williamson congratulated the CEO and staff on this excellent outcome.

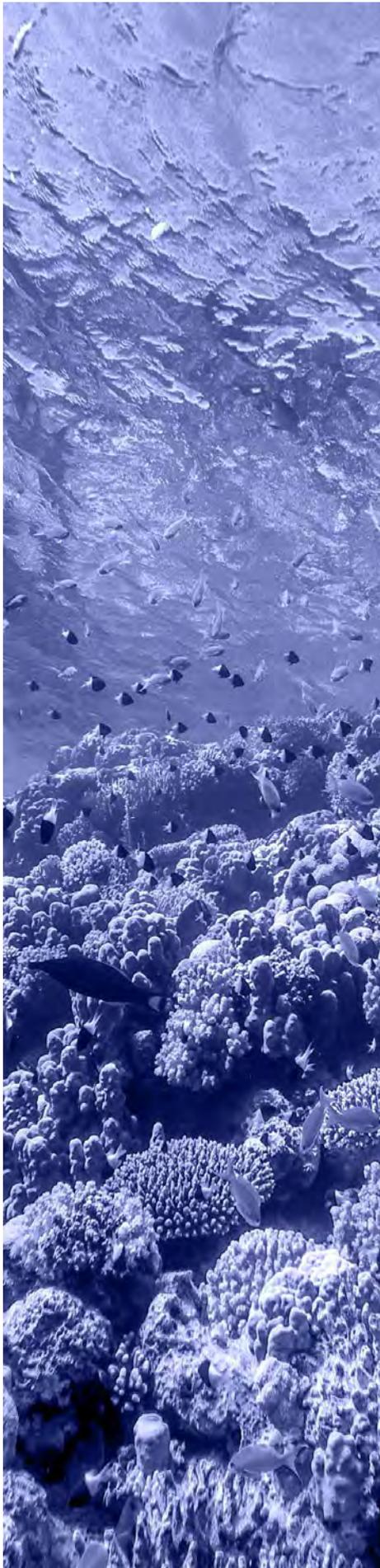
**Council Resolution ORD-2020-117**

**THAT the Queensland Audit Office 2020 Interim Report be received.**

**Moved Cr May**

**Seconded Cr Hassan**

**CARRIED**



## **Mackay Regional Council**

### **2020 Interim report to the Mayor**

21 May 2020

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11 May 2020

Councillor Greg Williamson  
Mayor  
Mackay Regional Council  
PO Box 41  
MACKAY QLD 4740

Dear Councillor Williamson,

**2020 Interim report**

We present to you our interim report for Mackay Regional Council for the financial year ending 30 June 2020. This report details the results of our interim work performed to 30 April 2020. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has identified no significant deficiencies in your internal controls.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

If you have any questions or would like to discuss the audit report, please contact me on 07 49511455.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Hinton".

Paul Hinton CA  
Engagement Partner

cc. Mr P Tait, Chair, Audit Committee  
Mr C Doyle, Chief Executive Officer



# 1. Summary



## Audit progress

### Emerging risk—COVID-19

Issues identified / Action required

COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 2 **Emerging risks** we have provided a summary of what these challenges may be for your organisation and what this means for your financial statements and the statutory deadlines.

### Internal control assessment and issues

On track

Testing of internal controls is completed for Council's significant transaction systems of revenue, payroll and expenditure / creditors for the period 1 July to 30 April. Further testing of the period May and June will be performed as part of our final end of year work.

We have also assessed the elements of your internal control environment, as well as the progress made towards resolving prior year issues.

Based on the results of our testing completed to date (30 April 2020), we have not identified any deficiencies to report and have assessed your internal control environment as **Effective**, meaning the environment does support an audit strategy that can rely upon these controls.

### Financial reporting issues and other matters

On track

We have not identified any current year financial reporting issues or other matters to date.

### Areas of audit significance

On track

Areas of audit significance are detailed in the external audit plan as presented to the committee in the December 2019 meeting. Audit's progress made towards addressing these areas has been noted below:

1. Valuation of property, plant and equipment – audit review of asset categories valued in 2020 to be started in July and completed during year-end visit in early September. Matters of interest are continuing to be discussed with management and we have not identified any significant issues to date requiring reporting.
2. Procurement and contract management – significant audit work has been undertaken in this area, however this is also still to be finalised. No issues have been identified to date. We expect finalisation of our testing by the end of May. Any deficiencies identified by audit will be reported in our final audit management report.
3. Financial sustainability reporting – to be completed during year-end visit.

### Milestones—financial reporting and audit deliverables

On track

All agreed milestones in our external audit plan previously agreed with management have been met to date.

We note that the provision of the 2020 shell financial statements for audit review is due by 29 May 2020.



## 1. Summary (continued)



**New developments (not directly related to COVID-19)**

Issues identified/Action required

There are no new significant developments identified.

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## 2. Emerging risks



COVID-19 is testing the resilience and agility of entities as they tackle multiple challenges, such as supporting their staff and the community, and managing sustainable operations. Management should continue to assess the impact of COVID-19 on their financial results and internal control environment.

The AASB and AuASB are continuing to issue in-depth guidance to chief financial officers, audit committee members, directors and auditors refer [here](#).

We will continue to consider the implications of this pandemic and have identified the following key areas that may impact Mackay Regional Council. Some of these risks also translates to a heightened risk of fraud that will require increased professional scepticism, both from management and auditors.

To avoid duplication, areas of concerns and associated risks and examples of the issues to consider for both Council and audit, are those listed on **page one in the quarterly QAO Briefing Report** tabled separately.

Some of these risks also heightens the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of Mackay Regional Council.



### 3. Internal control issues



The following table summarises our reporting on deficiencies in internal controls. We note that for the year to date period to 30 April 2020, there were no Deficiencies identified, as defined at Appendix A to this report. Section 5 contains the status of prior year issues.

Internal control issues by COSO element	Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	
<b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	
<b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	
<b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	-	
<b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	
<b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	

**Our Ratings**

- Effective** - No significant deficiencies identified
- Partially effective** - One significant deficiency identified
- Ineffective** - More than one significant deficiency identified



## 4. Financial reporting issues and other matters



No new current year financial reporting issues or other matters were identified from our interim audit procedures through our audit as at 30 April 2020.



## 5. Prior year issues



### Deficiencies

Our risk ratings are as follows — refer to [our rating definitions](#) for more detail.

 **Significant deficiency**
 **Deficiency**
 **Other matters**

### Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Reference	Rating	Issue	Status
Internal control issues			
19IR-1		Superannuation on annual leave loading	Resolved
19IR-2		Trust account balances & prescribed requirements	Resolved
19CR-1		Non-compliance with procurement processes and policies for significant projects	Resolved
Financial reporting issues			
		No financial reporting issues identified	
Other matters			
		No other matters identified	



## 6. Appendix A — Our rating definitions



### Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	This requires immediate management action to resolve.
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	We expect management action will be taken in a timely manner to resolve deficiencies.
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	Our recommendation may be implemented at management's discretion.

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	This requires immediate management action to resolve.
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We expect management action will be taken in a timely manner.
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.



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#### **11.6.4. FURTHER EXTENSION OF AGREEMENT FOR LEASE - VMX WHITSUNDAY INC.**

**Author** Manager Property Services (Tony De Brincat)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Reference** 004255-172-CI

**Attachments** Nil

#### **Purpose**

To approve the request from VMX Whitsunday Inc to further extend their agreement for lease for a period of twelve months over Lot 172 on CI4255, known as L172 Mackay-Eungella Road, Benholme.

#### **Related Parties**

Executive Committee - VMX Whitsunday Inc.

#### **Corporate Plan Linkage**

Priority: Community Pride

Strategy: *Community facilities* - Provide community facilities to improve the liveability of the region ensuring equitable focus.

#### **Background/Discussion**

In August 2018, VMX were awarded via Council resolution, an agreement for lease of Lot 172 on CI4255, L172 Mackay- Eungella Road Benholme. The agreement for lease was for a twelve-month period, due to expire 31 January 2020. The agreement to lease was put in place to give the Club the opportunity to obtain all relevant planning approvals before the lease commences.

In December 2019, VMX requested an extension to the agreement to lease as they were unable to carry out the necessary works required on the site to further their investigations required as part of the planning approvals. Council approved a further six-month extension at its Ordinary Meeting held on 22 February 2020 which would take the extension to July.

In April 2020, VMX have again requested another extension to their agreement to lease, due to issues slowing/stopping progress, the Club have been unable to go on site to perform the necessary works to enable to investigations to proceed.

Should the agreement for lease be extended, then the existing conditions should remain:

1. The lessee (VMX) must obtain all necessary approvals in relation to the construction of the buildings or earthworks on the land.
2. The lessee (VMX) must obtain all other approvals required in relation to the permitted use of the land including a material change of use approval.
3. The lessee (VMX) must obtain the consent of the Minister for Natural Resources, Mines and Energy to the lease if Council notifies the lessee that consent is required.

The agreement for lease means that VMX cannot take possession of the land until the lease commences. Until then, the lessee and its consultants are allowed access to the land for the purpose of undertaking activities to make an application for the approvals noted above.

This includes access to conduct site inspections, testing, preparation of plans and surveys, erecting signs on the land for the purposes of a development application relating to the permitted use.

### **Consultation and Communication**

Consultation has occurred between representatives of VMX, Chief Executive Officer, Executive Officer, Director Organisational Services, Manager Property Services, Supervisor Land Operations - Property Services and Manager Development Assessment.

### **Resource Implications**

Any costs involved with the preparation of the legal documentation to extend the agreement for lease will be borne by VMX Whitsunday Inc.

### **Risk Management Implications**

The current agreement for lease expires 31 July 2020, Council will need to extend the agreement to lease to allow VMX to proceed with the requirements set out in the previous resolution, otherwise they cannot proceed with the lease.

### **Conclusion**

That providing VMX Whitsunday with an extension to their agreement for lease for a period of twelve months is the most advantageous outcome to Mackay Regional Council and the community.

### **Officer's Recommendation**

THAT Council agree to a twelve (12) month extension to the agreement for lease for VMX Whitsunday Inc, conditioned to:

- a) VMX will have a further twelve months from 31 July 2020 to meet Council planning, DNRME and Department of State Development Manufacturing Infrastructure and Planning requirements, and Minister's consent to the grant of the lease (Conditions Precedent).
- b) Subject to the Conditions Precedent being satisfied by the Sunset Date, Council will grant a lease for a 10 year term.
- c) Failure to obtain required approvals in this further extension period will result in the agreement for lease terminating and the lease not proceeding and no further extensions will be granted.

### **Council Resolution ORD-2020-118**

**THAT Council agree to a twelve (12) month extension to the agreement for lease for VMX Whitsunday Inc, conditioned to:**

- a) VMX will have a further twelve months from 31 July 2020 to meet Council planning, DNRME and Department of State Development Manufacturing Infrastructure and Planning requirements, and Minister's consent to the grant of the lease (Conditions Precedent).**
- b) Subject to the Conditions Precedent being satisfied by the Sunset Date, Council will grant a lease for a 10 year term.**

- c) **Failure to obtain required approvals in this further extension period will result in the agreement for lease terminating and the lease not proceeding and no further extensions will be granted.**

**Moved Cr Bonaventura**

**Seconded Cr Mann**

Cr Bonaventura felt this extension was the best result at this time noting that Council is giving VMX Whitsunday Inc this extra time to meet both Council's and other Government Department's planning requirements and lease conditions and suggests that they must be mindful that this is the last extension that will be granted.

**CARRIED**

### **11.6.5. LEASE OF LAND - MACKAY CROQUET CLUB INC.**

**Author** Manager Property Services (Tony De Brincat)  
**Responsible Officer** Director Organisational Services (Kylie Lamb)  
**File Reference** 239851-532-SP

**Attachments** 1. Att 1 MADI Image [11.6.5.1 - 1 page]

#### **Purpose**

To approve a new Trustee lease for Mackay Croquet Club Inc (MCCI), for a total area of approx. 5949m<sup>2</sup> being part of Lot 532 on SP239851, known as 105 Juliet Street, South Mackay for a period of 10 years.

#### **Related Parties**

Executive Committee - Mackay Croquet Club Inc

#### **Corporate Plan Linkage**

Priority: Community Pride

Strategy: *Community facilities* - Provide community facilities to improve the liveability of the region ensuring equitable focus.

#### **Background/Discussion**

MCCI was established in 1908 and have leased this site from Council since 1980. Their existing lease commenced in July 2000 and is due to expire on 30 June 2020. In recent years, MCCI have established a sub-lease with Mackay Cricket Association who also utilise the grounds and work closely with MCCI to keep the fields maintained.

Discussions held with MCCI regarding their membership and financial situation supports the sustainability of the long-standing club and application for renewal of their lease.

According to Section 236 (1) (b) (ii) of the *Local Government Regulation 2012*, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the valuable non-current is disposed of to a community organisation." Therefore, Council is not required to tender this before leasing the property.

#### **Consultation and Communication**

Consultation has occurred between representatives of MCCI, Manager Property Services and Supervisor Land Operations - Property Services and Sport & Recreation Development Officer - Community Lifestyle.

#### **Resource Implications**

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

The lease will be a standard 'Trustee' lease inclusive of rental in accordance with the Community Leasing Policy and other like conditions.

### **Risk Management Implications**

MCCI are a well known and a well-established sporting group in the Mackay region, should the lease not be approved, both the community and region would not be able to benefit from the opportunities that arise from such a group and facility.

### **Conclusion**

That approving the new lease to the Mackay Croquet Club Inc and subsequent sub-lease to Mackay Cricket Association who have shown a long-term commitment to the land, its infrastructure and the local community is the most advantageous outcome to Council.

The lease will be signed under delegation once finalised.

### **Officer's Recommendation**

THAT the Council -

- a) Resolves that an exemption applies under Section 236 (1) (b) (ii) of the Local Government Regulation 2012, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the valuable non-current is disposed of to a community organisation."
- b) AND THAT Council approve a new lease for Mackay Croquet Club Inc and subsequent sub-lease for Mackay Cricket Association for a total area of approx. 5949m<sup>2</sup> being part of Lot 532 on SP239851, 105 Juliet Street, South Mackay for a period of ten (10) years with such lease to commence on signing and be a standard "Trustee" lease.

### **Council Resolution ORD-2020-119**

THAT the Council -

- a) **Resolves that an exemption applies under Section 236 (1) (b) (ii) of the Local Government Regulation 2012, "a local government may dispose of a valuable non-current asset other than by tender or auction if – the valuable non-current is disposed of to a community organisation."**
- b) **AND THAT Council approve a new lease for Mackay Croquet Club Inc and subsequent sub-lease for Mackay Cricket Association for a total area of approx. 5949m<sup>2</sup> being part of Lot 532 on SP239851, 105 Juliet Street, South Mackay for a period of ten (10) years with such lease to commence on signing and be a standard "Trustee" lease.**

**Moved Cr Bella**

**Seconded Cr May**

Cr Bella noted there are sports that are very valuable to sections of the community and also provides participants with a very important social outlet.

Cr Bonaventura noted that the Croquet Club has been established since 1908 and has been at its current site since 1980.

**CARRIED**



## 12. RECEIPT OF PETITIONS

Nil

## 13. TENDERS

Nil

## 14. CONSIDERATION OF NOTIFIED MOTIONS

### 14.1. AMENDMENT TO REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY NO 002

#### Notified Motion – Amendment to Reimbursement of Expenses and Provision of Facilities for Councillors Policy No 002

**Author** Executive Officer – David McKendry  
**Responsible Officer** Chief Executive Officer – Craig Doyle  
**File Reference** Councillors General

**Attachments**

1. Comparison Document – Reimb of Councillor Expenses
2. Townsville – Councillor Reimbursement of Expenses Policy
3. Rockhampton – Expenses Reimbursement and Provision of Facilities for Mayor and Councillors – Policy
4. Cairns – Expenses reimbursement and support for elected representatives – General Policy

#### Purpose

After initially being tabled at the Ordinary Meeting of 27 May 2020 and being laid on the table pending supply of further information, to re-present for consideration an agenda item as requested by Cr Jones related to proposed changes to the Council Policy - Reimbursement of Expenses and Provision of Facilities for Councillors Policy No 002 (Policy).

#### Related Parties

N/a

#### Corporate Plan Linkage

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

Under the provisions of clause 6.3 of Council's Standing Orders, any Councillor has the ability to request that a matter be included on a Council meeting agenda.

Cr Jones had advised of her desire for a Notified Motion and same was presented to the Ordinary Meeting of 27 May 2020, at which time Council passed the following procedural motion –

***THAT the report lay on the table until the meeting of 10 June 2020 to enable policy information from comparative Council's including Cairns, Townsville and Rockhampton to be presented as supporting information.***

***Moved Cr May***

**CARRIED**

The initially proposed Notified Motion by Cr Jones was as below - -

***THAT the Mackay Regional Council amends Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors by removing the below listed provisions –***

- ***6.1.2 Discretionary Professional Development***
- ***6.6 Hospitality***
- ***6.12 Uniforms and Safety Equipment (excluding removal of the safety equipment provision)***

***FURTHER THAT the Mackay Regional Council amends Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors by grouping the below listed categories under the heading of Provision of Facilities (6.8) in keeping with the reporting in the Annual Report –***

- ***6.8 Provision of Facilities***
- ***6.9 Administrative Tools and Access to Council Office***
- ***6.10 Home Office***
- ***6.11 Maintenance costs of Council owned equipment***
- ***6.12 Uniforms and Safety Equipment***
- ***6.14 Car Parking Amenities***
- ***6.15 Telecommunication Needs – Mobile Phones***

With the opportunity to revisit, Cr Jones has advised of her desire to reword the Notified Motion as below –

***THAT the Mackay Regional Council amends Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors by removing the below listed provisions –***

- ***6.1.2 Discretionary Professional Development***
- ***6.6 Hospitality***
- ***6.12 Uniforms and Safety Equipment (excluding removal of the safety equipment provision)***

***FURTHER THAT the Mackay Regional Council requests that officers present an amended Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors to align the headings within the policy with the headings used for reporting under the Annual Report for Councillor Expenses.***

Under the provisions of Section 249 and 250 of the Local Government Regulation 2012 (Regulation), Council must adopt an expenses reimbursement policy. Council at its statutory post-election meeting of 22 April 2020 adopted the latest version of the Policy.

At the time of adoption Cr Jones supported the adoption however flagged her intention to bring to Council a Notified Motion highlighting that in these difficult times the community expects Council to do what it can to reduce costs.

In support of the procedural motion requesting the presentation of further information, the following documents are presented –

1. Comparison Document – Reimb of Councillor Expenses
2. Townsville – Councillor Reimbursement of Expenses Policy
3. Rockhampton – Expenses Reimbursement and Provision of Facilities for Mayor and Councillors – Policy
4. Cairns – Expenses reimbursement and support for elected representatives – General Policy

The associated Council policies have been taken from web-sites. The comparison document solely focuses on the points raised within Cr Jones' report, and is not an overall comparison of all aspects of the policies.

### **Consultation and Communication**

- Cr Jones
- Financial Services

### **Resource Implications**

Costs associated with the Policy are allowed for within annual Budgets. It should be noted that all costs incurred under the Policy are recorded against individual Councillors and reported in total within the Annual Report.

For the four (4) year period between 2016-2020 Council term the following are the actual costs incurred against each identified area for all Councillors for that four (4) year period –

#### Discretionary Professional Development

- \$10,000

#### Hospitality

- \$234.78 (noting that no allowances were paid, with this amount being reimbursement of costs for hosting of Dinners etc)

#### Uniforms (excluding safety equipment)

- \$955.78

Any costs associated with a revised version of the Policy would be internal staff costs.

### **Risk Management Implications**

Nil

### **Conclusion**

Cr Jones has requested that a Notice of Motion be considered and same is presented with background information for consideration by Council, including the extra information as requested from the Council Meeting of 27 May 2020. Noting that this background information was circulated to all Councillors by Cr Jones by email on 9 May 2020.

### **Officer's Recommendation**

**THAT Council considers the Notified Motion by Cr Jones of –**

***THAT the Mackay Regional Council amends Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors by removing the below listed provisions –***

- ***6.1.2 Discretionary Professional Development***
- ***6.6 Hospitality***
- ***6.12 Uniforms and Safety Equipment (excluding removal of the safety equipment provision)***

***FURTHER THAT the Mackay Regional Council requests that officers present an amended Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors to align the headings within the policy with the headings used for reporting under the Annual Report for Councillor Expenses.***

Cr Jones requested that she be allowed to split the motion.

#### **Council Resolution ORD-2020-120**

***THAT the Mackay Regional Council amends Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors by removing the below listed provisions –***

- ***6.1.2 Discretionary Professional Development***
- ***6.6 Hospitality***
- ***6.12 Uniforms and Safety Equipment (excluding removal of the safety equipment provision)***

**Moved Cr Jones**

**Seconded Cr Bonaventura**

Cr Jones requested all Councillors accept amendments to the Reimbursement Policy noting that although it has only been minimally used over the last four years, it does have the potential to cost Council a significant amount. Cr Jones believes that in light of the challenging year to date, the community will be looking to Council to make cost savings.

Cr Mann spoke against the motion and in particular against the removal of Discretionary Professional Development as it is a process of improving and increasing capabilities through access to education and training opportunities.

Cr Bonaventura spoke in support of the motion noting that Council had agreed not to accept the pay-rise offered by the Local Government Remuneration Commission which is a savings to Council this year of \$27,258. Cr Bonaventura noted that Cr Jones' motion is proposing potential savings off in excess of \$100,000 and he believes that Councillors need to support ratepayers and take this small cut.

Cr May spoke against the motion, thanked Council officers for providing additional information requested and noted that Mackay Regional Council takes a very conservative view of the reimbursement of expenses in comparison to other Councils. Cr May felt it was imperative that Councillors have the opportunity to develop their skills and expertise. Cr May suggested that the whole policy should be reviewed rather than taking sections from it and urged all Councillors not to support this motion.

Cr Green spoke against the motion sharing her thoughts on the role of a uniform. Cr Green felt the uniform helps to provide identity in relation to the organisation and encourages people to approach as well as encouraging a feeling of equity and a sense of pride among all who wear it.

Cr Englert spoke against the motion noting that it is important for Councillors to have access to professional development in order to understand and make informed decisions and felt that it would be hypocritical of this Council to disallow Councillor professional development when previous Councils have had access to it.

Cr Bella noted his strong resentment and did not believe his decision holds him up to be labelled a hypocrite and suggested Cr Englert be reprimanded.

Mayor Williamson asked Cr Englert if his remark was directed at any Councillor.

Cr Englert advised that he had premised his comments with it's my opinion.

Mayor Williamson noted that Cr Englert would be very well aware of the Councillor Code of Conduct and advised that he was skating on thin ice.

Cr Jones exercised her right of reply noting that this is the Councillors policy to allow reimbursement of themselves on top of their annual income for expenses incurred and noted the comparison with other Councils in relation to these items. Cr Jones requested Councillors be proactive and take the opportunity to remove these items from the budget allowing the money to be used for other community infrastructure and projects.

**LOST**

**Crs Englert, Green, Hassan, Mann, May, Seymour, Townsend and Williamson recorded their vote against the Motion.**

#### **Council Resolution ORD-2020-121**

***THAT the Mackay Regional Council requests that officers present an amended Policy No 002 - Reimbursement of Expenses and Provision of Facilities for Councillors to align the headings within the policy with the headings used for reporting under the Annual Report for Councillor Expenses.***

**Moved Cr Jones**

**Seconded Cr Bonaventura**

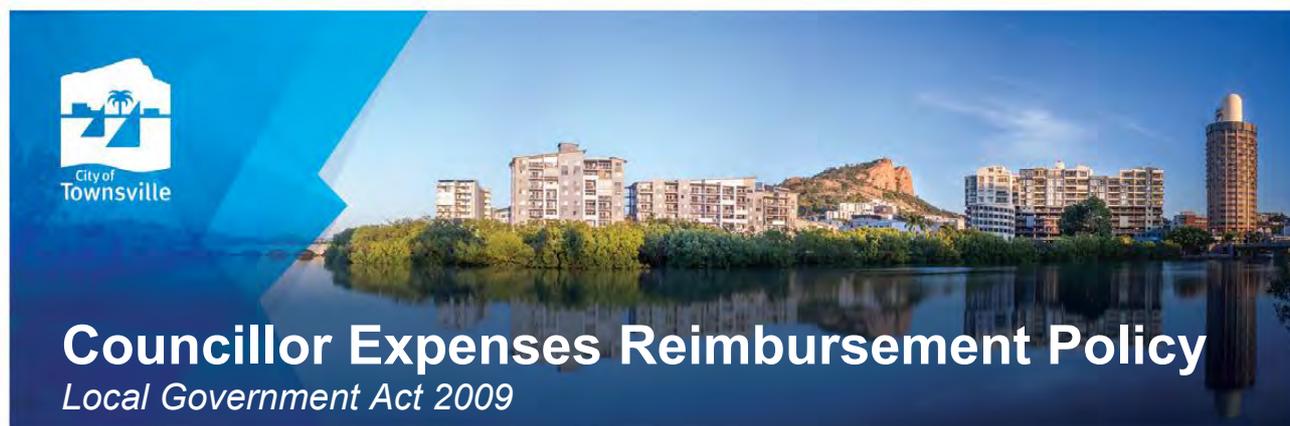
Cr Jones noted the motion was self explanatory and had been put forward to ensure openness and transparency and for the community to be able to understand what is spent in the reimbursement policy, the heading needs to be modified.

Cr Bonaventura noted that this motion was about improving our recording, especially for the purpose of improving our reporting in our Annual Report and requested that in the interest of transparency this motion be supported.

Cr Williamson noted that he could see no reason why this motion could not be supported as it is a straight forward request.

**CARRIED UNANIMOUSLY**

Content	Mackay Regional Council	Rockhampton Regional Council	Townsville City Council	Cairns Regional Council
<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• Reimb of private vehicle usage at ATO mileage rates</li> <li>• Access to MRC vehicle for official business travel if required.</li> <li>• Mayor's Vehicle - below luxury car threshold as determined by ATO</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors provided with a council vehicle for official business use to the value of \$35,000 (excluding Mayor)</li> <li>• Mayoral vehicle valued to \$65,000</li> <li>• Councillors may elect to have limited private use of a Council vehicle and must reimburse council an annual amount of \$4,153.43</li> </ul>	<ul style="list-style-type: none"> <li>• If Councillor elects not to receive a council-leased vehicle - payment will be per kilometer rate as set by the ATO.</li> <li>• Limited use around Townsville LG area</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors use vehicles provided by council for official business.</li> <li>• If councillors use private vehicle - reimbursement as per rates by the Qld Local Government Officers Award(Federal)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Mandatory Professional development - covered by Council</li> <li>• Discretionary development - \$5,000 per Councillor</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor - No Limit</li> <li>• Deputy Mayor - \$10,000 per year</li> <li>• Committee Chairs - \$7,000 per year</li> <li>• Councillors - \$5,000 per year</li> </ul>	<ul style="list-style-type: none"> <li>• Budget approved on an annual basis - no limit identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Council reimburses training costs for course</li> </ul>
<b>Travel Expenses</b>	<ul style="list-style-type: none"> <li>• Will pay reasonable expenses for necessary business</li> <li>• Will pay reasonable expense for overnight accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>• Economy Class unless for long range flights. These must be approved by CEO.</li> <li>• Flights booked in accordance with timeframe scheduling</li> <li>• Accommodation - Best Price value and convenience to conference</li> <li>• Conference packaging to be utilised for cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Economy class where possible but may approve business class for certain circumstances</li> <li>• Accommodation will be best price value</li> <li>• Conference packaging to be utilised for cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Economy class to be booked were possible.</li> <li>• Accommodation to be paid for all Council official business if they are required to stay overnight.</li> </ul>
<b>Meal Allowance when travelling</b>	<ul style="list-style-type: none"> <li>• Breakfast - \$26</li> <li>• Lunch - \$30</li> <li>• Dinner - \$50</li> <li>• No alcohol</li> </ul>	<ul style="list-style-type: none"> <li>• Breakfast - \$50</li> <li>• Lunch - \$50</li> <li>• Dinner - \$100</li> </ul>	<ul style="list-style-type: none"> <li>• Reimbursed for actual cost of meals</li> <li>• Expenses to be reasonable</li> <li>• No alcohol</li> </ul>	<ul style="list-style-type: none"> <li>• Reimbursed for meals whilst travelling out side of region.</li> </ul>
<b>Hospitality</b>	<ul style="list-style-type: none"> <li>• Councillors &amp; Deputy Mayor - \$500 per annum</li> <li>• Mayor - \$6,000 per annum</li> </ul>	<ul style="list-style-type: none"> <li>• As per allocation of funding in annual budget</li> </ul>	<ul style="list-style-type: none"> <li>• Will be reimbursed as deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Not referenced in Policy</li> </ul>
<b>Uniforms</b>	<ul style="list-style-type: none"> <li>• Uniform allowance as per staff policy</li> <li>• Blazer, Tie or Scarf</li> <li>• PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all PPE</li> <li>• May be provided with corporate uniform comprising of five items, a blazer and name badge</li> </ul>	<ul style="list-style-type: none"> <li>• Not referenced in Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Not referenced in Policy</li> </ul>
<b>Mobile Phones</b>	<ul style="list-style-type: none"> <li>• Councillors to provide own mobile</li> <li>• Mobile phone package paid by MRC to the value of \$135</li> </ul>	<ul style="list-style-type: none"> <li>• \$15 per day whilst travelling on Council business</li> </ul>	<ul style="list-style-type: none"> <li>• Not referenced in Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phones provided</li> </ul>



## 1. POLICY STATEMENT

The purpose of this policy is to provide guidance for reimbursement of reasonable expenses incurred by councillors in discharging their duties and responsibilities.

## 2. PRINCIPLES

This policy ensures that the council's reimbursement of expenses incurred by councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Support is provided to Councillors when carrying out their roles, and should be fairly compensated in accordance with statutory requirements and community expectations.

This policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

## 3. SCOPE

This policy applies to all councillors for the reimbursement of expenses incurred, by them in undertaking their responsibilities.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.

## 4. RESPONSIBILITY

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by all councillors and relevant workers.

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## 5. DEFINITIONS

**Budget allocation** – means the budget allocation for Councillor expenditure will form part of the Community Engagement section's budget. Council will approve the upper limit of funding of all forms of professional development, training and representation of council and attendance at other forms of conferences, workshops and the like in its annual budget or as determined by resolution from time to time.

**Council business** – means the official business of a councillor as generally described in section 12 of the *Local Government Act 2009*. Council business should result in a benefit being achieved either for the local government and/or the local government area.

*\*\* Participating in a community group event or being a representative on a board not associated with council is not regarded as council business.*

**Entertainment and hospitality** – means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment and Hospitality Expenditure Policy.

**Professional development** – includes study opportunities, attendance at industry workshops, courses, seminars and conferences that improves councillors' skills and knowledge relevant to their responsibilities as councillor.

**Training** – means any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.

**Reasonable** – includes what would be perceived as prudent, responsible and acceptable to the community.

**Workers** – includes employees, contractors, volunteers and all others who perform work on behalf of council.

## 6. POLICY

The council will reimburse councillors for expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without express approval from the Chief Executive Officer.

When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to any relevant budget allocation.

### EXPENSE CATEGORIES

#### 6.1 COUNCIL BUSINESS

The council will reimburse relevant expenses incurred in undertaking council business which includes:

- Preparing, attending and participating in council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Attending civic functions or civic events to perform official duties or as an official council representative;
- Attending public/community meetings, presentation dinners and annual general meetings where invited as a councillor;
- Attending a community to represent Townsville City Council;

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- For the Mayor or representative in an official capacity, representing council at ordinary meetings, annual general meetings, annual or bi-annual conferences of the North Queensland Local Government Association branch (NQLGA), Local Government Association of Queensland (LGAQ) and Australian Local Government Association (ALGA) are considered council business. The reasonable expenses incurred by any other councillor attending these events will be reimbursed only if the councillor's attendance has been approved by the council.

## 6.2 PROFESSIONAL DEVELOPMENT

The council will reimburse expenses incurred for council-approved professional development.

Council will endeavour to provide councillors with the opportunity to attend conferences, seminars, courses and workshops within the available budget. A register of councillor attendance and expenditure at professional development events will be maintained for equity and accountability purposes, and made available to councillors.

A budget for councillor's professional development expenditure will be approved on an annual basis as part of budget deliberations.

## 6.3 TRAINING

Attendance at the following annual training programs will be approved as part of the annual budget and includes councillor induction and orientation programs, the annual Elected Members Update (EMU) program facilitated by the LGAQ, programs facilitated by the Queensland and Australian State Governments and the Australian Institute of Company Directors Diploma Course. Councillors' individual training budgets will not be debited for these expenses.

Any additional training programs other than those listed above will require approval from the council or Chief Executive Officer.

## 6.4 TRAVEL EXPENSES

The council will reimburse local, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals) deemed necessary for undertaking council business and approved professional development. Travel expenses will be debited against the individual councillor's budget allocation.

Councillors must travel via the most direct route, using the most economical and efficient mode of transport. The amount of the reimbursement will be the actual amount expended by the councillor.

NOTE: Any fines incurred while travelling in council-leased vehicles, privately owned vehicles or rental vehicles when attending to council business will be the responsibility of the councillor incurring the fine.

### FLIGHT BOOKINGS

All councillor travel approved by council will be booked and paid for by council. Economy class is to be used where possible although council may approve business class in certain circumstances.

Airline tickets are not transferable and can only be procured for the councillor's travel on council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner accompanying the councillor).

### TRAVEL TRANSFER COSTS – CABCHARGE, PUBLIC TRANSPORT TICKETS (RAIL, FERRY, BUS)

Councillors will be provided with Cabcharge cards for use where they are required to travel by taxi to undertake duties relating to the business of council.

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Any other travel transfer expenses (e.g. trains, buses and ferry fares) associated with travel will be reimbursed on production of original receipts.

### HIRE CAR

The requirement for a hire car should be identified at the time of seeking council approval for travel. Any subsequent need for a hire car must be approved by the Chief Executive Officer.

### PRIVATE VEHICLE USAGE

When a councillor elects not to receive a council-leased vehicle (under the Councillor Facilities Policy), payment for use of the Councillor's private vehicle on council business will be reimbursed on a kilometer rate as set out in the Australian Taxation Office allowable deductions for motor vehicles.

A councillor's private vehicle usage will be reimbursed by council if the claim for mileage is substantiated with log book details, and:

- the travel is within the Townsville local government area and was for council purposes; or
- the travel has been approved by the council and the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers. (If the claim does exceed those flight and taxi costs, then the reimbursement will be limited to the value of the flight and taxi costs).

### ACCOMMODATION

All councillor accommodation for council business will be booked and paid for by council.

Accommodation should be selected that provides:

- council with the best price value; and
- convenient to the conference/meeting.

When attending conferences, councillors must take advantage of (any cost savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by council.

Council may approve alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity to the event venue.

One night's accommodation prior to the event will only be approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure. It is the councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement must be sought using a travel expenses claim form and will not be approved without original receipts.

### MEALS

Councillors will be reimbursed for the actual cost of meals, associated with official business, when:

- the councillor incurs the cost personally;
- the meal was not provided within the registration costs of the approved activity/event/travel;
- the councillor can produce original documents sufficient to verify the actual meal cost and
- the expenses are reasonable.

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If a councillor cannot produce a receipt for a meal they have purchased then a statutory declaration must be completed to claim the reimbursement.

No alcohol will be paid for by council

### **INCIDENTAL EXPENSES FOR OVERNIGHT TRAVEL**

Councillors will be reimbursed for incidental items necessary for travel.

Incidental expenses will be reimbursed to councillors after the event on receipt of original receipts, except where the councillor has applied for reimbursement of incidental expenses consistent with the capped amounts contained in the corporate travel procedure established by the CEO from time to time

### **TRAVEL INSURANCE**

Council has travel insurance arrangements in place that cover all councillors on authorised council business, conferences and courses etc. Full policy details can be obtained from Financial Services.

### **6.5 HOSPITALITY EXPENSES**

Councillors will be reimbursed hospitality expenses deemed necessary in the conduct of council business and in accordance with the allocated annual budget.

All claims for entertainment and hospitality expenses reimbursement (including partners) must be in accordance with council's Entertainment and Hospitality Expenditure Policy.

### **6.6 COMMUNICATION EXPENSES**

All communication must comply with council's Advertising and Media Relations policies.

### **6.7 ACCOUNTABILITY**

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's Annual Report and will include:

- the provision of copies of council resolutions resolving to reimburse expenses to councillors;
- a copy of this policy;
- the amount of expenses (including conferences and seminars, travel, advertising meals and hospitality) incurred by each individual councillor;
- details of any overseas travel including councillor names, dates of travel, destination, purpose and all associated costs;
- travel to be booked through Council's contracted travel provider unless approved by CEO.

All claims for expenses reimbursement will only be processed using council's approved claim forms with original receipts attached. No claims will be processed through council's petty cash system.

A quarterly report will be provided to councillors detailing expenses in each of the categories that have been reimbursed.

## **7. LEGAL PARAMETERS**

*Local Government Act 2009*

*Local Government Regulations 2012*

*Income Tax Assessment Act 1997*

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## 8. ASSOCIATED DOCUMENTS

Advertising Spending Policy  
Community Engagement Policy  
Entertainment and Hospitality Expenditure Policy  
Motor Vehicle Policy  
Councillor Facilities Policy  
Taxation Rulings issued by the Australian Taxation Office  
Travel Policy – Council Officers  
Travel Procedures – Council Officers  
Expense Claim Reconciliation Form  
FBT Record Keeping and Reporting Guidelines

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# EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

## STATUTORY POLICY



### 1 Scope

This policy applies to Councillors of Rockhampton Regional Council. This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

### 2 Purpose

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

### 3 Related Documents

#### 3.1 Primary

*Local Government Regulation 2012*

#### 3.2 Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

Civic Events Policy

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Notice of Incident – Insurance Purposes (Internal)

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

### 4 Definitions

To assist in interpretation, the following definitions apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.

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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete). Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments). Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Entertainment or Hospitality Expense	The expense to Council of providing an entertainment or hospitality service.
Entertainment or Hospitality Service	Includes the following: (a) Entertaining members of the public in order to promote a local government initiative or project; and (b) Providing food or beverages: (i) To a person visiting council in an official capacity; or (ii) For a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

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Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

## 5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and have Council business expenses paid or reimbursed to enable them to perform their duties.

Payment or reimbursement of expenses and provision of facilities for Councillors is:

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to budget provisions.

Family members, including partners, of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

This policy is deemed to be a "procedure" for the purposes of section 250(1) of the *Local Government Regulation 2012*.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution. If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

### 5.1 Expense Categories

#### 5.1.1 General Council Business

Council pays or reimburses expenses incurred in undertaking Council business which includes:

- (a) Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- (b) Attending civic functions or civic events to perform official duties or as an official council representative;
- (c) Attending public/community meetings, presentation dinners and annual general meetings where invited as a Councillor; or
- (d) Attending a community event where a formal invitation has been received.

#### 5.1.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development:

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
  - (i) Mayor No limit
  - (ii) Deputy Mayor \$10,000 per year
  - (iii) Committee Chairs \$7,500 per year
  - (iv) Councillors \$5,000 per year

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If a Councillor exceeds the above limits and wishes to attend discretionary training, a Council resolution is required.

### 5.1.3 Travel Expenses

If in line with budget allocation, Council pays or reimburses local, interstate and overseas travel expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy provided the expenses are deemed necessary for undertaking Council business or training.

The following travel expenses must be approved by Council resolution:

- (a) All international travel and associated costs; and
- (b) Expenses incurred outside of current budget allocation.

Councillors must take into consideration the value and benefit to Council of an activity before deciding whether or not to attend an activity.

Details of all proposed flights, accommodation, hire car and other known travel expenses must be completed on a Travel and Conference Proposal Form and submitted prior to travel. All travel arrangements must be coordinated with Committee Support.

#### 5.1.3.1 Flights

Airline bookings are made with respect to convenience of scheduling, and where practical, to take advantage of discounted air fares.

Standard of air travel is economy class however when Councillors are required to travel on long range flights the CEO may approve travel other than economy class.

#### 5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

- (a) The best price value; and
- (b) Convenience to the conference/meeting.

In determining accommodation locations and standards for all Councillors, every effort is made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

When attending conferences, Councillors should utilise the costs savings from any package provided by conference organisers. Alternative accommodation arrangements may be chosen taking into account the total costs, location, value for money, convenience and safety.

One night's accommodation prior to the event is only approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure.

#### 5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for Council business is only acceptable where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for Council business.

Any use of private motor vehicles must be approved by the CEO prior to the commencement of travel.

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Where a Councillor utilises their own vehicle to attend an activity, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

#### **5.1.3.4 Parking and Associated Fees**

Council reimburses parking costs where a vehicle has incurred fees (excluding infringement notices) whilst attending an activity.

#### **5.1.3.5 Public Transport/Taxi Fares**

Council reimburses the cost of travel to and from activities. Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

#### **5.1.3.6 Conference Proceedings**

Council reimburses the cost of conference proceedings where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

#### **5.1.3.7 Laundry/Dry Cleaning**

Council reimburses the cost of laundry/dry cleaning charges when the Councillor's travel exceeds four consecutive days.

#### **5.1.3.8 Business Telephone Calls, Facsimiles and Postage**

Council reimburses the cost of official business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage.

#### **5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones**

Council recognises the personal sacrifice of travelling for Council business and the impact it has on family life. In recognition of this, personal calls are allowed to a maximum of \$15.00 per day.

#### **5.1.3.10 Meals**

If breakfast is able to be purchased at the place of accommodation and can be charged to the room account, the standard hotel breakfast rate is covered.

If not included as part of the activity or accommodation package, the cost of meals allowable is up to:

- (a) Breakfast     \$50.00
- (b) Lunch         \$50.00
- (c) Dinner        \$100.00

Meal allowances must be utilised independently for each meal type per day and not to be added together for one meal.

Should the Councillor choose not to attend a provided meal, then the full cost of the alternative meal is to be met by the Councillor.

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**5.1.3.11 Non Allowable Expenditure**

As a guide, expenses not normally reimbursed at home, are not reimbursed when travelling. The following expenses are not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Travel costs not applicable to the approved activity;
- (m) In-flight and in-house movies;
- (n) In-house or external entertainment not directly related to the approved activity;
- (o) Personal gifts, goods or services purchased;
- (p) Costs incurred for family members (partners and children):
  - (i) Meals;
  - (ii) Travel;
  - (iii) Incidentals, for example, laundry, in-house video hire;
  - (iv) Partner's programme; and
- (q) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

**5.1.3.12 Other Travel Matters****5.1.3.12.1 Travel Insurance**

Councillors are covered by Council insurance while travelling on authorised Council business. Details of cover may be obtained from the Manager Corporate and Technology Services

If the level of cover is considered by the Councillor to be inadequate for their personal requirements, additional insurance can be obtained at the Councillor's expense.

**5.1.3.12.2 Local Government Workcare**

Councillors engaged in travel on authorised Council business, including intrastate, interstate or overseas travel are entitled to the statutory protection of WorkCare, as in the normal course of employment.

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Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

#### **5.1.3.12.3 Extended Personal Travel**

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, all additional costs and arrangements is the responsibility of the Councillor.

#### **5.1.3.12.4 Travel by Family Members**

A Councillor may choose to have a companion travel with them to an activity. The Councillor is responsible for charges over and above the standard Council rate for one adult travelling, for example, standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

#### **5.1.3.12.5 Rewards Programs**

Councillors may accumulate reward points for travel for business and/or personal use as a result of travel in the course of their duties. Councillors are to use their best endeavours to allocate rewards points accumulated in the course of their duties for future Council business travel.

#### **5.1.3.12.6 Non-Attendance**

It is the Councillor's responsibility to ensure they undertake the approved confirmed attendance, travel and/or accommodation booked.

Council reserves the right to recoup costs incurred for the failure of such attendance.

#### **5.1.3.12.7 Purchase Cards**

Councillors must not use corporate purchase cards to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Councillor's control.

#### **5.1.3.12.8 Additional Expenses**

Any additional costs not covered by this policy may be approved by the CEO provided the costs are fully substantiated and receipts or declarations of all expenditure incurred are provided on the Declaration of Travel Expenses Form.

#### **5.1.3.12.9 Claiming and Declaration of Travel Expenses**

It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return.

Expenses incurred during travel on Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel.

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## 5.2 Entertainment and Hospitality Expenses

Council recognises that there are circumstances where incurring entertainment and hospitality expenses are appropriate in the conduct of local government business. As Council is a publicly funded body, Council must ensure entertainment and hospitality expenses are incurred for the purpose of Council operations, and a high standard of accountability for funds are maintained.

Entertainment or hospitality expenses incurred by Councillors must be:

- (a) for official purposes;
- (b) properly documented with the purpose identified;
- (c) available for scrutiny by both internal and external audit;
- (d) be appropriate and responsible and withstand the public defensibility test; and
- (e) in accordance with the adopted budget.

Entertainment or hospitality expenses incurred by Councillors must be within the allocation of funding in the annual budget.

### 5.2.1 Approved Entertainment and Hospitality Expenditure

Entertainment and hospitality expenditure is allowed where it is considered important for the conduct of public business and/or facilitating corporate and professional relationships.

#### 5.2.1.1 CEO Approval

Where practicable, entertainment and hospitality expenses must be approved by the CEO prior to spending funds.

When approving the claim, the CEO considers the following:

- (a) the frequency of claims;
- (b) factors such as accepted community practice or standard;
- (c) be satisfied it is reasonable;
- (d) includes appropriate documentary evidence; and
- (e) whether the claim withstands the public defensibility test.

#### 5.2.1.2 Expenditure Limit

Provided entertainment and hospitality expenses are incurred in accordance with the requirements of this policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

- (a) \$6,000 per annum for the Mayor; and
- (b) \$1,200 per annum for each Councillor.

Hospitality expenses related to official receptions and other functions organised by Council are excluded from the expenditure limits mentioned above and are met from relevant approved budgets.

#### 5.2.1.3 Use of Corporate Purchase Card

A Councillor issued with a corporate purchase card in the name of Council may use this card to pay for entertainment and hospitality expenses subject to the terms and conditions of the card.

#### 5.2.1.4 Reporting

Entertainment and hospitality expenses are charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to goods and services tax and fringe benefits tax.

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### 5.3 Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than prescribed by Council, any difference in cost must be met by the Councillor.

Facilities provided to Councillors remain Council's property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

#### 5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

##### 5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor and Deputy Mayor are provided with a dedicated office in the Rockhampton City Hall.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public.

##### 5.3.1.2 Support

The Mayor is provided with a coordinator, an administration officer and a communications officer.

The Deputy Mayor and Councillors are provided with two and two thirds shared administrative support officers as determined by the CEO.

##### 5.3.1.3 Computer

Councillors are provided with a laptop computer for Council business use.

An iPad or similar tablet type mobile device is made available on request to the CEO.

##### 5.3.1.4 Photocopier and Paper Shredder

Councillors are entitled to access photocopiers and paper shredders for business use at the various Council offices.

Access to domestic photocopiers/scanners may be provided for the home based offices, on request to the CEO.

##### 5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

##### 5.3.1.6 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO.

It is recognised that community obligations and demands on the Mayor, Deputy Mayor and Councillors are such that generally all calls are deemed to be Council business. Therefore, the Mayor, Deputy Mayor and Councillors are entitled to have the full cost of Council business related mobile devices charges paid by Council.

##### 5.3.1.7 Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

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**5.3.1.8 Advertising**

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

**5.3.1.9 Community Consultation**

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the Region in general. If a Councillor chooses to undertake more community consultation than the consultation approved by Council, the Councillor must pay the costs of the further consultation.

**5.3.1.10 Other Equipment**

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.3.1.3) comprising of a:

- (a) Laptop docking station;
- (b) Printer;
- (a) Computer screen;
- (c) Lockable filing cabinet;
- (d) Desk and chair; and
- (e) Internet access for business use only.

**5.3.1.11 Personal Protective Equipment, Uniforms and Name Badge**

Councillors are provided with any personal protective equipment such as overalls, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniforms comprising five items, a blazer and a name badge if required.

**5.3.1.12 Maintenance**

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

**5.3.2 Vehicles****5.3.2.1 Vehicle Allowance**

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official business use, up to Council's fleet purchase price of \$35,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$65,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

During the term of Council, a Councillor or Mayor may make a request to the CEO to change vehicle arrangements providing it is cost neutral for Council. Should there be excessive costs to Council, the CEO may refuse the request or require the Councillor to reimburse such costs.

**5.3.2.2 Greenhouse Gas Emissions**

Council provided vehicles must meet the requirements of the Fleet Vehicle Greenhouse Gas Emissions Reduction Policy.

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### 5.3.2.3 Private Use

Councillors may elect to have limited private use of a Council vehicle, however are required to contribute to private use operating and FBT costs. This can be contributed post-tax or salary sacrificed pre-tax pending any changes to applicable taxation laws.

Private use of Council vehicles is limited to within 100km of the Region's boundaries. Any private use outside of these boundaries requires a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4153.43 plus yearly Council plant hire increases.

Reimbursement is not required for any business travel.

It is considered that all vehicle use by the Mayor is deemed to be Council business use, therefore this requirement to calculate private use is not applicable.

### 5.3.2.4 Conditions of Use

#### 5.3.2.4.1 Roadworthiness and Appearance

It is the Councillor's responsibility to ensure the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is doubt as to its roadworthiness.

It is a Councillor's responsibility to ensure:

- (a) servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;
- (b) the vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (c) regular maintenance including fluid and tyre pressure checks are carried out; and
- (d) obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

#### 5.3.2.4.2 Authorised Drivers

Unless an emergency exists, the following are authorised drivers of a Council vehicle:

- (a) the Councillor allocated to that vehicle;
- (b) the Councillor's spouse or partner;
- (c) any other licensed driver, provided the Councillor is in the vehicle at the time; or
- (d) another licensed Council employee or Councillor for work related travel.

#### 5.3.2.4.3 Refuelling of Vehicles

Vehicles are to be refuelled at Council's preferred supplier's service station using the supplied fuel card.

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**5.3.2.4.4 Infringements**

Council is not liable to pay any fine or costs incurred by the driver of a Councillor allocated vehicle if that person infringes against Road Traffic Regulations, the local laws of a local government or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

**5.3.2.4.5 Insurance**

Council vehicles are insured under a comprehensive policy. This insurance policy becomes null and void if the driver is:

- (a) not in possession of a current driver's licence;
- (b) convicted of being under the influence of alcohol or prohibited substances; or
- (c) not authorised to drive the relevant Council vehicle.

In such cases the driver could become personally liable for damages.

Personal property left in motor vehicles is not insured under any circumstances.

**5.3.2.4.6 Theft of a Council Vehicle**

In the event of the theft of a Council vehicle, Councillors are required to notify the police and CEO immediately.

**5.3.2.4.7 Loss of Drivers Licence**

Any Councillor disqualified or suspended from driving automatically forfeits rights for usage of a Council vehicle for at least the period of disqualification or suspension.

Councillors must report any loss of drivers licence to the CEO immediately.

**5.3.2.4.8 Accidents**

In the event of an accident, Councillors must comply with the Council Vehicle Incident Procedure.

**5.4 Legal Costs and Insurance Cover**

Councillors are covered under Council insurance policies when discharging civic duties. Insurance cover is provided for:

- (a) public liability;
- (b) professional indemnity;
- (c) personal accident and/or workers compensation; and
- (d) international and domestic travel insurance.

Any claim over and above the stated requires the approval of a Council resolution.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their civic functions. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council. Should a Councillor obtain their own legal advice, Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

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### 5.5 Vacation of Office

In cases resulting in the vacation of office, any facilities and vehicles allocated to the Councillor (including keys, fleet cards, log books and any other documentation) must be returned to Council on cessation date.

### 5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking Council duties, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 30 June of that year. Reimbursements must be made in the financial year they were incurred.

### 5.7 Reporting

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the *Local Government Regulation 2012*.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Executive Coordinator to the Mayor
Policy Quality Control	Legal and Governance



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**CAIRNS REGIONAL COUNCIL**



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**General Policy**
**EXPENSES REIMBURSEMENT AND SUPPORT FOR ELECTED REPRESENTATIVES**

**Intent** To clarify the extent of remuneration, expense reimbursement and support provided to Cairns Regional Council Councillors.

**Scope** This policy applies to all duly elected representatives of Cairns Regional Council.

**PROVISIONS**

In accordance with section 249 of the *Local Government Regulation 2012*, Council must prepare and adopt by resolution, an Expenses Reimbursement policy. The Council meeting at which the policy is discussed must be in open session.

This policy must provide for:

- Payment of reasonable expenses incurred, or to be incurred, by Councillors discharging their duties and responsibilities as Councillors
- Provision of facilities to the Councillors for that purpose

As soon as practicable after Council adopts or amends its policy, Council must ensure a copy of the policy can be inspected by the public at its offices and published on Council's website in accordance with section 251 of the *Local Government Regulation 2012*.

**REIMBURSEMENT OF EXPENSES**
**Conference and Seminars**

Where Councillors have received approval to attend a conference, seminar or workshop, Council will make payment on behalf of the Councillor and/or reimburse any reasonable expenses incurred by the Councillor associated with their attendance.

Councillors' reimbursement for expenses in relation to attendance at conferences and workshops shall be in accordance with the Conference/External Meeting Attendance – Councillors General Policy (#814372).

All Councillor travel will be booked and paid for by Council. Economy class is to be used where possible although upgrade may be approved in certain conditions. Airline tickets will not be transferable, but flight insurance will be paid to cover Councillors travelling for official Council business.

Councillors will be entitled to stay at hotel accommodation when it is considered necessary to attend to Council business, or where it is not practical for the Councillor to attend an early morning commitment or return home for the night.

Councillors are entitled to be reimbursed for the cost of a meal when travelling or attending to Council business outside the region. Provided the Councillor incurs the cost personally, and the meal was not provided as part of the registration costs of the activity / event or during a funded flight and receipts are able to be presented.

Councillors are eligible for the following incidental expenses:

- An allowance of \$20 will be paid to cover newspapers, magazines, snacks, tea and coffee, private phone calls, and personal items whilst travelling on approved Council business;
- Cab charge facility or reimbursement for public transport will be paid for Council approved Conferences and / External Meetings.

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**Training and Professional Development**

Where Council resolves that all Councillors are to attend training courses or workshops for skills development related to a Councillor's role, Council will reimburse the total costs of the course.

**Vehicles**

Councillors may use vehicles provided by Council for official business. If a Councillor uses a Council owned vehicle for private purposes, the Councillor must reimburse Council based on the vehicles log book record of use in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal). The log book detailing the private use must be submitted within one (1) month of use and reimbursement is to occur within (3) months of use.

If a Councillor uses a private vehicle for official Council business, reimbursement may be claimed based on log book substantiation of the relevance of the travel to Council.

**Office Facilities**

Councillors will be provided with the following facilities and support:

- Mayor: Separate office accommodation with Secretarial and Executive Assistant Support.
- Deputy Mayor: Separate office accommodation and secretarial/administrative support in accordance with the established staff structure.
- Other Councillors: Office accommodation and secretarial/administrative support in accordance with the established staff structure in the Cairns and office.

Councillors are provided with access to a facsimile, scanner, printer, photocopier and paper shredder for business use.

Council will provide to each Councillor the necessary stationary and personalised letterhead including postage costs, for the undertaking of duties directly associated with their position.

Councillors are provided with fully maintained and serviced meeting/committee rooms, kitchen amenities and ablution facilities, which include the supply and laundering of bath linen. Meeting/committee room usage is on a Councillor priority basis.

**Technology**

Councillors are provided with a council landline telephone in the Council Administration building and a mobile telephone. Mobile telephones are provided to assist Councillors in undertaking their roles and responsibilities under the *Local Government Act 2009*.

Each Councillor will be provided with a single standard laptop/computer and an iPad, as defined by Council's Information Services Branch that can be used both at the Council work location and at the Councillor's home office. Each laptop and iPad will be provided with appropriate hardware and software applicable to enable Councillors to perform their role. Council supplied laptops, iPads and mobile telephones may only be used for Council related work.

Support for the Council supplied laptops, iPads and peripheral devices will be provided through the Information Services call centre (within standard business hours). If rectification requires more than phone support the Council provided laptop or peripheral devices will be returned to Spence Street office by the Councillor.

Upon receipt of a claim with relevant receipts, a maximum amount of \$600, per annum, will be reimbursed to Councillors for home communication expenditure.

**COUNCILLOR REMUNERATION AND SUPPORT**

In accordance with section 183 of the *Local Government Act 2009*, the Local Government Remuneration and Discipline Tribunal is responsible for deciding the maximum amount of remuneration that is payable to Councillors. The Tribunal must annually decide and publish the maximum amount of remuneration payable from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government.

As required by section 246 of the regulation the Local Government Remuneration and Discipline Tribunal have prepared a remuneration schedule for the 2016/17 Financial Year:

Position	Remuneration amount effective 1 July 2016
Mayor	\$168,617
Deputy Mayor	\$114,966
Councillor	\$ 99,638

For the period between the 2016 Statutory Meeting and the commencement of the above 2016/17 remuneration schedule the following shall apply:

Position	Remuneration amount effective 1 July 2015
Mayor	\$165,311
Deputy Mayor	\$112,712
Councillor	\$ 97,684

The remuneration fixed above is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. Remuneration payments are made in fortnightly instalments.

#### Superannuation

Additionally, Councillors are entitled to superannuation benefits on the same terms as Cairns Regional Council employees, subject to the provisions of the *Local Government Act 2009*. Where a Councillor is aged 75 years or greater the remuneration paid will be grossed up by 12%, being the equivalent employee superannuation contribution that would have been payable to the Queensland Superannuation Board if the Councillor was aged less than 75 years.

#### REIMBURSEMENT OF EXPENSES

It is important to note that any expenses incurred through Council provided facilities that do not relate to the discharge of the Councillor's duties are to be reimbursed. All claims for reimbursement will be made in the approved format and submitted with original receipts to the Finance Department. Claims must be presented within 3 months of incurring the expense.

#### INSURANCE COVER

Councillors will be covered under relevant Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident.

#### RELATED POLICIES

Conference / External Meeting Attendance – Councillors (#814372)  
Entertainment and Hospitality Expenditure (#1032479)

♦♦♦♦♦

This policy remains in force for a period of no longer than six (6) months after the next quadrennial election.

General Manager Responsible for Review:

Human Resources and Organisational Change

ORIGINALLY ADOPTED: 13/11/2001

CURRENT ADOPTION: 22/06/2016

DUE FOR REVISION: 22/06/2020

REVOKED/SUPERSEDED:



Peter Tabulo  
Chief Executive Officer

#801852v12

**15. PUBLIC PARTICIPATION**

Nil

**16. LATE BUSINESS**

Cr Bella advised that he had recently visited an area near Farleigh Habana following an issue raised by a resident regarding a dam being built and the effect it would have on her water. In the course of this matter, Cr Bella contacted Tom Bodich from Bio-Security Queensland who has been working on the red witch weed problem in that area and acknowledged the outstanding results being achieved by local bio-security officers noting that some areas have been removed from quarantine and are back in production, reporting has dropped significantly and we may be getting closer to seeing an eradication of a pest that could have a huge impact on our sugar and grazing industries. Cr Bella offered his congratulations to the Mackay Department of Bio-Security Queensland.

Mayor Williamson advised that he met with Premier Palaszczuk and her Director-General yesterday when they visited Mackay. Mayor Williamson advised that it was a very good meeting during which time Council's shovel-ready projects were discussed with Council able to present a number of projects that could be completed with twelve months and also within twelve to twenty-four months. Mayor Williamson advised that Mackay was the only Council the Premier had visited at this point that had such a list prepared and Council would now wait to see how the State would fund shovel-ready projects in the COVID recovery.

**17. CONFIDENTIAL REPORTS**

THAT the meeting be closed to the public in accordance with the *Local Government Act 2009 (Section 275 (1) of the Local Government Regulation 2012)* to discuss matters relating to:-

<b>Confidential Item</b>	<b>Reason for Meeting Closure</b>
<b>Item 17.1</b> - Land Acquisition - Mackay Region Mountain Bike Strategy	(c) to discuss a matter relating to Council's budget (e) contracts proposed to be made by Council
<b>Item 17.2</b> - Draft Meeting Minutes - Mackay Regional Council Traffic Advisory Committee	(h) for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage
<b>Item 17.3</b> - Audit Committee Minutes - 21 May 2020	(h) for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

Moved Cr Green

Seconded Cr Mann

**CARRIED**

11:32 am - The meeting was closed to the public.

THAT the meeting be reopened to the public

Moved Cr Mann

Seconded Cr Jones

**CARRIED**

11:39 am - The meeting reopened to the public.

**17.1. LAND ACQUISITION - MACKAY REGION MOUNTAIN BIKE STRATEGY**

**Confidential**

*Confidential Report to be forwarded separately.*

This report is **CONFIDENTIAL** in accordance with the *Local Government Act* (Section 275(1)(c) of the *Local Government Regulation 2012 (Local Government Act 2009)* which permits the meeting to be closed to the public to discuss a matter relating to Council's budget.

*This report is **CONFIDENTIAL** in accordance with the *Local Government Act* (Section 275(1)(e) of the *Local Government Regulation 2012 (Local Government Act 2009)* which permits the meeting to be closed to the public to discuss a matter relating to contracts proposed to be made by Council.*

**Council Resolution ORD-2020-122**

**THAT Council endorse the purchase of the below listed properties in line with the Mackay Region Mountain Bike Strategy, and authorise the Chief Executive Officer to enter into and finalise the associated contracts –**

**1. Land Parcel 1**

- I. Lot 1 on RP705483
- II. Part of Lot 2 on RP895328
- III. Lot 1 on RP710736

**2. Land Parcel 2 and 2(a)**

- I. Lot 2 on RP710736
- II. Lot 7 on RP705489

**3. Land Parcel 3**

- I. Part of Lot 2 on RP723999

Moved Cr May

Seconded Cr Englert

**CARRIED**

**17.2. DRAFT MEETING MINUTES - MACKAY REGIONAL COUNCIL TRAFFIC ADVISORY COMMITTEE**

**Confidential**

*Confidential Report to be forwarded separately.*

This report is **CONFIDENTIAL** in accordance with the *Local Government Act* (Section 275(1)(h) of the *Local Government Regulation 2012 (Local Government Act 2009)* which permits the meeting to be closed to the

public to discuss a matter for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Council Resolution ORD-2020-123**

**THAT the draft meeting minutes of Mackay Regional Council Traffic Advisory Committee be received.**

**Moved Cr Mann**

**Seconded Cr Townsend**

**CARRIED**

**17.3. AUDIT COMMITTEE MINUTES - 21 MAY 2020**

**Confidential**

*Confidential Report to be forwarded separately.*

This report is **CONFIDENTIAL** in accordance with the *Local Government Act* (Section 275(1)(h) of the *Local Government Regulation 2012 (Local Government Act 2009)* which permits the meeting to be closed to the public to discuss a matter for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Council Resolution ORD-2020-124**

**THAT the attached Committee minutes are received by Council.**

**Moved Cr Green**

**Seconded Cr Hassan**

**CARRIED**

**18. MEETING CLOSURE**

Meeting closed at 11:40 am.

**19. FOR INFORMATION ONLY**

Nil

Confirmed on Wednesday 24 June 2020

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MAYOR